

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Liberty Fairfield Office
5645 Liberty Fairfield Road
Hamilton, OH

September 13, 2018
6:00 p.m.

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Tony Yocco, Board President.

II. ROLL CALL

Roll call was conducted:

Tony Yocco	Present
Dale French	Present
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Dale French.

Tony Yocco read the Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

The group participated in a moment of silent reflection in memory of S. Temple, an individual served by the Board; JoAnn Tomes, Mother of Developmental Specialist Susanne Beckett-Henderson; Chester Baird, Father of Accounting Specialist Pam Bowling; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Connie Sullivan made a motion to approve the Order of Business as distributed at the meeting. Rick Meier seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

Direct Support Professionals (DSP) Presentation – Lee Ann Emmons

The presentation included a PowerPoint and a copy is included with the original minutes of the meeting. Points covered include:

- Direct Support Professionals (DSP's) are:
 - Personal care attendants, Direct care workers, Direct support staff, Community living specialists, Job coaches, Employment specialists, etc...
- Direct Care workers are the largest occupational group in the United States with 4,999,100 workers, second largest are retail salespersons at 4,968,400.
- Projected growth from 2016 to 2026 goes from 4,437,900 to 5,781,500.
- Workforce conditions that deter entry into the profession include:
 - Low wages, meager benefits, physically challenging work (high rate of injury), high accountability for actions, isolation from other workers and supervisors, lack of a career ladder, insufficient training and professional development.
- DSP scope of practice include: chauffeur, counselor, dietician, nurse, occupational therapist, personal trainer, physical therapist, psychologist, and teacher.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, September 13 at 5:00 p.m. at the Liberty Fairfield Office. Rick Meier reported that all items on the agenda were reviewed and recommended for approval.
 - Review of July Invoice Report (**Attachment**).
 - Review of August Invoice Report (**Attachment**).
 - Review of July Revenue and Expenditure Reports (**Attachment**).
2. **Ethics Council:** met Thursday, September 13 at 5:45 p.m. at Liberty Fairfield Office. Dale French reported that all items on the agenda were reviewed and recommended for approval.
 - Review direct service contracts, agency employees, and family members also employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).
3. **Personnel Committee:** met Thursday, September 13 at 5:15 p.m. at Liberty Fairfield Office. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.
 - Review of August Personnel actions and current staff vacancies (**Attachment**).
4. **Program Committee:** met Thursday, September 13 at 5:30 p.m. at Liberty Fairfield Office. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.

VII. CONSENT AGENDA – MOTION

Dale French made a motion to approve the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

1. **Board**

- A. Minutes of August 2, 2018 meeting (**Attachment**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment**).
- C. Direct service contracts, agency employees, and family members also employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).
- D. Personnel Policy Revisions (**Attachment**).
 - Policy #2.25, Travel Criteria and Reimbursements
 - Policy #2.59, Board Volunteers
 - Policy #2.74, Information Technology Policy
 - Policy #2.75, Use of Cell Phones
 - Policy #2.76, Employee Expectation of Privacy
 - Policy #2.78, Lapsed Certification
 - Policy #2.80, Employee Orientation
 - Policy #2.83, Attendance Achievement Bonus
- E. Program Policy Revisions (**Attachment**).
 - Policy #6-4, Eligibility, Enrollment and Waiting List

2. **Operations**

Contracts > \$25,000

- A. Amendment to Contract (**#0318-02**) with the Impact Group; effective 2/15/18 through 10/31/18; for marketing and public relations support; cost not to exceed \$40,000.00 (an increase of \$9,040.00).

NOTE: Adding services for September – October; new BCBDD Public Relations staff person to start by the end of October.

- B. Master Contract (**#0918-01**) with Echoing Hills Village; effective 8/1/18 through 12/31/19; cost of \$10,000.00; for adult day supports and vocational habilitation.

- C. Contract (**#0918-02**) with Lifespan; effective 1/1/19 through 12/31/19; cost of \$123,015.84; for Social Security Payeeship and Guardianship Services.

NOTE: The Board received a Supplemental Services Trust in the amount of \$20,562.52. These funds will be used to offset the cost of the Guardianship fees associated with this contract.

- D. Contract (**#0918-04**) with ECI; effective 5/11/18 through 12/31/18; cost of \$57,419.25; for Homemaker Personal Care services.

NOTE: Original amount exceeded \$25,000.00 due to two emergencies.

VIII. NEW BUSINESS

Connie Sullivan made a motion to approve the New Business item. Rick Meier seconded the motion. The motion passed unanimously.

- 1. Consideration of motion to approve performance based bonuses of up to 2% **(Attachment)** for all full and part-time employees who are otherwise eligible (excluding the Superintendent who receives increases per Board evaluations as specified by contract) payable on 11/30/18, pending review and endorsement by the Finance and Personnel Committees.

IX. BOARD POLICY DISCUSSION

Board Governing Policy #3.5, Chief Governance Officer Role **(Attachment)**.

- No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

- 1. Monitoring Report #2.1, Treatment of Individuals **(Attachment)** – report included in the Board packet.
- 2. County Board Accreditation Report **(Attachment)** – report included in the Board packet.
- 3. New Operational Worries – None reported.

XI. ANNOUNCEMENTS

- 1. GE Dance – Rumble in the Jungle – October 2nd – New location with a maximum of 250 people – get in your RSVP's.

XII. ITEMS FOR NEXT AGENDA

XIII. ADJOURNMENT

There being no further business before the board, Connie Sullivan made a motion to adjourn and Rick Meier seconded the motion. The motion passed unanimously.



 Tony Yocco, Board President
DALE FRENCH VICE-PRES



 Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, October 11, 2018 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for September Committee Meetings:

Finance Committee meeting: Thursday, October 11 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, October 11 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, October 11 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2018

**Board members are required to participate in at least 4 hours of training annually. The Department of DD will provide webinars covering 2 hours of training. The Board and Superintendent shall jointly develop the annual training calendar which should also include perspectives from outside the county.*

January Board Meeting	✓ Law Enforcement Investigative Agent Update – Karen Bessette & Ralph Hernandez
February Board Meeting	✓ Levy Scenarios, Early Retirement Incentive Plan (ERIP), Year End Financials, 2017 Statistics – Hailey Quinn
March Board Meeting	✓ Medicaid Waiver Presentation – Sarah Keller, Andrew Riley
April Board Meeting	✓ Waiting list “Fix the List” – Tanya Coffey
May Board Meeting	✓ Remote Support Technology – SSA Team Supervisor Kara Frederick and Jeremy A.
June Board Meeting	✓ UTS – Geoff Kuzio
August Board Meeting	✓ Butler County Special Olympics Athlete Leadership
September Board Meeting	✓ Direct Support Professionals (DSP) Presentation – Lee Ann Emmons
October Board Meeting	Partnerships for Housing – Gina Gehm
November Board Meeting	Statewide Data/Waiver Cost Projections - Hailey
December Board Meeting	