

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

November 16, 2017
6:30 p.m.

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Kathy McMahon-Klosterman, Board President.

II. ROLL CALL

Roll Call was conducted:

Kathy McMahon-Klosterman	Present
Tony Yocco	Present
Richard Meier	Present
Dale French	Present
Laddie Henninger	Present
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Connie Sullivan.

Kathy McMahon-Klosterman read the Mission Statement: To support individuals so they can successfully live, work, and learn in the community.



Live



Work



Learn



Community
Relations



Operations &
Business

The group participated in a moment of silent reflection in memory of Lueta Cook, Grandmother of SSA Team Supervisor Teresa Brand; J. Brewer, an individual served by the Board; John Troher, Systems Network Engineer; M. Brandenburg, an individual served by the Board; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Laddie Henninger made a motion to approve the Order of Business as distributed at the meeting. Richard Meier seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

Request made by Melanie Ross – Transport-U Transportation to discuss the renewal of the 2018 Transportation Contract. Melanie Ross did not appear.

V. BOARD EDUCATION/COMMUNITY LINKAGE

Miami University Geospatial Mapping Project – Robbyn Abbitt & Wendy Planicka

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

- Maps showing the location in Butler County:
 - Where individuals reside
 - Where BCBDD staff reside.
 - Location of employers of individuals in Butler County.
 - Voting data by precinct in 2016.
 - Community Connections events throughout the county.
- Looking to 2018 and the use of maps to help with the Levy campaign.

VI. EXECUTIVE SESSION

Laddie Henninger made a motion to go into Executive Session to consider matters required to be kept confidential by federal law or regulations or state statutes. Connie Sullivan seconded the motion. The motion passed unanimously with a roll call vote as follows:

Kathy McMahon-Klosterman	Yes
Tony Yocco	Yes
Richard Meier	Yes
Dale French	Yes
Laddie Henninger	Yes
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Yes

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, November 16 at 5:00 p.m. at Janet Clemmons Center. Richard Meier reported that all items on the agenda were reviewed and recommended for approval.
 - Review of October Invoice Report (**Attachment #1**).
 - Review of September Revenue and Expenditure Reports (**Attachment #2**).
2. **Personnel Committee:** met Thursday, November 16 at 5:30 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.
 - Review of October Personnel actions and current staff vacancies (**Attachment #3**).

3. **Program Committee:** met Thursday, November 16 at 5:30 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.

VIII. CONSENT AGENDA – MOTION

Richard Meier made a motion to approve the Consent Agenda. Dale French seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of October 12, 2017 meeting (**Attachment #4**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment #1**).
- C. Personnel Policy Revisions (**Attachment #5**).
 - **Policy #2.19, Payroll Regulations**, language changed to reflect our current practices and to add language about receiving electronic W2's.
 - **Policy #2.21, Overtime & Hours of Work**, updated language to remove the listing of all positions; additional language clean up; and the addition of language regarding the requirement for prior supervisor approval for staff working through their break periods to "flex" that time.
 - **Policy #2.26, Fringe Benefits**, language added to better clarify an employee's responsibility to pay back their portion of insurance premiums when in a "no pay" status/leave without pay; also additional language added to clarify eligibility of payment for employees waiving the Board's health insurance.
 - **Policy #2.30, Leave without Pay (Discretionary)**, Language added for the pay back of unpaid insurance premiums to be consistent with language added to Policy #2.26 (Fringe Benefits).
 - **Policy #2.36, Holiday Pay**, language removed regarding the eligibility of part time employees to receive holiday pay. This language was previously added for part time employees with a regular fixed schedule for the adult day program. Part time employees now have flexible schedules with a minimum requirement for weekly hours. So, this language is no longer applicable.

2. Operations

- A. Approval of two year management contracts effective 1/1/18 through 12/31/19 for the following Directors, as reviewed and endorsed by the Personnel Committee:
 - A. Karen Bessette, Quality Assurance Director
 - B. Tanya Coffey, Service and Support Administration Director
 - C. Sherry Dillon, Community Services Director
 - D. Dwight Finch, Human Resources and Operations Director

E. Hailey Quinn, Business Services Director

Contracts > \$25,000

- A. Amendment to master contract (**#1216-19**) with Viaquest, Inc.; effective 1/1/17 through 12/31/17; cost of \$40,000.00 (increase of \$25,000.00) to cover an increase in service provision.
- B. Amendment to master contract (**#1017-39**) with Viaquest, Inc.; effective 1/1/18 through 12/31/18; cost of \$40,000.00 (increase of \$15,000.00) to cover an increase in service provision.
- C. Master contract (**#1117-06**) with Viaquest Residential Services; effective 1/1/18 through 12/31/18; cost of \$170,000.00 for emergency nursing services.
- D. Master contract (**#1117-08**) with Partnerships for Housing; effective 1/1/18 through 12/31/18; cost not to exceed \$32,263.20 for authorized subsidy amounts and for the \$25.00 per individual administration fee.
- E. Master contract (**#1117-09**) with Partnerships for Housing; effective 1/1/18 through 12/31/18; cost not to exceed \$300,000.00 for housing services.
- F. Master contract (**#1117-12**) with Ohio Department of DD/Southwest Ohio Developmental Center; effective 7/1/17 through 6/30/19; for residential treatment services at a rate of \$587.33 per day per individual (previous rate of \$523.00).
- G. Contract (**#1117-13**) with Lifespan; effective 1/1/18 through 12/31/18; cost of \$108,720.96 for Social Security Payeeship and guardianship services.
- H. Contract (**#1117-14**) with SALT Resource Solutions, LLC; effective 1/1/18 through 12/31/18; cost not to exceed \$34,750.00 for parent resource supports for students and adults.
- I. Contract (**#1117-15**) with Night Owl Cleaning Services, LLC; effective 1/1/18 through 12/31/18; cost not to exceed \$42,066.00 for custodial services.
- J. Contract (**#1117-16**) with The Counseling Source, Inc.; effective 1/1/18 through 12/31/18; cost of \$51,000.00 for completion of Psychological evaluations, diagnosis verification forms, and expert evaluations.
- K. Contract (**#1117-17**) with Dynamic Pathways, Inc.; effective 1/1/18 through 12/31/18; cost of \$99,544.00 for Behavior supports (assessments, consultation, strategy development), Training, Person Centered Planning at Safe Haven Farm, and Human Rights Committee oversight.
- L. Contract (**#1117-19**) with Southwestern Ohio Council of Governments (SWOCOG); effective 1/1/18 through 12/31/18; total cost not to exceed \$11,471,981.00 to include the following:
 - COG Administration: \$88,656.00
 - Combined Public Relations Services: \$5,000.00
 - Freelance/Independent Contractors for PR Services: \$10,000.00
 - Provider Compliance: \$38,346.00
 - Family Support Services: \$360,000.00
 - Eligibility and Referral: \$50,880.00
 - Home Modification: \$57,688.00
 - Professional Evaluations/Consultations for Home Mod Program: \$44,000.00

