

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

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

**August 14, 2008
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:

Linda Good	Craig Moon
Utawna Leap	Imogene O'Lenick
Kathy McMahan-Klosterman	Dennis Rogers

Absent: Kim Katterheinrich

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 Carolyn Beckett, mother-in-law of Ted McGuire, Transportation and Facilities Manager; Rhonda Skalley, a former participant in MRDD programs; Elmer Renner, an individual who lived and attended MRDD programs in Middletown; Dr. Joseph Fairbanks, parent of Robert, served by MRDD and local family physician; and Dewanna Chipman, an individual who formerly participated at Middletown Center and received other services; who passed away since the last meeting and to remember consumers, families and staff who have experienced serious illness.

III. ADOPTION OF AGENDA

Linda Good made a motion to approve the Order of Business.

Dennis Rogers seconded the motion.

The motion was approved unanimously.

IV. APPROVAL OF MINUTES

Craig Moon made a motion to approve the minutes of the June 12, 2008 Board meeting as submitted.

Kathy McMahon Klosterman seconded the motion.

The motion was approved unanimously.

V. AUDIENCE TO VISITORS

Martha Nuckles addressed the Board regarding her concerns about Middletown Center. A copy of her agenda is attached and made part of these minutes.

VI. SPECIAL RECOGNITION

1. Recognition of Brenda Earnhart for 25 years of service to the Board.
2. Recognition of Trish Musnuff for 25 years of service to the Board.

VII. PROGRAM REPORT

1. Jewish Vocational Service's Proposal for the Adult Programs and Reorganization, presented by Peter Bloch and Tanya Coffey. A copy of the proposal has been included with these minutes.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met August 14 at 5:00 p.m. at Janet Clemmons Center. Dennis Rogers reported that all items on the agenda were reviewed and approved.
 - Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** met August 14 at 5:15 p.m. at Janet Clemmons Center. Utawna Leap reported that all items on the agenda were reviewed and approved.
 - Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** met August 14 at 5:30 p.m. at Janet Clemmons Center. Kathy McMahon Klosterman reported that all items on the agenda were reviewed and approved.

IX. EXECUTIVE SESSION

Linda Good made a motion to go into Executive Session to discuss Superintendent Christina Hurr's evaluation and contract. Kathy McMahon Klosterman seconded the motion. The motion was approved unanimously with a roll call vote as follows:

Linda Good	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes

Imogene O'Lenick	Yes
Dennis Rogers	Yes

X. OLD BUSINESS

1. Dennis Rogers made a motion to ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #1**, as reviewed and approved by the Finance Committee.

Craig Moon seconded the motion.

The motion was approved unanimously.

2. Dennis Rogers made a motion to ratify agreements approved by the Superintendent from 6/1/07 through 7/31/07 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and approved by the Finance Committee.

Craig Moon seconded the motion.

The motion was approved unanimously.

3. Dennis Rogers made a motion to ratify agreement (**#0608-22**) with Jewish Vocational Service, effective 7/28/08 through 12/31/08, for operation of the Heart of the Art Studio, at a cost not to exceed \$30,000.00 for the length of the agreement, as reviewed and approved by the Finance Committee.

NOTE: The original agreement with Visionaries and Voices for this service was never initiated.

Craig Moon seconded the motion.

The motion was approved unanimously.

XI. NEW BUSINESS

1. Craig Moon made a motion to approve Superintendent Christina Hurr's evaluation (**Attachment #4**), as presented by the Evaluation of the Superintendent Committee, including recommendations for any contract and salary amendments.

Utawna Leap seconded the motion.

The motion was approved unanimously.

2. Kathy McMahon Klosterman made a motion in support of a resolution (**Attachment #5**) to be presented at the Delegate Assembly of the Ohio Association of County Boards of MRDD to propose to work toward passage of legislation that removes the term "mental retardation" from the legal name of county boards of MRDD, as reviewed and approved by the Program Committee.

Utawna Leap seconded the motion.

The motion was approved unanimously.

