

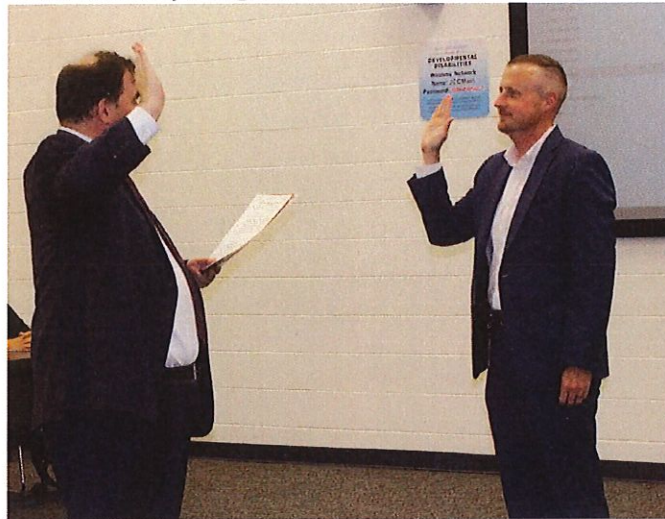
## BOARD MEETING AGENDA

JANET CLEMMONS CENTER  
282 NORTH FAIR AVENUE  
HAMILTON, OH 45011

August 4, 2022  
6:00 PM

**Oath of Office for appointment of new Board Member: Dan Hughes**

**To be sworn in by Judge Holcomb, Butler County Probate Court**



### **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	Absent/Excused
Dan Hughes	Present
Jackie Phillips Carter	Present
Nohelia Rojas-Miesse	Present
Damon Knoche	Present

The group participated in the Pledge of Allegiance led by Dan Hughes, Butler County Board of Developmental Disabilities newest Board Member.

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

Moment of silent reflection in memory of T. Arbino, E. Lyttle, L. Prather, and A. Rai individuals served by the Board; Leo Caseltine, Stepfather of HR Director, Dwight Finch; Lonnie Risner, Father-in-Law of Beth Risner and Business Office Director at Butler County JFS; Terri White, LaTalia White's aunt; Charles Frederick, father of Ida Frederick; David Glock Sr., father of Dave Glock; Marvann Plumley, Mother of Emily Kelly; Donzetta Nuxhall, wife of the late Joe Nuxhall, and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

### **III. ADOPTION OF AGENDA**

Damon Knoche 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. SPECIAL RECOGNITION**

Adam Gibbemeyer, Special Olympics USA 2022, Bronze and Gold Medal Winner

Dale French, Board President, read a special recognition introducing Adam and presented him with a gift made by Inspiration Studios. Adam was very excited to join us at the Board and share a video slideshow of pictures from his time at the USA Special Olympics. Adam won bronze and gold in the sport of Bocce Ball. Adam even wore both of his medals so we could see them in person. What an accomplishment and exciting moment for Adam!

### **VI. COMMITTEE REPORTS**

1. **Finance Committee:** Thursday, August 4 at 5:00 p.m. at Janet Clemmons Center. Nohelia Rojas-Miesse reported that all items on the agenda were reviewed with no questions.
  - Review of June Invoice Report ([Attachment](#)).
  - Review of June Revenue and Expenditure Reports ([Attachment](#)).
2. **Personnel Committee:** Thursday, August 4 at 5:15 p.m. at Janet Clemmons Center. Damon Knoche reported that all items on the agenda were reviewed with no questions.
  - Review of June Personnel actions and current staff vacancies ([Attachment](#)).
  - Review of July Personnel actions and current staff vacancies ([Attachment](#)).

**Program Committee:** Thursday, August 4 at 5:30 p.m. at Janet Clemmons Center. Jaqueline Rioja Velarde reported that all the items listed on the agenda were reviewed and recommended for approval.

- Review and approval of rule and language updates Policy 2.05 Independent Provider Overtime Policy ([Attachment](#))
  - Review and approval of rule and language updates Policy 2.06 Provider Directories, Selection & Certification Policy ([Attachment](#))
  - Review and approval of rule and language updates Policy 4.01 Quality Assurance Policy ([Attachment](#))
3. **Ethics Committee:** Thursday, August 4 at 5:45 p.m. at Janet Clemmons Center. Damon Knoche reported that all items listed on the agenda were reviewed with no questions.
- Review of report of payments issued to individuals or families served. ([Attachment](#))

## **VII. CONSENT AGENDA**

Jackie Phillips Carter made a motion to approve the Consent Agenda. Nohelia Rojas-Miese seconded the motion. The motion passed unanimously.

