

BOARD MEETING AGENDA

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

**December 8, 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
Dan Hughes	Present
Jackie Phillips Carter	Present
Nohelia Rojas-Miesse	Present
Damon Knoche	Present

The group participated in the Pledge of Allegiance led by Jacqueline Rioja Velarde, Board Vice-President.

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

Moment of silence 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. Jackie Phillips-Carter seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

Introduction of Tim Meehan, New Board Member to be sworn in by Judge Holcomb on January 12, 2023.

Lisa offered to let Tim tell us a little bit about himself. He proceeded to let us know that he and his wife have 4 children, one son who has Downs Syndrome. He has heard many great things about what we do and our Board and he can't wait to meet with us month-to-month.

V. RECOGNITION OF BOARD PRESIDENT, DALE FRENCH

Dale is retiring off of the Board after serving 12 years.

Comments from Lisa Guliano: The last Board member to retire from the original 7 here when Lisa was hired in 2012. This is very bittersweet. Dale has served as an officer and the past few years as President. Dale had come onto the Board and helped with assisting the consolidation of our operations. Dale was a champion for creating the Board Governing Policies. Lisa really appreciated his leadership during that time. No one has the ability to stay calm and adapt like Dale. Dale has always been responsive, supportive, and always makes sense of the challenging situations.

Jacqueline Rioja Velarde – Presenting Dale with his gift. The image of leadership is a person to build trust with members on the Board and I felt so comfortable being there and knowing I have someone to look to and rely on. Lately, one year ago, I became Vice President of the Board and I was so nervous. Dale guided me and reassured me that I can do this. I know you will be back and you will be supporting the Board. Thank you so much for everything.

Dale French: One of the things that I learned very quickly about this whole community, working with BCBDD, communication is valuable to what we do. We deal with individuals that need to know people see them and care about them and you guys do a phenomenal job of that! I want to commend the staff here and our board for the things we get done quickly and we do it wisely. What we do in this public meeting is only the tip of the iceberg. We don't take these things lightly, we understand there's a great weight on our shoulders. We aren't here for ourselves, we are here because people need us. Keep reminding yourself of that, people need us. They need people to help them. We have to be willing to do that. Sometimes we are misunderstood and that's ok. We know who we are and what we do. Let's keep doing it the best we can. Thank you for the opportunity to serve.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Presentation on Developmental Specialist II and Service and Support Administrator II Positions

Jen Rice presented the attached proposal for the Service and Support Administrator II position. [\(Attachment\)](#)

Jenny Vogelgesang presented the attached proposal for the Developmental Specialist II position. [\(Attachment\)](#)

VII. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, December 8 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 November Invoice Report [\(Attachment\)](#)
2. **Personnel Committee:** Thursday, December 8 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 November Personnel actions [\(Attachment\)](#) and current staff vacancies [\(Attachment\)](#)
 - Review Policy 2.91 – Nepotism [\(Attachment\)](#)
 - Review Policy 3.4 - Infection Control [\(Attachment\)](#)
3. **Program Committee:** Thursday, December 8 at 5:30 p.m. at Janet Clemmons Center. Jackie Phillips-Carter reported that all items on the agenda were reviewed and recommended for approval.
 - Review Policy 2.07 Authorization of Local Funds [\(Attachment\)](#)
 - Review Policy 3.03 Schul Fund [\(Attachment\)](#)
 - Review Policy 4.02 Incident and Abuser Registry [\(Attachment\)](#)

VIII. CONSENT AGENDA

Dan Hughes made a motion to approve the Consent Agenda. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of November 10, 2021 meeting [\(Attachment\)](#)

- B. Personnel Policy Revisions
 - Policy 2.91 Nepotism ([Attachment](#))
 - Policy 3.4 Infection Control ([Attachment](#))
- C. Program Policy Revisions (Attachments)
 - Review Policy 2.07 Authorization of Local Funds ([Attachment](#))
 - Review Policy 3.03 Schul Fund ([Attachment](#))
 - Review Policy 4.02 Incident and Abuser Registry ([Attachment](#))

2. **Operations**

3. **Contracts > \$50,000**

- A. Contract (#1222-01) with Butler Technology & Career Development Schools; effective 8/1/22 through 6/30/23; cost not to exceed \$95,000.00 to expand education and skill development for transition-aged youth for Project Life. Contract is for the remainder of the 2022-2023 school year.

Note: The Board will pay 40% of the overall job coaching fees for DD eligible students. This is a reduction of \$29,600 from previous contracted amount.

- B. Contract (#1222-06) with Partnerships for Housing; effective 1/1/23 through 12/31/23; cost not to exceed \$381,000.00 for housing services. This is an increase from the previous year due to \$100 per month increase for single family homes to align with fair market rent and increase in operating cost.
- C. Master Contract (#1222-17) with Lifespan; effective 1/1/23 through 12/31/23; cost not to exceed \$165,171.48 for Social Security payeeship and Guardianship services. This is an increase of \$8,671.48 from the previous contract to cover increase of individuals supported and addition of application fee.
- D. Master Contract (#1222-19) with Southwestern Ohio Council of Governments; effective 1/1/23 through 12/31/23; cost of \$13,332,424 for Waiver Match and COG shared services. This is a decrease from the previous year due to the DSP Workforce Program ending in 2022. Estimated carryover reserves are also included in the contract total. Carryover reserves will be used for various business needs.

