

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

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

**April 12, 2018
6:30 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 J. Frasher.

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 Kathleen Jackson, mother of Employment Navigator Khara Kiefer; M. Smith, an individual served by the board; D. Newcomb, an individual served by the board; B. Meigs, 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

Waiting List "Fix the List" – Tanya Coffey

- Tanya supplied the Board with two handouts detailing the changes being made to the waiting list process beginning on July 1st:
 - ✓ Boards are being supplied with an assessment "Waiting List Tool" to determine an individual's eligibility to be added to the Waiting List.
 - ✓ Assessment Period will be from 7-1-18 through 12-31-20.
 - ✓ All individuals on the current waiting list will be contacted by two different methods, one of which has to be by certified mail.
 - ✓ Any individual currently on the Waiting List that has a Level 1 or SELF waiver, resides in an ICF or Nursing Facility will not be on the Transitional Waiting List.
 - ✓ The Board has until 12-31-20 to complete the Waiting List Tool for everyone on the Transitional Waiting List.
 - Immediate Need – risk of substantial harm to an individual, caregivers or other person if action is not taken within 30 days.
 - Current Need – unmet need within 12 months.
 - ✓ This tool will be used annually during the individual's span date.
 - ✓ An individual or guardian can request an assessment at any given time as their needs change.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, April 12 at 5:00 p.m. at Janet Clemmons Center. Richard Meier reported that all items on the agenda were reviewed and recommended for approval.
 - Review of March Invoice Report (**Attachment**).
 - Review of February Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, April 12 at 5:30 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval.
 - Review of March Personnel actions and current staff vacancies (**Attachment**).
3. **Program Committee:** met Thursday, April 12 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, April 12 at 6:00 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

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

1. Board

- A. Minutes of March 8, 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. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. (**Attachment**)

2. Operations

Contracts > \$25,000

- A. Contract (**#0418-02**) with MediSked LLC; effective 6/1/18 through 12/31/18; cost of \$41,000.00 for client software pilot program.

VIII. OLD BUSINESS

1. First quarter update on transportation contract.
 - Hailey Quinn updated the board on the UTS transportation contract as follows:
 - ✓ January – 22 total complaints
 - ✓ February – 11 total complaints
 - ✓ March – 6 complaints
 - ✓ A total of 39 complaints out of 8,157 trips, which is a .47% complaint rate.
 - ✓ There have been no unresolved issues.

IX. NEW BUSINESS

1. SELF Audit Results – Lisa Guliano

Lisa updated the Board on Audit results from 2013, 2014, and 2015. Butler County had findings in the Participant Directed Goods & Services area. DODD is paying the findings for all counties due to inadequate guidance. DODD issued guidance in fall, 2016. We are hopeful there will be less findings in future audits.

2. Lisa reported that our Agency learned that the Butler County Care Facility did not have a van that can transport people who use wheelchairs. The Board can transfer property to another governmental entity.

Laddie Henninger made a motion to transfer one (1) vehicle to the Butler County Care Facility for the purpose of providing transportation services, as reviewed and endorsed by the Finance Committee. Jackie Phillips seconded the motion. The motion passed unanimously.

X. BOARD POLICY DISCUSSION

1. Discussion on Draft of Individual Budget Policy (**Attachment**) – Hailey Quinn & Sherry Dillon
The presentation included a Power Point and a copy is included with the original minutes of the meeting. Point covered include:
 - Focus for the Revision of the Current Individual Budget (IB) Policy to align with:
 - ✓ State Assessment Tool identifying immediate or current needs.
 - ✓ Ethical Allocation of Scarce Resources.
 - ✓ Board's Strategic Plan Initiatives.
 - Five Priorities of Ethical Allocation of Resources:
 - ✓ True Mandates
 - ✓ Urgent Risk
 - ✓ High Risk
 - ✓ Serious Risk
 - ✓ Important Needs
 - Expenditure Categories:
 - ✓ Subsidy (Rent, Utilities, Food, Personal Spending)
 - ✓ Non-Medical Transportation (Adult Day Program, Employment)
 - ✓ Days Services/Vocational Habilitation
 - ✓ Career Planning & Individual Employment Supports (Job Coaching)
 - ✓ Residential Services (Homemaker Personal Care (HPC), Respite)
 - Individual will be assessed every 6 months.
 - Individuals on a new IB starting 7-1-18 will follow the new policy.
 - Individuals currently on an IB will have a full span year transitioning to the new policy between 7-1-19 through 6-30-20.
2. Board Governing Policy #3.2 Board Job Description (**Attachment**).
 - No revisions recommended.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Linkage with the Community and Public Servants (**Attachment**) – report included in the Board packet.
2. New Operational Worries
 - None noted.

XII. ANNOUNCEMENTS

1. Community Recognition Dinner: Thursday, April 19th
5:00–6:00 p.m. Historical Reception
6:30 p.m. Dinner
Receptions Event Center
5975 Boymel Dr., Fairfield
2. All Staff In-Service: Friday, April 27th
8:00 a.m. – 3:30 p.m.
Fitton Center - 101 S. Monument Ave., Hamilton
Speaker: Kendall Wright

Topic: "Be the Difference"

3. Accreditation: June 13th & 14th

XIII. ITEMS FOR NEXT AGENDA

None noted.

XIV. EXECUTIVE SESSION

Jacqueline Rioja Velarde made a motion to go into Executive session to consider matters required to be kept confidential by federal law or regulations or state statutes. Jackie Phillips 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

XV. ADJOURNMENT

There being no further business before the board, Jackie Phillips made a motion to adjourn and Dale French 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, May 17, 2018 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for May Committee Meetings:

Finance Committee meeting: Thursday, May 17 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, May 17 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, May 17 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	Supportive Technology
June Board Meeting	UTS – Geoff Kuzio
August Board Meeting	Butler County Special Olympics Athlete Leadership
September Board Meeting	Statewide Data/Waiver Cost Projections
October Board Meeting	
November Board Meeting	
December Board Meeting	