

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

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

January 14, 2010
6:30 p.m.

**BOARD MEETING
MINUTES**

New board members Connie Sullivan and Rick Meier and returning board member Kathy McMahon-Klosterman were sworn in by Imogene O'Lenick, Board President, prior to board meeting.

I. CALL TO ORDER

The meeting was called to order by Board President Imogene O'Lenick.

II. ROLL CALL

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

The group participated in reciting the Pledge of Allegiance.

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 Donna McDaniel, an individual who formerly attended Liberty Center, who passed away, and to remember those who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Kim Katterheinrich made a motion to approve the Order of Business.

Tony Yocco seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

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

Richard Meier seconded the motion.

The motion passed unanimously.

V. ORDERS OF THE DAY

Annual reorganization of the Board to be conducted in accordance with O.R.C. Section 5126.022.

1. Chris Hurr conducted the Election of Officers: The slate of officers as proposed by the Nominating, By-Laws and Ethics Committee is as follows:

President: Imogene O'Lenick

Vice-President: Kim Katterheinrich

Recording Secretary: Kathy McMahon-Klosterman

There were no other nominations from the floor.

Tony Yocco made a motion to adopt the slate of officers as proposed and Connie Sullivan seconded the motion. The motion passed unanimously.

2. Kathy McMahon Klosterman made a motion to adopt the Schedule of Meetings for 2010 (**Attachment #1**) and Richard Meier seconded the motion. The motion passed unanimously.
3. Connie Sullivan made a motion to adopt the Order of Business (continue current order of business) (**Attachment #2**) and Utawna Leap seconded the motion. The motion passed unanimously.
4. Kathy McMahon Klosterman made a motion to approve the Committee Appointments and Parliamentarian (**Attachment #3**) and Tony Yocco seconded the motion. The motion passed unanimously.
5. Richard Meier made a motion to approve **Resolution #2010-01-01 (Attachment #4)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032 and Kim Katterheinrich seconded the motion. The motion passed unanimously.

VI. AUDIENCE TO VISITORS

1. None requested.

VII. PROGRAM REPORT

1. Budget presented by Rick Black, Business Manager – Rick distributed Cash Flow projections through year 2018 (including assumptions for the cash flow), 2009 year end

budget vs. expenditures final report, and revenues by source – these documents are included with the original minutes. He reviewed and explained each of the documents. We expect more budget cuts from the state which aren't figure in yet. He explained that 2013 would be the timeframe for our next levy; our current millage of 3 mills has been the same since 1987. We have been able to plan ahead and were in good shape when the financial crisis hit.

2. 2010-2014 Strategic Plan and 2010 Annual Action Plan presented by Chris Hurr, Superintendent – Chris gave a short history leading up to our strategic planning. Prior to 2004, our financial situation was good, public opinion was good, and our programs were steady. From 2004-2009, the money situation was not as good, public opinion was still good, but more scrutiny and more questions. We invested more in self-determination and more options outside of our services. For 2010-2014, the financial situation is still bad, we have even more public scrutiny, and there is more fluidity in our programs and we will see more specialized supports; more people with complex needs being served in more diverse settings; people coming in and out of the program depending on need; more person-centered planning; and we will need to serve more people with more complex needs with the same or fewer funds. These ideas were the basis for our planning – the Strategic Plan and Annual Action Plan are included with these minutes.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, January 14 at 5:00 p.m. at Central Administration. Tony Yocco reported all items were reviewed and recommended for approval.
 - Vouchers and Expenditure Reports were included in **Attachment #5**.
2. **Personnel Committee:** met Thursday, January 14 at 5:15 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 #6**.
3. **Program Committee:** met Thursday, January 14 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Evaluation of Superintendent Committee:** met after the meeting to review the Superintendent's Performance Goals for 2010 to be approved at the February Board meeting.

IX. OLD BUSINESS

Utawna Leap made a motion to approve the following two items:

1. Ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #5**, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 12/1/09 through 12/31/09 included in **Attachment #7**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Kathy McMahon Klosterman seconded the motion.

The motion passed unanimously.

X. NEW BUSINESS

- 1. Richard Meier made a motion to approve the CY 2010 Budget for programs and operations of the Butler County Board of Developmental Disabilities, effective 1/1/10 at a total of \$29,100,000.00, as noted in **Attachment #8**, as reviewed and endorsed by the Finance Committee.

Connie Sullivan seconded the motion.

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

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

Kim Katterheinrich made a motion to approve items 2, 3, 4, and 5 below:

- 2. 2010-2014 Strategic Plan as presented in **Attachment #9**, as reviewed and endorsed by Program, Personnel, and Finance Committees.
- 3. Year 2010 Annual Action Plan Action Statements as presented in **Attachment #10**, as reviewed and endorsed by the Program, Personnel, and Finance Committees.
- 4. Agency Table of Organization as presented in **Attachment #11**, effective 1/1/10, in accordance with 2010 Budget and Annual Action Plan, as reviewed and endorsed by the Personnel and Finance Committees.
- 5. **Resolution #2010-01-02 (Attachment #12)**, effective 1/14/10, to codify existing practice to expend Board funds on refreshment and amenities, as warranted, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion passed unanimously.

