

**BUTLER COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

**CENTRAL ADMINISTRATION
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio**

October 8, 2009

**BOARD MEETING
MINUTES**

**A reception was held before the Board Meeting to
celebrate our name change to remove the “MR”.**

I. CALL TO ORDER

Imogene O'Lenick, Board President, called the meeting to order.

II. ROLL CALL

Roll call was conducted:

Linda Good	Absent due to illness
Kim Katterheinrich	Present
Utawna Leap	Present
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 James Henrie.

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 Kathy Emmons, mother of LeeAnn Fogle, Habilitation Coordinator at Liberty Center; Deborah Litsey, who formerly lived at Takoda Trails and attended Liberty Center; Elizabeth Stanifer, an individual living in the community; and Martha Tipton, Manager of UTS/ITS and a community friend; and to remember consumers, families and staff who have experienced serious illness.

III. ADOPTION OF AGENDA

Kim Katterheinrich made a motion to approve the Order of Business as presented at the Board meeting.

Craig Moon seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Tony Yocco made a motion to approve the minutes of the September 10, 2009 Board meeting.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

V. SPECIAL ORDERS OF THE DAY

1. Kathy McMahon-Klosterman made a motion to approve **Resolution #2009-10-01, Name Change (Attachment #1)**, officially changing the name of the agency to **Butler County Board of Developmental Disabilities**, effective 10/8/09.

Utawna Leap seconded the motion.

Discussion: James Henrie commented he is glad that we have finally made this change that was requested initially by the self-advocates.

The motion was approved unanimously.

2. Tony Yocco made a motion to approve and present **Resolution #2009-10-02, (Attachment #2)**, to InsideOut Studio, an initiative through BCBDD, which provides individuals with developmental disabilities artistic opportunities, in honor of National Arts and Humanities Month.

Craig Moon seconded the motion.

The motion was approved unanimously.

VI. AUDIENCE TO VISITORS

1. None requested.

VII. SPECIAL RECOGNITION

1. Jim Burns presented to Tom Storrie, Habilitation Coordinator at Middletown Center, a gift to recognize his 25 years of service to the Board. He described Tom as a compassionate person with a big heart. We are glad to have Tom working with us.
2. Jim Burns also presented to Ginger Smith, Habilitation Support Specialist at Liberty Center, a gift to recognize her 25 years of service to the Board. He commented that Ginger has a heart of gold as well as being a fun person. It is great to work with Ginger.

VIII. PROGRAM REPORT

1. Partnerships for Housing Update presented by Patrick Maynard, President and CEO, Resident Home Corporation, and Julie Bohl, Executive Director, Housing Resource Group.

Patrick Maynard thanked the Board for the good partnership we share. There have been some challenges through the first year of operation, but for the most part, people are pleased with the work being done.

Julie Bohl shared slides of some of the homes and projects that have been completed over the last year. Additional funds from the Board as well as Section 8 dollars and some grant funds allowed new home purchases this year as well as some renovations to existing properties. She shared examples of some of the costs to renovate properties.

Chris Hurr noted that one major challenge this past year was to move a number of people out of Takoda Trails (formerly Fairfield Center) and into homes in the community. People are thrilled to be out of the institutional setting and are proud of their homes that are safe and well maintained.

IX. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 8 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 #3**.
2. **Personnel Committee:** met Thursday, October 8 at 5:00 p.m. at Central Administration. Kim Katterheinrich reported all items were reviewed and recommended for approval. Personnel actions and current staff vacancies were included in **Attachment #4**.
3. **Program Committee:** met Thursday, October 8 at 5:00 p.m. at Central Administration. Utawna Leap reported all items were reviewed and approved.

X. OLD BUSINESS

1. Kathy McMahon-Klosterman made a motion to ratify current expenditures 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.

XI. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve amended Board By-Laws (**REVISED Attachment #5**), effective 10/8/09, to update and make consistent with the Ohio Revised Code governing Boards of Developmental Disabilities, as reviewed and endorsed by the Nominating, By-Laws, and Ethics Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

2. Craig Moon made a motion to approve the following amended Program Policies, effective 10/8/09, as reviewed and endorsed by the Program Committee.

- A. **#6-4, Eligibility, Enrollment and Waiting Lists (Attachment #6)**, to conform with changes in statute that eliminated the Long Term Planning Registry and the Service Substitution list and to affirm that ADHD and ADD will no longer be considered as the sole qualifying diagnoses for eligibility for DD services;
- B. **#6-21, Family Resource Support Services (Attachment #7)**, has had name changed to make language compatible with the name used throughout the state and updated language in the policy;
- C. **#10-1, Quality Assurance (Attachment #8)**, amended to update the policy related to internal procedures that have been changed and to reflect the requirement for additional provider compliance activities by our agency;
- D. **#13-1, Personal Allocation of Funds (formerly Payor of Last Resort) (Attachment #9)**, has been re-written, now allocates up to match amounts for services for new enrollees which gives people an additional incentive to obtain an HCBS waiver.

