

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

**Central Administration Office  
1910 Fairgrove Avenue  
Hamilton, Ohio**

**September 10, 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
Kathy McMahon-Klosterman	Present
Craig Moon	Absent/family emergency
Imogene O'Lenick	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance, led by Sarah Rihm.

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 Sharon Watts, an individual who lived in the community and formerly attended Liberty Center; Gary Planicka, father-in-law of Wendy Planicka, Communications Coordinator; Kathy Greco, a former employee, and her husband who lost their lives in an accident; father-in-law of Hettie Porter; and Debbie Litsy, a resident of Takoda Trails; and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

Tony Yocco made a motion to approve the Order of Business.

Kathy McMahon-Klosterman seconded the motion.

Utawna Leap made a motion to amend the agenda to remove item 3.I. under New Business because the policy is a draft and not yet ready for approval.

Kim Katterheinrich seconded the motion.

The motion to amend the agenda was approved unanimously.

The motion to approve the amended agenda was approved unanimously.

#### IV. APPROVAL OF MINUTES

Kathy McMahon-Klosterman made a motion to approve the minutes of the August 6, 2009 Board meeting.

Tony Yocco seconded the motion.

The motion was approved unanimously.

#### V. AUDIENCE TO VISITORS

1. No requests were made to address the Board.

#### VI. PROGRAM REPORT

1. Transition and Employment, presented by Sarah Rihm, Eligibility and Referral Coordinator, Mark Miller, Contract Services Coordinator, and Patty Oehler, Parent Resource Coordinator and her daughter Holly.

Mark and Sarah shared background on transition. A copy of their presentation is included with these minutes. In 2006-2007 Project Search began and it has grown; parents wanted more information on transition and now there are regular meetings to share that information. Patty Oehler, a parent herself, was drafted as a Parent Resource Coordinator and shares her experiences from a parent's point of view through the Transition Series. Chris noted that this series has blossomed and grown because they have listened to the families' needs.

#### VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, September 10 at 5:00 p.m. at Central Administration Office. Tony Yocco reported all items were reviewed and recommended for approval.
  - Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, September 10 at 5:15 p.m. at Central Administration Office. Kim Katterheinrich reported all items were reviewed and recommended for approval.
  - Personnel actions and current staff vacancies were included in **Attachment #2**.
3. **Program Committee:** met Thursday, September 10 at 5:30 p.m. at Central Administration Office. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Ethics Council:** met Thursday, September 10 at 6:00 p.m. at Central Administration. Tony Yocco reported the list (including one staff member) was reviewed and recommended for approval.

- Review staff employed by service providers (**Attachment #3**).

## VIII. OLD BUSINESS

1. Utawna Leap made a motion to ratify current expenditures as reviewed and approved by the Superintendent (**Attachment #1**), 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 accept the Board Ethics Council's recommendations regarding direct service contracts and agency employees who are also employed by service providers under contract with the Butler County Board of MRDD (see **Attachment #3** for list), in compliance with Section 5126.033 of the Ohio Revised Code.

Utawna Leap seconded the motion.

The motion was approved unanimously.

2. Utawna Leap made a motion to approve amended **Personnel Policy #2.26, Fringe Benefits (REVISED Attachment #4)** to make policy consistent with practice and make language more clear; no substantive changes, as reviewed and endorsed by the Personnel Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

3. Utawna Leap made a motion to approve the following amended Program Policies, as reviewed and endorsed by the Program Committee:

- A. **#6-1, Mission Statements and Philosophy that Support the Rights Guaranteed to Citizens with Disabilities (Attachment #5)**, amended to update and clean up only, no substantive changes;
- B. **#6-2, Planning (Attachment #6)**, amended to clean up the language regarding Strategic Planning and includes new language regarding managing within our resources;
- C. **#6-8, Health and Medical (Attachment #7)**, amended to update and clean up;
- D. **#6-10, Early Intervention (Attachment #8)**, amended to clean up and make policy consistent with current practice;
- E. **#6-12, Day Program Emergency Removal (Attachment #9)**, amended to clean up and make policy consistent with practice;
- F. **#6-14, Sexuality (Attachment #10)**, amended to clean up only, no substantive

changes;

- G. **#6-16, Adult Services (Attachment #11)**, amended to clean up and make policy consistent with practice;
- H. **#6-18, The Rehabilitation Accreditation Commission (CARF) (Attachment #12)**, amended to clean up only, no substantive changes;
- I. ~~**#13-1, Personal Allocation of Funds (formerly Payor of Last Resort) (Attachment #13)**, has been totally rewritten so that any new adult entering the program will receive funds/services that are equal in value to what we pay in local match based on acuity and non-medical transportation costs; thus, when people accept a waiver, it results in an increase in services. Item removed.~~

Tony Yocco seconded the motion.

The motion was approved unanimously.

