

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

November 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

Tony Yocco	Present
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 led by Dale French.

Tony Yocco read 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 Larry Puckett, brother of Office Assistant Wendy Welch; Marian Yocco, mother of Board President Tony Yocco; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Jackie Phillips 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

2020 Budget & Budget Forecasting – Hailey Quinn

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

- 2019-2020 Revenue & Expenditure Budget Comparisons
- Cash Flow Projections through the year 2028.

VI. COMMITTEE REPORTS

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

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

VII. CONSENT AGENDA – MOTION

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

1. Board

- A. Minutes of October 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. Personnel Policy Revision (**Attachment**).

- **Policy #2.25, Employee Reimbursements** – revised to provide for uniforms for custodial and maintenance personnel.

NOTE: Currently uniforms are rented through a contract with Cintas.

2. Operations

Approval of two year management contracts effective 1/1/20 through 12/31/21 for the following Directors, pending review and endorsement by the Personnel Committee:

1. Sherry Dillon, Community Services Director
2. Dwight Finch, Human Resources and Operations Director

3. Kara Frederick, Quality Assurance Director
4. Hailey Quinn, Business Services Director
5. Jennifer Rice, Service and Support Administration Director

Contracts > \$25,000

- A. Amendment to Master Contract (**#1114-14**) with Easter Seals Tri-State; effective 1/1/15 through 12/31/20; cost of \$570,000.00 for the operational oversight of the art studio. This is an increase of \$100,000.00 to extend financial support through the end of 2020.
- B. Contract (**#1119-04**) with Trek Executive Coaching; effective 1/1/20 through 4/30/20; cost not to exceed \$27,950.00 for DiSC assessments and workshops.
- C. Contract (**#1119-05**) with Graceworks Enhanced Living; effective 1/1/20 through 12/31/20; cost of \$60,000.00 for room and board for a licensed home. This is the same amount as the previous contract.
- D. Contract (**#1119-06**) with Partnerships for Housing; effective 1/1/20 through 12/31/20; cost not to exceed \$300,000.00 for housing services. This is the same amount as the previous contract.
- E. Master Contract (**#1119-09**) with ECI; effective 1/1/20 through 12/31/20; cost of \$60,000.00 for the licensed home for room and board. This is the same amount as the previous contract.
- F. Contract (**#1119-10**) with Night Owl Cleaning Services LLC; effective 1/1/20 through 12/31/20; cost not to exceed \$28,331.52 for custodial services. This is the same amount as the previous contract.
- G. Master Contract (**#1119-13**) with Dynamic Pathways, Inc.; effective 1/1/20 through 12/31/20; cost of \$60,000.00 for Behavior Supports (assessment, consultation, and strategy development), Training, and Human Rights Committee oversight. This is a decrease of \$9,640.00 in cost due to a decrease in utilization.
- H. Master Contract (**#1119-14**) with Transport-U Transportation, LLC; effective 1/1/20 through 12/31/20; cost of \$120,000.00 to provide non-medical transportation to locally funded individuals.
- I. Master Contract (**#1119-15**) with Winton Transportation, LLC; effective 1/1/20 through 12/31/20; cost of \$120,000.000 to provide non-medical transportation to locally funded individuals.
- J. Master Contract (**#1119-16**) with Butler County Regional Transit Authority; effective 1/1/20 through 12/31/20; cost of \$120,000.00 to provide non-medical transportation to locally funded individuals.

VIII. NEW BUSINESS

1. Rick Meier made a motion to approve performance based wage increases of up to 3% (**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 4, 2020, 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.

2. Dale French made a motion to approve the 2020 Expense and Revenue Budget (**Attachment**), as reviewed and endorsed by the Finance Committee. Rick Meier seconded the motion. The motion passed unanimously.
3. Dale French made a motion to approve Resolution #2019-11-01, Nonfederal Share of Medicaid Expenditures (**Attachment**), to specify the amount of funds, \$11,218,372.00 to be used in the year 2020 to pay the nonfederal share of services required by ORC 1526.054, as reviewed and endorsed by the Finance Committee. Jackie Phillips seconded the motion. The motion passed unanimously.

