

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

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

**January 8, 2009  
6:30 p.m.**

**BOARD MEETING  
MINUTES**

**THE SWEARING IN OF NEW BOARD MEMBER TONY YOCCO, AND RETURNING BOARD MEMBERS LINDA GOOD AND UTAWNA LEAP TOOK PLACE 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	Present
Kim Katterheinrich	Absent (excused)
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Craig Moon	Present
Imogene O'Lenick	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance.

Reading of Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

Moment of silent reflection in memory of Richard Hein, an individual who formerly attended Middletown Center and Middletown Enrichment Center, who passed away, and to remember those who have experienced serious illness since the last meeting.

**III. ADOPTION OF AGENDA**

Craig Moon made a motion to approve the Order of Business.

Linda Good seconded the motion.

The motion was approved unanimously.

**IV. APPROVAL OF MINUTES**

Linda Good made a motion to approve the minutes of the December 11, 2008 Board meeting.

Utawna Leap seconded the motion.

The motion was approved unanimously.

## V. ORDERS OF THE DAY

Annual reorganization of the Board to be conducted in accordance with O.R.C. Section 5126.022.

1. Chris Hurr conducted the Election of Officers: The slate of officers as proposed by the Nominating, By-Laws and Ethics Committee is as follows:

President: Imogene O'Lenick

Vice-President: Kim Katterheinrich

Recording Secretary: Kathy McMahon-Klosterman

There were no nominations from the floor.

The slate was approved unanimously.

2. Kathy McMahon-Klosterman made a motion to adopt the Schedule of Meetings for 2009 **(Attachment #1)**.

Linda Good seconded the motion.

The motion was approved unanimously.

3. Linda Good made a motion to adopt the Order of Business: Recommendation of Nominating, By-Laws and Ethics Committee to continue current order of business **(Attachment #2)**.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

4. Linda Good made a motion to approve the Committee Appointments and Parliamentarian. **(Attachment #3)**.

Craig Moon seconded the motion.

The motion was approved unanimously.

5. Tony Yocco made a motion to approve **Resolution #2009-01-01 (Attachment #4)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032.

Utawna Leap seconded the motion.

The motion was approved unanimously.

## VI. AUDIENCE TO VISITORS

1. None requested.

## VII. PROGRAM REPORT

1. Client Confidentiality presented by Laurel Lovely, Records Coordinator
  - Laurel explained how Butler County MRDD keeps client records confidential. We comply with whichever laws (state or federal) are stricter. We protect verbal, electronic, written information that WE create – any information that comes from outside sources must be obtained through them.
  - We may not share “recognizable” information about any person without consent. Written consent from an individual or a parent or guardian must be obtained to share any information outside our agency. We also cannot destroy any records if a person is deceased, without first offering it to family. Most records are kept for 7 years; some is kept through the life of a person.
  - We are required to comply with HIPAA regulations and require a business associate agreement with any agencies we work with and share information with because of Medicaid billing.
  - We ask all clients (or guardians) to sign a privacy notice which is kept on file. Laurel discussed how this would be used. We do track any requests for information.
  - Children Services, law enforcement, courts and other oversight agencies can see client information without consent.
  - Board member asked how we would get consent from a non-verbal person. This hasn't come up – if someone is at that level, they would probably have a guardian.
  
2. State Budget Crisis presented by Chris Hurr, Superintendent
  - Chris discussed the ongoing budget crisis. We are presently looking at another 10% statewide cut.
  - With more state cuts, it could mean no state subsidy which would be a \$1.5 million cut to our budget.
  - Closing of developmental centers could bring more people back and put an even bigger strain on our resources.
  - We have begun analyzing costs of programs, prioritizing services, and figuring out what we would have to cut.
  - Chris has drafted a letter regarding budget issues that will be mailed to stakeholders. The Board reviewed the letter, made suggestions, and discussed who should sign the letter (Chris and all Board members). Will be shared with staff first, then families, providers, community members, etc.
  - Chris reviewed recommendations made by the Ohio County Boards Association to the state Director.

## VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, January 8 at 5:00 p.m. at Central Administration. Craig Moon reported all items were reviewed and recommended for approval.
  - Vouchers and Expenditure Reports included in **Attachment #5**.
  
2. **Personnel Committee:** met Thursday, January 8 at 5:15 p.m. at Central Administration. Kathy McMahon-Klosterman reported all items were reviewed and recommended for approval.

➤ Personnel actions and current staff vacancies included in **Attachment #6**.

