

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

**Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH 45011**

**February 14, 2008
6:30 p.m.**

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

Roll call was conducted:

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

The group participated in reciting the Pledge of Allegiance led by Mary May.

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 Fred Lewis, a former attendee at Hamilton Center; Kaye Boggs, a former resident of Circle Ginny home and participant at Middletown Enrichment Center; and Brenda Bolser, a former resident of Fairfield Center; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Kathy McMahon-Klosterman made a motion to approve the Order of Business.

Utawna Leap seconded the motion.

Discussion: two items changed 5E and 5F -

The motion passed unanimously to adopt the agenda as amended.

IV. APPROVAL OF MINUTES

Dennis Rogers made a motion to approve the minutes of the January 10, 2008 Board meeting as submitted.

Craig Moon seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. SPECIAL RECOGNITION

1. Recognition of Rick Black, Business Manager, for 25 Years of Service to the Board.

Chris Hurr recognized Rick Black for his many years of service to the board. He is great at what he does and she hopes he will stay a lot longer! David Swaine gave some history on Rick's career "by the numbers".

VII. PROGRAM REPORT

1. Review and Discussion of New Slogan and Logo for the Board, presented by Eric Adams, Turnstyle Marketing:

- Eric is working with Wendy Planicka, to re-brand Butler County MRDD with a new slogan and logo.
- Hope to create awareness going into our next levy campaign in a few years.
- Several logo ideas were presented to the Board – any of them can be changed/adapted if we drop the MR out of our name. Eric explained the concept with the logos – people come in different sizes, colors, etc.
- Comments/suggestions:
 - Utawna liked the 4-color – not the "human" form logo – leaves out people like her child.
 - Imogene O'Lenick - Did we work with the current logo at all? No, it is too complex. The idea is to keep it simple, easy to recognize and remember, doesn't need explanation.
 - Kim Katterheinrich – are we trying to get better community awareness? What do we think the community will respond to the strongest? That's the point of it – create something the community will identify with.
 - Imogene O'Lenick – could we get input at the dinner? We could set up an area to get input – also get people thinking about the name change.
 - The Board discussed dropping the MR from our title.
 - We are also working on a slogan at the same time. "Supporting Possibilities" was a popular slogan. James Henrie came up with this idea and it's a very good one. James likes the 4-color logo too – "all together."
 - Use the whole name to begin with (Developmental Disabilities) instead of DD until people get used to it.
 - Make sure this doesn't look anything like the mental health board's logo if they have one.

VIII. EXECUTIVE SESSION

Kim Katterheinrich made a motion to go into Executive Session to discuss personnel and legal issues.

Dennis Rogers seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

IX. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, February 14 at 5:15 p.m. at Janet Clemmons Center. Dennis Rogers reported that all items were reviewed and approved.
 - Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, February 14 at 5:15 p.m. at Janet Clemmons Center. Kim Katterheinrich reported all items were reviewed and approved.
 - Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** met Thursday, February 14 at 5:30 p.m. at Janet Clemmons Center. Kathy McMahon-Klosterman reported the committee had only informational items to review – none for business.
4. **Ethics Council:** met Thursday, February 14 at 5:45 p.m. at Janet Clemmons Center. Kathy McMahon-Klosterman reported that the committee had reviewed and accepted the report presented.
 - Employees working for other agencies that contract with the Board included in **Attachment #3**.
5. **Evaluation of Superintendent Committee:** if needed to review Superintendent's goals. The committee did not need to meet.

X. OLD BUSINESS

Dennis Rogers made the motion to approve all items under old business.

Craig Moon seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

1. Ratify current expenditures (**Attachment #1**) as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 1/1/08 through 1/31/08 included in **Attachment #4**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.
3. Ratify renewal agreements negotiated by the Superintendent with the following ICF/MR's, to provide day habilitation services for residents of the ICF/MR's:
 - A. (**#0208-08**) with Graceworks Enhanced dba WeCare Homes, effective 1/1/08 through 12/31/08, for 7 individuals (all on a month to month basis): 2 at a rate of \$42.00 per day; 4 at a rate of \$75.50 per day; 1 at a rate of \$125.50 per day.
 - B. (**#0208-09**) with Empowering People, Inc., dba Fairfield Center, Inc., effective 1/1/08 through 6/30/08, for 101 slots, without transportation, at a rate of \$98.00 per slot per program day.
4. Ratify agreement (**#0208-11**) with Empowering People, effective 1/1/08 through 6/30/08, for lease of Fairfield Center property, at a cost of \$500.00 per month to Empowering People, as negotiated by the Superintendent.

