

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

May 14, 2020
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	Present by Zoom
Dale French	Present
Richard Meier	Present
Laddie Henninger	Present by Zoom
Jackie Phillips	Present by Zoom
Jacqueline Rioja Velarde	Present by Zoom
Connie Sullivan	Present

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

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 Dorothy Wietmarschen, grandmother of Support Coordinator Katie Wietmarschen; Sonnie Luckie, stepfather of Developmental Specialist Dana Smiley; C. Pitzer, an individual served by the Board; A. Shelton, an individual served by the Board; M. Gray, 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. Connie Sullivan seconded the motion. The motion passed unanimously.

IV. AUDIENCE TO VISITORS

None Requested.

V. CONSENT AGENDA – MOTION

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

1. Board

- A. Minutes of March 12, 2020 meeting (**Attachment**).
- B. Ratification of current expenditures, as reviewed and approved by the Superintendent. (**March Attachment**) & (**April Attachment**).
- C. Personnel Policy Revisions (**Attachment**)
 - Policy #2.29, Leave Benefits – Revised to include the Families First Coronavirus Response Act.
 - Policy #2.32, Family Medical Leave Act (FMLA) – Revised to include the Families First Coronavirus Response Act.
 - Policy #3.4, Infection Control – New Policy regarding protocols directed by the Ohio Department of Health and the Governor's office.
- D. Acceptance of report of payments issued to individuals or families served as reviewed and approved by the Ethics Council. (**Attachment**)

2. Operations

Contracts > \$25,000

- A. Amended Master Contract (**#0619-07**) with Butler County Educational Service Center; effective 7/1/19 through 6/30/20; an increase of \$14,864.00 to augment level 2 IT support for the remainder of the contract. Total cost of \$143,004.00.
- B. Amended Master Contract (**#1219-12**) with Spectra Contract Flooring; effective 1/1/20 through 8/31/30; an increase of \$26,120.00 for additional flooring renovations at JCC and LFO. Total cost of \$154,981.50.

VI. NEW BUSINESS

- 1. Nominating, By-Laws & Ethics Committee Report – Dale French
 - Board Member search process.
 - Two Board members terms are up in December (Rick Meier & Tony Yocco) & these are Commissioner appointed positions on the Board.
 - A letter has been mailed to Judi Boyko, County Administrator to inform her of these openings.
 - County Commissioners have a new process which includes background checks.
 - Advertisement for the positions will begin in June.
- 2. Connie Sullivan made a motion to approve Master Contract (**#0320-02**) with Go Concepts, Inc.; effective 7/1/20 through 6/30/22; cost not to exceed \$356,062.50 for IT

management and support services. **(Attachment)** Jackie Phillips seconded the motion. The Motion passed unanimously.

- Request for Proposal (RFP) was issued and Go Concepts was recommended after a screening process by a staff committee.
- Go Concepts has been in business for 23 years.
- Several other County Boards of DD in Ohio use Go Concepts for their IT services.

3. Updates on COVID-19 **(Attachment)** - Lisa

- Report included in the Board packet:
 - Two emergency Board meetings have been held.
 - Resources & connections – Two Board RN's are training with the Butler County Health Department to do contact tracing for support with COVID 19 testing.
 - Initiated a nursing call line to offer nursing advice to individuals, families and providers.
 - Enhanced Medicaid Assistance Program to help with the federal emergency – 6.2 % reduction in match for the Board.
- Input from Board Member Jackie Phillips, Middletown Health Commissioner
 - 576 cases in Butler County with 16 deaths to date.
 - Reminder to continue to practice social distancing.

VII. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.2 – Board Job Description **(Attachment)** – No revisions recommended.
2. Board Governing Policy #3.3 – Board Code of Conduct **(Attachment)** – No revisions recommended.
3. OACB Board Updates – Jacque Rioja Velarde
 - Levy Updates: 3 counties asking for renewals - passed, 3 counties asking for additional funds - failed
 - Advocacy regarding COVID 19 – advocating for support of bills
 - Professional Development options are being assessed by OACB since they have cancelled in person conferences.

VIII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: #2.8, Linkage with the Community and Public Servants **(Attachment)** – report included in the Board packet.
2. Monitoring Report: #2.9, Emergency Superintendent Succession **(Attachment)** – report included in the Board packet.
3. Strategic Plan – 1st Quarter Update **(Attachment)** – included in the Board packet.
 - Satisfaction surveys were launched in February with better representation expected next Quarter.
4. New Operational Worries/Updates

IX. ANNOUNCEMENTS

X. ITEMS FOR NEXT AGENDA

XI. ADJOURNMENT

There being no further business before the Board, Connie Sullivan made a motion to adjourn and Rick Meier 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, June 11, 2020 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for June Committee Meetings:

Finance Committee meeting: Thursday, June 11 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, June 11 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, June 11 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.*

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| 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 | Board Governance, Part II – Lisa Guliano |
| August Board Meeting | |
| September Board Meeting | |

October Board
Meeting

November Board
Meeting

2021 Budget – Hailey Quinn

December Board
Meeting