

BOARD MEETING AGENDA

INSPIRATION STUDIOS
140 HIGH ST.
HAMILTON, OH 45011

October 13, 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	Absent
Elisha Hill	Present
Dan Hughes	Present
Jackie Phillips Carter	Present
Nohelia Rojas-Miesse	Present
Damon Knoche	Absent

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

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 J. Pollock, a founder of the Board; J. Abney, J. Bueche, D. Williams (cousin of Jackie Phillips Carter) individuals served; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

Jackie Phillips Carter shared a reflection on her cousin, D. Williams.

Delightful, smart, bright individual. So incredibly smart and he would know everyone as soon as he met them. At his service, it was packed. Everyone shared their experiences with him. Jackie shared, "God sends us angels to show us how we need to be." Because of the Board, David was able to live such a beautiful life.

Share comments regarding Mr. Pollock's history with our Board – Lisa shared cards that were sent to the Board in memorial of Mr. Pollock. These cards shared his passion and drive to create and have services for his daughter and other individuals with developmental disabilities.

III. ADOPTION OF AGENDA

Approval of Order of Business.

Elisha Hill made a motion to approve the Order of Business. Jackie Phillips Carter seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

Kim Neal Davis, Executive Director of Inspiration Studios shares an overview presentation of The Studio and the services they provide. [\(Presentation\)](#)

InsideOut Studio provides art services to our individuals and now we have Inspired Transportation that helps transport our individuals to and from the art Studio. Here we want them to produce, market and sell their creations. We want this to be their bright spot in their day and to love what they do. Kim shared photos of the artists and their creations. They make glass art, plates, bowls and frames, among other things. They do ceramics as well, signs, flower pots, bird houses and more. Artists make watercolor canvases and yarn dolls as well, which they call fabric works. The artists make 50% of commission of their sales. They also create custom awards and commissioned pieces.

After the Board meeting, Kim had a project for our Board. They were instructed and taught how to create a glass project of their own! They had the opportunity to cut glass into small pieces and collaborate on a large piece once the meeting concludes.

V. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, October 13 at 5:00 p.m. at Inspiration Studios.
Nohelia Rojas-Miesse reported that all items on the agenda were reviewed with no questions or concerns.
 - Review of September Invoice Report [\(Attachment\)](#)
 - Review of August Revenue and Expenditure Reports [\(Attachment\)](#)
 - Review of September Revenue and Expenditure Reports [\(Attachment\)](#)
2. **Personnel Committee:** Thursday, October 13 at 5:15 p.m. at Inspiration Studios.
Elisha Hill reported that all items on the agenda were reviewed with no questions or concerns.
3. **Ethics Council:** Thursday, October 13 at 5:45 p.m. at Inspiration Studios.
Dale French reported that all items on the agenda were reviewed and recommended for approval.
 - Review of report of payments issued to individuals or families served. [\(Attachment\)](#)

VI. CONSENT AGENDA – MOTION DH seconded EH

1. **Board**
 - A. Minutes of September 8, 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. Report of payments issued to individuals or families served, pending review and endorsement by the Ethics Council [\(Attachment\)](#)
- D. Personnel Policy Revisions
 - **Policy #2.21**, Overtime hours of work and breaks [\(Attachment\)](#)
 - **Policy #2.25**, Employee Reimbursements [\(Attachment\)](#)
 - **Policy #2.29**, Leave Benefits [\(Attachment\)](#)
 - **Policy #2.36**, Holidays [\(Attachment\)](#)

2. **Operations**

Contracts > \$25,000

- A. Master Contract (**#1022-08**) with Graceworks Enhanced Living; effective 1/1/23 through 12/31/23; cost of \$70,000.00 for Room and board for a licensed home. This is the same amount as the previous contract.
- B. Master Contract (**#1022-06**) with ECI; effective 1/1/23 through 12/31/23; cost of \$60,000.00 for licensed home for waiver services. This is the same amount as the previous contract.
- C. Amendment to Contract (**#0921-02**) with Affordable Language; effective 1/1/22 through 12/31/22; cost of \$30,000 for Interpretation Services, an increase of \$10,000 to cover additional services through end of contract year. Total contract amount of \$30,000.

VII. NEW BUSINESS

1. Discuss delegate(s) to attend the OACB Annual Convention.

- A. OACB Delegate Assembly – Wednesday, November 30th at 6:00 p.m. – Board Members are going to check their calendars and get back to Lisa.

Delegate:

Alternate:

Presentation on Succession Planning on 11/30 from 1-2 p.m.

- B. Discussion: OACB Resolutions Submitted for Delegate Assembly [\(Attachments\)](#)

2. Consideration of motion for the following employee benefits for 2023 [\(Attachment\)](#) pending review and endorsement by the Personnel and Finance Committees:

Jackie Phillips Carter made a motion for the following employee benefits for 2023. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

- A. Continuation of medical coverage with United Healthcare beginning pay date 12/09/2022 for the plan effective 1/1/2023.

NOTE: This is an increase of 5% from 2022.

- B. Continuation of dental coverage with Sunlife (Dental Care Plus) beginning pay date 12/09/2022 for the plan effective 1/1/2023.