NOTE: These funds are leveraged to draw down federal funds which allow us to provide approximately \$36 million in Medicaid services.

4. Connie Sullivan made a motion to authorize the Superintendent to transfer two (2) vehicles: Ford Flex Van, #1FDEE3FL2CDA41443 & Chevrolet Uplander, 1GNDV23L56D114332, to the Butler County Board of Commissioners, as these vehicles are no longer needed/utilized and will be re-purposed by the Board of Commissioners, as reviewed and endorsed by the Finance Committee. (**Attachment**) Rick Meier seconded the motion. The motion passed unanimously.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.8 – Cost of Governance (**Attachment**) – No revisions recommended.
Board Vice President Dale French requested that Board members receive refresher training in 2020 on Board member responsibilities.
2. Board Governing Policy #4.5 – Superintendent Compensation & Benefits (**Attachment**) – No revisions recommended.
3. Non-Medical Waiver Transportation 2020 Changes (**Attachment**) – Allison Stapleton A handout was covered with the Board members and a copy is included with the original minutes of the meeting. Points covered include:
 - Proposed changes:
 - Adding volunteer opportunities, post-secondary or college activities.
 - Eliminating the vehicle size/type requirement to access the NMT “Per-trip rate”.
 - Implementing new “per-mile” rate structure for both non-medical transportation (NMT) and Homemaker Personal Care (HPC) transportation.
 - Increasing NMT budgets by approximately \$580.00 or 1,000 miles.
 - Approved budget allocated \$5.5 M per year to fund changes.
 - On track for rule change on January 1, 2020 and rate changes on February 1, 2020.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Compensation and Benefits (**Attachment**) – report included in the Board packet
2. Strategic Plan – 3rd Quarter Update (**Attachment**) – report included in the Board

- packet.
- 3. Update on Ball v. DeWine Settlement (**Attachment**) – report included in the Board packet.
- 4. New Operational Worries – None reported.

XI. ANNOUNCEMENTS

Lisa had a few announcements:

- Community Connection Coordinators, Jenny Mann and Connie Mehlman were nominated for awards at the Fairfield Chamber of Commerce Women Mean Business luncheon. Jenny won the award in her category, the Community Impact Award. Jenny won the award for her volunteerism with the Joe Nuxhall Miracle League. Connie was nominated for Outstanding Woman in a Non-Profit Award.
- SSA Supervisor Ron Smith, Community Resource Coordinator Lee Ann Emmons, and Public Relations Coordinator Patricia Dawson teamed up with staff from Clermont and Hamilton County Boards of DD to create a campaign promoting the SWOCOG Smart Home and remote supports. This effort earned a Blacksmith Award, the top honor through the Public Relations Society of America Cincinnati Chapter (PRSA), for the integrated communications campaign and online videos. The campaign also earned an Award of Excellence for Facebook engagement.

XII. ITEMS FOR NEXT AGENDA

XIII. EXECUTIVE SESSION

Connie Sullivan made a motion to go into Executive Session to consider the compensation of 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	Yes

XIV. ADJOURNMENT

There being no further business before the Board, Rick Meier made a motion to adjourn and Jackie Phillips 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, December 12, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for December Committee Meetings:

Finance Committee meeting: Thursday, December 12 at 5:00 p.m. at JCC.

Personnel Committee meeting: Thursday, December 12 at 5:15 p.m. at JCC.

Program Committee meeting: Thursday, December 12 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 – Ron Smith
June Board Meeting	
August Board Meeting	✓ IT Update – Educational Service Center
September Board Meeting	✓ Inside Out Art Studio / Easter Seals TriState
October Board Meeting	✓ Butler County Waiting List Updates – Jennifer Rice
November Board Meeting	✓ 2020 Budget & Budget Forecasting – Hailey Quinn
December Board Meeting	Website Update – Patricia Dawson