

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

**1910 Fairgrove Avenue, Suite E  
 Hamilton, Ohio**

**June 10, 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:

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 led by Rick Black.

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 Terry Garnett, a resident of Takoda Trails; and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

Connie Sullivan made a motion to approve the Order of Business.

Kim Katterheinrich seconded the motion.

Kathy McMahon-Klosterman made a motion to amend the agenda to include an additional

item (#4 under New Business) on the agenda to vote on the Superintendent's evaluation.

The motion to add an item to the agenda passed unanimously.

The motion to approve the adoption of the agenda as amended was passed unanimously.

#### **IV. APPROVAL OF MINUTES**

Richard Meier made a motion to approve the minutes of the May 13, 2010 Board meeting as submitted.

Connie Sullivan seconded the motion.

The motion passed unanimously.

#### **V. SPECIAL RECOGNITION**

1. The Board recognized and thanked Jane Baker on the occasion of her retirement. Jane has worked for the Board for 30 years in various positions. Teresa Brand and Chris Hurr both spoke of Jane's dedication, professionalism and her love for the people she works with. She will be missed.

#### **VI. PROGRAM REPORT**

1. **Eligibility for Services, presented by Sarah Rihm, Eligibility and Referral Coordinator.**

Sarah Rihm gave a presentation to the Board on the process for eligibility for services from our agency and a copy of that presentation is included with the original minutes of this meeting. There have been many changes over the last couple of years in eligibility, but some changes that boards have advocated for have not been made. Some points covered in the presentation and/or discussed:

- Individual must have a qualifying diagnosis before eligibility can be determined. A qualifying diagnosis can be very difficult and is very important. We don't diagnose, but sometimes question the diagnosis. The disability must be likely to continue indefinitely – this has become a bigger issue lately. Onset must be before age 18 (22 in Ohio). Anyone can make a referral for eligibility, but if the individual is an adult, they must want our services – they cannot be forced into them.
- Discussed whether a diagnosis such as ADHD, if subsequently medicated/treated, would disqualify an individual. Kathy McMahon-Klosterman noted that recent changes to the ADA rule have made it possible for an individual to receive services even if medicated. The county Superintendents are looking more closely at what evidence based methods are used to diagnose ADHD and are seeking other guidelines regarding ADHDS. A person can be found eligible and then be re-evaluated at a later date.
- Many times when an individual is not eligible, the Eligibility & Referral staff will make referrals to other services or options in the community. There is an appeal process if a person is found ineligible – the process was reviewed in the presentation.

## VII. AUDIENCE TO VISITORS

None requested.

## VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, June 10 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 the committee recommended approval.
2. **Personnel Committee:** met Thursday, June 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 the committee recommended approval.
3. **Program Committee:** met Thursday, June 10 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and the committee recommended approval.
4. **Evaluation of Superintendent Committee:** met Thursday, June 10 at 6:00 p.m. at Central Administration. Kathy McMahon-Klosterman reported the committee met with the Superintendent and discussed the evaluation with her. They recommended approval of the evaluation along with any contract amendments.

## IX. OLD BUSINESS

1. Kathy McMahon Klosterman made a motion to ratify current expenditures as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion passed unanimously.

## X. NEW BUSINESS

1. Connie Sullivan made a motion to approve continuing Memorandum of Understanding with Butler County Mental Health Board for in-kind services related to the Dual Diagnosis grant, effective 7/1/10 to 6/30/11, as reviewed and endorsed by the Program and Finance Committees.

**NOTE:** This is the second year of a three year agreement. The Board will receive \$70,000.00 during this period to implement the grant proposal. This money helps us recover costs of planned respite, PES, and Family Focus, etc.

Richard Meier seconded the motion.

The motion passed unanimously.

