

**BUTLER COUNTY**  
*Board of*  
**DEVELOPMENTAL  
DISABILITIES**

Janet Clemmons Center  
282 N. Fair Avenue  
Hamilton, OH

November 12, 2020  
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**

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

The group participated in the Pledge of Allegiance led by Dwight Finch.

Tony Yocco read the Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

Recognition of Veterans and active duty military members serving our country.

The group participated in a moment of silent reflection in memory of L. Byrd, an individual served by the Board; Charles Brewer, retired Board employee; B. Wade, an individual served by the Board; J. Graf, an individual served by the Board; Juanita Crawford, mother of Developmental Specialist Debbie Trent; D. Sheard, 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**

Rick Meier 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**

**2021 Budget & Budget Forecasting (Cash Flow Attachment & Budget Comparison Attachment) – Hailey Quinn**

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

- Fiscal Year 2020
  - ✓ Net impact – 163% cash reserves; approximately \$3.8 million in revenue over expenditures.
- 2021 Revenue Highlights
  - ✓ 8% decrease compared to 2020 budget.
- 2021 Expenditure Highlights
  - ✓ 6% decrease compared to 2020 budget.
- 10 Year Plan
  - ✓ Cash Reserve Projection:
    - 2020: 163%
    - 2026: 51% > Levy request
  - ✓ Future Impacts:
    - Property Taxes
    - Individual enrollment
    - Homemaker personal care wage increase; waiver commitment
    - Remote Work Model

**VI. EXECUTIVE SESSION (Roll Call)**

Connie Sullivan made a motion to go into Executive Session to consider the compensation of a public employee. Dale French 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

**VII. COMMITTEE REPORTS**

1. **Finance Committee:** met Thursday, November 12 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 October Invoice Report (**Attachment**).
- Review of September Revenue and Expenditure Reports (**Attachment**).
- Review of October Revenue and Expenditure Reports (**Attachment**).

2. **Personnel Committee:** met Thursday, November 12 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 October Personnel actions and current staff vacancies (**Attachment**).

## VIII. CONSENT AGENDA – MOTION

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

### 1. Board

- A. Minutes of October 8, 2020 meeting (**Attachment**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment**).

### 2. Contracts > \$25,000

- A. Master Contract (**#1120-01**) with Universal Transportation Systems (UTS); effective 1/1/21 through 12/31/21; cost of \$270,000.00 for Non-medical transportation to locally funded individuals. This is the same amount as the previous contract.
- B. Master Contract (**#1120-05**) with Transport U Transportation, LLC; effective 1/1/21 through 12/31/2021; cost of \$120,000.00 for Non-medical transportation to locally funded individuals. This is the same amount as the previous contract.
- C. Master Contract (**#1120-06**) with Graceworks Enhanced Living; effective 1/1/21 through 12/31/21; cost of \$70,000.00 for room and board for a licensed home. This is an increase of \$10,000.00 from the previous contract due to an increase in daily rates.
- D. Contract (**#1120-07**) with Partnerships for Housing; effective 1/1/21 through 12/31/21; cost not to exceed \$300,000.00 for housing services. This is the same amount as the previous contract.
- E. Master Contract (**#1120-08**) with ECI; effective 1/1/21 through 12/31/21; cost of \$60,000.00 for licensed home for waiver services. This is the same amount as the previous contract.
- F. Contract (**#1120-10**) with Partnerships for Housing; effective 1/1/21 through 12/31/21; cost not to exceed \$25,218.00 for hourly housing locator service. This is a 3% rate increase from the previous contract as a result of a wage and benefit increase to the employee providing the locator service.
- G. Master Contract (**#1120-14**) with Dynamic Pathways, Inc.; effective 1/1/21 through 12/31/21; cost not to exceed \$60,000.00 for Behavior supports (assessment, consultation, and strategy development), Training, and Human Rights Committee oversight. This is the same amount as the previous contract.
- H. Master Contract (**#1120-15**) with SALT Resource Solutions, LLC; effective 1/1/21 through 12/31/21; cost not to exceed \$34,750.00 for parent resource supports for student and adults who are eligible for all Butler County School

Districts and Butler County Board of DD supports. This is the same amount as the previous contract.

- I. Master Contract (#1120-16) with Lifespan; effective 1/1/21 through 12/31/21; cost not to exceed \$165,500.00 for Social security payeeship and Guardianship services. This is an increase of \$7,444.64 from the previous contract due to an increase in the number of individuals supported with guardianship services and social security's rate increase for payee services.
- J. Master Contract (#1120-18) with Southwestern Ohio Council of Governments; effective 1/1/21 through 12/31/21; cost of \$9,080,519.00 for FSS, Waiver, OT, Provider support, Multi-system support, Home modification, Appeals, Eligibility and Emergency services. This is a decrease of \$2.4 million from previous contract primarily due to stimulus funding for waiver match.

## IX. OLD BUSINESS

1. COVID-19 Board Report (**Attachment**) – Lisa
  - Slight increase in eligibility.
  - Going to a quarterly COVID-19 report beginning in January 2021.

Input from Jackie Phillips, Middletown Health Commissioner

- New cases are spiking all over the state.
- 1359 cases in Butler County.
- Vaccine possibly becoming available in Spring/Summer of 2021.
- Assess your risk – limit high risk activities.

