

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

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

**August 6, 2009  
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 (illness)
Kim Katterheinrich	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Craig Moon	Present
Imogene O'Lenick	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by James Frasher.

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 John Heilinger, father of Barry; Paul Lievestro, a young man living with his family in West Chester; and Shannon Grubb, a resident of Camelot Lake who previously attended Liberty Center; who passed away since the last meeting and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

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

Craig Moon seconded the motion.

The motion was approved unanimously.

**IV. APPROVAL OF MINUTES**

Craig Moon made a motion to approve the minutes of the June 11, 2009 Board meeting.

Utawna Leap seconded the motion.

The motion was approved unanimously.

## V. AUDIENCE TO VISITORS

1. Susan Mayberry, Chairperson of Even the Score Golf Outing, announced the golf outing would be held on Monday, September 28, 2009 at Weatherwax Golf Course in Middletown. The outing is sponsored by the Arc of Butler County and proceeds provide recreation funds for consumers.

## VI. PROGRAM REPORT

1. *Accessibility Plan presented by Jack Pealer, Ombudsman, and Debbie Wilson, member of the Accessibility Committee.*

The Accessibility Plan was distributed to Board members and a copy is included with the original minutes. The plan addresses getting **to**, **into**, and **around in** places people want to go. Jack explained that while our facilities are doing okay, not all programs are in our building anymore, many are in the community, so accessibility is a “work in progress.”

Debbie related the story of her workplace and her problems with getting in the door in her wheelchair; Ted McGuire assisted with a workable solution to the situation, even though the workplace was not one of our buildings.

Other points discussed: how people with disabilities are talked “to” and “about”; how their plans are not always understood; how to get access to the internet for people with disabilities; how to work not only with the people we serve, but the diverse workforce that also works with them.

2. *Update on 2009 Annual Action Plan Goals and Measures presented by Chris Hurr, Superintendent.*

The 2009 Annual Action Plan Goals and Measures Update was distributed to Board members and a copy is included with the original minutes. Chris reviewed measures and staff members related stories to illustrate the data.

Questions/discussions:

- What are “large group respite opportunities” and will we be able to meet the goal of having two by the end of the year? This would be a planned group activity for family respite, which we would staff at one of our facilities, rather than a one on one in a family’s home. Yes, we believe we can get those scheduled before the end of the year.
- Have we had coverage of the DD/Mental Health grant in local papers? There have been a couple of small stories and we should get more.
- Do we track positive/negative press? While we do not “track” it, we do monitor stories in the press and how they relate to us.

- Do we have a “development” person for long-term giving? No, but we do have a fund set up (the Schul fund) for planned giving. More people are becoming aware of the fund and donating to it. We are in the process of doing RFP’s for the first grant (\$25,000) to be awarded out of the Schul fund. Many people also donate directly to the Bereavement Fund, which helps to pay funeral expenses for individuals who don’t have funds or family to pay for it. It was suggested it might be time to do another presentation on trusts, etc. for families.

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met August 6 at 5:00 p.m. at Janet Clemmons Center. Vouchers and Expenditure Reports were included in **Attachment #1**. Craig Moon reported all items on the agenda were reviewed and approved.
2. **Personnel Committee:** met August 6 at 5:15 p.m. at Janet Clemmons Center. Personnel actions and current staff vacancies were included in **Attachment #2**. Kim Katterheinrich reported there were no items for board action on the agenda; there were a number of items for review.
3. **Program Committee:** met August 6 at 5:30 p.m. at Janet Clemmons Center. Utawna Leap reported there were no items for board action on the agenda; there were a number of policies for review.
4. **Nominating, By-Laws and Ethics Committee:** did not meet – committee members will review By-laws.

## VIII. EXECUTIVE SESSION

Kathy McMahon-Klosterman made a motion to go into Executive Session to discuss the Superintendent’s evaluation and contract. Utawna Leap seconded the motion. The motion was approved unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Craig Moon	Yes
Imogene O’Lenick	Yes
Tony Yocco	Yes

Kim Katterheinrich made a motion to conclude Executive Session and return to regular session. Craig Moon seconded the motion. The motion was approved unanimously.

## IX. OLD BUSINESS

Kathy McMahon-Klosterman made a motion to approve the following two items:

1. Ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #1**, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 6/1/09 through 7/31/09 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.  
The motion was approved unanimously.

## X. NEW BUSINESS

1. Kathy McMahon-Klosterman 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.

Kim Katterheinrich seconded the motion.

The motion was approved unanimously.

2. Tony Yocco made a motion to approve letter of support (**Attachment #5**) for ECI's purchase of a home to replace Seven Mile home and transfer the licenses and to indicate our intent to set room and board rate comparable to Ross and Schul homes (\$31.51/day per person), pending final approval of home purchase as reviewed and endorsed by the Finance Committee.

