

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

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

**April 9, 2009
BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Imogene O'Lenick, Board President.

II. ROLL CALL

Roll call was conducted:

Linda Good	Absent (excused)
Kim Katterheinrich	Absent (excused)
Utawna Leap	Absent (excused)
Kathy McMahan-Klosterman	Present
Craig Moon	Present
Imogene O'Lenick	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by Dennis Burger.

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 Dee Smith, a volunteer in Middletown and parent of Guy Mantz; John Burns, a resident of Middletown; John Armbruster, an attendee at Middletown Center; Wesley Alfred, a resident of Middletown; Jeff Helton, a resident of Fairfield; Sherri Evans, a resident of Camelot Lake; and Support Coordinator Jennifer Dubert's father; who passed away and to remember consumers, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Craig Moon made a motion to approve the Order of Business as distributed at the meeting.

Kathy McMahan-Klosterman seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Tony Yocco made a motion to approve the minutes of the March 12, 2009 Board meeting.

Craig Moon seconded the motion.

The motion was approved unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. PROGRAM REPORT

1. Eligibility presented by Sarah Rihm, Eligibility Coordinator

Sarah explained the processes for determining eligibility – a copy of her presentation is included with the original minutes. She did note that the process for eligibility appeals may, at some point, mean that an appeal will come to the Board.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, April 9 at 5:00 p.m. at Central Administration. Craig Moon reported all items were reviewed and approved.

➤ Vouchers and Expenditure Reports were included in **Attachment #1**.

2. **Personnel Committee:** met Thursday, April 9 at 5:15 p.m. at Central Administration. Kathy McMahan-Klosterman reported all items were reviewed and approved.

➤ Personnel actions and current staff vacancies included in **Attachment #2**.

3. **Program Committee:** Not needed this month.

VIII. OLD BUSINESS

1. Kathy McMahan-Klosterman made a motion to ratify current expenditures (**Attachment #1**) as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

IX. NEW BUSINESS

1. Craig Moon made a motion to approve the following Personnel Policies, effective 4/9/09, as reviewed and endorsed by the Personnel Committee:

- A. Amended policy **#2.25, Travel and Meals Reimbursement, (Attachment #3)** to correct amount of current IRS rate of mileage reimbursement to .55 cents per mile.

NOTE: Although this does not affect the substance of the policy, which states the rate will be the current IRS approved rate, 50.5 cents per mile was mistakenly listed in the last approved policy.

- B. Amended policy **#2.59, Volunteers, (Attachment #4)** which has been revised to allow 16 year old individuals to volunteer and also changes the evaluation document to make it more user friendly.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

- 2. Kathy McMahon-Klosterman made a motion to approve renewal agreement (**#0409-01**) with Champaign Residential Services, effective 6/1/2004 through 5/31/2014, for lease of 1928/1930 Circle Ginny Group Home in Middletown for the sum of \$1.00 per year for the length of the agreement, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

- 3. Tony Yocco made a motion to approve purchase of properties listed below, effective 4/9/09, to be purchased by Partnerships for Housing, using Martin and Capital Housing grant dollars from the Ohio Department of MRDD to pay 75% of the purchase price of the homes, which will flow through the county board. Partnerships for Housing will pay the remaining 25% of the purchase price. Purchase price of each home is not to exceed \$155,000.00. Approval is as reviewed and endorsed by the Finance Committee. (Board action required)

- A. 7306 Barret Road, West Chester, OH 45069

- B. 5243 Chateau Way, Fairfield, OH 45014

Note: These homes are being purchased for the use of individuals leaving Takoda Trails (formerly Fairfield Center). The two homes could ultimately be occupied by up to 7 individuals.

Craig Moon seconded the motion.

The motion was approved unanimously.

X. SUPERINTENDENT'S REPORT

- 1. Superintendent's Monthly Activity Report

- A. COG (Council of Government) – 72 of the 88 counties in Ohio are members of COGs and we are trying to form one with surrounding counties (Hamilton, Clermont, Warren). There are advantages to belonging to a COG – could share staff, some functions such as eligibility process, computer software, support, etc. A COG would allow us to “grow” funds. The plan is to use Medicaid settlement dollars to start.

By next month, we hope to have a draft of the by-laws and an agreement for Board members to review and to be able to vote on the COG prior to July. Chris and Rick have met with the Prosecutor's office to discuss with them and answer questions they had. Also have plans to meet with the Auditor. Imogene questioned whether we would also have to get permission from the

county commissioners to proceed. Chris will check into that. We will have more information next month. Imogene also asked if county levy money would be co-mingled and used in other counties. Chris said we would not agree to that and our understanding is that the money is accounted for separately by county. She will get confirmation.

- B. Search Conference/Strategic Planning Conference – Chris asked that Board members plan to attend at least part of the Strategic Planning Conference on May 18 and 19 or one of the Café Conversations (dates listed below) and let us know when they could participate.
 - C. Board Inservice – discussed having a board inservice presented by the Ohio Association of County Boards. Consensus was that the evening of July 9 (which would be the 2nd Thursday of the month) would be a good date.
2. Director and Supervisor Reports – written reports were included in packets (unless otherwise noted.)
- A. Adult Services Report
 - 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 - No report this month.
 - G. Human Resources Report
 - H. Training and Staff Development Report
 - I. Communications Report
 - J. Community Integration
 - K. EPRO Report – James Frasher was introduced as the new liaison to the Board from the Empowered People Reaching Out group and member of the Program Committee. He reported that EPRO would be holding a fundraiser at Culver’s on April 28 and 29 to benefit individuals moving out of Fairfield Center and into the community. James also reported that the group sponsored a mentoring meeting at JCC recently which was well attended. Their annual retreat will be held July 10, 11, 12 at Xavier University. Also, visit their web site – there is a lot of new material to see (www.ButlerEPRO.com).
3. Calendar of Upcoming Events
- A. Inner I Gallery Opening – Friday, April 10 at 6:30 – 8:30 p.m. at Town and Country Shopping Center, Kettering, featuring 8 Heart of the Art Artists
 - B. Best Buddies Fundraiser/Heart of the Art Exhibit – Wednesday, April 15 at

6:00 p.m. at Kona Bistro in Oxford

- C. Best Buddies Bike and Hike at Fitton Center, Hamilton, April 18 at 8:45 a.m.
 - D. Café Conversations about the Strategic Plan – April 21 at 4:30 p.m. at the Fairfield Library and April 28 at 6:00 p.m. at Johnston Hall, Miami University Middletown.
 - E. Strategic Planning – May 18 (afternoon/evening) and 19 (day), 2009 at the Wilks Conference Center, Miami University, Hamilton
 - F. The Arc of Butler County Annual Dinner – Thursday, May 21 at 6:30 p.m. at the Redeemer Church
- 4. Date for next regular meeting: Thursday, May 14, 2009 at 6:30 p.m. at Central Administration.
 - 5. Scheduled dates for May Committee Meetings:
 - A. Finance Committee meeting: Thursday, May 14 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, May 14 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, May 14 at 5:30 p.m. at Central Administration.

XI. EXECUTIVE SESSION

Kathy McMahon-Klosterman made a motion to go into Executive Session to discuss legal issues and Tony Yocco seconded the motion. The motion was approved unanimously with a roll call vote as follows:

Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Tony Yocco	Yes

XII. ADJOURNMENT

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

Imogene O'Lenick
Board President

Kathy McMahon-Klosterman
Recording Secretary