

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

October 14, 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	Present
Laddie Henninger	Present
Jackie Phillips	Present
Nohelia Rojas-Miesse	Present
Connie Sullivan	Present

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 A. Miranda, a child served by the Board; C. Newmister, an individual served by the Board; B. Johnson, a child served by the Board; E. Shelton, 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. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, October 14 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 September Invoice Report **(Attachment)**.
- Review of August Revenue and Expenditure Reports **(Attachment)**.
- Review of September Revenue and Expenditure Reports **(Attachment)**.

2. **Personnel Committee:** Thursday, October 14 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 September Personnel actions and current staff vacancies **(Attachment)**.

3. **Ethics Council:** Thursday, October 14 at 5:45 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommend for approval.

- Review of report of payments issued to individuals or families served. **(Attachment)**.

VI. **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 September 9, 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. Report of payments issued to individuals or families served, pending review and endorsement by the Ethics Council **(Attachment)**.
- D. Personnel Policy Revisions **(Attachment)**
 - **Policy #2.87, Fraud**

2. **Operations**

Contracts > \$25,000

- A. Amendment to Contract **(#0821-01)** with David Brunemann Construction, Inc.; effective 1/1/21 through 12/31/21; cost of \$26,992.00 for framing, drywall and drop ceiling installation for the JCC gym renovation project. This is an increase to the contract of \$2,175.00 to include door installation.
- B. Master Contract **(#1021-04)** with Graceworks Enhanced Living; effective 1/1/22 through 12/31/22; cost of \$70,000.00 for Room and board for a licensed home. This is the same amount as the previous contract.

- C. Master Contract (#1021-07) with ECI; effective 1/1/22 through 12/31/22; cost of \$60,000.00 for licensed home for waiver services. This is the same amount as the previous contract.

VII. NEW BUSINESS

- 1. Discuss delegate(s) to attend the OACB Annual Convention. (**Motion**)

- A. OACB Delegate Assembly – Wednesday, December 1st at 6:00 p.m.
Delegate: Elisha Hill
Alternate: Lisa Guliano

Laddie Henninger made a motion to accept the delegate and alternate for the OACB Delegate Assembly. Jackie Carter seconded the motion. The motion passed unanimously.

- 2. Consideration of motion for the following employee benefits for 2022 (**Attachment**), pending review and endorsement by the Personnel and Finance Committees:

Laddie Henninger made a motion for the following employee benefits for 2022. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

- A. Continuation of medical coverage with United Healthcare beginning pay date 12/10/2021 for the plan effective 1/1/2022.

NOTE: This is an increase of 2% from 2021.

- B. Continuation of dental coverage with Denta Quest beginning pay date 12/10/2021 for the plan effective 1/1/2022.

NOTE: There is a 5% decrease in the dental insurance premiums from 2021.

- C. Continuation of the employee Health Savings Account incentive for the High Deductible Health Plan for each subscriber, in the amount of \$1,000.00.

- D. Continuation of the Wellness incentive not to exceed \$600.00 per full-time employee.

NOTE: The Wellness Program will be administered by Bravo.

- E. Continuation of the Benefit Discount Program with New Benefits LTD, for employees at a cost of \$120.00 per employee per year.

- F. Continuation of Group Life and Accidental Death and Dismemberment insurance through Standard Insurance Company beginning pay date 12/10/2021 for the plan effective 1/1/2022.

NOTE: No change in premium amount.

- G. Continuation of the annual waiver payment of \$2,000.00 payable in January 2023 for employees who waived family health insurance coverage during 2022.

VIII. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.6 – Board Committee Principles (**Attachment**)
2. Board Governing Policy #3.7 – Board Committee Structure (**Attachment**)
Jennifer Rice responded to Dale French and provided additional explanation that these policies outlined the Board's current practices with establishing the various committees (Finance, Personnel, and Program) and the purpose/functionality of those committees. Dale French stated that he agreed the Board's practices and committee structures are in compliance with these policies.
3. OACB Board Updates (**Attachment**) – Jacque Rioja Velarde

IX. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Treatment of Staff (**Attachment**).
2. Strategic Plan Third Quarter Report (**Attachment**).
Jennifer Rice provided a brief summary on each department's submitted reports that support the goals outlined in the Strategic Plan and then deferred to other employee representatives for additional information; none was requested or provided.
3. Budget Hearing Update (**Attachment**).
Jennifer Rice reported that the Commissioners approved the Board's submitted budget for 2022 and the levy roll back plan was also approved. We can expect some media coverage on this topic over the next couple of weeks.
4. 2019 Butler County Special Olympics Report (**Attachment**). Jennifer Rice provided an update on some of the events/activities that had started back up from the pandemic and reminded the Board that this report was given to outline the programs provided by Special Olympics as well as future plans. Connie Sullivan provided additional updates about the Basketball and Bowling events.
5. 2022 Board Meeting Dates – (**Attachment**).

Connie Sullivan made a motion to accept the 2022 Board Meeting Dates. Elisha Hill seconded the motion. The motion passed unanimously.

6. New Operational Worries (if any).
Jennifer Rice answered questions about LFO and provided an update regarding the most recent move of additional work stations from LFO to JCC to get additional rooms and the previous gym area set up. Informed the Board that the plan to turn the building over to the county by the end of the year remains on target.

X. ANNOUNCEMENTS

Our next board meeting is a week early – November 4th – due to the Veteran's Day holiday

XI. ITEMS FOR NEXT AGENDA

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, November 4, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, November 4 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, November 4 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, November 4 at 5:30 p.m. at JCC.

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


Dale French, Board President


Elisha Hill, Recording Secretary

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