IX. OLD BUSINESS

1. Update on Ohio Individual Service Plan Implementation – Jennifer Rice
The Ohio ISP is a system of which we do not have a go live date. They are currently trying to work out glitches, but we are ready for phase II once it is setup. Hopefully after the holidays we will get more of an accurate timeline of when it will be released.
2. Update on roof and door project – Dwight Finch
Dwight couldn't be here, but Lisa updated us on the roof project. Due to weather it has limited what can be done. We need 2 days to remove the rest of the roof and then they will seal it up for winter and return to finish the project in the Spring.

The door project started late November. It is a replacement of 26 exterior doors. Seven doors have been installed.

3. Update on Contract Database Vendor – Hailey Quinn
In the Spring we identified a need to upgrade our Contract tracking system. As of now it is updated in the Access database and there has been numerous times that it has not populated correctly. We went out and completed a couple demos. In June we brought an implementation fee and contract to the Board for a database through Outlaw/Filevine. Over the summer, during implementation meetings, we learned the sales team did not provide accurate information. The system would not be able to support our needs and workflows. We also discovered that they provided features that were not live in the system for implementation. We basically felt there was a breach of contract and we disputed it. We followed the process for dispute, but did not get a response from the vendor. After 30 days, we reached out again and attached our invoice to recoup our funds. Within two hours, we got a response from their legal team requesting us to sign off on a mutual release agreement. We were informed they would not return our funds and a legal challenge would have to occur in Utah. We consulted with our County Prosecutor and the expense of challenging this in Utah would outweigh our investment so far of \$15,000. We were advised to sign the mutual release so they cannot bill for any additional funds under the agreement. Future contracts outside of our prosecutor approved template will be reviewed by a prosecutor before signed.

X. NEW BUSINESS

1. Compensation Analysis - Phase II Recommendations: Career Steps
 - Service and Support Administration (SSA) Department Proposal [\(Attachment\)](#)
 - Early Intervention (EI) Department Proposal [\(Attachment\)](#)

Consideration of motion to add the SSA II and DS II positions to the Table of Organization as a career step for qualified employees who meet the established criteria.

Note: The SSA II and DS II position will be placed on salary schedule 5 as determined by Market comps. These promotional opportunities will be available beginning in January 2024 for qualified staff who have met the established criteria.

Damon Knoche made a motion to approve the recommendation to add the SSA II and DS II positions to the Table of Organization as a career step for qualified employees who meet the established criteria. Dan Hughes seconded the motion. The motion passed unanimously.

2. Discussion of Memorandum of Understanding (MOU) with Professionals Guild of Ohio [\(Attachment\)](#)

Elisha Hill made a motion to authorize the Superintendent to approve the MOU with Professionals Guild of Ohio for the purpose of establishing the DS II position. Jackie Phillips-Carter seconded the motion. The motion passed unanimously.

3. Discussion on officers and committee assignments for 2023. [\(Attachment\)](#)

Elisha Hill made a motion to approve slate of officers and committee assignments for final adoption at January 12, 2023 Organizational Board Meeting. Jaqueline Rioja Velarde seconded the motion. The motion passed unanimously.

Lisa- Tim was most interested in starting his term on Program Committee. Jackie Phillips Carter had offered to serve where needed so Jackie will move to Personnel with Damon assuming the President role.

4. Consideration of motion to approve Superintendent Lisa Guliano's evaluation, dated November 10, 2022, along with any subsequent addendum to her contract, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board.

Damon Knoche made a motion to approve Superintendent Lisa Guliano's evaluation, dated November 10, 2022, along with any subsequent addendum to her contract, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board. Elisha Hill seconded the motion. The motion passed unanimously.

NOTE: All referenced documents will be maintained in the Superintendent's personnel file.

5. Consideration of motion to approve 2023 Performance Goals of Superintendent Lisa Guliano. ([Attachment](#))

Elisha Hill made a motion to approve 2023 Performance Goals of Superintendent Lisa Guliano. Damon Knoche seconded the motion. The motion passed unanimously.

XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.0 – Global Governance – Management Connection ([Attachment](#))
2. Board Governing Policy #4.1 – Unity of Control ([Attachment](#))
3. OACB Convention/Delegate Assembly Updates – Jacque Rioja Velarde and Lisa Guliano

Jacqueline – There were 2 resolutions, one from Lucas County encouraging individuals with developmental disabilities to be appointed as board members; and the second was an update of Association language in the By Laws. Lastly, they presented the financial report for 2022 and 2023 budget.

XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Planning/Budgeting ([Attachment](#))
With this report we we're in compliance and we completed the budget early due to presenting to the Commissioner's Office in October.
2. Board Education Topics – 2023
 - Diversity, Equity & Inclusion Team
 - There will be training on OnBoard, a new web-based board document management system, sometime in the New Year.
3. Strategic Plan 2023 Goal Updates ([Attachment](#))
 - The Leadership Team is recommending some modifications to our goals for 2023. Lisa reviewed the changes and will request approval at the January meeting.
4. New Operational Worries (if any)

XIII. ANNOUNCEMENTS

XIV: ITEMS FOR NEXT AGENDA

Judge Holcomb to swear in Dan Hughes and Tim Meehan.

XV. EXECUTIVE SESSION

XVI: ADJOURNMENT

Damon Knoche motioned to adjourn the meeting at 7:11pm. Seconded by Jackie Phillips-Carter. The motion passed unanimously.

Calendar of Upcoming Events.

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

Scheduled dates for January Committee Meetings:

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

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

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


Damon Knoche, 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 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 checked="" type="checkbox"/> Inspiration Studios – Kim Neal Davis
November Board Meeting	<input checked="" type="checkbox"/> Succession Planning Update – Dwight Finch
December Board Meeting	<input checked="" type="checkbox"/> Criteria and Competencies for DS II & SSA II Positions