

**BUTLER COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES**

**Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio**

**December 11, 2008
6:30 p.m.**

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board President Imogene O'Lenick.

II. ROLL CALL

Roll call was conducted:

Linda Good	Present
Kim Katterheinrich	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Craig Moon	Absent (excused)
Imogene O'Lenick	Present
Dennis Rogers	Present

The group participated in reciting the Pledge of Allegiance led by Dennis Burger.

Mrs. O'Lenick 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 in memory of Carolyn Lisy, an individual who resided in Middletown; and Sheila Crehan, mother of Elizabeth Crehan; who have passed away and to remember those who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Kim Katterheinrich made a motion to approve the Order of Business as distributed at the meeting.

Linda Good seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Dennis Rogers made a motion to approve the minutes of the November 13, 2008 Board meeting and public hearing.

Kathy McMahon-Klosterman seconded the motion.
The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. SPECIAL RECOGNITION

1. David Swaine was recognized for 25 years of service to the Board and presented with a gift. Rick Black commented on David's work with the board, his gracious demeanor and that he is great to work with.
2. Andrew Powers, Volunteer, is moving out of the area for a new job. He was presented with a gift and thanked for his great work, especially with one young boy who has autism. Andrew will be missed.

VII. PROGRAM REPORT

1. 2009 Budget Review by Rick Black, Business Manager.
 - Distributed "Assumption for the Cash Flow" and "Cash Flow Projections". A copy is included with the minutes.
 - Reviewed millage in effect. Amount collected depends on the year it went into effect. This year we are having a hard time calculating. We have dropped the budget to a 2% increase, but may need to make it flat. Collections are down due to foreclosures, etc. This will have a tremendous impact on services we can provide.
 - We are projecting a new tax levy (an additional mill) in 2012 – but it is just a projection at this point. Whether or not we can pass it will depend on if we have a recovering economy.
 - Discussed a replacement of continuing mills in 2017 or around there. We could combine the continuing and replace them together. Also discussed replacements in 2012 rather than new millage; worried about assessments rates and how that would affect the collections. We will have to be thinking about how to approach this when the time comes; fortunately, we do have time to think about it and plan rather than just react. If we could go a year earlier, that would be great, but we're not sure we can do it. That would put us in competition with many other agencies for tax dollars. Likely many school districts will also be on the ballot in the next couple of years.
 - The personal property tax is gradually dropping until 2017, and then we will feel the full impact of this. State revenues are declining. We were just notified at the last minute we will not be getting \$130,000 we expected to come in this week – this hurts, there is no time to plan, we just lose it and absorb it. These kinds of losses are especially bad for school districts. A 10% state budget cut will equate to about a 29% cut for local boards. Learned today there may be a 25% additional cut. The Federal Financial Participation rate may change and if it changes, it will have a big impact on us.
 - We are projecting to spend less in 2009 than in 2008 on salaries, PERS, etc.
 - This information was presented to the commissioners last week and it was well received; they asked good questions. We explained to the commissioners our health care plan, plans for a future levy, salaries going down from last year, etc. They prompted us to think about how we'd provide services without any state or

federal monies, local dollars only. No state funds could be a very real issue.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, December 11 at 5:00 p.m. at Central Administration. Denny Rogers reported the committee had reviewed all items and recommended approval. Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, December 11 at 5:15 p.m. at Central Administration. Kim Katterheinrich reported the committee had reviewed all items and recommended approval. Personnel actions and current staff vacancies were included in **Attachment #2**.
3. **Program Committee:** met Thursday, December 11 at 5:30 p.m. at Central Administration. Linda Good reported the committee had reviewed all items and recommended approval.
4. **Ethics Council:** met Thursday, December 11 at 5:45 p.m. at Central Administration. Kim Katterheinrich reported the committee had reviewed one staff person working for another agency, included in **Attachment #8**, and had found no conflict.
5. **Nominating, By-Laws and Ethics:** The Board discussed and recommended the Slate of Officers for 2009.

IX. OLD BUSINESS

Dennis Rogers made a motion to approve the following two items:

1. Ratify current expenditures as reviewed and approved by the Superintendent included in **Attachment #1**, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 11/1/08 through 11/30/08 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Utawna Leap seconded the motion.

The motion was approved unanimously.

X. NEW BUSINESS

1. There being no nominations from the floor, Dennis Rogers made a motion to approve the 2009 slate of officers as was discussed by the Board as follows:
 - A. President: Imogene O'Lenick
 - B. Vice President: Kim Katterheinrich
 - C. Recording Secretary: Kathy McMahan-Klosterman

Linda Good seconded the motion.

The motion was approved unanimously.

