

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

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

**September 9, 2021  
6:00 p.m.**

**BOARD MEETING  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Jacqueline Rioja Velarde, Board Vice President.

**II. ROLL CALL**

Dale French	Absent
Jacqueline Rioja Velarde	Present
Elisha Hill	Present
Laddie Henninger	Present
Jackie Phillips	Absent
Nohelia Rojas-Miesse	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Kara Frederick.

Jacqueline Rioja Velarde 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. Miller, an individual served by the Board; M. Dezarn, an individual served by the Board; D. Centers, an individual 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**

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

**IV. AUDIENCE TO VISITORS**

None Requested.

**V. BOARD EDUCATION/COMMUNITY LINKAGE**

Supported Decision Making (**Attachment**) – Courtney & Josh

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

- Guardianship should be the last resort – it is restrictive and sometimes hard to reverse.
- There are many less restrictive options and those include: Release of information, Technology, Support Decision Making, Chosen Representative, Authorized Representative, Payee, Power of Attorney, Conservatorship, or Limited Guardianship.
- Supported Decision Making happens when people choose trusted others (family, friends, professionals, experts, etc.) to help them understand situations and choices faced so that they can make their own decisions.
- The individual asking for support/help ultimately makes the final decision.
- Being able to make mistakes and learn from them is an important part of life and decision making.
- People with more self-determination/more control over their lives and their decisions have better life outcomes.

## VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, September 9 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 August Invoice Report (**Attachment**).
  - Review of July Revenue and Expenditure Reports (**Attachment**).
  - Review of August Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, September 9 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 August Personnel actions and current staff vacancies (**Attachment**).
3. **Program Committee:** met Thursday, September 9 at 5:30 p.m. at Janet Clemmons Center. Jacqueline Rioja Velarde reported that all items on the agenda were reviewed and recommend for approval.

## VII. CONSENT AGENDA – MOTION

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

1. **Board**
  - A. Minutes of August 5, 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 #2.25**, Employee Reimbursements
    - **Policy #2.26**, Fringe Benefits
    - **Policy #2.31**, Disability Separation
    - **Policy #2.32**, FMLA

- **Policy #2.36**, Holidays
- **Policy #2.74**, Information Technology

D. Program Policy Revision (**Attachment**)

- **Policy #13-1**, Authorization of Local Funds

2. **Operations**

**Contracts > \$25,000**

- A. Master Contract (**#0921-03**) with Easter Seals Tri-State; effective 1/1/22 through 12/31/22; cost of \$60,000.00 for Adult day supports, Non-medical transportation, Individual employment supports, Group employment, and Career planning.
- B. Master Contract (**#0921-04**) with Ohio Valley Goodwill; effective 1/1/22 through 12/31/22; cost of \$50,000.00 for Adult day supports, Non-medical transportation, Individual employment supports, Career planning, and Group supports.
- C. Master Contract (**#0921-05**) with Camp Campbell Gard; effective 1/1/22 through 12/31/22; cost of \$55,092.00 for Residential program support – attendance at day/residential program.
- D. Master Contract (**#0921-06**) with Buckner Employment Services and Training; effective 1/1/22 through 12/31/22; cost of \$30,000.00 for Individual employment supports and career planning.

**VIII. NEW BUSINESS**

1. Report from Nominating Committee and Discussion on Proposed Candidate for Board Vacancy (Effective January 2022) (**Attachment**) – Nohelia Rojas-Miesse
- Four candidates were interviewed in July.
  - Damon Knoche was chosen from these candidates

Connie Sullivan made a motion to recommend Damon Knoche to the Board of Commissioners. Laddie Henninger seconded the motion. The motion passed unanimously.

2. 2022 Table of Organization (TO) Planning Discussion – Danielle

- TO was downsized by 10 positions in 2021 due to effects of pandemic.
- Asking to add 9.5 positions back to the TO based on return to normal operations.
- Posting for positions will take place on Monday, September 13th

Laddie Henninger made a motion to add the following positions to the Table of Organization effective September 9, 2021 to facilitate hiring and orientation prior to January 2022. Elisha Hill seconded the motion. The motion passed unanimously.

One (1) Full-time Developmental Specialist  
 One (1) Full-time Investigative Agent  
 Two (2) Full-time Rates and Contract Coordinators

Five (5) Full-time Service and Support Administration Leads  
One (1) Part-time Developmental Specialist

3. Discussion on Levy rollback for 2022 and meeting with County Auditor's office – Hailey

Hailey and Lisa met with the Auditor's office to review Board financial position. Cash reserve balance is projected for 143% at the end of 2021, thus the rollback can continue in 2022.

Connie Sullivan made a motion to authorize the Superintendent to contact Butler County Auditor Roger Reynolds to inform him of its decision and request to forego collection of 0.5 mills of its 2.0 mill levy in year 2021, fiscal year 2022. **(Resolution #2021-9-01 Attached)** Laddie Henninger seconded the motion. The motion passed unanimously.

4. Discussion on Provider Support for Positive COVID Cases – Kara/Lisa

Individuals living in congregate settings are testing positive and some staff. Request to re-initiate stipends along with other supports.

Laddie Henninger made a motion to authorize the Superintendent to provide stipends to providers to cover extraordinary expenses for homes affected by COVID-19 through 12/31/2021 as outlined below. Elisha Hill seconded the motion. The motion passed unanimously.

Effective immediately and retroactively to August 19, 2021, if you continue to provide services as an Independent or Shared Living Provider to an individual who has COVID-19, you are eligible to receive a stipend of \$1,000.00 per site. If you agree to assist an agency with staffing due to COVID-19, you will receive a \$2,000.00 stipend. If you are an agency provider and services you provide in a home have been affected by a positive COVID-19 case (individuals served and/or staff members), you are eligible to receive a stipend of \$4,000.00 per home.

**NOTE:** A verification process is required for eligibility through the Quality Assurance (QA) Department.

5. Discussion on workforce crisis and impact on service providers in our community.

Boards in our region are developing a collaborative plan to assist providers with costs not reimbursed by Medicaid during the DSP workforce crisis.

Elisha Hill made a motion to allow the superintendent to reimburse providers for extraordinary expenses to assist during a staffing crisis through 12/31/2021. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

**NOTE:** Reimbursements may include: training stipends for recruiting/retaining staff; overtime; hotel and mileage for staff re-locations.

6. Connie Sullivan made a motion to increase appropriations \$40,000.00 for the capital fund to cover the rise in cost for materials related to the bus garage roof replacement and gym renovation. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

7. Laddie Henninger made a motion to complete a prior year correction of \$206,284.50 from the Schul fund to the Operating fund. Connie Sullivan seconded the motion. The motion passed unanimously.

**NOTE:** The donation did not meet the criteria for the Schul fund and must be deposited in the Operating fund.

8. Review of 2022 Budget – Hailey

Points covered include:

- Budget submission is due to the Commissioners by the end of September.
- Report will be brought back to the Board for the October 14<sup>th</sup> meeting.
- Expecting a 15% increase that includes:
  - TO position additions
  - Expanding Local funded services
  - Waiver match obligation will increase due to the cease in stimulus funding.

#### **IX. BOARD POLICY DISCUSSION**

1. Board Governing Policy #3.5, Chief Governance Officer Role (**Attachment**) – No revisions recommended.
2. OACB Board Updates – Jacque Rioja Velarde
  - No August Board meeting
  - Next meeting is scheduled for September 13<sup>th</sup> – Jacque will report after the meeting.

#### **X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

1. Monitoring Report #2.1, Treatment of Individuals (**Attachment**) – reported included in the Board packet.
2. New Operational Worries (if any) – None reported.

#### **XI. ANNOUNCEMENTS**

Jennifer Rice to coordinate and support October Board Agenda.

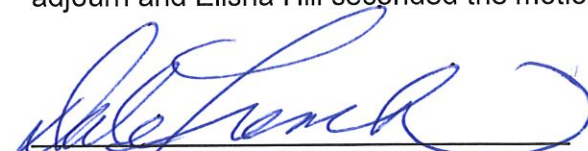
#### **XII. ITEMS FOR NEXT AGENDA**

#### **XIII. EXECUTIVE SESSION**

Connie Sullivan made a motion to go into Executive Session to discuss matters required to be kept confidential by federal law or regulations or state statutes. Laddie Henninger seconded the motion. The motion passed unanimously.

#### **XIV. 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, 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 JCC.

Personnel Committee meeting: Thursday, October 14 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, October 14 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      | ✓ Employee Engagement Survey 2021 – Danielle<br>✓ 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  |   |