## X. NEW BUSINESS

1. Dale French made a motion to approve the 2021 Original Expense and Revenue Budget (**Attachment**), as reviewed and endorsed by the Finance Committee. Rick Meier seconded the motion. The motion passed unanimously.
2. Dale French made a motion to approve performance-based wage increase of up to 3% (**Attachment**) for all employees who are otherwise eligible (excluding the Superintendent who receives increases per Board evaluations as specified by contract) effective January 2, 2021, as reviewed and endorsed by the Finance and Personnel Committees. Connie Sullivan seconded the motion. The motion passed unanimously.

**NOTE:** Employees will receive the increase as an increase to base salary or as a lump sum payment pursuant to Board salary ranges and as defined in Policy #2.18.

3. Rick Meier made a motion to approve Resolution #2020-11-01, Nonfederal Share of Medicaid Expenditures (**Attachment**), to specify the amount of funds, \$7,835,506 to be used in the year 2021 to pay the nonfederal share of services required by ORC 1526.054, as reviewed and endorsed by the Finance Committee. Dale French seconded the motion. The motion passed unanimously.

**NOTE:** The 2021 waiver match is offset by one-time stimulus funding. These funds are leveraged to draw down federal funds which allow us to provide approximately \$24 million in Medicaid services.

4. Dale French made a motion to approve the 2021 Table of Organization, as reviewed and endorsed by the Finance and Personnel Committees. **(Attachment)** Jackie Phillips seconded the motion. The motion passed unanimously. This motion includes the following actions:

To abolish the following positions as a result of increases in efficiency and lack of work due to the pandemic:

- (2) SSA
- (1) Employment Navigator
- (2) Receptionist
- (1) QA Nurse
- (1) Family Focus Specialist
- (1) Developmental Specialist
- (1) Developmental Specialist (Part-time)
- (1) Community Connections Coordinator

**NOTE:** These positions are currently vacant.

To abolish (1) Art Education Coordinator as a result of the new management contract with the art studio, pending review and endorsement by the Finance and Personnel Committees.

To add (1) Part-Time Custodian position for facility coverage, pending review and endorsement by the Finance and Personnel Committees.

**NOTE:** We are no longer contracting for custodial services.

Dale French made a motion to add an item under New Business. Rick Meier seconded the motion. The motion passed unanimously.

5. Dale French made a motion to accept Resolution #2020-11-02 and act to authorize retroactive payments dating back to October 29, 2016 due to salary adjustments approved by the board on September 29, 2016 that were not applied to twelve employees. Retroactive payments shall be processed by the last pay date of 2020. Rick Meier seconded the motion. The motion passed unanimously.

**NOTE:** The salary adjustment error for twelve employees was discovered in July 2020 during the biannual compensation analysis. **(Attachment)**

## XI. BOARD POLICY DISCUSSION

1. Dale French made a motion to accept the changes to Board Governing Policy #2.3 – Compensation and Benefits **(Attachment)**. Connie Sullivan seconded the motion. The motion passed unanimously.
2. Board Governing Policy #3.8 – Cost of Governance **(Attachment)** – No revisions recommended.
3. Board Governing Policy #4.5 – Superintendent Compensation & Benefits **(Attachment)** – No revisions recommended.
4. Strategic Plan 2021-2023 – Draft for Review **(Attachment)**
5. OACB Board Updates – Jacque Rioja Velarde
  - No recent meetings, nothing new to report.
6. Approved schedule of meetings for 2021 **(Attachment)**

**XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

1. Monitoring Report: Compensation and Benefits (**Attachment**) – report included in the Board packet.
2. Strategic Plan – 3<sup>rd</sup> Quarter Update (**Attachment**) – report included in the Board packet.
3. Superintendent Performance Goals Update (**Attachment**)
4. New Operational Worries (if any)

**XIII. ANNOUNCEMENTS**

**XIV. ITEMS FOR NEXT AGENDA**

Recognition of Rick Meier and Tony Yocco who will be leaving the Board after serving for twelve years.

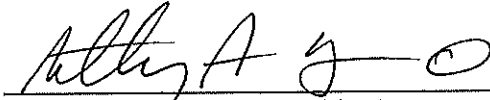
**XV. EXECUTIVE SESSION (Roll Call)**

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

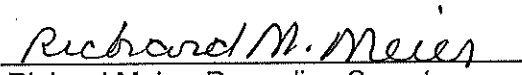
Tony Yocco	Yes
Dale French	Yes
Richard Meier	Yes
Laddie Henninger	Yes
Jackie Phillips	Yes
Jacqueline Rioja Velarde	Yes
Connie Sullivan	Yes

**XVI. ADJOURNMENT**

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



Tony Yocco, Board President  
Calendar of Upcoming Events.



Richard Meier, Recording Secretary

Date for next regular meeting: Thursday, December 10, 2020 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for December Committee Meetings:

Finance Committee meeting: Thursday, December 10 at 5:00 p.m. at JCC.  
Personnel Committee meeting: Thursday, December 10 at 5:15 p.m. at JCC.  
Program Committee meeting: Thursday, December 10 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 & Budget Forecasting – Hailey Quinn                    |
| December Board Meeting  | Board Governance, Part II – Lisa Guliano                             |