

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

December 13, 2018
6:00 p.m.

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Dale French, Board Vice President

II. ROLL CALL

Roll call was conducted:

Tony Yocco	Absent
Dale French	Present
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Absent

The group participated in the Pledge of Allegiance led by Rick Meier.

Dale French 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 George Eberhard, Grandfather of Investigative Agent Rebekah Lyons; D. Craig, an individual served by the Board; J. Hunley, an individual served by the Board; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Laddie Henninger made a motion to approve the Order of Business as distributed at the meeting. Rick Meier seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD RECOGNITION

Recognition of Board Retiree, Debi Robertson for 29 years of service.
SSA Director Tanya Coffey spoke regarding Debi's time with the Board:

- Tanya has worked with Debi 27 of her 29 years.
- Debi has held numerous roles with the Board, including: Instructor, Case Manager, and Support Coordinator.
- Debi has worked for five Superintendents
- Debi is retiring from the Board, but is taking another path that will keep her in touch.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, December 13 at 5:00 p.m. at Janet Clemmons Center. Rick Meier reported that all items on the agenda were reviewed and recommended for approval.

- Review of November Invoice Report ([Attachment](#)).
- Review of October Revenue and Expenditure Reports ([Attachment](#)).
- Review of November Revenue and Expenditure Reports ([Attachment](#)).

2. **Personnel Committee:** met Thursday, December 13 at 5:15 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval.

- Review of November Personnel actions and current staff vacancies ([Attachment](#)).

3. **Program Committee:** met Thursday, December 13 at 5:30 p.m. at Janet Clemmons Center. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.

VII. CONSENT AGENDA – MOTION

Laddie Henninger made a motion to approve the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

1. Board

A. Minutes of November 8, 2018 meeting ([Attachment](#)).

B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. ([Attachment](#)).

C. Personnel Policy Revisions ([Attachment](#)).

- **Policy #2.23, Tuition Reimbursement:**

- 1. Reformatting to provide consistency among all policies (i.e. moved statement regarding the Superintendent being authorized to make revisions to the procedures to the bottom of the page).
- 2. Added reference to the Procedures associated with the policy.

- **Policy #2.24, Attendance at and Reimbursement of Cost of Seminars/Workshops, etc.**

- 1. Added language to establish a 60 day timeline for employees to submit for reimbursement.
- 2. Provided reference to Policy #2.25, Travel Criteria Reimbursement

3. Deleted Statement regarding payroll deductions due to it not following our current practices
- **Policy #2.25, Travel Criteria and Reimbursements**
 1. Updated name to Travel Criteria and Employee Expense Reimbursements.
 2. Reformatted sections to provide better clarification for each type of reimbursement.
 3. Added language to allow for the reimbursement of safety shoes for Maintenance and Mechanic staff. This is to allow for provisions previously outlined in the Paraprofessional Collective Bargaining Agreement.
 - **Policy #2.34, Court Leave/Jury Duty**
 1. Language added to allow provisions for employees to receive reimbursements for their travel and parking expenses but still submit payment for their court leave in order to receive their full pay.
 2. Update to gender neutral language.
 - **Policy #2.36, Holiday Pay**
 1. Added language prohibiting employees to work without supervisor approval or on-call assignment to work on designated holidays.
 2. Language added to allow for personnel actions on or during holidays to be permitted in cases of employment contract non-renewals.
 - **Policy #2.86, Leave Donation**
 1. Updated language to clarify paid benefit leave.
 - **Policy #2.87, Reporting Medicaid Fraud**
 1. Language updated to current practices with the utilization of the COG.
 2. Additional language updated to use current job titles/positions.
 3. Language removed regarding billing for adult day array.
 - **Policy #2.89, Social Media**
 1. Update policy name from Social Networking to Social Media.
 2. Added all applicable policy references.
 - **Policy #2.95, Reimbursement for Professional Licensing**
 1. Updated to remove programmatic and replaced with business since the Board is no longer operating programs.
 - **Policy #2.96, Crisis Communication Plan**
 1. Updated to provide better clarification to the procedures that would be followed during a crisis as well as to remove references no longer applicable.
 - **Policy #2.97, Mentorship**
 1. Updated to provide gender neutral language
 2. Additional language provided to clarify the mentor stipend payments
 3. Language added to allow for mentoring to occur for staff who are promoted, re-assigned or training required to provide back-up coverage for to identified essential duties related to specific Board positions.
 4. References added for the procedures associated with this policy as well as for all attachments/supporting documents.
 - **Policy #2.99, On-Call**
 1. Updated to provide better clarification for current on-call practices.
 2. Reference added for the rule requiring the support of on-call staff.
 - **Policy #3.1, Succession Planning**
 1. Updated to correct grammatical errors as well as to not limit succession planning to just management positions.

- **Policy #3.2, Retire/Rehire**
 1. Removed Administrative and replaced with Leadership.
- **Policy #3.3, Interns and Practicum Students**
 1. Updated language to remove the use of program and replaced with more appropriate terminology due to the Board no longer operating programs.
- **Supplemental Salary Schedule**
 1. To be rescinded due to being no longer applicable. All supplemental pay is addressed in the appropriate personnel policy.

D. Program Policy Revisions ([Attachment](#)).

- **Policy #6-21**, Family Supports – updated language regarding funding.

2. **Operations**

Contracts > \$25,000

- A. Amendment to Master Contract (**#0518-07**) with Ohio Department of DD – Tiffin Developmental Center; effective 5/17/18 through 6/30/19; cost of \$151,414.84; for residential treatment services at a rate of \$225.88 per day per individual.

NOTE: Cost will be shared by ODJFS/Children's Services and the Butler County Mental Health Board (MHARS). BCBDD will be fiscal agent and bill back \$100,943.23 to the other two entities. BCBDD cost is \$50,471.61. This is an increase for the BCBDD portion of \$36,918.81 due to an extension and two additional admissions.

- B. Master Contract (**#1218-01**) with Graceworks Enhanced Living; effective 1/1/19 through 12/31/19; cost of \$60,000.00; for room and board for a licensed home.
- C. Master Contract (**#1218-02**) with Primary Solutions, Inc.; effective 1/1/19 through 12/31/19; cost of \$51,956.00; for access to and support for the County Board client database, Gatekeeper. This is an increase of \$1,760.00 due to an increased cost of consumer licenses.
- D. Master Contract (**#1218-03**) with Southwestern Ohio Council of Governments (SWOCOG); effective 1/1/19 through 12/31/19; total cost not to exceed \$11,197,331.00 to include the following:
- COG Administration Services/Membership Fees: \$110,331.00
 - Combined Public Relations Services: \$5,000.00
 - Freelance/Independent Contractors for PR Services: \$10,000.00
 - Provider Compliance: \$45,000.00
 - Family Support Services: \$300,000.00
 - Eligibility and Referral: \$52,000.00
 - Home Modification: \$80,000.00
 - Professional Evaluations/Consultations for Home Mod Program: \$50,000.00
 - MUI: \$22,000.00
 - Provider Support: \$2,000.00
 - Training: \$9,000.00
 - Developmental Specialist (as needed): \$12,000.00
 - Waiver Match: \$10,500,000.00

NOTE: This is a decrease of \$274,650.00 from the previous contract, due to the waiver match.

- E. Master Contract (**#1218-07**) with Partnerships for Housing; effective 1/1/19 through 12/31/19; total cost not to exceed \$32,263.20; for private market rent subsidy program amounts and for the \$25.00 per individual administration fee.

VIII. NEW BUSINESS

1. Laddie Henninger made a motion to approve additional Individual Budget of \$20,684.45 for T.S. to attend day program full time and access non-medical transportation through 6/26/19, as reviewed and endorsed by the Finance and Program Committees. Rick Meier seconded the motion. The motion passed unanimously.

NOTE: Board approval is needed for any budget above 42%. This will be the final year due to the new Individual Budget policy. This was approved last year at the amount of \$21,200.11.

2. Laddie Henninger made a motion to transfer \$93,940.00 to the Board's health insurance account to meet Jefferson Health Plan's reserve requirements, as reviewed and endorsed by the Finance and Personnel Committees. Jackie Phillips seconded the motion. The motion passed unanimously.

NOTE: Using anticipated funds received from the Real Estate Surplus declared by the Butler County Auditor.

3. Laddie Henninger made a motion to transfer budget of \$65,000.00 from the salary account to the retirement account to cover 2017 obligations paid in 2018, as reviewed and endorsed by the Finance and Personnel Committees. Rick Meier seconded the motion. The motion passed unanimously.

4. Discussion on officers and committee assignments for 2019 – Lisa

- 2018 Committee assignments were distributed for review.
- Board members are to review and respond to Dale French with any changes or suggestions before the next Board meeting.

