

HAMILTON COUNTY  
DEVELOPMENTAL DISABILITIES SERVICES

BOARD MEETING  
Tuesday, November 8, 2011

BOARD MEMBERS PRESENT: Mr. Martin Miller, President  
Mr. Gregory Webb, Vice President  
Mr. Robert Hall, Secretary  
Mr. Nestor Melnyk  
Ms. Jill Meyer

UNEXCUSED ABSENCE: Mr. Lamont Taylor

Mr. Miller called the November 8, 2011 meeting to order at 5:0 p.m.

Mr. Miller asked for approval of the October 11, 2011 meeting minutes.

**Mr. Melnyk moved approval of the minutes of the October 11, 2011 Board Meeting as mailed. Mr. Webb seconded the motion, and it passed unanimously.**

**SUPERINTENDENT'S REPORT – Reported by Ms. Pavey**

- A. Advocacy** – Advocacy Leadership Network members Robert Shuemak and Linda Kunick gave testimony about cuts in Medicare and Medicaid at the Advocates for Ohio's Future press conference at the Greater Cincinnati United Way.

Leaders in Action, along with Kate Hawkins of CARA, hosted an "Election 2011" event with the Hamilton County Board of Elections and the League of Women Voters in the Gathering Place.

Linda Kunick, Diana Mairose and James Harley were the afternoon Keynote speakers at a Self-Determination Conference in Mercer County, which was attended by 50 advocates in Celina, OH.

Advocates and support staff presented testimony on the value and importance of the concept of "Visitability" for the "Livable Communities Committee" of the Cincinnati City Council, chaired by Vice Mayor Roxanne Qualls. She is organizing a task force on "Visitability" and has invited Hamilton County DD Services to serve on the task force.

Robert Shuemak and John Romer participated in the "2011 College Fair" held at the Vineyard Church in Springdale.

- B. Early Intervention** – Barbara Risk, PT, and a family receiving our services were featured in the latest edition of FIN Facts, a newsletter published by the Family Information Network of Ohio. The article also focuses on the new approach we've adopted with EI.
- C. Transition** – Judy Bertsch, our Transition Coordinator, is working with Cincinnati Public Schools and Proctor and Gamble to assist in setting up a paid work experience for students with disabilities. Cincinnati Public will take the lead in the new program, which should begin in January of 2012. The program will begin with two students working 4 to 8 hours per week. The students will be employees of Adecco, will earn minimum wage, and will be working at the facility in Finneytown. Proctor and Gamble hopes to expand the program to all areas in Cincinnati.

- D. Information Technology** – The new document management system, KnowledgeLake, has been installed and configured in our QA intranet environment. This is the next phase of a two year process to begin to have electronic records. Community Services is the initial department to begin the process. Once hardware and software have been purchased, and training has been conducted for Community Services, we will include other departments in a phased approach.
- E. Human Resources** – The HR department has been making great strides toward expanding our recruiting reach. They have been in touch with both the Urban League and the NAACP to partner with us in advertising all open positions. There have also been contacts with all colleges and universities in the region to post openings.
- F. Staff Hires for October** - Four (4) new staff were hired during October – three female and one male; three white and one Asian.
- G. Community Relations** – The South Western Ohio Council of Government (SWOCOG) Communication Committee completed the “Respect For All” production, which will officially debut to a state audience at the Ohio Association of County Boards Annual Convention on December 2.

Informational booths have been staffed at the regional conference on Autism held at the Hyde Park Community Church and at the Hamilton County Shred Day held on October 22 at the Blue Ash Campus of University of Cincinnati. Shred Day is an initiative of Commissioner Hartmann’s Coalition to Fight Scams, Fraud and Abuse.

Donations to Community Ambassadors Resource Alliance (CARA) totaling \$3,675 were received in honor of Cheryl Phipps upon her retirement. These donations will fund Cheryl Phipps’ I-Learn Initiative for iPads and other technology that support individuals in communicating and connecting with others.

- H. Budget briefings** – Ms. Pavey informed the Board that she has been meeting with all of the employees to update them on our budget for next year and how we are addressing the cuts. Meetings have also been held with provider agencies to share the budget information with them. There was consensus for all of us to have a unified approach in communicating the direction we are taking. Meetings will be scheduled to develop that approach.