- 3. **Program Committee:** met Thursday, January 8 at 5:30 p.m. at Central Administration. Linda Good reported all items were reviewed and recommended for approval.
- 4. **Evaluation of Superintendent Committee:** did not meet, but will review Superintendent's Performance Goals for 2009; to be approved at the February Board meeting.

**IX. OLD BUSINESS**

Linda Good made a motion to approve the following two items:

- 1. Ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #5**, as reviewed and endorsed by the Finance Committee.
- 2. Ratify agreements approved by the Superintendent from 12/1/08 through 12/31/08 included in **Attachment #7**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

**X. NEW BUSINESS**

- 1. Tony Yocco made a motion to approve the CY 2009 Budget for programs and operations of the Butler County Board of Mental Retardation and Developmental Disabilities, effective 1/1/09 at a total of \$29,100,000.00, as noted in **Attachment #8**, as reviewed and endorsed by the Finance Committee.

Craig Moon seconded the motion.

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

Linda Good	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Tony Yocco	Yes

- 2. Linda Good made a motion to approve Year 2009 Annual Action Plan Action Statements as presented in **Attachment #9**, as reviewed and endorsed by the Program Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

- 3. Tony Yocco made a motion to approve agency Table of Organization (**REVISED Attachment #10**) in accordance with 2009 Budget and Annual Action Plan, effective 1/1/09, as reviewed and endorsed by the Personnel and Finance Committees.

Craig Moon seconded the motion.

The motion was approved unanimously.

- 4. Linda Good made a motion to approve the following amended personnel policies, effective 1/8/09, as reviewed and endorsed by the Personnel Committee:
  - A. **#2.26, Fringe Benefits, (REVISED Attachment #11)** to allow non-unit employees to qualify for \$2000.00 annually if they do not take the Board's health insurance (the same benefit is available to EI unit staff);
  - B. **#2.87, Reporting Medicaid Fraud, (Attachment #12)** to reflect changes in job and service titles and to more accurately reflect duties of support coordinators in this area.

Utawna Leap seconded the motion.

The motion was approved unanimously.

- 5. Tony Yocco made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
  - A. Amendment to agreement (**#0808-09A**) with Viaquest Behavioral Health, effective 9/1/08 through 12/31/08, for emergency response home, to increase the amount by \$15,500.00, bringing the total cost to \$35,417.00 for the length of the agreement.
 

**NOTE:** The consumers residing in the home require high levels of support and have exceeded the cost cap originally set for the contract.
  - B. Renewal agreement (**#0109-02**) with Butler County Educational Services Center (fiscal agent), for FY 09 effective 7/1/08 through 6/30/09, 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, total cost not to exceed \$40,000.00 for the length of the agreement.
  - C. Renewal agreement (**#0109-03**) with Primary Solutions, effective 12/23/08 through 12/22/09, for software licensing for client information and Medicaid billing, total cost not to exceed \$34,940.00 for the length of the agreement.

Linda Good seconded the motion.

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

Linda Good	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Tony Yocco	Yes

## XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
  - A. 2008 Updates on Superintendent's Annual Goals – included in packets. If there are any questions, please call Chris.
  - B. 2009 Draft Goals – included in packets. This will be voted on in February – please review and call if you have any suggested changes.
  - C. Fairfield Center was transferred to the state this week.
  - D. Board self-evaluation was distributed in packets – please make sure to turn these in – we will discuss the results at the February meeting.
2. Director and Supervisor Reports – due to holidays, some reports were not included in packets.
  - 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
  - G. Human Resources Report
  - H. Training Report
  - I. Communications Report
  - J. EPRO Report
3. Upcoming Events
  - A. Annual Community Recognition Dinner - Sunday, March 29, 2009 at the Cincinnati Marriott North
  - B. Strategic Planning – May 18 and 19, 2009 – location to be determined. Chris asked Board members to please try to be available for at least part of the Strategic Planning process. Input from Board members will be important, especially will budget issues.
4. Scheduled dates and times for February Committee Meetings:
  - A. Finance Committee meeting: Thursday, February 12 at 5:00 p.m. at Central Administration.

- B. Personnel Committee meeting: Thursday, February 12 at 5:15 p.m. at Central Administration.
  - C. Program Committee meeting: Thursday, February 12 at 5:30 p.m. at Central Administration.
5. Date for next regular meeting February 12, 2008 at 6:30 p.m. at Central Administration.

**XII. EXECUTIVE SESSION – was not needed at this meeting.**

**XIII. ADJOURNMENT**

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

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Imogene O'Lenick, Board President

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Kathy McMahon-Klosterman, Recording Secretary