

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

January 9, 2020
6:00 p.m.

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Dale French, Board Vice President.

II. ROLL CALL

Tony Yocco	Absent
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 Jacqueline Rioja Velarde.

Dale French 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 S. Hanlon, an individual served by the Board; K. Frankenstein, an individual served by the Board; N. Wilkerson, 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. ORDERS OF THE DAY

Annual reorganization of the Board to be conducted in accordance with O.R.C. Section 5126.022.

1. Election of Officers – Nominate and Approve Slate of Officers:
President: Tony Yocco
Vice-President: Dale French
Recording Secretary: Richard Meier

Dale French read the slate of officers and asked for a motion to approve. Laddie Henninger made a motion to approve the slate of officers as proposed. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

2. Connie Sullivan made a motion to set Committee Appointments and Parliamentarian (**Attachment**). Jackie Phillips seconded the motion. The motion passed unanimously.
3. Rick Meier made a motion to approve **Resolution #2020-01-01 (Attachment)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Satisfaction Surveys – Darren Corns

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

Process:

- Learn Qualtrics software
- Complete research
- Best practices for understanding & receiving the required feedback

Recent surveys conducted:

- Paper version for the SSA Department, Electronic survey for the EI & Family Focus Departments, No recent Provider surveys conducted.

New Satisfaction Survey:

- One entry point for all
- Easy to find & to complete
- Under five minutes to complete

Purpose of the Survey:

- To gauge overall satisfaction with BCBDD
- To determine what BCBDD is doing well & what needs improvement
- Gather information about services
- Identify new opportunities/new needs that should be considered
- Cross department collaboration

Outcomes:

- Have one single point to gather data
- Measure long term data trends
- Identify & improve quality of services
- Embrace technology

VII. COMMITTEE REPORTS

1. **Ethics Council:** met Thursday, January 9 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 of report of payments issued to individuals or families served. **(Attachment)**.
2. **Finance Committee:** met Thursday, January 9 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 2019 Monthly Cash Reserve Summaries **(Attachment)**.
 - Review of December Invoice Report **(Attachment)**.
 - Review of December Revenue and Expenditure Reports **(Attachment)**.
1. **Personnel Committee:** met Thursday, January 9 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 December Personnel actions and current staff vacancies **(Attachment)**.
2. **Program Committee:** met Thursday, January 9 at 5:30 p.m. at Janet Clemmons Center. Jacqueline Rioja Velarde reported that all items on the agenda were reviewed and recommended for approval.

VIII. 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 December 12, 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. Report of payments issued to individuals or families served, pending review and endorsement by the Ethics Council **(Attachment)**.
 - D. Program Policy Revisions **(Attachment)**
 - Policy #6-5, Individual Planning – Revised for reference changes.
 - Policy #6-8, Health & Medical – Rescind

IX. NEW BUSINESS

1. Discussion on 2020 Strategic Plan – Lisa **(Attachment)**.

Connie Sullivan made a motion to approve the 2020 Strategic Plan. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

XI. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.2 – Accountability of the Superintendent (**Attachment**) – No revisions recommended.
2. Board Governing Policy #4.3 – Delegation to the Superintendent (**Attachment**) – No revisions recommended.
3. Discussion on Board Member Training – Lisa
 - Board members prefer that trainings will be provided as the program section of the Board meeting over a two month period.OACB Manual contains a section on Board member training.
4. Disability Policy Seminar Opportunity – Courtney Hineman & Connie Mehlman (**Attachment**)
 - Courtney & Connie will be attending the seminar in Washington D.C. in March and will present to the Board in May about their experience.

XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Conditions and Activities (**Attachment**) – report included in the Board packet.
2. Residential Homemaker Personal Care Rate Increase (**Attachment**) – information included in the Board packet.
 - DODD will raise Medicaid payment rates to providers for HPC on January 1, 2020 and again on January 1, 2021.
 - The intent of these raises is to provide additional compensation to direct support professional staff (DSP's). Providers will be held accountable to pass down these raises from the company to staff.
3. New Operational Worries – None reported.

XIII. ANNOUNCEMENTS

Director Davis Visit – Tuesday, January 21st

- Lunch is planned for Noon with Director Davis, Board members, Leadership Team, and SSA Department representatives.

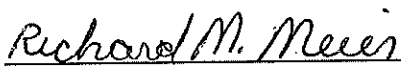
XIV. ITEMS FOR NEXT AGENDA

XV. ADJOURNMENT

There being no further business before the Board, Rick Meier made a motion to adjourn and Laddie Heninger 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, February 13, 2020 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for February Committee Meetings:

Finance Committee meeting: Thursday, February 13 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, February 13 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, February 13 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2020

**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	Satisfaction Surveys – Darren Corns
February Board Meeting	10 Year Cash Projections – Hailey Quinn
March Board Meeting	Board Governance, Part I – Lisa Guliano
May Board Meeting	Disability Policy Seminar Report – Courtney Hineman & Connie Mehlman
June Board Meeting	Board Governance, Part II – Lisa Guliano
August Board Meeting	
September Board Meeting	
October Board Meeting	
November Board Meeting	
December Board Meeting	