

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

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

December 10, 2009
6:30 p.m.

BOARD MEETING
MINUTES

I. CALL TO ORDER

Imogene O'Lenick called the meeting to order.

II. ROLL CALL

Roll call was conducted:

Kim Katterheinrich	Present
Utawna Leap	Present
Kathy McMahon Klosterman	Present
Craig Moon	Present
Imogene O'Lenick	Present
Tony Yocco	Present for committee meeting only

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 Susan Willoughby, a resident of Camelot Lake; Sally Smith, a resident of Garden Manor; Aidan Truett, son of Michelle Truett, nurse at Liberty Center; and Linda Good, Board Member, advocate, and friend; and to remember those who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Craig Moon made a motion to approve the Order of Business.

Kathy McMahon Klosterman seconded the motion.

Discussion: under new business, item R. should be a "renewal", not a "new" agreement.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Kim Katterheinrich made a motion to approve the minutes of the November 12, 2009 Board meeting and public hearing.

Craig Moon seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. PROGRAM REPORT

1. Respite Day, presented by Kelly Girts, Supervisor of Behavior Intervention

Kelly updated the Board on the first respite day, which was held December 5 at Janet Clemmons Center. 20 kids attended; 13 staff and 16 volunteers were there to help entertain the kids. A grant of \$2000 was received to help fund the day. Satisfaction surveys were done, parents and kids all enjoyed the time.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, December 10 at 5:00 p.m. at Central Administration. Vouchers and Expenditure Reports were included in **Attachment #1**. Craig Moon reported all items were reviewed and recommended for approval.
2. **Personnel Committee:** met Thursday, December 10 at 5:15 p.m. at Central Administration. Personnel actions and current staff vacancies were included in **Attachment #2**. Kim Katterheinrich reported all items were reviewed and recommended for approval.
3. **Program Committee:** met Thursday, December 10 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Nominating, By-Laws and Ethics:** met Thursday, December 10 after the Board meeting at Central Administration to discuss Slate of Officers for 2010.

VIII. OLD BUSINESS

Kathy McMahon Klosterman made a motion to approve items:

1. Ratify current expenditures as reviewed and approved by the Superintendent included in **Attachment #1**, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 11/1/09 through 11/30/09 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.

IX. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve the following amended Personnel Policies, effective 12/10/09, as reviewed and endorsed by the Personnel Committee:
 - A. **#2.7, Hiring Policy (Attachment #4)** to add “genetic information” to our protected classes;
 - B. **#2.8, Prohibited Employment Harassment (Attachment #5)** to add “genetic Information” to our protected classes;
 - C. **#2.10, Nondiscriminatory Contracts (Attachment #6)** to add “genetic Information” to our protected classes;
 - D. **#2.12, Discrimination Grievance Procedure (Attachment #7)** to add “genetic Information” to our protected classes;
 - E. **#2.32, Family Medical Leave Act (Attachment #8)** to make clear to staff exactly what their rights and responsibilities are, however it will not change the substance of the policy; based on the policy of Butler County and the model County Boards policy.

Utawna Leap seconded the motion.

The motion passed unanimously.

2. Kathy McMahon Klosterman made a motion to approve the following amended Program Policies, effective 12/10/09, as reviewed and endorsed by the Program Committee:
 - A. **#6-5, Individual Planning (Attachment #9)** to clean up MR language and to clarify funding will be allocated per policy #13-1;
 - B. **#6-7, Behavior Support (Attachment #10)** to clean up MR language only;
 - C. **#6-15, Resolution of Complaints (Attachment #11)** to clean up MR language and clarify information regarding mediation;
 - D. **#12-3, Fees for Services to Eligible Individuals (Attachment #12)** to clean up MR language, to clarify statements regarding third party payors, and to update rate schedule.

Utawna Leap seconded the motion.

The motion passed unanimously.