2. Kim Katterheinrich made a motion to approve the following **amended** Personnel Policies, effective 6/10/10, as reviewed and endorsed by the Personnel Committee.
- A. **Policy #2.51, Worker's Compensation (Attachment #3)**, to clarify that an employee who sustains a work related illness is eligible to participate in Worker's Comp and that a Worker's Comp absence will not be considered an occurrence;
  - B. **Policy #2.52, Safety and Health (Attachment #4)**, to make policy more user friendly by substituting the word "traffic" for "vehicular";
  - C. **Policy #2.54, Outside Employment (Attachment #5)**, to require reporting of outside employment to be more generic (to the HR Department rather than a specific person in the HR Department);
  - D. **Policy #2.55, Staff/Consumer Relationships (Unusual Incidents) (Attachment #6)**, to delete reference to school as we no longer operate a school or preschool program and to add reference to community settings to reflect our increasing presence in the community;
  - E. **Policy #2.56, Non-Solicitation (Attachment #7)**, to limit solicitation of and by Board employees and related organizations to break rooms only or access to mailboxes and email at the Superintendent's discretion.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

3. Connie Sullivan made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
- A. Renewal **master** agreement (**#0610-01**) with Opportunities to Succeed, Inc., effective 5/25/10 through 12/31/10, for supported living services at a rate of \$4.80 per unit (currently serving 1 individual at an estimated cost of \$13,824.00);
  - B. New **master** agreement (**#0610-02**) with Creative Learning Workshop, LLC, effective 6/1/10 through 12/31/10, for Adult Day Supports at a rate of \$42.25 per day (currently serving 1 individual at an estimated cost of \$2,200.00);
  - C. Renewal agreement (**#0610-03**) with St. Joseph's Orphanage/Care Case Management, effective 6/1/10 through 6/30/11 (13 month lease), for lease of space at Janet Clemmons Center at an amount of \$26,356.07 to be paid to the Board;
  - D. Renewal agreement (**#0610-04**) with Butler County Educational Services Center, effective 7/1/010 through 6/30/11, for lease of kitchen/food service areas at Janet Clemmons Center for the Head Start program, at an amount of \$5,000.00 to be paid to the Board;
  - E. Renewal agreement (**#0610-05**) with Butler County Educational Services Center (fiscal agent), for FY 2011 effective 7/1/10 through 6/30/11, for

collaborative fee agreement in support of the Family and Children First Council, at a total cost not to exceed \$25,000.00 for the length of the agreement, which is the same as the previous agreement;

- F. Renewal **master** agreement (**#0610-06**) with Butler County Regional Transit Authority (BCRTA), effective 7/1/10 through 6/30/11, for demand response transportation, at rates listed in **Attachment #8**, which are the same as the previous agreement, total not to exceed the approved transportation budget;
- G. Renewal **master** agreement (**#0610-07**) with Universal Transportation Systems (UTS), effective 7/1/10 through 6/30/11, for demand response transportation at the rates listed in **Attachment #9**, which are the same as the previous agreement, total not to exceed the approved transportation budget;
- H. Renewal **master** agreement (**#0610-08**) with Intercostals Transportation Systems (ITS), effective 7/1/10 through 12/31/10, for non-medical transportation at a rate of \$19.90 per trip and \$65.00 per day for monitors (6 monitors are currently used), total not to exceed the approved transportation budget;
- I. New agreement (**#0610-09**) with Premium Personnel Staffing Services, effective 6/1/10 through 12/31/10, for training wage support services at a rate of \$9.70 per hour, total not to exceed \$14,000.00;
- J. New **master** agreement (**#0610-10**) with Gina Marshall, effective 6/11/10 through 12/31/10, for Support Coordination Assistance (Transition focus) at a rate of \$25.00 per hour and .40¢ per mile for mileage, (estimated amount of contract is \$20,000.00);
- K. Renewal **master** agreement (**#0610-11**) with ODODD/SODC, effective 7/1/10 through 6/30/10, for residential services at a rate of \$436.70 per day per individual or a rate of 33% (match) of the per diem cost for individuals who have an ICFMR level of care (currently serving 2 individuals);

**NOTE:** Amount will vary depending on census of developmental center and level of care per individual.

**DISCUSSION:** Chris Hurr explained the services provided by SODC and that she and a few other superintendents have worked with the state department to get these rates revised so that we are not paying the full daily rate on some individuals who are receiving services there. Some who meet the level of care will stay at no charge to us, others we will pay the match for (the 33%), and a few will stay at the full rate. Some individuals go only short-term for stabilization. Right now we have no one we're paying the full rate for. This will be a great savings for us.

