

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

**Janet Clemmons Center
282 North Fair Avenue
Hamilton, Ohio**

**January 10, 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 by phone
Kim Katterheinrich	Absent (excused)
Utawna Leap	Absent (excused)
Kathy McMahon-Klosterman	Absent (excused)
Craig Moon	Present
Imogene O'Lenick	Present
Dennis Rogers	Present

The group participated in reciting the Pledge of Allegiance led by Rick Black.

Imogene 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 to remember those who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Craig Moon 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 December 13, 2007 Board meeting.

Craig Moon seconded the motion.

The motion passed unanimously.

V. SPECIAL RECOGNITION

1. Recognition of Sarah Rihm, Eligibility/Referral Coordinator, for 30 Years of Service to the Board.

Chris Hurr introduced Sarah and Dennis Burger to speak about Sarah's time with the Board. Dennis noted that Sarah has been a lifeline to many families served by the Board and in many ways, she is the "face" of the agency. Sarah struggles with many issues and we rely on her knowledge and expertise. Dennis also commented that Sarah has maintained her passion for the work through 30 years, which is amazing. Chris Hurr and the Board members added their thanks. Sarah was presented with a gift.

VI. ORDERS OF THE DAY

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

1. Linda Good made a motion to approve the Election of Officers: Slate of officers as proposed by the Nominating, By-Laws and Ethics Committee (no nominations from the floor):

President: Imogene O'Lenick
 Vice-President: Kim Katterheinrich
 Recording Secretary: Dennis Rogers

Craig Moon seconded the motion.

The motion passed unanimously.

2. Dennis Rogers made a motion to approve the adoption of the Schedule of Meetings for 2008 (**Attachment #1**).

Craig Moon seconded the motion.

The motion passed unanimously.

3. Linda Good made a motion to adopt the Order of Business; it is the recommendation of the Nominating, By-Laws and Ethics Committee to continue the current order of business (**Attachment #2**).

Dennis Rogers seconded the motion.

The motion passed unanimously.

4. Dennis Rogers made a motion to approve the Committee Appointments and Parliamentarian (**Attachment #3**).

Linda Good seconded the motion.

The motion passed unanimously.

5. Craig Moon made a motion to approve **Resolution #2008-01-01 (Attachment #4)** on continuing the Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032.

Linda Good seconded the motion.

The motion passed unanimously.

VII. AUDIENCE TO VISITORS

1. None requested.

VIII. EXECUTIVE SESSION

Dennis Rogers made a motion to go into executive session to discuss legal issues. Linda Good seconded the motion. The motion passed unanimously with a roll call vote as follows:

Linda Good	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

IX. COMMITTEE REPORTS

1. **Finance Committee:** Met Thursday, January 10 at 5:00 p.m. at Janet Clemmons Center. Dennis Rogers reported that all items were reviewed and approved.
 - Vouchers and Expenditure Reports were included in **Attachment #5**.
2. **Personnel Committee:** Did not meet as scheduled Thursday, January 10 at 5:15 p.m. at Janet Clemmons Center. Imogene O'Lenick reviewed the one item on the agenda and recommended approval.
 - Personnel actions and current staff vacancies were included in **Attachment #6**.
3. **Program Committee:** Linda Good reported the committee did not meet as scheduled Thursday, January 10 at 5:30 p.m. at Janet Clemmons Center, but that she had reviewed the items on the agenda and recommended approval.
4. **Evaluation of Superintendent Committee:** Were given the Superintendent's Performance Goals for 2008 for review; to be approved at February Board meeting.

X. OLD BUSINESS

1. Linda Good made a motion to ratify current expenditures as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.

Craig Moon seconded the motion.

The motion passed unanimously.

2. [ITEM REMOVED - FURTHER DISCUSSION NEEDED TO COMPLETE]

XI. NEW BUSINESS

Dennis Rogers made a motion to approve all items under New Business:

Linda Good seconded the motion.

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

Linda Good	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

1. Approve the CY 2008 Budget for programs and operations of the Butler County Board of Mental Retardation and Developmental Disabilities, effective 1/1/08 at a total of \$33,000,000.00, as noted in **Attachment #7**, as reviewed and endorsed by the Finance Committee.
2. Approve Year 2008 Annual Action Plan Action Statements as presented in **Attachment #8**, as reviewed and endorsed by the Program Committee.
3. Approve amended **Personnel Policy #2.32, Family Medical Leave Act (FMLA) (Attachment #9)**, to clarify that an employee is entitled to immediate re-enrollment in insurance only if he returns to work, as reviewed and endorsed by the Personnel Committee.
4. Approve amended **Program Policy #6-9, Transportation (Attachment #10)**, to remove language regarding fees and payment of subsidy for transportation services for individuals served by the Board and to include language regarding non-medical transportation, as reviewed and endorsed by the Program Committee.
5. Approve agreement (**#0108-01**) with Primary Solutions, effective 12/23/07 through 12/22/08, for software licensing for client information and Medicaid billing, total cost not to exceed \$33,310.00 for the length of the agreement, as reviewed and endorsed by the Finance Committee.

XII. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

Chris noted that she had updated her 2007 goals and a draft of her goals for 2008 was included with the board packet. She has included one goal to cover the annual action plan and listed priorities.

There is an important meeting on 2/1 with RHC/Partnerships for Housing. We have hired a facilitator to help with the process. Board members asked if there was anything to think about ahead of time. We hope to have something out in writing before the meeting, just come ready to think about it.

2. Director and Supervisor Reports – reports were included with Board packets.
 - A. Adult Services
 - B. Children’s Programs and Services Report (no report this month)
 - C. Training Report
 - D. Service and Support Administration Report
 - E. Medicaid Administration Report
 - F. Quality Assurance Report
 - G. Partnerships for Housing Report
 - H. Transportation and Facility Services Report (no report this month)
 - I. Human Resources
 - J. Community Outreach Report

3. Upcoming Events
 - Thursday, January 31, 2008 from 10:00 a.m. – 12:00 noon – “One Person at a Time - Facilitating Person-Centered Planning”, presented by Jack Pealer, Ombudsman, at Wilks Conference Center, Miami University, Hamilton
 - **Friday, February 1, 2008 from 9:00 a.m. – 3:00 p.m.- Strategic Planning with RHC/Partnerships for Housing at Liberty Center (lunch will be served)**
 - Thursday, February 7, 2008 from 9:00 a.m. – 4:00 p.m. – “Upside Down and Inside Out – Supporting a Person in Crisis/Supporting the People Who Care”, presented by David Pitonyak, Ph.D., Consultant and Trainer, at Instructional Resource Center, Scarlet Oaks Vocational School, Sharonville (co-sponsored by the Butler and Hamilton County Boards of MRDD)
 - Sunday, March 9, 2008 beginning around 5:30 – Annual Community Recognition Dinner at RECEPTIONS in Fairfield

4. Scheduled dates and times for February Committee Meetings:
 - A. Finance Committee meeting: Thursday, February 14 at 5:00 p.m. at Janet Clemmons Center.
 - B. Personnel Committee meeting: Thursday, February 14 at 5:15 p.m. at Janet Clemmons Center.
 - C. Program Committee meeting: Thursday, February 14 at 5:30 p.m. at Janet Clemmons Center.

5. Date for next regular meeting February 14, 2008 at 6:30 p.m. at Janet Clemmons Center.

XII. ADJOURNMENT

There being no further business before the Board, Linda Good made a motion to adjourn and Dennis Rogers seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary