

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

October 8, 2020
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

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

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

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 William Whitmore, father of Speech Pathologist Candace Swan; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

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

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

Southwestern Ohio COG Report – Sharon Travis

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

- Sharon reintroduced herself to the Board by giving them a little background information on her experience in the field:
 - Sharon has 27 years of experience in the field of Developmental Disabilities while working with Delaware & Erie County Boards of DD, and State DODD)
- Southwestern Ohio Council of Governments (SWOCOG) – serves six county Boards including: Butler, Clermont, Greene, Hamilton, Montgomery & Warren)
- SWOCOG currently has 10 full-time and 6 part-time employees.
- 2020 Operating Budget is approximately \$1.1 million.
- How Butler DD utilizes the COG:
 - All six-member counties share the following supports: Program administration, Financial services, Support coordination, Public relations support.
 - Five-member counties share the following supports:
Waiver environmental accessibility home modifications/equipment coordination program – 99 individuals utilized the home mods and equipment in 2019.
Administration of the Family Support Services program – 592 individuals and families utilized Family Supports in 2019.
 - Four-member counties share the following supports: Multisystem coordination (New for 2021):
 - Individuals who present a risk to themselves, their families, or others because of a developmental disability and mental illness.
 - Will serve youths & adults
 - Broaden resources available to counties.
 - Link with Managed Care
 - Work with each county to identify what is currently in place.
 - Develop a regional team; referral process.
 - A database to collect referrals, placements, openings, trained providers, and costs.
 - First year focus on infrastructure.
 - Two supports: in-home and respite
 - Fee for services (Hourly Rate) – not shared between county boards include: Provider compliance reviews, Transition coordination, Eligibility determination, Accreditation readiness – Mock survey, Hearing officer/appeals, Occupational therapy assessments.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 8 at 5:00 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.
 - Review of September Invoice Report (**Attachment**).
2. **Personnel Committee:** met Thursday, October 8 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 September Personnel actions and current staff vacancies (**Attachment**).
3. **Ethics Council:** met Thursday, October 8 at 5:45 p.m. at Janet Clemmons Center. Tony Yocco reported that all items on the agenda were reviewed and recommended for approval.

- Review of report of payments issued to individuals or families served. **(Attachment)**.

VII. CONSENT AGENDA – MOTION

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

1. **Board**
 - A. Minutes of September 10, 2020 meeting **(Attachment)**.
 - B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. **(Attachment)**.
 - C. Report of payments issued to individuals or families served, pending review and endorsement by the Ethics Council **(Attachment)**.

VIII. OLD BUSINESS

1. COVID-19 Board Report **(Attachment)** – Lisa
 - 41 individuals served by the Board have tested positive for COVID-19.

Input from Jackie Phillips, Middletown Health Commissioner

 - Jackie was absent for the meeting, so there were no updates from her.
2. Update from Nominating Committee – Dale French
 - Follow-up from Board vacancy interviews with candidate, Daniel J.
 - Daniel has been invited to attend Board Committee & Board meetings.
 - Daniel would be a good resource for Board members as he currently serves on a committee for Special Olympics.
 - A meeting will be scheduled to also meet with G. Nelson, another candidate not chosen for the Board member vacancy.
3. Update on Virtual Data Center – Dwight
 - Transfer has been completed ahead of schedule.

IX. NEW BUSINESS

1. Discuss delegate(s) to attend the OACB Annual Convention. **(Motion)**
 - A. OACB Delegate Assembly – Wednesday, December 2nd at 6:00 p.m. – to be held virtually via Zoom.
Delegate: Jacqueline Rioja Velarde
Alternate: Lisa Guliano

Connie Sullivan made a motion to accept the delegate and alternate for the OACB Delegate Assembly. Laddie Henninger seconded the motion. The motion passed unanimously.

2. Jacqueline Rioja Velarde made a motion for the following employee benefits for 2021, pending review and endorsement by the Personnel and Finance Committees. Connie Sullivan seconded the motion. The motion passed unanimously.

- A. Insurance premium rates (**Attachment**) for the Jefferson Health Plan beginning pay date 12/11/2020 for the plan effective 1/1/2021.

NOTE: This is an increase of 2% from 2020.

- B. Insurance premium rates (**Attachment**) for employee Dental Care Plus beginning pay date 12/11/2020 for the plan effective 1/1/2021.