4. Kim Katterheinrich made a motion to approve the following agreements as reviewed and endorsed by the Finance and Program Committees:
  - A. **Amendment to master agreement #1208-24A**, with Ohio Valley Goodwill Industries, effective 1/1/09 through 12/31/09, to reflect a cap of direct staff costs and reduce associated program expenses (e.g. mileage) for Recreation/Leisure services, rates remain the same, overall cost will increase due to increased enrollment and utilization;
  - B. **Amendment to master agreement #1208-29A**, with Goodwill Easter Seals of the Miami Valley, effective 1/1/09 through 12/31/09, to reflect a cap of direct staff costs and reduce associated program expenses (e.g. mileage) for Recreation/Leisure services, rates remain the same, overall cost will increase due to increased enrollment and utilization;
  - C. **Master agreement #0909-01** with Viaquest Behavioral Health, effective 9/10/09 through 12/31/09, for planned respite services for people with co-occurring conditions, at a ~~waiver~~ **hourly** rate of \$25.00 per hour/up to \$200.00 per day;
 

**NOTE:** If services are provided in the emergency home with Viaquest, ~~these~~ **waiver** rates will apply.
  - D. **Master agreement #0909-02** with Caregivers for Independence, effective 9/10/09 through 12/31/09, for planned respite services for people with co-occurring conditions, at a ~~waiver~~ **hourly** rate of \$25.00 per hour/up to \$200.00 per day;
  - E. **Master agreement #0909-03** with AWS, effective 9/10/09 through 12/31/09, for planned respite services for people with co-occurring conditions, at a ~~waiver~~ **hourly** rate of \$25.00 per hour/up to \$200.00 per day;
  - F. **Master agreement #0909-04** with Loving Care Services, effective 9/10/09 through 12/31/09, for planned respite services for people with co-occurring conditions, at a ~~waiver~~ **hourly** rate of \$25.00 per hour/up to \$200.00 per day;

Utawna Leap seconded the motion.

Discussion: In items C, D, E, F “waiver” rate should be replaced with “hourly” rate and in item C, note, “those” rates should be replaced with “waiver” rates.

The motion was approved unanimously.

5. Tony Yocco made a motion to approve renewal agreement with Ohio Department of MRDD, effective 10/1/09 through 9/30/10, for Title XX grant dollars received by Butler County MRDD for provision of Day Care Services for Adults, including enabling self-sufficiency, providing recreation, general leisure activities, and personal care services, in the amount of \$216,801.00 as reviewed and endorsed by the Finance Committee.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

## **X. SUPERINTENDENT’S REPORT**

1. Superintendent’s Monthly Activity Report
  - A. Review of Strategic Plan Draft – Chris reviewed the draft of the 2010-2014 Strategic Plan and a copy of the presentation is included with these minutes. She will be sharing this presentation at a number of meetings over the coming weeks to get input from families, providers, etc. and until the Public Hearing at the November Board meeting.
  - B. Discussed the likelihood that Linda Good will be unable to return as a Board member due to her health issues; we will be searching for her replacement as well as another member to take Craig Moon’s place as he will not be returning for another term. Would like to make Linda a “Board Member Emeritus” because of her long-term commitment to the Board.
2. Director and Supervisor Reports – written reports were distributed with 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 – next month, will have a detailed report of the OSP insurance risk assessment.
  - G. Human Resources Report
  - H. Training and Staff Development Report

- I. Communications Report
  - J. EPRO Report – distributed written report. Discussed upcoming annual conference for self-advocates at Wright State and possibly a retreat in November. Next meeting is October 22.
3. Upcoming Events
- A. Arc Annual Picnic – Sunday, September 13 at Camp Campbell Gard
  - B. Rumble in the Jungle Dance sponsored by GE – Wednesday, September 16 at Tori's Station from 6 – 8:30 p.m.
  - C. Liberty Days – Friday, September 18 from 10 – 2 at Liberty Center
  - D. Fishing for Friends – Sunday, September 20 from 11 to 4 at Lake Lyndsey
  - E. Friendship Club Bonfire – Saturday, September 26 at 5:00 p.m. at 5829 Cincinnati-Dayton Road
  - F. Even the Score Golf Outing – Monday, September 28, 2009 at Weatherwax Golf Course in Middletown
4. Scheduled dates for October Committee Meetings:
- A. Finance Committee meeting: Thursday, October 8 at 5:00 p.m. at Central Administration Office.
  - B. Personnel Committee meeting: Thursday, October 8 at 5:15 p.m. at Central Administration Office.
  - C. Program Committee meeting: Thursday, October 8 at 5:30 p.m. at Central Administration Office.
5. Date for next regular meeting: Thursday, October 8, 2009 at 6:30 p.m. at Central Administration Office, 1910 Fairgrove Avenue, Suite E, Hamilton.

Our next meeting will be a joint meeting with Partnerships for Housing Board/Resident Home Corp. We will also have a reception and media present for the changing of our name to remove the MR.

## **XI. EXECUTIVE SESSION**

Kim Katterheinrich made a motion to go into executive session to discuss collective bargaining and confidential issues. Kathy McMahon-Klosterman 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
Imogene O'Lenick	Yes
Tony Yocco	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  
Secretary

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Kathy McMahon-Klosterman, Recording