XI. NEW BUSINESS

1. Craig Moon made a motion to approve 2008 Performance Goals of Superintendent Christina Hurr (**Attachment #5**), as reviewed and endorsed by the Evaluation of the Superintendent Committee.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

2. 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 #3** for list), in compliance with Section 5126.033 of the Ohio Revised Code.

Dennis Rogers seconded the motion.

Discussion: Rev. Kim Katterheinrich explained that David Swaine, Supervisor of Human Resources, has made sure no conflict of interest exists with these employees; the committee found no conflict and approved the report.

The motion passed unanimously.

3. Kim Katterheinrich made a motion to approve the following personnel changes, as reviewed and endorsed by the Personnel Committee:
 - A. Add one (1) temporary position of Administrative Specialist (Salary Schedule MR-7) to the Adult Services T.O. for the period of 2/15/08 to 6/30/08;

NOTE: This position will support existing Habilitation Coordinator positions without filling 2 current vacant positions. The temporary status will allow time to continue to evaluate professional staffing needs while we determine the future of day hab contracts with the ICFMR's.

- B. Abolish the position of Incident Review Specialist, effective 3/27/08 or when the incumbent leaves the position, whichever occurs first;
- C. Add one (1) Investigative Agent to the T.O. (salary schedule MR 21-24), effective 3/27/08 or a date to coincide with the above abolishment, whichever occurs first;

NOTE: The new Investigate Agent will replace the Incident Review Specialist position being abolished. This change of personnel is necessary due to increased requirements via administrative rules for monitoring, assessment, and prevention of MUI's. A need has also been identified to increase the immediate availability of our Investigative Agents in order to meet timelines on MUI's. The financial impact would be approximately a \$10,000.00 increase annually.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

- 4. Dennis Rogers made a motion to approve **Resolution #2008-02-01, *Nonfederal Share of Medicaid Expenditures (Attachment #6)***, to specify the amount of funds, \$8,045,000.00, to be used in the year 2008 to pay the nonfederal share of services required by O.R.C. 5126.057(A), as reviewed and endorsed by the Finance Committee.

NOTE: This is an increase of \$2,145,000.00 over last year's funds.

Utawna Leap seconded the motion.

The motion passed unanimously.

- 5. Dennis Rogers made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
 - A. New master agreement (**#0208-01**) with Transitional Living, effective 1/4/08 through 12/31/08, for supported living services, at a rate not to exceed \$182.50 per day (served 1 individual);
 - B. New master agreement (**#0208-05**) with Diana Bowling, effective 3/1/08 through 12/31/08 for supported living services, at a rate of \$4.15 per unit (currently serving 1 individual at a cost of \$3,689.80);
 - C. New master agreement (**#0208-07**) with Goodwill Easter Seals of the Miami Valley, effective 3/1/08 through 12/31/08, for recreation and leisure coaching services and supports at a rate of \$19.20 per hour (currently serving 12 individuals at a cost of \$8,000.00);
 - D. New master agreement (**#0208-06**) with Ohio Valley Goodwill Industries, effective 3/1/08 through 12/31/08, for recreation and leisure services and

supports at a rate of \$19.20 per hour (currently serving 35 individuals at a cost of \$20,000);

- E. Renewal master agreement (**#0208-04**) with Champaign Residential Services, Inc., effective 2/8/08 through 12/31/08, at a rate of \$1.04 per unit (one-sixth of the unit cost because there are 6 individuals in the home, currently serving 1 person at a cost of \$1,036.32);
- F. Amendment to agreement (**#1107-06A**) with Community Supports, Inc., effective 1/1/08 through 12/31/08, for supported living and nursing services for 2 individuals, to increase rate from \$43.78 to \$126.73 per person per day, increasing the agreement by \$50,267.70, total amount not to exceed \$82,313.58;
- G. Amendment to agreement (**#0606-25A**) with St. Joseph Orphanage, Care Case Management, effective 6/1/06 through 5/31/09, to increase amount of space leased by them at Janet Clemmons Center by 280 square feet, total increase of \$2,970.80 for the length of the agreement;
- H. Amendment to agreement (**#0607-04A**) with University Hospital dba Health Alliance of Greater Cincinnati, effective 7/1/07 through 12/31/07, for psychiatric services, to increase amount by \$2,275.30 due to more than expected use of the contract, bringing the total to \$38,275.30 for the length of the agreement.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

- 6. Craig Moon made a motion to approve a grant (**#0208-10**) to Empowering People, Inc., effective 1/1/08 through 6/30/08, for day habilitation services for up to 101 full time slots for consumers at Fairfield Center, calculated at \$56.23 per slot per program day for 125 days of program services, total of the grant not to exceed \$709,903.75, as reviewed and endorsed by the Finance Committee.

