

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**June 13, 2019
6:00 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	Absent
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Absent
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Connie Sullivan.

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 T. Freeman, 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. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, June 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 May Invoice Report (**Attachment**).
 - Review of April Revenue and Expenditure Report (**Attachment**).
2. **Personnel Committee:** met Thursday, June 13 at 5:15 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.
 - Review of May Personnel actions and current staff vacancies (**Attachment**).

VI. CONSENT AGENDA – MOTION

Connie Sullivan made a motion to approve the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

1. **Board**
 - A. Minutes of May 9, 2019 meeting (**Attachment**).
 - B. Ratification of current expenditures approved by the Superintendent. (**Attachment**).
 - C. Personnel Policy Revisions (**Attachment**)
 - Policy #2.13, Citizenship-Immigration - Rescind
 - Policy #2.14, Evaluation of Applicants -- Updated to incorporate Policy #2.13 (Citizenship/Immigration/Resident Status) and Policy #2.15 (Disqualification of Applicants). **Procedures** – Updated language to represent current practices; remove language regarding “registration” due to no longer being applicable. Updated language to include legally prescribed marijuana contingencies.
 - Policy #2.15, Disqualification of Applicants – Rescind
 - Policy #2.16, Promotions and Transfers - Rescind
 - Policy #2.18, Employee Compensation – updated to include Policy #2.16 (Promotions & Transfers); and updated title.
 - Policy #2.22, Staff Development – minor updates to language for better clarification and to reflect current practices.
 - Policy #2.23, Tuition Reimbursement - Rescind
 - Policy #2.24, Attendance at and Reimbursement of Cost of Seminars/Workshops, etc. - Rescind

- Policy #2.25, Employee Reimbursements – updated title; added content from Policy #2.23 (Tuition Reimbursement), Policy #2.24 (Attendance at and Reimbursement of Cost of Seminars/Workshops, Etc.), Policy #2.72 (Damage to Personal Property), and Policy #2.95 (Reimbursement for Professional Licensing). Removed language for expanded tuition reimbursement.
 - Policy #2.33, Personal Leave – updated language to provide better clarification and to be in-line with current practices.
 - Policy #2.35, Vacation Leave – language added to outline the use of leave for regular, part time employees.
 - Policy #2.72, Damage to Personal Property – Rescind
 - Policy #2.95, Reimbursement for Licensing, Certification, Registration - Rescind
- D. Abolish one (1) Counselor position (currently vacant) for efficiency of operations; pending review and endorsement by the Finance and Personnel Committees.

NOTE: The budgeted salary for this position will be re-allocated to the Merakey contract (under operations).

2. Operations

Contracts > \$25,000

- A. Contract (**#0619-06**) with Hylant Administrative Services; effective 7/1/19 through 6/30/20; for liability insurance (\$42,216); vehicle insurance (\$11,949); property insurance (\$3,550); cyber, pollution, violence (\$1,966); total cost not to exceed \$59,681.00 for the length of the agreement; pending review and endorsement by the Finance Committee.

NOTE: This is a reduction of \$5,576.00 or 9% based on a decrease of 409 individuals served and a reduction in the number of vehicles by two.

- B. Contract (**#0619-07**) with Butler County Educational Service Center; effective 7/1/19 through 6/30/20; for IT Support Services at a cost not to exceed \$128,140.00; pending review and endorsement by the Finance Committee.

NOTE: This is a reduction of \$93,350.00 which represents a 42% decrease in the cost of services based on a reduction in hours needed of onsite support.

- C. Master Contract (**#0619-08**) with Merakey; effective 9/1/19 through 8/31/21; cost of \$220,000 (\$780.00 per week per individual served); for services through Merakey's Adolescent Diagnosis Treatment Team; pending review and endorsement by the Finance Committee.

NOTE: Provision of community based treatment services for youth age 11-21 diagnosed with an intellectual developmental disability and mental illness. Funds for contract are re-allocated from the abolished Counselor position.

- D. Master Contract (**#0619-11**) with Ohio Department of DD/Southwest Ohio Developmental Center; effective 7/1/19 through 6/30/21; cost of \$150,000.00 for residential treatment services at a rate of \$590.16 per day per individual (previous rate of \$587.33).
- E. Master Contract (**#0619-12**) with Ohio Department of DD/Tiffin Developmental Center; effective 7/1/19 through 6/30/21; cost of \$150,000.00 for residential treatment services.

VII. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.4 – Agenda Planning (**Attachment**) – No revisions recommended.

VIII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report #2.1 Communication and Support to the Board (**Attachment**) – report included in the Board packet.
2. Superintendent Performance Goals 2019 (**Attachment**) – included in the Board packet.
3. State Budget Update (**Attachment**) – Lisa
 - To be completed by June 30, 2019.
 - Currently under review by Senate. Senate accepted first round of budget amendments.
 - Changes in the Senate’s amended bill include:
 - Readjustment to DSP wage increase.
 - Mandated ICF communications.
 - Removed duplicative NMT workgroup requirement.
 - Amended five-year forecast requirements.
 - Five-year forecast considerations and Public hearings for budget commissions.
 - Reinserted language on Innovative Pilot Projects.

OACB will issue a full, updated version of the Budget Analysis after the Senate passes its final version of the bill.
4. Tornado Relief Fund for Individuals with Disabilities in Montgomery County – Sherry Dillon & Patricia Dawson
 - Emergency Relief Fund set up to help 179 individuals with DD who suffered damage to their homes and personal property in Montgomery County.
 - Contributions can be made via credit card through the Dayton Foundations secure website or via U.S. Mail
5. New Operational Worries – None reported.

IX. ANNOUNCEMENTS

1. Jennifer Rice – Started her new role as SSA Director.
2. Danielle Haynes – New HR Supervisor will be starting on July 8th
3. Reminder – No July Board Meeting, next meeting will be on August 1st.

X. ITEMS FOR NEXT AGENDA

XI. EXECUTIVE SESSION

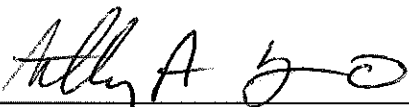
Connie Sullivan made a motion to go into Executive Session to consider the employment of a public employee. Rick Meier seconded the motion. The motion passed unanimously with a roll call vote as follows:

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

Laddie Henninger made a motion to re-hire Lana Hamblin, who retired from the Board in 2015, to fill a vacant part-time custodial position. Rick Meier seconded the motion. The motion passed unanimously.

XII. 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 – see calendar included with Board packet.

Date for next regular meeting: Thursday, August 1, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for August Committee Meetings:

Finance Committee meeting: Thursday, August 1 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, August 1 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, August 1 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2019

**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	✓ Project Life – Reena Fish
	✓ Year End Financials/2018 Budget Outcomes – Hailey Quinn

February Board Meeting	✓ UTS Transportation Update – Geoff Kuzio
March Board Meeting	✓ MUI Rule & Board Member Responsibilities – Kara Frederick ✓ Succession Management/Planning – Dwight Finch
May Board Meeting	✓ Remote Technology Grant – Ron Smith
June Board Meeting	
August Board Meeting	IT Update – Educational Service Center Vocational Habilitation Update – Lee Ann Emmons
September Board Meeting	Inside Out Art Studio / Easter Seals TriState
October Board Meeting	SSA Updates – Jennifer Rice Non-Medical Transportation – Jennifer Rice
November Board Meeting	2020 Budget & Budget Forecasting – Hailey Quinn
December Board Meeting	