

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

October 10, 2019
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 Jackie Phillips.

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 G. Ivkovich, 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. Connie Sullivan seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 10 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 September Invoice Report **(Attachment)**.
 - Review of August Revenue and Expenditure Reports **(Attachment)**.
2. **Personnel Committee:** Thursday, October 10 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 September Personnel actions and current staff vacancies **(Attachment)**.
3. **Ethics Council:** Thursday, October 10 at 5:45 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed.
 - Review of report of payments issued to individuals or families served. **(Attachment)**.

VI. CONSENT AGENDA – MOTION

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

1. **Board**
 - A. Minutes of September 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. Personnel Policy Revisions **(Attachment)**.
 - **Policy #2.18, Employee Compensation** - revised to include rational for handling additional job duties and the related compensation allowances.
 - **Policy #2.29, Leave Benefits** - revised to include other types of leave for one inclusive policy addressing paid time off (vacation, sick, personal, outreach, and attendance achievement bonus).
 - **Policy #2.25, Employee Reimbursements** – revised to increase the amount that can be spent per employee on staff appreciation from \$10.00 to \$25.00 per year which covers the cost of a meal and a team building activity.
 - **Policy #2.31, Disability Separation** - revised to update wording and provide clarification.
 - **Policy #2.32, Family Medical Leave Act (FMLA)** - revised to remove duplicative definitions.
 - **Policy #2.36, Holiday Pay** - revised to add clarity and eligible hours.

We are also seeking to rescind the following policies:

- **Policy # 2.30, Leave without Pay** - rescinded due to lack of support to grant employees time off for personal reasons, while holding the position open for an extended period.
- **Policy # 2.33, Personal Leave** - rescinded due to inclusion of policy into the Leave Benefit policy.
- **Policy #2.35, Vacation Leave** - rescinded due to inclusion of policy into the Leave Benefit policy.
- **Policy #2.60, Outreach Time** - rescinded due to inclusion of policy into the Leave Benefit policy.
- **Policy #2.83, Attendance Achievement Bonus** - rescinded due to inclusion of policy into the Leave Benefit policy.

VII. OLD BUSINESS

Local Funded Services discussion – Hailey Quinn

Points covered include:

- RFP for transportation – one proposal submitted.
 - The provider who submitted the proposal is not able to supply all of the transportation services needed.
 - The Board needs to look into increasing waiver enrollment so individuals have choices for transportation. Cost for match on Level One Waivers are about equal to Individual Budget costs.
1. Rick Meier made a motion to reject the only transportation proposal received from Transport U due to the Board's desire to have more than one transportation option available for individuals served. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.
 2. Laddie Henninger made a motion to allow the Superintendent to negotiate locally funded contracts with multiple transportation providers with funding allowances equal to the Medicaid rate for non-medical transportation services. Jackie Phillips seconded the motion. The motion passed unanimously.

NOTE: The County Prosecutor has advised after review of applicable statute that boards of developmental disabilities do not have to bid out transportation services. The Board received a recommendation to do so by the State Auditor's office during a cost report audit in 2017 for fiscal year 2013 and 2014 and has satisfied its obligation to comply with the recommendation.

VIII. NEW BUSINESS

1. Laddie Henninger made a motion to increase appropriations in the capital fund in the amount of \$118,016.00 for capital housing pass thru funds to Partnerships for Housing, as reviewed and endorsed by the Finance Committee. Rick Meier seconded the motion. The motion passed unanimously.
2. Discuss delegate(s) to attend the OACB Annual Convention. (**Motion**)
 - A. OACB Delegate Assembly – Wednesday, December 4th @ 6:00 p.m.

Laddie Henninger made a motion to elect Dale French (Delegate) and Lisa Guliano (Alternate) to represent the Board at the OACB Delegate Assembly. Jackie Phillips seconded the motion. The motion passed unanimously.

