

## BOARD MEETING MINUTES

JANET CLEMMONS CENTER  
282 NORTH FAIR AVENUE  
HAMILTON, OH 45011

March 10, 2022  
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	Absent
Jackie Phillips Carter	Absent
Nohelia Rojas-Miesse	Present
Damon Knoche	Present

The group participated in the Pledge of Allegiance led by Dale French, Board President.

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 G. Mehas; D. Spicer, J. Reynolds individuals served by the Board; Arlene Miller, mother of Cindi Dawson; Carl Graf, father of Michelle Reed; Jerry Manuel, former Director of the state department of DD and father of Warren CB Superintendent Megan; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

### III. Recognition of Gloria Segal, OT (Retiring after 17 years of service)

Jenny Vogelgesang gave a speech in honor of Gloria's retirement stating, "It's my honor to recognize Gloria tonight. Gloria has been serving families since 1990 and she's extraordinary. She is the first to offer help to anyone who may need it. Gloria is known for her humor, dedication to families and her quickness. Her knowledge and expertise are exquisite! Her home visits are always so fun.

We are sad to see her go, even though she has tried to prepare us for this day. We hope you enjoy your retirement, and don't forget us!"

Gloria followed with a short speech saying, "I have been with the Board for 17 years. I was contracted with Fort Hamilton for 14 ½ years. It's hard to believe that 35 years ago, I packed up a U-Haul in Atlanta, Georgia, with the goal of wanting to find an OT job. I first began working with school age kids, and moved into pre-school age kids. It has been 2 times, 3 times, 5 times better than I imagined. Thank you for a great experience and a great career!"

#### **IV. ADOPTION OF AGENDA**

Elisha Hill made a motion to approve the Order of Business as distributed at the meeting. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

#### **V. AUDIENCE TO VISITORS**

None Requested, however we have a special guest with us here to speak. We are excited to have Jamie Green with us. She is a second degree blackbelt in karate and she's also an avid scuba diver. Tonight, she is going to tell us about her achievements in karate. Lisa welcomes, Jamie!

#### **VI. BOARD EDUCATION/COMMUNITY LINKAGE**

World Karate Championship – Jamie Green

Jamie has achieved so much in her karate career. She is a second-degree black belt who has competed all over the U.S. and in other countries. She stated, "With the support of the Board, family, and friends, I have been able to do so much. As an individual with disabilities, it's a challenge to stay active in the community without the right support. With support, I have been able to stay active in my community, make new friends, travel, and do most things that would otherwise be too stressful. It's important to me to stay active and involved in karate. I started karate in 2006 when I was 19 years old. I was getting picked on at school, and I wanted to stay fit and active. My family always travels with me to competitions, and we make a mini trip out of it as well. We have got to explore so many places inside and outside of the U.S. I have had friends on Team USA that have competed in the Olympics in Tokyo. I, myself, have competed on a competition team. I was able to compete in the Women's Elite. I am a US National Champion as well."

Jamie has ranked 9<sup>th</sup> in the world. She has had Bronze and Gold metals. Jamie says, "Dream it, plan it, do it! Anyone can make their dreams come true."

Dale asked Jamie, "What's your favorite part about karate?" Jamie responded, "competing, I love to compete."

When thanking Jamie for being with us and sharing her experiences, she said, "It's an honor."

## **VII. SPECIAL BUSINESS**

Jacqueline Rioja Velarde made a motion to donate \$50,000 from the Board's Trust Fund to the Nuxhall Foundation to support the construction of an indoor recreational facility known as The Hope Center. Damon Knoche seconded the motion. The motion passed unanimously.

Lisa and Dale presented the donation to representatives from the Nuxhall Foundation. Lisa is excited to partner and present this check to the Foundation. Ken Nuxhall, son of Joe Nuxhall, received this generous donation and as he was trying to "hold it together," he stated, "Thank you. We are so very touched by this. I can't think of a better partnership. We always talk about giving hearts, and we are so grateful." Ken then let us know why he does what he does, and why his dad started the foundation. Ken said, "My cousin Shawna and I were born in the same year. My aunt and uncle noticed something was different with Shawna. She was born with a severe mental disability, and had attended Fair Acres when it was built. We are so grateful for this opportunity, and we are going to do great things!"

Those accepting the check with the Nuxhall Foundation also let Jamie know, they want her to come and help with The Hope Center.

## **VIII. COMMITTEE REPORTS**

1. **Finance Committee:** Thursday, March 10 at 5:00 p.m. at Janet Clemmons Center. Nohelia Rojas-Miesse reported that all items on the agenda were reviewed and recommended for approval.

- Review of February Invoice Report [\(Attachment\)](#).
- Review of February Revenue and Expenditure Reports [\(Attachment\)](#).

2. **Personnel Committee:** Thursday, March 10 at 5:15 p.m. at Janet Clemmons Center. Elisha Hill reported that all items on the agenda were reviewed and recommended for approval.

- Review of February Personnel actions [\(Attachment\)](#) and current staff vacancies [\(Attachment\)](#).

3. **Program Committee:** Thursday, March 10 at 5:30 p.m. at Janet Clemmons Center. Jacqueline Rioja Velarde reported that all items on the agenda were reviewed and recommended for approval.
  - Review of Policy 6.21 Family Support Services Revision ([Attachment](#))
  - Review of Policy 14.03 Technology First Policy ([Attachment](#))

## IX. **CONSENT AGENDA – MOTION**

Damon Knoche made a motion to approve the Consent Agenda. Elisha Hill seconded the motion. The motion passed unanimously.

### 1. **Board**

- A. Minutes of February 10, 2022 meeting ([Attachment](#)).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. ([Attachment](#))
- C. Program Policy Revisions
  - Policy 6.21 Family Support Services ([Attachment](#))

### 2. **Operations**

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

- A. Contract (**#0322-02**) with Butler County Family and Children First Council (FCFC); effective 4/1/22 through 3/31/23; cost of \$90,000.00 for Wraparound service facilitation. An increase of \$15,000 from previous year to cover administrative costs.
- B. Amendment to contract (**#1120-10**) with Partnerships for Housing, Inc.; effective 1/1/21 through 12/31/21; increase contract \$473.55 to cover additional hours to locate housing for individuals. Total contract amount of \$25,691.55
- C. Master contract (#0322-04) with Garland/DBS, Inc.; effective 03/11/22 through 12/31/22; cost of \$1,538,068 to replace roof and exterior doors at the Janet Clemmons Center.

Note: Garland (State Contract number 800896) is part of the Master Intergovernmental Purchasing Agreement with Omnia Partners, which provides exemption from bidding requirements.

- D. Master contract (#0322-05) with Gesell Electric, Inc.; effective 03/11/22 through 12/31/22; cost of \$46,868 to disconnect and provide replacement lines to 23 HVAC units as part of the roof replacement project.
- E. Master contract (#0322-06) with Lewellyn Mechanical Systems; effective 03/11/22 through 06/30/22; cost of \$55,648 to replace HVAC control system.
- F. Amend Master contract (#0122-04) with Gesell Electric; 01/01/22 through 12/31/22; increase contract \$9,865 to cover electric work for HVAC control panel system. Total contract amount of \$34,865.

Note: Appropriations for the HVAC control panel project was approved at the January 2022 board meeting.

#### **X. OLD BUSINESS**

1. Update on Provider Support Programs as of February 28, 2022:
  - COVID Stipends: \$128,123
  - DSP Workforce Support Reimbursements: \$312,637
2. Consideration of motion to continue COVID stipends and DSP Workforce Support Reimbursements through June 30, 2022.

Elisha Hill made a motion to approve the continuance of the COVID stipends and DSP Workforce Support Reimbursements through June 30, 2022. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

#### **XI. NEW BUSINESS**

1. Consideration of motion to increase appropriations \$1,000,000 in the general fund to provide sufficient budget to complete a cash transfer of \$1,700,000 from the operating fund to the capital fund for the Janet Clemmons Roof Replacement and exterior door projects.

Note: \$700,000 was earmarked to complete a cash transfer in the 2022 original operating budget.

2. Consideration of motion to increase the capital fund \$1,000,000 to cover additional cost for the Janet Clemmons Center roof replacement and exterior door project.

Note: \$700,000 was earmarked for Janet Clemmons Center roof replacement in the 2022 original capital budget.



3. Damon Knoche made a motion to approve both items # 1 & #2 under New Business: (1) increase appropriations \$1,000,000 in the general fund to provide sufficient budget to complete a cash transfer of \$1,700,000 from the operating fund to the capital fund to cover additional cost for the Janet Clemmons Center roof replacement and exterior door project; and (2) to increase the capital fund \$1,000,000 to cover additional cost for the Janet Clemmons Center roof replacement and exterior door project. Elisha Hill seconded the motion. The motion passed unanimously.

