

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

May 13, 2021
6:00 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	Present
Nohelia Rojas-Miesse	Present
Connie Sullivan	Absent

The group participated in the Pledge of Allegiance led by Nohelia Rojas-Miesse.

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 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

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

IV. AUDIENCE TO VISITORS

None Requested.

V. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, May 13 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, May 13 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 March Invoice Report **(Attachment)**.
 - Review of April Invoice Report **(Attachment)**.
 - Review of March Revenue and Expenditure Reports **(Attachment)**.
 - Review of April Revenue and Expenditure Reports **(Attachment)**.
- 3. **Nominating, By-Laws & Ethics Committee:** met Thursday, May 13 at 4:30 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.
- 4. **Personnel Committee:** met Thursday, May 13 at 5:15 p.m. at Janet Clemmons Center. Elisha Hill reported that all items on the agenda were reviewed and recommended for approval.
 - Review of March Personnel actions and current staff vacancies **(Attachment)**.
 - Review of April Personnel actions and current staff vacancies **(Attachment)**.
- 5. **Program Committee:** met Thursday, May 13 at 5:15 p.m. at Janet Clemmons Center. Jacqueline Rioja Velarde reported that all items on the agenda were reviewed and recommended for approval.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Overview of DD Accreditation Process – Kara

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

- Accreditation is scheduled for July 13 & 14, 2021
- Reviewers will carry out the Accreditation and it will be conducted 100% virtually.
- We have received the new 53-page tool/map of how to operate
- Reviewers will be looking at:
 - 25 Individuals from the SSA Department
 - 7 Individuals from the Early Intervention (EI) Department and/or Title XX individuals
 - 6 or 7 Personnel Policies
 - Board members are invited to attend the entrance conference on Tuesday, July 13th and the exit conference on Wednesday, July 14th

VII. CONSENT AGENDA – MOTION

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

1. **Board**
 - A. Minutes of March 11, 2021 meeting **(Attachment)**.

- B. Minutes of April 29, 2021 Special Board Meeting (**Attachment**).
- C. Ratification of current expenditures, as reviewed and approved by the Superintendent. (**March Attachment**) & (**April Attachment**).
- D. Personnel Policy Revisions (**Attachment**)
 - Policy #2.39, Building Closures
 - Policy #2.93, Remote Work Model
- E. 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
- F. 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

Laddie Henninger made a motion to approve the following contracts. Elisha Hill seconded the motion. Jackie Phillips abstained from voting for Contract #0421-02 with Camp Campbell Gard due to a possible conflict. The motion passed unanimously.

- 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

Laddie Henninger made a motion to approve the contract with Brittco included under Old Business. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

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
 - The majority of staff have moved from LFO to JCC.
 - Merakey Staff currently at LFO will move to JCC sometime in June.
 - The Gym renovation permit has been approved and work has begun.
3. Quarterly Updates on COVID-19 (**Attachment**) - Lisa
 - Input from Jackie Phillips, Middletown Health Commissioner
 - June 2nd – mandates will be lifted
 - Responsibility regarding COVID-19 has now been placed on individuals instead of State Officials.
 - Vaccinations are complete for Phases 1A & 1B
 - All three Butler County Health Departments will now operate Strike Teams to help with further vaccinations.

IX. NEW BUSINESS

1. Nominating, By-Laws & Ethics Committee Report – Dale French
 - Board Member search process – looking at the timeline for the replacement of Connie Sullivan at the end of 2021.
 - Notice will be placed in the Journal News at the beginning of June with a response deadline of July 3rd.
2. Discussion on Janet Clemmons Center Roof Repair – Dwight
 - Total of 9 roof sections on the JCC building.
 - Roof replacement for Section H is the area of the roof over the Head Start kitchen and the area in need of replacement.
 - Garland will conduct periodic inspections on the other 8 sections of roof.
 - This roofing system includes a layer of asphalt and then a layer of flood and gravel protection.
 - This type of roofing system is maintenance free and has a 30-year warranty.

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.

Jackie Phillips made a motion to approve the Garland contract and to increase appropriations in the capital fund (DD07900. DD40.DD440000 – Building Improvement Account) by \$80,316.00 to fund the roof repairs at Janet Clemmons Center. Laddie Henninger seconded the motion. The motion passed unanimously.

3. Discussion on Service & Support Administrator Vacancies – Lisa
 - Lisa provided an overview of turnover in the SSA Department – some vacancies are due to promotions, transfers, and some voluntary coverage for medical leaves is a challenge. The additional position can assist with coverage and also be ready to fill a vacancy when it occurs.

Jacqueline Rioja Velarde made a 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. Laddie Henninger seconded the motion. The motion passed unanimously.

4. Laddie Henninger made a motion to approve a one-time employee work stipend of up to \$450.00 for eligible employees who elect to continue working remotely. Elisha Hill seconded the motion. The motion passed unanimously.

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
 - The State will receive approximately \$200 million over the next year to supplement waiver services. Waiting for the Centers for Medicare & Medicaid Services (CMS) to provide guidance on how funds can be used. DODD intends to provide funds to providers that can be used as bonuses for employees to help with retention and recruitment.
6. Discussion on State Budget – Lisa
 - DODD proposed a waiver rate increase for the state budget and it was removed by the House due to receipt of federal stimulus funds. County boards are negotiating and may agree to up to a 2% increase to rates with local funds. OACB is leading negotiations with the Senate on including rate increase in the State budget. Lisa and Hailey have reviewed the impact of a 2% increase on cash flow and we can support it financially.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.2 – Board Job Description (**Attachment**) – No revisions recommended.
2. Board Governing Policy #3.3 – Board Code of Conduct (**Attachment**) – No revisions recommended.
3. OACB Board Updates – Jacque Rioja Velarde
 - OACB Spring Conference (**Attachment**) - Session information was provided by Jacque and she encouraged Board Members to attend some of the many educational seminars.
4. Draft Belief Statements (**Attachment**) – Sherry Dillon
 - Core belief statements communicate what's important and contributes to the overall success of our organization.
 - Our agency had belief statements previously, but staff were not aware of what they were. It is time to update those statements and to make sure that staff are aware of what they mean to the Agency.

- Four new agency belief statements include: Diversity, Excellence, Equity, and Opportunity.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. April Monitoring Report: #2.8, Linkage with the Community and Public Servants **(Attachment)** – report included in the Board packet.
2. May Monitoring Report: #2.9, Emergency Superintendent Succession **(Attachment)** – report included in the Board packet.
 - Discussion on succession planning for management staff with Superintendent certifications.
 - Four members of staff hold a Superintendent Certificate (Dwight Finch, Kara Frederick, Jennifer Rice, and Melissa Ward Brown)
 - These four staff members will pick a Board meeting between September 2021 and June 2022 and will prepare for and run the Board meeting to obtain knowledge in running a Board meeting.
 - Staff members will also be involved in the board member search and other Superintendent activities.
3. Strategic Plan – 1st Quarter Update **(Attachment)** – updates included in the Board packet.
4. New Operational Worries/Updates:
 - Federal initiative to eliminate waiver waiting lists.
 - Working on seamless state to state transfers for individuals served.
 - This would streamline eligibility for Medicaid and Waivers into one process.

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

Jackie Phillips made a motion for conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

XV. ADJOURNMENT

There being no further business before the Board, Laddie Henninger made a motion to adjourn and Jackie Phillips seconded the motion. The motion passed unanimously.


 Dale French, Board President


 Elisha Hill, Recording Secretary

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	