

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

March 12, 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	Absent
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Laddie Henninger.

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 Marilou Accordino, mother of Superintendent Lisa Guliano; Don Sanford, father of Eligibility Coordinator Kim Grimes; 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. BOARD EDUCATION/COMMUNITY LINKAGE

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

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

- Organization of the Board (ORC 5126.029)
- Superintendent Appointment (ORC 5126.0219)
- Planning and Setting Priorities (ORC 5126.04)
- County Board – Powers and Duties (ORC 5126.05)
- Annual Plan (ORC 5126.054)
- Service and Support Administration Provided (ORC 5126.15)
- Investigative Agents (ORC 5126.221)

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 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 February Invoice Report (**Attachment**).
 - Review of February Revenue and Expenditure Reports (**Attachment**).
2. **Personnel Committee:** met Thursday, March 12 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 February Personnel actions and current staff vacancies (**Attachment**).
3. **Program Committee:** met Thursday, March 12 at 5:30 p.m. at Janet Clemmons Center. Laddie Henninger reported that all items on the agenda were reviewed and recommended for approval.

VII. 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 February 13, 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 #2.21**, Overtime, Hours of Work, and Breaks
 - **Policy #2.25**, Employee Reimbursements
 - **Policy #2.47**, Layoff
 - **Policy #2.49**, Seniority – **Rescind**
 - **Policy #2.50**, Personnel Files – **Rescind**
 - **Policy #2.53**, Employee Ethics
 - **Policy #2.54**, Outside Employment – **Rescind**
 - **Policy #2.55**, Staff/Individual Relationships – **Rescind**
 - **Policy #2.56**, Non-Solicitation – **Rescind**

- **Policy #2.66**, Public Information
- **Policy #2.99**, On Call – **Rescind**
- **Policy #3.3**, Interns and Practicum Students

D. Program Policy Revision (**Attachment**).

- **Policy #6-11**, Safety – **Rescind**
- **Policy #7-1**, County Board Accreditation
- **Policy #10-1**, Quality Assurance

VIII. OLD BUSINESS

1. Discussion on **Personnel Policy #2.36**, Holidays – language added to provide holiday pay for part-time employees who have a defined, set schedule when the holiday falls on a regularly scheduled day. (**Attachment**)

NOTE: Effective date retroactive to 6/08/19 to reflect current practice for part-time staff with fixed schedules. This provision was previously phased out in connection with the closure of the Adult Day Programs and layoff of part-time staff with fixed schedules.

Laddie Henninger made a motion to approve changes to Personnel Policy #2.36. Rick Meier seconded the motion. The motion passed unanimously.

IX. NEW BUSINESS

Laddie Henninger made a motion to approve the New Business items. Dale French seconded the motion. The motion passed unanimously.

1. Consideration of motion to amend Master Contract (**#0919-10**) with Butler Behavioral Health Services: Workplace Associates; effective 1/1/20 through 12/31/20; cost of \$124,160.00 (an increase of \$34,160.00) to fund 40% of the cost for an additional Project LIFE Classroom to serve 20 additional students. Pending review and endorsement by the Finance Committee.
2. Consideration of motion to approve 10 year cash flow to utilize as a tool for financial sustainability and strategic planning to achieve our mission to support individuals so they can successfully live, work and learn in the community. (**Attachment**)

NOTE: Board policy requires cash reserves to be maintained at 50%. The following factors have been considered when establishing the Board's reserves:

- 1) The adequacy of the reserve level for cash flow purposes as the first county tax payment does not come until the 2nd quarter of the calendar year.
- 2) The unpredictable nature of federal and state revenue sources and Medicaid match.
- 3) The need to ensure an appropriate buffer during economic recessions to avoid major adjustments in service delivery to the individuals we serve.

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #2.5 – Financial Condition and Activities (**Attachment**) – No revisions recommended.

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 Board Governance, Part II – Lisa Guliano

June Board Meeting

August Board Meeting

September Board Meeting

October Board Meeting

November Board Meeting

December Board Meeting