2. Kim Katterheinrich made a motion to approve 2% wage increase for the following staff, as reviewed and endorsed by the Personnel and Finance Committees:
- A. All non-bargaining unit, non-seasonal, non-substitute employees who are otherwise eligible, (excluding the Superintendent who receives evaluations and increases in August), effective the first full pay in January 2009;
 - B. All non-bargaining unit, seasonal employees who are otherwise eligible, effective the first full pay in August 2009.

Linda Good seconded the motion.

The motion was approved unanimously.

3. Kim Katterheinrich made a motion to approve the following amended Personnel Policies, effective 12/11/08, as reviewed and endorsed by the Personnel Committee:
- A. **#2.76, Employee Expectation of Privacy (Attachment #4)**, to correct grammar in the policy only;
 - B. **#2.79, Vacation Cash In Policy (Attachment #5)**, to allow staff with eight (8) years of board service to cash in vacation time (current policy allows only staff with 20 years of board service to cash in vacation);
 - C. **#2.83, Attendance Achievement Bonus (Attachment #6)**, to continue current practice in compliance with amendments to the FMLA, which will go into effect 1/16/09.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

4. Dennis Rogers made a motion to approve the following agreements, effective 1/1/09 through 12/31/09 (unless other dates are specified) as reviewed and endorsed by the Finance Committee:
- A. Renewal **master** agreement (**#1208-02**) with Champaign Residential Services for room and board subsidy costs for Circle Ginny home at a rate of \$19.23 per day, which is the same rate as the previous agreement (currently serving 3 individuals/3 vacant beds at a cost of \$42,113.70);
 - B. Renewal **master** agreement (**#1208-03**) with ECI, Inc. for room and board subsidy costs for Timberman home at a rate of \$17.40 per day; Seven Mile home at a rate of \$22.42 per day; and Ross home at a rate of \$29.36 per day, which are the same rates as the previous agreement (currently serving 10 individuals/3 vacant beds at a cost of \$107,353.80);
 - C. Renewal **master** agreement (**#1208-04**) with Graceworks for room and board subsidy costs for Schul home at a rate of \$29.77 per day, which is the same rate as the previous agreement (currently serving 5 individuals at a cost of \$54,330.25);
 - D. Renewal **master** agreement (**#1208-05**) with Inclusive Solutions, for day supported living services, at a rate of \$156.80 per day which is the same rate as the previous agreement (currently serving 1 individual at a cost of \$57,232.00);

- E. Renewal agreement (**#1208-06**) with LifeSpan, Inc., for guardianship services for 44 individuals and payee services for 8 individuals, at a total cost not to exceed \$44,596.00, which is an increase of \$183.67 due to a change in the numbers of individuals served;
- F. Renewal agreement (**#1208-07**) with Community Supports Inc., for supported living and nursing services for 2 individuals, at a rate of \$126.73 per consumer per day, total cost not to exceed \$92,512.90, which is an increase of \$10,199.32 over the previous agreement due to this being the first full year to pay the increased rate;
- G. Renewal agreement (**#1208-09**) with Children's Diagnostic Center, to provide psychological, counseling and psychiatric assessment services, at a total cost not to exceed \$185,000.00 for the length of the agreement, which is the same amount as the previous agreement;
- H. Renewal agreement (**#1208-10**) with Middletown Family Consortium, effective 1/1/09 through 12/31/10, to provide services for 3 individuals in their home, at a total cost not to exceed \$18,000.00 for the length of the agreement, which is a \$3,000.00 decrease per year from the previous agreement;
- I. Renewal **master** agreement (**#1208-11**) with Hamilton County Board of MRDD, to provide respite services at Talbert House, at a rate of \$138.29 per day, which is a 3% increase in the per diem rate over the previous agreement (anticipated not to exceed \$10,000.00);
- J. Renewal agreement (**#1208-12**) with University Hospital dba Health Alliance of Greater Cincinnati for psychiatric services at a total cost not to exceed \$75,643.20 for the length of the agreement, which is a 2% increase over the previous agreement;
- K. Renewal agreement (**#1208-31**) with Landform Services, Inc., effective 1/1/09 through 12/31/13, for grounds care and snow removal for Board facilities at an annual rate of \$52,794.96 (budgeted as needed), total for the five year agreement not to exceed \$263,974.80, which is a 1.8% per year increase due to increased costs of fuel and salt;
- L. Renewal agreement (**#1208-32**) with Lykins Oil Company, effective 3/1/09 through 2/28/12, for to provide night fueling for MRDD bus fleet, at a cost of .1975¢ above OPIS (Oil Price Information Service) per gallon;
- M. Renewal agreement (**#1208-33**) with Intercoastal Transportation System, Inc., for transportation services as explained in (**Attachment #7**), at a rate of \$3,812.50 per day for 250 days, total cost not to exceed \$953,125.00 for the length of the agreement, which is the same as the previous agreement;
- N. Renewal agreement (**#1208-34**) with Premier Mechanical Services, for preventive maintenance services for HVAC units in MRDD facilities and offices, at a cost of \$2,050.00 per month, total cost not to exceed \$24,600.00 for the length of the agreement, which is the same as the previous agreement;
- O. Renewal **master** agreement (**#1208-14**) with Abilities First, for the following rates

and services (estimated will serve 39 individuals at a cost of \$76,609.00):

