

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

**Janet Clemmons Center
282 N. Fair Avenue
Hamilton, Ohio**

March 13, 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 | Present |
| Utawna Leap | Present |
| Craig Moon | Present |
| Kathy McMahon-Klosterman | Present |
| Imogene O'Lenick | Present |
| Dennis Rogers | Present |

The group participated in reciting the Pledge of Allegiance led by David Swaine.

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 in memory of Angelina Napier-Bernardino, a young child served by the EI program; Garland and Minnie Wallace, grandparents of Kelly Eich and Bill Jack, stepfather of Kelly Eich, Production Coordinator at Middletown Center, who have passed away, and to remember consumers, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Linda Good made a motion to approve the Order of Business as distributed at the Board meeting.

Kim Katterheinrich seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Dennis Rogers made a motion to approve the minutes of the February 14, 2008 Board meeting.

Craig Moon seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. PROGRAM REPORT

1. MUI Trends, presented by Karen Whalen, Director of QA and Medicaid Services

Karen distributed a packet of information; a copy is included with the official minutes of the meeting. Karen reviewed the basic data in the handout. In 2005, there was a major increase in numbers due to intensive education. There was a reduction in cases 2006 vs. 2007 and the numbers are remaining pretty steady. Questions: Is the number of individuals served basically the same? Yes. Do any of the cases include police being called? Yes. Have the number of law enforcement cases gone down? Not sure.

2. Accessibility Committee Report, presented by Jack Pealer, Ombudsman, Ted McGuire, Supervisor of Transportation and Site Services, and Robin Whitaker, Committee Member.

A handout was distributed in board packets; a copy is included with the official minutes of the meeting. The committee members reviewed the results of the report with the board.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 13 at 5:00 p.m. at Janet Clemmons Center. Dennis Rogers reported all items were reviewed and approved.

➤ Vouchers and Expenditure Reports were included in **Attachment #1**.

2. **Personnel Committee:** met Thursday, March 13 at 5:15 p.m. at Janet Clemmons Center. Kim Katterheinrich reported all items were reviewed and approved.

➤ Personnel actions and current staff vacancies were included in **Attachment #2**.

3. **Program Committee:** met Thursday, March 13 at 5:30 p.m. at Janet Clemmons Center. Linda Good reported that all items were reviewed and approved.

VIII. OLD BUSINESS

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

Kathy McMahon-Klosterman seconded the motion.

1. Ratify current expenditures as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 2/1/08 through 2/28/08 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

The motion passed unanimously.

IX. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve the following changes to the Table of Organization, effective 3/14/08, as reviewed and endorsed by the Personnel Committee:

- A. Abolish the position of Rehabilitation Assistant (Union 5 salary schedule);
- B. Add one Community Integration Specialist (Union 5 salary schedule).

NOTE: This change will not affect personnel. The incumbent in the abolished position will assume the additional Community Integration Specialist position. This change more accurately reflects current expectations of the Rehabilitation Assistant's position.

Dennis Rogers seconded the motion.

The motion passed unanimously.

2. Craig Moon made a motion to approve the following amended Personnel Policies, effective 3/14/08, as reviewed and endorsed by the Personnel Committee:
 - A. **#2.40 (Attachment #4)**, to reflect changes in state law which makes employees vulnerable to probationary removal throughout the entire probationary period, and bargaining unit composition;
 - B. **#2.42 (Attachment #5)**, to reflect changes in some titles, make clear that the grievant may not force an employee to testify at a grievance meeting if he doesn't want to, and make clear that the Board's decision at step 4 is final.

Utawna Leap seconded the motion.

The motion passed unanimously.

3. Kathy McMahon-Klosterman made a motion to approve the following amended Program Policies, effective 3/14/08, as reviewed and endorsed by the Program Committee:
 - A. **#6-6, Enrollee Records, (Attachment #6)** to include specifications for Electronic Records and to update criteria for destruction of records;
 - B. Rescind **#6-22, Collecting fees for Preschool Program**; this policy is no longer needed since we no longer operate preschool programming.

Linda Good seconded the motion.

The motion passed unanimously.