- MUI: \$31,411.00
- Provider Support: \$2,000.00
- Training: \$9,000.00
- Waiver Match: \$10,775,000.00

IX. NEW BUSINESS

Discussion on 2017 Year End Projection, 2018 Budget, and Table of Organization.

1. Connie Sullivan made a motion to approve the 2018 Budget and Table of Organization, as reviewed and endorsed by the Finance & Personnel Committees. Laddie Henninger seconded the motion. The motion passed unanimously.
2. Dale French made a motion to approve **Resolution #2017-11-01, Nonfederal Share of Medicaid Expenditures (Attachment #6)**, to specify the amount of funds, \$10,200,000.00, to be used in the year 2018 to pay the nonfederal share of services required by ORC 5126.054 (1B), as reviewed and endorsed by the Finance Committee. Richard Meier seconded the motion. The motion passed unanimously.

NOTE: These funds are leveraged to draw down federal funds which allow us to provide \$35 million in Medicaid services.

3. Laddie Henninger made a motion to approve additional Individual Budget of \$21,200.11 for T.S. to attend day program full time and access non-medical transportation through 6/26/18. Tony Yocco seconded the motion. The motion passed unanimously.

NOTE: Board approval is needed for any budget above 42%.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.7 – Board Committee Structure
 - No revisions recommended.
2. Board Governing Policy #3.8 – Cost of Governance
 - No revisions recommended.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Compensation and Benefits (**Attachment #7**) – report included in the Board packet.
2. Strategic Plan 3rd Quarter Update (**Attachment #8**) – No concerns or revisions noted by Board members.
3. New Operational Worries:
 - Transportation Request for Proposal (RFP) – Lisa Guliano discussed the complaint by a transportation provider regarding the RFP process.
 - The State made a recommendation during our fiscal audit to prepare an RFP for all local funded non-medical transportation services to ensure that transportation costs paid by the Board were the most cost effective.
 - The Board advertised an RFP as required by statute.
 - In addition, Board staff emailed notice to providers alerting them of the RFP. Board staff learned this week that some providers did not receive email notification.
 - Only one interested provider submitted a bid by the September 15th date.

After full discussion of the process and concerns, Dale French made a motion to move forward with the plan that is in place to contract with Universal Transportation Systems (UTS) for all local funded non-medical transportation services for a two-year period beginning January 1, 2018. Laddie Henninger seconded the motion. The motion passed unanimously with a roll call vote as follows:

Kathy McMahon-Klosterman	Yes
Tony Yocco	Yes
Richard Meier	Abstain
Dale French	Yes
Laddie Henninger	Yes
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Yes

XII. ANNOUNCEMENTS

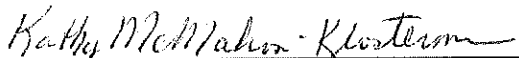
Board Member Connie Sullivan spoke regarding Special Olympics and the need for athlete leadership mentors. Connie will supply information to Wendy Planicka the Community Relations Coordinator to include in the Agency Weekly News Update and the Community Connections Newsletter.

XIII. ITEMS FOR NEXT AGENDA

None noted.

XIV. ADJOURNMENT

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



Kathy McMahon-Klosterman, Board President



Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, December 14, 2017 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, December 14 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, December 14 at 5:30 p.m. at JCC.

Program Committee meeting: Thursday, December 14 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2017

**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	✓ Facilities Consolidation ✓ 2017 Strategic Plan
February Board Meeting	✓ Cash Flow Update – Hailey Quinn ✓ Board Agenda – Proposed Revisions – Lisa Guliano
March Board Meeting	✓ Levy Scenarios – Hailey Quinn
April Board Meeting	✓ Information Technology Update – Butler County Educational Service Center (ESC)
May Board Meeting	✓ Update on PAUSE respite – Lisa McCoon
June Board Meeting	✓ Ins and Outs of DODD Provider Certification – Robin Thomas
August Board Meeting	✓ Southwestern Ohio COG Report – Shirley Riggs
September Board Meeting	✓ Project STIR (Steps Toward Independence and Responsibility) Presentation – Darren Corns & Lee Ann Emmons
October Board Meeting	✓ Early Intervention – Melissa Ward Brown
November Board Meeting	✓ Miami University Geospatial Mapping Project – Robbyn Abbitt & Wendy Planicka
December Board Meeting	Presentation of Draft 2018 Strategic Plan