

**BUTLER COUNTY**  
*Board of*  
**DEVELOPMENTAL  
DISABILITIES**

Janet Clemmons Center  
282 N. Fair Avenue  
Hamilton, OH

June 14, 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	Absent
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 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. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

**IV. AUDIENCE TO VISITORS**

None Requested.

## V. SPECIAL RECOGNITION

Lisa Guliano spoke regarding Karen Bessette, Quality Assurance Director who has been employed with Butler County Board of DD since March 2000. Karen is leaving the Board after 18 years to move out of state. Karen has held numerous positions with the Board, including: Support Coordinator, OEDI/COEDI Rater, Investigative Agent, and Quality Assurance Director.

## VI. BOARD EDUCATION/COMMUNITY LINKAGE

Universal Transportation Systems (UTS) – Geoff Kuzio

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

- UTS serves 3500 clients per day
- Hours are 24/7 – 365 days per year
- Fleet includes 250 owned vehicles
- Consolidating to one office in July which will house a new Call Center.

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, June 14 at 5:00 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.
  - Review of May Invoice Report (**Attachment**).
  - Review of May Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, June 14 at 5:15 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.
  - Review of May Personnel actions and current staff vacancies (**Attachment**).
3. **Program Committee:** met Thursday, June 14 at 5:30 p.m. at Janet Clemmons Center. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.

## VIII. 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 May 17, 2018 meeting (**Attachment**).
  - B. Ratification of current expenditures approved by the Superintendent. (**Attachment**).
  - C. Personnel Policy Revision (**Attachment**)
    - **Policy #2.62, Use of Board Property/Facilities** – language revised to provide better clarification and to include “equipment” in the policy name.

- **Policy #2.65, Media Relations** – Phrasing changed to improve clarification.
- **Policy #2.67, Use & Distribution of Tobacco Products** – language updated.
- **Policy #2.69, Prohibition of Violence in the Workplace** – language removed regarding the operations of programs.
- **Policy #2.71, Board Owned and/or Operated Vehicles** – language updated to meet current business practices as well as to provide clarification. In addition, the procedures were separated out from the policy statement, and information was added regarding driving requirements for Board business. The name was also updated to reflect this change.
- **Policy #2.72, Damage to Personal Property** – minor phrasing changes to improve clarification.
- **Policy #2.73, Audio Recording in the Workplace** – procedures were separated from the policy; information regarding video recording and taking pictures was added as well as prohibiting the posting of such recordings on social media sites, unless it is a requirement of the employee's position or upon approval from the Superintendent or designee.

D. Program Policy Revision (**Attachment**)

- **Policy #6-12, Secondary Trauma** – new policy to address secondary trauma which may affect employees as a result of their work with people we serve.
- **Policy #12-2, Title XX Federal Assistance Program** – revised for a minor word change.
- **Policy #13-1, Individual Budget Supports** – revised to align with the Ohio Assessment for Immediate and Current Need and the Ethical Prioritization practices which are included as an appendix to the procedures for this policy.

E. Consideration of motion to approve revised salary schedule for all management and non-unit employees, pending review and endorsement by the Personnel Committee. (**Attachment**)

NOTE: Revised to reflect title changes and placement of the Community Awareness Coordinator position on range 10 pursuant to job and compensation analysis review. The Children Services Support Coordinator position has also been removed.

2. **Operations**

**Contracts > \$25,000**

- A. Contract (**#0618-02**) with Hylant Administrative Services; effective 7/1/18 through 6/30/19; for liability insurance (\$46,494.00), vehicle insurance (\$13,182.00), property insurance (\$3,492.00), cyber, pollution, violence cost (\$2,089.00), total not to exceed \$65,257.00 for the length of the agreement; pending review and endorsement by the Finance Committee.

**NOTE:** This is an increase of \$1,066.00 for additional property coverage of tools for our maintenance personnel.

- B. Contract **(#0618-04)** with Butler County Educational Services Center (ESC); effective 7/1/18 through 6/30/19; for Information Technology Support Services at a cost of \$221,490.00 (a 0.5% increase in the cost of services provided).
- C. Amendment to Contract **(#0318-02)** with The Impact Group; effective 2/15/18 through 8/31/18; for marketing and public relations support; cost of \$30,960.00 (an increase of \$12,960.00).

#### **IX. NEW BUSINESS**

1. Connie Sullivan made a motion to approve Resolution #2018-06-01, Early Intervention Services **(Attachment)**, to align with Program Policy #13-1, Individual Budget Supports, as reviewed and endorsed by the Program Committee. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

NOTE: Originally adopted on 11-14-13 as Resolution #2013-11-01

#### **X. BOARD POLICY DISCUSSION**

1. Board Governing Policy #3.4 – Agenda Planning **(Attachment)**
  - No revisions recommended.

#### **XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

1. Monitoring Report #2.1 Communication and Support to the Board **(Attachment)** – report included in the Board packet.
2. Strategic Plan – included in the Board packet.
3. Accreditation Exit – Lisa Guliano highlighted some of the exit comments:
  - Individual Service Plans – outcomes / services
  - Paths to Employment
  - Behavior Supports – one issue that referenced a provider not following the plan.
  - One unreported MUI
  - No citations noted for the EI, HR & OIR Departments.
4. New Operational Worries – Lisa shared one worry that has now been solved:
  - The exit of QA Director Karen Bessette and filling her position.
  - Many qualified internal candidates applied and were interviewed for the position.
  - The position has been filled by an internal candidate, Kara Frederick, former SSA Supervisor.

#### **XII. ANNOUNCEMENTS**



September meeting will be held at the Liberty Fairfield Office.

#### **XIII. ITEMS FOR NEXT AGENDA**

#### **XIV. ADJOURNMENT**

There being no further business before the board, Laddie Henninger made a motion to adjourn and Jackie Phillips seconded the motion. The motion passed unanimously.

  
Tony Yocco, Board President

  
~~Richard Meier, Recording Secretary~~  
  
Dr. Dale French, Vice President

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

Date for next regular meeting: Thursday, August 2, 2018 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for August Committee Meetings:

Finance Committee meeting: Thursday, August 2 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, August 2 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, August 2 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	Statewide Data/Waiver Cost Projections
October Board Meeting	

November Board  
Meeting

December Board  
Meeting