

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

**Janet Clemmons Center
282 North Fair Avenue
Hamilton, Ohio**

April 10, 2008

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 (excused)
Kim Katterheinrich	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Absent (excused)
Craig Moon	Present
Imogene O'Lenick	Present
Dennis Rogers	Absent (excused)

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 Perry Hall, a parent and former board member; Matilda Proffitt, grandmother of Jason Proffitt, Hardware Specialist; and Megan McCoy, wife of Lamar McCoy, a Hab Assistant at Hamilton Center; Alice Jacoby, mother of Jay Jacoby, an adult who receives our supports; Charles Chenault, father of Teri Chenault, Support Coordinator; grandmother of Lisa Duval, Program Secretary at Hamilton Center; grandfather of Wendy Planicka, Community Relations Specialist; and Dawn, mother of Shane Long, an individual who formerly received our services; all of whom have passed away, and to remember consumers, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Utawna Leap made a motion to approve the Order of Business.

Craig Moon seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Kim Katterheinrich made a motion to approve the minutes of the March 13, 2008 Board meeting as submitted.

Utawna Leap seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. PROGRAM REPORT

1. Mary May and Gina Frankenfield made a presentation regarding the Help Me Grow and Early Intervention programs. The program was well received by the Board.

VII. EXECUTIVE SESSION

Craig Moon made a motion to go into executive session to discuss legal and property issues.

Utawna Leap seconded the motion.

The motion passed with a roll call vote as follows:

Kim Katterheinrich (yes)
 Utawna Leap (yes)
 Craig Moon (yes)
 Imogene O'Lenick (yes)

After Executive Session Utawna Leap made a motion to resume the Board meeting.

Kim Katterheinrich seconded the motion.

The motion carried.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, April 10 at 5:00 p.m. at Janet Clemmons Center. Craig Moon reported all items were reviewed and approved.
 - Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, April 10 at 5:15 p.m. at Janet Clemmons Center. Kim Katterheinrich reported all items were reviewed and approved.
 - Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** The Program Committee did not meet.

IX. OLD BUSINESS

1. Craig Moon made a motion to ratify current expenditures (**Attachment #1**) as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.

Utawna Leap seconded the motion.

The motion passed unanimously.

2. Craig Moon made a motion to ratify agreements approved by the Superintendent from 3/1/08 through 3/31/08 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Utawna Leap seconded the motion.

The motion passed unanimously.

X. NEW BUSINESS

1. Kim Katterheinrich made a motion to convey the Fairfield Center property back to the State of Ohio, according to the appropriate legal process and to request that if the Ohio Department of MRDD receives proceeds from the sale to a new operator, the Butler County Board of MRDD will get half for the purpose of residential supports.

Explanation: The property was originally owned by the State of Ohio and a unique deed was legislated so that the Butler County Board of MR/DD could have the land for \$1.00 and operate the program. Since 1990, the Board has not operated the facility. The Board leased the property to a private operator who contracted with the state to operate the program. As a result of the recent revocation by the State of Ohio of the operator's license, a Request for Proposal (RFP) process was administered by the Ohio Department of MR/DD for a new operator. The RFP included an option to buy the property. The RFP also included a plan to downsize the number of residents who will remain on the property.

Utawna Leap seconded the motion.

The motion passed unanimously.

2. Craig Moon made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:

- A. Renewal agreement (**#0408-01**) with Butler County ESC, effective 7/1/08 through 6/30/09, for lease of space at Janet Clemmons Center for Head Start program, at a cost of \$27,000.00 to be paid to the Board.

- B. Amendment to **master** agreement (**#1207-33A**) with Inclusive Solutions, effective 1/1/08 through 12/31/08, to adjust rates only for the following services:

- Vocational Habilitation Services – increase **rate** from \$42.00 per day to \$42.25 per day (estimated will serve 2 individuals at a cost of

- \$19,000.00)
- Vocational Habilitation Services – increase **rate** from \$75.50 per day to \$76.00 per day (estimated will serve 3 individuals at a cost of \$52,000.00)
- Non-Medical Transportation Services – increase **rate** from \$19.90 per trip to \$20.09 per trip(estimated will serve 5 individuals at a cost of \$45,500.00)

Kim Katterheinrich seconded the motion.

The motion passed unanimously.

3. Utawna Leap made a motion to approve the following policies, effective 4/10/08:
 - A. Amended Personnel Policy **#2.41, Disciplinary Action (Attachment #4)**, to make policy consistent with recent civil service reform statute, which includes new definition of reasons for removal; a suspension of less than 5 days is not appealable to SPBR; add the possibility of suspension with pay; and to be consistent with FLSA, as reviewed and endorsed by the Personnel Committee.
 - B. Amended Personnel Policy **#2.75a, Cell Phone Policy (Attachment #5)**, which replaces the existing policy and which complies with IRS reimbursement guidelines and benefits subject to taxation, as reviewed and endorsed by the Personnel Committee.
 - C. Amended Program Policy **#6-9, Transportation, (Attachment #6)**, to update the policy to comply with transportation rules of ODMRDD and to include specialized transportation and non-medical transportation, as reviewed and endorsed by the Program Committee.

Craig Moon seconded the motion.

The motion passed unanimously.

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

Chris Hurr briefly mentioned that we are currently preparing for accreditation and were expecting a visit soon to collect documentation with a return visit in May for the official review.
2. Director and Supervisor Reports (reports included in 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

G. Human Resources Report

H. Training Report

I. Community Outreach Report

3. Calendar of Upcoming Events

- Friday, April 11 is the last day to order flowers through the Arc of Butler County – contact Kathy Overbeck (737-9369) for more information
- Monday, April 14 – “Jonathan Mooney: The Short Bus – A Journey Beyond Normal” – 7:00 to 10:00 p.m. at College of Mount St. Joseph Theatre
- Thursday, April 17 – Heart of the Art Grand Opening and Ribbon Cutting – 2:00 p.m. at Hamilton Center
- Saturday, April 19 – “Best Buddies Inclusion Bike or Hike” in collaboration with Heart of the Art Studio and the Fitton Center
- Tuesday, May 6 (tentative date) – Miami University Middletown Downtown Public Grand Opening featuring Heart of the Art Studio artists. Art Exhibit from 5/1 – 5/31 at 4 North Main Street, Middletown
- Thursday, May 15 - Annual Arc Dinner at Redeemer Church at 6:30 p.m.
- Friday, May 23 – Annual Memorial Service at Liberty Center at 1:00 p.m.

4. Date for next regular meeting: Thursday, May 8, 2008 at 6:30 p.m. at Janet Clemmons Center.

5. Scheduled dates for May Committee Meetings:

- A. Finance Committee meeting: Thursday, May 8 at 5:00 p.m. at Janet Clemmons Center.
- B. Personnel Committee meeting: Thursday, May 8 at 5:15 p.m. at Janet Clemmons Center.
- C. Program Committee meeting: Thursday, May 8 at 5:30 p.m. at Janet Clemmons Center.

XII. ADJOURNMENT

Prior to adjournment, Rev. Katterheinrich reminded everyone of a memorial service for Perry Hall at Redeemer Church on April 26, 2008.

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

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary