

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**January 14, 2021
6:00 p.m.**

**BOARD MEETING
MINUTES**

**Oath of Office for appointment of new Board Members:
Elisha Hill and Nohelia Rojas-Miesse &
Re-appointment of Jacqueline Rioja Velarde
Sworn in by Cindy Carpenter, Commissioner**

I. CALL TO ORDER

The meeting was called to order by Dale French, Board President.

II. ROLL CALL

Dale French	Present
Jacqueline Rioja Velarde	Present
Elisha Hill	Present
Laddie Henninger	Present by Zoom
Jackie Phillips	Present by Zoom
Nohelia Rojas-Miesse	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Elisha Hill.

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 John Hibberd, Father-in-law of EI Team Supervisor Dena Barrett; Edythe DiMarco, Grandmother of EI Team Supervisor Dena Barrett; H. Edwards, an individual served by the Board; Lowell Emmons, Uncle of Community Resource Coordinator Lee Ann Emmons; J. Crawford, an individual served by the Board; L. Cooper, 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. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. ORDERS OF THE DAY

Annual reorganization of the Board to be conducted in accordance with O.R.C. Section 5126.022.

Connie Sullivan made a motion to approve the slate of officers as presented. Jackie Phillips seconded the motion. The motion passed unanimously.

1. Election of Officers – Nominate and Approve Slate of Officers:

President: Dale French

Vice-President: Jacqueline Rioja-Velarde

Recording Secretary: Elisha Hill

2. Jacqueline Rioja Velarde made a motion to set Committee Appointments and Parliamentarian (**Attachment**). Connie Sullivan seconded the motion. The motion passed unanimously.

3. Connie Sullivan made a motion to approve **Resolution #2020-01-01 (Attachment)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

1. 2020 Year End Financial Statistics – Hailey Quinn

The presentation included a Power Point of Cash Flow projections through the year 2029 and a copy is included with the original minutes of the meeting. Hailey will have a Cash Flow review with the Board in August 2021.

2. 2021-2023 Strategic Plan (**Attachment**) – Lisa Guliano

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

- A suggestion was received to add an Enjoy/Recreation category on future Strategic Plans.
- The Board will continue to receive quarterly updates.

VII. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, January 14 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)**.
2. **Finance Committee:** met Thursday, January 14 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 2020 Monthly Cash Reserve Summaries **(Attachment)**.
 - Review of Revisions to Revenue Reports & Cash Reserve Summaries for months August – November 2020 **(Attachment)**
 - Review of December Invoice Report **(Attachment)**.
 - Review of December Revenue and Expenditure Reports **(Attachment)**.
 3. **Personnel Committee:** met Thursday, January 14 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 December Personnel actions and current staff vacancies **(Attachment)**.

VIII. CONSENT AGENDA – MOTION

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

1. **Board**
 - A. Minutes of December 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)**.
2. **Operations**

Contracts > \$25,000

 - A. Contract **(#0121-04)** with Lepi Enterprises, Inc.; effective 1/15/21 through 3/31/21; cost not to exceed \$49,916.00 for removal of mercury containing rubberized (tartan) flooring in the gym at JCC.

IX. OLD BUSINESS

1. COVID-19 Board Report **(Attachment)** – Lisa
 - Phase 1A of the vaccine has been administered to individuals and staff that are in a group home environment with more than two people.
 - Over 200 people were vaccinated at the Liberty Fairfield Office on January 14th.
 - Phase 1B starts on January 18th with most of the DD population eligible to receive the vaccine.
 - There has been a significant increase in the number of cases reported with individuals served and Board staff.

- Providers have received support with supplies & stipends for expenses incurred.
- COVID-19 Board Report will now be received on a quarterly format.

Input from Jackie Phillips, Middletown Health Commissioner

- Jackie thanked Kara Frederick for her amazing efforts in setting up the vaccination clinics at the Liberty Fairfield office.

X. NEW BUSINESS

1. Jacqueline Rioja Velarde made a motion to approve the 2021 Strategic Plan **(Attachment)**. Connie Sullivan seconded the motion. The motion passed unanimously.

XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.2 – Accountability of the Superintendent **(Attachment)** – no revisions recommended.
2. Board Governing Policy #4.3 – Delegation to the Superintendent **(Attachment)** – no revision recommended.
3. Connie Sullivan made a motion to approve the Proposed Revision to Board By-Laws **(Attachment)**. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.
4. Discussion on Board Member Training – Topics for 2021
 - Ohio Department of DD will be putting out a list off trainings available for Board members.
5. OACB Board Updates – Jacque Rioja Velarde
 - OACB meetings take place after the BCBDD Board meetings.
 - OACB is restructuring/updating the table of organization with position and title changes to make things more efficient. A copy of the organizational structure is included with the original minutes of the meeting.

XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Conditions and Activities **(Attachment)**
2. Strategic Plan Year End Report **(Attachment)**
3. New Operational Worries (if any)

XIII. ANNOUNCEMENTS

Hailey announced that her and Dwight were working on rolling out the Microsoft Teams applications to Board member i-Pads.

XIV. ITEMS FOR NEXT AGENDA

XV. EXECUTIVE SESSION

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.

XVI. ADJOURNMENT

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



Dale French, Board President



Elisha Hill, Recording Secretary

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

Date for next regular meeting: Thursday, February 11, 2021 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for February Committee Meetings:

Finance Committee meeting: Thursday, February 11 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, February 11 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, February 11 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2021

**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 2020 Year End Financial Statistics – Hailey
 2021-2023 Strategic Plan - Lisa

February Board Meeting

March Board Meeting

May Board Meeting Updates from the SSA Department – Jennifer & Tracy

June Board Meeting

August Board
Meeting

September Board
Meeting

October Board
Meeting

November Board
Meeting

December Board
Meeting