

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**June 10, 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	Absent
Elisha Hill	Present
Laddie Henninger	Present by Zoom
Jackie Phillips	Present
Nohelia Rojas-Miesse	Present
Connie Sullivan	Present by Zoom

The group participated in the Pledge of Allegiance led by Dale French.

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 L. Miller, an individual served by the Board; A. Mitchell, an individual served by the Board; D. O'Shea, an individual served by the Board; Irene D'Arcus, Mother-in-law of Board Vice President Jacqueline Rioja Velarde; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

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

IV. AUDIENCE TO VISITORS

None Requested.

V. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, June 10 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 family members of Board employees employed by providers contracted with the Board pursuant to review and endorsement by the Ethics Council and in consultation with the Prosecuting Attorney that such employment is consistent with chapter 102 of Ohio Revised Code and sections 5126.0221, 2921.42 and 2921.43 (**Attachment**).
2. **Finance Committee:** met Thursday, June 10 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 May Invoice Report (**Attachment**).
 - Review of May Revenue and Expenditure Report (**Attachment**).
3. **Personnel Committee:** met Thursday, June 10 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 May Personnel actions and current staff vacancies (**Attachment**).

VI. BOARD EDUCATION/COMMUNITY LINKAGE

1. Employee Engagement Survey 2021 (**Attachment**) – Danielle Haynes

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

- 2020 & 2021 survey statistics
 - Positive feedback included: feeling appreciated, open minded leadership, approachable supervisors, employees feel safe, & freedom and flexibility.
 - Opportunities for improvement include: less frequent changes, more support, more consistency, more communication, & more efficient workflows.
 - Responses covered these topics:
 - Compensation/ Benefits
 - Operations/IT Contract
 - Increased Communication
 - Employee Support
 - Inspiring a Shared Vision
2. Ohio Individual Service Plan – DODD Webinar – Link sent to Board Members for viewing.

VII. CONSENT AGENDA – MOTION

Laddie Henninger made a motion to approve Item #1 on the Consent Agenda. Connie Sullivan seconded the motion. The motion passed unanimously.

1. **Board**

- A. Minutes of May 13, 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. Review of family members of Board employees employed by providers contracted with the Board pursuant to review and endorsement by the Ethics Council and in consultation with the Prosecuting Attorney that such employment is consistent with chapter 102 of Ohio Revised Code and sections 5126.0221, 2921.42 and 2921.43 (**Attachment**).
- D. Personnel Policy Revisions (**Attachment**)
 - Policy #2.29, Leave Benefits
 - Policy #2.62, Use of Board Equipment/Property/Facilities
 - Policy #2.96, Crisis Communication Plan
 - Policy #3.5, Crisis Protocol

Laddie Henninger made a motion to approve Item #2 on the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

2. **Operations**

Contracts > \$25,000

- A. Master Contract (**#0621-03**) with Ohio Department of DD/Southwest Ohio Developmental Center; effective 7/1/21 through 6/30/23; cost of \$500,000.00 for short-term and long-term residential treatment services in one of Ohio's Developmental Centers at a rate of \$60.47 per day per individual for long term placements. In addition, there is now a cost of \$124.00 a day for the initial 180 days when previously there was no cost to county boards for that time.

NOTE: This is a consolidation of all separate developmental center contracts into one master agreement.

2020 Contract amounts:

Gallipolis - \$102,153.60

SODC – \$510,716.00

Tiffin - \$150,000.00

VIII. OLD BUSINESS

- 1. Update on COVID-19 Guidelines for Employees – Lisa
 - Mask mandate removed with an effective date of June 2nd.
 - It is a personal choice if employees want to wear a mask in the workplace.
 - It is required that Staff ask if they should wear a mask when meeting or going into family homes.
- 2. Laddie Henninger made a motion to rescind, effective 6/30/21, the Board Resolutions 2020-03-01 and 2020-04-01 (**Attachment**) that were initiated to authorize the Superintendent to manage resources, employees, policies, etc. in response to the

State of Emergency for the COVID-19 pandemic declared by Governor DeWine on March 9, 2020. Elisha Hill seconded the motion. The motion passed unanimously.

3. Nominating, By-Laws & Ethics Committee Report – Dale & Lisa

- Board member search process – Update
 - Greater Hamilton Chamber of Commerce Newsletter ([Attachment](#))
 - Journal News ([Attachment](#))

The Board member position will be a replacement for Connie Sullivan whose term will expire on December 31, 2021.

One notice has been published with the Journal News and at least one more will run in the month of June.

- Board Member Assessment – Strengths & Skills ([Attachment](#))

Board Member Assessment has been updated to include the two newest Board members: Elisha Hill and Nohelia Rojas Miesse

4. Update on State Budget – Lisa

- Budget to be completed by June 30th.
- The state needs CMS approval on how to spend the federal money, so they will not be approved by June 30th.
- State funded 2% + 2% for waiver rate increase included in the senate version of the budget. No local funds committed at this point.

IX. NEW BUSINESS

1. Laddie Henninger made a motion to amend all Personnel Policies to redact any reference to the Liberty Fairfield Office and to the words “buildings”, “facilities”, and/or “locations”, plural. Elisha Hill seconded the motion. The motion passed unanimously.
2. Workers Compensation coverage for employees working remote out of state – Dwight
 - Some Board of DD staff reside in Indiana and Kentucky.
 - Due to the Remote Work Model it is necessary to carry Workers Compensation for the employees who reside out of the State of Ohio.
 - Ohio Bureau of Workers Compensation (OBWC) offers coverage for out of state policies.
 - Jackie Phillips recommended that employees make an assurance that they have a safe work environment at their homes.
 - Lisa reported that we are working with County HR on the out of state coverage to coordinate.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.4 – Agenda Planning ([Attachment](#)) – No revisions recommended.
2. OACB Board Updates ([Attachment](#)) – Jacque Rioja Velarde
3. Overview of Employee Survey Results ([Attachment](#)) – Danielle Haynes
 - Reviewed under Board Education/Community Linkage

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report #2.10 Communication and Support to the Board **(Attachment)** – report included in the Board packet.
2. Superintendent Performance Goals 2021 **(Attachment)**
3. New Operational Worries/Updates (if any) – None reported.
4. August Board Meeting – Lisa
 - Superintendent Conference is now scheduled for in-person the second week in August.
 - Could the August Board meeting be moved from August 12th to August 5th without conflicts?

Connie Sullivan made a motion to move the August 12th Board meeting to August 5th to allow for Lisa to attend the Superintendent conference. Elisha Hill seconded the motion. The motion passed unanimously.

XII. ANNOUNCEMENTS

DODD Accreditation – July 13th & 14th – Lisa

- Calendar invites and links for the entrance & exit conferences will be forwarded to the Board members once received.

Building Renovation update was requested by Laddie:

- Dwight reported that demolition is complete.
- Stage area will be back-filled (concrete poured) on Friday, June 11th
- Framing contractor has been found & that work will begin shortly.

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. 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 – see calendar on Board Facebook page.

Date for next regular meeting: Thursday, August 12, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for August Committee Meetings:

Finance Committee meeting: Thursday, August 12 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, August 12 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, August 12 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	✓ Employee Engagement Survey 2021 – Danielle ✓ 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	