- 6. Kim Katterheinrich made a motion to approve the following amended personnel policies, as reviewed and endorsed by the Personnel Committee:
 - A. **Policy #2.25, Travel and Meals Reimbursement (Attachment #13)**, to reduce Board mileage reimbursement rate to the current IRS rate (.50¢), effective 1/1/10, and provide that the Board's rate will change whenever the IRS changes;
 - B. **Policy #2.36, Holiday Pay (Attachment #14)**, to specify that full time Board employees receive the last regular work day before Christmas and New Year's day as a holiday, effective 1/15/10;

- C. **Policy #2.41, Disciplinary Action (Attachment #15)**, to comply with recent changes in the FLSA (Fair Labor Standards Act) regarding suspensions of salaried (exempt) staff and with recent changes regarding appealability of suspensions to the Personnel Board of Review, effective 1/15/10.

Tony Yocco seconded the motion.

The motion passed unanimously.

7. Tony Yocco made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
- A. Renewal agreement (**#0110-06**) with Primary Solutions, effective 12/23/09 through 12/22/10, for software licensing for client information and Medicaid billing, total cost not to exceed \$36,110.00 for the length of the agreement;
- B. Amendment to master agreement (**#1209-07A**) with Caregivers for Independence, effective 1/1/10 through 12/31/10, for planned respite services at a rate of \$25.00 per hour up to **12** hours per day (*rather than 8 as previously approved*) or **\$300.00** per day (*rather than \$200.00 as previously approved*), as needed and as capacity is available;
- C. Amendment to master agreement (**#1209-14A**), with Abilities First Foundation, effective 1/1/10 through 12/31/10, to include the following rates for enclaves, which was inadvertently left off the original approval language:
- Up to \$35.28/day or \$1.47 per 15 minute unit for Staff Intensity Ratio Grouping "A";
 - Up to \$63.48/day, or \$2.65 per 15 minute unit for Staff Intensity Ratio Grouping "B";
 - Up to \$105.84/day, or \$4.41 per 15 minute unit for Staff Intensity Ratio Grouping "C".
- D. Amendment to master agreement (**#1209-28A**), with Arc of Butler County, effective 1/1/10 through 12/31/10, to include additional funding for transportation for the Job Club program (currently serving 50 individuals at a cost of \$35,000.00);
- E. Renewal **master** agreement (**#0110-05**) with ECI, Inc., effective 1/1/10 through 12/31/10, for room and board costs for the following homes (currently serving 12 individuals at an estimated cost of \$142,937.00):
- Timberman – rate of \$21.95 per day;
 - Trenton – rate of \$38.28 per day;
 - Ross – rate of \$42.95 per day.

Note: This reflects a 2% increase on the rates, which had not been revised in several years. Also reflects that a new house was purchased for Seven Mile so there are higher costs associated for those individuals.

Richard Meier seconded the motion.

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

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

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report – Written report included in packet. Chris updated the Board on the sale of Fairfield Center to a private provider. The state will be keeping all the proceeds; we won't get any of those funds.
2. Director and Supervisor Reports
 - A. EPRO Report – James Frasher reported that planning for the self-advocates' retreat was still going on. The retreat will be held at Wright State in June and there are several surrounding counties that will be involved. They will be celebrating the 20 year anniversary of the ADA.
 - B. Adult Services Report - Written report included in packet.
 - C. Children's Programs and Services Report - Written report included in packet.
 - D. Service and Support Administration Report - Written report included in packet.
 - E. Quality Assurance and Medicaid Administration Report - Written report included in packet.
 - F. Partnerships for Housing Report - Written report included in packet.
 - G. Transportation and Facility Services Report – No report this month.
 - H. Human Resources Report - Written report included in packet (2009 end of year updates).
 - I. Training Report - Written report included in packet.
 - J. Communications Report - Written report included in packet.
3. Upcoming Events
 - A. Sweetheart Dance sponsored by GE at Tori's Station – February 10 from 6 – 8:30 p.m.
 - B. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome.

- C. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
 - D. March 6, 2010 – Summer Adventures for Kids at Tri-County Mall
 - E. **March 7, 2010 - Community Recognition Dinner at Cincinnati Marriott North at 5:30 p.m. – Board members are requested to attend** – This is a big event every year and Board members are encouraged to attend.
4. Scheduled dates and times for February Committee Meetings:
- A. Finance Committee meeting: Thursday, February 11 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, February 11 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, February 11 at 5:30 p.m. at Central Administration.
5. Date for next regular meeting February 11, 2010 at 6:30 p.m. at Central Administration.

XII. ADJOURNMENT

There being no further business before the Board, Connie Sullivan 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