3. Craig Moon made a motion to approve the following agreements, **effective 1/1/10 through 12/31/10** (unless other dates are specified) as reviewed and endorsed by the Finance Committee:
 - A. New **master** agreement (**#1209-03**) with Aspen Community Living, for supported

living services at a rate of \$4.80 per unit (currently serving 1 individual at a cost of \$46,729.65);

- B. New **master** agreement (**#1209-07**) with Caregivers for Independence, for planned respite services at a rate of \$25.00 per hour up to 8 hours or \$200.00 per day, as needed and as capacity is available;
- C. New **master** agreement (**#1209-08**) with RHC, for planned respite services at a rate of \$275.00 per day for foster care setting, \$550.00 per day for center based services, \$35.00 for required training, and \$50.00 for required meetings, on a referral basis;
- D. Renewal **master** agreement (**#1209-05**) with Champaign Residential Services for room and board subsidy costs for Circle Ginny home at a rate of \$23.07 per day, which is an increase of \$3.97 in the daily rate over the previous agreement (currently serving 5 individuals at a cost of \$42,102.75);
- E. Renewal agreement (**#1209-11**) with Diane Vasiliadis for dental services for individuals served by Butler County Board of Developmental Disabilities, at a total cost not to exceed \$46,800, which is a decrease of \$3,200.00 from the previous agreement due to a re-evaluation of utilization;
- F. Renewal **master** agreement (**#1209-04**) with Graceworks for room and board subsidy costs for Schul home at a rate of \$29.77 per day, which is the same rate as the previous agreement (currently serving 5 individuals at a cost of \$54,330.25);
- G. Renewal **master** agreement (**#1209-06**) with LifeSpan, Inc., for guardianship services at a rate of \$55.00 per hour and payee services at a rate of \$36.00 per person per month (currently serving 44 individuals through guardianship and 5 individuals through payee services at a cost of \$43,300.00);
- H. Renewal agreement (**#1209-12**) with Children's Diagnostic Center, to provide psychological, counseling and psychiatric assessment services, at a total cost not to exceed \$185,000.00 for the length of the agreement, which is the same amount as the previous agreement;
- I. Renewal **master** agreement (**#1209-33**) with Hamilton County Developmental Disabilities Services (formerly Hamilton County Board of MRDD), to provide respite services at Talbert House, at a rate of \$134.26 per day, (not expected to exceed \$10,000.00);
- J. Renewal agreement (**#1209-32**) with University Hospital dba Health Alliance of Greater Cincinnati for psychiatric services at a total cost not to exceed \$75,643.20 for the length of the agreement, which is the same as the previous agreement;
- K. Renewal **master** agreement (**#1209-37**) with Intercoastal Transportation System, Inc., effective 1/1/2010 through 6/30/2010, for transportation services, rates as determined in **Attachment #13**, cost not to exceed the budgeted amount;
- L. Renewal agreement (**#1209-13**) with Premier Mechanical Services, for preventive maintenance services for HVAC units in BCBDD facilities and offices,

at a cost of \$2,050.00 per month, total cost not to exceed \$24,600.00 for the length of the agreement, which is the same as the previous agreement;

- M. Renewal agreement (**#1209-34**) with ECI, Inc., effective 1/1/2010 through 12/31/2014, for lease of Board owned home located at 1055 Timberman Avenue, Hamilton, Ohio for \$1.00 per year, total of \$5.00 paid to the Board;
- N. Renewal agreement (**#1209-35**) with Champaign Residential Services, Inc., effective 1/1/2010 through 12/31/2014, for lease of Board owned home located at 1928 and 1930 Circle Ginny, Middletown, Ohio for \$1.00 per year, total of \$5.00 paid to the Board;
- O. Renewal **master** agreement (**#1209-14**) with Abilities First, for the following rates and services (estimated will serve 39 individuals at a cost of \$116,134.00):
- Adult Day Supports at a rate of \$75.50 per day
 - Non-Medical transportation at a rate of \$19.90 per trip
 - Supported Employment/Community at a rate of \$45.00 per hour for Job Retention; \$40 per hour for Job Placement;
- P. Renewal **master** agreement (**#1209-15**) with Butler Behavioral Health Services for the following rates and services (estimated will serve 55 individuals at a cost of \$70,000.00):
- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention, Coaching, and Transition; \$26.00 per hour for Employment Services for one specific individual for 15 hours per week; \$15.00 per hour for Consumer Mentor Support; \$10.50 per hour for consumer training wage support;
- Q. Renewal **master** agreement (**#1209-16**) with Caregivers for Independence for the following rates and services (estimated will serve 24 individuals at a cost of \$56,000.00):
- Supported Employment/Community at a rate of \$25.00 per hour for Job Coaching;
 - .40¢ per mile for mileage expenses for transportation;
- R. Renewal **master** agreement (**#1209-17**) with Easter Seals Work Resource Center for the following rates and services (estimated will serve 2 individuals at a cost of \$2,000.00):
- Supported Employment/Community at a rate of \$45.00 per hour for Job Retention;
- S. Renewal **master** agreement (**#1209-18**) with Goodwill Easter Seals of the Miami Valley for the following rates and services (estimated will serve 2 individuals at a cost of \$16,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.00 per day; "B" is \$75.50 per day; "C" is \$125.50 per day;
 - Supported Employment/Enclave will correspond to each person's acuity assessment score: "A" is \$34.56 - \$35.28 per day; "B" is \$62.22 - \$63.48 per day; "C" is \$103.74 - \$105.84 per day;
- T. Renewal **master** agreement (**#1209-19**) with Great Oaks for the following rates and services (estimated will serve 2 individuals at a cost of \$3,000.00):

