

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**
Supporting Possibilities

Central Administration
1910 Fairgrove Avenue Suite E
Hamilton, Ohio

November 12, 2009
6:30 p.m.

**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 (illness)
Kim Katterheinrich	Present
Utawna Leap	Present
Craig Moon	Present
Kathy McMahon-Klosterman	Absent (excused)
Imogene O'Lenick	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by Jack Pealer.

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 Rosetta Smith, a former resident of Camelot Lake; and Scott Barnett, an artist and participant at Liberty Center; who passed away and to remember individuals, families, and staff who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

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

Tony Yocco seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Kim Katterheinrich made a motion to approve the minutes of the October 8, 2009 Board meeting and the October 28, 2009 Special Board meeting.

Utawna Leap seconded the motion.

The motion passed unanimously.

V. SPECIAL RECOGNITIONS AND PRESENTATIONS

1. ***Mary Craycraft, Habilitation Support Specialist, for 25 years of service to the Board.*** Jim Burns praised Mary for her compassion, heart, and sense of humor. Board members thanked her for her years of service and she was presented a gift.
2. ***Presentation of Gift to the Board by Tracy Boraz and John Ferrando on Behalf of the InsideOut Studio and Staff of Liberty Center.*** A framed mosaic, designed by staff and individuals who attend the Liberty Center art studio, was presented to the Board. The design was also chosen as the cover of our yearbook.

VI. AUDIENCE TO VISITORS

None requested.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met November 12 at 5:00 p.m. at Central Administration. Reviewed vouchers and expenditure reports which were included in **Attachment #1**. Craig Moon reported that all items were reviewed and recommended for approval.
2. **Personnel Committee:** met November 12 at 5:15 p.m. at Central Administration. Reviewed personnel actions and current staff vacancies included in **Attachment #2**. Kim Katterheinrich reported that all items were reviewed and recommended for approval.
3. **Program Committee:** met November 12 at 5:30 p.m. at Central Administration. Utawna Leap reported that all items were reviewed and recommended for approval.

VIII. SPECIAL ORDERS OF THE DAY

A public hearing on the 2010-2014 Strategic Plan and 2010 Annual Action Plan.

Copies of the presentation by Dennis Burger, Program Services Administrator, and all handouts are included with these minutes. Plans and goals for the next Strategic Plan and the 2010 Annual Action Plan were reviewed and discussed. Items discussed included:

- The large list of “elderly” parents, many over 80, who refuse supported living services for their son/daughter until they pass away and it becomes an “emergency” placement. We do keep up conversations with them and do what we can to assist.

- Chris Hurr explained the “Levels and Priorities” diagram that was included in the presentation.
- Our current budget is sound, but will be decreasing rather than increasing. We are not in a position to “grow” our program and may struggle to be able to provide services everyone needs. We are developing creative ways to support more people with less money and to help more people to help themselves.
- One parent in attendance asked for information to help with home renovations for her granddaughter; she was given information about who to call.

IX. OLD BUSINESS

Craig Moon made a motion to approve items 1 and 2 below:

1. Ratify current expenditures, included 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 10/1/09 through 10/31/09 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 passed unanimously.

3. Kim Katterheinrich made a motion to take from the table **new Personnel Policy #2.88, Strike Activity (Attachment #4)**, to clarify expectations of non bargaining unit employees in the event of any strike, as reviewed and endorsed by the Personnel Committee.

Utawna Leap seconded the motion.

The motion passed unanimously.

Kim Katterheinrich made a motion to substitute **new Personnel Policy #2.88, Strike Absences** in place of the former #2.88, *Strike Activity*.

Utawna Leap seconded the motion.

The motion passed unanimously.

Kim Katterheinrich made a motion to adopt **new Personnel Policy #2.88, Strike Absences**.

Craig Moon seconded the motion.

The motion passed unanimously.

X. NEW BUSINESS

1. Craig Moon made a motion to choose a delegate to attend the Delegate Assembly on Wednesday, December 2 at 6:00 p.m. in Columbus, Ohio and to vote as directed by the

Board on the resolutions listed below.

Utawna Leap seconded the motion.

Discussion: It was decided to ask Kathy McMahon Klosterman to attend and if she is unable to go, Kim Katterheinrich would go, and if he is unable, Imogene O'Lenick will attend.

The motion passed unanimously.

2. Kim Katterheinrich made a motion to approve the following resolutions to be considered at the Delegate Assembly, as reviewed and endorsed by the Program Committee:
 - A. **#2009-01 (Attachment #5)**, which proposes to change the name of the Ohio Association of County Boards, according to the new statute to remove the "MR". Their new name would be the Ohio Association of County Boards Serving People with Developmental Disabilities (OACB).
 - B. **#2009-02 (Attachment #6)**, to incorporate a commitment of the OACB to the Joint Leadership Team process and to de-emphasize, but not eliminate, the utilization of Committees as the full Board of Trustees shall govern the organization.
 - C. **#2009-03 (Attachment #7)**, to clean up language resulting from passage of Resolution #2009-02; if Resolution #2009-02 fails, this resolution would not be offered for consideration.
 - D. **#2009-04 (Attachment #8)**, to support Early Intervention and make the argument that Boards of DD want to continue to provide the service and are willing to work with other groups to find a sustainable way to finance the service.

Utawna Leap seconded the motion.

The motion passed unanimously.

3. Tony Yocco made a motion to approve program calendars for 2010 for Early Intervention (**Attachment #9**) and for Adult Services (**Attachment #10**), as reviewed and endorsed by the Program and Personnel Committees.

NOTE: As stated in Personnel Policy #2.36, the Board follows the holiday calendar set annually by the Butler County Commissioners, which is reflected in the EI calendar, but we are required by the state to also approve a specific EI program calendar. The Adult Services calendar lists their inservice days as well as holidays.

Utawna Leap seconded the motion.

The motion passed unanimously.

4. Kim Katterheinrich made a motion to approve amended **Personnel Policy #2.29, Sick Leave Attendance, (Attachment #11)**, effective 11/12/09, to clarify that only non-FMLA sick leave would be considered in an employee's evaluation, as reviewed and endorsed

by the Personnel Committee.

Craig Moon seconded the motion.

The motion passed unanimously.

5. Craig Moon made a motion to approve the following agreements with local school districts to provide them with Classroom Management/Behavior Support services at a rate of \$50.00 per hour, as requested, pending BCBDD staff availability, effective 8/1/09 through 7/31/2010, as reviewed and endorsed by the Program Committee.
 - A. **#1109-06** with Edgewood City School District;
 - B. **#1109-07** with Fairfield City School District;
 - C. **#1109-08** with Hamilton City School District;
 - D. **#1109-09** with Madison Local School District;
 - E. **#1109-10** with Middletown City School District;
 - F. **#1109-11** with Talawanda City School District;
 - G. **#1109-17** with New Miami Local School District.

Tony Yocco seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Tony Yocco	Yes

6. Craig Moon made a motion to approve the following agreements, effective 1/1/2010 through 12/31/2010 (unless otherwise noted), as reviewed and endorsed by the Finance Committee:
 - A. Amendment to agreement (**#1208-36A**) with Ohio Department of Developmental Disabilities/Southwest Ohio Developmental Center, effective 1/1/2009 through 12/31/2009, for residential services for 1 individual, to extend agreement until 6/30/2010 at a reduced per diem rate of \$436.70, total cost for the additional six months not to exceed \$79,042.70;

NOTE: The new rate will save \$25,213.30 over the six months the agreement has been extended.
 - B. Renewal **master** agreement (**#1109-15**) with Viaquest Behavioral Health, effective 1/1/2010 through 6/30/2010, for emergency response home services, at a rate of \$4.80 per unit, (current anticipated cost of \$21,635.50), which is the

same unit rate, but an overall decrease due to shorter duration of agreement;

