

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

**Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH**

**January 11, 2018
6:30 p.m.**

**BOARD MEETING
PRELIMINARY AGENDA – DRAFT #2**

Oath of Office for appointment of new Board Member Jacquelyn Phillips and re-appointment of Board Member Connie Sullivan, to be sworn in by T. C. Rogers, County Commissioner.

I. CALL TO ORDER

II. ROLL CALL

Pledge of Allegiance.

Reading of Mission Statement: To support individuals so they can successfully live, work, and learn in the community.



Live



Work



Learn



Community
Relations



Operations &
Business

Moment of silent reflection in memory of M. Haggard, 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

Approval of Order of Business.

IV. AUDIENCE TO VISITORS

None Requested.

V. ORDERS OF THE DAY

Annual reorganization of the Board to be conducted in accordance with O.R.C. Section 5126.022.

1. Election of Officers – Nominate and Approve Slate of Officers:

President: Tony Yocco
Vice-President: Dale French
Recording Secretary: Richard Meier

2. Set Committee Appointments and Parliamentarian (**Attachment**).
3. Approval of **Resolution #2017-01-01 (Attachment)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Law Enforcement Investigative Agent Update – Karen Bessette & Ralph Hernandez

VII. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, January 11 at 5:00 p.m. at Janet Clemmons Center.
 - Review of 2017 Monthly Cash Reserve Summaries (**Attachment**).
 - Review of December Invoice Report (**Attachment**).
 - Review of December Revenue and Expenditure Reports (**Attachment**).
2. **Ethics Council:** Thursday, January 11 at 5:30 p.m. at Janet Clemmons Center.
 - Review of report of payments issued to individuals or families served. (**Attachment**).
3. **Personnel Committee:** Thursday, January 11 at 5:30 p.m. at Janet Clemmons Center.
 - Review of December Personnel actions and current staff vacancies (**Attachment**).

VIII. CONSENT AGENDA – MOTION

1. **Board**
 - A. Minutes of December 14, 2017 meeting (**Attachment**).
 - B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment**).
 - C. Report of payments issued to individuals or families served, pending review and endorsement by the Ethics Council (**Attachment**).
 - D. Personnel Policy Revisions (**Attachment**).
 - **Policy #2.21, Overtime & Compensatory Time**, revised to reflect the transition to a standard work week for all Board employees (37.5 hours per week), and minor changes to update wording.

NOTE: The majority of Board staff are on a 37.5 hour schedule. Six employees will be converted from 40 hour to 37.5 hour schedules which reflects deduction for a 30 minute break each day. No change to scheduled shifts or weekly salary.

- **Policy #2.35, Calculation of Vacation Time**, updated to reflect alignment of accruals to standard work week.

E. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council (**Attachment**).

2. Operations

A. Approval of 2018 Strategic Plan (**Attachment**).

Contracts > \$25,000

A. Master Contract (**#0118-02**) with Primary Solutions; effective 1/1/18 through 12/31/18; cost not to exceed \$50,196.00 for access to and support for the client database, Gatekeeper.

IX. NEW BUSINESS

1. Consideration of motion to approve Superintendent Lisa Guliano's evaluation, dated December 14, 2017, along with any subsequent addendum to her contract, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board.

NOTE: All referenced documents will be maintained in the Superintendent's personnel file.

2. Consideration of motion to approve 2018 Performance Goals of Superintendent Lisa Guliano (**Attachment**).

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.2 – Accountability of the Superintendent (**Attachment**)
2. Board Governing Policy #4.3 – Delegation to the Superintendent (**Attachment**)
3. Board Governing Policy #4.5 – Superintendent Compensation & Benefits (**Attachment**)

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Conditions and Activities (**Attachment**)
2. Update on the Symmes Road lease
3. New Operational Worries

XII. ANNOUNCEMENTS

XIII. ITEMS FOR NEXT AGENDA

XIV. ADJOURNMENT

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, February 8, 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, February 8 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, February 8 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, February 8 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, ERIP, Year End Financials – Hailey Quinn
March Board Meeting	Medicaid Waiver Presentation – Ginger Kavalauskas, Sarah Keller, Andrew Riley, Ron Smith
April Board Meeting	
May Board Meeting	
June Board Meeting	
August Board Meeting	
September Board Meeting	
October Board Meeting	
November Board Meeting	
December Board Meeting	