

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

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

March 12, 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)
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.

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 Jacob Jones, a resident of Takoda Trails; Linda Peters, a former participant at Liberty Center; Joseph Zuloch, a participant at Liberty Center; and Susie Smith, a resident of Camelot Lake; who passed away, and to remember consumers, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Utawna Leap made a motion to adopt the agenda and to remove Item #2 under New Business (Payor of Last Resort Policy) and approve the Order of Business as revised.

Tony Yocco seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Craig Moon made a motion to approve the minutes of the February 12, 2009 Board meeting.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

V. AUDIENCE TO VISITORS

1. Mary Ulrich and Tom Ulrich, Parents and Guardians, spoke about the Payor of Last Resort Policy and asked the Board to include families, people with disabilities, and residential staff in reviewing the policy before considering it again. Their comments were submitted in writing and a copy is included with these minutes.

VI. PROGRAM REPORT

1. EI Social Communication Group and PLAY Project, introduced by Mary May and Gina Frankenfield, Education Program Supervisors, presented by Cindy Cullen, Speech Pathologist, and Chris Robinson, EI Specialist.

Cindy and Chris explained the EI Social Communication Team, their purpose, what they do, and how the program helps children. A copy of their presentation is included with the original minutes.

2. Heart of the Art Update, presented by Sherry Dillon, Manager of Program Development.

Sherry updated the Board on Heart of the Art:

- We have contracted for the services of a marketing person.
- The West Chester Medical Arts building will feature a display of art from Heart of the Art.
- Several artists from Butler County were chosen to have artwork displayed at the Inner I Exhibit (dates listed under upcoming events.)
- Kona Bistro in Oxford will also have a display and fundraiser – dates listed under upcoming events.
- A display will be set up at Village Green in Fairfield on 6/20/09.
- Received a grant from Ohio Art Institute for an artist in residence program.
- There will be an installation of an art piece at Liberty Center which will include work by consumers and staff.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 12 at 5:00 p.m. at Central Administration. The committee reviewed Vouchers and Expenditure Reports included in **Attachment #1**. Craig Moon reported all items on the agenda were reviewed and recommended for approval.
2. **Personnel Committee:** met Thursday, March 12 at 5:15 p.m. at Central Administration. The committee reviewed personnel actions and current staff vacancies included in **Attachment #2**. Kathy McMahon-Klosterman reported all items were reviewed and recommended for approval.

3. **Program Committee:** met Thursday, March 12 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed, it was recommended that Item #2 under New Business (Payor of Last Resort Policy), should be removed from the agenda for further review.

VIII. OLD BUSINESS

Kathy McMahon-Klosterman made a motion to approve the following two items:

1. Ratify current expenditures as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 2/1/09 through 2/28/09 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

IX. NEW BUSINESS

1. Kathy McMahon-Klosterman made a motion to approve the following changes to the Table of Organization, effective 3/12/09, as reviewed and endorsed by the Personnel and Program Committees:

- A. Add one full-time Family Focus Specialist position (Union 5 salary schedule);

Note: There will be no increase in staff numbers; it is intended that this position will be filled with a current staff member whose vacant position will not be filled.

Utawna Leap seconded the motion.

The motion was approved unanimously.

2. Item removed.
3. Craig Moon made a motion to approve the following amended Personnel Policies, effective 3/12/09, as reviewed and endorsed by the Personnel Committee:
 - A. **#2.21 (Attachment #5)**, to provide that paid personal leave is not counted as hours worked for the purpose of determining eligibility for overtime and to clean up some titles used in the policy;
 - B. **#2.25 (Attachment #6)**, to incorporate the county's travel requirements and meal reimbursement mandates;
 - C. **#2.32 (Attachment #7)**, to require any employee on FMLA to use normal call in procedures and identify any absence as an FMLA absence and which FMLA absence is being used (in the case of an employee with multiple FMLA qualifying events);

- D. **#2.39 (Attachment #8)**, to make Board policy consistent with union contract which provides that staff need not report to work if the Sheriff in the county in which they reside declares a level 3 emergency;
- E. **#2.7 (Attachment #9)**, which deletes references to “Children’s Programs” which we no longer operate;
- F. **#2.8 (Attachment #10)**, to add military status to protected class to comply with federal law.
- G. **#2.9 (Attachment #11)**, to note that the ADAA has been amended and reference this in the policy.

Utawna Leap seconded the motion.

The motion was approved unanimously.

