

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

**Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH**

**February 13, 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
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Absent

The group participated in the Pledge of Allegiance led by Karen Pike.

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 Bill Caldwell, Father of Support Coordinator Amy Caldwell; D.Garrett, an individual served by the Board; Penny Blair, Sister of Custodian Jim Lambert; 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. Jacqueline Rioja Velarde seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. BOARD EDUCATION/COMMUNITY LINKAGE

2019 Year End Statistics & 10 Year Cash Projections – Hailey Quinn

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

- 2019 Revenues - \$28,515,066
- 2019 Expenditures - \$25,031,921
- Cash Flow Projections through the year 2028 were supplied for review.
- Current levy projection for fiscal year 2024 (worst case scenario).

VI. COMMITTEE REPORTS

1. **Ethics Council:** Thursday, February 13 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 direct service contracts and family members of Board employees employed by providers under contract with the Board (**Attachment**).
2. **Finance Committee:** Thursday, February 13 at 5:00 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.
 - Review of January Invoice Report (**Attachment**).
 - Review of January Revenue and Expenditure Reports (**Attachment**).
3. **Personnel Committee:** Thursday, February 13 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 January Personnel actions and current staff vacancies (**Attachment**).
4. **Program Committee:** Thursday, February 13 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.

VII. CONSENT AGENDA – MOTION

Rick Meier made a motion to approve the Consent Agenda. Jackie Phillips seconded the motion. The motion passed unanimously.

1. **Board**
 - A. Minutes of January 9, 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. Direct service contracts and family members of Board employees employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).

- D. Personnel Policy Revisions (**Attachment**)
 - Policy #2.29, Leave Benefits
 - Policy #2.74, Information Technology
 - Policy #2.86, Leave Donation

- E. Program Policy Revision (**Attachment**)
 - Policy #6-6, Enrollee Records

2. **Operations**

Contracts > \$25,000

- A. Contract (**#0220-04**) with Butler County Family and Children First Council (FCFC); cost of \$75,000.00 for Wraparound service facilitation.
- B. Contract (**#0220-05**) with Planes Commercial Services; cost not to exceed \$49,769.00 for furniture (desk unit) assembly, furniture moves for installation of carpet and furniture disposal.

VIII. OLD BUSINESS

- 1. Transportation Service Update – Jennifer Rice, SSA Director
 - UTS contract ended December 2019
 - Currently only 8 individuals have switched transportation providers.
 - Three (3) new individuals enrolled for transportation services.
 - 100 individuals switched from Individual Budgets to Waivers.
- 2. Provider Billing Update (**Attachment**) – Hailey Quinn, Business Services Director
 - Board motion under Additional Business on the August 2019 Board Agenda regarding pursuing repayment of funds from Total Homecare Solutions (THS).
 - As a result of the review, there is no substantial evidence that THS was aware the reimbursement was for duplicate costs and the documentation from Children's Services is incomplete, therefore, the Superintendent and Business Director are recommending not to pursue repayment of funds.

Dale French made a motion to approve not pursuing the repayment of funds from Total Homecare Solutions. Laddie Henninger seconded the motion. The motion passed unanimously.

IX. BOARD POLICY DISCUSSION

- 1. Board Governing Policy #4.4 – Monitoring Superintendent Performance (**Attachment**)
 - No revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

- 1. Monitoring Report: Focus of Grants or Contracts (**Attachment**) – report included in the Board packet.

2. New Operational Worries/Updates:
 - A. Information Technology
 - Effective July 2020 – BCESC will no longer provide Network Management & Security.
 - The Board will complete a Request for Provider (RFP) for these services.

XI. ANNOUNCEMENTS

1. Community Recognition Dinner: Tuesday, April 28th
5:30 p.m. - Doors Open
6:00 p.m. - Hors D'oeuvres
6:30 p.m. - Dinner
Receptions Event Center
5975 Boymel Dr., Fairfield
Keynote Speaker: Teddy Kramer

2. All Staff In-Service: Thursday, May 21st – 8:00 a.m. to 4:00 p.m.
Receptions – 5975 Boymel Dr., Fairfield
Speaker: Cincinnati Zoo

3. Director Jeff Davis visited the Board on January 21st. Jackie Phillips, Jacqueline Rioja Velarde, and Connie Sullivan attended to represent Board members. The visit was a great success.

XII. ITEMS FOR NEXT AGENDA

XIII. ADJOURNMENT

There being no further business before the Board, Dale French 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 (**Attachment**).

Date for next regular meeting: Thursday, March 12, 2020 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for March Committee Meetings:

Finance Committee meeting: Thursday, March 12 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, March 12 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, March 12 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	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	