

BOARD MEETING AGENDA

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

**May 12, 2022
6:00 PM**

I. CALL TO ORDER

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

II. ROLL CALL

Dale French	Present
Jacqueline Rioja Velarde	Present
Elisha Hill	Present
Laddie Henninger	Present
Jackie Phillips Carter	Present
Nohelia Rojas-Miesse	Present
Damon Knoche	Present

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

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

Moment of silence in memory of T. Jarrells, S. Jennings, L. Sparks, B. Wells, individuals served by the Board; D. Diaz, a child served by Early Intervention; R. Pratt, a former employee; R. Dunlap, a former employee's husband and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

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

**IV. Recognition of Arnetta Johnson, Family Focus Specialist
(Retiring after 31 Years of Service)**

Supervisor, Dena Barrett was introduced by Lisa Guliano to say a few words about Arnetta Johnson. Dena said, "We are lucky to have so dedicated to the mission of our Board. We appreciate every moment you've given to us and the families served. You make us laugh, spread joy, and have the best spirit. We wish you the very best in the next chapter of your life."

Arnetta followed Dena by saying, "I have an overjoyed heart to be standing here today. I'm sad to be leaving bonds I've created with employee's and the families I've served. I love to make people smile and laugh. I don't want to stop serving families, I just want to be able to sit back and enjoy a cup of coffee while I watch others work."

Vice President of the Board, Jaqueline Rioja Velarde, presented Arnetta with a gift from the Board and thanked her for the difference she has made in her 31 years with BCBDD.

V. AUDIENCE TO VISITORS

None Requested – There are no visitors requested to address the Board.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Technology First Presentation – **Lynne Hibbard and Tracy Shepherd**

Please see the attached PowerPoint Presentation. [\(Attachment\)](#)

Following this presentation, there was a moment for questions. Dale asked the question, "What do we currently use?"

Tracy answered, "We use a number of things such as the Ring doorbell, virtual supports, and medication reminders."

Elisha asked the question, "Is there technology to help simplify some of the more complicated apps, for example Kroger Clicklist?"

Tracy assured us there is a variety of things, and we are just scratching the surface with this initiative.

Jaqueline thanked Lynne and Tracy for their wonderful presentation on Technology First.

VII. COMMITTEE REPORTS

1. **Ethics Council:** Thursday, May 12 at 5:45 p.m. at Janet Clemmons Center.

- Review of report of payments issued to individuals or families served. [\(Attachment\)](#)

2. **Finance Committee:** Thursday, May 12 at 5:00 p.m. at Janet Clemmons Center. Nohelia Rojas-Miesse reported that all items listed on the agenda were reviewed and recommended for approval.

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

3. **Nominating, By-Laws & Ethics Committee:** Thursday, May 12 at 4:30 p.m. at Janet Clemmons Center. Dale French reported on the review and timeline for the Board Member Search. He stated, "We are on track to replace two members, myself and Laddie Henninger."

- Review of Timeline for Board Member Search [\(Attachment\)](#).

4. **Personnel Committee:** Thursday, May 12 at 5:15 p.m. at Janet Clemmons Center. Elisha Hill reported that all items listed on the agenda were reviewed and recommended for approval. She also said they were able to dispose of the handbook.

- Review of March Personnel actions [\(Attachment\)](#) and current staff vacancies [\(Attachment\)](#).
- Review of April Personnel actions [\(Attachment\)](#) and current staff vacancies [\(Attachment\)](#).
- Personnel Policy Revisions
 - Policy #2.58, Dress Code [\(Attachment\)](#)
 - Policy #2.59, Volunteers and Student Interns [\(Attachment\)](#)
 - Policy #3.3, Student Interns (Rescind) [\(Attachment\)](#)

5. **Program Committee:** Thursday, May 12 at 5:15 p.m. at Janet Clemmons Center. Jaqueline Rioja Velarde reported on the item listed on the agenda, it's been reviewed and recommended for approval.

