

## WARREN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

The Warren County Board of Developmental Disabilities met for a Regular Board Meeting on January 24, 2011 at 7:00 p.m. at the Warren C. Young Center.

Members Present: Eugene Rose Megan Trowbridge Steven Miller  
Cynthia Comperchio Robert Goodwin

Members Absent: Mike Yetter

Also Attending: Michele Swearingen, Tony Hidy, Heather Moore, Pete Mason, Dawn McKenna, Megan Manuel, Bill Caplinger and Mary Butcher.

The Ethics Committee met at 6:45 – 7:00 p.m.

Mr. Rose called the meeting to order at 7:00 p.m.

The Roll Call was taken by Mary Butcher: Eugene Rose-present; Megan Trowbridge-present; Steven Miller-present; Cynthia Comperchio-present; Robert Goodwin-present; Michael Yetter-absent.

Mr. Rose led Board Members and guests in the Pledge of Allegiance.

Mr. Rose requested a motion to approve the December 13, 2010 Regular Board Meeting Minutes. Ms. Trowbridge made a motion to approve, seconded by Dr. Miller. Vote 5-0. Passed.

Mr. Rose requested a motion to excuse Mike Yetter from the meeting due to work obligations. Dr. Miller made a motion to excuse Mr. Yetter, seconded by Mr. Goodwin. Vote: 5-0. Passed.

### WCBDD REORGANIZATION:

Nomination/Election of Officers:

Dr. Miller nominated Eugene Rose for President, seconded by Mr. Goodwin. There were no other nominations. Vote: 5-0. Passed.

Dr. Miller nominated Megan Trowbridge for Vice President, seconded by Mr. Goodwin. There were no other nominations. Vote: 5-0. Passed.

Mr. Rose nominated Dr. Steven Miller for Secretary, seconded by Ms. Trowbridge. There were no other nominations. Vote: 5-0. Passed.

### APPOINTMENT OF COMMITTEE MEMBERS BY THE BOARD PRESIDENT:

- Ethics Committee: Robert Goodwin, Dr. Steven Miller, Megan Trowbridge

APPOINTMENT OF COMMITTEE MEMBERS BY THE SUPERINTENDENT:

- Facilities Committee: Eugene Rose, Michael Yetter
- Finance Committee: Robert Goodwin, Megan Trowbridge
- Insurance Committee: Cynthia Comperchio, Eugene Rose, (Jamie Scott)

ESTABLISHMENT OF 2011 BOARD MEETING DATES:

February 28	7:00 p.m.
March 28	7:00 p.m.
April 25	7:00 p.m.
May 23	7:00 p.m.
June 20	7:00 p.m.
August 15	7:00 p.m.
September 19	7:00 p.m.
November 14	7:00 p.m.
December 12	7:00 p.m.

HEARING OF THE PUBLIC:

No one requested to speak.

SUPERINTENDENT'S REPORT:

COMMITTEE MEETING REPORTS:

- Insurance Committee: Did not meet.
- Finance Committee: Did not meet.
- Facilities Committee: Did not meet.

Ms. Manuel stated that on January 28, 2011, the Administration and Business Services Divisions will be moving to the new building located on Oregonia Road. In celebration of DD Awareness month, the agency will be hosting an Open House on March 1, 2011. Also, in the morning there will be a ribbon cutting ceremony at the agency's new location.

The following information was distributed to the Board: The 2011 Agency Calendar, Related Party Transaction and Declaration of Board Member forms.

Joyce Ping, Early Intervention Supervisor, is retiring effective March 25, 2011. The position has been posted and interviews will be conducted to find a replacement for that position.

Miracle Field Update - Ms. Manuel and Mr. Mason met with Dale Brunner and Dave Thompson. The Miracle Field complex will be named The Warren County Board of DD complex/field. The agency's logo will also be added to the front entrance signage. The Board was in agreement with these additions/changes.

