

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

**Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH**

**March 8, 2018
6:30 p.m.**

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Tony Yocco, Board President.

II. ROLL CALL

Roll call was conducted:

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

The group participated in the Pledge of Allegiance led by Jackie Phillips.

Tony Yocco 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 Joseph Hamblin, brother of Site Services Supervisor Jeff Hamblin; V. Schweikert, an individual served by the Board; B. Myers, 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

Dale French made a motion to approve the Order of Business as distributed at the meeting. Connie Sullivan seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

Medicaid Waiver Presentation - Sarah Keller and Andrew Riley

The presentation included a Power Point and a copy is included with the original minutes of the meeting. Point covered include:

- Waivers allow individuals with disabilities to receive care in their homes and communities rather than in long-term care facilities, hospitals, or intermediate care facilities. Waivers are intended to help people engage in the community by providing support in that setting.
- To qualify for a waiver, individuals must meet the level of care eligibility requirements for Medicaid.
- There are three types of waivers:
 - Level One – 394 currently for Butler County
 - Individual Options (IO) – 501 currently for Butler County
 - SELF (child & adult) – 72 currently for Butler County
- Level One waivers allow for minimal paid supports.
- IO waivers have a higher funding range developed to meet a persons individualized needs.
- SELF (Self Empowered Life Funding) lets individuals direct where and how they receive services.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 8 at 5:00 p.m. at Janet Clemmons Center. Richard Meier reported that all items on the agenda were reviewed and recommended for approval.

- Review of February Invoice Report (**Attachment**).
- Review of January Revenue and Expenditure Reports (**Attachment**).

2. **Personnel Committee:** met Thursday, March 8 at 5:30 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.

- Review of February Personnel actions and current staff vacancies (**Attachment**).

3. **Program Committee:** met Thursday, March 8 at 5:30 p.m. at Janet Clemmons Center. Jacqueline Rioja Velarde reported that all items on the agenda were reviewed and recommended for approval.

VII. CONSENT AGENDA – MOTION

Richard Meier made a motion to approve the Consent Agenda. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of February 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 #2.16, Promotions & Transfers**, language added to outline salary adjustments for employees being promoted and demoted; reformatting and clarification also made to policy language for ease of interpretation.
- **Policy #2.18, Ranges of Starting Salary**, revised to remove language regarding staff being promoted; revised to update wording to remove references to direct care positions; and changes made to hire date for employees being eligible for a merit increase.
- **Policy #2.51, Worker's Compensation**, removal of occurrence language. The procedures associated with this policy were also revised to provide better clarification; a time line was added for submitting initial reports; and removal of occurrence language.
- **Policy #2.52, Safety & Health**, Statement added regarding the Superintendent being authorized to revise the procedures associated with this policy.
- **Policy #2.53, Employee Ethics**, revised to update wording only.
- **Policy #2.55, Staff/Individual Relationships**, revised to update wording.
- **Policy #2.57, Political Activity**, revised to update wording and reformatting for better clarification.
- **Policy #2.58, Dress Code**, revised to update wording with the removal of references to programs.
- **Policy #2.59, Volunteers**, the policy was revised to change from 8.0 to 7.5 hours for employee volunteer time.

2. **Operations**

Contracts > \$25,000

- A. Contract (**#0318-03**) with Butler County Family and Children First Council (FCFC); cost of \$75,000.00 for Wraparound Service Facilitation.

VIII. OLD BUSINESS

1. Update on Financial Plan and Levy Projections.
 - Hailey Quinn updated the board on additional meetings with the County Finance Director. All information on our current financial position has been shared with the County Commissioners. Due to our strong financial position after 2017, we will not be requesting additional levy funding in 2018. Hailey shared an updated ten-year cash flow document with the board. At this time, we will not project when we will request to be on the ballot. We will monitor and report to the Commissioners at our budget hearing this fall and meet with the County Administrator in early 2019 to assess our financial position.
2. Individual Budget/Local Funds Policy Changes.
 - Lisa informed the Board that we will begin discussions on revisions to our Individual Budget/Local Funds policy at the April board meeting.
3. 2017 Expenditure Graph – included in Board packet.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.0 – Global Governance Commitment (**Attachment**).
 - No revisions recommended.
2. Board Governing Policy #3.1 – Governing Style (**Attachment**).
 - No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Asset Protection (**Attachment**) – report included in the Board packet.
2. New Operational Worries
 - None noted

XI. ANNOUNCEMENTS

1. Community Recognition Dinner: Thursday, April 19th
5:00–6:00 p.m. Historical Reception (50th
Anniversary)
6:30 p.m. Dinner
Receptions Event Center
5975 Boymel Dr., Fairfield

2. All Staff In-Service: Friday, April 27th
8:00 a.m. – 3:30 p.m.
Fitton Center - 101 S. Monument Ave., Hamilton
Speaker: Kendall Wright
Topic: "Be the Difference"

Connie Sullivan had a few more announcements and supplied dates of other upcoming events of interest:

- April 7th
Joe Nuxhall Miracle League Parade for Opening Day
Starts at Sacred Heart Church on Nilles Rd. and travels to the Miracle League Fields

- April 14th & 15th (Girls Tournament) and April 21st & 22nd (Boys Tournament)
Special Olympics Fundraiser
Mid America Soccer Classic
Joyce Park

- April 20th 6:00 – 9:00 p.m.
Arc Annual Dinner
Redeemer Church – 3431 Hamilton Middletown Rd., Hamilton

XII. ITEMS FOR NEXT AGENDA

None noted.

XIII. ADJOURNMENT

There being no further business before the Board, Richard Meier made a motion to adjourn and Dale French 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, April 12, 2018 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for April Committee Meetings:

Finance Committee meeting: Thursday, April 12 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, April 12 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, April 12 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 and Andrew Riley
April Board Meeting	Waiting list “Fix the List”
May Board Meeting	Supportive Technology
June Board Meeting	UTS – Geoff Kuzio
August Board Meeting	Butler County Special Olympics Athlete Leadership
September Board Meeting	Statewide Data/Waiver Cost Projections
October Board Meeting	

November Board
Meeting

December Board
Meeting