

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

September 12, 2019
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	Absent
Dale French	Present
Richard Meier	Present
Laddie Henninger	Absent
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
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 V. Scherzinger, an individual served by the Board; Michael Henderson, husband of Developmental Specialist Susanne Beckett-Henderson; 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. BOARD EDUCATION/COMMUNITY LINKAGE

Inside Out Art Studio / Easter Seals TriState – Pam Green, President & CEO

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

- Easter Seals purpose is to change the way the world defines and views disability by making profound, positive differences in people's lives every day.
- Since 1919, Easter Seals has been the indispensable resource for people and families living with disabilities.
- Easter Seals serves approximately 7,000 people of all abilities and their families annually.
- Self-sufficiency through employment:
 - ✓ 85% of people served live below the poverty line.
 - ✓ 630 individuals obtained employment.
 - ✓ 537 unique companies hired individuals served.
 - ✓ Average hourly wage of \$11.11
 - ✓ 46 Individuals moved into homes of their own.
 - ✓ Collective first year earnings from individuals served are \$11 million.
- Easter Seals programs in Butler County for people with developmental disabilities include:
 - ✓ Adult day program & Organizational employment
 - ✓ Employment enclave at Kaivac
 - ✓ HUB at Hamilton Presbyterian
 - ✓ Project Search at 3 locations
 - ✓ InsideOut Art Studio
- Easter Seals and InsideOut Art Studio have had a collaboration since 2008.
- The path to increased sustainability includes:
 - ✓ Corporate commissions and installations
 - ✓ Grants, contributions and events.
 - ✓ Community workshops and classes.

VI. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, September 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 July Invoice Report (**Attachment**).
 - Review of August Invoice Report (**Attachment**).
 - Review of July Revenue and Expenditure Reports (**Attachment**).
2. **Ethics Council:** met Thursday, September 12 at 5:45 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed.
 - Review direct service contracts, agency employees, and family members also employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**).
3. **Personnel Committee:** met Thursday, September 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 August Personnel actions and current staff vacancies (**Attachment**).

4. **Program Committee:** met Thursday, September 12 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

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

1. Board

- A. Minutes of August 1, 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. Direct service contracts, agency employees, and family members also employed by providers under contract with the Board, pending review and endorsement by the Ethics Council (**Attachment**)
- D. Program Policy Revisions (**Attachment**)
 - Policy #6-15, Resolution of Complaints and Appeal of Adverse Actions

2. Operations

Contracts > \$25,000

- A. Master Contract (**#0919-03**) with Ruby Haus, Inc.; effective 8/1/19 through 12/31/19; cost of \$28,700.00 for provider portal and miscellaneous enhancements.
- B. Master Contract (**#0919-04**) with Buckner Employment Services and Training; effective 1/1/20 through 12/31/20; cost of \$79,000.00 for Adult day supports, Individual employments supports, career planning outcome based, and Non-medical transportation.
- C. Master Contract (**#0919-05**) with Camp Campbell Gard; effective 4/1/20 through 12/31/20; cost of \$55,092.00 for Adult day supports, Residential program supports, and Attendance at day/residential program.
- D. Master Contract (**#0919-06**) with Easter Seals Tri-State; effective 1/1/20 through 12/31/20; cost of \$60,000.00 for Adult day supports, Non-medical transportation, Individual employment supports, Group employment, and Career planning.
- E. Master Contract (**#0919-07**) with Primary Solutions, Inc.; effective 1/1/20 through 12/31/20; cost of \$60,000.00 for Access to and tech support for the County Board client database, Gatekeeper.
- F. Master Contract (**#0919-08**) with Ohio Valley Goodwill; effective 1/1/20 through 12/31/20; cost of \$50,000.00 for Adult day supports, Non-medical

transportation, Individual employment supports, Career planning, and Group supports.

