

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

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

**June 11, 2009  
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	Absent (excused – illness)
Kim Katterheinrich	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Craig Moon	Present
Imogene O'Lenick	Present
Tony Yocco	Absent (excused – out of town)

The group participated in reciting the Pledge of Allegiance led by Rick Black.

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 Mildred Worrell, mother of Bill Worrell, Trainer at Middletown Enrichment Center, and mother-in-law of Susan Weber-Worrell, Habilitation Coordinator at Liberty Center; Donna Zettler, an individual living in Hamilton; Marie Armbruster, parent of two individuals served by MRDD; and Barbara Hudson, and individual living at Tri-County Extended Care; and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

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

Kathy McMahon-Klosterman seconded the motion.

Kim Katterheinrich made a motion to amend the agenda to include discussion regarding a change of date for the August Board meeting.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously and the agenda was approved as amended.

#### IV. APPROVAL OF MINUTES

Utawna Leap made a motion to approve the minutes of the May 14, 2009 Board meeting.

Craig Moon seconded the motion.

The motion was approved unanimously.

#### V. PROGRAM REPORT

1. Risk Assessment, presented by Karen Whalen, Director of QA, QE and Medicaid.

Karen Whalen and Debbie Gulley presented the Risk Assessment to the Board; this is being done in preparation for CARF. A copy of the tool being used was distributed to Board members and was explained to the Board. A copy is included with the original minutes of the meeting. There was some discussion of the safety of 15 passenger vans – do we have any, are they safe to use? Also discussed insurance. Noted that there is an emergency response team in place for our agency as well as one in each facility. Board members commented that some goals were not reachable – need to make them attainable and realistic.

#### VI. AUDIENCE TO VISITORS

None requested.

#### VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, June 11 at 5:00 p.m. at Central Administration. Craig Moon reported all items were reviewed and recommended for approval. Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, June 11 at 5:15 p.m. at Central Administration. Kim Katterheinrich reported all items were reviewed and recommended for approval. Personnel actions and current staff vacancies included in **Attachment #12**.
3. **Program Committee:** met Thursday, June 11 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Evaluation of Superintendent Committee:** met Thursday, June 11 at 6:00 p.m. at Central Administration. Kathy McMahon-Klosterman reported that materials for the Superintendent's evaluation had been distributed to Board members and that completed information is due back to her by July 9 (bring to the Board Inservice.)

#### VIII. OLD BUSINESS

Utawna Leap made a motion to approve the following two items:

1. Ratify current expenditures in **Attachment #1** as reviewed and approved by the

Superintendent, as reviewed and endorsed by the Finance Committee.

2. Ratify agreements approved by the Superintendent from 5/1/09 through 5/31/09 included in **Attachment #2**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

## IX. NEW BUSINESS

1. Craig Moon made a motion to approve **Resolution #2009-06-01 (Attachment #3)**, to approve membership for Butler County MRDD in the Southwest Ohio COG (Council of Governments), effective 7/1/09, as reviewed and endorsed by the Program and Finance Committees.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

2. Kim Katterheinrich made a motion to approve the Memorandum of Understanding (**Attachment #4**) with Butler County Mental Health Board for services in-kind related to Dual Diagnosis grant, effective 7/1/09 to 6/30/10, as reviewed and endorsed by the Program and Finance Committees.

Utawna Leap seconded the motion.

The motion was approved unanimously.

3. Kim Katterheinrich made a motion to approve the following **amended** Personnel Policies, effective 6/11/09, as reviewed and endorsed by the Personnel Committee.
  - A. **Policy #2.10, Nondiscriminatory Contracts (Attachment #5)**, to include military status as a protected class (as per recent federal law);
  - B. **Policy #2.12, Discrimination Grievance Procedure (Attachment #6)**, to streamline existing procedures regarding grieving alleged discrimination in employment;
  - C. **Policy #2.14, Evaluation of Applicants (Attachment #7)**, to update the policy without changing any of its substance;
  - D. **Policy #2.17, Position Descriptions (Attachment #8)**, to clarify that position descriptions should be signed at the time of annual evaluations;
  - E. **Policy #2.48, Employee Performance Evaluations (Attachment #9)**, to clean up language and specify that position descriptions should be signed during annual evaluations.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