- L. Amendment to **master** agreement (**#1209-16A**) with Caregivers for Independence, effective 1/1/10 through 12/31/10, to approve additional rates for Supported Employment/Enclave at \$25.00 per hour and Non-Medical Transportation at \$19.90 per trip (currently serving 10 individuals at an estimated cost of \$86,000.00).

Tony Yocco 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

4. Kathy McMahon-Klosterman made a motion to approve Superintendent Chris Hurr's evaluation, dated 6-10-10, distributed to Board members at the meeting, along with any amendments to her contract as noted in the evaluation, as recommended by the Evaluation of the Superintendent Committee and reviewed by the Board.

Kim Katterheinrich seconded the motion.

The motion passed unanimously.

## **XI. SUPERINTENDENT'S REPORT**

1. Superintendent's Monthly Activity Report
  - A. Tax Levy Review Committee Update – we received the latest analysis from Frank Hickman on the 2<sup>nd</sup> draft of the Commissioners' policy, and Imogene O'Lenick, Kim Katterheinrich, and Chris Hurr participated in a phone conference with Frank and Dan Ohler of OACBDD about the analysis. Chris also met with the Directors of Mental Health and Senior Services to gather information. They have determined that this process is not appropriate for groups with governing boards – Hamilton County had many groups without boards asking for levy funds. Chris has been asked to collect the information and submit it to the Commissioners' office before a formal meeting is held about the Committee and she and the other Directors have drafted a process to submit. Public hearings will be held at some point and we need to make sure to have people attend to show we are interested in this process and how it affects us. Chris has put together key points on this topic for people who want more information.
  
3. Director and Supervisor Reports
  - A. EPRO Report – Next meeting is 6/21 at Dayton Lane. The retreat is scheduled for 6/23-25 – details are still being worked out. The recent Culver's fundraiser made \$500.00 for the Housewarming fund.
  - 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. Lifespan will hold a fundraiser at the Riverbank Café on 6/21 to benefit the Guardianship Program, which benefits people we serve.
  - F. Partnerships for Housing Report – written report included in packet.

- G. Human Resources Report – written report included in packet.
  - H. Training and Staff Development Report – written report included in packet.
  - I. Communications Report – written report included in packet. Weekly updates are being sent out to staff on various topics and Board members are being copied as well.
  - J. Transportation and Facility Services Report – written report included in packet.
3. Upcoming Events
- A. May 28 through June 6, 2010 - SOS Art Show (Show of Sociopolitical Expressions) – Peace and Justice Exhibit
  - B. June 12 – Hamilton Optimist Fishing Derby at 567 Beissinger Road, Hamilton from 8 a.m. to noon
  - C. June 23 – Walkin’ on Sunshine Dance sponsored by GE at Tori’s Station from 6 to 8:30 p.m.
  - D. July 8 – Art Exhibit Opening at Fitton Art Center
  - E. July 31 – Individual Provider Fair at Liberty Center from 9:30 a.m. to 12:30 p.m.
  - F. September 12 - Annual “Fishing for Friends” Event at Lake Lyndsey
  - G. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome
  - H. Square Dancing at Redeemer Church – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month from 7:00 to 8:30 p.m.
4. Scheduled dates for August Committee Meetings:
- A. Finance Committee meeting: Thursday, August 12 at 5:00 p.m. at Central Administration.
  - B. Personnel Committee meeting: Thursday, August 12 at 5:15 p.m. at Central Administration.
  - C. Program Committee meeting: Thursday, August 12 at 5:30 p.m. at Central Administration.
5. Date for next regular meeting Thursday, August 12 at 6:30 p.m. at Central Administration.

## **XII. EXECUTIVE SESSION**

Executive session was not needed.

## **XIII. ADJOURNMENT**

There being no further business before the Board, Kathy McMahon Klosterman made a

motion to adjourn and Tony Yocco seconded the motion. The motion passed unanimously.

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Imogene O'Lenick, Board President  
Secretary

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Kathy McMahon Klosterman, Recording