5. Discussion on YMCA Camp Campbell Gard grant - Sherry ([Attachment](#))

Laddie Henninger made a motion for Contract (**#1218-12**) with YMCA Camp Campbell Gard; effective 12/13/18 through 12/31/20; a grant not to exceed \$50,000.00 from the Schul Fund to assist with the cost of the high ropes course that will be located at Camp Campbell Gard; as reviewed and endorsed by the Finance Committee. Jackie Phillips seconded the motion. The motion passed unanimously.

NOTE: High ropes course will have accessibility features for people with disabilities. In exchange for the grant, the Board can coordinate use of the course for people served and employees four full days per year over a five year period.

6. Discussion on Website Revision – Sherry

Rick Meier made a motion for Master Contract (**#1218-13**) with Ruby Haus; effective 12/14/18 through 12/31/19; for website revision; cost not to exceed \$43,900.00, as

reviewed and endorsed by the Finance Committee. Laddie Henninger seconded the motion. The motion passed unanimously.

7. Rick Meier made a motion to pay Ralph Hernandez' personnel and benefit costs and Board related travel and training on behalf of the Butler County Sheriff's office effective January 1, 2019 through December 31, 2019, as reviewed and endorsed by the Finance and Personnel Committees. Laddie Henninger seconded the motion. The motion passed unanimously.

NOTE: This position will be paid directly from the Boards operating fund and will continue to generate revenue as a MAC biller.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.0 – Global Governance – Management Connection ([Attachment](#)) – No revisions recommended.
2. Board Governing Policy #4.1 – Unity of Control ([Attachment](#)) – No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Planning/Budgeting ([Attachment](#)) – report included in the Board packet.
2. OACB Convention
 - Jacqueline Rioja Velarde served as Delegate
 - Revision to the Resolution passed with 95%.
3. Board Education Topics – 2019
Lisa supplied a list of possible Board Education Topics:
 - Project Life & Interns
 - Remote Technology
 - IT Updates
 - Waiting List updates
 - Inside Out Art Studio / Easter Seals TriState
4. New Operational Worries – None reported.

XI. ANNOUNCEMENTS

XII. ITEMS FOR NEXT AGENDA

1. Dale French and Laddie Henninger will be sworn in for their next terms at the January 2019 meeting.

XIII. EXECUTIVE SESSION

Jackie Phillips made a motion to go into Executive Session to consider:

1. The compensation of a public employee.
2. The investigation of charges against a public employee.

Laddie Henninger seconded the motion. The motion passed unanimously with a roll call vote as follows:

Tony Yocco	Absent
Dale French	Yes
Richard Meier	Yes
Laddie Henninger	Yes

Jackie Phillips	Yes
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Absent

The Board exited Executive Session at 7:00 p.m. and conducted the following business:

Laddie Henninger made a motion to approve Superintendent Lisa Guliano's evaluation, dated December 13, 2018, along with any subsequent addendum to her contract, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board. Rick Meier seconded the motion. The motion passed unanimously.

NOTE: All referenced documents will be maintained in the Superintendent's personnel file.

XIV. ADJOURNMENT

There being no further business before the board, Rick Meier made a motion to adjourn and Jackie Phillips seconded the motion. The motion passed unanimously.


Tony Yocco, Board President


Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, January 10, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, January 10 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, January 10 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, January 10 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2018

**Board members are required to participate in at least 4 hours of training annually. The Department of DD will provide webinars covering 2 hours of training. The Board and Superintendent shall jointly develop the annual training calendar which should also include perspectives from outside the county.*

January Board Meeting

✓ Law Enforcement Investigative Agent Update – Karen Bessette & Ralph Hernandez

February Board Meeting	✓ Levy Scenarios, Early Retirement Incentive Plan (ERIP), Year End Financials, 2017 Statistics – Hailey Quinn
March Board Meeting	✓ Medicaid Waiver Presentation – Sarah Keller, Andrew Riley
April Board Meeting	✓ Waiting list “Fix the List” – Tanya Coffey
May Board Meeting	✓ Remote Support Technology – SSA Team Supervisor Kara Frederick and Jeremy A.
June Board Meeting	✓ UTS – Geoff Kuzio
August Board Meeting	✓ Butler County Special Olympics Athlete Leadership
September Board Meeting	✓ Direct Support Professionals (DSP) Presentation – Lee Ann Emmons
October Board Meeting	✓ Partnerships for Housing – Gina Gehm
November Board Meeting	✓ 2019 Budget, Statewide Data/Waiver Cost Projections - Hailey
December Board Meeting	