

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

February 14, 2019
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	Absent
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Jackie Phillips.

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 D. Toole, an individual served by the Board; C. Egelston, an individual served by the Board; M. Lewis, an individual served by the Board; S. Williams, an individual served by the Board; D. Hobbs, an individual served by the Board; Esther Lakes, mother of Board Member Connie Sullivan; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Rick Meier 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

UTS Transportation Update – Geoff Kuzio

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

- UTS transports 4,000 clients per day in over 250 company vehicles.
- UTS has provided 35,247 trips for BCBDD individuals since January 1st, 2018.
- 124 complaints – which is a .35% trip to complaint ratio.
- UTS continues to send over 7,500 digital customer service surveys to clients weekly.
- Ohio Department of Medicaid believes there will be an increase of 30% by 2021 for non-emergency medical transportation.
- Drivers go through a seven day training program when hired.
- On 1-1-19 UTS began a 10% bonus per pay period for drivers who meet certain requirements such as: no unexcused absences and on-time arrival to work.
- UTS hired a VP of Operations and a Director of Human Resources.
- 2019 goals are to continue to improve talent and improve on-time service metrics.
- UTS asked for recommendations for Sensitivity Training options for them to supply to their employees.

VI. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, February 14 at 5:45 p.m. at Janet Clemmons Center. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.
 - Review direct service contracts and family members of Board employees employed by providers under contract with the Board (**Attachment**).
2. **Finance Committee:** met Thursday, February 14 at 5:00 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.
 - Review of January Invoice Report (**Attachment**).
3. **Personnel Committee:** met Thursday, February 14 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 January Personnel actions and current staff vacancies (**Attachment**).
4. **Program Committee:** met Thursday, February 14 at 5:30 p.m. at Janet Clemmons Center. Jackie Phillips reported that all items on the agenda were reviewed and recommended for approval.

VII. CONSENT AGENDA – MOTION

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

1. **Board**
 - A. Minutes of January 10, 2019 meeting (**Attachment**).
 - B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment**).
 - C. Direct service contracts, agency employees, and family members also employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).

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 of \$122,243.06 (an increase of \$243.06) due to an increase in services during the last month of the contract.

VIII. NEW BUSINESS

1. Discussion on Community Outreach Advocate Position – Sherry
Points covered include:
 - Requirements of the position are to be an individual served by the Board, Graduate of Project Stir, and a member of Speak-Up.

Connie Sullivan made a motion to approve addition of a part time Community Outreach Advocate position to the Table of Organization pending review and endorsement by the Finance and Personnel Committees. Rick Meier seconded the motion. The motion passed unanimously

NOTE: Funds for this position will be reallocated from a vacant part time Eligibility Coordinator position.

2. Laddie Henninger made a motion to authorize Superintendent to negotiate the sale and transfer of one (1) Ford passenger van and one (1) Dodge passenger van pending review and endorsement by the Finance Committee. Jackie Phillips seconded the motion. The motion passed unanimously.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.4 – Monitoring Superintendent Performance (**Attachment**) – No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Focus of Grants or Contracts (**Attachment**) – report included in the Board packet.
2. Strategic Plan – 4th Quarter Update (**Attachment**) – report included in the Board packet.
3. New Operational Worries/Updates:
 - Risk Management Plan (**Attachment**) – Kara – report included in the Board packet.
 - Update on DODD Administration – Lisa


Tony Yocco, Board President


Richard Meier, Recording Secretary

Calendar of Upcoming Events (**Attachment**).

Date for next regular meeting: Thursday, March 14, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for March Committee Meetings:

Finance Committee meeting: Thursday, March 14 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, March 14 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, March 14 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2019

**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	✓ Project Life – Reena Fish Year End Financials/2018 Budget Outcomes – Hailey Quinn
February Board Meeting	✓ UTS Transportation Update – Geoff Kuzio
March Board Meeting	MUI Rule & Board Member Responsibilities – Kara Frederick Succession Management/Planning – Dwight Finch
May Board Meeting	Remote Technology Grant – Lee Ann Emmons & Ron Smith
June Board Meeting	IT Update – Educational Service Center
August Board Meeting	SSA Updates – Tanya Coffey
September Board Meeting	Inside Out Art Studio / Easter Seals TriState
October Board Meeting	

November Board
Meeting

2020 Budget & Budget Forecasting – Hailey Quinn

December Board
Meeting