

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

**Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH**

**November 8, 2018
6:00 p.m.**

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Tony Yocco, Board President.

II. ROLL CALL

Roll call was conducted:

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

The group participated in the Pledge of Allegiance led by Dale French.

Tony Yocco 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 L. Tolbert, 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. Rick Meier seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

2019 Budget, Statewide Date/Waiver Costs Projections – Hailey

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

- 2019 Original Revenue and Expenditure Budget for Operating, Capital & Trust Fund.
- Budget Memo addressed to Commissioners.
- Waiver Statistics.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, November 8 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 October Invoice Report (**Attachment**).
- Review of September Revenue and Expenditure Reports (**Attachment**).

2. **Personnel Committee:** met Thursday, November 8 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 October Personnel actions and current staff vacancies (**Attachment**).

3. **Program Committee:** met Thursday, November 8 at 5:30 p.m. at Janet Clemmons Center. Tony Yocco reported that all items on the agenda were reviewed and recommended for approval.

VII. CONSENT AGENDA – MOTION

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

1. Board

A. Minutes of October 11, 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. Program Policy Revisions (**Attachment**).

- **Policy #10-2, Provider Directories, Selection and Certification** – revised to add references and language to explain resources for seeking a provider.

2. Operations

Contracts > \$25,000

- A. Master contract (#1118-01) with Dynamic Pathways, Inc.; effective 1/1/19 through 12/31/19; cost of \$69,640.00 for Behavior Supports, Training, and Human Rights Committee oversight.
- B. Contract (#1118-04) with ECI; effective 1/1/19 through 12/31/19; cost of \$118,552.00 for the licensed home for waiver services.
- C. Contract (#1118-06) with Night Owl Cleaning Services LLC; effective 1/1/19 through 12/31/19; cost not to exceed \$28,331.52 for custodial services.
- D. Contract (#1118-07) with Partnerships for Housing; effective 1/1/19 through 12/31/19; cost not to exceed \$300,000.00 for housing services.
- E. Contract (#1118-10) with Graceworks Enhanced Living; effective 1/1/19 through 12/31/19; cost of \$260,135.00 for room and board for licensed home.

VIII. NEW BUSINESS

Discussion on 2019 Budget.

1. Rick Meier made a motion to approve the 2019 Budget, as reviewed and endorsed by the Finance Committee. Dale French seconded the motion. The motion passed unanimously.
2. Laddie Henninger made a motion to approve the Partnerships for Housing Board's pursuit of adding two newly constructed housing units, each with four one bedroom units, in Butler County. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

NOTE: Reference the proposal presented to the Board on October 11, 2018 by Gina Gehm, Executive Director of Partnerships for Housing. **(Attachment)**

3. Discussion on Resolution for consideration at the OACB Delegate Assembly on November 28, 2018. **(Attachment)**
 - Board members discussed the proposed changes to OACB membership dues for 2019. Board members authorized Jacqueline Rioja Velarde to vote for the changes at the OACB Delegate Assembly on November 28, 2018.
4. Dale French made a motion to approve performance based wage increases of up to 2% (Attachment #) for all non-bargaining unit, non-substitute employees who are otherwise eligible (excluding the Superintendent who receives increases per Board evaluations as specified by contract) effective January 5, 2019, as reviewed and endorsed by the Finance and Personnel Committees. Connie Sullivan 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.

5. Rick Meier made a motion for the continuation of the annual waiver payment of \$2,000.00 payable in January 2020 for employees who waived family health insurance coverage during 2019. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

6. Connie Sullivan made a motion to transfer iPhone 6 phones that are no longer being used for Board purposes to employees. Employees who elect this option will be taxed at the fair market value of \$230.00 through payroll on pay date 12/14/18 as a taxable benefit. Remaining equipment will be kept as Board property for temporary replacements. Laddie Henninger seconded the motion. The motion passed unanimously.
7. Dale French made a motion to approve **Resolution #2018-11-01, Nonfederal Share of Medicaid Expenditures (Attachment)**, to specify the amount of funds, \$10,200,000.00, to be used in the year 2019 to pay the nonfederal share of services required by ORC 5126.054 (1B), as reviewed and endorsed by the Finance Committee. Rick Meier seconded the motion. The motion passed unanimously.

NOTE: These funds are leveraged to draw down federal funds which allow us to provide \$35 million in Medicaid services.

8. Dale French made a motion to adopt the Schedule of Meetings for 2019 (**Attachment**). Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.
 - A. No Board meeting in the month of April (due to the Easter Holiday & Community Recognition Dinner).
 - B. Date change for the August meeting due to the Superintendent Conference (new date is August 1st).

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.8 – Cost of Governance – No revisions recommended.
2. Board Governing Policy #4.5 – Superintendent Compensation & Benefits – No revisions recommended.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Compensation and Benefits (**Attachment**) – report included in the Board packet.
2. New Operational Worries (if any) – None reported.

XII. ANNOUNCEMENTS

XIII. ITEMS FOR NEXT AGENDA

XIV. EXECUTIVE SESSION

Connie Sullivan made a motion to go into Executive Session to consider:

1. Matters required to be kept confidential by federal law or regulations or state statutes.
2. The compensation of a public employee.

Rick Meier seconded the motion. The motion passed unanimously with a roll call vote as follows:

Tony Yocco	Yes
Dale French	Yes
Richard Meier	Yes
Laddie Henninger	Yes
Jackie Phillips	Absent

Jacqueline Rioja Velarde Yes
Connie Sullivan Yes

XV. ADJOURNMENT

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


Tony Yocco, Board President 
Richard Meier, Recording Secretary
DALE FRENCH VICE PRESIDENT

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, December 13, 2018 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, December 13 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, December 13 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, December 13 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.*

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

✓ 2019 Budget, Statewide Data/Waiver Cost Projections - Hailey

December Board Meeting