

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

**Central Administration Office
1910 Fairgrove Avenue
Hamilton, Ohio**

**September 11, 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 |
| Kathy McMahon-Klosterman | Present |
| Craig Moon | Present |
| Imogene O'Lenick | Present |
| Denny Rogers | Present |

The group participated in reciting the Pledge of Allegiance led by Dwight Finch.

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 Michael Hofmann, a resident of Camelot Lake; and Robert McNeil, father of Jill McCarthy, a support coordinator with the Middletown Team; victims of the September 11, 2001 terrorist attacks and their families; 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.

Utawna Leap seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Craig Moon made a motion to approval of minutes of the August 14, 2008 Board meeting.

Utawna Leap seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

1. No requests were made to address the Board.

VI. PROGRAM REPORT

1. Behavior Supports/Family Focus Update Presented by Kelly Girts, Supervisor of Behavior Intervention

Handouts were given out and a copy is included with these minutes. The Behavior Supports division currently includes 13 staff. We have established a very strong positive intervention program in Butler County; we only have 5 aversive plans submitted to the state out of 57 behavior plans. We are committed to trying all positive interventions before any aversives. All behavior plans for individuals in Butler County are written by the MRDD.

Questions:

- How do we account for our low rate of aversives? 20 years ago the county decided not to use aversives and we've worked diligently to hold to that.
- Are developmental centers working toward this as well? They will be phase 3 – they get the really “tough” people to work with.
- Is this being communicated to teacher education programs? Kelly was not sure – we have been told teachers coming out of school don't have this training. There are initiatives in some pockets of education through the state – not necessarily education field.
- Are we working with parents to provide this training? The training is available to anyone interested – families, teachers, MRDD staff, etc. The information will be shared at upcoming conferences.
- Is every county represented in the committee? No, but the committee members are very positive about the work. Deputy Director Rensch is adamant that this will happen.

Family Focus was also explained; staff will go into homes, work with individuals to teach them better ways to interact. Over 2500 families have gone through the program since its inception. Have had 52 referrals this year. About 8-10 weeks wait for families to get services after referral. Typical length of services is 9 months to a year.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, September 11 at 5:00 p.m. at Central Administration Office. Dennis Rogers reported all items were reviewed and approved.
 - Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, September 11 at 5:15 p.m. at Central Administration Office. Kim Katterheinrich reported all items were reviewed and approved.
 - Personnel actions and current staff vacancies included in **Attachment #2**.

3. **Program Committee:** met Thursday, September 11 at 5:30 p.m. at Central Administration Office. Linda Good reported all items were reviewed and approved.

VIII. OLD BUSINESS

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

Craig Moon seconded the motion.

The motion passed unanimously.

1. Ratify current expenditures as reviewed and approved by the Superintendent (**Attachment #1**), as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 8/1/08 through 8/31/08 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

IX. NEW BUSINESS

1. Kathy McMahon-Klosterman made a motion to approve the following items A and B as reviewed and endorsed by the Finance and Program Committees:
 - A. Amendment to agreement (**#1207-34A**) with Jewish Vocational Service, effective 1/1/08 through 12/31/08, to include the use of the Hamilton Center facility and to provide vocational services at that location (combining Hamilton Employment Center and Fairfield Employment Center operations) as explained in the transition plan, financial agreement to remain the same;
 - B. Discontinue agreement (**#1207-02**) with Jewish Vocational Services for sheltered workshop services, effective 10/31/08, due to centralizing production with Jewish Vocational Services, which will decrease the amount of the original agreement by \$15,576.00.

Utawna Leap seconded the motion.

Discussion: Tanya Coffey distributed a handout with updated information and a copy is included with these minutes. Peter Bloch was in attendance to answer any questions. Dates of transition have been changed due to transportation issues. We are looking at leaving a couple of staff in place at Hamilton Center to help new staff.

Tanya reviewed the numbers of individuals who will move. She explained that if things aren't working out for a person, a team meeting will be held and a change of placement can be made if desired. JVS is fine with parents dropping in to see how things are going.

The motion passed unanimously.

2. Kim Katterheinrich made a motion to approve the following changes to the table of organization, as reviewed and endorsed by the Personnel Committee:
 - A. Abolish (2) Workshop Manager positions, effective 1/1/09;

- B. Abolish (1) Program Secretary position, effective 10/1/08;

(**NOTE:** This position is currently vacant.)
- C. Approve new proposed table of organization for Adult Services and Human Resources (**Attachment #4**), which includes the above changes and changes approved at June and August board meetings.
- D. Approve (1) additional full time support coordinator to the Table of Organization to address needs of Fairfield Team, effective 9/12/08.

Dennis Rogers seconded the motion.

The motion passed unanimously.

