

**Clermont County Board of Developmental Disabilities
Regular Board Meeting
December 14th, 2017**

The regular meeting of the Clermont County Board of Developmental Disabilities was held on December 14th, 2017 at the Thomas A. Wildey Center, 2040 US Highway 50, Batavia, Ohio 45103

President Greg Carson called the meeting to order at 5:34.

All joined Laurie Benintendi in the Pledge of Allegiance.

A student from Miami Valley Christian Academy named Samantha Kiser joined us this evening to see what a Public Meeting was like as part of her class project for school.

Mary Lynne Birck was given her Community Leader Award.

We recognized Laurie Benintendi, Greg Carson, Rex Parsons and Harry Snyder and thanked them for serving on the Board. We also welcomed new Board Members Dr. Kim Brady, Michael Chapman, David Thamann and Mary Jane West.

Roll Call:

Terri Ketron called the roll. All members were present with the exception of Robert Grant who was absent/excused.

Resolution 17-157

Mrs. Benintendi made a motion seconded by Mr. Snyder to approve the Agenda as presented. Upon roll call, all members voted yea. Motion carried.

Resolution 17-158

Mrs. Pellington made a motion seconded by Mrs. Benintendi to approve the October 26th, 2017 Regular Board Meeting Minutes. Upon roll call, all members voted yea. Motion carried.

Resolution 17-159

Mr. Snyder made a motion seconded by Mrs. Benintendi that the Board approve the Operations Report and Payment of Bills. Upon roll call, all members voted yea. Motion carried.

Resolution 17-160

Mrs. Benintendi made a motion seconded by Mrs. Pellington to approve the Directors' Reports as presented in the Board Packet. Upon roll call, all members voted yea. Motion carried.

Superintendent's Report

Dan gave a couple of updates on the following:

The levy presentation to the Commissioners' went well as Dan asked to place the Renewal Levy on the ballot. The request to consider making it a continuous levy was not approved by the Commissioners. This has to be to the Board of Elections before February 8th, 2018.

We have some employees that work for the school age program who are 9-10 month employees. OPERS discovered that since they do not work the full year they will not be given the full years' service credit towards retirement. There will be 16 to 20 employees who will be affected by this. A bill at the Statehouse has been introduced to try and change this.

We have our draft Annual Action Plan out for public input. This will be before the Board for approval at the January Board Meeting.

We also have the Strategic Plan in final preparations and will be requesting approval at the January Board Meeting as well.

Resolution 17-161

Mrs. Chesnut made a motion seconded by Mr. Snyder that the Board approve Policy 100 – Board Administration and Organization. Upon roll call, all members voted yea. Motion carried.

Resolution 17-162

Mrs. Pellington made a motion seconded by Mr. Parsons that the Board approve changes proposed to Policy 300 – Personnel. Upon roll call, all members voted yea. Motion carried.

Resolution 17-163

Mrs. Chesnut made a motion seconded by Mr. Parsons that the Board approve Policy 500 – School Age Program. Upon roll call, all members voted yea. Motion carried.

Resolution 17-164

Mrs. Pellington made a motion seconded by Mrs. Benintendi that the Board approve Policy 900 – Communications and Community Relations. Upon roll call, all members voted yea. Motion carried.

Resolution 17-165

Mrs. Benintendi made a motion seconded by Mrs. Chesnut that the Board approve Policy 1100 – Transportation. Upon roll call, all members voted yea. Motion carried.

Resolution 17-166

Mrs. Pellington made a motion seconded by Mrs. Benintendi that the Board approve Policy 1500 – Service and Support. Upon roll call, all members voted yea. Motion carried.

Resolution 17-167

Mrs. Benintendi made a motion seconded by Mrs. Chesnut that the Board approve Policy 1700 – Occupational Health and Safety. Upon roll call, all members voted yea. Motion carried.

Resolution 17-168

Mrs. Benintendi made a motion seconded by Mr. Snyder that the Clermont County Board of Developmental Disabilities approve the calendar year 2018 Budget. Upon roll call, all members voted yea.

Resolution 17-169

Mr. Snyder made a motion seconded by Mrs. Chesnut that the Board approve the Adult Services Program Calendar for 2018. Upon roll call, all members voted yea. Motion carried.

Resolution 17-170

Mrs. Benintendi made a motion seconded by Mr. Parsons that the Board approve the Early Childhood Program Calendar for 2018. Upon roll call, all members voted yea. Motion carried.

