

BOARD MEETING AGENDA

JANET CLEMMONS CENTER
282 NORTH FAIR AVENUE
HAMILTON, OH 45011

September 8, 2022
6:00 p.m.

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
Dan Hughes	Present
Jackie Phillips Carter	Present
Nohelia Rojas-Miese	Present
Damon Knoche	Present

The group participated in the Pledge of Allegiance led by Elisha Hill, Butler County Board of Developmental Disabilities Recording Secretary.

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 W. Vogt, K. Metcalf, individuals served by the Board, John Thomas Brown, grandfather of La'Tundra Brown, and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Jackie Phillips Carter 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

VI. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, September 8 at 5:00 p.m. at Janet Clemmons Center. Nohelia Rojas-Miese reported that all items on the agenda were reviewed with no questions or concerns.

- Review of July Invoice Report (**Attachment**).
- Review of July Revenue and Expenditure Reports (**Attachment**).
- Review of August Invoice Report (**Attachment**).

2. **Personnel Committee:** Thursday, September 8 at 5:15 p.m. at Janet Clemmons Center. Elisha Hill reported that all items on the agenda were reviewed with no questions or concerns.

- Review of August Personnel actions and current staff vacancies (**Attachment**).

3. **Program Committee:** Thursday, September 8 at 5:30 p.m. at Janet Clemmons Center. Jackie Phillips Carter reported that all items on the agenda were reviewed with no questions or concerns.

- 2.02 Behavior Support – rule update and policy changes. (**Attachment**)
- 3.07 Eligibility for Board Services. (**Attachment**)

VII. CONSENT AGENDA – MOTION

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

1. Board

- A. Minutes of August 4, 2022 meeting (**Attachment**)
- B. Program Policy Revision
 - 2.02 Behavior Support – rule update and policy changes. (**Attachment**)
 - 3.07 Eligibility for Board Services. (**Attachment**)

2. Operations

Contracts > \$25,000

VIII. OLD BUSINESS

1. Update on Provider Support Funds – Kara

We made our goal of supporting our providers with \$1 million dollars. The support started on 9/1/2021 and ended by 9/1/2022 so we offered a full year of financial support for direct support professional workforce retention/recruitment and pandemic related support.

IX. NEW BUSINESS

1. 2023 Table of Organization Planning Discussion – Dwight (**Attachment**) – Leadership has met to review and discuss a need for new positions. The Service and Support Administration department will add 2 SSA manager positions. For an Agency of our size you would see these positions. Both Hamilton and Warren Co. have such positions. One of our Training Managers will be assigned additional responsibilities to fulfill one SSA Manager position. The second manager position will be posted. The other position in the SSA department is a Residential Options Coordinator and will provide critical support for emergency placement and housing which is very time consuming for SSAs. The position will streamline the residential placement processes. This position also exists in other counties.

The other proposal is for the Early Intervention Department. This request is for 2 Developmental Specialists and we would help alleviate the caseloads that our staff currently has due to an almost 20% increase in EI referrals.

Proposals from both departments are attached and we are requesting approval of the positions to be added to the Table of Organization effective 9/10/2022 in order to recruit, hire and train by January 1, 2023. We have funds in our salary budget to proceed this fall with the new positions.

2. SSA Department Proposal (**Attachment**)
3. EI Staffing Proposal (**Attachment**)

Consideration of motion to add the following positions to the Table of Organization effective September 10, 2022 to facilitate hiring and orientation prior to January 2023: Jackie Phillips Carter made a motion to add the following positions to the Table of Organization effective September 10, 2022 to facilitate hiring and orientation prior to January 2023. Damon Knoche seconded the motion. The motion passed unanimously.

Two (2) Full-time Developmental Specialists
Two (2) SSA Managers
One (1) Residential Options Coordinator

Note:

- Two Developmental Specialists added to address nearly 20% increase in Early Intervention referrals over the past year.
- The SSA Training Supervisor position will be reallocated to one of the SSA Manager positions. The SSA Training Supervisor is currently filled and will be assigned additional duties to fulfill one SSA Manager position.
- One vacant SSA position will be reallocated to the Residential Options Coordinator position.

4. Discussion on Levy rollback for 2022 and meeting with County Auditor's office – Hailey

Hailey and Lisa met with the Auditor's senior leadership on August 23rd to share details regarding our financial position and projections. The Auditor's staff was in agreement that the levy rollback has resulted in reduction of our cash reserves and due to our financial position, agreed that the rollback should be paused in 2023. We will meet annually with the Auditor's staff to share our financial position/projections.

Consideration of motion to authorize the Superintendent to contact Butler County Auditor Roger Reynolds Office to inform of its decision and request to end the 0.5 mill rollback of the 2.0 mill levy at the end of tax year 2021, fiscal year 2022. (**Attach Resolution**). Dan Hughes made a motion to authorize the Superintendent to contact Butler County Auditor Roger Reynolds Office to inform of its decision and request to end the 0.5 mill rollback of the 2.0 mill levy at the end of tax year 2021, fiscal year 2022. Jaqueline Rioja Velarde seconded the motion. The motion passed unanimously with a roll call vote.

