

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

February 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	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.



Live



Work



Learn



Community
Relations



Operations &
Business

The group participated in a moment of silent reflection in memory of L. Thieken, an individual served by the Board; C. Joseph, 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. Richard Meier seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

Levy Scenarios, Early Retirement Incentive Plan (ERIP), Year End Financials, 2017 Statistics – Hailey Quinn

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

Early Retirement Incentive Plan (ERIP):

- Twenty-three (23) employees participated in the ERIP.
- Twelve (12) of those employees were not replaced.
- Two (2) employees will be retiring at the end of February and that will complete the ERIP.

Year End Financials:

- We ended 2017 better than anticipated due to unanticipated increases in revenue (Medicaid settlements, increase in Targeted Case Management (TCM) and other line items).

2017 Statistics:

- Individuals receiving services in 2017 – 3,560 (27% increase in enrollment from 2012-2017)
- 2017 Enrollment by age:
 - 1,200 – Infants & Young Children (birth to 5 years old)
 - 1,039 – School-Age Children (6-21 years old)
 - 1,321 – Adults (age 22 and older)
- 2017 Expenditures:
 - 51% - Services to Individuals & Families
 - 42% - Support Staff
 - 7% - Other Expenses
- Revenue Sources:
 - 77% - Local Funding
 - 5% - State Funding
 - 17% - Federal Funding
 - 16% decline in revenue from 2007.
- Waiver Enrollment:
 - 34% increase in waiver enrollment from 2012-2017
- Waiver Cost:
 - 56% increase in waiver match cost from 2012-2017

Levy Scenarios:

- A Levy Scenario meeting was held on January 31st with Lisa Guliano; Hailey Quinn; Dwight Finch; Charles Young, County Administrator; Tawana Keels, Finance Director.

- Most likely Levy scenarios include:
3 Mill Replacement – this would be an increase of \$29.14 per year based on a \$100,000 valued home, with the possibility to remain off the ballot until 2023.
.5 Mill New – this would be an increase of \$17.86 per year based on a \$100,000 valued home, with the possibility to remain off the ballot until 2023-2024.
(All information provided by the Auditor's office)

With the replacement levy, homeowners/taxpayers will lose the state's roll back exemption which currently provides 10% savings on property taxes.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, February 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 January Invoice Report (**Attachment**).

2. **Ethics Council:** met Thursday, February 8 at 5:30 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval.

- Review direct service contracts, agency employees, and family members also employed by providers under contract with the Board (**Attachment**).

3. **Personnel Committee:** met Thursday, February 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 January Personnel actions and current staff vacancies (**Attachment**).

VII. CONSENT AGENDA – MOTION

Jacquelyn Phillips made a motion to approve the Consent Agenda. Richard Meier seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of January 11, 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. Direct service contracts, agency employees, and family members also employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).
- D. Personnel Policy Revisions (**Attachment**).
 - **Policy #2.29, Sick Leave/Attendance**, language added to include the use of 1 sick day for funeral leave for extended family; additional language added to allow the use of sick leave for purposes of bonding with a child as outlined in the FMLA guidelines for newly born, adopted or fostered children.

2. Operations

Contracts > \$25,000

- A. Amendment to Master contract (**#0617-07**) with Butler County Educational Service Center; effective 7/1/17 through 6/30/18; cost of \$208,007.00 (increase of \$7,865.00) to cover expanded services and network administration.
- B. Master contract (**#1017-17**) with Buckner Employment Services and Training; effective 1/1/18 through 12/31/18; cost of \$79,000.00 (increase of \$54,000.00) to cover an increase in service provision.

VIII. OLD BUSINESS

Laddie Henninger made a motion to approve the items under Old Business. Connie Sullivan seconded the motion. The motion passed unanimously.

1. Discussion on January Monitoring Report – Financial Conditions and Activities

Lisa reported that the January Monitoring Report stated that we were in compliance in section #2.5.6 - Make a single unplanned purchase or commitment of greater than \$25,000 without notification to Board Finance Committee or enter into an expense contract of greater than \$25,000 or more without Board consent. Splitting orders to avoid this limit is not acceptable.

It was found that a contract was increased without notification to the Board Finance Committee due to an error by the Contract Monitor. This contract information is:

Amendment to contract (**#1216-05**) with Buckner Employment Services and Training; effective 1/1/17 through 12/31/17; cost of \$79,000.00 (increase of \$54,000.00) to cover an increase in service provision.

IX. BOARD POLICY DISCUSSION

- 1. Board Governing Policy #4.4 – Monitoring Superintendent Performance (**Attachment**)
 - Dale French asked if the Board is in compliance with section 4.4.7 (b) by direct Board inspection, in which a designated member or committees of the Board assess compliance with the appropriate policy criteria. Lisa proposed that Board Committees provide “direct inspection” to monitor Executive Limitations. Tony Yocco requested a reference to this policy be added to the Superintendent Evaluation Form.
 - If this policy can be included in the Superintendent evaluation process.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

- 1. Monitoring Report: Focus of Grants or Contracts (**Attachment**) – report included in the Board packet.
- 2. Strategic Plan – 4th Quarter Update (**Attachment**)
- 3. New Operational Worries
 - Technical Assistance from DODD

- o Safe Haven Farms – Under heightened scrutiny by the State due to the type of setting in revised 2014 Waiver rules. State representatives have been on site offering technical assistance to our SSA team and the provider.

XI. ANNOUNCEMENTS

1. Community Recognition Dinner: Thursday, April 19th
5:00–6:00 p.m. Historical Reception
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"

XII. ITEMS FOR NEXT AGENDA

XIII. EXECUTIVE SESSION

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

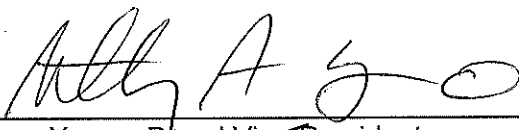
1. Confer with an attorney for the board concerning disputes involving the board that are the subject of pending or imminent court action.
2. Consider matters required to be kept confidential by federal law or regulations or state statutes.

Jacqueline Rioja Velarde 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

XIV. ADJOURNMENT

There being no further business before the Board, Laddie Henninger made a motion to adjourn and Dale French seconded the motion. The motion passed unanimously.



 Tony Yocco, Board ~~Vice~~-President
Ang



 Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, March 8, 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, March 8 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, March 8 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, March 8 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 – Ginger Kavalauskas, Sarah Keller, Andrew Riley, Ron Smith
April Board Meeting	Waiting list “Fix the List”
May Board Meeting	
June Board Meeting	UTS – Geoff Kuzio
August Board Meeting	
September Board Meeting	
October Board Meeting	
November Board Meeting	
December Board Meeting	