Dwight Finch reviewed statistics as to what it would cost to lay another layer vs. what it would cost to have a total roof replacement. It was \$130,000 more to have a total roof replacement, but this was with consideration of special fittings as well. Dwight and Jeff Hamblin recommend full replacement in consideration of the future of our building and wear and tear on the roof.

Dwight stated we should be able to receive materials for the roof by June or July. The whole project from start to finish will take about four months. There are 10 sections of roof to complete and since it will be done in sections, they will be able to give employees a heads up so they know when to expect some extra noise interference.

## **X. BOARD POLICY DISCUSSION**

1. Board Governing Policy #3.0 – Global Governance Commitment [\(Attachment\)](#).
2. Board Governing Policy #3.1 – Governing Style [\(Attachment\)](#).
3. Board Transportation Procedures – Update on Proposal for Uber Reimbursement

Lisa Guliano, Superintended at the Board, touched base on this topic. Lisa stated, “We have worked hard to insert the process for Rideshare apps added as a service opportunity as it will be an option for people on waivers beginning in July. Jennifer Rice is going to work on sending out a Memo, making this effective for people using local funds on April 1, 2022.

Elisha Hill had a question – “Will there be tips and tricks for parents to better help navigate this form of transportation, or will instructions be created and posted as a reference?”

Elisha also asked, “Will there be a partnership with the drivers?”

The board will not contract with Uber or Lyft and will only reimburse individuals directly who decide to use the service.

Jennifer Rice responded to Elisha, “All good questions. We work with our Employee Navigators to relay this information. We will definitely work on getting something out there as a resource.”

Dale also added, "We will want to keep up with any issues or glitches to help those who may get frustrated."

4. OACB Board Updates ([Attachment](#)) – Jacque Rioja Velarde gave us these updates, highlighting major topics. She let us know that the Operations Committee has approved the terms and conditions of the negotiated contract of sale of the OACB office building.

OACB also has new elected Officers. The OACB Board will be meeting quarterly vs. monthly in the future.

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

1. Monitoring Report: Asset Protection ([Attachment](#))  
Lisa thanked everyone for taking the time to review this report stating, "It's a lengthy one, but a good one, so thank you for reviewing it."
2. 2021 Board Statistics ([Attachment](#))  
Lisa wanted to first off, thank Patricia, for the graphics added in this report. Lisa let us know that we are down 150 total individuals served, but our infant/young group has increased.
3. New Operational Worries/Updates  
Lisa stated, "I would like to just acknowledge that Kara Frederick won an award, Women in Business from the Fairfield Chamber of Commerce. She won this for her accomplishments primarily focused on the COVID vaccine and how many of our individuals were able to get vaccinated so quickly."

## **XII. ANNOUNCEMENTS**

1. No Board Meeting in April.

## **XIII: ITEMS FOR NEXT AGENDA**

## **XIV: ADJOURNMENT**

Damon Knoche motioned to adjourn the meeting at 6:52 p.m.; seconded by Jacqueline Rioja Velarde; motion passed unanimously.

Calendar of Upcoming Events:

Butler County Board of Developmental Disabilities All Staff Meeting:

This meeting will be held at Receptions in Fairfield on Friday, May 13, 2022 from 8AM-4PM.

Date for next regular meeting: Thursday, May 12, 2022 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for May Committee Meetings:

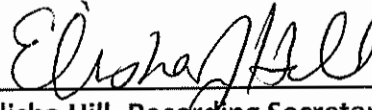
Finance Committee meeting: Thursday, May 12 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, May 12 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, May 12 at 5:30 p.m. at JCC.



Dale French, Board President



Elisha Hill, Recording Secretary

**REFERENCE:**

**Board Training Schedule for 2022**

*\*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	<input checked="" type="checkbox"/> New Board Initiatives in 2022
February Board Meeting	<input checked="" type="checkbox"/> Community Recognition Event – Patricia Dawson
March Board Meeting	<input checked="" type="checkbox"/> World Karate Championship – Jamie Green
May Board Meeting	<input type="checkbox"/> Technology First – Lynne Hibbard and Tracy Shepherd
June Board Meeting	<input type="checkbox"/> Ohio ISP – Jen Rice
August Board Meeting	<input type="checkbox"/> Year End Cash Flow Projections – Hailey Quinn
September Board Meeting	<input type="checkbox"/> Inspiration Studios – Stephen Smith
October Board Meeting	<input type="checkbox"/> Diversity Equity Inclusion Committee
November Board Meeting	<input type="checkbox"/> Succession Planning Update – Dwight Finch
December Board Meeting	