3. Kathy McMahon Klosterman made a motion to approve amendment to **Personnel Policy #2.42, Grievances (Non-Bargaining Unit Employees) (Attachment #6)**, effective 8/14/08, to eliminate the “old” Step Four in the grievance process, as reviewed and approved by the Personnel Committee.

Utawna Leap seconded the motion.

The motion was approved unanimously.

4. Kathy McMahon Klosterman made a motion to approve the following personnel/table of organization changes, as reviewed and approved by the Personnel and Program Committees:

- A. Change one .5 Community Integration Specialist (Union 5 Salary Schedule) to a full time position on the Adult Services T.O., effective 8/14/08. (The .5 position is currently vacant; this change will add approximately \$23,123.00 to personnel costs);
- B. Add one (1) Heart of the Art Retail Representative (MR 12 Salary Schedule) (**see Attachment #7 for description**) as a paraprofessional position which will report to an existing Program Coordinator within facility based programming, effective 8/14/08. (This additional position will add approximately \$57,146.00 to personnel costs);
- C. Abolish Butler Choices Coordinator position, effective 1/1/09 (position is currently filled);
- D. Abolish one (1) Program Coordinator position, effective 1/1/09 (employee previously in position was reassigned, position is vacant);
- E. Abolish one (1) HC/Site Coordinator position, effective 1/1/09 (employee previously in position was reassigned, position is vacant);
- F. Abolish two (2) Production Coordinator positions, effective 10/1/08 (one position is currently vacant, the other will likely be by the effective date due to staff taking a different job);
- G. Abolish one (1) Recreation Therapy Coordinator position, effective 10/1/08 (position is currently filled);
- H. Authorize layoff for affected employees as applicable and authorize payout of unused Personal Time for any eligible employee affected by layoff.

NOTE: These abolishments are part of Phase 2 reductions in staffing as a result of recent disenrollment. It is expected that these changes will result in a personnel cost savings of approximately \$381,709.00

Dennis Rogers seconded the motion.

The motion was approved unanimously.

5. Dennis Rogers made a motion to authorize Superintendent and Adult Services Division to proceed with further reorganization of Adult Services Programs and, with assistance of the Business Office, to proceed with negotiations for the Jewish Vocational Service's proposal to lease¹ Hamilton Center for the purpose of one central production center, agreement to be ratified by the Board at their September 11, 2008 board meeting, as reviewed and approved by the Program and Finance Committees.

NOTE: Jewish Vocational Service is currently the nonprofit that the Board contracts with to make work available for our centers. They replaced Connex and currently serve our consumers at two separate employment sites and would consolidate these to go to Hamilton Center. Since 2005, the number of adults we serve directly in our centers has gone from 600 to 212. By moving the remaining individuals at Hamilton Center to our other facilities and then leasing it, we would realize a significant savings, which is needed to keep our cost of service down. It also allows us to utilize our facilities more efficiently.

Kathy McMahon Klosterman seconded the motion.

Utawna Leap made a motion to reword the previous motion removing "to lease"¹ and inserting "for an agreement to operate out of Hamilton Center."

Dennis Rogers seconded the motion.

Both motions were approved unanimously.

6. Linda Good made a motion to approve the following agreements as reviewed and approved by the Finance Committee:

A. New agreement (**#0808-08**) with Wolpert, Inc., effective 6/20/08, for surveying services to be performed in connection with the anticipated conveyance of Fairfield Center, total cost not to exceed \$2700.00;

B. New agreement (**#0808-09**) with ViaQuest, Inc., effective 9/1/08 through 12/31/08, for provider services at emergency home, total cost not to exceed \$19,917.00 for length of the agreement;

NOTE: The current provider gave notice that they were terminating the contract; the financial terms remain the same with this provider.