- G. Master Contract (#0919-09) with Viaquest, Inc.; effective 1/1/20 through 12/31/20; cost of \$43,500.00 for Vocational habilitation/Adult day supports, Non-medical transportation, and Individual employment supports.
- H. Master Contract (#0919-10) with Butler Behavioral Health Services: Workplace Associates; effective 1/1/20 through 12/31/20; cost of \$90,000.00 for Project Life staff support funds from BCBDD allow Butler Tech to start an additional Project Life 101 program with BCBDD continuing to pay 40% of the overall job coaching fees of the students that are BCBDD eligible.
- I. Master Contract (#0919-11) with SALT Resource Solutions LLC; effective 1/1/20 through 12/31/20; cost of \$34,750.00 to provide parent resource supports for students and adults who are mutually eligible for all Butler County School Districts and BCBDD supports.
- J. Master Contract (#0919-32) with Intellinetics; effective 10/1/19 through 12/31/20; cost of \$5,407.50 for provision of Intellivue annual maintenance and document storage.

VIII. NEW BUSINESS

1. Rick Meier made a motion to approve performance based bonuses of up to 3% (**Attachment**) for all full and part-time employees who are otherwise eligible (excluding the Superintendent who receives increases per Board evaluations as specified by contract) payable on November 29, 2019, as reviewed and endorsed by the Finance and Personnel Committees. Connie Sullivan seconded the motion. The motion passed unanimously.

NOTE: Performance based bonus will be determined by the October 2019 Evaluation.

2. Discussion on wage increases for 2020 - Lisa

Lisa reviewed recommendation for a 3% performance based wage increase for all eligible employees proposed for January 2020. After discussion of our financial position as we approach year end, Board members concurred with the recommendation. The completed budget for 2020 will be presented to the Board for review and approved in November.

3. Discussion on Capital Budget for 2019-2020 – Hailey

Points covered include:

- 2020 Budget is being finalized.
- \$1.9 million in the capital fund.
- Three items for usage from capital funds include:
 - ✓ Recommendation from the Health & Wellness Committee to allow employees access to exercise options before/after work hours. Goals are to further increase wellness initiatives and potentially reduce health insurance claims by having fitness equipment in both Board locations – approximate cost of \$115,000.00 combined.

- ✓ Office furniture – approximate cost of \$200,000.00
Updating office furniture for the Early Intervention (EI) Department, Service and Support Administration (SSA) Department, and Quality Assurance (QA) Department in addition to some seating areas for the multi-purpose break room and lobby at Janet Clemmons Center and Liberty Fairfield Office.
- ✓ Renovation of flooring
Updating office rooms, bathrooms, and hallways at Janet Clemmons Center and Liberty Fairfield Office.

IX. BOARD POLICY DISCUSSION

1. Board Governing Policy #3.5, Chief Governance Officer Role (**Attachment**) – no revisions recommended.

X. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report #2.1, Treatment of Individuals (**Attachment**) – report included in the Board packet.
2. New Operational Worries (if any) – None reported.

XI. ANNOUNCEMENTS

1. SHIFT – an electronic music and live art event experience in Butler County:
Saturday, September 21st
7:00 – 9:00 p.m.
140 High St., Hamilton
Tickets online at: insideoutstudioart.com/SHIFT
2. Miracle Ball Fundraiser
Wednesday, November 6th
5:00 – 10:00 p.m.
Jungle Jim's Oscar Event Center, Fairfield

XII. ITEMS FOR NEXT AGENDA

None Reported.

XIII. EXECUTIVE SESSION

Rick Meier made a motion to go into Executive Session to consider the investigation of charges or complaints against a public employee. Jackie Phillips seconded the motion. The motion passed unanimously with a roll call vote as follows:

Tony Yocco	Absent
Dale French	Yes
Richard Meier	Yes
Laddie Henninger	Absent
Jackie Phillips	Yes
Jacqueline Rioja Velarde	Yes
Connie Sullivan	Yes

XIV. ADJOURNMENT

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



Tony Yocco, Board President
 vice President



Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, October 10, 2019 at 6:00 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for September Committee Meetings:

Finance Committee meeting: Thursday, October 10 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, October 10 at 5:15 p.m. at JCC.
Program Committee meeting: Thursday, October 10 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

October Board Meeting

SSA Updates – Jennifer Rice

Non-Medical Transportation – Jennifer Rice

November Board Meeting

2020 Budget & Budget Forecasting – Hailey Quinn

Website Update – Patricia Dawson

December Board Meeting