Roll Call Vote:

Dale French	Yes
Damon Knoche	Yes
Nohelia Rojas-Miesse	Yes
Elisha Hill	Yes
Jacque Rioja Velarde	Yes
Dan Hughes	Yes
Jackie Phillips Carter	Yes

5. Approval of 2023 Budget – Hailey (**Attachment**)

Hailey reviewed the proposed 2023 Budget explaining variances in comparison to 2022. Overall increase to our budget next year is 6%.

Consideration of motion to approve the 2023 proposed budget. Elisha Hill made a motion to approve the 2023 proposed budget. Dan Hughes seconded the motion. The motion passed unanimously.

Question: Dale French – Are there plans for cost of utilities rising? Hailey assured we have not seen a rise in utility costs, however we do have cushion in the budget if this should occur.

Question: Dale French - When will waiver reconciliation come? Hailey indicated it should come around summer and it's received 18 months behind when the state closes out the fiscal year.

6. 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 14, 2023, pending review and endorsement by the Finance and Personnel Committees. Jackie Phillips Carter made a 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 14, 2023, pending review and endorsement by the Finance and Personnel Committees. Elisha Hill seconded the motion. The motion passed unanimously.

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.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.5, Chief Governance Officer Role (**Attachment**).
Board members reviewed the policy for this month and no revisions are needed.
2. OACB Board Updates – Jacque Rioja Velarde
Lots of updates, summarized by Jacque:
 - o Reviewing By-Laws
 - o Annual Convention is in November if you want to start thinking about wanting to attend.
 - o Board of Trustees improved an increase of membership dues (3%)
 - o New opportunity for a person who would like to be a candidate for the Chief Policy Officer position. They are hoping to interview at the end of this month.
 - o There are opportunities for annual award nominations, please try to consider someone for the many awards they offer. (September 26 deadline)
 - o Their newsletter is a great resource for information.
 - o Police Training Academy – how to be aware and knowledgeable to take care of our individuals with disabilities.
 - Kara shared we have offered to be a host site for this training.
 - o Annual Delegate Assembly – opportunity to present a resolution for adoption (September 26 deadline)

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report #2.1, Treatment of Individuals (**Attachment**).
2. Visits with Legislators
We are in the process of meeting with 2 State Legislators. Today we met with Representative Thomas Hall and Gina Gehm joined us with Partnerships for Housing. She wanted to explain initiatives on housing in his district and share an invitation to the Holly's Edge ground breakings with him. Courtney Hineman also joined and was a shining star prepared with several questions for Representative Hall. We had great discussion with him. We will meet with Representative Jennifer Gross in early October.
3. New Operational Worries (if any)

XI. ANNOUNCEMENTS

- The scheduled October Committee Meetings and Board Meeting will take place at Inspiration Studios located at 140 High St., Hamilton, OH 45011.
- Groundbreaking Ceremony for Partnerships for Housing's 4-unit development on Holly Avenue in Middletown (**Attachment**).
- Cassie Mattia shared with board members the number of activities going on in recognition of Direct Support Professionals Awareness week which kicks off on September 12th.

XII. ITEMS FOR NEXT AGENDA

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

Jackie Phillips Carter made a motion to adjourn the Board Meeting at 7:00PM. Dan Hughes seconded the motion. The motion passed unanimously.

Calendar of Upcoming Events – See calendar on Board Facebook page.

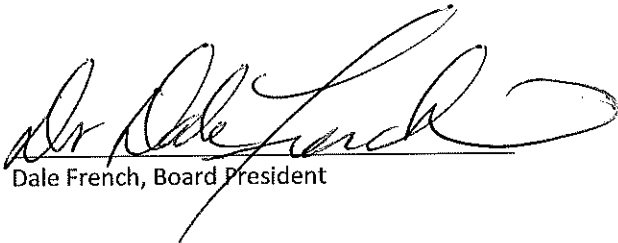
Date for next regular meeting: Thursday, October 13, 2022 at 6:00 p.m. at Inspiration Studios located at 140 High St., Hamilton.

Scheduled dates for October Committee Meetings:

Finance Committee meeting: Thursday, October 13 at 5:00 p.m. at Inspiration Studios.

Personnel Committee meeting: Thursday, October 13 at 5:15 p.m. at Inspiration Studios.

Program Committee meeting: Thursday, October 13 at 5:30 p.m. at Inspiration Studios.



Dale French, Board President



Elisha Hill, Board 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 Druhan
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 checked="" type="checkbox"/> Year End Cash Flow Projections – Hailey Quinn
September Board Meeting	<input checked="" type="checkbox"/>
October Board Meeting	<input type="checkbox"/> Inspiration Studios – Kim Neal Davis
November Board Meeting	<input type="checkbox"/> Succession Planning Update – Dwight Finch
December Board Meeting	<input type="checkbox"/> Diversity, Equity and Inclusion Committee