

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

Janet Clemmons Center  
282 N. Fair Avenue  
Hamilton, OH

August 6, 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 by Zoom

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 F. Johnson, an individual served by the Board; Dorothy Mae Sneed, mother of Support Coordinator Darrell Sneed; Victor Sanchez, father-in-law of Developmental Specialist Jacqueline Sanchez; M. Cook, an individual served by the Board; J. Betz, an individual served by the Board; R. Avery, an individual served by the Board; Jim Lambert, father of custodian Jim Lambert; L. Kaville, an individual served by the Board; J. Rohr, an individual served by the Board; W. Anderson, an individual served by the Board; C. Bortel, 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 with a change of moving Item #4 under New Business to the beginning of the meeting. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

4. Report from Nominating Committee and Discussion on Proposed Candidates for Board Vacancies (two effective January 2021) (**Attachment**) – Dale French, Chair, Nominating Committee

- Dale French reported that the Nominating Committee interviewed seven candidates for the Board member vacancies.
- The Nominating Committee recommended:
  - Elisha Hill
  - Nohelia Rojas-Miesse
- Elisha Hill attended the Board meeting and was introduced by Dale French.

Jackie Phillips made a motion to recommend Elisha Hill and Nohelia Rojas-Miesse as candidates to the Board of Commissioners. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

#### **IV. AUDIENCE TO VISITORS**

None Requested.

#### **V. BOARD EDUCATION/COMMUNITY LINKAGE**

1. Information Technology Critical Issues Presentation – Dan Oliver, Co-Founder & Senior IT Consultant – Go Concepts

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

- Goals:
  - Enterprise level performance, reliability, & security.
  - HIPAA Compliance
  - Mobility & Uniformity
  - Disaster recovery measured in minutes/hours not days/weeks
- Critical Issues:
  - Server Operating Systems
  - Server Storage Issues
  - Backup/DR
- Virtual Data Center Option:
  - Move to the GO Concepts Data Center
  - Estimated \$13,500.00 per month + one-time cost of \$7,300.00
- Boards served by GO Concepts Virtual Data Center:
  - Clinton, Clark, Lawrence, Lucas, Preble & Warren – with Huron planning to join in 2021.

Discussion on recommendation from Leadership Team to address critical IT issues: Virtual Data Center option where all equipment, licensing, maintenance replacement and back-up are covered. This is in lieu of the Board funding ongoing equipment and licenses required to house a fully compliant data center on site.

## VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, August 6 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)**.
  - Review of June Revenue and Expenditure Reports **(Attachment)**.
  - Review of July Invoice Report **(Attachment)**.
2. **Personnel Committee:** met Thursday, August 6 at 5:15 p.m. at Janet Clemmons Center. Dale French 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 6 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 6 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. Dale French seconded the motion. The motion passed unanimously.

1. **Board**
  - A. Minutes of June 11, 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. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. **(Attachment)**
  - D. Personnel Policy Revision **(Attachment)**.
    - **Policy #2.40**, Probation
  - E. Program Policy Revision **(Attachment)**.
    - **Policy #6-10**, Early Intervention

## 2. Operations

### Contracts > \$25,000

- A. Master Contract (**#0619-08**) Amendment with Merakey Allos; effective 9/1/19 through 8/31/21; increased cost of \$561,600.00 to reflect the number of individuals being served.

**NOTE:** Provider will bill Medicaid directly, once certification is approved.

- B. Master Contract (**#0919-31**) Amendment with Capabilities, Inc.; effective 1/1/20 through 12/31/20; increase from \$18,500.00 to \$30,000.00 due to an increase in provision of services.

- C. Master Contract (**#0720-03**) with Go Concepts, Inc.; effective 8/7/20 through 8/6/22; cost not to exceed \$331,684.00 for managed virtual data center services.

## VIII. OLD BUSINESS

1. COVID-19 Board Report (**Attachment**) – Lisa
- Input from Jackie Phillips, Middletown Health Commissioner
  - Updated report included in the Board packet:
    - Staff will continue to work remotely
    - Staff are permitted to come into the office with Supervisor approval.