Utawna Leap seconded the motion.

The motion was approved unanimously.

- 3. Kim Katterheinrich made a motion to approve the following Personnel Policies, items A., B., and C., effective 10/8/09, as reviewed and endorsed by the Personnel Committee.
 - A. **Amended policy #2.18, Ranges of Starting Salaries (Attachment #10)**, to clean up titles, allow the Superintendent discretion to credit with professional experience gained working for the Board when setting starting salary for a professional employee, and outline how to set the salary of an employee moving into a lower position which is not in the classification series from with the employee moved;
 - B. **Amended policy #2.75, Use of Personal Cell Phones and Pagers in the Workplace (Attachment #11)**, to make clear that employees may not use any cell phone, blackberry, or any other hand held device while driving on Board business;
 - C. **Amended policy #2.75(a), Cell Phones (Attachment #12)**, to clarify stipend pay for seasonal employees and how it is paid during leave of absence situations, also clarifies use of "agency" cell phones;

Utawna Leap seconded the motion.

The motion was approved unanimously.

Kim Katterheinrich made a motion to table item 3.D.

- D. **New policy #2.88, Strike Activity (Attachment #13)**, to clarify expectations of non-unit employees in the event of any strike.

Kathy McMahon-Klosterman seconded the motion.

The motion was approved unanimously.

XII. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

- A. Update on Board Member Candidates – Chris reported there are currently 5 interested candidates for the two openings coming up on the Board. She will be reviewing their resumes, interviewing potential candidates and will give input to the Board on making a recommendation to the Commissioners.
- B. Update on Planning Process – Chris is continuing her informational meetings on the Strategic and Annual Action Plans with interested stakeholders. There will be a Public Hearing in November before the plans are finalized for Board approval.
- C. Chris noted that the Butler County Board of Developmental Disabilities and the Mental Health Board received an excellence award in the grant process for the grant written to serve individuals with co-occurring conditions, thanks to Debbie Gulley and Dennis Burger.

2. Director and Supervisor Reports

- A. Adult Services Report – written report included in packet.
- B. Children's Programs and Services Report – written report included in packet. Mary May also shared the story of Logan, a young child who has had much success with the EI Social Communication Group.
- C. Service and Support Administration Report – written report included in packet. Dennis Burger also shared the story of Mary (which was in the September "News and Notes" newsletter). The story highlights the "behind the scenes" hard work and dedication of a large team of people to move Mary from Takoda Trails (formerly Fairfield Center) to a home in the community.
- D. Quality Assurance and Medicaid Administration Report – written report included in packet.
- E. Partnerships for Housing Report – written report included in packet.
- F. Transportation and Facility Services Report – written report included in packet. Ted McGuire noted that we had received 3 small buses from Head Start that they are no longer using; the buses will be painted and used in our fleet. Ted explained the \$17,000.00 refund check through the Bureau of Workers Compensation that will be given to the Commissioners at the Hamilton Safety Council meeting.
- G. Human Resources Report – written report included in packet.
- H. Training Report and Staff Development Report – written report included in packet.
- I. Communications Report – written report included in packet. We are in the process of getting our web site and emailed changed to reflect the name change of the agency. All the changes should be made by the end of October.

- J. EPRO Report – written report included in packet. They are having a fundraiser on October 18 and 19 at Flavors Eatery in West Chester to benefit the EPRO Housewarming Fund.

3. Upcoming Events

- A. InsideOut Studio at Harvest Happening Craft Show at Redeemer Church – October 10 from 9:00 a.m. – 3:00 p.m.
- B. InsideOut Studio Display and Best Buddies Fundraising Event at Kona Bistro, Oxford – October 21
- C. Halloween Dance sponsored by Fairfield Optimists at the Optimist Clubhouse – October 24 from 7:00 to 9:30 p.m.
- D. Liberty Center Advocates Halloween Dance at Liberty Center – October 29 from 6:30 to 8:30
- E. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
- F. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.

4. Scheduled dates for November Committee Meetings:

- A. Finance Committee meeting: Thursday, November 12 at 5:00 p.m. at Central Administration
- B. Personnel Committee meeting: Thursday, November 12 at 5:15 p.m. at Central Administration
- C. Program Committee meeting: Thursday, November 12 at 5:30 p.m. at Central Administration

- 5. Date for next regular meeting and **PUBLIC HEARING**: Thursday, November 12 at Central Administration – more details to follow.

XIII. EXECUTIVE SESSION

Kim Katterheinrich made a motion to go into Executive Session to discuss personnel issues. Tony Yocco 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
Tony Yocco	Yes

XIV. ADJOURNMENT

There being no further business before the Board, Kim Katterheinrich made a motion to adjourn and Tony Yocco seconded the motion. The motion was approved unanimously.

Imogene O'Lenick, Board President

Kathy McMahon-Klosterman, Recording Secretary