**FINANCIAL REPORT – Reported by Mr. Landers**

Mr. Landers reviewed the financial reports for the month of October. Expenditures year to date are \$93,869,514.60, which is \$1.2 million under the plan amount. Revenue year to date is \$100,867,542.39, which is \$3.3 million over the plan amount.

Approval was requested for actual operating expenses of \$10,258,383.92 for the month of October 2011, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Hall moved that the Board approve the actual operating expenses for the month of October 2011. Mr. Melnyk seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$9,231,543.00± for the month of December 2011, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Ms. Meyer moved that the Board approve the tentative operating expenses for the month of December 2011. Mr. Hall seconded the motion and it passed unanimously.**

**UNFINISHED BUSINESS**

- 1) Mr. Landers asked the Board for approval of the 2012 Budget which was presented for first review at the October meeting.

**Mr. Hall moved approval of the 2012 Budget as presented. Mr. Melnyk seconded the motion and it passed unanimously.**

**NEW BUSINESS**

- 1) Ms. Pavey presented the following two-year contracts for approval.

Alva Means, Supervisor, Community Services  
2-year contract: 12/19/11 – 12/18/13

**Ms. Meyer moved approval of the management contract as presented. Mr. Webb seconded the motion and it passed unanimously.**

- 2) Ms. Luensman presented a summary of the actions of the Ethics Council to the Board, for ratification:

- 1) Joe Stanford, Direct Service Specialist at Jackson Adult Center, is requesting approval for outside employment with Community Supports, a residential contract partner.
- 2) Krissy Jackson, Service Facilitator, is requesting approval for Darlene S. to provide HPC services to her niece, Mercedes. Services will be paid through the Level 1 waiver.
- 3) Sonja Day, Service Facilitator Assistant, is requesting approval to act as an independent provider to Rebecca F., taking her to Special Olympics swim classes and teaching basic cooking skills.
- 4) Maurice Thomas, Instructor Assistant at Fairfax School, is requesting approval for outside employment with Cincinnati Public School District as a football and basketball coach at Shroder High School. Cincinnati Public Schools is a contract partner.
- 5) Gary Boggs, Service Facilitator, is requesting approval for Louisa S. to provide HPC services to her brother, Milos. Services will be paid through the IO waiver.

**Mr. Webb moved approval of the Ethics Committee requests as presented. Mr. Melnyk seconded the motion and it was unanimously approved.**

- 3) Mr. Garver presented revisions to the Equal Employment Opportunity Policy (Personnel P 2.2) to the Board for approval. Mr. Hall requested that the agenda item be tabled until the December meeting. Mr. Hall also questioned whether members of the military should be included in the policy. Mr. Garver will investigate this.
- 4) The 2012 Board Meeting dates were distributed.
- 5) Mr. Webb asked for follow-up on the Cultural Assessment within the next 30 days. One meeting was held immediately after the completion of the assessment and Mr. Webb would like an update.
- 6) Mr. Landers requested approval of the Non-Federal Share of Medicaid Expenditures Resolution, which is required by Ohio Revised Code. This resolution states that up to \$25 million of calendar year 2012 funds may be used to pay for the non-federal share of services require by ORC 5126.0511 for Medicaid expenditure to assure that services will be available in a manner that conforms to all applicable state and federal laws.

**Ms. Meyer moved approval of the Non-Federal Share of Medicaid Expenditures Resolution as presented. Mr. Hall seconded the motion and it was unanimously approved.**

- 7) Mr. Webb requested to receive a copy of the most recent performance evaluation of all employees with contracts on the agenda for renewal. Discussion ensued surrounding this issue. A summary of the current process and copies of all forms utilized will be sent to the Board.

**HEARING THE PUBLIC**

None

**INSERVICE**

Jenny Dexter, Director of Community Relations, presented to the Board on the current activities and focus of the Community Relations Department and showed the “Respect for All” video which was created by the Southwest Ohio Council of Governments.

**ADJOURNMENT**

Finding no further business, Mr. Miller declared the meeting adjourned at 6:07 p.m.

Respectfully,

Mr. Martin Miller  
President

Mr. Robert Hall  
Secretary