

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**August 5, 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
Elisha Hill	Absent
Laddie Henninger	Present
Jackie Phillips	Absent
Nohelia Rojas-Miesse	Absent
Connie Sullivan	Present

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 K. Barrett, an individual served by the Board; Thomas Charles, Father of Support Coordinator Teri Bentley; 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. Connie Sullivan seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD RECOGNITION

Recognition of Board Retiree, Teresa Brand for 24 years of service.

SSA Director Jennifer Rice spoke regarding Teresa and her years of service with the Board.

- Teresa has only held three positions during her time with the Board, but she has moved locations nine times and has worked under 4 Superintendents.
- Teresa is compassionate and caring and has an incredible sense of humor.
- Teresa is known for baking cookies for her Team to celebrate milestones.
- Teresa volunteers her time with Serve City where she cooks and serves food.
- Teresa received the Star Award during a past Community Recognition Dinner / however, she prefers not to receive recognition.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Updates from the SSA Department – Jennifer & Tracy

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

- SSA Department Overview
 - Identified need for a Training Supervisor position
 - Redesign of On-boarding & Orientation
 - Department Statistics
 - Department Projects
 - Vision for 2022
- SSA Orientation Checklist
- New Hire Training

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, August 5 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 June Invoice Report (**Attachment**).
 - Review of June Revenue and Expenditure Reports (**Attachment**).
 - Review of July Invoice Report (**Attachment**).
2. **Personnel Committee:** met Thursday, August 5 at 5:15 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.
 - Review of June Personnel actions and current staff vacancies (**Attachment**).
 - Review of July Personnel actions and current staff vacancies (**Attachment**).
3. **Ethics Council:** met Thursday, August 5 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**)

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 June 10, 2021 meeting (**Attachment**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**June Attachment**) & (**July Attachment**).
- C. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. (**Attachment**)
- D. Personnel Policy Revisions (**Attachment**)
 - **Policy #2.13**, Citizenship, Immigration/Resident Status
 - **Policy #2.14**, Evaluation of Applicants
 - **Policy #2.19**, Payroll Regulations
 - **Policy #2.21**, Overtime, Hours of Work, and Breaks

IX. NEW BUSINESS

1. Report from Nominating Committee on Proposed Candidate for Board Vacancies (effective January 2022) – Dale
 - 2 Candidates have already been interviewed.
 - 2 Candidates will be interviewed on August 10th.
 - Recommendations will be brought to the Board in September
2. Review of DODD Accreditation Report – Kara
 - 4 total citations – 1 MUI and 3 Human Rights
 - We are appealing one citation due to finding additional documentation.
 - A 3-year certification is expected.
3. Mid-Year Financial Update and Discussion – Hailey
The discussion included a PowerPoint and a copy is included with the original minutes of the meeting. Points covered include:
 - Cash Flow Projections through the year 2029
 - Budget Hearing will be held in October
 - 2022 Rollback Motion will be on the September Board Agenda

X. BOARD POLICY DISCUSSION

1. August OACB Board Updates (**Attachment**) – Jacque Rioja Velarde

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Strategic Plan – 2nd Quarter Update (**Attachment**).
2. New Operational Worries – None reported.

XIII. ANNOUNCEMENTS

Superintendent Conference is next week (August 12th & 13th)

XIV. ITEMS FOR NEXT AGENDA

1. Dwight will be coordinating the September Board Agenda/Meeting as acting Superintendent.
2. Jennifer will be coordinating the October Board Agenda/Meeting as acting Superintendent.

XV. ADJOURNMENT

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

on behalf of 
Dale French, Board President


Elisha Hill, Recording Secretary

Calendar of Upcoming Events – see calendar on Board Facebook page.

Date for next regular meeting: Thursday, October 14, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for September Committee Meetings:

Finance Committee meeting: Thursday, October 14 at 5:00 p.m. at LFO.
Personnel Committee meeting: Thursday, October 14 at 5:15 p.m. at LFO.
Program Committee meeting: Thursday, October 14 at 5:30 p.m. at LFO.

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
 - Supported Decision Making – Josh & Courtney
- October Board Meeting
- November Board Meeting
- December Board Meeting