4. Dennis Rogers made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
 - A. New master agreement (**#0308-02**) with Loving Care Transitional Home, effective 2/21/08 through 12/31/8, for room and board, at a rate of \$75.00 per day (currently serving 1 individual at a cost of \$1,650.00);
 - B. New master agreement (**#308-04**) with Goodwill Easter Seals of the Miami Valley, effective 3/1/08 through 12/31/08, for Supported Employment/Enclave services at a rate of \$35.28 per day and \$63.48 per day, Adult Day Supports/Vocational Habilitation at a rate of \$42.00 per day, \$75.50 per day and \$125.50 per day, and Non-Medical Transportation at a rate of \$19.90 per trip (currently serving 3 individuals at a cost of \$62,980.00);
 - C. New master agreement (**#0308-05**) with ProTrain and True North Career Services, effective 3/1/08 through 12/31/08, for supported employment services, at a rate of \$45.00 per hour (currently serving 1 individual at a cost of \$1,500.00);
 - D. New agreement (**#0308-10**) with Arc Hamilton County, effective 4/1/08 through 3/31/09, for half the cost of a transition coordinator hired through the contractor, at a cost of \$40,000.00;
 - E. Renewal agreement (**#0308-06**) with Arc Hamilton County, effective 4/1/08 through 3/31/09, for Individual Budgets, at a cost of \$25,000.00, which is a decrease of \$25,000.00 from the previous agreement due to a decline in individuals using this funding for non-traditional types of services;
 - F. Renewal agreement (**#0308-07**) with Arc Hamilton County, effective 4/1/08 through 3/31/09, for Family Support Services funds, total amount for this agreement is \$360,000.00, which is the same amount as the previous agreement;
 - G. Renewal agreement (**#0308-08**) with YMCA Camp Campbell Gard, effective 3/19/08 through 12/31/08, for resident camp for 50 individuals, at a cost of \$24,316.75, which is an increase of \$6,316.62 over the previous agreement for one additional week of camp;
 - H. Renewal agreement (**#0308-09**) with YMCA Camp Campbell Gard, effective 3/19/08 through 12/3/08, for day camp for 35 individuals, at a cost of \$24,316.75, which is an increase of \$7,314.22 for one additional week of camp;
 - I. Amendment to agreement (**#0507-09A**) with Sanders Investment Corp., effective 5/11/07 through 4/3/2012, to increase space leased for west Hamilton Office by an additional 1200 square feet, at an increase of \$1,200.00 per month;

- J. Amendment to agreement (**#0407-11AAA**) with Ohio Department of MRDD c/o Southwest Ohio Developmental Center, effective 4/13/07 through 3/31/08, to extend end date of agreement to 6/30/08, per diem rate remains the same at \$576.00, amendment increases the agreement by \$52,416.00, bringing total cost to \$258,631.62.

Craig Moon seconded the motion.

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

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

5. Kathy McMahon-Klosterman made a motion to formally request Ohio Association of County Boards of MRDD to assist with legal fees for Ohio Legal Rights lawsuit since there are implications for all county boards of MRDD and their authority over ICFMRs and also the request and assignment of waivers, as reviewed and endorsed by all committees.

Linda Good seconded the motion.

The motion passed unanimously.

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - Chris discussed waivers; prior administration promised would be "budget neutral", which is not going to happen now as the present administration does not plan to hold to this.
 - It was asked if a presentation could be done for the board to explain Help Me Grow vs. EI programs – that will be done at the next board meeting.
 - EPRO will be holding another fundraiser to benefit the "Housewarming Fund" to help people moving out on their own for the first time to set up house.
 - Ohio Public Images Banquet and Awards – Butler County MRDD received three awards – our web site, our poster from last year, and Josh Swiegert from the Journal News received one for a story he wrote.
 - Community Recognition Dinner went well in spite of the weather.
2. Director and Supervisor Reports
 - A. Adult Services Report – written report included in packet.
 - B. Children's Programs and Services Report – written report included in packet.
 - C. Service and Support Administration Report– written report included in packet.

- D. Quality Assurance and Medicaid Administration Report– written report included in packet.
 - E. Partnerships for Housing Report– written report included in packet.
 - F. Transportation and Facility Services Report – written report included in packet. Ted updated the board on the progress at the new administration building.
 - G. Human Resources Report– written report included in packet.
 - H. Training Report – written report included in packet.
 - I. Community Outreach Report
3. Calendar of Upcoming Events
- Thursday, April 17 – Heart of the Art Grand Opening and Ribbon Cutting – 2:00 p.m. at Hamilton Center
 - Saturday, April 19 – “Best Buddies Inclusion Bike or Hike” in collaboration with Heart of the Art Studio and the Fitton Center
 - Tuesday, May 6 (tentative date) – Miami University Middletown Downtown Public Grand Opening featuring Heart of the Art Studio artists. Art Exhibit from 5/1 – 5/31 at 4 North Main Street, Middletown
4. Date for next regular meeting: Thursday, April 10, 2008 at 6:30 p.m. at Janet Clemmons Center
5. Scheduled dates for April Committee Meetings:
- A. Finance Committee meeting: Thursday, April 10 at 5:00 p.m. at Hamilton Center.
 - B. Personnel Committee meeting: Thursday, April 10 at 5:15 p.m. at Hamilton Center.
 - C. Program Committee meeting: Thursday, April 10 at 5:30 p.m. at Hamilton Center.

XI. EXECUTIVE SESSION

Utawna Leap made a motion to go into Executive Session to discuss confidential legal issues. Linda Good seconded the motion. The motion passed with a roll call vote as follows:

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|--------------------------|-----|
| Linda Good | Yes |
| Kim Katterheinrich | Yes |
| Utawna Leap | Yes |
| Craig Moon | Yes |
| Kathy McMahan-Klosterman | Yes |
| Imogene O’Lenick | Yes |
| Dennis Rogers | Yes |

XII. ADJOURNMENT

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

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary