

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

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

May 8, 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	Absent (excused-illness)
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 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 Nichole Vogt, an individual who resided at Camelot Lake; Agnes Farmer, mother of Michele Sams, Quality Enhancement Coordinator, and mother-in-law of Bob Sams, Maintenance Worker, and Sheila Johnson, Community Team Secretary; and Joseph White, father of Anita Sparrow, a Trainer at Liberty Center; and to remember consumers, families and staff who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

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

Dennis Rogers seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Kim Katterheinrich made a motion to approve the minutes of the April 10, 2008 Board meeting. One correction was made – Craig Moon, not Denny Rogers reported on the Finance Committee meeting.

Dennis Rogers seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

1. None requested.

VI. SPECIAL RECOGNITION

1. Carole Reppart, Children's Support Coordinator, was recognized for 25 years (actually 26 now) of service to the Board. Dennis Burger noted that most of Carole's career with MRDD had been in the early childhood arena and she is now serving as a support coordinator. She knows the families we serve well and is a great historian. Dennis thanked Carole for helping so many families.
2. Sally Bain, Eligibility/Referral Facilitator, was recognized for 25 years of service to the Board. Dennis Burger commented that Sally is no-nonsense, and gets it done. We rely on her resourcefulness. He thanked Sally for her hard work.

Imogene O'Lenick thanked both ladies for their years of service.

3. Wendy Planicka introduced the members of the Friends of Citizens with Disabilities Committee, a political action committee. They are almost 50% to their goal in fundraising for the next levy. There are many events planned and the group noted that they appreciate the support of the board.

VII. PROGRAM REPORT

1. Person-Centered Planning presented by Jack Pealer, Ombudsman.

Jack explained "Planning" as helping people decide upon and take courses of action. It's about looking ahead and making decisions about what people want to do and what they do NOT want to do. Jack reviewed "ways" of planning with people who have disabilities: system owned and community owned; both ways can achieve reasonable purposes. A PATH – "Planning Alternative Tomorrows with Hope", is another way of planning. Jack held a training session for persons interested in learning the process; we now have 11 people who have committed to doing the PATH and there have been 30 sessions completed. This is a community project – about half the people in the first group are people not employed by the board. There are also several people from EPRO interested in learning. A few facilitators in attendance talked about their experiences.

Questions: Imogene O'Lenick asked how this process would be done with a non-

verbal person. Jack explained that they try to spend time thinking about how the person would communicate his wishes. They would also include people who care about the person in the process. Joyce Thompson, one of the facilitators, noted that graphics also help. Dennis Rogers commented that they did one with his daughter, and he talked about the experience. Jack noted that facilitators need to stay with the group, check in periodically, follow-up, and they can repeat the process, work with what works, change what doesn't. Imogene O'Lenick asked if we are getting more response from parents of younger children or older children. Many requests come from families of kids in high school lately; not many with young children as yet – people need to learn about it. Terri Doer, a facilitator, commented that she thought the planning was great for families who are “stuck” and need a process to move forward. Jack also noted that this may not be a good process for people out there alone with nobody who cares about them; it's hard to get a group together. If a family would like a PATH, they can contact Jack or anyone in the agency to get started.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, May 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 #1**.
2. **Personnel Committee:** met Thursday, May 10 at 5:15 p.m. at Janet Clemmons Center. Kim Katterheinrich reported that all items were reviewed and approved.
 - Review personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** met Thursday, May 10 at 5:30 p.m. at Janet Clemmons Center. Kathy McMahon-Klosterman reported that all items were reviewed and approved.
4. **Evaluation of the Superintendent Committee:** Thursday, May 10 at 6:00 p.m. at Janet Clemmons Center to discuss evaluation. Kim Katterheinrich reported information was reviewed.

IX. OLD BUSINESS

1. Dennis Rogers 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.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

2. Linda Good made a motion to ratify agreements approved by the Superintendent from 4/1/08 through 4/30/08 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Dennis Rogers seconded the motion.

The motion passed unanimously.

X. NEW BUSINESS:

Kathy McMahon-Klosterman made a motion to approve items 1 through 3 under New Business. Linda Good seconded the motion. The motion passed unanimously.