- Review of Program Policy Revisions [\(Attachment\)](#)

VIII. CONSENT AGENDA

Dale French made a motion to approve the Consent Agenda. Elisha Hill seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of March 10, 2022 meeting ([Attachment](#)).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent. ([March Attachment](#)) & ([April Attachment](#)).
- C. Personnel Policy Revisions
 - Policy #2.58, Dress Code ([Attachment](#))
 - Policy #2.59, Volunteers and Student Interns ([Attachment](#))
 - Policy #3.3, Student Interns (Rescind) ([Attachment](#))
- D. Program Policy Review/Revisions
 - Policy #14.03, Technology First ([Attachment](#))
- E. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. ([Attachment](#))

2. Operations

3. Contracts

> \$25,000

- A. Master Contract (**#0422-03**) with West Chester Hospital; effective 3/21/22 through 3/31/22; cost of \$50,000.00 for medical care and room and board not covered by another payor for individual waiting for appropriate residential placement outside of the hospital. This is a new contract.
- B. Contract amendment (**#0521-02**) with Garland/DBS, Inc.; effective 5/13/21 through 10/30/21, extension through 4/30/22 for roof replacement at JCC project completion. No change to contract amount.
- C. Master Contract amendment (**#1221-12**) with HR Partners International Inc.; effective 11/30/21 through 6/30/22; cost of \$28,000.00 to cover completion of phase II of compensation

review and market data analysis project, an increase of \$3,000.00 and requesting contract be made a Master contract.

- D. Master Contract (**#0522-01**) with Spectra Flooring; effective 8/1/22 through 6/30/23; cost not to exceed \$41,630.00 for bathroom renovation projects (flooring and tile) at JCC.
- E. Contract (**#0522-06**) with Camp Campbell Gard; effective 5/1/22 through 12/31/22; cost of \$65,055.00 for Residential program support – attendance at a day/residential program. An increase of \$9,963 from the previous contract.

Note: An increase in personnel costs is required to provide adequate supports during the program.

IX. OLD BUSINESS

1. Updates on capital projects – Hailey

Hailey Quinn reported an update on capital projects. The HVAC controls are installed and stage 1 of 4 has been completed.

Meetings have been conducted for the full roof replacement. Materials have been ordered and this project is set to begin in June.

Many may have noticed when they came in today, the landscape project has been completed.

New capital projects to consider are moving up the timeline for bathroom renovations from next year to this year. Due to saved costs in other capital projects, it's in the budget to start this project sooner than originally planned.

Lastly, we are going to be using Storefront Sliding doors for our door replacement.

X. NEW BUSINESS

- 1. Nominating, By-Laws & Ethics Committee Report – Dale French
 - Board Member search process.

Dale reviewed the timeline to make sure we can replace two Board members. Dale also let us know that the By-Laws require a publicized notification/posting must be submitted if a Board member resigns before his/her term has finished in order to be in compliance.

2. Increase appropriations \$275,000 in the capital fund for capital housing pass through funds received from the state.

Dale French made a motion to increase appropriations \$275,000 in the capital fund for capital housing pass through funds received from the state. Elisha Hill seconded the motion. The motion passed unanimously.

Note: Funds secured from DODD and utilized by Partnerships for Housing to purchase two ranch-style duplex homes in Middletown and to renovate to one-bedroom accessible units (total of four units) and for a potential future purchase.

3. Introduction of Daniel Jameson to serve as an Advocate/Community Member on Program Committee.

Consideration of motion to appoint Daniel Jameson to serve as an Advocate/Community Member on the Program Committee.

Damon Knoche made a motion to appoint Daniel Jameson to serve as an Advocate/Community Member on the Program Committee. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

4. Consideration of motion to move August Board meeting to Thursday, August 4th to accommodate the superintendent's ability to attend statewide superintendent conference August 11-12.

Nohelia Rojas-Miesse made a motion to move August Board meeting to Thursday, August 4th to accommodate the superintendent's ability to attend statewide superintendent conference August 11-12. Elisha Hill seconded the motion. The motion passed unanimously.

5. Discussion on HR Information System and Timekeeping System.

Danielle Haynes reported on the HR Information System and Timekeeping System. This system is UKG, Ultimate Kronos Group. Danielle reported, "We've done data collection to make sure this software will serve our needs. We will be able to get rid of some systems, as this system will be able to complete those same tasks. This system has a one-time implementation fee of \$50,000 and the annual license will be \$71,000 thereafter. Due to this system having the capabilities to have tasks built in one place, it will offset the costs of other systems we will no longer need."

Consider of motion to approve master contract (#0522-05) with UKG, Inc.;

effective 05/13/22 through 05/12/23; to cover cost for the one-time implementation fee of \$50,000 and the annual license fee based on users of \$71,000. Total contract not to exceed \$121,000.

Elisha Hill made a motion to approve master contract (#0522-05) with UKG, Inc.; effective 05/13/22 through 05/12/23; to cover cost for the one-time implementation fee of \$50,000 and the annual license fee based on users of \$71,000. Total contract not to exceed \$121,000. Damon Knoche seconded the motion. The motion passed unanimously.

XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.2 – Board Job Description ([Attachment](#))
2. Board Governing Policy #3.3 – Board Code of Conduct ([Attachment](#))
3. Emergency Supports for Multi System Individuals
 - Discussion on Executive Limitations Policy # 2.5.6 ([Attachment](#))

Lisa reported on this. There is a provision, 2.5.6, that states “You cannot make a single unplanned purchase or commitment of greater than \$25,000 without notification to Board Finance Committee. This instance has come up recently and Lisa noted she did follow this procedure. She wanted to verify with the Board, asking if it is appropriate to do this in the future if this instance were to present itself again.

4. Revision to By Laws ([Attachment](#))

Lisa indicated the statute states you must publicly post a Board position if that position is left before the term is up. The Board decided to adopt the revision. Laddie Henninger made a motion. Dale French seconded the motion. The motion passed unanimously.

5. County Board Waiver Rate Proposal ([Attachment](#))

Lisa reported on the County Board Waiver Rate Proposal. This proposal states, “If approved by the Ohio Department of Medicaid (ODM) and the Centers for Medicare for Medicaid Services (CMS), county boards’ proposal would result in \$51.48 million in local funds being used as match to draw down \$91.52 million in federal funding participation (FFP) from CMS, resulting in approximately \$143 million being distributed to DSPs annually in the form of retention payments, longevity bonuses, and other similar employee incentives. A full description of the ways in which providers could use these payments, as well as the reporting mechanisms that will be put in place to ensure these funds are used for their intended purpose, is included in the attached proposal.”

6. OACB Board Updates – Jacque Rioja Velarde
 - OACB Spring Conference ([Attachment](#))

Jacqueline Rioja Velarde reported that the OACB Spring Conference is next week and she is excited to participate and also encouraged others to participate, it will be a wonderful experience!

XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. April Monitoring Report: #2.8, Linkage with the Community and Public Servants
[\(Attachment\)](#)
2. May Monitoring Report: #2.9, Emergency Superintendent Succession
[\(Attachment\)](#)

Lisa touched base letting us know there are two monitoring reports attached for review. April's monitoring report #2.8, Linkage with the Community and Public Servants. Also, you will find May's monitoring report attached, #2.9, Emergency Superintendent Succession.

3. Strategic Plan – 1st Quarter Update [\(Attachment\)](#)

Lisa reported on the Strategic Plan for the 1st quarter of the year. See attachment for a breakdown of departmental plans.

4. All Staff Inservice – Tomorrow, Friday, May 13 @ Receptions in Fairfield

Lisa gave a friendly reminder that we have the All Staff Inservice, tomorrow at Receptions in Fairfield from 8am-4pm.

5. Visit from DODD Director Kim Hauck – Friday, June 10 from 12- 2 p.m. @ JCC

Lisa invited the Board Members to join us for a visit from DODD Director Kim Hauck on Friday, June 10 from 12pm-2pm. She will be meeting with advocates, leadership and the Board.

6. New Operational Worries/Updates:
 - Evaluating software options for Board documents

Lisa mentioned a quick update. We are researching options for software that will automate the Board Meeting and Minutes.

XIII. ANNOUNCEMENTS

1. **Community Recognition Event**

Tuesday, June 14 @ 6 p.m.

Joe Nuxhall Miracle League Fields – 4850 Groh Lane, Fairfield Casual, family-friendly event with free entertainment.

XIV: ITEMS FOR NEXT AGENDA

XV: EXECUTIVE SESSION

To discuss matters required to be kept confidential by federal law or regulations or state statutes.

Dale French made a motion to discuss matters required to be kept confidential by federal law or regulations or state statutes. Elisha Hill seconded the motion. The motion passed unanimously.

Board members exited Executive Session at 7:28pm.

XVI: ADJOURNMENT

With no further business to conduct a motion to adjourn was made by Laddie Henninger. Dale French seconded the motion. The motion passed unanimously.

Calendar of Upcoming Events - visit

https://www.butlerdd.org/event_category/board_events/ (underscore _ between the words event & category) or check the calendar on theboard website and filter by Board Events.

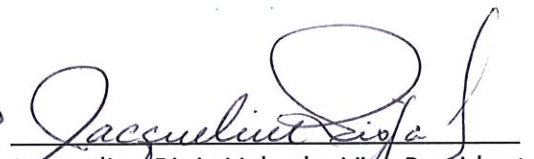
Date for next regular meeting: Thursday, June 9, 2022 at 6:00 p.m. at Janet ClemmonsCenter, 282 N. Fair Avenue, Hamilton.

Scheduled dates for June Committee Meetings:

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

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

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


Dale French, President
Jacqueline Rioja Velarde, Vice President

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 Druham
May Board Meeting	<input checked="" 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	