3. Connie Sullivan made a motion for the following employee benefits for 2020, as reviewed and endorsed by the Personnel and Finance Committees. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.
 - A. Insurance premium rates for the Jefferson Health Plan beginning pay date 12/13/19 for the plan effective 1/1/20.

NOTE: This is an increase of 3.5% from 2019.
 - B. Insurance premium rates for employee Dental Care Plus beginning pay date 12/13/19 for the plan effective 1/1/20.

NOTE: There is no increase in the dental insurance premiums from 2019.
 - C. Continuation of the employee Health Savings Account incentive for the High Deductible Health Plan for each subscriber, in the amount of \$1,000.00.
 - D. Continuation of the PUSH Wellness Program at a rate of \$160.00 per employee per year and one time employee incentive funding not to exceed \$600.00 per full-time employee.
 - E. Continuation of the MiSolutions Benefit Discount Program with New Benefits LTD, for employees at a cost of \$120.00 per employee per year.
 - F. Continuation of the annual waiver payment of \$2,000.00 payable in January 2021 for employees who waived family health insurance coverage during 2020.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.6 – Board Committee Principles (**Attachment**) – no revisions recommended.
2. Board Governing Policy #3.7 – Board Committee Structure (**Attachment**) – no revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Treatment of Staff (**Attachment**) - report included in the Board packet.
2. 2018 Butler County Special Olympics Report (**Attachment**) – report included in the Board packet.
3. 2020 Board Meeting Dates (conflicts in April and August) – (**Attachment**).
 - April 9th – Holy Thursday
 - Tuesday, April 28th - Community Recognition Dinner
 - August 13th – Superintendent Conference

Laddie Henninger made a motion to hold ten Board meetings in 2020 due to meeting conflicts. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

The entire 2020 Board meeting calendar was distributed for review.

Jackie Phillips made a motion to adopt the Schedule of Meetings for 2020 (**Attachment**). Laddie Henninger seconded the motion. The motion passed

- unanimously.
4. DSP Rate Increase – Letter from Director Davis (**Attachment**).
 5. New Operational Worries/Updates:
 - January 21, 2020 – Visit to Butler County from Director Davis
 - Director Davis will spend 5 hours here: attending an EI Social Group, Visit to the Art Studio, Multi-system youth discussion with an SSA Team, Lunch with the Leadership Team, and a meeting with advocates.
 - Superintendent Evaluation will be due – Dale French & Dwight Finch will begin this process.
 - Board members should be watching their emails to complete evaluation.
 - Documents have been placed in the Superintendent Evaluation folder in One Drive under the Official Documents folder.

XI. BOARD EDUCATION/COMMUNITY LINKAGE

Butler County Waiting List Updates – Jennifer Rice

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

- Project was created to update the transitional waiting list with these goals:
 - To eliminate the same person being on multiple county board waiting lists.
 - To identify individuals with current needs.
 - To prioritize waiting list status:
 - Immediate Need – within 30 days
 - Current Need – within the next 12 months
 - No Need
- Started in September 2018 evaluating the Waiting Lists – 1,872 individuals were on waiting lists.
- Now 98.8% Completed – 23 individuals are still in progress.
- Less than 10 appeals for this waiting list project.

XII. ANNOUNCEMENTS

1. Shift event at the Art Studio – September 21st
 - 275 tickets sold
 - Cleared \$20,000.00
 - Shift painting that was painted during the event was purchased by the Board.
2. Census – Making sure that everyone is counted.
 - Jacqueline Rioja Velarde questioned if Board staff members were receiving training on the upcoming Census to make sure that all of our individuals and their families are being counted. Lisa responded that all staff were trained in May. We also have an employee representative on the County Census Committee. Training has been held for providers as well.

XIII. ITEMS FOR NEXT AGENDA

XIV. ADJOURNMENT

There being no further business before the Board, Jackie Phillips made a motion to adjourn and Connie Sullivan 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, November 14, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

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

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| 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
Website Update – Patricia Dawson
Non-Medical Transportation Rule Changes – Policy Update

December Board Meeting