

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

December 14, 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	Absent
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by J. Frasher.

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 C. Powell, 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

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

IV. AUDIENCE TO VISITORS

Melanie Ross, owner of Transport-U, LLC attended the meeting and asked to speak to the Board. She wanted the Board to be aware that she was not given the opportunity to bid for the 2018-2019 locally funded non-medical transportation services. She believes that she was treated unfairly by not being given the opportunity to bid. Ms. Ross provided Board members with copies of emails received through a public records request. She expressed concern that she did not receive an email about the transportation bid process.

V. BOARD RECOGNITION

Recognition of Board President, Kathy McMahon-Klosterman.
Shawna Smith presented a Proclamation on behalf of the Butler County Commissioners to Kathy acknowledging her 12 years of service as a Board Member. Tony Yocco, Board Vice President spoke regarding Kathy and how she has been an inspiration to the other members of the board and to the community. Kathy's vision of true integration for all people has been unwavering. An individual served by the Board presented Kathy with a gift from the InsideOut Art Studio.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Presentation of Draft 2018 Strategic Plan – Lisa Guliano

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

- A spreadsheet showing the information gleaned from the COG surveys of individuals served and their families regarding the Board and what's working, what's not working, and what is needed to better serve their needs.
- Draft copy of the 2018 Strategic Plan which has been reduced to one page showing the Goals, Strategies, and Measures for the categories of Live, Work and Learn.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, December 14 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 November Invoice Report (**Attachment #1**).
 - Review of October Revenue and Expenditure Reports (**Attachment #2**).
 - Review of November Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, December 14 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 November Personnel actions and current staff vacancies (**Attachment #3**).
3. **Program Committee:** met Thursday, December 14 at 5:30 p.m. at Janet Clemmons Center. Kathy McMahon-Klosterman reported that all items on the agenda were reviewed and recommended for approval.

4. **Nominating, By-Laws and Ethics:** met Thursday, December 14 at 6:00 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval.

- Discuss Slate of Officers and Committee assignments for 2018.

VIII. CONSENT AGENDA – MOTION

Tony Yocco made a motion to approve the Consent Agenda. Connie Sullivan seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of November 16, 2017 meeting (**Attachment #4**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee. (**Attachment #1**).
- C. Personnel Policy Revisions (**Attachment #5**).
 - **Policy #2.21, Overtime & Compensatory Time**, language added for on call holiday pay and change to the emergency call in hours.
 - **Policy #2.33, Personal Leave**, updated to allow for personal leave for part time employees to be calculated at half the accrual rate of their full time equivalents.
 - **Policy #2.39, Administrative Guidelines Regarding Inclement Weather/Natural Emergencies**, updated language to reflect the usage of the One Call Now system and to remove language regarding Board operated programs.
- D. Program Policy Revisions (**Attachment #6**).
 - **Policy #6-7, Behavior Support**
 - **Policy #6-8, Health & Medical**
 - **Policy #6-9, Transportation**
 - **Policy #6-10, Early Intervention**
 - **Policy #6-23, Home and Community Based Services (HCBS) Waiver Overtime for Independent Providers**

2. Operations

- A. **Personnel Policy #2.21, Overtime & Compensatory Time**, request for retroactive on call holiday pay compensation effective 10/29/16 for staff that transitioned from salary to hourly status, pending review and endorsement by the Finance Committee.

IX. OLD BUSINESS

Connie Sullivan made a motion to approve the items under Old Business. Tony Yocco seconded the motion. The motion passed unanimously.

1. Consideration of motion to approve Master Contract (**#1117-02**) with Universal Transportation Systems (UTS); effective 1/1/18 through 12/31/19; cost of \$1,300,000.00 for local funded non-medical transportation services, as reviewed and endorsed by the Finance Committee.

2. Consideration of motion to approve Universal Transportation Systems to subcontract with All Around Taxi dba Horton's Transportation and Quality Transportation Systems effective January 1, 2018 through December 31, 2019, as reviewed and endorsed by the Finance Committee.