C. Amend **master** agreement (**#0608-09A**) with Clovernook Center, effective 7/1/08 through 12/31/08, to add mobility and orientation services, at a rate of \$75.00 per hour (currently serving 1 individual in these services);

D. Amend **master** agreement (**#1207-26A**) with Butler Behavioral Health, effective 1/1/08 through 12/31/08, to add the following fees/services to agreement: \$2,500.00 outcome fee for job placement, \$1,000.00 initial/intake, \$1,000.00 placement, \$500.00 retention 90 days;

E. Amend **master** agreement (**#1207-30A**) with Ohio Valley Goodwill Industries,

effective 1/1/08 through 12/31/08, to add the following fees/services to agreement: \$2,500.00 outcome fee for job placement, \$1,000.00 initial/intake, \$1,000.00 placement, \$500.00 retention 90 days;

- F. Amend **master** agreement (**#1207-31A**) with Goodwill Easter Seals of the Miami Valley, effective 1/1/08 through 12/31/08, to add the following fees/services to agreement: \$2,500.00 outcome fee for job placement, \$1,000.00 initial/intake, \$1,000.00 placement, \$500.00 retention 90 days, and \$22.00 per hour for CTEP;

NOTE: The changes to items D, E, F are to make payments tied to specific outcomes.

- G. Amend **master** agreement (**#1207-36A**) with Senior Independence Adult Day, effective 1/1/08 through 12/31/08, to add the following increased rate for non-waiver participants: \$125.50 per day for adult day supports, which includes the additional transportation cost.

Craig Moon seconded the motion.

The motion was approved unanimously with a roll call vote as follows:

Linda Good	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

- 7. Craig Moon made a motion to authorize Heart of the Art and Butler County Board of MRDD employees designated by the Superintendent to represent Heart of the Art, to submit a grant proposal, including all understandings and assurances contained therein, to the State of Ohio, Ohio Developmental Disabilities Council and to finance project within the grant application, as reviewed and approved by the Program Committee.

NOTE: No match monies will be required; our financial support will be the supports already being provided through salaries and supplies.

Dennis Rogers seconded the motion.

The motion was approved unanimously.

- 8. Craig Moon made a motion to approve renewal agreement with Ohio Department of MRDD, effective 10/1/08 through 9/30/09, for Title XX grant dollars received by Butler County MRDD for provision of Day Care Services for Adults, including enabling self-sufficiency, providing recreation, general leisure activities, and personal care services, in the amount of \$221,732.00, as reviewed and approved by the Finance Committee.

Dennis Rogers seconded the motion.

The motion was approved unanimously.

XII. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - A. Mid-Year Updates on Action Plan Goals and Measures
2. Director and Supervisor Reports – this month will be updates on goals and measures
 - 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. Communications Report
 - J. EPRO Report
3. Upcoming Events
 - August 23 – Friends of Citizens with Disabilities' Motorcycle Ride and Chicken Dinner at Mustang Sally's
 - September 3 – Heart of the Art Opening and Reception at the Fitton Center in Hamilton from 4:00 – 6:00 p.m. – Show runs through September 23
 - September 14 – Arc Picnic at Camp Campbell Gard and Fishing For Friends at Lake Lyndsey
 - September 17 – Rumble in the Jungle Dance sponsored by GE at Tori's Station
 - September 28 – Monkeyland Picnic (call Sandy Stropes for more information)
 - September 29 – Even the Score Golf Outing at Weatherwax Golf Course
 - November 12 – Al Etmanski to visit and speak in Butler County (times and locations to be determined)
 - December 3 – Annual Sno Ball at Tori's Station

- 4. Scheduled dates for September Committee Meetings:
 - A. Finance Committee meeting: Thursday, September 11 at 5:00 p.m. at Central Administration Building
 - B. Personnel Committee meeting: Thursday, September 11 at 5:15 p.m. at Central Administration Building
 - C. Program Committee meeting: Thursday, September 11 at 5:30 p.m. at Central Administration Building
- 5. Date for next regular meeting Thursday, September 11 at 6:30 p.m. at Central Administration Building

XIII. EXECUTIVE SESSION

Linda Good made a motion to go into Executive Session to discuss legal and personnel issues. Dennis Rogers seconded the motion. The motion was approved unanimously with a roll call vote as follows:

Linda Good	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O'Lenick	Yes
Dennis Rogers	Yes

XIV. ADJOURNMENT

There being no further business before the Board, Utawna Leap made a motion to adjourn and Dennis Rogers seconded the motion. The motion was approved unanimously.

Imogene O'Lenick, Board President

Dennis Rogers, Recording Secretary