## IX. NEW BUSINESS

1. Presentation on outcome of compensation analysis – Dwight & Hailey
- Compensation Analysis completed every two years.
  - Comparing salaries with four counties: Clermont, Hamilton, Montgomery & Warren.

Consideration of motion to approve revised salary schedule ranges for all management and non-unit employees as outlined in **Attachment**, effective 09/26/2020, pending review and endorsement by the Personnel Committee.

**NOTE:** Entry ranges increased by 2% and maximum ranges increased by 10% as a result of a review of salary ranges and market data analysis.

Laddie Henninger made a motion to approve a 2% increase for all non-substitute employees (excluding Superintendent who receives increases per Board evaluations as specified by contract) effective 9/26/2020. Employees will receive the increase to their base salary or as a lump sum payment pursuant to Board Salary Ranges and as defined by Policy #2.18, as reviewed and endorsed by the Finance and Personnel Committees. Connie Sullivan seconded the motion. The motion passed unanimously.

**NOTE:** The percentage increase is recommended to avoid wage compression due to the increase in the entry range.

The following two motions address salary modifications necessary for positions that as a result of the compensation analysis, move to a higher range. Positions affected are: custodian, maintenance worker, Administrative Assistant, Associate Degree Family Focus Specialist, Associate Degree Support Coordinator, Investigative Agent, Medication Administration RN and Quality Assurance RN.

Consideration of motion to adjust the salary of any employee whose current salary is below the new range to the entry level for the range plus 1% per year of Board service in the current position up to 5%, effective 9/26/2020, pending review and endorsement by the Personnel Committee.

Consideration of motion to adjust the salary of any employee whose current salary is in the new range will receive a 5% increase, effective 9/26/2020, pending review and endorsement by the Personnel Committee.

2. Laddie Henninger made a motion to adopt the vacation schedule (Attachment) as revised to align with the state employee vacation schedule referenced in Ohio Revised Code section 124.134, effective September 26, 2020. Jackie Phillips seconded the motion. The motion passed unanimously.

**NOTE:** For those full-time employees who have more than four years of service but less than seven, or more than nine years of service but less than fourteen, or more than nineteen years of service will receive an additional 37.5 hours of vacation leave credited to their leave balance no later than September 26, 2020. Part-time employees will receive a pro-rated amount.

For those full-time employees who have more than fourteen years of service, but less than nineteen years of service will receive an additional 18.75 hours credited to their leave balance no later than September 26, 2020. Part-time employees will receive a pro-rated amount.

3. Dale French made a motion to approve successor collective bargaining agreement with the Developmental Specialist unit effective 10/1/20 through 9/30/23, which provides for performance pay to individual employees in varying amounts ranging from 0% to 2% for each year of the agreement and changes as noted in the **Attachment**, as reviewed and endorsed by the Finance and Personnel Committees. Rick Meier seconded the motion. The motion passed unanimously.

## X. BOARD POLICY DISCUSSION

1. Planning updates for 2021 – Lisa
  - Leadership Team is beginning to work on the new 3-year Strategic Plan (2021-2023)
  - Continue to use the Live/Work/Learn format
  - Working to have a Draft possibly in December for Board review.

## XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Strategic Plan – 2<sup>nd</sup> Quarter Update (**Attachment**) - Report included in Board packet.
2. New Operational Worries – None reported.

**XII. ANNOUNCEMENTS**

**XIII. ITEMS FOR NEXT AGENDA**

**XIV. EXECUTIVE SESSION**

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

**XV. ADJOURNMENT**

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

  
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Tony Yocco, Board President

  
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Richard Meier, Recording Secretary

Calendar of Upcoming Events – see calendar on Board Facebook page.

Date for next regular meeting: Thursday, September 10, 2020 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 10 at 5:00 p.m. at LFO.  
Personnel Committee meeting: Thursday, September 10 at 5:15 p.m. at LFO.  
Program Committee meeting: Thursday, September 10 at 5:30 p.m. at LFO.

**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	Southwestern Ohio COG Report – Sharon Travis
October Board Meeting	Board Governance, Part II – Lisa Guliano
November Board Meeting	2021 Budget – Hailey Quinn
December Board Meeting	