- C. Renewal **master** agreement (**#1109-03**) with ECI, Inc., for supported living services, at a rate of \$4.80 per unit (currently serving 1 individual at an anticipated cost of \$2,883.54);
- D. Renewal **master** agreement (**#1109-18**) with Butler County Care Facility, for adult day supports and non-medical transportation services, at a rate of \$45.00 per day for adult day supports and \$10.00 and \$15.00 per trip for transportation, (currently serving 2 individuals at an anticipated cost of \$16,000.00 which is a decrease in cost due to a projected decrease in utilization);
- E. Renewal **master** agreement (**#1109-19**) with North Star Care Services, LLC dba The Charleston Club, effective 12/1/09 through 11/30/2010, for adult day supports and non-medical transportation, at the following rates: (currently serving 2 individuals at an anticipated cost of \$24,000.00 which is a decrease in cost due to projected decrease in program utilization of non-waiver participants);
- F. Renewal agreement (**#1109-12**) with Community Supports, Inc., for emergency nursing services for 2 individuals, at a rate of \$126.73 per person per day, total cost not to exceed \$92,512.90;
- G. Renewal agreement (**#1109-02**) with Graceworks Enhanced for day habilitation services provided by BCBDD for 1 individual for 247 program days at a rate of \$75.50 per day for to be paid to BCBDD, estimated total revenue will be \$18,648.50;
- H. Renewal agreement (**#1109-20**) with Jewish Vocational Services for administrative and accounting services for the InsideOut Studio dba Heart of the Art, at a total cost not to exceed \$65,000.00, which is an increase of \$5,000.00 for the agreement, however it is a total decrease of \$38,000 for the entire art program (all expenses for the art program will go directly through this contract);
- I. Renewal agreement (**#1109-14**) with Laura Baggette, MT-BC, for music therapy sessions at adult centers at a rate of \$55.00 per hour, total cost not to exceed \$15,950.00 for the length of the agreement, which is the same hourly rate as the previous agreement but a decrease in the overall cost due to fewer sessions;
- J. Renewal agreement (**#1109-21**) with Colleen Mercuri-Johnson, for sexuality education, at a rate of \$50.00 per hour, total cost not to exceed \$61,150.00 for the length of the agreement, which is an increase of \$5.00 per hour on the rate and \$6,150.00 total over the previous agreement;

Tony Yocco seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Craig Moon	Yes

Imogene O'Lenick	Yes
Tony Yocco	Yes

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report – Chris Hurr reported:
 - CARF surveyors will be here November 16, 17, 18 next week. 8:30 a.m. Monday will be orientation; we need one board member to meet with them at 9:00 a.m. The exit will be at 1:00 Wednesday.
 - Our budget meeting with Commissioners is November 30 at their office – Board members invited to attend. Imogene O'Lenick and Craig Moon will attend.
 - A letter has been sent to Commissioners regarding Board member appointments.

2. Director and Supervisor Reports – 3rd Quarter Updates were distributed instead of regular reports this month.
 - 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. EPRO Report
 - James Frasher reported that EPRO's retreat will be July 23, 24, 25 next year at Wright State.
 - Report was distributed.

3. Upcoming Events
 - A. Sno Ball sponsored by GE – December 2 from 6 to 8:30 p.m. at Tori's Station
 - B. Arc Holiday Dinner and Dance – December 6 from 2 to 7:00 p.m. at the Meadowbrook in Ross
 - C. Ohio Valley British Brass Band – December 13 at 3:00 at Redeemer Church
 - D. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - E. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
 - F. Community Recognition Dinner – Sunday, March 7, 2010 at Cincinnati Marriott North at 5:30 p.m.

4. Scheduled dates and times for December Committee Meetings:

- A. Finance Committee meeting: Thursday, December 10 at 5:00 p.m. at Central Administration
 - B. Personnel Committee meeting: Thursday, December 10 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, December 10 at 5:30 p.m. at Central Administration
5. Date for next regular meeting: Thursday, December 10 at 6:30 p.m. at Central Administration.

XII. EXECUTIVE SESSION

Was not needed this month.

XIII. ADJOURNMENT

There being no further business before the Board, Craig Moon made a motion to adjourn and Tony Yocco seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Kathy McMahon Klosterman, Recording Secretary