

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

December 12, 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 Connie Sullivan.

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 J. Chicaj, an individual served by the Board; S. Koutsikithis, an individual served by the Board; Jerry Hammond, Father of IT Specialist Jeff Hammond; P. Liniger, 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

Rick Meier 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

Website Update/Re-design – Patricia Dawson

The presentation included a viewing of the website design. Points covered include:

- New website is currently undergoing quality testing and will be launched for the public by February 1, 2020.
- The website was designed with user experience in mind, with features improving accessibility (font, style & layout for ease with readability and navigation).
- The site will allow language translation options.
- Quick links for more important areas (reporting incidents – MUI's)

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, December 12 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 12 at 5:15 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval with a correction to #3 under New Business – PUSH Wellness Program employer cost should be \$160.00 annually per employee instead of monthly as stated in the agenda.

- Review of November Personnel actions and current staff vacancies (**Attachment**).

VII. CONSENT AGENDA – MOTION

Connie Sullivan made a motion to approve the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

1. Board

A. Minutes of November 14, 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 Revisions (**Attachment**).

- Policy #2.29, Leave Benefits
- Policy #2.36, Holiday Pay
- Policy #2.37, Religious Holidays – Rescind
- Policy #2.41, Disciplinary Action
- Policy #2.44, Drug-Free Workplace
- Policy #2.45, Freedom from Substance Use/Abuse – Rescind
- Policy #2.52, Safety and Health

2. Operations

Contracts > \$25,000

A. Master Contract Amendment (**#0918-02**) with Lifespan; effective 1/1/19 through 12/31/19; cost of \$148,015.84; for social security payeeship and guardianship services. This is an increase of \$25,000.00 due to an increase of individuals with more intense needs.

B. Master Contract (**#1219-01**) with Southwestern Ohio Council of Governments (SWOCOG); effective 1/1/20 through 12/31/20; total cost not to exceed \$11,605,000.00 for shared services and waiver match.

NOTE: This is an increase of \$243,269.00 from the previous contract, due to waiver match.

C. Master Contract (**#1219-05**) with The Counseling Source, Inc.; effective 1/1/20 through 12/31/20; cost of \$30,250.00 for completion of Psychological evaluations, Diagnosis verification forms, and Expert evaluations.

D. Master Contract (**#1219-09**) with Lifespan; effective 1/1/20 through 12/31/20; cost of \$158,055.36 for Social security payeeship and Guardianship services. This is an increase of \$10,039.52 from the previous contract.

NOTE: Increase due to an increase in rate structure (4.7%) as well as an increase of individuals requiring the Guardianship program tier 3 billing level of support.

E. Contract (**#1219-12**) with Spectra Contract Flooring; effective 1/1/20 through 8/31/20; cost of \$128,861.50 for flooring renovation projects at JCC and LFO.

NOTE: State of Ohio purchasing contract – Contract ID #800567-4

VIII. NEW BUSINESS

1. Discussion on officers and committee assignments for 2020.

- Suggested Officer positions to remain the same as 2019:
President: Tony Yocco
Vice President: Dale French
Secretary: Rick Meier

2. Rick Meier made a motion to approve the 2020 Table of Organization, as reviewed and endorsed by the Finance and Personnel Committees. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously. (**Attachment**)

NOTE: Changes to the Table of Organization include the following:

- Reallocation of an SSA/Trainer position to one FTE SSA Training Supervisor. (This position is MAC billable)
- Reinstatement of one FTE, Employment Services Coordinator position. (This position is MAC billable)
- Addition of one FTE, Investigative Agent position. (This position is a reallocation from the County Sheriff Agreement and will be MAC billable.)

3. Dale French made a motion for approval with the correction noted for the PUSH Wellness Program effective January 1, 2020 – December 31, 2022: Employer cost of \$160.00 a ~~month~~ annually per employee and up to \$600.00 of incentive funding per employee during the term of the contract, as reviewed and endorsed by the Finance and Personnel Committees. Connie Sullivan seconded the motion. The motion passed unanimously.
4. Jackie Phillips made a motion to approve Superintendent Lisa Guliano's evaluation, dated November 14, 2019, along with any subsequent addendum to her contract, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

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

5. Connie Sullivan made a motion to approve 2020 Performance Goals of Superintendent Lisa Guliano (**Attachment**). Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

IX. 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.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Planning/Budgeting (**Attachment**) - report included in the Board packet.
2. OACB Convention
 - Emphasis on customer/employee experience
 - Congratulations to Jacqueline Rioja Velarde who was voted onto the OACB Board to represent the Southwest Ohio region.
3. Board Education Topics – 2020
Suggestions included:
 - Mini-review of Board Member orientation requirements – early in 2020.
 - January 2021 two new board members will replace Rick Meier and Tony Yocco – fall 2020 will have a full review of Board By-Laws and Governing Policies.
4. Director Davis Visit – January 21, 2020
 - Director Davis will be here for a 5 hour visit.
 - Board members are invited to attend a luncheon from Noon-1:00 with Leadership and Director Davis.
5. New Operational Worries – None Reported.

XI. ANNOUNCEMENTS

XII. ITEMS FOR NEXT AGENDA

XIII. ADJOURNMENT

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



Tony Yocco, Board President
Dale French Vice



Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, January 9, 2020 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for November Committee Meetings:

Finance Committee meeting: Thursday, January 9 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, January 9 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, January 9 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 Meeting
- October Board Meeting ✓ Butler County Waiting List Updates – Jennifer Rice
- November Board Meeting ✓ 2020 Budget & Budget Forecasting – Hailey Quinn
- December Board Meeting ✓ Website Update/Re-design – Patricia Dawson