- Adult Day Supports at a rate of \$75.50 per day
- Non-Medical transportation at a rate of \$19.90 per trip
- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40 per hour for Job Coaching; \$40 per hour for Assessment Services
- Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention

P. Renewal **master** agreement (**#1208-15**) with Butler Behavioral Health Services for the following rates and services (estimated will serve 26 individuals at a cost of \$76,000.00):

- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40.00 per hour for Job Coaching; \$40.00 per hour for Assessment Services
- Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention

Q. Renewal **master** agreement (**#1208-16**) with Clovernook Center for the Blind and Visually Impaired for the following rates and services (estimated will serve 6 individuals at a cost of \$33,300.00):

- Vocational Habilitation Services at a rate of \$58.35 and \$42.25 per day
- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40.00 per hour for Job Coaching; \$40.00 per hour for Assessment Services
- Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention

R. New **master** agreement (**#1208-17**) with Easter Seals Work Resource Center for the following rates and services (estimated will serve 10 individuals at a cost of \$54,000.00):

- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40.00 per hour for Job Coaching; \$40.00 per hour for Assessment Services; \$725/week for multiple community-based work site assessments/evaluations
- Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention

S. Renewal **master** agreement (**#1208-18**) with Goodwill Easter Seals of the Miami Valley for the following rates and services (estimated will serve 6 individuals at a cost of \$65,500.00):

- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40.00 per hour for Job Coaching; \$40.00 per hour for Assessment Services
- Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention
- Daily rates for Adult Day Supports, Vocational Habilitation, and Supported Employment/Enclave will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"

T. Renewal **master** agreement (**#1208-19**) with Great Oaks for the following rates and services (estimated will serve 4 individuals at a cost of \$5,000.00):

- Supported Employment/Community/Retention Services at a rate of \$45.00 per hour
- U. Renewal **master** agreement (**#1208-20**) with Hattie Larlham/Constant Companions for the following rates and services (estimated will serve 1 individual at a cost of \$8,500.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"
- V. Renewal **master** agreement (**#1208-21**) with Inclusive Solutions for the following rates and services (estimated will serve 3 individuals at a cost of \$60,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"
- W. Renewal **master** agreement (**#1208-22**) with Jewish Vocational Services for the following rates and services (estimated will serve 30 individuals at a cost of \$255,000.00):
- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40.00 per hour for Job Coaching; \$40.00 per hour for Assessment Services
 - Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention
- X. New **master** agreement (**#1208-23**) with North Star Care Services, LLC "The Charleston Club" for the following rates and services (estimated will serve 2 individuals at a cost of \$35,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"
 - Non-Medical transportation at a rate of \$19.90 per trip
- Y. Renewal **master** agreement (**#1208-24**) with Ohio Valley Goodwill Industries for the following rates and services (estimated will serve 30 individuals at a cost of \$30,000.00):
- Recreation and Leisure Coaching Services and Supports at a rate of \$19.20 per hour
- Z. Renewal **master** agreement (**#1208-25**) with Quest for Independence for the following rates and services (estimated will serve 1 individual at a cost of \$15,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"
 - Non-Medical transportation at a rate of \$19.90 per trip
- AA. Renewal **master** agreement (**#1208-26**) with Senior Independence Adult Day for the following rates and services (estimated will serve 3 individuals at a cost of \$56,500.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"

