

**BUTLER COUNTY**  
*Board of*  
**DEVELOPMENTAL  
DISABILITIES**

Janet Clemmons Center  
282 N. Fair Avenue  
Hamilton, OH

December 10, 2020  
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 by Zoom
Jackie Phillips	Present by Zoom
Jacqueline Rioja Velarde	Present by Zoom
Connie Sullivan	Absent

The group participated in the Pledge of Allegiance led by Rick Meier.

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 Vickie Lynn Pogue-Harris, sister of Family Focus Specialist Arnetta Johnson; W. Fletcher, an individual served by the Board; Laura Ray, mother of Medicaid Administration Specialist Jacquie Ferguson; and to remember Board Member Connie Sullivan who is recovering from surgery; individuals, families and staff who have experienced serious illness since the last Board meeting.

**III. ADOPTION OF AGENDA**

Rick Meier made a motion to approve the Order of Business as distributed at the meeting. Jackie Phillips seconded the motion. The motion passed unanimously.

**IV. AUDIENCE TO VISITORS**

None Requested.

## V. BOARD RECOGNITION

Recognition of Board Members' Service – Dale French

Rick Meier and Tony Yocco

Dale French spoke regarding Rick & Tony's 12 years of service as Board members. Their skills, insight and willingness to give of their time has been invaluable. They will both be missed immensely for their knowledge and understanding of topics and Board decision making.

## VI. BOARD EDUCATION/COMMUNITY LINKAGE

Board Governance, Part II (**Attachment**) – Lisa Guliano

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

- Roles and requirements of Board Members (ORC 5126.022)
- Persons who may not serve on a County Board of Developmental Disabilities (ORC 5126.023)
- Board Member annual in-service trainings (ORC 5126.0210)
- Grounds for removal of Board Members (ORC 5126.0213)
- Waiver of removal requirements for nonattendance (ORC 5126.0214)
- Members of Board not compensated – but are reimbursed for expenses (ORC 5126.028)
- Powers and duties of the Superintendent of a County Board (ORC 5126.0220)
- Confidentiality (ORC 5126.044)
- Ethics (ORC 5126.0212 & ORC 5126.024)
- Having an unlawful interest in a public contract (ORC 2921.42)
- Soliciting or accepting improper compensation (ORC 2921.43)

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, December 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 November Invoice Report (**Attachment**).
  - Review of November Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, December 10 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 November Personnel actions and current staff vacancies (**Attachment**).

## VIII. CONSENT AGENDA – MOTION

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

1. **Board**

A. Minutes of November 12, 2020 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 #2.18, Employee Compensation
- Policy #2.22, Staff Development
- Policy #2.26, Fringe Benefits
- Policy #2.36, Holidays
- Policy #2.87, Reporting Medicaid Fraud

2. **Operations**

**Contracts > \$25,000**

A. Master Amended Contract (**#0619-11**) with Ohio Department of DD/Southwest Ohio Developmental Center; effective 7/1/19 through 6/30/21; an increase of \$246,879.04 to cover the cost for four full-time placements at an average cost of \$7,714.97 per individual per month for the remainder of the contract. Total cost of \$510,716.00 for residential treatment services.

**NOTE:** The number of full-time placements increased from 2 individuals to 4 individuals since the original contract date. In addition, this contract was used to cover the back-pay expenses for these individuals when they exceeded the free 180-day placement period.

B. Master Amended Contract (**#0920-01**) with Woodhull, Inc.; effective 9/10/20 through 12/31/20; an increase of \$3,759.06 for nine additional boxes of scanning/shredding/PDF formatting of archived personnel files. Total cost of \$30,742.46.

C. Master Contract (**#1220-02**) with Primary Solutions, Inc.; effective 1/1/21 through 12/31/21; cost of \$60,000.00 for access to and technical support for the Board client database, Gatekeeper. This is the same amount as the previous contract.

**IX. NEW BUSINESS**

1. Discussion on officers and committee assignments for 2021 (**Attachment**).

- Elisha Hill will join Personnel Committee
- Nohelia Rojas-Miesse will join Finance Committee

It was suggested that the Advocacy Chair & Appeal Committees only meet when necessary (ad hoc) and Board Members would fill in as needed.

2. Dale French made a motion to approve revised salary schedule for the Superintendent position as outlined in the (**Attachment**), effective 12/10/2020, as reviewed and endorsed by the Personnel Committee. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

**NOTE:** Entry range increased by 17% and maximum range increased by 9% as a result of market data analysis.

3. Rick Meier made a motion to approve 2021 Performance Goals of Superintendent Lisa Guliano. **(Attachment)** Jackie Phillips seconded the motion. The motion passed unanimously.
4. Jacqueline Rioja Velarde made a motion to approve Superintendent Lisa Guliano's evaluation, dated November 12, 2020, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board. Jackie Phillips seconded the motion. The motion passed unanimously.

