

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

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

**March 11, 2021  
5:00 p.m.**

**BOARD MEETING  
MINUTES**

**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 by Zoom
Elisha Hill	Present by Zoom
Laddie Henninger	Present
Jackie Phillips	Absent
Nohelia Rojas-Miesse	Present by Zoom
Connie Sullivan	Present by Zoom

The group participated in the Pledge of Allegiance led by Laddie Henninger.

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 Phyllis Couch, former employee of the Board; D. Ott, an individual served by the Board; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

**III. SPECIAL RECOGNITION**

Recognition of Judge Randy Rogers – Retirement from Butler County Probate Court Judge Rogers and his wife Nancy were in attendance.

Superintendent Lisa Guliano:

- Judge Rogers has been a great support for individuals with developmental disabilities.
- As Probate Court Judge, Judge Rogers has spent years appointing DD Board members.

Quality Assurance Director Kara Frederick:

- Judge Rogers has retired after 26 years of being the Probate Court Judge and this leaves some incredibly big shoes to fill.
  - Probate Court handles many family concerns and the individuals we serve have been impacted by these to name a few: Adoptions, Estates, ExPartes, and Guardianships
- Kara spoke about Judge Rogers explanation to her when she was a young intern regarding the difference in how an attorney views a situation and how a social worker views the same situation.
  - The legal world views a situation with hard lines.
  - A social worker views a situation with blurred lines & grey areas.Having both sides/views working together makes these issues easier to handle.
- Judge Rogers established the Guardianship program in 1996 and the program is a model for other counties in the state. Judge Rogers had faith in Lifespan, a social service agency that carries on the duties of a guardianship.

Two Probate Court Judge appointees to our Board were in attendance for the meeting and both wanted to share a few words regarding Judge Rogers:

Board President, Dale French:

- Judge Rogers would keep in contact with Board members who were appointed by him.
- Judge Rogers valued having a member of clergy serve as a Board member.

Board Member, Laddie Henninger:

- Laddie reflected on how Judge Rogers came to his home to interview him for the appointment to the Board.
- Laddie was very impressed with Judge Rogers commitment to making sure that the person nominated was a good fit as a Board member.

Judge Rogers shared a quote by Mother Teresa:

None of us, including me, ever do great things. But we can all do small things, with great love, and **together** we can do something wonderful." – **Mother Teresa**.Jul 10, 2018

#### IV. MEMORIAL

Twenty-one-year employee: Support Coordinator, Sandy Goforth  
Wife of Support Coordinator, Mike Goforth and mother to former Support Coordinator, Casey Donathan.

Jennifer Rice spoke regarding Sandy and her time with the Board, some highlights include:

- Sandy was an advocate for individuals with disabilities.
- Sandy had a wealth of knowledge that she shared with her co-workers.
- Sandy's favorite job with the Board was in Eligibility because she loved showing families how the Board could help them.
- Sandy recently celebrated 20 years with the Board and her milestone video was shared.
  - Co-workers described Sandy as: knowledgeable, caring, clone-worthy, compassionate, and so much more.
  - Sandy had many positions with the Board including: Receptionist, Team Secretary, Incident Review Specialist, and then as a Support Coordinator after completing her degree in June 2008.

- Sandy will be greatly missed.

## V. ADOPTION OF AGENDA

Laddie Henninger made a motion to approve the Order of Business as distributed at the meeting. Jacqueline Rioja Velarde second the motion. The motion passed unanimously.

## VI. AUDIENCE TO VISITORS

None Requested.

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 11 at 4:15 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.

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

2. **Personnel Committee:** met Thursday, March 11 at 4:15 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.

- Review of February Personnel actions and current staff vacancies (**Attachment**).

## VIII. CONSENT AGENDA – MOTION

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

### 1. Board

- A. Minutes of February 11, 2021 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 #2.7, Hiring Policy
  - Policy #2.8, Prohibited Employment Harassment
  - Policy #2.9, Individuals with Disabilities Non-Discrimination Policy
  - Policy #2.10, Non-Discrimination

## IX. OLD BUSINESS

- 1. Facilities Consolidation (**Attachment**) – Dwight & Lisa
  - LFO staff should be moved to JCC by the end of May.
  - Remote work model will go live effective the July 3<sup>rd</sup> pay period.
  - JCC lobby is planned to open to the public on July 6<sup>th</sup>.

2. COVID 19 Vaccine Update – Kara
  - Adult Day Programs are open to individuals (vaccinated or not).
  - Providers are not permitted to exclude individuals who are not vaccinated per DODD.
  - Vaccine efforts for our population is wrapping up.

## X. NEW BUSINESS

1. New Website Launch – Patricia
  - The website is focused on accessibility and readability.
  - Patricia suggested that Board members review the website and notify her if they noticed any corrections or any issues accessing the site.
2. Laddie Henninger made a motion to approve 10-year cash flow to utilize as a tool for financial sustainability and strategic planning to achieve our mission to support individuals so they can successfully live, work and learn in the community. Elisha Hill seconded the motion. The motion passed unanimously. **(Attachment)**

**NOTE:** Board policy requires cash reserves to be maintained at 50%. The following factors have been considered when establishing the Board's reserves:

- 1) The adequacy of the reserve level for cash flow purposes as the first county tax payment does not come until the 2<sup>nd</sup> quarter of the calendar year.
  - 2) The unpredictable nature of federal and state revenue sources and Medicaid match.
  - 3) The need to ensure an appropriate buffer during economic recessions to avoid major adjustments in service delivery to the individuals we serve.
3. Laddie Henninger made a motion to authorize Superintendent to negotiate a contract with Brittco Software for client information management and billing software and to sign any resulting contracts on behalf of the Board, as reviewed and endorsed by the Finance Committee. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

**NOTE:** The proposed cost for Brittco client software is \$52,800.00. Final terms and initiation date will be negotiated.

Brittco has been piloted in our agency since summer of 2020. Brittco will streamline workflows, MUI logging, EI/Help Me Grow interface. Brittco is still working on some financial pieces such as local funding programs.

## XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.0 – Global Governance Commitment **(Attachment)** – No revision recommended.
2. Board Governing Policy #3.1 – Governing Style **(Attachment)** – No revisions recommended.
3. OACB Board Updates **(Attachment)** – Jacque Rioja Velarde
  - Additional information can be found on the OACB website – Member Connect
  - Website offers great learning materials

**XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

1. Monitoring Report: Asset Protection (**Attachment**) – report included in the Board packet.
2. New Operational Worries/Updates (if any)

**XIII. ANNOUNCEMENTS**

1. **No Board Meeting in April.**
2. **Community Recognition Event**  
Thursday, June 24<sup>th</sup>  
7:00 – 9:00 p.m.  
Nuxhall Miracle Fields – 4850 Groh Lane, Fairfield

Changing it up this year with no sit-down dinner.  
This will be a casual, family-friendly event with free entertainment.  
Nomination forms will be going out soon.


**XIV. ITEMS FOR NEXT AGENDA**

None reported.

**XV. ADJOURNMENT**

There being no further business before the Board, Laddie Henninger made a motion to adjourn and Elisha Hill 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, May 13, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for May Committee Meetings:

Finance Committee meeting: Thursday, May 13 at 5:00 p.m. at JCC.  
Personnel Committee meeting: Thursday, May 13 at 5:15 p.m. at JCC.  
Program Committee meeting: Thursday, May 13 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<br>✓ 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      |  |
| August Board Meeting    | Updates from the SSA Department – Jennifer & Tracy                                 |
| September Board Meeting |  |
| October Board Meeting   |  |
| November Board Meeting  |  |
| December Board Meeting  |  |