

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

February 11, 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
Laddie Henninger	Present by Zoom
Jackie Phillips	Present by Zoom
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 K. Hudson, an individual served by the Board; L. Watts, an individual served by the Board; Mark Krabbe, former Board Member; S. Poplin, an individual served by the Board; M. Pickens, an individual served by the Board; Peggy Coning, sister of EI and Family Focus Office Assistant Mary Feltner; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. SPECIAL RECOGNITION

Recognition of Butler County Health Commissioners:
Jenny Bailer – Health Commissioner of Butler County General Health District
Jackie Carter – Health Commissioner City of Middletown
Kay Farrar – Health Commissioner City of Hamilton

Mission of the Butler County Health Commissioners is: Vaccinate the People

Lisa acknowledged the work of the Butler County Health Commissioners with a piece of artwork from Inside Out Art Studio.

Jenny Bailer & Kay Farrar were unable to attend the meeting but both sent emails to Lisa thanking the Board for support through the COVID-19 vaccination efforts.

Kara Frederick presented the following data for Butler County:

- **Phase 1A (congregate settings):**
 - Butler County has 101 congregate settings
 - Out of 250 individuals in those settings, 188 individuals have received the vaccine – that is 75% of the individuals vaccinated.
 - First & second vaccines have been received.
 - 13% declined receiving the vaccine

 - 12 Intermediate Care Facilities (ICF's):
 - 118 individuals received the vaccine (that is the majority of individuals living in an ICF)

- **Phase 1B**
 - 899 individuals on the Phase 1B list to receive the first dose.
 - 396 individuals have been vaccinated
 - 173 individuals are scheduled to receive the vaccine.
 - 211 individuals declined (23% of the total)
 - 119 individuals still need to be reached

Ohio Department of Developmental Disabilities:
26,000 eligible to receive the vaccine in Phase 1B
12,000 have been completed statewide.

IV. ADOPTION OF AGENDA

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

V. AUDIENCE TO VISITORS

None Requested.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Housing Development Update – Gina Gehm, Executive Director, Partnerships for Housing (PFH)

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

- Proposed housing development started off with a survey of individuals served, family members & providers for input on how to better serve the needs of individuals.
- A Housing Focus Group was formed to further explore housing needs.
- Housing should include:
 - Building features that include fitness opportunities & activities.
 - Units should be affordable, but not low quality.
 - Units should be in good, safe locations with access to transportation & community amenities.

Initial Concept:

- Units should be mixed use, with a mixed population.
 - 50 units overall – 1 & 2 bedroom options
 - 15 units set aside for DD population
 - 10 units market rate purchase
 - 5 units market rate rental
 - 20 units affordable housing
- Fitness center, meetings rooms, common area, on site property management.

VII. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, February 11 at 5:45 p.m. at Janet Clemmons Center. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.
 - Review direct service contracts and family members of Board employees employed by providers under contract with the Board (**Attachment**).
2. **Finance Committee:** met Thursday, February 11 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 January Invoice Report (**Attachment**).
 - Review of January Revenue and Expenditure Reports (**Attachment**).
3. **Personnel Committee:** met Thursday, February 11 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 January Personnel actions and current staff vacancies (**Attachment**).

VIII. CONSENT AGENDA – MOTION

Laddie Henninger made a motion to approve the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

1. **Board**
 - A. Minutes of January 14, 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. Direct service contracts and family members of Board employees employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).
 - D. Personnel Policy Revisions (**Attachment**)
 - **Policy #2.66, Public Record**

2. Operations

Contracts > \$25,000

- A. Contract (**#0221-01**) with Spectra Flooring (State purchasing contract dealer – Contract ID #800567-4); effective 2/12/21 through 6/30/21; cost not to exceed \$62,115.00 for flooring replacement at JCC in the Administration wing and gymnasium.
- B. Contract (**#0221-02**) with Butler County Family and Children First Council (FCFC); effective 4/1/21 through 3/31/22; cost of \$75,000.00 for Wraparound service facilitation. This is the same amount as the previous contract.

IX. OLD BUSINESS

1. Sale of West Elkton Property – Dwight
 - Closed on the property in January, 2021
 - This is the last property to be sold from the homes that had been transferred from the Commissioners to BCBD.
2. Facilities Consolidation (**Attachment**) – Lisa
 - 93% of employees are working successfully from home.
 - Conversion of the gym at JCC into open office space for drop in staff.
 - JCC can accommodate all full-time employees if needed.
 - With the remote work model, an employee can only have 20 days per year working in multiple locations to follow local tax regulations.
 - Estimate of remote workers will be 75%, with 25% of staff working on site.
 - Employees will have the option to change their mind for work locations.
 - Management is hopeful to have LFO vacated by the end of May, with a turnover to the Commissioners in June.
3. COVID Vaccine Update – Kara
 - Kara supplied an update during the Special Recognition of the Health Commissioners.

X. NEW BUSINESS

1. Jackie Phillips made a motion to adopt a remote work model after the State of Ohio public health emergency. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

NOTE: Eligible employees will select either remote or on-site work option with all staff being accommodated at the Janet Clemmons Center.
2. Laddie Henninger made a motion to adopt the facilities consolidation plan to vacate the Liberty Fairfield office building on or before June 30, 2021. Jackie Phillips seconded the motion. The motion passed unanimously.

NOTE: The Liberty Fairfield office building will revert back to the Butler County Commissioners effective on or before July 1, 2021.

3. Laddie Henninger made a motion to increase appropriations \$438.00 to pay off the bond debt for the Seven Mile Home that was sold on January 20, 2021. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

NOTE: Funds received from the sale of Seven Mile home totaled \$160,540.00

4. Laddie Henninger made a motion to increase appropriations \$69,481.00 for DD06152.DD50.DD560000 and transfer cash from the operating fund to the capital fund to support the bond debt payoff for the Liberty Fairfield office. Jackie Phillips seconded the motion. The motion passed unanimously.

NOTE: Funds received from the sale of the Seven Mile home were deposited in the capital fund will be used to pay a portion of the bond debt for Liberty Fairfield office in addition to the cash transfer.

5. Laddie Henninger made a motion to increase appropriations \$229,583.00 for DD07900.DD50.DD501000 to pay off the bond debt for the Liberty Fairfield office. Elisha Hill seconded the motion. The motion passed unanimously.

XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.4 – Monitoring Superintendent Performance (**Attachment**) – no revisions recommended.

XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Focus of Grants or Contracts (**Attachment**) – report included in the Board packet.
2. New Operational Worries/Updates
 - Board Member Elisha Hill had a question regarding diversity and inclusion goals for Board contracts.
 - Dale French noted that the Board has a competitive bid process utilizing lowest pricing and best candidates.

XIII. ANNOUNCEMENTS

None reported.

XIV. ITEMS FOR NEXT AGENDA

None reported.

XV. ADJOURNMENT

There being no further business before the Board, Nohelia Rojas-Miesse 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, March 11, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for March Committee Meetings:

Finance Committee meeting: Thursday, March 11 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, March 11 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, March 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	✓ Housing Development Update – Gina Gehm, PFH
March Board Meeting	Overview of DD Accreditation Process - Kara
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	