**NOTE:** All referenced documents will be maintained in the Superintendent's personnel file.

5. Dale French made a motion to approve employment contract **(Attachment)** with Superintendent Lisa Guliano, effective 1/1/21 through 12/31/25, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board. Rick Meier seconded the motion. The motion passed unanimously.
6. Board Carryover Discussion **(Attachment)** – Lisa

Discussion on the accumulated cash balance that exceeds the Boards current and near future needs.

- \$3.6 million will not be collected in 2021
- Review with the Auditor every August

Dale French made a motion to authorize the Superintendent to contact Butler County Auditor Roger Reynolds to inform him of its decision and request to forego collection of 0.5 mills of its 2.0 mill levy in tax year 2020, fiscal year 2021. 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

## X. OLD BUSINESS

- COVID-19 – Input from Jackie Phillips, Middletown Health Commissioner
  - Currently seven Board employees have tested positive for COVID.
  - Very serious conditions – don't go out unless necessary.
  - People are staying home longer than they should before seeking medical treatment.
  - Butler County now has over 20,000 cases.
  - 80% of the Butler County cases are considered in the mild to moderate range.
  - Vaccine will go to health care/front-line workers first (people with face to face contact with individuals with COVID)

- Update on case count for Butler County and Provider Support Plan.
  - Survey completed by 192 providers (agency & individual providers)
  - PPE boxes are being made up by the Community Services Department with gloves, gowns, masks for providers and families with individuals testing positive for COVID.
  - Activity boxes are being made up by the Community Services Department for families to help combat the boredom with staying at home.
  - The Board of DD has started a COVID Team consisting of representatives from each department and they are meeting twice a week to discuss support plans.

#### **XI. BOARD POLICY DISCUSSION**

1. Board Governing Policy #4.0 – Global Governance – Management Connection **(Attachment)** – no revisions recommended.
2. Board Governing Policy #4.1 – Unity of Control **(Attachment)** – no revisions recommended.
3. OACB Board Updates – Jacque Rioja Velarde
  - November 30<sup>th</sup> meeting:
    - Focus on how to better support providers & be more flexible
    - Contracted with a physician whose specialty is in the DD field to serve as a resource on statewide health related issues.
    - DD population is a priority because there is a greater chance of death from contracting COVID.
    - Professional development has been an accomplishment in 2020 including the OACB annual convention being conducted virtually. All virtual sessions had great speakers and the sessions have been recorded for future viewing.
4. Strategic Plan 2021-2023 – Draft for Review **(Attachment)**
  - Strategic Plan will be adopted at the January 14<sup>th</sup> Board Meeting.

#### **XII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

1. Monitoring Report: Financial Planning/Budgeting **(Attachment)** – report included in the Board packet.
2. Board Education Topics – 2021
  - Board education topics will be discussed in January at the Organizational meeting of the Board.
3. New Operational Worries (if any)

#### **XIII. ANNOUNCEMENTS**

1. January 14<sup>th</sup> Board Meeting: Photos taken for new Board Members and any other Board members interested in an updated photo.
2. Courtney Hineman appointed by Governor DeWine to Ohio's Developmental Disabilities Council – term begins January 2021.

#### **XIV. ITEMS FOR NEXT AGENDA**

New Board Members: Elisha Hill & Nohelia Rojas-Miesse will be sworn in.  
 Jacqueline Rioja Velarde will be sworn in for her third term.

**XV. ADJOURNMENT**

There being no further business before the Board, Dale French made a motion to adjourn and Rick Meier seconded the motion. The motion passed unanimously.

  
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Dale French, Board President

  
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Elisha Hill, Recording Secretary

Calendar of Upcoming Events – See calendar on Board Facebook page.

Date for next regular meeting: Thursday, January 14, 2021 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for December Committee Meetings:

- Finance Committee meeting: Thursday, January 14 at 5:00 p.m. at JCC.
- Personnel Committee meeting: Thursday, January 14 at 5:15 p.m. at JCC.
- Program Committee meeting: Thursday, January 14 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 ✓ 2019 Year End Statistics & 10 Year Cash Projections – Hailey Quinn
- March Board Meeting ✓ Board Governance, Part I – Lisa Guliano
- May Board Meeting
- June Board Meeting
- August Board Meeting ✓ Information Technology Critical Issues – Dan Oliver
- September Board Meeting ✓ Updates from the Art Studio – Stephen Smith

- October Board Meeting ✓ Southwestern Ohio COG Report – Sharon Travis
- November Board Meeting ✓ 2021 Budget & Budget Forecasting – Hailey Quinn
- December Board Meeting ✓ Board Governance, Part II – Lisa Guliano