Resolution 17-171

Mrs. Benintendi made a motion seconded by Mrs. Pellington that the Clermont County Board of Developmental Disabilities authorizes the Superintendent to enter into a one year contract with Stepping Stones from January 1st, 2018 through December 31st, 2018. Upon roll call, all members voted yea. Motion carried.

Resolution 17-172

Mr. Parsons made a motion seconded by Mr. Snyder that the Board approve a 2.35% Raise for all Non-Bargaining Personnel effective January 1st, 2018. Upon roll call, all members voted yea. Motion carried.

Resolution 17-173

Mrs. Benintendi made a motion seconded by Mrs. Pellington to approve the Waiver Plan for 2018 as presented. The projection is to request 12 Level One Waivers, 36 SELF Waivers and 14 Individual Option Waivers, 7 of which are to be used if needed to address emergencies. Upon roll call, all members voted yea. Motion carried.

Resolution 17-174

Mrs. Benintendi made a motion seconded by Mr. Parsons that the Clermont County Board of Developmental Disabilities authorizes the Superintendent to enter into a contract with Southwestern Ohio Council of Governments from January 1st, 2018 through December 31st, 2018. Upon roll call, all members voted yea. Motion carried.

Resolution 17-175

Mrs. Benintendi made a motion seconded by Mr. Snyder that the Board approve the Superintendent's Report as presented in the Board Packet. Upon roll call, all members voted yea. Motion carried.

Executive Session

Resolution 17-176

Mrs. Benintendi made a motion seconded by Mrs. Pellington that the Clermont County Board of Developmental Disabilities, go into Executive Session for the purpose of discussing pursuant to ORC 121.22 employment of public personnel and matters required to be confidential. Time: 6:27.

Reconvene

Resolution 17-177

Mr. Snyder made a motion seconded by Mr. Parsons that the Board reconvene into regular session. Time: 6:44

New Business

Resolution 17-178

Mr. Parsons made a motion seconded by Mrs. Benintendi to authorize the Superintendent to create one full time Investigative Agent position for the Community Support Services Department. This position will require a Bachelor's Degree, will be non-bargaining unit eligible, scheduled for 40 hours per week, 255 days per year, and eligible for all agency benefits. The salary will be subject to the related experience of the calendar within the range assigned to this position. Upon roll call, all members voted yea. Motion carried.

Resolution 17-179

Mrs. Benintendi made a motion seconded by Mrs. Pellington to change the Table of Organization as presented. Upon roll call, all members voted yea. Motion carried.

Committee Reports


Resolution 17-180

Mrs. Benintendi made a motion seconded by Mr. Snyder to ratify the Ethics Committee report as presented for October 2017. Upon roll call, all members voted yea. Motion carried.

Adjournment

Resolution 17-181

Mrs. Benintendi made a motion seconded by Mr. Snyder that the Clermont County Board of Developmental Disabilities adjourn. Upon roll call, all members voted yea. Motion carried.



Emily Chesnut (Appointed Secretary in Robert Grant's Absence)

**CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ORGANIZATIONAL MEETING**

Thursday, January 25TH, 2018
5:30 PM

AGENDA

Call to order the January 25th, 2018 Organizational Meeting of the
Clermont County Board of Developmental Disabilities.

Pledge of Allegiance

Swearing in Ceremony – Commissioner Ed Humphrey

Roll Call

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Ta-men _____
Mrs. West _____

Motion that the Clermont County Board of DD approve the agenda as
presented.

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Ta-men _____
Mrs. West _____

At this time, the Meeting will be turned over to Dan Ottke, Superintendent, for Election of Officers.

A slate of officers for 2018 was proposed prior to tonight's meeting. Approval of the proposed slate will be by a motion and vote of the Board.

Reorganization of the Clermont County Board of DD

President – Robert Grant

Vice President – Kim Pellington

Secretary – Emily Chesnut

Day, Time and Place of Monthly Meetings – _____

Motion to approve the Reorganization of the Clermont County Board of Developmental Disabilities

Dr. Brady	_____
Mr. Chapman	_____
Mrs. Chesnut	_____
Mr. Grant	_____
Mrs. Pellington	_____
Mr. Ta-men	_____
Mrs. West	_____

At this time the Reorganization Meeting will be turned over to President Robert Grant to proceed with the Organization of Committees.

