

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

**LIBERTY CENTER**  
 5645 Liberty-Fairfield Road  
 Hamilton, Ohio

**March 11, 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 McMahan Klosterman	Present
Richard Meier	Present
Imogene O’Lenick	Present
Connie Sullivan	Present
Tony Yocco	Absent (excused)

The group participated in reciting the Pledge of Allegiance led by Jack Pealer.

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 Ruby Isaacs, mother of Gary Isaacs, a participant in the adult program; Mary Ellen Pendergast, a former participant in the adult program; Elizabeth “Betty” Mergy, grandmother of Teresa Baumgartner, Support Coordinator; and Leigh Michaels, a young woman who attended Visionaries and Voices; who passed away, and to remember consumers, families and staff who have experienced serious illness since the last Board meeting.

### III. ADOPTION OF AGENDA

Richard Meier made a motion to approve the Order of Business.

Connie Sullivan seconded the motion.

The motion passed unanimously.

### IV. APPROVAL OF MINUTES

Connie Sullivan made a motion to approve the minutes of the February 11, 2010 Board meeting.

Kathy McMahon Klosterman seconded the motion.

The motion passed unanimously.

### V. SPECIAL RECOGNITION

1. Recognition of Dennis Beery, retiring with 22 years of service to the Board.
2. Recognition of Jack Pealer, retiring with 17 years of service to the Board.

Both Dennis and Jack were recognized and thanked for their many dedicated years of service to the Board. They have both been great assets to the agency and the people we serve. Jack attended the meeting and shared his thoughts about how the agency has changed over the years he has been here and how it will continue to evolve.

### VI. AUDIENCE TO VISITORS

None requested.

### VII. PROGRAM REPORT

1. Sensory Studio at Liberty Center (see outline of program). Board members were given a tour and programming was explained and demonstrated.

### VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 11 at 5:00 p.m. at Liberty Center. Vouchers and Expenditure Reports were included in **Attachment #1**. Richard Meier reported all items were reviewed and committee recommends approval.
2. **Personnel Committee:** met Thursday, March 11 at 5:15 p.m. at Liberty Center. Personnel actions and current staff vacancies included in **Attachment #2**. Kim Katterheinrich reported all items were reviewed and committee recommends approval.
3. **Program Committee:** met Thursday, March 11 at 5:30 p.m. at Liberty Center. Utawna Leap reported all items were reviewed and committee recommends

approval.

## IX. OLD BUSINESS

1. Richard Meier 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.

## X. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve the following change to the Table of Organization, effective 3/12/10, as reviewed and endorsed by the Personnel and Program Committees:

- A. Upgrade one (1) Program Secretary position to Administrative Specialist within Early Childhood Programs on the MR-7 salary schedule (**Attachment #3**);

NOTE: This personnel change coupled with previous internal personnel moves will result in a net decrease in overall personnel budget for EI.

Kathy McMahon Klosterman seconded the motion.

The motion passed unanimously.

2. Connie Sullivan made a motion to approve the following changes to Program Policies, effective 3/11/10, as reviewed and endorsed by the Program Committee:

- A. **Rescind #12-4, Waiver Administrative Claiming Program**, as Waiver Administrative claiming is no longer a viable billing option and was replaced by Medicaid Administrative Claiming which does not require a formal policy;
- B. **Rescind #16, Receivers of Residential Facilities**, as this policy refers to rule 5123:2-19-01, which does not require this agency to have a formal policy;
- C. **Rescind #12, County Board Reimbursement of Services**, as policy refers to requirements in OAC (JFS rules) about TCM and Title XX. DODD rule does not require policy for reimbursement of services and we do have additional policies related to TCM and Title XX that will remain in effect (#12-1 and #12-2).

Richard Meier seconded the motion.

The motion passed unanimously.

3. Kathy McMahon Klosterman made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
  - A. Amendment to **master** agreement (**#1109-15A**) with Viaquest Behavioral Health, effective 1/1/10 through 6/30/10, for emergency response home services, at a rate of \$4.80 per unit, to extend agreement until 12/31/10 (which would bring the estimated total of the agreement to \$43,271.00);
  - B. Renewal agreement (**#0310-03**) with Arc Hamilton County, effective 4/1/10 through 3/31/11, for Family Support Services funds, total amount for this agreement is \$360,000.00, which is the same amount as the previous agreement;
  - C. Renewal agreement (**#0310-01**) with YMCA Camp Campbell Gard, effective 4/1/10 through 12/31/10, for day camp for 35 individuals, at a cost of \$24,316.75, which is the same amount as the previous agreement;
  - D. Renewal agreement (**#0310-02**) with YMCA Camp Campbell Gard, effective 4/1/10 through 12/31/10, for resident camp for 50 individuals, at a cost of \$24,316.75, which is the same amount as the previous agreement;

Kim Katterheinrich 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

## XI. SUPERINTENDENT'S REPORT

Board member Richard Meier reported on his recent visits to the adult centers. He was impressed with the programming in the centers and with the staff members' passion for their work and the people they serve.

1. Superintendent's Monthly Activity Report – Chris Hurr
  - A. Housing Plan – Karen Whalen works directly with RHC; they have developed a formal housing plan which will help when the housing board is seeking funds. Currently, we are working with Butler County

Community Development to try to access \$1 million to be used with Partnerships for Housing to develop 2 and 4 unit apartment buildings for the priority people we targeted – groups such as transition students and elderly parents with adult children living at home, although the project won't be limited to these groups. There was an article in the paper that suggested these were the only groups to be served – it was misleading.

- B. The Community Recognition Dinner was a great event – it was very encouraging to see all the things people are doing who are nominated.
- C. The Awareness DVD's and posters are available – let us know if you would like to have posters to distribute and/or a video to show to a group.

## 2. Director and Supervisor Reports

- A. EPRO Report – James Frasher reported that the group would have a meeting this month in Columbus to plan for the self-advocate retreat at Wright State. They will be having a fundraiser on 4/28 a Culver's on Princeton Road – proceeds benefit 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.
- F. Partnerships for Housing Report – written report included in packet.
- G. Transportation and Facility Services Report – we continue to transition from large buses to van – we currently have 6 buses, down from 15. The transition has been relatively smooth.
- H. Human Resources Report – written report included in packet.
- I. Training and Staff Development Report – written report included in packet.
- J. Communications Report – written report included in packet.

## 3. Calendar of Upcoming Events

- A. March 31, 2010 – Annual Community Basketball Game at Atrium YMCA in Middletown
- B. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome

- C. 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. Date for next regular meeting: Thursday, April 8, 2010 at 6:30 p.m. at Central Administration
5. Scheduled dates for April Committee Meetings:
- A. Finance Committee meeting: Thursday, April 8 at 5:00 p.m. at Central Administration.
  - B. Personnel Committee meeting: Thursday, April 8 at 5:15 p.m. at Central Administration.
  - C. Program Committee meeting: Thursday, April 8 at 5:30 p.m. at Central Administration.

**XII. EXECUTIVE SESSION**

Not needed this month.

**XIII. ADJOURNMENT**

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

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Imogene O'Lenick, Board President      Kathy McMahon Klosterman, Recording Secretary