Utawna Leap seconded the motion.

The motion was approved unanimously.

3. Craig Moon made a motion to approve amendment to agreement (**#1208-15A**) with Butler Behavioral Health Services: Workplace Associates, effective 1/1/09 through 12/31/09, to include rates for mentor (\$15.00 per hour) and consumer training wages (\$10.50 per hour), which was inadvertently omitted from the initial agreement, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion was approved unanimously.

4. Kathy McMahon-Klosterman made a motion to reconsider item #1 under New Business.

Craig Moon seconded the motion.

Discussion: Board wants to make clear that they are approving the Superintendent's evaluation as well as the addendum to her contract.

The motion was approved unanimously.

5. Tony Yocco made a motion to amend language of item #1 under New Business to approve Superintendent Christina Hurr's evaluation (**Attachment #4**), as presented by the Evaluation of the Superintendent Committee, *and to approve the addendum to her contract, dated 8/6/09 (effective 7/1/09), also part of Attachment #4.*

Utawna Leap seconded the motion.

The motion was approved unanimously.

6. Utawna Leap made a motion to approve item #1 as amended in #5.

Tony Yocco seconded the motion.

The motion was approved unanimously.

## XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report – reported by Chris Hurr

- Want to make the Board aware that we will no longer do eligibility based solely on ADHD as a diagnosis. ADHD is technically a mental health diagnosis. We may have a challenge to this at some point.
- The "Governance" section of the CARF standards was given to Board members to review. We will include this as part of our CARF review. Board members should be familiar with the Board By-laws in preparation for the review. **(NOTE: We have since decided this section does not apply to us.)**
- We are developing a Facilities Committee and would like Board members to participate. Will be reviewing physical facilities, usage, accessibility, etc. It will be a time-limited committee.
- There is a Budget Symposium on 8/27, presented by OACBMRDD in Columbus. Board members are invited and encouraged to attend.
- OACBMRDD is also looking for nominated for their Board of Trustees – information was distributed for anyone interested.
- The OACBMRDD Annual Convention is also coming up – December 2 and 3 – it is good experience for any Board members interested in attending.
- The Friends of Citizens PAC is holding its annual fundraiser motorcycle ride on August 22 – please try to attend (details below in upcoming events).

- A. Budget Update – Rick Black

Rick distributed handouts: a State Budget Update and cashflow projections (included with these minutes.) He explained that he believes we have a long term plan we can live with and allow us to wait to go on the ballot until 2014. He discussed putting on a replacement in 2014. We have 3 mills continuing; if a replacement did not pass, we would stay at current levels, if it did pass, we would get some new funds.

2. Director and Supervisor Reports – this month updates on goals and measures will be given during the Program Report but the Board can present additional questions if needed.

- A. Update on Adult Services by Tanya Coffey – a handout was distributed (included with these minutes), explaining changes being proposed for Adult Services to close the gap between revenues and expenditures.
- B. Update to Discussion on 15 Passenger Vans – Report from Ted McGuire – included with Board packets.

C. EPRO Report – no report at this time.

3. Upcoming Events

- A. Special Olympics Unified Golf Tournament – Monday, August 3 at Pleasant Hills Golf Course, Monroe
- B. Optimist Fishing Derby – Saturday, August 8 from 12 to 3 at Optimist Club, Fairfield
- C. Jimmy Buffet Dance – Thursday, August 20 from 6:30 to 8:30 at Liberty Center
- D. Friends of Citizens Benefit Motorcycle Ride – Saturday, August 22 – ride begins at noon at Tri-County Harley Davidson, party from 1:00 to 4:00
- E. Arc Annual Picnic – Sunday, September 13 at Camp Campbell Gard
- F. GE Dance – Wednesday, September 16 at Tori's Station
- G. Fishing for Friends – Sunday, September 20 from 11 to 4 at Lake Lyndsey
- H. Even the Score Golf Outing – Monday, September 28, 2009 at Weatherwax Golf Course in Middletown

4. Scheduled dates for September Committee Meetings:

- A. Finance Committee meeting: Thursday, September 10 at 5:00 p.m. at Central Administration Building
- B. Personnel Committee meeting: Thursday, September 10 at 5:15 p.m. at Central Administration Building
- C. Program Committee meeting: Thursday, September 10 at 5:30 p.m. at Central Administration Building

5. Date for next regular meeting Thursday, September 10 at 6:30 p.m. at Central Administration Building

**XII. EXECUTIVE SESSION**

Executive Session was not needed at this time.

**XIII. ADJOURNMENT**

There being no further business before the Board, Tony Yocco made a motion to adjourn and Kim Katterheinrich seconded the motion. The motion was approved unanimously.

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Imogene O'Lenick, Board President  
Secretary

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Kathy McMahon-Klosterman, Recording