X. NEW BUSINESS

Tony Yocco made a motion to approve the items under New Business. Richard Meier seconded the motion. The motion passed unanimously.

1. Consideration of motion to approve performance based wage increases of up to 2% (**Attachment #7**) for all non-bargaining unit, non-substitute employees who are otherwise eligible (excluding the Superintendent who receives increases per Board evaluations as specified by contract) effective the first full pay period in January 2018, pending review and endorsement by the Finance and Personnel Committees.
NOTE: Employees will receive the increase as an increase to base salary or as a lump sum payment pursuant to Board Salary Ranges and as defined in Policy #2.18.
2. Consideration of motion to approve revised salary schedule for all management and non-unit employees as outlined in (**Attachment #9**), effective 1/1/18, pending review and endorsement by the Finance and Personnel Committees.

NOTE: Revised to include those employees moving from unit to non-unit status and to reflect changes resulting from unfilled/abolished positions. No rate changes.

3. Consideration of motion to pay Ralph Hernandez' personnel and benefit costs and Board related travel and training on behalf of the Butler County Sheriff's office effective January 1, 2018 through December 31, 2018, pending review and endorsement by the Finance and Personnel Committees.

NOTE: This position will be paid directly from the Boards operating fund and will continue to generate revenue as a MAC biller.

4. Consideration of motion to appeal to the County Commissioners to request a waiver from the Director of the Ohio Department of Developmental Disabilities on the removal of a Board member for non-attendance at four regularly scheduled board meetings in 2017; pursuant to Ohio Revised Code 5126.0214; as recommended by the Nominating Committee of the Board. The waiver request would apply to Jacqueline Rioja Velarde who has traveled out of the country to care for her mother due to a serious health condition, pending review and endorsement by the Nominating, By-Laws and Ethics Committee.
5. Adoption of Schedule of Meetings for 2018 (**Attachment #8**).
 - A. Requested date change for the May meeting due to the OACB Spring Conference (Proposed date of May 17th).
 - B. Requested date change for the August meeting due to the Superintendent Conference (Proposed date of August 2nd).

XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.0 – Global Governance – Management Connection
 - No revisions recommended.
2. Board Governing Policy #4.1 – Unity of Control

- No revisions recommended.

XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Planning/Budgeting (**Attachment**) – report included in the Board packet.
2. OACB Convention – Dale French
 - Dale attended the convention and spoke regarding the opening speaker. He hopes that a video will be made available by OACB so that it can be viewed by other Board members.
3. Board Education Topics – 2018
Suggestions made include:
 - Year End Financials and property tax information.
 - Law Enforcement Investigative Agent
 - Medicaid Funding Clarification
4. New Operational Worries
 - Emergency Home Contract – Lisa Guliano
Lisa informed the Board members of the need to terminate the contract with Caregivers for Independence due to concerns by our staff members about rules the provider wished to enforce for individuals staying in the home.

XIII. ANNOUNCEMENTS

None.

XIV. ITEMS FOR NEXT AGENDA

1. Suggestion by Connie Sullivan to discuss the need for athlete leadership mentors for Special Olympics. Connie will check with her contact about availability to present to the Board.

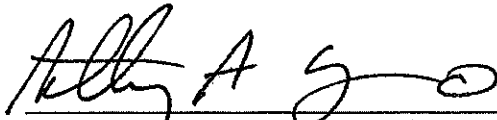
XV. EXECUTIVE SESSION

Dale French made a motion to go into Executive Session to consider the compensation of a public employee. Tony Yocco 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	Absent
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Yes

XVI. 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.



 Tony Yocco, Board Vice-President



 Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, January 11, 2018 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, January 11 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, January 11 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, January 11 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	✓ Facilities Consolidation ✓ 2017 Strategic Plan
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 – Lisa Guliano