Appointment of Ethics Committee

Appointment of Finance Committee

Motion to approve the appointment of Board Committees as presented:

Dr. Brady	_____
Mr. Chapman	_____
Mrs. Chesnut	_____
Mr. Grant	_____
Mrs. Pellington	_____
Mr. Ta-men	_____
Mrs. West	_____

Motion to adjourn the Organizational Meeting

Dr. Brady	_____
Mr. Chapman	_____
Mrs. Chesnut	_____
Mr. Grant	_____
Mrs. Pellington	_____
Mr. Ta-men	_____
Mrs. West	_____

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REGULAR MEETING
AGENDA

Call to order the January 25th, 2018 meeting of the Clermont County Board of Developmental Disabilities. Time: _____

Pledge of Allegiance

Roll Call

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Thamann _____
Mrs. West _____

Motion to approve the Agenda as presented

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Thamann _____
Mrs. West _____

Motion to approve the December 14th, 2017 Regular Board Meeting Minutes

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Thamann _____
Mrs. West _____

Motion that the Board approve the **Operations Report and Payment of Bills**. Recap to be made part of the CCDD Journal.

Dr. Brady _____

Mr. Chapman _____

Mrs. Chesnut _____

Mr. Grant _____

Mrs. Pellington _____

Mr. Thamann _____

Mrs. West _____

Motion to approve the **Directors' Reports** as presented in the Board packets

Dr. Brady _____

Mr. Chapman _____

Mrs. Chesnut _____

Mr. Grant _____

Mrs. Pellington _____

Mr. Thamann _____

Mrs. West _____

Superintendent Report

Motion that the Board approve the 2018-2019 School Age Program Calendar

Dr. Brady _____

Mr. Chapman _____

Mrs. Chesnut _____

Mr. Grant _____

Mrs. Pellington _____

Mr. Thamann _____

Mrs. West _____

Motion that the Board approve the 2018 Annual Action Plan

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Thamann _____
Mrs. West _____

Motion that the Board approve the 2018 - 2020 Strategic Plan

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Thamann _____
Mrs. West _____

Motion that the Board approve Allocation of Funds in the amount of \$2,900,000.00 in CY2018 to be used to pay the nonfederal share of the Medicaid Home and Community Based Services and Targeted Case Management Services provided to individuals who the Clermont County Board determines under section 5126.041 of the Ohio Revised Code are eligible for Clermont County Board Services. The Board will make additional funds available if needed to assure that these services will be available in a manner that conforms to all applicable state and federal laws. The payment of the nonfederal share represents an ongoing financial commitment for such services of the Clermont County Board of Developmental Disabilities.

Dr. Brady _____
Mr. Chapman _____
Mrs. Chesnut _____
Mr. Grant _____
Mrs. Pellington _____
Mr. Thamann _____
Mrs. West _____

Motion that the Board approve the **Superintendent's Report** as presented.

