

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

**Central Administration Office
 1910 Fairgrove Avenue, Suite E
 Hamilton, OH 45011**

**February 11, 2010
 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:

Imogene O'Lenick	Present
Kim Katterheinrich	Present
Kathy McMahon-Klosterman	Present
Utawna Leap	Present
Richard Meier	Present
Connie Sullivan	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by Connie Mehlman.

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 Charles Reisman, brother of Cathy Hackett, nurse at JCC, and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Utawna Leap made a motion to approval the Order of Business. Tony Yocco seconded the motion. The motion passed unanimously.

IV. APPROVAL OF MINUTES

Richard Meier made a motion to approval the minutes of the January 14, 2010 Board meeting. Kathy McMahon-Klosterman seconded the motion. The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. PROGRAM REPORT

1. Community Resources, presented by Cathy Howell, Community Resource Coordinator and Connie Mehlman, Community Resource Program Coordinator.
 - Connie explained her role and how it had changed over the last few years. She is a resource to the adult programs, works with the ancillary department, and works directly with the PAC, Friends of Citizens with Disabilities. She also maintains relationships with groups such as Best Buddies, Miami University, Badin High School, Therapeutic Recreation, Fairfield Optimist, and the Field of Dreams Committee.
 - Cathy explained that her role is mainly working with Support Coordinators. She gets a lot of referrals to assist in making relationship (friendship) matches for individuals. She also works with many outside groups, such as Pi Kappa Phi fraternity at Miami Oxford, the Venture Crew, and several groups of employees from GE who are very involved with a variety of projects.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, February 11 at 5:00 p.m. at Central Administration. Vouchers and Expenditure Reports were included in **Attachment #1**. Tony Yocco reported all items were reviewed and recommended for approval.
2. **Personnel Committee:** met Thursday, February 11 at 5:15 p.m. at Central Administration. Personnel actions and current staff vacancies included in **Attachment #2**. Kim Katterheinrich reported all items were reviewed and recommended for approval.
3. **Program Committee:** met Thursday, February 11 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Ethics Council:** met Thursday, February 11 at 5:45 p.m. at Central Administration. Kathy McMahon-Klosterman reported that they reviewed the list of employees working for other agencies that contract with the Board included in **Attachment #3** and found not conflicts. They recommended approval.
5. **Evaluation of Superintendent Committee:** Kathy McMahon-Klosterman reported the committee met briefly to review the Superintendent's goals and recommended

approval.

VIII. OLD BUSINESS

1. Tony Yocco made a motion to ratify current expenditures (**Attachment #1**) as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee. Richard Meier seconded the motion. The motion passed unanimously.
2. Tony Yocco made a motion to ratify agreements approved by the Superintendent from 1/1/10 through 1/31/10 included in **Attachment #4**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee. Richard Meier seconded the motion. The motion passed unanimously.

IX. NEW BUSINESS

1. Kathy McMahon-Klosterman made a motion to approve 2010 Performance Goals of Superintendent Christina Hurr (**Attachment #5**), as reviewed and endorsed by the Evaluation of the Superintendent Committee.

Connie Sullivan seconded the motion.

The motion passed unanimously.
2. Connie Sullivan 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 BCBDD (see **Attachment #3** for list), in compliance with Section 5126.033 of the Ohio Revised Code.

Kim Katterheinrich seconded the motion.

The motion passed unanimously.
3. Richard Meier made a motion to approve the following **Program Policies**, effective 2/12/10, as reviewed and endorsed by the Program Committee:
 - A. Amended **#6-6, Enrollee Records (Attachment #6)**, to update information on security measures;
 - B. Rescind **#1, Management/Administration;**
 - C. Rescind **#2, State Construction Assistance Funds;**
 - D. Rescind **#3, Home and Community;**
 - E. Rescind **#4, Background Checks** (the Board's policy on Background Checks is contained within the Personnel Policy Manual);
 - F. Rescind **#5, Purchase of Service;**
 - G. Rescind **#11, Preadmission Screening & Resident Review for Passport Waiver;**
 - H. Rescind **#13, Development of Residential Services;**

- I. Rescind **#14, *Management/Administration***;
- J. Rescind **#15, *Trusts and Distribution for Supplemental Services***.

