

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

August 1, 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	Present
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Absent
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 J. Hurst, an individual served by the Board; G. Gooden, an individual served by the Board; Eugene Brewer, Sr., father of Support Coordinator Regina Brewer; 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. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

1. IT Update – Matthew Worthen, Educational Service Center & NextStep Networking

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

- All Network switching has been replaced at both JCC & LFO.
- Full back-ups completed multiple times per day with full copies at both locations.
- Sonicwall Firewall placed at LFO & Meraki Firewall placed at JCC.
- All of BCDD is on Office 365 – Full Office 2016 Suite needs to be installed.
- Share permissions were manually modified, Security Groups are being used to allow for more centralized management.

Pending items include:

- Migration of Shared Drive data to Sharepoint to utilize it as the intranet site.
- Migration of all data back to local document so they can be redirected to OneDrive. This allows for access to both the Shared Drive & user documents without having to VPN.

Future plans include:

- Security & Office 365 Training
- Office 265 file migration from physical servers to 365 Teams
- Installation of new FaxFinder
- Server OS upgrades from 2008 to 2016

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, August 1 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 June Invoice Report (**Attachment**).
- Revised May Revenue and Expenditure Report (**Attachment**).
- Review of June Revenue and Expenditure Reports (**Attachment**).

2. **Personnel Committee:** met Thursday, August 1 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 June Personnel actions and current staff vacancies (**Attachment**).
- Review of July Personnel actions and current staff vacancies (**Attachment**).

3. **Program Committee:** met Thursday, August 1 at 5:30 p.m. at Janet Clemmons Center. Jacqueline Rioja Velarde reported that all items on the agenda were reviewed and recommended for approval.

4. **Ethics Council:** met Thursday, August 1 at 5:45 p.m. at Janet Clemmons Center. Dale French 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

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

1. Board

- A. Minutes of June 13, 2019 meeting (**Attachment**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment**).
- C. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. (**Attachment**)

VIII. NEW BUSINESS

1. State Budget Update (**Attachment**) – Lisa & Hailey

- Budget Commission is required to hold a hearing for DD if a rollback is being considered for a current levy. Amounts in a Capital Improvements Fund or Reserve Fund that are within the limitations will be considered reasonable and cannot be considered by the budget commission when determining whether to reduce the levy.
 - Reserve Fund can be established for DD. The total balance in a reserve balance account shall not exceed forty percent of the county board of developmental disabilities' expenditures for all services in the preceding calendar year.
 - DSP wage increase – first phase will go into effect on 1-1-2020 to an amount of \$12.82
 - DSP wage increase – second phase will go into effect on 1-1-2021 to an amount of \$13.23
2. Rick Meier made a motion to increase appropriations \$5,000.00 in the Schul Fund for the Lean on Me App grant award, as reviewed and endorsed by the Finance Committee. Connie Sullivan seconded the motion. The motion passed unanimously.

IX. BOARD POLICY DISCUSSION

1. Vocational Habilitation (**Attachment**) - Lee Ann Emmons

- Changes will be discussed at the Provider Meeting scheduled for September 25th.
- Medicaid funded rules about Vocational Habilitation services cannot be used in settings to support someone's long-term job.
- Anyone working must be paid according to state and federal laws and cannot be expected to work without compensation.
- People who are earning 50% or more of Ohio's minimum wage should not use Vocational Habilitation but use other employment services.
- Many questions are pending about effect of these changes on art studios where artists with disabilities are employed.
- Board members would like a follow up presentation by Keith Banner once more details are finalized.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Strategic Plan – 2nd Quarter Update (**Attachment**).
2. New Operational Worries (if any).

XI. ANNOUNCEMENTS

1. The Future is Now (Program for families planning the future for individuals with DD)
October 2nd & October 9th - 9:00 a.m. to 3:00 p.m.
Redeemer Lutheran Church
3431 Hamilton Middletown Road, Hamilton
2. Introduction of new HR Supervisor, Danielle Haynes

XII. ITEMS FOR NEXT AGENDA

XIII. EXECUTIVE SESSION

Laddie Henninger made a motion to go into Executive session 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.

XIV. ADDITIONAL BUSINESS

Dale French made a motion to pursue repayment of funds from Total Homecare Solutions in the amount of \$31,553.37 due to duplicate billing for room and board subsidies for the time period from February 2016 thru February 2019. Laddie Henninger seconded the motion. The motion passed unanimously.

XV. ADJOURNMENT

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



Tony Yocco Board President
Dale French



Richard Meier, Recording Secretary

Calendar of Upcoming Events – see calendar included with Board packet.

Date for next regular meeting: Thursday, September 12, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for September Committee Meetings:

Finance Committee meeting: Thursday, September 12 at 5:00 p.m. at LFO.
Personnel Committee meeting: Thursday, September 12 at 5:15 p.m. at LFO.
Program Committee meeting: Thursday, September 12 at 5:30 p.m. at LFO.

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
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 Website Update – Patricia Dawson
December Board Meeting	