

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

October 11, 2018
6:00 p.m.

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Dale French, Board Vice President.

II. ROLL CALL

Roll call was conducted:

Tony Yocco	Absent
Dale French	Present
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance.

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

The group participated in a moment of silent reflection in memory of T. Weddle, an individual served by the Board; S. Willis, an individual served by the Board, and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Laddie Henninger 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

Partnerships for Housing Presentation (**Attachment**) – Gina Gehm

The presentation included a PowerPoint and a copy is included with the original minutes of the meeting. Points covered include:

- 80% of referrals want a 1 bedroom unit
- PFH housing stock only has 1 – one bedroom unit.
- High need for them to obtain/build 1 bedroom units.
- PFH are looking for site locations where units can be built near Fairfield, Hamilton & Middletown.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 11 at 5:00 p.m. at Janet Clemmons Center. Rick Meier reported that all items on the agenda were reviewed and recommended for approval.

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

2. **Personnel Committee:** met Thursday, October 11 at 5:15 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.

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

3. **Program Committee:** met Thursday, October 11 at 5:30 p.m. at Janet Clemmons Center. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.

4. **Ethics Council:** met Thursday, October 11 at 5:45 p.m. at Janet Clemmons Center. 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**).

VII. CONSENT AGENDA – MOTION

Laddie Henninger made a motion to approve the Consent Agenda. Rick Meier seconded the motion. The motion passed unanimously.

1. Board

- A. Minutes of September 13, 2018 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 (**Attachment**).

- Policy #2.26, Fringe Benefits – proposed revisions to provide clarification regarding employee benefits as well as HSA incentive funding (if offered) to all qualifying employees.
- Policy #2.41, Disciplinary Action – proposed revisions to provide clarification for legal and illegal substances, which may cause impairment.
- Policy #2.60, Outreach Time – New policy to cover community outreach hours.

2. **Operations**

Contracts > \$25,000

- A. Amendment to Contract (**#1117-13**) with Lifespan; effective 1/1/18 through 12/31/18; for Social Security Payeeship and Guardianship services; cost not to exceed \$122,000.00 (an increase of \$13,279.04) to cover increased utilization and intensity of individuals served.
- B. Master Contract (**#1018-08**) with Butler Behavioral Health Services: Workplace Associates; effective 1/1/19 through 12/31/19; cost of \$90,000.00 for Project Life staff support funds that will allow Butler Tech to start an additional Project Life 101 program, with BCBDD continuing to pay 40% of the overall job coaching fees of students that are BCBDD eligible.
- C. Master Contract (**#1018-09**) with Buckner Employment Services and Training; effective 1/1/19 through 12/31/19; cost of \$79,000.00 for Adult Day Supports, Individual Employment Supports, Career Planning, and Outcome Based Non-Medical Transportation.
- D. Master Contract (**#1018-10**) with Abilities First; effective 1/1/19 through 12/31/19; cost of \$33,000.00 for Adult Day Supports, Vocational Habilitation, Individual Employment, Group Employment, and Non-Medical Transportation.
- E. Master Contract (**#1018-11**) with Camp Campbell Gard; effective 4/1/19 through 12/31/19; cost of \$55,092.00 for Adult Day Supports, Residential Program Supports, Attendance at day/residential program.
- F. Master Contract (**#1018-12**) with Easter Seals TriState; effective 1/1/19 through 12/31/19; cost of \$60,000.00 for Adult Day Supports, Non-Medical Transportation, Individual Employment Supports, Group Employment, and Career Planning.
- G. Master Contract (**#1018-13**) with Ohio Valley Goodwill; effective 1/1/19 through 12/31/19; cost of \$50,000.00 for Adult Day Supports, Non-Medical Transportation, Individual Employment Supports, Career Planning, and Group Supports.
- H. Master Contract (**#1018-14**) with Viaquest, Inc.; effective 1/1/19 through 12/31/19; cost of \$40,000.00 for Vocational Habilitation, Adult Day Supports, Non-Medical Transportation, and Individual Employment Supports

- I. Master Contract (#1018-15) with SALT Resource Solutions LLC; effective 1/1/19 through 12/31/19; cost not to exceed \$34,750.00 to provide parent resource supports for students and adults who are mutually eligible for all Butler County School Districts and Butler County Board of DD supports.
- J. Master Contract (#1018-17) with The Counseling Source, Inc.; effective 1/1/19 through 12/31/19; cost of \$30,250.00 for the completion of Psychological Evaluations, Diagnosis verification forms, and Expert Evaluations. Decrease of \$20,750.00 from the previous contract.

VIII. OLD BUSINESS

1. Update on Transportation contract – Hailey Quinn
A handout was provided to the Board showing a decline in transportation complaints for third quarter. A copy of the handout is included with the original minutes of the meeting.
2. Discussion on tier structure utilized for determining merit pay and performance based bonuses for Board employees.

Rick Meier made a motion to approve a Four-Tier structure for determining merit pay and performance based bonuses for Board employees (**Attached**). Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

IX. NEW BUSINESS

1. Discuss delegate(s) to attend the OACB Annual Convention.
 - A. OACB Delegate Assembly – Wednesday, November 28th @ 6:00 p.m.

Jackie Phillips made a motion to elect Jacqueline Rioja Velarde (Delegate) and Lisa Guliano (Alternate) to represent the Board at the OACB Delegate Assembly. Rick Meier seconded the motion. The motion passed unanimously.
2. Rick Meier made a motion to approve the following employee benefits for 2019, as reviewed and endorsed by the Personnel and Finance Committees. Jackie Phillips seconded the motion. The motion passed unanimously.
 - A. Insurance premium rates for the Jefferson Health Plan beginning pay date 12/14/18 for the plan effective 1/1/19. (**Attachment**).

NOTE: This is an increase of 2.9% from 2018.
 - B. Insurance premium rates for employee Dental Care Plus beginning pay date 12/14/18 for the plan effective 1/1/19. (**Attachment**).

NOTE: There is no increase in the dental insurance premiums from 2018.
 - 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 employer Group Life and Accidental Death and Dismemberment insurance benefit through Lincoln Financial Group beginning 1/1/2019 through 12/31/2020.

NOTE: Rate for group life insurance increased from \$.149 to \$.162 per \$1,000.00 benefit, total increase of \$1,633.92.

- E. Continuation of the PUSH Wellness Program at a rate of \$160.00 per employee per year and one time employee incentive funding not to exceed \$600.00 per full-time employee.
- F. Continuation of the MiSolutions Benefit Discount Program with New Benefits LTD, for employees at a cost of \$120.00 per employee per year.
- G. Continuation of the annual waiver payment of \$2,000.00 payable in January 2019 for employees who waived family health insurance coverage during 2018.

Connie Sullivan made a motion to approve the following, as reviewed and endorsed by the Personnel and Finance Committees. Laddie Henninger seconded the motion. The motion passed unanimously.

- H. Consideration of motion to approve revised salary schedule ranges for all management and non-unit employees as outlined, effective 10-13-18, pending review and endorsement by the Personnel Committee. **(Attachment)**

NOTE: Entry and maximum ranges increased by 2% for ranges 1, 2, 4 and 5 based on a review of salary ranges and market data analysis. Position titles have been updated to more accurately describe position functions. The following positions have been assigned to higher schedules as a result of the salary review process and consolidation of administrative support positions:

Medicaid Administrative Specialist, Community Team Secretary – change to Office Assistant.

X. BOARD POLICY DISCUSSION

- 1. Board Governing Policy #3.6 – Board Committee Principles **(Attachment)**
 - No revision recommended.
- 2. Board Governing Policy #3.7 – Board Committee Structure **(Attachment)**
 - No revision recommended.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

- 1. Monitoring Report: Treatment of Staff **(Attachment)** – report included in the Board packet.
- 2. 2017 Butler County Special Olympics Report **(Attachment)** – report included in the Board packet.
- 3. Strategic Plan – 3rd Quarter Update – report included in the Board packet.
- 4. 2019 Board Meeting Dates (conflicts in April and August) – **(Attachment)** – calendar included in the Board packet.
 - Board members determined to not hold a meeting in April. Per the By-Laws of the Board, the Board is only required to meet at least ten times annually in regularly scheduled sessions in accordance with O.R.C. 121.22.
 - The August Board meeting will be held on August 1st, due to the Superintendent Conference being held on the second Thursday (August 8th).

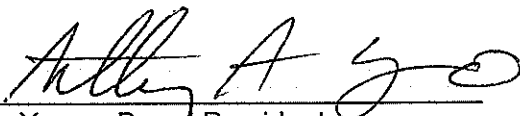
5. New Operational Worries (if any).
 - Superintendent Annual Evaluation survey

XII. ANNOUNCEMENTS

XIII. ITEMS FOR NEXT AGENDA

XIV. ADJOURNMENT

There being no further business before the board, Rick Meier made a motion to adjourn and Laddie Henninger seconded the motion. The motion passed unanimously.


 Tony Yocco, Board President


 Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, November 8, 2018 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

- Finance Committee meeting: Thursday, November 8 at 5:00 p.m. at JCC.
- Personnel Committee meeting: Thursday, November 8 at 5:15 p.m. at JCC.
- Program Committee meeting: Thursday, November 8 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2018

**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.*

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| January Board Meeting | ✓ Law Enforcement Investigative Agent Update – Karen Bessette & Ralph Hernandez |
| February Board Meeting | ✓ Levy Scenarios, Early Retirement Incentive Plan (ERIP), Year End Financials, 2017 Statistics – Hailey Quinn |
| March Board Meeting | ✓ Medicaid Waiver Presentation – Sarah Keller, Andrew Riley |
| April Board Meeting | ✓ Waiting list “Fix the List” – Tanya Coffey |

- May Board Meeting ✓ Remote Support Technology – SSA Team Supervisor Kara Frederick and Jeremy A.
- June Board Meeting ✓ UTS – Geoff Kuzio
- August Board Meeting ✓ Butler County Special Olympics Athlete Leadership
- September Board Meeting ✓ Direct Support Professionals (DSP) Presentation – Lee Ann Emmons
- October Board Meeting Partnerships for Housing – Gina Gehm
- November Board Meeting Statewide Data/Waiver Cost Projections - Hailey
- December Board Meeting