1. Approve program calendars for Early Intervention (**Attachment #4**) and 2008/2009 for Adult Services (**Attachment #5**), as reviewed and endorsed by the Program Committee.
2. Approve amended **Personnel Policy #2.45, Freedom from Substance Use/Abuse (Attachment #6)**, to include the following in the existing policy: add new testing site; specify that refusal to undergo test will be considered a positive test; specify use or possession of drugs and/or alcohol or being under the influence on the job will be considered grounds for removal, however, policy allows Board to offer last chance agreement to employee if it would be appropriate; specify employee may not come back to work while pre-disciplinary conference is pending; specify that any rehab program undertaken will be at the employee's expense, as reviewed and endorsed by the Personnel Committee.
3. Approve grant to Butler County Community Counseling and Crisis Center for support of the 211 system for FY 2009 (July 1, 2008 through June 30, 2009), in the amount of \$10,000.00, as reviewed and endorsed by the Finance Committee.
4. Dennis Rogers made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
 - A. Amendment to agreement (**#1207-20A**) with Lifespan, effective 1/1/08 through 12/31/08, to correct amount approved, total amount not to exceed \$44,448.40, which is an increase of \$36.07 over the previously approved amount;
 - B. Amendment to agreement (**#0607-13A**) with Butler County Educational Services Center (fiscal agent), effective 7/1/07 through 12/31/07, for an Interagency Agreement for multi-systemic therapy services and individual case support for children whose service needs require the resources of multiple child-serving systems, to extend end date to 6/30/08 and increase amount by \$20,000.00 for the second half of the fiscal year, bringing the total to \$40,000.00 for the length of the agreement;
 - C. Renewal agreement (**#0508-06**) with Frost Brown Todd, LLC, effective 5/8/08 through 5/7/10, for continuing legal services for labor representation and employment issues on an as-needed basis, at a range of rates from \$161.50 to \$323.00 per hour, depending on the attorney assigned, as allowed by the Butler County Prosecutor's office;
 - D. New agreement (**#0508-01**) with Hickman & Lowder Co, L.P.A., effective 1/1/08 through 12/31/08, for legal consultation services to the Board for D.M.

v. Butler MRDD Board, Case No. 1:07-cv-01015, at a rate of \$100.00/hour for law clerks/legal assistants, \$185.00/hour for associates, \$225.00/hour for Franklin Hickman, attorney and other shareholders, as allowed by the Butler County Prosecutor's office, for fees not covered under liability insurance.

Kim Katterheinrich seconded the motion.

The motion passed unanimously with a roll call as follows:

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

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

Chris Hurr reported on the following:

- She and Dennis Burger attended a conference in Toronto on "Deep Change"; they will be sharing what they learned at TEAM retreat.
- The Butler County ESC recognized professionals in our field at their last meeting.
- We are pretty much on target with our goals. The board is getting much of the update information in monthly reports from the departments. We will have the first quarter action plan updates to share in June and will provide a link on our web site also.
- There will be budget cuts at the state level; we are waiting to see how things will pan out over the rest of the year.
- The Annual Report is at the printer and will be sent out in the next week or so. We tried to keep it reader-friendly and highlighted what we thought the public would be interested in.

2. Director and Supervisor Reports – included in board packets.

A. Adult Services Report

B. Children's Programs and Services Report

C. Service and Support Administration Report – Dennis Burger reported that we collaborated with the Butler County Mental Health Board on and received a grant for \$50,000 to provide services to individuals who have dual diagnosis of mental health/mental retardation.

D. Quality Assurance and Medicaid Administration Report – Karen Whalen updated the board on accreditation. The first part of the process of submitting paperwork in relation to standards has been completed; they haven't asked for any additional documentation. Surveyors were impressed with programs when they were here. May 22-23 we will have an exit interview if board members would like

to attend; they don't require a board member, but they would be happy to speak to any who would like to talk to them.

- E. Partnerships for Housing Report
 - F. Transportation and Facility Services Report – Rick Black reported on the status of new offices. The west side Hamilton addition is in the process and central administration new offices will begin as soon as permits are issued.
 - G. Human Resources Report
 - H. Training Report
 - I. Community Outreach Report
3. Calendar of Upcoming Events
- Thursday, May 15 - Annual Arc Dinner at Redeemer Church at 6:30 p.m.
 - Friday, May 23 – Annual Memorial Service at Liberty Center at 1:00 p.m.
4. Scheduled dates for June Committee Meetings:
- A. Finance Committee meeting: Thursday, June 12 at 5:00 p.m. at Janet Clemmons Center.
 - B. Personnel Committee meeting: Thursday, June 12 at 5:15 p.m. at Janet Clemmons Center.
 - C. Program Committee meeting: Thursday, June 12 at 5:30 p.m. at Janet Clemmons Center.
 - D. Evaluation of the Superintendent Committee: June 12 at 6:00 p.m. at Janet Clemmons Center.
5. Date for next regular meeting Thursday, June 12 at 6:30 p.m. at Janet Clemmons Center.

XII. EXECUTIVE SESSION

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

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

XIII. ADJOURNMENT

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

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary