

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

**CENTRAL ADMINISTRATION  
1910 Fairgrove Avenue, Suite E  
Hamilton, Ohio**

**October 9, 2008**

**BOARD MEETING  
MINUTES**

**A JOINT DINNER MEETING BETWEEN  
THE BUTLER COUNTY BOARD OF MRDD AND THE PARTNERSHIPS FOR HOUSING/RHC  
BOARD WAS HELD PRIOR TO THE BOARD MEETING.**

**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
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 led by Dwight Finch.

Mrs. 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 Iralee Ferguson, mother of Joyce Keller, Executive Secretary for Human Resources, and Richard Moore, an individual living in the community; and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

Dennis Rogers made a motion to approve the Order of Business.

Craig Moon seconded the motion.

The motion was approved unanimously.

**IV. APPROVAL OF MINUTES**

Craig Moon made a motion to approve the minutes of the September 11, 2008 Board meeting.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

## V. AUDIENCE TO VISITORS

1. None requested.

## VI. PROGRAM REPORT

1. Partnerships for Housing/Resident Home Corporation Update presented by Patrick Maynard, RHC President and CEO, and Karen Whalen, Director of Quality Assurance and Medicaid Services.

Partnerships Board members and staff were introduced. Karen noted that we have now been working with Partnerships for Housing for 2 years. We, as well as residents of the homes, have been impressed with their responsiveness to the residents and upkeep of the homes. They held their second annual resident gathering in September and while they would like more participation, they are getting some good feedback. They will continue to build on their Strategic Plan that was developed this past year. Renovations of some of the homes were reviewed.

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 9 at 5:00 p.m. at Central Administration. Dennis Rogers reported that all items were reviewed and approved.
  - ▶ Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, October 9 at 5:00 p.m. at Central Administration. Kim Katterheinrich reported that all items were reviewed and approved.
  - ▶ Personnel actions and current staff vacancies were included in **Attachment #2**.
3. **Program Committee:** met Thursday, October 9 at 5:00 p.m. at Central Administration. Kathy McMahon-Klosterman reported that all items were reviewed and approved.
4. **Ethics Council:** met Thursday, October 9 at 6:15 p.m. at Central Administration. List included in **Attachment #3**. Kim Katterheinrich reported that the committee reviewed the circumstance of the staff person working for a provider and found no conflict. The committee recommended approval.

## VIII. OLD BUSINESS

1. Kim Katterheinrich made a motion to ratify current expenditures as reviewed and approved by the Superintendent, 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 through 3 under new business:

1. To accept the Board Ethics Council's recommendations regarding direct service contracts and agency employees who are also employed by service providers under contract with the Butler County Board of MRDD (see **Attachment #3** for list), in compliance with Section 5126.033 of the Ohio Revised Code.
2. To support Ohio Superintendents of County Boards of MRDD Resolution (**Attachment #4**) opposing SFY 2010-2011 ODMRDD budget cuts, as reviewed and endorsed by the Finance, Personnel and Program Committees.
3. To approve the following Personnel Policies, effective 10/9/08, as reviewed and endorsed by the Personnel Committee.
  - A. Rescind **#2.60, Computer Software**, because subject is addressed in Policy #2.74;
  - B. Rescind **#2.61, E-Mail**, because the subject is addressed in Policy #2.74;
  - C. Amend **#2.62, Use of Board Property, (Attachment #5)** to delete reference to Board owned cell phones because the Board does not own cell phones as it once did;
  - D. Amend **#2.63, Abolishing an Existing Position, (Attachment #6)** to include "any other reason authorized by state law" to the specific circumstances under which the Board may abolish a position;
  - E. Amend **#2.67, Use and Distribution of Tobacco Products, (Attachment #7)** to clarify when an employee may smoke;
  - F. Amend **#2.74, Data Processing Policies, (Attachment #8)** to specify that violation of the policy is grounds for discipline up to and including removal.

Utawna Leap seconded the motion.

The motion was approved unanimously.

