

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

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

**September 10, 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 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 P. Combs, an individual served by the Board; S. Burns, an individual served by the Board; Virginia Williams, mother of Community Connection Coordinator Jenny Mann; R. Reed, an individual served by the Board; R. Barnett, 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**

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

**IV. AUDIENCE TO VISITORS**

None Requested.

## V. BOARD EDUCATION/COMMUNITY LINKAGE

Updates from the Art Studio – Stephen Smith

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

- Time for the Art Studio to become a freestanding Non-Profit.
- Becoming Inspiration Studios effective January 1, 2021
- Plans for 2021 include:
  - Navigating COVID 19
  - Staffing & versatility
  - Donor programs & sponsorships
  - Art Installations
  - Building long term relationships
  - Studio expansion
  - Outings & transportation
  - Serving more individuals
  - Calculated growth

## VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, September 10 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 August Invoice Report (**Attachment**).
  - Review of July Revenue and Expenditure Reports (**Attachment**).
  - Review of August Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, September 10 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 August Personnel actions and current staff vacancies (**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 August 6, 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. Personnel Policy Revisions (**Attachment**)
    - **Policy #2.18**, Employee Compensation
    - **Policy #2.78**, Lapsed Certification

## 2. Operations

### Contracts > \$25,000

- A. Contract (**#0920-01**) with Woodhull, Inc.; effective 9/10/20 through 12/31/20; cost of \$26,983.40 for scanning/shredding/PDF formatting of all archived personnel files.
- B. Master Contract (**#0920-03**) with Buckner Employment Services and Training; effective 1/1/21 through 12/31/21; cost of \$79,000.00 for Individual employment supports, Career planning, and Non-medical transportation.
- C. Master Contract (**#0920-04**) with Butler Behavioral Health Services: Workplace Associates; effective 1/1/21 through 12/31/21; cost of \$124,160.00 for Project Life support funds which will allow Butler Tech to start an additional Project Life 101 program.

**NOTE:** BCBDD will continue to pay 40% of the overall job coaching fees for those students that are BCBDD eligible.

- D. Master Contract (**#0920-05**) with Capabilities, LLC; effective 1/1/21 through 12/31/21; cost of \$30,000.00 for Career planning, Individual employment, Adult day supports, and Driver education and training.
- E. Master Contract (**#0920-06**) with Easter Seals Tri-State; effective 1/1/21 through 12/31/21; cost of \$60,000.00 for Adult day supports, Non-medical transportation, Individual employment supports, Group employment, and Career planning.
- F. Master Contract (**#0920-07**) with Ohio Valley Goodwill; effective 1/1/21 through 12/31/21; cost of \$50,000.00 for Adult day supports, Non-medical transportation, Individual employment supports, Career planning, and Group supports.
- G. Master Contract (**#0920-08**) with Viaquest, Inc.; effective 1/1/21 through 12/31/21; cost of \$43,500.00 for Vocational habilitation, Adult day supports, Non-medical transportation, and Individual employment supports.
- H. Master Contract (**#0920-09**) with Inspiration Studios; effective 1/1/21 through 12/31/2025; cost of \$500,000.00 (\$100,000 annually) for operational oversight of InsideOut Studio.

## VIII. OLD BUSINESS

- 1. Update on the sale of 219 West Elkton Road, Seven Mile, OH 45013:  
On August 4, 2016 Richard Meier made a motion to authorize Superintendent to negotiate the sale of the following properties and to sign any resulting contracts on behalf of the Board, as reviewed and endorsed by the Finance Committee. Dale French seconded the motion. The motion passed unanimously.

**NOTE:** As of August 17, 2020, the property at 219 West Elkton is now vacant and will be listed for sale via invitation to bid.

2. Update on Virtual Data Center – Dwight
  - Moving to a virtual data center is happening faster than expected.
  - Data transfer is complete.
  - Tentative “Go Live” date is September 21st
3. COVID-19 Board Report (**Attachment**) – Lisa
  - Updated report included in the Board packet.
  - Staff will continue to work remotely through the end of the year.

Input from Jackie Phillips, Middletown Health Commissioner

- 5009 COVID-19 cases to date for Butler County.
- Continue to follow social distancing guidelines.

## IX. NEW BUSINESS

Rick Meier made a motion to approve the items under New Business. Connie Sullivan seconded the motion. The motion passed unanimously.

1. Consideration of motion to transfer appropriations from the salary account to the unemployment account in the amount of \$20,000.00 to cover unemployment costs for the remainder of the year, as reviewed and endorsed by the Finance Committee.
2. Consideration of motion to approve performance based wage increases 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 November 7, 2020, as reviewed and endorsed by the Finance and Personnel Committees.

**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. Performance based increases will be determined by the October 2020 Evaluation. The performance-based wage increase will be in lieu of the fall bonus and will be offset by the enhanced federal medical assistance funding of \$191,798.00.

\* Motion included revision to Policy #2.18 to change effective date to 8/6/2020.

## X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.5, Chief Governance Officer Role (**Attachment**) – No revisions recommended.
2. Agency Plan Supportive of Diversity & Inclusivity (**Attachment**) – Lisa
  - Advisory committee formed including Board staff & two Board Members.
3. OACB Board Updates – Jacque Rioja Velarde
  - No current meeting

## XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report #2.1, Treatment of Individuals (**Attachment**) – report included in the Board packet.
2. New Operational Worries:
  - Facility and Work Environment Planning – Lisa
    - Adapting employee work environment to continue working remotely.
    - Evaluating need for space in 2021.

- JCC & LFO are both owned by County Administration.
- Board owes a \$250,000.00 bond debt on LFO.
- Board would be responsible for paying this bond debt back if the building is not utilized for DD mission.

**XII. ANNOUNCEMENTS**

Sherry Dillon informed the Board about DSP Appreciation week.

**XIII. ITEMS FOR NEXT AGENDA**

**XIV. EXECUTIVE SESSION**

Dale French made a motion to go into Executive session to:

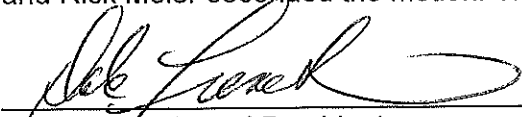
1. Consider the employment and/or dismissal of a public employee.
2. Discuss matters required to be kept confidential by law.

Jackie Phillips 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, Dale French made a motion to adjourn and Rick Meier seconded the motion. The motion passed unanimously.

  
 \_\_\_\_\_  
 Tony Yocco, Board President  
 Dale French vice

  
 \_\_\_\_\_  
 Richard Meier, Recording Secretary

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

Date for next regular meeting: Thursday, October 8, 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, October 8 at 5:00 p.m. at JCC.
- Personnel Committee meeting: Thursday, October 8 at 5:15 p.m. at JCC.
- Program Committee meeting: Thursday, October 8 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