

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

May 13, 2021
6:00 p.m.

**BOARD MEETING
PRELIMINARY AGENDA**

I. CALL TO ORDER

II. ROLL CALL

Pledge of Allegiance.

Reading of Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

Moment of silent reflection in memory of C. Boggs, child 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

Approval of Order of Business.

IV. AUDIENCE TO VISITORS

None Requested.

V. COMMITTEE REPORTS

1. **Ethics Council:** Thursday, May 13 at 5:45 p.m. at Janet Clemmons Center.

- Review of report of payments issued to individuals or families served.
(Attachment)

2. **Finance Committee:** Thursday, May 13 at 5:00 p.m. at Janet Clemmons Center.

- Review of March Invoice Report **(Attachment)**.
- Review of April Invoice Report **(Attachment)**.
- Review of March Revenue and Expenditure Reports **(Attachment)**.

3. **Nominating, By-Laws & Ethics Committee:** Thursday, May 13 at 4:30 p.m. at Janet Clemmons Center.

4. **Personnel Committee:** Thursday, May 13 at 5:15 p.m. at Janet Clemmons Center.
 - Review of March Personnel actions and current staff vacancies (**Attachment**).
 - Review of April Personnel actions and current staff vacancies (**Attachment**).
5. **Program Committee:** Thursday, May 13 at 5:15 p.m. at Janet Clemmons Center.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Overview of DD Accreditation Process - Kara

VII. CONSENT AGENDA – MOTION

1. **Board**
 - A. Minutes of March 11, 2021 meeting (**Attachment**).
 - B. Ratification of current expenditures, as reviewed and approved by the Superintendent. (**March Attachment**) & (**April Attachment**).
 - C. Personnel Policy Revisions (**Attachment**)
 - Policy #2.39, Building Closures
 - Policy #2.93, Remote Work Model
 - D. Program Policy Review/Revisions
 - Policies reviewed with no changes:
 - ✓ Policy #6-0, Program Policy Review
 - ✓ Policy #6-2, Planning
 - ✓ Policy #6-9, Transportation
 - ✓ Policy #6-21, Family Support Services
 - ✓ Policy #6-23, Home & Community Based Services (HCBS) Waiver Overtime for Independent Providers
 - ✓ Policy #12-1, Targeted Case Management
 - ✓ Policy #12-2, Title XX
 - Policies revised with minor changes (**Attachment**):
 - ✓ Policy #6-4, Eligibility, Enrollment and Waiting List – Rule number change.
 - ✓ Policy #6-7, Behavior Supports – Language and rule number changes.
 - ✓ Policy #6-22, Employment First – Minor language and rule number change.
 - ✓ Policy #7-1, County Board Accreditation – Rule number change
 - ✓ Policy #10-1, Quality Assurance – Language change to align with procedures.
 - ✓ Policy #10-2, Provider Directories – Rule number change.
 - ✓ Policy #11-1, Pre-admission Screening and Resident Review (PASRR) - Rule number change
 - ✓ Policy #13-1, Individual Budget – Minor language change to align with procedures.
 - ✓ Policy #14-1, Incidents Adversely Affecting Health and Welfare and Abuser Registry – Rule number changes

- E. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. **(Attachment)**

2. Operations

Contracts > \$25,000

- A. Contract **(#0421-02)** with Camp Campbell Gard; effective 5/1/21 through 12/31/21; cost of \$55,092.00 for Residential program support – attendance at day/residential program. This is the same amount as the previous contract.
- B. Contract **(#0521-01)** with Hylant Administrative Services, LLC; effective 7/1/21 through 6/30/22; cost of \$69,397.00 for Liability, property, cyber, pollution, violence, and vehicle insurance. This is an increase of 2.71% due to exposure increases – number of clients increased by 175 and one open liability claim with a reserve of \$39,000.00.

VIII. OLD BUSINESS

- 1. Contract **(#0421-01)** with Brittco, LLC; effective 4/1/21 through 12/31/21; cost of \$35,200.00 for access to and tech support for the County Board client database. **Motion approved at 3-11-21 Board meeting to authorize Superintendent to negotiate the contract.**
- 2. Facility Consolidation Update **(Attachment)** – Dwight/Lisa
- 3. Quarterly Updates on COVID-19 **(Attachment)** - Lisa
 - Input from Jackie Phillips, Middletown Health Commissioner

IX. NEW BUSINESS

- 1. Nominating, By-Laws & Ethics Committee Report – Dale French
 - Board Member search process.
- 2. Discussion on Janet Clemmons Center Roof Repair – Dwight

Contract **(#0521-02)** with Garland/DBS, Inc. (State purchasing contract number 800434); effective 5/13/21 through 10/30/21; cost of \$80,316.00 for roof replacement at Janet Clemmons Center - Section H.

Consideration of motion to increase appropriations in the capital budget by \$80,316.00 to fund the roof repairs at Janet Clemmons Center.

- 3. Discussion on Service & Support Administrator Vacancies – Lisa

Consideration of motion to allow the Superintendent to hire one additional full-time Service & Support Administrator position above full staffing capacity to assist in addressing coverage needs due to vacancies.

- 4. Consideration of motion to approve a one-time employee work stipend of up to \$450.00 for eligible employees who elect to continue working remotely.

NOTE: This will be a reimbursement to employees for approved items **(Attachment)**

5. Discussion on Increase in enhanced federal medical assistance for DD waivers – Lisa
6. Discussion on State Budget - Lisa

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.2 – Board Job Description (**Attachment**)
2. Board Governing Policy #3.3 – Board Code of Conduct (**Attachment**)
3. OACB Board Updates – Jacque Rioja Velarde
4. Draft Belief Statements (**Attachment**) – Sherry Dillon

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. April Monitoring Report: #2.8, Linkage with the Community and Public Servants (**Attachment**)
2. May Monitoring Report: #2.9, Emergency Superintendent Succession (**Attachment**)
 - Discussion on succession planning for management staff with Superintendent certifications.
3. Strategic Plan – 1st Quarter Update (**Attachment**)
4. New Operational Worries/Updates:
 - Increase in enhanced federal medical assistance for DD waivers.
 - Federal initiative to eliminate waiver waiting lists.
 - State Budget update.

XII. ANNOUNCEMENTS

1. **Community Recognition Event**
Thursday, June 24th
7:00 – 9:00 p.m.
Joe Nuxhall Miracle League Fields – 4850 Groh Lane, Fairfield

Casual, family-friendly event with free entertainment.

XIII. ITEMS FOR NEXT AGENDA

XIV. EXECUTIVE SESSION

Consideration of motion to consider matters required to be kept confidential by federal law or regulations or state statutes.

XV. ADJOURNMENT

Calendar of Upcoming Events - visit https://www.butlerdd.org/event_category/board-events/ (underscore _ between the words event & category) or check the calendar on the board website and filter by Board Events.

Date for next regular meeting: Thursday, June 10, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for June Committee Meetings:

Finance Committee meeting: Thursday, June 10 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, June 10 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, June 10 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 | ✓ Housing Development Update – Gina Gehm, PFH |
| March Board Meeting | |
| May Board Meeting | Overview of DD Accreditation Process – Kara |
| June Board Meeting | Ohio Individual Service Plan – DODD Webinar |
| August Board Meeting | Updates from the SSA Department – Jennifer & Tracy |
| September Board Meeting | |
| October Board Meeting | |
| November Board Meeting | |
| December Board Meeting | |