BOARD PRESIDENT'S REPORT:

Mr. Rose, along with the Board, commented on the 2011 Agency Calendar. They felt it was very nice and had a professional quality. Judge Powell is in the process of filling the vacant seat on the Board. More information to follow as it becomes available.

RESOLUTIONS:

Dr. Miller stated that the Ethics Committee approved Resolution Numbers 11-01-01 and 11-01-02.

- 11-01-01 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Supported Living Contract. Ms. Trowbridge made a motion to approve, seconded by Ms. Comperchio. Vote: 5-0. Passed.
- 11-01-02 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Contracts Funded By The Pooled Fund. Dr. Miller made a motion to approve, seconded by Mr. Goodwin. Vote: 5-0.
- 11-01-03 Warren County Board Of Developmental Disabilities Authorization For The Superintendent, Assistant Superintendent, Business Services Director Or The Board President To Sign All Vouchers And Necessary Documents Of The Warren County Board Of Developmental Disabilities. Ms. Trowbridge made a motion to approve, seconded by Ms. Comperchio. Vote: 4-0-1. (Mr. Rose abstained.)
- 11-01-04 Approval Of The 2011 Agency Annual Action Plan. Dr. Miller made a motion to approve, seconded by Ms. Trowbridge. Vote: 5-0. Passed.
- 11-01-05 Annual Approval Of The Warren County Board Of Developmental Disabilities Succession Plan. Ms. Trowbridge made a motion to approve, seconded by Ms. Comperchio. Vote: 5-0. Passed.
- 11-01-06 Annual Approval Of The 2011 Accessibility Plan. Ms. Trowbridge made a motion to approve, seconded by Dr. Miller. Vote: 5-0. Passed.
- 11-01-07 Annual Approval Of The Warren County Board Of Developmental Disabilities By-Laws. Dr. Miller made a motion to approve, seconded by Ms. Comperchio. Vote: 5-0. Passed.
- 11-01-08 Annual Approval Of The Warren County Board Of Developmental Disabilities Personnel Policy Manual. Mr. Goodwin made a motion to approve, seconded by Ms. Comperchio. Vote: 5-0. Passed.
- 11-01-09 Approval Of Board Member Reimbursements. Ms. Trowbridge made a motion to approve, seconded by Dr. Miller. Vote: 4-0-1. Passed. (Mr. Rose abstained due to personal reimbursement.)

- 11-01-10 Approval of Payment of Medicaid Waiver Match Funds To Southwest Ohio Council Of Governments. Ms. Trowbridge made a motion to approve, seconded by Mr. Goodwin. Ms. Swearingen explained the process of payments made in/out of funds with the Southwest Ohio Council of Governments. Vote: 5-0. Passed.
- 11-01-11 Approval Of Operational Transfers. Ms. Trowbridge made a motion to approve, seconded by Ms. Comperchio. Vote: 5-0. Passed.
- 11-01-12 Approval Of Closing Fund 204, Transfer Of Fund Balance To 205. Mr. Goodwin made a motion to approve, seconded by Ms. Trowbridge. Ms. Swearingen explained the purpose of this resolution. Vote: 5-0. Passed.
- 11-01-13 Approval Of Rate Increase For Substitute Adult Service Providers. Ms. Trowbridge made a motion to approve, seconded by Ms. Comperchio. Vote: 5-0. Passed.
- 11-01-14 Approval of Salary Increase For Employees With Masters Degrees. Ms. Trowbridge made a motion to approve, seconded by Dr. Miller. Vote: 5-0. Passed.

Ms. Swearingen reviewed the financial report. Dr. Miller made a motion to approve, seconded by Mr. Goodwin. Vote: 5-0. Passed.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

None.

There being no other business, Ms. Trowbridge made a motion to adjourn the meeting at 7:38 p.m., seconded by Dr. Miller. Vote: 5-0. Passed.

Submitted by,

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Dr. Steven Miller  
Recording Secretary

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Mary Butcher  
Designated Recording Secretary