

BCBDD February 9, 2023 Board Meeting

Minutes

Butler County Board of Developmental Disabilities
Feb 9, 2023 at 6:00 PM EST
@ 282 N. Fair Ave., Hamilton, OH 45011

Attendance

Present:

Members: Elisha Hill, Dan Hughes, Damon Knoche, Tim Meehan, Nohelia Rojas-Miesse, Jacqueline Rioja Velarde

Absent:

Members: Jackie Carter

1. CALL TO ORDER

The meeting was called to order by Damon Knoche, Board President.

2. ROLL CALL

Jackie Phillips-Carter - E/A

2.1. Pledge of Allegiance

The group participated in the Pledge of Allegiance led by Damon Knoche .

2.2. Reading of Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

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

2.3. Moment of silence in memory of:

D. Shear, L. Brannon individuals served by the Board; Douglas Gentry, father of Board employee, Dawn Hamblin, Wilma Dillon, mother of Board employee, Sherry Dillon; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

3. ADOPTION OF AGENDA

Approval of Order of Business.

Motion:

Motion to approve the Order of Business as distributed at the meeting.

Motion moved by Elisha Hill and motion seconded by Jacqueline Rioja Velarde. The motion passed unanimously.

4. AUDIENCE TO VISITORS

None requested.

5. BOARD EDUCATION/COMMUNITY LINKAGE

5.1. Data Dashboard - Presented by Lynne Hibbard (Presenters: Lynne Hibbard)

 [Dashboard Board Preview 2.1.23.xlsx](#)

NOTE: Lynne has been working on a dashboard that will show infographics and refresh to show real time data per quarter.

Lynne shared the Excel Dashboard she has self taught herself with Google and YouTube. Her dashboard has quick links and a home button. It also houses our Board logo that will take you to the webpage associated with the tab you are reviewing. This dashboard has a tab and active links for each department. She's also added slicers that let us toggle back and forth between data we may want to see specifically. This way we can drill down and look at year 2022 and 3rd quarter. This dashboard will let us compare the past to current, which is very nice.

6. COMMITTEE REPORTS

6.1. Ethics Council

6.1.1. Review direct service contracts and family members of Board employees employed by providers under contract with the Board.


 [combined conflict of interest file.pdf](#)

Dan reported that Dwight reviewed the conflict of interest file with the Ethics Council and there was nothing to report.


6.2. Finance Committee

NOTE: Nohelia Rojas-Miesse reported that all items on the agenda were reviewed and recommended for approval.

6.2.1. Review January Invoice Report

 [2023 January Invoice Report.pdf](#)


6.2.2. Review January Revenue and Expenditures Reports

 [January 2023 Revenue & Expenditures.pdf](#)

6.3. Personnel Committee

NOTE: Elisha Hill reported that all items on the agenda were reviewed and recommended for approval.


6.3.1. Review of January Personnel Actions.

 [PA Lists January 2023.pdf](#)


6.3.2. Review of current staff vacancies.

 [Vacancy list January 2023.pdf](#)

6.3.3. Review Personnel Policy #2.18 - Employee Compensation

 [policy 2.18-Employee Compensation 2023.pdf](#)


6.3.4. Review Personnel Policy #2.32 - FMLA

 [policy 2.32-FMLA 2023.pdf](#)


6.4. Program Committee

Jacque Rioja Velarde reported that all items on the agenda were reviewed and recommended for approval next meeting after making adjustments to language.

6.4.1. Review of Policy 1.02 - Mission Statement & Philosophy

 [1.02 Mission Statement & Philosophy POLICY.pdf](#)

6.4.2. Review of Policy 2.08 - Technology First Policy

 [2.08 Technology First POLICY.pdf](#)

7. CONSENT AGENDA – MOTION


Motion:

Consideration of motion to approve the Consent Agenda.


Motion moved by Dan Hughes and motion seconded by Nohelia Rojas-Miese. The motion passed unanimously.

8. Board

8.1. Minutes of January 12, 2023 meeting

 [BCBDD January 12, 2023 Board Meeting Minutes.pdf](#)

8.2. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee.

 [January 2023 Revenue & Expenditures.pdf](#)


8.3. Authorization of employment of Board employees with family members employed by agencies the Board contracts with.

Authorization of employment of Board employees with family members employed by agencies the Board contracts with pending review and endorsement by the Ethics

Council and pursuant to consultation with the Prosecuting Attorney that such employment is consistent with chapter 102 of Ohio Revised Code and sections 5126.0221, 2921.42 and 2921.43.

 [combined conflict of interest file.pdf](#)

8.4. Personnel Policy #2.18 - Employee Compensation

 [policy 2.18-Employee Compensation 2023.pdf](#)

9. Operations

10. Contracts > \$50,000

11. OLD BUSINESS

12. NEW BUSINESS

- 12.1. Consideration of motion to increase appropriations \$425,000 in the capital fund to cover the remaining cost for the roof/door project and renovation of the lobby and SSA wing bathrooms.

Consideration of motion to increase appropriations \$425,000 in the capital fund to cover the remaining cost for the roof/door project and renovation of the lobby and SSA wing bathrooms. Completion dates were postponed due to weather and shipment of materials. Projects should be finished by the 2nd quarter of 2024.

Motion:

Consideration of motion to approve to increase appropriations \$425,000 in the capital fund to cover the remaining cost for the roof/door project and renovation of the lobby and SSA wing bathrooms. Completion dates were postponed due to weather and shipment of materials. Projects should be finished by the 2nd quarter of 2024.

Motion moved by Nohelia Rojas-Miesse and motion seconded by Dan Hughes. The motion passed unanimously.

13. Board Policy Discussion

- 13.1. Board Governing Policy #4.4 – Monitoring Superintendent Performance

 [Monitoring #4.4 Superintendent Performance.pdf](#)

- 13.2. OACB Updates - Jacque Rioja Velarde

NOTES: Jacque let us know they will have the first meeting of the year next Monday. There are several items on the Agenda that the Board will be discussing. They will also be approving the new Executive Committee. Jacque was also asked if she will serve as the VP of the Committee. OACB also has new staff members, one is the new Chief Financial Officer and the other will oversee and coordinate events. Lastly, there will be an orientation workshop for new members as well.

13.3. OACB Advocacy Plans for State Budget - Lisa Guliano
www.ohioddcrisis.com

NOTES: The State Budget is very favorable to supporting people with developmental disabilities by a proposed increase in Medicaid rates. We will be advocating to add additional dollars to increase the average pay rate for services to \$20/hour. There are increases proposed for intermediate care and day service facilities as well where staffing has been an issue. The Governor is also proposing a new State Agency to oversee all services for children and youth. This will allow for all child services to work closely together rather than being so spread out. The new state agency will not affect local Early Intervention services.

Patricia walked the Board through a website being proposed by OACB to streamline messaging during the budget process. The intent is to provide options for advocacy and to share your personal story about the workforce crisis if you wish. Please visit and review the site attached.

- Board President, Damon was happy with the different focus points being touched on as far as this crisis goes.
- Elisha also added that it's important for people to see how we impact their lives, whether they have someone directly impacted in their life or not.
- With this the scope of advocacy has been expanded.

14. Assurance of Successful Superintendent Performance

14.1. Monitoring Report: Focus of Grants or Contracts

 [Monitoring Report 2.6 Focus of Grants.pdf](#)

NOTES: We were found to be in compliance.

14.2. Tentative Plans for Community Recognition Event in 2023

NOTES: Patricia updated the board members on plans to have our community recognition event in late September this year to align with Direct Support Professional awareness month. The team is planning a "red carpet" type experience at the Fairfield High School auditorium. More details will be shared later this spring.

14.3. New Operational Worries/Updates

14.4. Board Meeting Date Conflicts - Discuss Options for March and August

- A statewide business manager and superintendent meeting has been set in Columbus on March 9 and 10 – Dwight Finch will cover Board meeting on March 9 and Allison Stapleton will cover Finance committee.
- A statewide superintendent conference has been set in Columbus on August 10 and 11. Lisa discussed options with board members to move the August board meeting or request either Jennifer Rice or Kara Frederick stand in as acting superintendent as part of our succession management goals. The board

agreed to keep the meeting as scheduled on August 10 with either Jennifer or Kara covering the meeting.

- 15. Announcements
- 16. Items for Next Agenda
- 17. Executive Session

Consideration of motion to enter Executive Session to discuss matters required to be kept confidential by federal law or regulations or state statutes.

Motion:

Consideration of motion to enter Executive Session to discuss matters required to be kept confidential by federal law or regulations or state statutes.

Motion moved by Elisha Hill and motion seconded by Dan Hughes. Motion passed unanimously.

Attendance

Present:

Members: Elisha Hill - Recording Secretary, Dan Hughes - Board Member, Damon Knoche - Board President, Tim Meehan - Board Member, Nohelia Rojas-Miesse - Board Member, Jacqueline Rioja Velarde - Board Vice-President

Absent:

Members: Jackie Carter - Board Member

- 18. Adjournment
Calendar of Upcoming Events.

Date for next regular meeting: Thursday, March 9, 2023 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for January Committee Meetings:

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

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

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


Motion:

Consideration of a motion to adjourn the Board meeting at 7:50 PM.

Motion moved by Elisha Hill and motion seconded by Nohelia Rojas-Miesse. The motion passed unanimously.



Damon Knoche, President



~~Jacqueline Rioja Velarde, Vice President~~
Nohelia Rojas-Miesse, Board Member

19. Reference: Board Training Schedule for 2023

**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.*

February – Data Dashboard – Lynne Hibbard

April – Introduction to OnBoard – Virtual

May – Levy Review – Hailey/Lisa

June -

August -

September - 2024 Budget Overview - Hailey

October -

November -

December -