

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

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

May 14, 2009

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	Absent (illness)
Kim Katterheinrich	Present (by phone)
Utawna Leap	Present
Kathy McMahon-Klosterman	Absent (excused – out of town)
Craig Moon	Present
Imogene O'Lenick	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by James Frasher.

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 Richard Newton, an individual who formerly attended Fair Acres and Hamilton Center; Ray Anthony Breeding, brother of Brenda Tolson, Habilitation Support Specialist at Middletown Center; and Nora Keever, mother of Kathy Keever, Accounting Clerk at Administration, and grandmother of Amy Holland, Habilitation Support Specialist at Middletown Center; who have passed away, and to remember consumers, families and staff who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Utawna Leap made a motion to approve the Order of Business.

Craig Moon seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Tony Yocco made a motion to approve the minutes of the April 9, 2009 Board meeting.

Utawna Leap seconded the motion.

The motion was approved unanimously.

V. AUDIENCE TO VISITORS

1. None requested.

VI. PROGRAM REPORT

1. Community Survey Results, presented by Diane Lawrence, Strategic Visioning.

Diane Lawrence presented results of a recent survey done in Butler County to gauge knowledge and support of our agency. A copy of the survey and the presentation are included with the original minutes of this meeting.

Comments/Questions/Discussion:

- If we went back to survey again when we are ready for a levy will we have access to the same people? No, we don't have to – this is a random sampling of voters.
- How do we communicate with areas that don't get any newspapers? May not be important. There is a difference in how people perceive that they get information versus how they really do.
- The perception of being good stewards of tax dollars correlates with not being on the ballot frequently. We also don't have negative press regarding how we spend our money. No news is good news.
- Discussed how it looks when we have people on the salary list making over \$50,000.
- Is there any information available on what levy amount has a negative perception from the public? Renewals and replacements are generally ok and new millage can be okay if not doubling the previous amount; less than 2 mills is generally pretty safe. Continuing levies also don't seem to be a problem. The best thing is to be open with the public and communicate well.
- A marketing plan will be the next step.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, May 14 at 5:00 p.m. at Central Administration. Craig Moon reported all items were reviewed and approved. Vouchers and expenditure reports, included in **Attachment #1**, were reviewed.
2. **Personnel Committee:** all members met for this committee Thursday, May 14 at 5:15 p.m. at Central Administration. Items were reviewed and approved.
3. **Program Committee:** met Thursday, May 14 at 5:30 p.m. at Central

Administration. Utawna Leap reported all items were reviewed and approved.

4. **Evaluation of the Superintendent Committee:** postponed to June 11.

VIII. OLD BUSINESS

1. Craig Moon made a motion to ratify current expenditures as reviewed and approved by the Superintendent included in **Attachment #1**, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

IX. NEW BUSINESS

1. Utawna Leap made a motion to approve program calendars for the remainder of 2009 for Early Intervention (**Attachment #2**) and for Adult Services (**Attachment #3**), as reviewed and endorsed by the Program Committee.

NOTE: For 2010, we will approve a calendar year for programs rather than adopting a school year calendar.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

2. Utawna Leap made a motion to approve the following Program policies, as reviewed and endorsed by the Program Committee:

- A. Amended **Program Policy #6-11, Safety (Attachment #4)**, to bring the policy into compliance with CARF by noting that Fire and Tornado Drills, etc. will be unannounced;
- B. Amended **Program Policy #13-1, Payor of Last Resort (Attachment #5)**, to change individual budget cap for day program to Medicaid match only.

NOTE: Currently this policy will affect 10 people living in nursing facilities, 5 people with home care waivers and 15 people who have refused a waiver when offered due to some unspecified issue that may be affected by this policy's approval. The passage of this policy should save the Board approximately \$200,000 in the short term. It is anticipated that more will be saved in the long term.

Tony Yocco seconded the motion.

The motion was approved unanimously.

3. Kim Katterheinrich made a motion to approve amended **Personnel Policy #2.86, Leave Donation (Attachment #6)**, to make explicit that the decision to grant or not grant donated leave is not appealable, as reviewed and endorsed by the Personnel

Committee.

Craig Moon seconded the motion.

The motion was approved unanimously.

4. Utawna Leap made a motion to approve successor Collective Bargaining Agreement with the PGO, covering the Board's paraprofessional unit, effective 1/1/2009 through 12/31/2011, which provides for a 2% wage increase for each year of the agreement and other changes as listed in **Attachment #7**, as reviewed and endorsed by the Personnel and Finance Committees.

Craig Moon seconded the motion.

