

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**May 17, 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	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Dale French.

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 L. Cress, an individual served by the Board; Dylan Baird, Nephew of Accounting Specialist Pam Bowling; Helen Massengale, Grandmother of EI Team Supervisor Jenny Vogelgesang; D. Lee, 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 request to add an item under New Business to discuss changing the start time of future Board meetings.

Dale French made a motion to approve the Order of Business as distributed at the meeting with the above change added. Jackie Phillips seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

Remote Support Technology – SSA Team Supervisor Kara Frederick, Support Coordinator Julie Hess, and Jeremy A.

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

- Jeremy before remote monitoring:
 - Had 24/7 staffing
 - Multiple MUI/UI's for medication errors
 - Inconsistent staff
 - Language barrier
- Jeremy with remote monitoring:
 - HPC staffing reduced to 42 hours weekly (transportation, shopping, medical appointments, etc...)
 - More independence: able to self-medicate with a pill box, come and go as he wishes, able to visit with family and friends without intrusive staff.
 - Less MUI/UI's
 - Lower Costs: HPC hourly rate of \$20.06 per hour
 Remote monitoring is \$6.47 per hour
 Total cost reduction of \$98,303.00

Four individuals who added remote monitoring were evaluated and were able to reduce Homemaker Personal Care (HPC) hours for a total cost savings of \$344,127.59.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, May 17 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 April Invoice Report (**Attachment**).
 - Review of March Revenue and Expenditure Reports (**Attachment**).
 - Review of April Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, May 17 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 April Personnel actions and current staff vacancies (**Attachment**).
3. **Program Committee:** met Thursday, May 17 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

Connie Sullivan made a motion to approve the Consent Agenda. Jacque Rioja Velarde seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of April 12, 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 Revision (**Attachment**)
 - **Policy #2.21, Overtime and Hours of Work** - this policy has recommended revisions to establish the Standard Work Week, Exceptions to the Standard Work Week, and Post & Pre Shift Work as well as other revisions to better clarify the use of benefit leave and required notification from an employee when working through their lunch break. There is also a recommendation to change the flexibility from within a pay period (10-day period) to flexibility only within a workweek (i.e. 5 days/37.5 hours). In addition, language was added to better clarify compensation for sleeping time and certain other activities as well as references to 29 CFR being added.
- D. Program Policy Revision (**Attachment**)
 - **Policy #6-22, Employment First** – revised to update wording.
 - **Policy #7-1, County Board Accreditation** – revised to update wording and to include correct revised code.

2. Operations

Contracts > \$25,000

- A. Contract (**#0518-07**) with Ohio Department of DD – Tiffin Developmental Center; effective 5/17/18 through 11/12/18; cost of \$37,614.60; for residential treatment services at a rate of \$208.97 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 \$25,076.40 to the other two entities. BCBDD cost is \$12,538.20.

VIII. NEW BUSINESS

1. Laddie Henninger made a motion to change the start time of future Board meetings to 6:00 p.m. and to adjust the time of Personnel Committee to 5:15 p.m. Finance Committee will continue to meet at 5:00 p.m. and Program Committee will continue to meet at 5:30 p.m. Jackie Phillips seconded the motion. The motion passed unanimously.

IX. BOARD POLICY DISCUSSION

1. Follow up on Individual Budget Policy Discussion. (**Attachment**)

- Lisa asked the Board if they feel this is ready to go for a vote in June. The Board is good with this moving forward. Dale French requested the Board also approve the Ethical Prioritization process as part of the procedures for the Individual Budget Policy. Board members agreed with his request.
- 2. Review draft Ohio Waiting List Assessment Tool. **(Attachment)**
 - Lisa will keep the Board updated when the tool becomes final.
- 3. Board Governing Policy #3.3 Board Code of Conduct. **(Attachment)**
 - No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: #2.9 Emergency Superintendent Succession **(Attachment)** – report included in the Board packet.
2. Strategic Plan – 1st Quarter Update **(Attachment)** – report included in the Board packet.
3. New Operational Worries
 - None noted.

XI. ANNOUNCEMENTS

1. Memorial Service: June 1st – 10:30 a.m.
Liberty Fairfield Office
2. Accreditation: June 13th & 14th
Planned Exit – June 14th at 3:30
Any Board members available are welcome to attend the exit.

XII. ITEMS FOR NEXT AGENDA

XIII. EXECUTIVE SESSION

Laddie Henninger made a motion to go into Executive session to:

1. To consider the compensation of a public employee or official.
2. To consider matters required to be kept confidential by federal law or regulations or state statutes.

Rick Meier seconded the motion. The motion passed unanimously with a roll call vote as follows.

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

Board members exited Executive Session at 7:45 p.m.

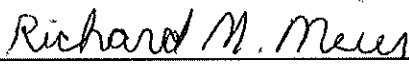
Jackie Phillips made a motion to approve Resolution #2018-05-01 to provide additional vacation leave for certain therapists employed by the Board as of August 19, 2014. Rick Meier seconded the motion. The motion passed unanimously with a roll call vote as follows and the Resolution was adopted:

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

XIV. ADJOURNMENT

There being no further business before the board, Connie Sullivan made a motion to adjourn and Jacque Rioja Velarde 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, June 14, 2018 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for June Committee Meetings:

Finance Committee meeting: Thursday, June 14 at 5:00 p.m. at JCC.
 Personnel Committee meeting: Thursday, June 14 at 5:15 p.m. at JCC.
 Program Committee meeting: Thursday, June 14 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, Support Coordinator Julie Hess, and Jeremy A.
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	