4. Kathy McMahon-Klosterman made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
  - A. **(#1208-24A)** Amendment to **master** agreement with Ohio Valley Goodwill Industries, effective 1/1/09 through 12/31/09, for recreation/leisure coaching and transportation, to increase amount by \$15,000.00, bringing total amount to \$45,000.00 for the length of the agreement;
  - B. **(#0609-13)** Renewal agreement with Butler County Educational Services Center (fiscal agent), for FY 2010 effective 7/1/09 through 6/30/10, for collaborative fee agreement in support of the Family and Children First Council, at a total cost not to exceed \$25,000.00 for the length of the agreement, which is the same as the previous agreement;
  - C. **(#0609-06)** Renewal agreement with Butler County Educational Services Center (fiscal agent), for FYI 2010 effective 7/1/09 through 6/30/10, 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, which is the same amount as the previous agreement;
  - D. **(#0609-14)** Renewal agreement with Butler County Educational Services Center, effective 7/1/09 through 6/30/10, for lease of space at Janet Clemmons Center for Head Start program, at a cost of \$27,000.00 to be paid to the Board (also note that BCMRDD will no longer provide custodial services through this agreement);
  - E. **(#0609-15)** Renewal agreement with St. Joseph's Orphanage/Care Case Management, effective 6/1/09 through 5/31/10, for lease of space at Janet Clemmons Center at a cost of \$24,328.73 to be paid to the Board (also note that BCMRDD will no longer provide custodial services through this agreement);
  - F. **(#0609-07)** Renewal master agreement with Butler County Regional Transit Authority (BCRTA), effective 7/1/09 through 6/30/10, for demand response transportation, at rates listed in **Attachment #10**, which are the same as the previous agreement, not to exceed the approved transportation budget;
  - G. **(#0609-08)** Renewal master agreement with Universal Transportation Systems (UTS), effective 7/1/09 through 6/30/10, for demand response transportation at the rates listed in **Attachment #11**, which are the same as the previous agreement, not to exceed the approved transportation budget;
  - H. **(#0609-09)** Renewal agreement with Habilitation Services, effective 7/1/09 through 6/30/10, for Occupational Therapy services at a rate of \$61.00 per hour for adults receiving supports from BCMRDD (up to 1,900 hours), total cost not to exceed \$115,900.00 for the length of the agreement, which is a decrease of \$106,875.00 over last year's agreement;
  - I. **(#0609-10)** New agreement with Caregivers for Independence, effective 6/1/09

through 12/31/09, for supported employment services at \$25.00 per hour and limited transportation at \$19.20 per hour and .40¢ per mile, for the summer youth employment program, total cost not to exceed \$30,000.00 for the length of the agreement;

- J. **(#0609-05)** New **master** agreement with Buckner Employment Service and Training (BEST), effective 6/15/09 through 12/31/09, for individual budgets, services to provide community involvement, at a rate of \$5.02 per unit (currently serving 2 individuals).

Craig Moon seconded the motion.

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

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahan-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes

- 5. Kim Katterheinrich made a motion to discuss changing the date of the August Board meeting from the 13<sup>th</sup> to the 6<sup>th</sup> (one week earlier) as there will several Board members out on the original date.

Utawna Leap seconded the motion.

The motion was approved unanimously.

**X. SUPERINTENDENT’S REPORT**

- 1. Superintendent’s Monthly Activity Report – written report included in packets. Chris Hurr reported on the following:
  - The Commissioners refused to approve the union contract with the unit including adult services, maintenance, mechanics, etc., even though we have been sharing information with them all along and our budget doesn’t affect theirs. They want “concessions” not just a wage freeze. Those staff are working without a contract right now.
  - It may be time to write an update letter to families regarding the state budget, the county budget, and ours and let them know what is going on.
  - Distributed two Legal Alerts from ODMRDD regarding *Levy Rollbacks* and the *Overview of the Relationship Between a Board of County Commissioners and a County Board of MRDD*.
- 2. Director and Supervisor Reports – written reports were included in packets.
  - A. Adult Services Report
  - B. Children’s Programs and Services Report
  - C. Service and Support Administration Report – Imogene O'Lenick asked for clarification on why there was a waiting list of 31 at Camelot Lake when they had 8 vacancies (listed in the SSA data report.) It was explained that while individuals

may be on the waiting list, they may not be ready to move at this particular time.

- D. Quality Assurance and Medicaid Administration Report
  - E. Partnerships for Housing Report
  - F. Transportation and Facility Services Report – Ted McGuire reported that we had gone through a bus inspection this week and all passed with a few minor corrections to a couple of buses.
  - G. Human Resources Report
  - H. Training and Staff Development Report
  - I. Communications Report
  - J. Community Integration
  - K. EPRO Report – James Frasher distributed a written report and also noted that EPRO had met with the advocate group from Hamilton County regarding the retreat in July. Their next regular meeting will be in August.
3. Upcoming Events
- A. InsideOut Studio Exhibit – Saturday, June 13 and Sunday, June 14 at Hueston Woods
  - B. InsideOut Studio Reception for Tim Lefens – Thursday, June 18, 5:00 – 7:00 p.m. at Liberty Center
  - C. InsideOut Studio Exhibits – Saturday, June 20 at Village Green in Fairfield and at the Bikes and Blues in Smith Park in Middletown
  - D. Board Inservice – Thursday, July 9 – 5:00 to 9:00 p.m. at Administration Office
  - E. InsideOut Studio Exhibit – July 15 at Fitton Center in Hamilton
  - F. Independent Provider Fair – Saturday, July 25 from 10:00 – 12:30 at JCC
4. Scheduled dates for August Committee Meetings:
- A. Finance Committee meeting: **Thursday, August 6** at 5:00 p.m. at Central Administration.
  - B. Personnel Committee meeting: **Thursday, August 6** at 5:15 p.m. at Central Administration.
  - C. Program Committee meeting: **Thursday, August 6** at 5:30 p.m. at Central Administration.
5. Date for next regular meeting **Thursday, August 6** at 6:30 p.m. at Central Administration.

**XI. EXECUTIVE SESSION**

Kathy McMahon-Klosterman made a motion to go into executive session to discuss confidential issues. Kim Katterheinrich 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

**XII. ADJOURNMENT**

There being no further business before the Board, Utawna Leap made a motion to adjourn and Kim Katterheinrich 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