4. Dennis Rogers made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
  - A. Amendment to **master agreement (#1207-30AA)** with Ohio Valley Goodwill Industries, effective 1/1/08 through 12/31/08, to include rate for Vocational Evaluation Services at \$560.00 per week, effective 10/1/08 (currently expected to add \$4,480.00 to the agreement);
  - B. Amendment to agreement (**#1207-03A**) with Colleen Mercuri-Johnson, effective 1/1/08 through 12/31/08, for sexuality education, to increase amount by \$10,000.00 due to increased programmatic service needs, bringing the total of the agreement to \$55,000.00;

- C. New **master** agreement (**#1008-01**), with Sunshine Seibers, effective 7/25/08 through 12/31/08, to provide one on one monitoring for a hospitalized individual, at a rate of \$16.60 per hour for awake time and \$7.44 per hour for sleep time (currently serving 1 individual at an anticipated cost of \$9,753.60);
- D. Renewal **master** agreement (**#1008-02**) with Active Learning Systems, effective 1/1/09 through 12/31/09, to provide supported living services, at a rate of \$272.18 per day (currently serving 1 individual at an anticipated cost of \$99,945.70);
- E. Renewal **master** agreement (**#1008-03**) with Diana Bowling, effective 1/1/09 through 12/31/09, to provide supported living services, at a rate of \$4.15 per unit (\$16.60 per hour) (currently serving 1 individual at an anticipated cost of \$6,298.67);

Kathy McMahon-Klosterman seconded the motion.

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

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

## X. SUPERINTENDENT'S REPORT

### 1. Superintendent's Monthly Activity Report

- A. Review of Preliminary 2009 Annual Action Plan Information – Chris Hurr presented a draft of the 2009 Action Plan. Each department included their accomplishments, trends, challenges, and recommendations for 2009. She will be having several public meetings for families, community members, etc. to give input.

Discussion points:

- Adult services number is decreasing; ICFMR individuals have moved out and are doing their own day hab.
- Discussed possibilities for training provider agency staff; probably would need the state to require it before it will happen – need to step in and have a statewide effort.
- Strategic plan – proposing only 3 year plan this year.

Questions:

- Any opportunity to use student teachers or volunteers in EI? We do have student teachers, but not to augment the system.
- Any opportunity to get classes (to train direct care providers) in Butler Tech or high schools? We tried several years ago and it never went anywhere. Maybe with the current economic climate, we could try again.
- How do we get providers to their staff to our training? Maybe start with teaching home managers how to “manage” direct care staff, if we can't get direct care to the training. Suggested online or CD training sessions staff could do during downtime in the homes.

## 2. Director and Supervisor Reports

- A. Adult Services Report – the transition of adult programs/centers is on target. Some board staff will be staying at HC to support JVS. Working on new routes for transportation. Parents are being updated regularly.
- B. Children’s Programs and Services Report
- C. Service and Support Administration Report
- D. Quality Assurance and Medicaid Administration Report
- E. Partnerships for Housing Report
- F. Transportation and Facility Services Report – renovations are going on at Donald Drive office for 441 staff; the new administration building is getting final touch-ups.
- G. Human Resources Report
- H. Training Report
- I. Communications Report
- J. EPRO Report
- K. Friends of Citizens PAC meeting is Monday, 10/13 at 6:00 p.m. They are struggling – we need to get money raised.

## 3. Upcoming Events

- A. Fairfield Optimist Halloween Dance: Saturday, October 18 at Optimist Club House
- B. Halloween Party at Miami: Friday, October 24
- C. Special Olympics Basketball: Tuesday, November 4 at Salvation Army in Hamilton
- D. Al Etmanski speaking about Social Networks: Wednesday, November 12 at MUM from 11:00 – 1:00 and Redeemer Church from 7:00 to 9:00
- E. Sno Ball: Wednesday, December 3
- F. Arc Holiday Dinner Dance: Sunday, December 7 at Meadowbrook Banquet Center, Ross
- G. Annual Holiday Party: Wednesday, December 10 at VFW in Middletown
- H. Movies at Redeemer Church: First Saturday of each month

## 4. Scheduled dates for November Committee Meetings:

- A. Finance Committee meeting: Thursday, November 13 at 5:00 p.m. at Central Administration

B. Personnel Committee meeting: Thursday, November 13 at 5:00 p.m. at Central Administration

C. Program Committee meeting: Thursday, November 13 at 5:00 p.m. at Central Administration

5. Date for next regular meeting and **PUBLIC HEARING**: Thursday, November 13 at Central Administration. An Open House will be held from 5:30 to 7:00 p.m. at the new Administration Office; the Public Hearing will be from 7:00 to 8:00 p.m. and the Board meeting will begin at 8:00 p.m.

## XI. EXECUTIVE SESSION

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

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, Kim Katterheinrich made a motion to adjourn and Craig Moon seconded the motion. The motion was approved unanimously.

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Imogene O'Lenick, Board President

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Dennis Rogers, Recording Secretary