1. **Board**
  - A. Minutes of June 9, 2022 meeting ([Attachment](#)).
  - B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. ([June Attachment](#)).
  - C. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. ([Attachment](#))
  - D. Personnel Policy Revisions
    - Procedures for Policy #2.94, Credit Card Usage ([Attachment](#))
    - Policy #2.69, Prohibition of Violence ([Attachment](#))

## **VIII. NEW BUSINESS**

1. Compensation Review of Salaries and Mid-Year Financial Update
  - Presentation on Compensation Review of Salaries ([Attachment](#))
  - Lisa Guliano, Dwight Finch and Danielle Haynes presented to the Board the process and results from the Compensation Review of Salaries. The Power Point presentation is attached.
    - i. Recommendation to the Board ([Attachment](#))
  - Hailey Quinn reviewed the recommendations to the Board as a result of the compensation review and the proposed revised salary schedule (attached for reference).
  - Mid-Year Financial Update and Discussion – Hailey Quinn  
Hailey shared the updated cash flow projections with Board members highlighting line items of expenditure and revenue changes as well as



modifications in future years to adjust cost projections. The cost for the salary adjustments resulting from the compensation review are included in projections. Beginning in 2023, we will not receive enhanced federal assistance due to the pandemic and will experience the full cost of our Medicaid waiver match for the first time in three years.

The recommendation to the Board members is to end the levy rollback in 2023 due to projections for a possible levy request within a few years. Formal action on the 2023 budget and ending the levy rollback will be requested at the September board meeting. Hailey and Lisa are meeting with the Auditor's office later this month to share our cost projections and discuss the rollback.

- Consideration of motion to adopt Resolution # 2022-08-01 ([Attachment](#))
  - **Signed Resolution ([Attachment](#))**

Damon Knoche made a motion to adopt Resolution # 2022-08-01.

Nohelia Rojas-Miesse seconded the motion. The Resolution passed unanimously by Roll Call vote.

2. Employee Compensation Policy 2.18 Revisions ([Attachment](#))

Consideration of motion to adopt revisions to Compensation Policy 2.18 to align with updated Compensation Plan.

Damon Knoche made a motion to accept the revisions to Compensation Policy 2.18 to align with the updated Compensation Plan. Jaqueline Rioja Velarde seconded the motion. The motion passed unanimously.

3. Consideration of motion to appoint Dan Hughes to serve on the Board Finance Committee.

Jackie Phillips Carter made a motion to appoint Dan Hughes to serve on the Board Finance Committee. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

## **IX. BOARD POLICY DISCUSSION**

1. July OACB Board Updates ([Attachment](#)) – Jacque Rioja Velarde

This month has been challenging but so great. Jacque reported learning more about the association and meeting colleagues. As many of you know we were searching for a new CEO and we had 85 candidates. In the end we interviewed 6 people that we felt really aligned with the position. We got down to 2 final candidates that have a lot of familiarity with DODD, provider relations and experience. We also have staff members that are retiring, and we will be rebuilding the association again. The candidate that accepted the position is, Adam Herman. Adam is the associations former chief operating officer. He has experience with DODD and as interim CEO so we are really excited about he will be the new CEO.

2. Proposed DD Regulatory Reform ([Attachment](#)) – Lisa Guliano

Over the past 2 years there is a task force that has been working on a proposal to change regulations to make our system easier to navigate. The task force had no superintendent representation and there were some items in the proposal superintendents were concerned about. Superintendents are now represented on the task force and we have submitted our concerns and some adjustments have been made to the original proposal. The goal is to submit the proposal to the

state for consideration in the next budget cycle. Lisa will continue to monitor along with Region 3 superintendents and report back on the proposal as it is revised.

**X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

1. Strategic Plan – 2<sup>nd</sup> Quarter Update ([Attachment](#)).
2. Draft Board Statistics Dashboard ([Attachment](#))  
Lisa explained the attached Statistical Dashboard to the Board so they could visualize each data point. This is something we want to provide on a quarterly basis.
3. New Operational Worries (if any).

**XI. ANNOUNCEMENTS**

**XII. ITEMS FOR NEXT AGENDA**

**XIII: EXECUTIVE SESSION (Roll Call Vote)**

Consideration of motion to go into Executive Session to discuss matters required to be kept confidential by state and/or federal law.

Nohelia Rojas-Miesse made a motion to go into Executive Session to discuss matters required to be kept confidential by state and/or federal law. Damon Knoche seconded the motion.

Dale French	Yes
Jacqueline Rioja Velarde	Yes
Elisha Hill	Absent/Excused
Dan Hughes	Yes
Jackie Phillips Carter	Yes
Nohelia Rojas-Miesse	Yes
Damon Knoche	Yes

The motion passed unanimously.

Board members exited Executive Session at 8:15pm.

With no further business before the Board, Dale French motioned to adjourn the meeting; Jackie Phillips-Carter seconded; motion passed unanimously.

**XIV: ADJOURNMENT**

Calendar of Upcoming Events - visit  
[https://www.butlerdd.org/event\\_category/board-events/](https://www.butlerdd.org/event_category/board-events/) (underscore \_ between the words event & category) or check the calendar on the Board website and filter by Board Events.  
Date for next regular meeting: Thursday, September 8, 2022 at 6:00 p.m. at Janet ClemmonsCenter, 282 N. Fair Avenue, Hamilton.

Scheduled dates for September Committee Meetings:

Finance Committee meeting: Thursday, September 8 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, September 8 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, September 8 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 Druham
May Board Meeting	<input checked="" type="checkbox"/> Technology First – Lynne Hibbard and Tracy Shepherd
June Board Meeting	<input checked="" 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	