

BOARD MEETING MINUTES

JANET CLEMMONS CENTER
282 NORTH FAIR AVENUE
HAMILTON, OH 45011

NOVEMBER 4, 2021
6:00 PM

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 Carter	Absent
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.

Recognition of Veterans and active duty military members serving our country. Moment of silent reflection in memory of D. Wilson, an individual 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. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested

V. BOARD EDUCATION/COMMUNITY LINKAGE

Article on Best Buddies by Connie Mehlman

<https://www.bestbuddies.org/ohio/enduring-friendships-are-priceless>

Dale suggested that the article be circulated to OACB for statewide distribution. Lisa will request Patricia Dawson send to OACB.

VI. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, November 4 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 October Invoice Report [\(Attachment\)](#).
- Review of October Revenue and Expenditure Reports **(Attachment)**. (may not have due to timing of November Board Meeting)

2. **Personnel Committee:** Thursday, November 4 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 October Personnel actions [\(Attachment\)](#) and current staff vacancies [\(Attachment\)](#).

VII. CONSENT AGENDA – MOTION

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

1. Board

- A. Minutes of October 14, 2021 meeting [\(Attachment\)](#).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. **(Attachment)**. (may not have due to timing of November Board Meeting)

2. Operations

Approval of two year management contracts effective 1/1/22 through 12/31/23 for the following Directors, pending review and endorsement by the Personnel Committee:

1. Sherry Dillon, Community Services Director
2. Dwight Finch, Human Resources and Operations Director
3. Kara Frederick, Quality Assurance Director
4. Hailey Quinn, Business Services Director
5. Jennifer Rice, Service and Support Administration Director

3. **Contracts > \$25,000**

- A. Master Contract (**#1021-02**) with Universal Transportation Systems (UTS); effective 1/1/22 through 12/31/22; cost of \$300,000.00 for Non-medical transportation to locally funded individuals. This is an increase of \$30,000.00 from the previous contract due to increased labor costs, driver shortages, and an increase in fuel prices.
- B. Contract (**#1121-01**) with Partnerships for Housing; effective 1/1/22 through 12/31/22; cost not to exceed \$26,325.00 for hourly housing locator service. This is a 4% rate increase from the previous contract for overhead cost of the program.

VIII. OLD BUSINESS

IX. NEW BUSINESS

1. Consideration of motion to approve the 2022 Original Expense and Revenue Budget ([Attachment](#)), pending review and endorsement by the Finance Committee.

Hailey provided an overview of the budget for the board members noting differences in expenditures and revenues as compared to our 2021 Original expense and revenue budget.

Laddie Henninger made a motion to approve the 2022 Original Expense and Revenue Budget. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

2. Consideration of motion to approve performance-based wage increase of up to 3% for all employees who are otherwise eligible (excluding the Superintendent who receives increases per Board evaluations as specified by contract) effective January 1, 2022 ([Attachment](#)), pending review and endorsement by the Finance and Personnel Committees.

NOTE: Employees will receive the increase as an increase to base salary or as a lump sum payment pursuant to Board salary ranges and as defined in Policy #2.18.

Laddie Henninger made a motion to approve performance-based wage increase of up to 3% for all employees who are otherwise eligible. Connie Sullivan seconded the motion. The motion passed unanimously.

3. Discussion on fall bonus option for 2021 due to the extension of the Enhanced Federal Medical Assistance Percentage (eFMAP) for Targeted Case Management for the 1st quarter of 2022; Estimated collection of \$70,000. (Hailey)

Hailey explained we were just notified that the eFMAP was extended into the first quarter of 2022. The additional revenue of \$70,000 is intended to offset personnel costs so Leadership is recommending the board pass the revenue on to employees this fall in the form of a lump sum bonus based on annual performance evaluation scores.

Consideration of motion to approve a one-time lump sum bonus up to \$600 based on the 2021 performance evaluation for all employees who are eligible (excluding the Superintendent who receives compensation per Board evaluations as specified by contract) effective pay date 12/10/21 [\(Attachment\)](#), pending review and endorsement by the Finance and Personnel Committees.

Laddie Henninger made a motion to approve a one-time lump sum bonus up to \$600 based on the 2021 performance evaluation for all employees who are eligible. Elisha Hill seconded the motion. The motion passed unanimously.

4. Consideration of motion to approve Resolution #2021-11-01, Nonfederal Share of Medicaid Expenditures [\(Attachment\)](#), to specify the amount of funds, \$9,938,033 to be used in the year 2022 to pay the nonfederal share of services required by ORC 1526.054, pending review and endorsement by the Finance Committee.

NOTE: The 2022 waiver match is offset by one-time stimulus funding. These funds are leveraged to draw down federal funds which allow us to provide approximately \$24 million in Medicaid services.

Laddie Henninger made a motion to approve Resolution #2021-11-01, Nonfederal Share of Medicaid Expenditures. Connie Sullivan seconded the motion. The motion passed unanimously.

5. Motion to approve the 2022 Table of Organization [\(Attachment\)](#) and Revised Compensation Schedule [\(Attachment\)](#), pending review and

endorsement by the Finance and Personnel Committees. This motion includes the following actions:

To abolish the following positions:

- (1) Maintenance Worker
- (1) Custodian (PT)
- (1) Eligibility Coordinator (PT)
- (2) Office Assistant

NOTE: Maintenance Worker and Custodian positions re-allocated; Eligibility Coordinator abolished due to lack of work; (2) Office Assistant positions elevated to (2) Administrative Assistants.

Laddie Henninger made a motion to approve the 2022 Table of Organization and Revised Compensation Schedule. Elisha Hill seconded the motion. The motion passed unanimously.

6. Discussion on benchmarks for performance bonus in 2022.
(Sherry/Danielle)

Danielle presented to board members the revisions to our compensation policy that would permit employees to earn a bonus based on participation in agency wide initiatives, community events, and collaborative events with other departments within the agency. The idea was presented by Connie Mehlman to Leadership and will apply bonus benchmarks evenly for all board employees. Procedures are being finalized and will be presented to employees in December with the plan to launch the bonus program by January 2022.

Consideration of motion to adopt revisions to Personnel Policy 2.18 [\(Attachment\)](#) authorizing employee bonuses beginning in 2022 based on annual performance evaluation score and bonus benchmark rating.

***NOTE:** All annual increases and bonuses are subject to available funds and Board approval.

Elisha Hill made a motion to adopt revisions to Personnel Policy 2.18. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

7. Meeting with Judge Holcomb, Probate Court. (Dale)

Dale reported that he, Jennifer, Kara and Lisa met with Judge Holcomb last Friday to introduce ourselves and the agency. We provided Judge Holcomb with an update on the current Probate Court board member appointees and the process we follow for recommending new board members under the Commissioners.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.8 – Cost of Governance ([Attachment](#))
2. Board Governing Policy #4.5 – Superintendent Compensation & Benefits ([Attachment](#))
3. OACB Board Updates – Jacque Rioja Velarde

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Compensation and Benefits ([Attachment](#)).
2. Superintendent Performance Goals Update ([Attachment](#))
 - Performance Evaluation ProcessHR will send out a survey for Lisa Guliano to senior leadership. The report will be sent to the Board. A link will also be sent to the Board members.
3. Update on Administrative Assistant Search and Appointment of Damon Knoche.
Administrative Assistant – A candidate has been hired they will join the Board in February. The team interviewed four candidates; 2 candidates will fill the vacant office assistant positions in SSA department.
Appointment of Damon Knoche- Commissioners office will publicly announce on 12/13/2021. Mr. Knoche appointment date will be 12/20/2021 and will attend orientation on 12/09/2021.
4. New Operational Worries (if any)
70% of our employees are vaccinated and currently have not had to show proof. Masks are required if unvaccinated. OSHA alert states by January 4th employers with 100 or more staff will need to be vaccinated or provide weekly tests. Lisa, Dwight and Danielle will meet with legal counsel on Friday to learn if the OSHA regulations will be adopted in Ohio for public employers or not.

XII. ANNOUNCEMENTS

ARCS Christmas Dinner is at the Butler County Fairgrounds, will list in the newsletter.

Jacqueline Rioja Velarde suggested the word “support” versus help for the association mission statement.

XIII: ITEMS FOR NEXT AGENDA

Recognition of Connie Sullivan at December Board meeting for 12 years of service.

XIV: ADJOURNMENT

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, December 9, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for December Committee Meetings:

Finance Committee meeting: Thursday, December 9 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, December 9 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, December 9 at 5:30 p.m. at JCC.

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.


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