NOTE: All of the above rescinded policies refer to rules that have either been rescinded, are no longer in the Ohio Administrative Code, or do not require this agency to have a formal policy.

Utawna Leap seconded the motion.

The motion passed unanimously.

- 4. Kim Katterheinrich made a motion to approve the following amended **Personnel Policies**, effective 2/12/10, as reviewed and endorsed by the Personnel Committee:
 - A. **#2.40, *Probation, (Attachment #7)*** to clean up policy regarding positions which no longer exist, no substantive changes;
 - B. **#2.43, *Fitness for Duty, (Attachment #8)*** to clean up wording only, no substantive changes;
 - C. **#2.46, *Alcohol/Drug Testing Policy for Holders of Commercial Driver's Licenses, (Attachment #9)*** to clean up wording only, no substantive changes.

Tony Yocco seconded the motion.

The motion passed unanimously.

- 5. Tony Yocco made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
 - A. New agreement (**#0210-07**) with Kristin Beghley, effective 3/1/10 through 12/31/10, for Occupation Therapy services for individuals receiving supports through BCBDD, at a rate of \$55.00 per hour, total cost not to exceed \$85,000.00 for the length of the agreement;
 - B. Renewal agreement (**#0210-06**) with Jewish Vocational Service, effective 1/1/10 through 12/31/10, for LPN nursing services at the facility on Symmes Road at a cost not to exceed \$59,000.00 for the length of the agreement, which is an increase of \$4,400.00 to cover cost of subs when nurses are out;
 - C. Amendment to agreement (**#0609-10A**) 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, to increase amount by \$4,000.00, total cost not to exceed \$34,000.00 for the length of the agreement;

NOTE: Agreement went over original approved amount. This was supposed to be a master agreement, but was not originally approved that way.

Kathy McMahon-Klosterman seconded the motion.

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

Imogene O'Lenick	Yes
Kim Katterheinrich	Yes
Kathy McMahon-Klosterman	Yes
Utawna Leap	Yes
Richard Meier	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - A. 2009 Annual Action Plan Goals Final Update – distributed to the Board at the meeting. Chris reviewed that there were 5 broad, long-term goals, 18 more focused goals, and 73 measures for 2009. This report encompasses updates on all of those goals from 5 directors and 7 divisions and lets us know how well we met our goals. Please review and if there are any questions, please let Chris know.
2. Director and Supervisor Reports – reports included in packets.
 - A. EPRO Report – no report
 - B. Adult Services Report
 - C. Children's Programs and Services Report
 - D. Ancillary Services Report
 - E. Service and Support Administration Report
 - F. Quality Assurance and Medicaid Administration Report
 - G. Partnerships for Housing Report
 - H. Transportation and Facility Services Report – no report
 - I. Human Resources Report
 - J. Training Report
 - K. Communications Report
3. Calendar of Upcoming Events
 - A. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - B. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.

- C. March 6, 2010 – Summer Adventures for Kids at Tri-County Mall
 - D. **March 7, 2010 - Community Recognition Dinner at Cincinnati Marriott North at 5:30 p.m. – Board members are requested to attend**
 - E. March 31, 2010 – Community Basketball Game
4. Date for next regular meeting: Thursday, March 11 at 6:30 p.m. at **Liberty Center**
5. Scheduled dates for March Committee Meetings (at Liberty Center):
- A. Finance Committee meeting: Thursday, March 11 at 5:00 p.m.
 - B. Personnel Committee meeting: Thursday, March 11 at 5:15 p.m.
 - C. Program Committee meeting: Thursday, March 11 at 5:30 p.m.

XI. EXECUTIVE SESSION

Tony Yocco made a motion to go into Executive Session to discuss personnel issues. Connie Sullivan seconded the motion. The motion passed unanimously with a roll call vote as follows:

Imogene O'Lenick	Yes
Kim Katterheinrich	Yes
Kathy McMahon-Klosterman	Yes
Utawna Leap	Yes
Richard Meier	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

XII. ADJOURNMENT

There being no further business before the board, Utawna Leap made a motion to adjourn. Kim Katterheinrich seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President
Secretary

Kathy McMahon-Klosterman, Recording
Secretary