Dennis Rogers seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

XII. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

- Children Services Levy information was distributed. Chris has seen some positive things coming out of CSB, namely cooperation with other agencies, etc.
- Strategic Plan meeting with Partnerships for Housing – Chris thanked those who attended; there was a very good group of people participating. Chris passed out drafts of the plan that was put together by the facilitator to the board members. The group came up with some good stuff but the work has just begun. Please read over the draft to start getting familiar with the work and what still needs to be done - Follow-up planning will need to be done. Imogene O'Lenick commented that the facilitator was really good; she had done her homework and was familiar with the agency. She kept it on track and interesting.
- Chris shared the plan drawing of the new administration offices.

2. Director and Supervisor Reports

A. Adult Services Report

- Tanya handed out an addendum to the adult services report and discussed the adult services current situation - how things might change as far as attendees and staffing if Fairfield Center individuals were removed from our programs. Graceworks individuals are currently attending month to month and looking at other providers. Curtis Street and Gardner Road are Graceworks homes. Camelot and Abilities First people have already moved out of our centers. Fairfield Center will mean larger numbers of people moving out - a bigger impact on staff. We would have a decreased need in staffing (direct care and administrative). We are looking at current staffing and not filling positions as they become vacant; they will deal with many through attrition and moving positions where needed. What about students coming out of school? The numbers are unknown right now, but historically the individuals coming out of high school over the last several years are not coming to our programs. Staff has been told this information (reduction in staffing). We are also looking at how we can customize more services for people through a customized program – not necessarily a facility or one determined by geography (i.e. if live in Hamilton, attend HC). Also looking at how we can best utilize our staff. It will be challenging. Tanya has discussed the possibility of staff reductions with the union representative and has also talked to parent groups. She has invited them to talk with her about changes in the future. If we are losing enrollment, what about facilities? We would have to look at it, have to be open to other uses for the buildings; our future will likely be smaller buildings in the community. Bottom line – our program is too expensive – we have too many supports – people don't want to pay for it. We're not driving the change, but we have to adapt. As we found with the move of the enrichment center, parents need to be involved in the early discussions and decision making about the programs. Imogene O'Lenick commented that she is not convinced that the ICF's will continue with new day hab programs on their own and that those people won't come back to us at some time. Will have to educate the public that we aren't downsizing and asking for more money; it will be a hard sell on the next levy.

- B. Children’s Programs and Services Report
 - C. Ancillary Services Report
 - D. Service and Support Administration Report
 - E. Quality Assurance and Medicaid Administration Report
 - F. Partnerships for Housing Report
 - G. Transportation and Facility Services Report
 - H. Human Resources Report
 - I. Training Report
 - J. Community Outreach Report
3. Calendar of Upcoming Events
- Sunday, March 9 – Annual Community Recognition Dinner at 5:30 p.m. at RECEPTIONS in Fairfield with a pre-dinner reception from 4:00 – 5:30 to benefit Friends of Citizens with Disabilities – guest Maureen McCormick
 - Thursday, April 17 – Heart of the Art Grand Opening and Ribbon Cutting – 2:00 p.m. at Hamilton Center
4. Date for next regular meeting: Thursday, March 13 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.
5. Scheduled dates for March Committee Meetings:
- A. Finance Committee meeting: Thursday, March 13 at 5:00 p.m. at Janet Clemmons Center.
 - B. Personnel Committee meeting: Thursday, March 13 at 5:15 p.m. at Janet Clemmons Center.
 - C. Program Committee meeting: Thursday, March 13 at 5:30 p.m. at Janet Clemmons Center.

Note: Kim Katterheinrich announced that Perry Hall is having difficulties with his cancer. Cards would be much appreciated – his address is: 7834 Pullbridge Court, West Chester, OH 45069.

XIII. EXECUTIVE SESSION:

Dennis Rogers made a motion to go into executive session to discuss legal issues.

Utawna Leap seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

XIV. ADJOURNMENT

There being no further business before the Board, Kim Katterheinrich made a motion to adjourn and Utawna Leap seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary