

BOARD MEETING AGENDA

**JANET CLEMMONS CENTER
282 NORTH FAIR AVENUE
HAMILTON, OH 45011**

**December 9, 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	Absent
Elisha Hill	Present
Laddie Henninger	Present
Jackie Phillips Carter	Absent
Nohelia Rojas-Miesse	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Connie Sullivan.

Dale French read the Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

Moment of silent in memory of K. Argalas, an individual served by the Board; C. Blanton, an individual served by the Board; J. Schott, an individual served by the Board; N. Hopkins, an individual served by the Board; B. Harden, 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. Connie Sullivan seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested

V. Recognition of Connie Sullivan – 12 Years of Service as Board Member – Dale & Others

Lisa spoke about how much she appreciated all of the time Connie had spent as a Board Member. Connie has given great insight, as a Board Member and a parent. She will be missed.

Dale spoke about how people like Connie are few and far between, she was able to see all sides of an issue. It has been a pleasure serving on the Board with her and she will be missed.

Connie was presented with a glass piece of art designed and made by her daughter at Inside Out Studio.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

VII. COMMITTEE REPORTS

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

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

VIII. CONSENT AGENDA – MOTION

Connie Sullivan made a motion to approve the Consent Agenda. Nohelia Rojas-Miese seconded the motion. The motion passed unanimously.

1. **Board**

- A. Minutes of November 4, 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

- Policy #2.22, Staff Development ([Attachment](#)).
- Policy #2.26, Fringe Benefits ([Attachment](#)).
- Policy #2.29, Leave Benefits ([Attachment](#)).
- Policy #2.39, Building Closures-rescind ([Attachment](#))

2. **Operations**

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

- A. Master Contract (#1221-01) with Dynamic Pathways, Inc.; effective 1/1/22 through 12/31/22; cost not to exceed \$120,000.00 for Behavior supports (assessment, consultation, and strategy development), Training, and Human Rights Committee oversight. This is a decrease of \$9,000 to reflect current utilization.
- B. Master Contract (#1221-02) with Lifespan; effective 1/1/22 through 12/31/22; cost not to exceed \$156,500.00 for Social security payeeship and Guardianship services. This is a decrease of \$9,000 from the previous contract due to a decrease to reflect current utilization.
- C. Contract (#1221-03) with Partnerships for Housing; effective 1/1/22 through 12/31/22; cost not to exceed \$300,000.00 for housing services. This is the same amount as the previous contract.
- D. Master Contract (#1221-07) with Primary Solutions, Inc.; effective 1/1/22 through 6/30/22; not to exceed the cost of \$27,936.00 for access to and technical support for the Board client database, Gatekeeper.
- E. Master Contract (#1221-08) with Capabilities; effective 1/1/22 through 12/31/22; cost of \$30,000.00 for Career planning, Individual employment supports, Adult day supports, Drivers education and training. This is the same amount as the previous contract.
- F. Master Contract (#1221-09) with Southwestern Ohio Council of Governments; effective 1/1/22 through 12/31/22; cost of \$14,823,827.00 for Waiver Match and COG services. This is an increase from the previous year due to additional services for Merakey, DSP Workforce Programs, and Waiver Match. Estimated carryover reserves are also included in the contract total for 2022

unlike previous contracts. Carryover reserves will be used for various business needs.

- G. Master Contract (#1221-11) with SALT Resource Solutions, LLC; effective 1/1/22 through 12/31/22; cost not to exceed \$34,750.00 for parent resource supports for student and adults who are eligible for all Butler County School Districts and Butler County Board of DD supports. This is the same amount as the previous contract.
- H. Master Contract (#1221-18) with Butler Behavioral Health Services: Workplace Associates; effective 1/1/22 through 12/31/22; cost not to exceed \$124,160.00 to provide job coaching staff for the Project Life program facilitated by Butler Technical School. Same amount as previous year.

Note: The Board will pay 40% of the overall job coaching fees for DD eligible students.

- I. Master Contract (#1221-19) with Transport-U Transportation LLC; effective 1/1/22 through 12/31/22; cost not to exceed \$175,000.00 to provide NMT to locally funded individuals. This is an increase of \$55,000.00 from the previous year due to an increase in utilization.

IX. OLD BUSINESS

1. Update on Provider Support Programs as of November 30, 2021
 - COVID Stipends: \$72,123
 - DSP Workforce Support Reimbursements: \$110,937
2. Consideration of motion to continue COVID stipends and DSP Workforce Support Reimbursements through March 31, 2022.
 - Funds to be transferred to and distributed by SWOCOG beginning in January 2022.

Lisa spoke on how the Board gave us authority for the COVID stipend, we found \$1 million for this project. We would like to send the remaining balance to the COG.

Dale spoke about how the COG has been administrating these types of programs for Hamilton County.

Connie Sullivan made a motion to approve to continue COVID stipends and DSP Workforce Support Reimbursements through March 31, 2022. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

3. Update on Employee Bonus Benchmarks - Lisa

Lisa discussed earning Benchmark points by completing engaging activities similar to extra credit and how we appreciate that it was approved. We sent the Benchmarks out to employees for feedback. We received a lot of good feedback and we also had some staff that were concerned. We would like to take a step back, we don't want to roll out something that may make people not participate. We would like to put this on hold and provide you with an update early next year.

X. NEW BUSINESS

1. Discussion on officers and committee assignments for 2022 ([Attachment](#)). Lisa reported that new board member, Damon Knoche, is willing to serve on the Personnel Committee. Dale suggested Jackie Phillips Carter for Superintendent Evaluation Committee. Laddie reported that Nohelia Rojas-Miesse has agreed to chair the Finance Committee. The slate of officers and committees will be approved at the January organizational meeting.

2. Consideration of motion to approve 2022 Performance Goals of Superintendent Lisa Guliano. ([Attachment](#))

Connie Sullivan made a motion to approve 2022 Performance Goals of Superintendent. Elisha Hill seconded the motion. The motion passed unanimously.

4. Discussion on performance-based raises for employees completing mid-point probationary evaluations.

Consideration of motion to approve policy revision regarding eligibility for wage increases ([Attachment – Policy 2.18](#)). New employees will be eligible prospectively for wage increases/bonuses upon the completion of a mid-point review (policy is effective 11/1/21).

Note: The policy has also been revised to include bonus criteria. Job Enrichment and Job Enlargement have also been removed and replaced by Temporary Assignment of Duties provision.

Dwight stated the current policy states to be eligible for a wage increase an employee has to receive an evaluation before November 1st. We would like to propose that an employee is eligible for a wage increase after a midpoint evaluation. Right now, some staff are waiting as long as a year and a half for an increase.

Connie Sullivan made a motion to approve policy revision regarding eligibility for wage increases. Elisha Hill seconded the motion. The motion passed unanimously.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.0 – Global Governance – Management Connection ([Attachment](#))
2. Board Governing Policy #4.1 – Unity of Control ([Attachment](#))
3. OACB Convention/Delegate Assembly Updates – Lisa Guliano

Lisa stated that Jacqueline Rioja Velarde was re-elected to the OACB Board. There were not any new resolutions, it was a pretty straight forward meeting. We had quite a few staff attend different tracks and met some really good presenters that hopefully we can get to do some trainings. Butler County was highlighted during the opening session for being #1 for vaccination success rate!!!

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Planning/Budgeting ([Attachment](#)).
2. Board Education Topics – 2022
 - Update on Board Initiatives; Diversity & Inclusion Team; Ohio ISP

Lisa told the Board to let her know of any training topics they are interested in. Dale would like the Inspiration Studios to come and give an update. He would like to know their goals and where they are headed.

3. New Operational Worries (if any)

Lisa stated the LFO is in transition to the Commissioners, they will take over on January 3rd. The building is in great shape. The Maintenance and Custodial staff have done a great job with the building. The Board has already sent the Bond Debt check to DODD.

XII. ANNOUNCEMENTS

XIII: ITEMS FOR NEXT AGENDA

New Board Member: Damon Knoche will be sworn in.
Jackie Carter will be sworn in for her second term.

XIV. Consideration of Motion to move into Executive Session to discuss the

compensation of a public employee (Roll Call).

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

The Board exited Executive Session at 7:20 p.m. and conducted the following additional business:

Connie Sullivan made a motion to approve the Superintendent's evaluation dated 12/9/2021 along with any subsequent addendum to her contract, including Resolution #2021-12-01, as recommended by Evaluation of the Superintendent Committee and reviewed by the Board. Laddie Henninger seconded the motion. The motion passed unanimously.

NOTE: All referenced documents will be maintained in the Superintendent's personnel file.

XV: ADJOURNMENT

Laddie Henninger motioned to adjourn the meeting at 7:25 p.m.; seconded by Connie Sullivan; motion passed unanimously.

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, January 13, 2022 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for January Committee Meetings:

Finance Committee meeting: Thursday, January 13 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, January 13 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, January 13 at 5:30 p.m. at JCC.


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.*

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| 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 | |