- 4. Tony Yocco made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
 - A. Renewal agreement (**#0309-06**) with Arc Hamilton County, effective 4/1/09 through 3/31/10, for Family Support Services funds, total amount for this agreement is \$360,000.00, which is the same amount as the previous agreement;
 - B. Renewal agreement (**#0309-07**) with Arc Hamilton County, effective 4/1/09 through 3/31/10, for half the cost of a transition coordinator hired through the contractor, at a cost of \$40,000.00;
 - C. Renewal agreement (**#0309-10**) with Arc Hamilton County, effective 4/1/09 through 3/31/10, for Individual Budgets, at a cost of \$25,000.00, which is the same amount as the previous agreement;
 - D. Renewal agreement (**#0309-08**) with YMCA Camp Campbell Gard, effective 3/19/09 through 12/31/09, for day camp for 35 individuals, at a cost of \$24,316.75, which is the same amount as the previous agreement;
 - E. Renewal agreement (**#0309-09**) with YMCA Camp Campbell Gard, effective 3/19/09 through 12/31/09, for resident camp for 50 individuals, at a cost of \$24,316.75, which is the same amount as the previous agreement;
 - F. New **master** agreement (**#0309-11**) with Ohio Valley Residential Services, effective 3/12/09 through 12/31/09, for adult foster care, at a rate of \$114.07 (no SSI) or \$99.03 (with SSI) per diem (not currently serving anyone, this agreement is being put in place for future need).

Utawna Leap seconded the motion.

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

Utawna Leap	Yes
Kathy McMahan-Klosterman	Yes

Craig Moon	Yes
Imogene O'Lenick	Yes
Tony Yocco	Yes

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - Chris commented that it was great to celebrate the successes of the programs highlighted in the program reports tonight (EI/Social Communication Groups and Heart of the Art).
 - The OPI Awards Luncheon was held this past Monday and Butler County received several awards and Josh Sweigart from the Journal News also received one.
 - Chris noted a few things for the Board:
 - State Budget: the stimulus dollars should help us out.
 - H.B. 52: bill would consolidate departments at the state level and remove MRDD from the Governor's cabinet and put it under the Department of Health.
 - Help Me Grow/EI Concerns: proposed changes would narrow the number of children who get services from Help Me Grow. Some counties may cut EI if it is not mandated.
 - Chris also noted some ways we are trying to keep the budget in check:
 - Working on getting Level I waivers.
 - Maximizing Medicaid revenues.
 - Payor of Last Resort Policy.
 - Looking at vacant positions to see if we need them.
 - Looking at programs to see how to make them more cost efficient.
 - Looking at working with other counties to establish a COG (Council of Governments) to share expenses.
 - Check out www.recovery.gov – a web site to keep up with the state budget and stimulus plans.
- A. Recognition of Board Members – certificates were presented to Board members by Chris Hurr on behalf of Ohio Association of County Boards of MRDD. Chris also thanked the Board for their service.
- B. Board Inservice Discussion – OACBMRDD offers inservice hours for Board members. Since we have some fairly new members, it might be a good opportunity to learn some basics. Check calendars and let us know – maybe July would be a good month since there's no board meeting? OACBMRDD would come here to do the inservice – we are following up with them to check dates.
2. Director and Supervisor Reports – written reports were distributed to Board members earlier in the week.
 - 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 and Staff Development Report
- I. Communications Report
- J. Community Integration
- K. EPRO Report – James Henrie reported the following:
 - A fundraiser will be held at Culver's on April 28 and 29
 - James has been asked to be on the board of the Ohio Self Determination Association and will attend meetings in Columbus.

3. Calendar of Upcoming Events

- A. Annual Community Recognition Dinner - Sunday, March 29, 2009 at 5:30 at the Cincinnati Marriott North
- B. 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
- C. Best Buddies Fundraiser/Heart of the Art Exhibit – Wednesday, April 15 at 6:00 p.m. at Kona Bistro in Oxford
- D. Best Buddies Bike and Hike at Fitton Center, Hamilton, April 19 at 8:45 a.m.
- E. Strategic Planning – May 18 and 19, 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, April 9, 2008 at 6:30 p.m. at Central Administration

5. Scheduled dates for April Committee Meetings:

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

XI. EXECUTIVE SESSION – was not needed at this time.

XII. ADJOURNMENT

There being no further business before the Board, Utawna Leap made a motion to adjourn the meeting and Craig Moon seconded the motion. The motion was approved unanimously.

Imogene O'Lenick, Board President

Kathy McMahon-Klosterman, Recording Secretary