

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

May 11, 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	Absent
Laddie Henninger	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Tony Yocco.

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 M. Roback, an individual served by the board; M. Lustenberger, an individual served by the board; L. Hammond, an individual served by the Board; R. Niederhelmann, an individual served by the Board; Neil Smart, Stepfather of Support Coordinator Mike Sweetin; Charlene Padgett, Mother-in-law of HR & Operations Director Dwight Finch; Betty Jean Groff, Mother of Parent Resource Coordinator Patti Shrom; 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

None Requested.

V. SPECIAL RECOGNITION

Recognition of Board Retiree Anita Clark for 33 years of service. Sherry Dillon spoke to the Board regarding Anita's years in numerous positions with the Board. Anita was known for her calming influence with everyone; her ability to park large vehicles; her expertise with the buildings, landscaping, and vans; and her uncanny ability to repair anything with duct tape. Anita will be sorely missed.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Update on PAUSE Respite – Lisa McCoon

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

- Three locations for PAUSE respite:
 - The Charleston Club - West Chester
 - Center Pointe Christian Church - West Chester
 - Hamilton Church of God – Hamilton
- Impact for the community:
 - Kids/Families/Volunteers
 - Donations
 - Partnerships
 - Growth
- Pause for a Cause Fundraising Gals – October 5, 2017

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, May 11 at 5:00 p.m. at Janet Clemmons Center. Richard Meier reported that the item on the agenda was reviewed and recommended for approval.
 - April Invoice Report (**Attachment #1**).
2. **Personnel Committee:** met Thursday, May 11 at 5:30 p.m. at Janet Clemmons Center. Connie Sullivan reported that the item on the agenda was reviewed and recommended for approval.
 - Personnel actions and current staff vacancies (**Attachment #2**).
3. **Program Committee:** Thursday, May 11 at 5:30 p.m. at Janet Clemmons Center. Laddie Henninger reported that the item was reviewed and follow-up is recommended for the June meeting.

➤ Risk Tolerance

4. **Ethics Council:** Thursday, May 11 at 6:00 p.m. at Janet Clemmons Center. Tony Yocco reported that all items on the agenda were reviewed and recommended for approval.

- Review of report of payments issued to individuals or families served. (**Attachment #3**).
- Review of direct service contracts and agency employees and family members also employed by service providers under contract with BCBDD (**Attachment #5**).

5. **Nominating, By-Laws and Ethics Committee:** Thursday, May 11 at 6:00 at JCC. Laddie Henninger reported that the committee met with no action needed.

➤ Board Vacancy

VIII. CONSENT AGENDA – MOTION

Tony Yocco made a motion to approve the Consent Agenda. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of April 13, 2017 meeting (**Attachment #4**).
- B. Ratification of current expenditures approved by the Superintendent. (**Attachment #1**).
- C. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council (**Attachment #3**).
- D. Acceptance of the Board Ethics Council's recommendations regarding direct service contracts and agency employees and family members also employed by service providers under contract with BCBDD approved by the Ethics Council (**Attachment #5**).

IX. BOARD POLICY DISCUSSION

- 1. Board Governing Policy #3.3 – Board Code of Conduct
 - No concerns or revisions noted.
- 2. Program Policy #6-14 - Risk Tolerance
 - Karen Bessette and Debbie Gulley led a discussion with the Board on the draft policy. Various Risk Tolerance examples were shared. Board members provided input and requested discussion continue at the June 8th Board meeting.
- 3. 2017 Strategic Plan – 1st Quarter Update
 - Lisa shared that we'll be using the COG to conduct live surveys of individuals/families served. The information received will inform any changes to our 2018 Strategic Plan.
 - No concerns or revisions noted by Board members.
- 4. Discussion of Consent Agenda
 - Laddie Henninger made a motion to accept the continued use of the Consent Agenda. Richard Meier seconded the motion. The motion passed unanimously.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Receipt of Monitoring Report – Emergency Superintendent Succession – report included in the Board packet.
2. New Operational Worries – None noted.
3. Monitoring Report for June: Communication and Support to the Board

XI. ANNOUNCEMENTS

Announcements by Lisa Guliano:

- Reminder for the Board members of the training opportunities and requirements through DODD.
- CMS Rule Timeline has been extended to 2022.
- Agency All-Staff to be held Monday, May 22nd at Voice of America Park.

Kathy McMahon-Klosterman recognized Lisa Guliano for her 5 year milestone with the Board. Lisa is a very approachable, thoughtful, supportive, and resourceful Superintendent who is willing to get involved at every level.

XII. ITEMS FOR NEXT AGENDA

XIII. ADJOURNMENT

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

Kathy McMahon-Klosterman Richard M. Meier
Kathy McMahon-Klosterman, Board President Richard Meier, Recording Secretary

Calendar of Upcoming Events – see calendar included with Board packet.

Date for next regular meeting: Thursday, June 8, 2017 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for April Committee Meetings:

Finance Committee meeting: Thursday, June 8 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, June 8 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, June 8 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	
October Board Meeting	
November Board Meeting	
December Board Meeting	