NOTE: There is a 3% decrease in the dental insurance premiums from 2020.

- C. Continuation of the employee Health Savings Account incentive for the High Deductible Health Plan for each subscriber, in the amount of \$1,000.00.

- D. Wellness Program for one-time employee incentive funding not to exceed \$600.00 per full-time employee.

NOTE: The PUSH Wellness Program was bought out and the program was discontinued by the new vendor. Employees will receive incentive funding for completion of an annual wellness visit.

- E. Continuation of the MiSolutions Benefit Discount Program with New Benefits LTD, for employees at a cost of \$120.00 per employee per year.

- F. Group Life and Accidental Death and Dismemberment insurance rates (**Attachment**) through Standard Insurance Company beginning 1/1/2021 through 12/31/2021.

NOTE: This is a change from Lincoln Financial Group. We were able to obtain more competitive rates through Standard Insurance Company. Decrease from \$.162 to \$.105 vs. per \$1,000.00 benefit, total decrease of \$9,477.00

- G. Continuation of the annual waiver payment of \$2,000.00 payable in January 2022 for employees who waived family health insurance coverage during 2021.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #2.3 – Compensation and Benefits (**Attachment**) – language being reviewed by Board members for revision.
Connie Sullivan made a motion to table and consider revisions at the November 12th Board meeting. Tony Yocco seconded the motion. The motion passed unanimously.
2. Board Governing Policy #3.6 – Board Committee Principles (**Attachment**) – No revisions recommended.
3. Board Governing Policy #3.7 – Board Committee Structure (**Attachment**) – No revisions recommended.
4. OACB Board Updates – Jacque Rioja Velarde
 - Jacque's report was from the September 14th meeting & included the following:
 - Five Board seats expire on 12/31/2020.
 - One open seat for the Northwest region.
 - State Budget will be reviewed after the November election to determine the impact of the pandemic on the budget.

- In February 2021 the new state budget will be introduced and Multi-System Youth will be a top priority with focus on assuring that parents don't have to relinquish custody to receive needed services and keeping children in state for those services.
- November/December meeting will be held on Monday, November 30th.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Treatment of Staff (**Attachment**) – report included in the Board packet.
2. 2019 Butler County Special Olympics Report (**Attachment**) – report included in the Board packet.
3. 2021 Board Meeting Dates – (**Attachment**).
 - Week of April 4th – Holy Thursday is April 8th
 - November 11th – Veterans' Day (Board Meeting on November 4th or 18th)

Connie Sullivan made a motion to accept November 4th as the meeting date for November, 2021. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

4. New Operational Worries – Lisa
 - Lisa asked the Board for their thoughts on using the Qualtrics survey format for the Superintendent evaluation process.
 - Leadership Team would be included for feedback.
 - Dwight would compile the results of the survey.
 - Board members think this would be a great tool to use for completion of the Superintendent evaluation.

XII. ANNOUNCEMENTS

Community Recognition Dinner – Thursday, April 22nd

XIII. ITEMS FOR NEXT AGENDA

1. Board Governing Policy #2.3 – Compensation and Benefits – tabled from 10-8-20 meeting.
2. Distribute approved schedule of meetings for 2021.

XIV. EXECUTIVE SESSION

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

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

XV. ADJOURNMENT

There being no further business before the Board, Connie Sullivan 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, November 12, 2020 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

- Finance Committee meeting: Thursday, November 12 at 5:00 p.m. at JCC.
- Personnel Committee meeting: Thursday, November 12 at 5:15 p.m. at JCC.
- Program Committee meeting: Thursday, November 12 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2020

**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 ✓ Satisfaction Surveys – Darren Corns
- February Board Meeting ✓ 2019 Year End Statistics & 10 Year Cash Projections – Hailey Quinn
- March Board Meeting ✓ Board Governance, Part I – Lisa Guliano
- May Board Meeting
- June Board Meeting
- August Board Meeting ✓ Information Technology Critical Issues – Dan Oliver

- September Board Meeting ✓ Updates from the Art Studio – Stephen Smith
- October Board Meeting ✓ Southwestern Ohio COG Report – Sharon Travis
- November Board Meeting 2021 Budget – Hailey Quinn
- December Board Meeting Board Governance, Part II – Lisa Guliano