- Non-Medical transportation at a rate of \$19.90 per trip
- BB. Renewal **master** agreement (**#1208-27**) with Res-Care Ohio/Sonny Spot Day Care for the following rates and services (estimated will serve 3 individuals at a cost of \$69,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"
 - Non-Medical transportation at a rate of \$19.90 per trip
- CC. Renewal **master** agreement (**#1208-28**) with Visionaries and Voices for the following rates and services (estimated will serve 3 individuals at a cost of \$18,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"
 - Non-Medical transportation at a rate of \$20.09 per trip
- DD. Renewal **master** agreement (**#1208-29**) with Goodwill Easter Seals of the Miami Valley for the following rates and services (estimated will serve 12 individuals at a cost of \$15,000.00):
- Recreation and Leisure Coaching Services and Supports at a rate of \$19.20 per hour
- EE. Renewal **master** agreement (**#1208-30**) with Arc of Butler County for the Job Club Program (estimated will serve 50 individuals at a cost of \$29,100.00):
- FF. Renewal **master** agreement (**#1208-35**) with Ohio Valley Goodwill for the following rates and services (estimated will serve 30 individuals at a cost of \$243,000.00):
- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40.00 per hour for Job Coaching; \$40.00 per hour for Assessment Services; \$8.00 per hour for consumer training wage/rate for Community Based Assessment
 - Performance Based Job Placement Services - \$1000.00 for Placement; \$1000.00 for Placement Milestone; \$500 for Job Retention
 - Non-medical transportation at a rates of \$19.90 or 20.09 per trip
- GG. Renewal agreement (**#1208-36**) with Ohio Department of MRDD, for residential services for one individual at Southern Ohio Developmental Center, at the rate of \$576.00 maximum per day, total cost not to exceed \$210,240.00 for the length of the agreement;
- HH. Renewal **master** agreement (**#1208-38**) with United Cerebral Palsy for the following rates and services (estimated will serve 1 individual at a cost of \$30,420.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score and also to the cost of doing business category as reflected in 5123:2-9-19, Appendix "A" and Appendix "C"

Linda Good seconded the motion.

The motion was approved unanimously with a roll call vote as follows:

Linda Good	Yes
Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

5. Kim Katterheinrich made a motion to accept the Board Ethics Council's recommendations regarding direct service contracts and agency employees who are also employed by service providers under contract with the Butler County Board of MRDD (see **Attachment #8** for list), in compliance with Section 5126.033 of the Ohio Revised Code.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - A. Chris recognized Dennis Rogers, Board Member, as this was his last meeting to serve on the Board. She thanked Denny for always being here, being prepared, willing to share, and very generous with encouragement. Denny commented that it was a privilege and honor to be on the board. He learned a lot and serving reinforced his feeling that this is a great organization; he appreciates what we've done for his family and other families out there. Imogene thanked Denny on behalf of the Board members.
 - B. Chris explained that we will be doing a CARF survey in 2009. Board evaluations will be a part of the survey this year. A self evaluation will be sent out to Board members to complete before the next meeting.
 - C. Holiday Cards from Heart of the Art are available to purchase. Can get them at the administration office or the adult centers.
 - D. Board training - everyone is okay on their Board member hours.
 - E. Chris noted a meeting she is to attend on Monday with several local superintendents and state reps to discuss the impact of the loss of state funding. Will update Board.
 - F. May 18 and 19, 2009 has been decided on to do strategic planning activities – Board members, please try to commit to at least part, if not all of that time. This information will have great importance for the future with the current financial situation.
2. Director and Supervisor Reports – written reports were included with packets.
 - A. Adult Services Report
 - B. Children's Programs and Services Report – Mary May reported on PLAY project follow-up; almost every child and parent have benefitted. This is a coaching

model (coaches families to interact with their children) and read letters from parents whose children have benefitted and done well.

- C. Service and Support Administration Report – Renovation of the Donald Drive office for the team from 441 is nearly complete. They will move next week.
 - D. Quality Assurance and Medicaid Administration Report
 - E. Partnerships for Housing Report
 - F. Transportation and Facility Services Report
 - G. Human Resources Report
 - H. Training Report
 - I. Communications Report
 - J. EPRO Report – raised \$200 in a fundraiser used to help 2 people move into homes.
3. Upcoming Events
- o Middletown and Liberty Center Holiday Parties: December 19
 - o Movies at Redeemer Church: First Saturday of each month
 - o 2009 Community Recognition Dinner – Sunday, March 29 at the Cincinnati Marriott North
4. Scheduled dates and times for January 2009 Committee Meetings:
- A. Finance Committee meeting: Thursday, January 8 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, January 8 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, January 8 at 5:30 p.m. at Central Administration.
5. Date for next regular meeting (Organizational Meeting): Thursday, January 8, 2009 at 6:30 p.m. at Central Administration.

XII. EXECUTIVE SESSION

Linda Good made a motion to go into executive session to discuss legal and personnel issues and Kathy McMahon-Klosterman seconded the motion. The motion was approved unanimously with a roll call vote as follows:

Linda Good	Yes
Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

XIII. ADJOURNMENT

There being no further business before the Board, Kathy McMahon-Klosterman made a motion to adjourn and Utawna Leap seconded the motion. The motion was approved unanimously.

Imogene O'Lenick, Board President

Kathy McMahon-Klosterman, Recording Secretary