NOTE: There is a 6% decrease in the dental insurance premiums from 2022. Rate guaranteed for two years.

- C. Continuation of the employee Health Savings Account incentive for the High Deductible Health Plan for each subscriber, in the amount of \$1,000.00.
- D. Continuation of the Wellness incentive with Bravo Wellness Inc. not to exceed \$600.00 per full-time employee and administration fees not to exceed \$12,870.
- E. Continuation of the Benefit Discount Program with New Benefits LTD, cost of \$168.00 per employee per year paid by the employer.

NOTE: Increase of \$4.00 per employee per month due to high utilization of the program.

- F. Continuation of Group Life and Accidental Death and Dismemberment insurance through Standard Insurance Company beginning pay date 12/09/2022 for the plan effective 1/1/2023.

NOTE: No change in premium amount.

- G. Continuation of the annual waiver payment of \$2,000.00 payable in January 2024 for employees who waive family health insurance coverage during 2023.

- 3. Consideration of motion to transfer budget of up to \$130,000 from the operating fund to the health insurance reserve fund, pending review and endorsement by the Finance and Personnel Committees.

Nohelia Rojas-Miesse made a motion to transfer budget of up to \$130,000 from the operating fund to the health insurance reserve fund, pending review and endorsement by the Finance and Personnel Committees. Dan Hughes seconded the motion. The motion passed unanimously.

NOTE: The transfer of funds is to meet reserve requirements and also reduces rate increases for health insurance.

- 4. Board Member Appointments for Terms Starting January 2023 – Lisa Guliano

VIII. BOARD POLICY DISCUSSION

- 1. Board Governing Policy #3.6 – Board Committee Principles ([Attachment](#))
- 2. Board Governing Policy #3.7 – Board Committee Structure ([Attachment](#))
- 3. Discussion on proposed revision to Board Governance Policy ([Attachment](#))

- Consideration of motion to amend Board Governance Policy #2.5 Financial Conditions and Activities to allow the Superintendent to enter into a contract without Board consent on commitments \$50,000 or less.

Elisha Hill made a motion to amend Board Governance Policy #2.5 Financial Conditions and Activities to allow the Superintendent to enter into a contract without Board consent on commitments \$50,000 or less. Nohelia Rojas-Miesse seconded the motion. The motion passed unanimously.

4. OACB Board Updates – No updates.

IX. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Treatment of Staff ([Attachment](#))
2. Strategic Plan Third Quarter Report ([Attachment](#))
 - a. Lisa shared an update that Leadership is reviewing our goals and if any revisions are made for 2023, the plan will be brought back to the Board for discussion.
3. 2022 Butler County Special Olympics Report ([Attachment](#))
 - a. Lisa shared that athletes are coming back to normal schedules after COVID.
4. 2023 Board Meeting Dates – ([Attachment](#))
 - a. Dates have been updated for 2023 for approval. This would follow our current schedule that includes April and July as the months we do not meet. Dale suggested having a board meeting before the annual recognition event. Date for event has not been finalized and logistics were discussed as a possibly challenge to implement.
5. Superintendent Evaluation Process
 - a. The last few years, Danielle and Dwight have placed the evaluation into a survey through Qualtrics. Lisa confirmed with board members the process of Leadership completing the evaluation first, then results and the survey link will be sent to board members. Goal is to have a draft completed by the November board meeting.
6. New Operational Worries (if any)
 - State Budget Process – Waiver Rate Increase Planning ([Attachment](#))

Lisa attached a memo that was sent to the Dodd Director. We are starting the State Budgeting process. DODD is submitting initial budget numbers to the Governor's office. Wages for Direct Support Professionals (DSPs) are a priority since the average hourly rate in our state is \$14/hour. Discussions are aiming for a goal of an average \$18/hour. This is about a 30% increase from where we are, which is a challenge. There are county board reserves in our local system statewide due to the pandemic and federal relief dollars. It is estimated County Boards have over 2 billion dollars in reserves across the state and it varies significantly by county. Today, Lisa was on a call with the 8 largest counties, 4 of which will need additional levy funds in the near future (ours included). We had agreed to 6.5% increase effective this year with local funds. The memo sent to DODD Director indicates an additional 3.5% is possible for an overall 10% increase. Lisa stated concerns due to our two-year levy rollback, our financial projections may call for a request for additional levy funding in 2025. Board members discussed challenges with a levy request given the current economic situation. Lisa will continue to keep board members updated on the waiver rate discussions.

Kara Frederick commented we've received complaints from provider staff who do not see the waiver rate increases trickling down to DSPs. It is a challenge to investigate these concerns as there is not a requirement for cost reporting for providers. Lisa shared this has been an ongoing concern that superintendents have shared with the state and we have requested cost reporting to occur for any future rate increases.

X. ANNOUNCEMENTS

XI. ITEMS FOR NEXT AGENDA

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

Motion to adjourn made by Elisha Hill and seconded by Dan Hughes at 7:02PM.

Calendar of Upcoming Events.


Date for next regular meeting: Thursday, November 10, 2022 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, November 10 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, November 10 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, November 10 at 5:30 p.m. at JCC.


Dale French, 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 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