- Supported Employment/Community Services at a rate of \$45.00 per hour
- U. Renewal **master** agreement (**#1209-20**) with Hattie Larlham/Constant Companions for the following rates and services (estimated will serve 1 individual at a cost of \$7,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.25 per day; "B" is \$76.00 per day; "C" is \$126.75 per day;
- V. Renewal **master** agreement (**#1209-21**) with Inclusive Solutions for the following rates and services (estimated will serve 3 individuals at a cost of \$50,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.00 - 42.25 per day; "B" is \$75.50 - 76.00 per day; "C" is \$125.50 - 126.75 per day;
 - Non-medical transportation at a rate of \$19.90 - \$20.09 per trip
- W. Renewal **master** agreement (**#1209-22**) with Jewish Vocational Services for the following rates and services (estimated will serve 33 individuals at a cost of \$106,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.00 - 42.25 per day; "B" is \$75.50 - 76.00 per day; "C" is \$125.50 - 126.75 per day;
 - Supported Employment/Enclave will correspond to each person's acuity assessment score: "A" is \$35.64 per day; "B" is \$64.08 per day; "C" is \$106.86 per day;
 - Supported Employment/Job Retention at a rate of \$45.00 per hour;
 - Non-medical transportation at a rate of \$19.90 - \$20.09 per trip
- X. Renewal **master** agreement (**#1209-30**) with Ohio Valley Goodwill Industries for the following rates and services (estimated will serve 70 individuals at a cost of \$52,500.00):
- Community Access Support Services (formerly Recreation and Leisure Coaching) at a rate of \$4.80 per unit/\$19.20 per hour
 - .40¢ per mile for mileage expenses for transportation;
- Y. Renewal **master** agreement (**#1209-25**) with Senior Independence Adult Day for the following rates and services (estimated will serve 3 individuals at a cost of \$40,500.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.00 per day; "B" is \$75.50 per day; "C" is \$125.50 per day;
 - Non-Medical transportation at a rate of \$19.90 per trip
- Z. Renewal **master** agreement (**#1209-24**) with Res-Care Ohio/Sonny Spot Day Care for the following rates and services (estimated will serve 3 individuals at a cost of \$50,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.00 per day; "B" is \$75.50 per day; "C" is \$125.50 per day;
 - Non-Medical transportation at a rate of \$19.90 per trip
- AA. Renewal **master** agreement (**#1209-27**) with Visionaries and Voices for the following rates and services (estimated will serve 3 individuals at a cost of

\$12,000.00):

- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.25 per day; "B" is \$76.00 per day; "C" is \$126.75 per day;
- BB. Renewal **master** agreement (**#1209-29**) with Goodwill Easter Seals of the Miami Valley for the following rates and services (estimated will serve 30 individuals at a cost of \$22,500.00):
- Community Access Support (formerly Recreation and Leisure Coaching) at a rate of \$4.80 per unit/\$19.20 per hour
 - .40¢ per mile for mileage expenses for transportation;
- CC. Renewal **master** agreement (**#1209-28**) with Arc of Butler County for the Job Club Program (estimated will serve 50 individuals at a cost of \$29,100.00):
- DD. Renewal **master** agreement (**#1209-23**) with Ohio Valley Goodwill for the following rates and services (estimated will serve 15 individuals at a cost of \$76,000.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.00 - 42.25 per day; "B" is \$75.50 - 76.00 per day; "C" is \$125.50 - 126.75 per day;
 - Supported Employment/Job Retention at a rate of \$45.00 per hour;
 - Non-medical transportation at a rate of \$19.90 or 20.09 per trip;
- EE. Renewal **master** agreement (**#1209-26**) with United Cerebral Palsy for the following rates and services (estimated will serve 1 individual at a cost of \$30,420.00):
- Daily rates for Adult Day Supports will correspond to each person's acuity assessment score: "A" is \$42.25 per day; "B" is \$76.00 per day; "C" is \$126.75 per day;
- FF. New **master** agreement (**#1209-31**) with City Transport, Inc. for the following rates and services (estimated will serve 35 individuals at a cost of \$72,312.00):
- Non-medical transportation at a rate not to exceed \$15.00 per trip;
 - Homemaker Personal Care transportation (Community Access Support) at a rate of \$2.00 per mile;
- GG. New **master** agreement (**#1209-38**) with Buckner Employment Service for the following rates and services (estimated will serve 6 individuals and a cost of \$10,000.00):
- Supported Employment/Community services at a rate of \$24.60 per hour;
 - .40¢ per mile for mileage expenses for transportation.

Kim Katterheinrich seconded the motion.

The motion passed 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

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - The Commissioners will make new Board appointments on December 17.
 - A. Recognition of Craig Moon and Linda Good, Board Members
 - Chris Hurr presented Craig Moon with a gift from the Board and thanked him for his 3 years of service and his insight as a parent.
 - Chris also read a tribute to Linda Good, who passed away December 9, noting that she had been a Board member for 9 years and had made many contributions during that time. Linda's gift will be given to her family.
2. Director and Supervisor Reports
 - 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. Dennis also explained that the high per diem rate of the agreement approved for planned respite services was due to serving people who are difficult to serve.
 - E. Quality Assurance and Medicaid Administration Report – written report included in packet.
 - F. Partnerships for Housing Report – no report this month.
 - G. Transportation and Facility Services Report – no written report this month. Ted McGuire reported that capital improvement funds are being used to renovate some of the community homes. Also discussed replacing buses with vans, decreasing bus routes.
 - H. Human Resources Report – written report included in packet.
 - I. Training Report – written report included in packet.
 - J. Communications Report – written report included in packet. Also noted that staff yearbooks were done this year instead of a staff inservice day. If Board members would like a copy, we can send it PDF, or call if you want a printed copy.
 - K. EPRO Report – James Frasher reported on the last EPRO meeting and distributed the agenda. They are still working with Wright State on next year's retreat; they have distributed \$1400 this year through the Housewarming Fund; mentoring of students at local schools continues. James also shared that we have received a copy of the framed proclamation from the governor officially removing the MR from the agency's name.
3. Upcoming Events – Board members are welcome to attend any of the events at the centers, and please introduce yourselves if you are able to go.

- A. December 13 – Ohio Valley British Brass Band at 3:00 at Redeemer Church
 - B. December 16 – Liberty Center “Holidays Around the World” at 1:00
 - C. December 17 – Liberty Center Holiday Party
 - D. December 18 – Middletown Center and Middletown Enrichment Center Holiday Party at the Manchester
 - 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.
 - G. March 6, 2010 – Summer Adventures for Kids at Tri-County Mall
 - H. March 7, 2010 - Community Recognition Dinner at Cincinnati Marriott North at 5:30 p.m.
4. Scheduled dates and times for January 14, 2010 Committee Meetings:
- A. Finance Committee meeting: Thursday, January 14 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, January 14 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, January 14 at 5:30 p.m. at Central Administration.
5. Date for next regular meeting (Organizational Meeting): Thursday, January 14, 2010 at 6:30 p.m. at Central Administration.

X. EXECUTIVE SESSION

Was not needed.

XI. ADJOURNMENT

There being no further business before the Board, Craig Moon made a motion to adjourn and Utawna Leap seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Kathy McMahan Klosterman, Recording Secretary