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

Imogene O'Lenick	Yes
Kim Katterheinrich	Yes
Utawna Leap	Yes
Craig Moon	Yes
Tony Yocco	Yes

5. Tony Yocco made a motion to authorize Board President Imogene O'Lenick to vote by mail on Ohio Association of County Boards of MRDD Resolution 2009-05-01 (C3) as shown in **Attachment #8**, to dissolve their 501(c)(3) status, as reviewed and endorsed by the Finance Committee.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

6. Craig Moon made a motion to rescind agreement #0409-01 (approved April 9, 2009) for lease of property to Champaign Residential Services, Inc., as there is already an agreement in effect and this was mistakenly approved again, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

7. Tony Yocco made a motion to approve amendment to purchase of homes approved at the April 9, 2009 board meeting as follows: rescind approval of purchase of property located at 5243 Chateau Way, Fairfield, OH 45014 as the offer was not accepted, and instead approve the purchase of home located at 7321 Red Coat Drive, Fairfield, OH 45014, as reviewed and endorsed by the Finance Committee.

NOTE: Martin and Capital Housing grant dollars from ODMRDD will still be used to pay 75% of the purchase price of the home, which will flow through the county Board; Partnerships for Housing will pay the remaining 25% of the purchase price. Total purchase price of the home will not exceed \$155,000.00. Homes are being purchased for use by individuals leaving Takoda Trails.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - A. Council of Governments Information – Chris Hurr distributed information on COGs; a copy is included with the original minutes. We will likely ask for approval next month, but will move slowly and take some time to invest due to financial situations. Our initial investment would be \$2 million. Rick Black explained how the money would be used and invested. Superintendents would be the decision makers, but would get Board approval.
 - B. 2009 Annual Action Plan – 1st Quarter Goals and Measures Update – was distributed, along with the latest newsletter and annual report.
2. Director and Supervisor Reports – separate reports were not completed this month so that the Annual Action Plan goals and measures could be completed.
 - A. Adult Services Report
 - B. Children's Programs and Services Report
 - C. Service and Support Administration Report – Dennis reported that BC Mental Health has received a grant, which we helped apply for, in the amount of \$200,000 for 3 years to pilot a program to develop a more seamless way of serving people who have a dual diagnosis of MR and mental health issues.
 - D. Quality Assurance and Medicaid Administration Report
 - E. Partnerships for Housing Report
 - F. Transportation and Facility Services Report
 - G. Human Resources Report
 - H. Training and Staff Development Report
 - I. Communications Report
 - J. Community Integration
 - K. EPRO Report – James Frasher reported that the Self-advocate retreat will be held 7/10-11-12 in Cincinnati; the group met with Jack Pealer to give their input on the Strategic Plan; a fundraiser was held at Culver's, but don't know how much was made yet – will report next month.
3. Calendar of Upcoming Events
 - A. Strategic Planning/Search Conference – May 18 (1:00 - 8:30 p.m.) and 19

(9:00 a.m. – 4:00 p.m.) at the Wilks Conference Center, Miami University, Hamilton

- B. The Arc of Butler County Annual Dinner – Thursday, May 21 at 6:30 p.m. at the Redeemer Church
 - C. Pendleton Art Studio - Final Friday and Second Look Saturday Exhibit featuring Alisha Jones and Andrew Piercey – May 29 and 30
 - D. InsideOut Studio Exhibit – Saturday, June 13 and Sunday, June 14 at Hueston Woods
 - E. InsideOut Studio Reception for Tim Lefens – Thursday, June 18, 5:00 – 7:00 p.m. at Liberty Center
 - F. InsideOut Studio Exhibits – Saturday, June 20 from 10:00 – 6:00 at Village Green in Fairfield and at the Bikes and Blues in Smith Park in Middletown
 - G. Board Inservice – Thursday, July 9 – 5:00 to 9:00 p.m. at Administration Office – there will be other county board members joining us – more information to come
 - H. InsideOut Studio Exhibit – begins July 15 at Fitton Center in Hamilton (runs for 1 month)
4. Date for next regular meeting Thursday, June 11 at 6:30 p.m. at Central Administration
5. Scheduled dates for June Committee Meetings:
- A. Finance Committee meeting: Thursday, June 11 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, June 11 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, June 11 at 5:30 p.m. at Central Administration.
 - D. Evaluation of the Superintendent Committee: June 11 at 6:00 p.m. at Central Administration.

XI. EXECUTIVE SESSION

Utawna Leap made a motion to go into executive session to discuss legal issues. Kim Katterheinrich seconded the motion. The motion was approved unanimously with a roll call vote as follows:

Imogene O'Lenick	Yes
Kim Katterheinrich	Yes
Utawna Leap	Yes
Craig Moon	Yes
Tony Yocco	Yes

XII. ADJOURNMENT

There being no further business before the Board, Kim Katterheinrich made a motion to adjourn and Craig Moon seconded the motion. The motion was approved unanimously.

Imogene O'Lenick, Board President

Kathy McMahon-Klosterman
Recording Secretary