Dr. Brady _____

Mr. Chapman _____

Mrs. Chesnut _____

Mr. Grant _____

Mrs. Pellington _____

Mr. Thamann _____

Mrs. West _____

Committee Reports

New Business

Correspondence

Old Business

Comments from Board Members

Adjournment

Motion that the Clermont County Board of Development Disabilities adjourn

Time: _____

Dr. Brady _____

Mr. Chapman _____

Mrs. Chesnut _____

Mr. Grant _____

Mrs. Pellington _____

Mr. Thamann _____

Mrs. West _____

Clermont County DD

Budget to Actual as of 12/31/17 Expenditures

	Actual	Budget	Percentage
Non Bargaining Salary 01-511200	3,105,657.69	3,175,000.00	97.82%
Bargaining Salary 01-511700	3,728,270.51	3,950,000.00	94.39%
Temporary 01-511800	99,867.98	130,000.00	76.82%
Overtime 01-512100	1,006.42	5,000.00	20.13%
Retirement Pay Out 01-513200	2,069.65	30,000.00	6.90%
Total Personal Services	6,936,872.25	7,290,000.00	95.16%
PERS 01-521100	858,566.64	845,000.00	101.61%
Social Security Medicare 01-521200	91,541.03	100,000.00	91.54%
STRS 01-521300	128,179.48	145,000.00	88.40%
Health Care 01-522100	1,146,797.88	1,225,000.00	93.62%
Workers Compensation 01-523100	160,654.88	217,000.00	74.03%
Unemployment 01-524100	27.20	5,000.00	0.54%
Life Insurance 01-525100	9,515.57	10,000.00	95.16%
Long Term Disability 01-525200	1,474.22	3,000.00	49.14%
Total Fringe Benefits	2,396,756.90	2,550,000.00	93.99%
Insurance-Liability 01-530101	17,865.00	20,000.00	89.33%
Insurance-Vehicle 01-530102	13,746.00	15,000.00	91.64%
Insurance-Property & Casualty 01-530104	9,549.00	11,000.00	86.81%
Advertising 01-530500	4,689.71	5,000.00	93.79%
Printing Services 01-530600	10,428.52	11,000.00	94.80%
Shipping Charges 01-530700	154.56	2,000.00	7.73%
Data Processing Services 01-531000	27,110.57	16,000.00	169.44%
Data Processing-Web Site 01-531001	16,585.94	18,000.00	92.14%
Data Processing OnLine 01-531003	7,810.06	18,000.00	43.39%
Rent 01-531200	2,137.88	5,000.00	42.76%
Facility Services 01-531400	2,780.00	4,000.00	69.50%
Consult-Legal 01-531603	240.00	7,000.00	3.43%
Medical/Dental Services 01-531700	5,641.45	7,000.00	80.59%
Judgement & Claims 01-532300	60.00	4,000.00	1.50%
Professional Dues & Memberships 01-532500	35,782.00	45,000.00	79.52%
Towing 01-532800	-	5,000.00	0.00%
Tuition Reimbursement 01-532900	8,146.90	10,000.00	81.47%
Client Transportation 01-533000	849,207.58	900,000.00	94.36%
Uniform Rental 01-533500	701.79	1,000.00	70.18%
Catering 01-533600	5,390.28	4,000.00	134.76%
Temporary Employment Services 01-534200	-	5,000.00	0.00%
Other Purchased Services 01-539900	971,568.84	800,000.00	121.45%
Training 01-540100	37,930.18	32,000.00	118.53%
Travel 01-540200	127,091.23	160,000.00	79.43%
Community Res/Supported Living 01-550100	2,452,302.78	2,900,000.00	84.56%
Total Purchased Services	4,606,920.27	5,005,000.00	92.05%
Office Supplies 01-571000	30,445.04	50,000.00	60.89%
Postage 01-571200	20,051.35	25,000.00	80.21%
Data Processing Equipment 01-571500	54,663.84	34,000.00	160.78%
Food Supplies 01-572000	35,871.38	40,000.00	89.68%
Facility Supplies 01-572500	87,824.42	100,000.00	87.82%
Vehicle Supplies 01-573500	1,447.61	1,000.00	144.76%
Fuel 01-575500	68,949.77	100,000.00	68.95%
Other Materials & Supplies 01-579900	79,552.40	100,000.00	79.55%
Total Materials and Supplies	378,805.81	450,000.00	84.18%

	Actual	Budget	Percentage	
M & R-Buildings & Grounds 01-611100	87,578.88	50,000.00	175.16%	
M & R-Office Equipment 01-611200	74,106.11	80,000.00	92.63%	
M & R-HVAC 01-611300	9,391.00	5,000.00	187.82%	
M & R-Vehicles 01-611400	7,777.94	15,000.00	51.85%	
M & R-Other 01-619900	34,070.98	15,000.00	227.14%	
Total Maintenance and Repair	212,924.91	165,000.00	129.05%	
Utilities-Electric & Gas 01-631100	88,593.44	130,000.00	68.15%	
Utilities-Fuel Oil 01-631200	96,556.31	200,000.00	48.28%	
Utilities-Sewer & Water 01-631300	8,749.35	15,000.00	58.33%	
Utilities-Telephone 01-631400	49,163.68	60,000.00	81.94%	
Waste Collection 01-631600	7,846.14	15,000.00	52.31%	
Total Utilities	250,908.92	420,000.00	59.74%	
Office Furniture & Equipment 01-661000	6,850.00	17,000.00	40.29%	
Data Processing Equipment 01-662000	-	13,000.00	0.00%	
Vehicles 01-663000	-	10,000.00	0.00%	
Software 01-663200	-	10,000.00	0.00%	
Land/building/Construction 01-665001		100,000.00	0.00%	
Other Equipment-NOC 01-669900	26,846.62	60,000.00	44.74%	
Total Copiers	33,696.62	210,000.00	16.05%	
Transfer Out to Spec Rev 01-700200	2,000,000.00	2,350,000.00	85.11%	
Transfer Out to Capital Projects 01-700300	-	-		
Total Reimbursement/Transfers	2,000,000.00	2,350,000.00		
	Budget Total	7,483,256.53	8,600,000.00	87.01%
	Grand Total	16,816,885.68	18,440,000.00	91.20%