- 3. Linda Good made a motion to approve purchase of property located at 2600 El Camino Drive, Middletown, OH 45044 by Partnerships for Housing, Inc. Grant dollars from ODMRDD will be used to purchase the home (up to 75% of cost) through the use of Capital Housing dollars. **Up to \$96,000** can be used from this grant for the purchase, which will flow through the county board to Partnerships for Housing, Inc. It is also requested that the board award a one-time grant in the amount of **up to \$32,000** to allow for the full purchase of the home without the need for a mortgage, as reviewed and endorsed by the Finance Committee.

(**NOTE:** There are currently 2 people identified to live in this home.)

Dennis Rogers seconded the motion.

Discussion: Why is the item worded UP TO? Karen Whalen explained this was to make sure we cover closing costs, etc.

The motion passed unanimously.

- 4. Kathy McMahon-Klosterman made a motion to choose a delegate to represent the Board and use their discretion to represent the board and to approve the following proposed 2008 Delegate Resolutions to be presented at the 2008 Delegate Assembly (10/27, 28, 29):
 - A. 2008-01: Realignment of OACB Regions (submitted by OACB Board of Trustees) (**Attachment #5**);
 - B. 2008-02: Legislative changes to permit a County Board of MRDD to purchase and own property (submitted by Delaware County Board of DD) (**Attachment #6**);
 - C. 2008-03: OACB Board of Trustee meeting attendance requirements (submitted by OACB Board of Trustees) (**Attachment #7**);
 - D. 2008-04: OACB customer satisfaction survey (submitted by Erie County Board of MRDD) (**Attachment #8**);
 - E. 2008-05: Legislative changes to permit a County Board of MRDD to use public funds to promote a levy (submitted by Preble County Board of MRDD)

(Attachment #9);

- F. 2008-06: Removal of 'MR' from the name of County Boards of MRDD (submitted by Allen County Board of MRDD; Athens County Board of MRDD; Butler County Board of MRDD; and Union County Board of DD) **(Attachment #10)**.

Kim Katterheinrich seconded the motion.

Discussion: The board discussed having Chris Hurr will represent us at the meeting. There were no objections from the board, with the understanding that if a board member becomes available, they may take her place. The Board voted to leave the vote up to the discretion of the delegate. (NOTE: Rev. Kim Katterheinrich is able to attend as delegate for Butler County.)

The motion passed unanimously.

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

- Chris noted that she sent a memo out to board members about our 5 year accreditation – there are only 3 counties in the state that have this honor.
- Detailed information (a memo from the state) was given to board members about how Strickland's budget cuts will affect county boards and there may be more. Chris asked board members to review the memo – know that we are expecting more cuts to our subsidies. Do we want to consider informing our families and asking them to contact Columbus to have some input on future budget changes? Will be bringing this up again to the board.
- The Arc picnic is Sunday at Camp Campbell Gard – some legislators will be there – would be a good one to attend.
- All Staff inservice is tomorrow – everyone is welcome to come.

2. Director and Supervisor Reports

- A. Adult Services Report – HOTA received a \$9,000 grant today from DD Council. Focus on marketing our artists.
- 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
- G. Human Resources Report
- H. Training Report
- I. Communications Report

- J. EPRO Report – James reported that he attended the national conference (NSA) to present; he received many nice comments and interest in the mentoring program. They will be adding schools this year. He is also going to the Self-Determination Conference and will be featured in their book this year. James and his staff will be interviewed and featured in an article in the Journal News next week.

3. Upcoming Events

- A. Friday, September 12 – All Staff at Fairfield Community Arts Center
- B. Sunday, September 14 – Arc Picnic
- C. September 17 – Dance
- D. September 13 - Abilities First Bike Run
- E. Monday, September 29 – Even the Score Golf Outing

4. Scheduled dates for October Committee Meetings:

- A. Finance Committee meeting: Thursday, October 9 at 5:00 p.m. at Central Administration Office.
- B. Personnel Committee meeting: Thursday, October 9 at 5:15 p.m. at Central Administration Office.
- C. Program Committee meeting: Thursday, October 9 at 5:30 p.m. at Central Administration Office.

- 5. Date for next regular meeting: Thursday, October 9, 2008 at 6:30 p.m. at Central Administration Office, 1910 Fairgrove Avenue, Suite E, Hamilton.

XI. EXECUTIVE SESSION

Craig Moon made a motion to go into executive session to discuss legal issues. Linda Good 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 |
| Kathy McMahan-Klosterman | Yes |
| Craig Moon | Yes |
| Imogene O'Lenick | Yes |
| Denny Rogers | Yes |

XII. ADJOURNMENT

There being no further business before the board, Craig Moon made a motion to adjourn and Utawna Leap seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary