

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

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

**November 13, 2008
8:00 p.m.**

**BOARD MEETING
MINUTES**

**A PUBLIC HEARING ON THE 2009 ANNUAL ACTION PLAN WAS HELD FROM
7:00 TO 8:00 P.M. PRIOR TO THE BOARD MEETING.**

Chris Hurr, Superintendent, presented a draft of the 2009 Annual Action Plan to the audience and a copy is included with these minutes. There was open discussion following the presentation and one parent spoke about the lack of summer programs for children ages 12 and up. There are programs available at Camp Campbell Gard, but the times they can attend are limited. She asked for more quality programs to be made available.

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
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.

Imogene O'Lenick reading 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 Lorena Yeary, an individual living in Hamilton; James Brown, "Mr. Middie", a resident of Middletown and well known Middletown Middie fan and team supporter; Mary Delorenzo, mother of Gaylene May, Speech Pathologist; Michael Hornung, an individual who was residing at Montgomery Developmental Center; Eloise Helvey, mother of Linda Fuller, a trainer at Middletown Center; and Linda Ferguson, an individual living in the community and former participant at Hamilton Center; and to remember individuals, 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.

Utawna Leap seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Dennis Rogers made a motion to approve the minutes of the October 9, 2008 Board meeting.

Craig Moon seconded the motion.

The motion was approved unanimously.

V. SPECIAL RECOGNITION

Tanya Coffey commended Anita Clark, Workshop Manager, and Jackie Burkhalter, Trainer, for 25 years of service to the Board. She noted their long term work with the Board and consumers and spoke about our appreciation for all they've done. Tanya and Chris Hurr presented each with a gift.

VI. AUDIENCE TO VISITORS

None requested.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met November 13 at 5:00 p.m. at Butler County ESC (next door to Central Administration). Dennis Rogers reported all items were reviewed and approval was recommended. Vouchers and expenditure reports were included in **Attachment #1**.
2. **Personnel Committee:** met November 13 at 5:00 p.m. at Butler County ESC (next door to Central Administration). Kim Katterheinrich reported all items were reviewed and approval was recommended. Personnel actions and current staff vacancies were included in **Attachment #2**.
3. **Program Committee:** no meeting was needed this month.

VIII. OLD BUSINESS

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

Dennis Rogers seconded the motion.

The motion was approved unanimously.

2. Dennis Rogers made a motion to ratify agreements approved by the Superintendent from 10/1/08 through 10/31/08 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Utawna Leap seconded the motion.

The motion was approved unanimously.

IX. NEW BUSINESS

Kim Katterheinrich made a motion to approve items 1, 2, and 3 under New Business.

Kathy McMahon-Klosterman seconded the motion.

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

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

1. Approve new collective bargaining agreement with EI unit as explained in **Attachment #4**, effective 10/1/08 through 9/30/11, as reviewed and endorsed by the Personnel and Finance Committee and contingent upon approval of the Butler County Commissioners.
2. Approve the following changes to the table of organization, as reviewed and endorsed by the Personnel Committee:
 - A. Make full-time temporary File Clerk position a full-time permanent position, effective 11/13/08;
 - B. Lay off one (1) full-time Custodian position, effective 12/4/08 and authorize payout of unused personal time for this staff person.

NOTE: The work load of the File Clerk is sufficient to warrant the change. The layoff of one custodian is due to lack of work; JVS will be taking on the responsibility for the custodial duties at Hamilton Center.

3. Approve the following agreements, as reviewed and endorsed by the Finance Committee:
 - A. Amendment to **master** agreement (**#1207-30AAA**) with Ohio Valley Goodwill Industries, effective 1/1/08 through 12/31/08, to add minimum training wage (\$7.25/hour) for transition students, effective 11/1/08;
 - B. New agreement (**#1108-04**) with Viaquest Behavioral Health, effective 1/1/09 through 12/31/09, for emergency response home services, at a rate of \$4.80 per unit, total not to exceed \$41,171.00 for the length of the agreement;

- C. New **master** agreement (**#1108-06**) with ECI, Inc., effective 1/1/09 through 12/31/09, for supported living services, at a rate of \$172.28 per day (currently serving 1 consumer at an anticipated cost of \$64,022.20);
- D. Renewal **master** agreement (**#1108-09**) with Butler County Care Facility, effective 1/1/09 through 12/31/09, for adult day supports and non-medical transportation services, at a rate of \$45.00 per day for adult day supports and \$7.50 per trip, (currently serving 3 consumers at an anticipated cost of \$18,600.00);
- E. Renewal agreement (**#1108-10**) with Laura Baggette, MT-BC, effective 1/1/09 through 12/31/09, for music therapy sessions at adult centers at a rate of \$55.00 per hour, total cost not to exceed \$17,160.00 for the length of the agreement, which is an increase of \$2860.00 due to increased services;
- F. Renewal agreement (**#1108-12**) with Colleen Mercuri-Johnson, effective 1/1/09 through 12/31/09, for sexuality education, at a cost of \$45.00 per hour, total cost not to exceed \$55,000.00 for the length of the agreement, which is the same as the previous agreement;
- G. Renewal agreement (**#1108-13**) with Diane Vasiliadis, effective 1/1/09 through 12/31/09, to continue the Butler County Dental Program and provide coordination and dental hygienist services for consumers, at a cost not to exceed \$50,000.00 for the length of the agreement, which is a decrease of \$20,000.00 from the previous agreement due to re-evaluation of services.

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

Rev. Katterheinrich reported on the OACBMRDD convention and the sessions he attended. He noted that he saw the presentation by Butler County Early Intervention staff and he was very proud of our representation; Butler County staff are on the cutting edge.

Chris explained that we have received some applications to replace Dennis Rogers as Board member. She will be talking to the interested parties next week and will make a recommendation to Commissioners for appointment.

Just a note of interest: Fairfield Center has changed their name to Takoda Trails.

2. Director and Supervisor Reports

- A. Adult Services Report – written report included in packet. Tanya reported that the transition from Hamilton Center to Liberty Center went well; there have been no big issues so far. They discussed program changes in advance, made sure the buildings were ready, and all has worked out well due to the advance planning.
- 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 – none this month.
- G. Human Resources Report – written report included in packet.
- H. Training Report – written report included in packet.
- I. Communications Report – written report included in packet.
- J. EPRO Report – none this month.

3. Upcoming Events

- o Sno Ball: Wednesday, December 3
- o Arc Holiday Dinner Dance: Sunday, December 7 at Meadowbrook Banquet Center, Ross
- o Annual Holiday Party: Wednesday, December 10 at VFW in Middletown
- o Middletown and Liberty Center Holiday Parties: December 19
- o Movies at Redeemer Church: First Saturday of each month

4. Scheduled dates and times for December Committee Meetings:

- A. Finance Committee meeting: Thursday, December 11 at 5:00 p.m. at Central Administration
- B. Personnel Committee meeting: Thursday, December 11 at 5:15 p.m. at Central Administration.
- C. Program Committee meeting: Thursday, December 11 at 5:30 p.m. at Central Administration

5. Date for next regular meeting: Thursday, December 11 at 6:30 p.m. at Central Administration.

XI. EXECUTIVE SESSION

Dennis Rogers made a motion to go into Executive Session to discuss legal and personnel issues. Kathy McMahon-Klosterman seconded the motion. The motion passed unanimously with a roll call vote as follows:

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

XII. ADJOURNMENT

There being no further business before the Board, Kathy McMahon-Klosterman made a motion to adjourn and Utawna Leap seconded the motion. The motion was approved unanimously.

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary