

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**March 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	Present
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Absent

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 D. Arnold, an individual served by the Board; M. Ary, an individual served by the Board; Bob Blevins, Stepfather of Jim Johnson in the Maintenance Department; Jim E. Johnson, Father of Jim Johnson in the Maintenance Department; D. Rothert, 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

1. MUI Rule & Board Member Responsibilities (**Attachment**) – Kara Frederick & Patrick Campbell

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

- New MUI Rule changes are highlighted in red on the Power Point, section changes include:
 - DD Employee Defined, Physical Abuse, Neglect, Peer to Peer Acts, Medical Emergency, Unanticipated Hospitalization, Law Enforcement, Unusual Incidents, Increased Communication, and Other Changes.

2. Succession Management/Planning (**Attachment**) – Dwight Finch

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

- Step One – Identify & Profile Target Positions
- Step Two – Conduct Talent Reviews & Identify Successors
- Step Three – Assess Successor Interests & Capabilities
- Step Four – Create Individual Development Plans
- Step Five – Develop High Potentials & Successors
- Step Six – Evaluate & Improve the Process

VI. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, March 14 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 direct service contracts and family members of Board employees employed by providers under contract with the Board (**Attachment**).

2. **Finance Committee:** met Thursday, March 14 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 February Invoice Report (**Attachment**).

3. **Personnel Committee:** met Thursday, March 14 at 5:15 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval.

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

4. **Program Committee:** met Thursday, March 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

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

1. Board

- A. Minutes of February 14, 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. Personnel Policy Revisions (**Attachment**).
- **Policy #2.2, Board Powers** – Revised to include Policy #2.3, State Laws
 - **Policy #2.3, State Laws** – Rescind
 - **Policy #2.39, Administrative Guidelines Regarding Inclement Weather/Natural Emergencies** – change title to Building Closures and update language for better clarification.
 - **Policy #2.4, Disclaimer** – Rescind
 - **Policy #2.5, Definition of Rules** – change title to Rules and Disclaimer and insert Policy #2.4, Disclaimer and Policy #2.6, Objectives; update language for better clarification
 - **Policy #2.6, Objectives** – Rescind
 - **Policy #2.7, Hiring Policy and Procedures** – Reformat and update language for better clarification
 - **Policy #2.21, Overtime and Hours of Work** – change title to Overtime, Hours of Work, and Breaks; include language for lactation breaks, and update language in section G referencing Policy #2.29, Sick Leave
 - **Policy #2.35, Calculation of Vacation Time** – change title to Vacation Leave; Reformat and update language for better clarification; insert Policy #2.79, Vacation Cash in/Conversion Policy to combine both policies; added procedures to this policy
 - **Policy #2.36, Holiday Pay** – updated language in section E to better clarify the non-payment of holiday pay for employees in an unpaid, inactive status; and updated language in section F to provide better clarification on provisions regarding unscheduled absences before and after an observed holiday.
 - **Policy #2.39, Inclement Weather** – change title to Building Closures; update language to provide clarification for time given to employees during closures; separate out policy and procedures.
 - **Policy #2.48, Employee Performance Evaluations** - updated language and removed semi-annual evaluations.
 - **Policy #2.79, Vacation Cash in/Conversion Policy** – Rescind

D. Program Policy Revisions (**Attachment**).

- **Policy #14-1, Incidents Adversely Affecting Health and Welfare and Abuser Registry** – update cited references.

E. Direct service contracts and family members of Board employees employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).

2. **Operations**

Contracts > \$25,000

A. Contract (**#0319-01**) with Butler County Family and Children First Council (FCFC); cost of \$75,000.00 for Wraparound Service Facilitation.

VIII. NEW BUSINESS

1. Jackie Phillips made a motion to approve the 2019 Table of Organization, as reviewed and endorsed by the Finance and Personnel Committees. Laddie Henninger seconded the motion. The motion passed unanimously. (**Attachment**)
2. Laddie Henninger made a motion to abolish three (3) Community Nurse positions as a result of reorganization for efficiency of operations, as reviewed and endorsed by the Finance and Personnel Committees. Dale French seconded the motion. The motion passed unanimously.

NOTE: Two Quality Assurance Registered Nurse positions have been added to the Table of Organization in order to enhance quality in the area of health outcomes for people we serve.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #2.5 – Financial Condition and Activities (**Attachment**) – Rick Meier made a motion to approve the changes to the policy. Laddie Henninger seconded the motion. The motion passed unanimously.
2. Board Governing Policy #3.0 – Global Governance Commitment (**Attachment**) – No revisions recommended.
3. Board Governing Policy #3.1 – Governing Style (**Attachment**) – No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Asset Protection (**Attachment**) – report included in the Board packet.
2. New Operational Worries/Updates
 - A. New County Administrator Judi Boyko reached out to Lisa and will schedule a time to meet.
 - B. Lisa met with new State Representative Sara Carruthers.

XI. ANNOUNCEMENTS

- 1. Community Recognition Dinner: Thursday, April 11th
6:30 p.m. Dinner
Receptions Event Center
5975 Boymel Dr., Fairfield

- 2. All Staff In-Service: Friday, May 17th
8:00 a.m. – 3:30 p.m.
Fitton Center - 101 S. Monument Ave., Hamilton

XII. ITEMS FOR NEXT AGENDA

None reported.

XIII. EXECUTIVE SESSION

Dale French made a motion to go into Executive Session to consider the investigation of charges or complaints against a public employee. Jacqueline Rioja Velarde 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	Yes
Jacqueline Rioja Velarde	Yes
Connie Sullivan	Absent

XIV. ADJOURNMENT

There being no further business before the Board, Dale French 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 – Currently unavailable, process being updated.

Date for next regular meeting: Thursday, May 9, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for May Committee Meetings:

Finance Committee meeting: Thursday, May 9 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, May 9 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, May 9 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	Non-Medical Transportation – Ron Smith
September Board Meeting	Inside Out Art Studio / Easter Seals TriState
October Board Meeting	SSA Updates – Tanya Coffey
November Board Meeting	2020 Budget & Budget Forecasting – Hailey Quinn
December Board Meeting	