



**BOARD MEETING AGENDA
JANUARY 24, 2011
7:00 PM
WARREN C. YOUNG CENTER
LEBANON, OHIO 45036**

ETHICS COUNCIL MEETING AT 6:45 PM

1. Call to Order: Eugene Rose, President
2. Roll Call: Mary Butcher, Designated Recorder
3. Approval of the 12/13/10 Regular Board Meeting Minutes
4. Pledge of Allegiance
5. Warren County Board of Developmental Disabilities Reorganization
 - Nomination/Election of Board Officers
 - Appointment of Ethics Committee Members
 - Appointment of Special Committees/Members and Ad Hoc Committee/Members as deemed necessary by the Superintendent
 - Schedule Board Meeting Dates for 2011
6. Hearing of the Public
7. Superintendent's Report
 - Facilities Committee
 - Finance Committee
 - Insurance Committee
8. Board President's Report
9. Ethics Committee Report
10. Resolutions
 - 11-01-01 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Supported Living Contract.

- 11-01-02 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Contracts *Funded By The Pooled Fund*.
- 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.
- 11-01-04 Approval Of The 2011 Agency Annual Action Plan.
- 11-01-05 Annual Approval Of The Warren County Board Of Developmental Disabilities Succession Plan.
- 11-01-06 Annual Approval Of The 2011 Accessibility Plan.
- 11-01-07 Annual Approval Of The Warren County Board Of Developmental Disabilities By-Laws.
- 11-01-08 Annual Approval Of The Warren County Board Of Developmental Disabilities Personnel Policy Manual.
- 11-01-09 Approval Of Board Member Reimbursements.
- 11-01-10 Approval of Payment of Medicaid Waiver Match Funds To Southwest Ohio Council Of Governments.
- 11-01-11 Approval Of Operational Transfers.
- 11-01-12 Approval Of Closing Fund 204, Transfer Of Fund Balance To 205.
- 11-01-13 Approval Of Rate Increase For Substitute Adult Service Providers.
- 11-01-14 Approval of Salary Increase For Employees With Masters Degrees.

11. Financial Report

- Approval is requested for actual Board of Developmental Disabilities operating expenses of \$1,496,981.51, excluding Board Member reimbursement expenses for the month of December 2010, with cumulative annual totals amounting to \$23,119,454.37 as confirmed by the Warren County Auditor's Office.
- Approval is also requested for actual Pooled Fund expenses, for which the Warren County Board of Developmental Disabilities is the fiscal agent in the

amount of \$20,789.60 for the month of December 2010, with cumulative annual totals amounting to \$270,584.94.

- Total expenses for the Board of Developmental Disabilities and Pooled Fund for \$182.95 not including Board Member reimbursement amounts to \$1,517,588.16, with annual totals equaling \$23,390,039.31.

12. Old Business
13. New Business
14. Executive Session
15. Adjournment



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-01

Date of Resolution: 01-24-11

Topic of Resolution: The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Supported Living Contract.

RESOLUTION

Whereas, there are eligible individuals residing in Warren County with developmental disabilities who are requesting residential services, and

Whereas, these individuals need support and care provider assistance to maintain health and safety.

THEREFORE, BE IT RESOLVED, the Warren County Board of Developmental Disabilities authorizes the Superintendent to sign the following supported living contract for a cost not to exceed **\$20,792.00**.

ResCare, Agency Provider				
(#2796)	SL	01/03/11 - 03/31/11	New Contract - Emergency	\$ 20,792.00
			Subtotal	\$ 20,792.00

(This contract has been approved as to form by the Prosecutor's Office and reviewed by the Ethics Committee.)

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-02

Date of Resolution: 01-24-11

Topic of Resolution:

The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Contracts *Funded By The Pooled Fund*.

RESOLUTION

Whereas, there are children residing in Warren County with multiple service needs that necessitate collaborative funding for residential services, and

Whereas, these children are served jointly by Warren County Board of Developmental Disabilities, Warren County Children’s Services, Warren County Mental Health, and Warren County Juvenile Court, and

Whereas, these individuals need residential services to maintain health and safety.

THEREFORE, BE IT RESOLVED, the Warren County Board of Developmental Disabilities authorizes the Superintendent to sign the following residential services contracts *funded by the Pooled Fund* for a total of **\$73,325.60**.

Cherish Life, Agency Provider			
JM & MM	01/01/11 – 03/31/11	Respite Services	\$ 5,200.00
TQ	01/01/11 – 03/31/11	Respite Services	\$ 5,990.40
		Subtotal	\$ 11,190.40
The Marsh Foundation, Agency Provider			
KR	01/01/11 – 01/31/11	Residential Placement	\$ 4,650.00
		Subtotal	\$ 4,650.00
RMS of Ohio, Agency Provider			
SC	12/21/10 – 03/31/11	Respite Services	\$ 1,552.00
RE	12/20/10 – 03/31/11	Respite Services	\$ 3,456.00
RK	01/01/11 – 03/31/11	Respite Services	\$ 2,750.40
PS	01/01/11 – 03/31/11	Respite Services	\$ 2,596.80
DW	12/17/10 – 03/31/11	Respite Services	\$ 2,904.00
		Subtotal	\$ 13,259.20
St Joseph/Altercrest, Agency Provider			
CC	01/20/11 – 07/20/11	Residential Placement	\$ 44,226.00
		Subtotal	\$ 44,226.00

(These contracts have been approved as to form by the Prosecutor’s Office and reviewed by the Ethics Committee.)

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-03

Date of Resolution: 01-24-11

Topic of Resolution:

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.

RESOLUTION

Whereas, it is necessary that various vouchers and business documents be signed on a daily basis.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities authorizes the Superintendent, Assistant Superintendent, Business Services Director or the Board President to sign all vouchers and necessary documents on behalf of the Board.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-04

Date of Resolution: 01-24-11

Topic of Resolution: Approval Of The 2011 Agency Annual Action Plan.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities is required to develop and adopt an Annual Action Plan in accordance with Section 5123:2-1-02 of the Ohio Administrative Code, and

Whereas, the 2011 Annual Action Plan has been developed and reviewed by the Annual Action Plan Committee Members, consisting of community members, parents, agency staff, residential providers and division directors. Additionally, the plan was presented at two (2) public forums for recommendations to be considered in the final revisions of the annual plan, and

Whereas, the Election of Officers and Board Meeting Dates are pending and will be included in the final print.

THEREFORE, BE IT RESOLVED, the Warren County Board of Developmental Disabilities approves and adopts the Final 2011 Agency Annual Action Plan.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-05

Date of Resolution: 01-24-11

Topic of Resolution:

Annual Approval Of The Warren County Board Of Developmental Disabilities Succession Plan.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities has an approved succession plan, and

Whereas, the By-Laws require annual review and approval to prepare for future leadership of the agency.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves the attached succession plan in order to be prepared for the future of the agency.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-06

Date of Resolution: 01-24-11

Topic of Resolution: Annual Approval Of The 2011 Accessibility Plan.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities is responsible for creating and implementing an accessibility plan that addresses the needs of the individuals served, its personnel, as well as other stakeholders, and

Whereas, the Annual Action Plan Committee worked to identify various accessibility barriers as identified in CARF standards which include the areas of:

- Architectural
- Environmental
- Communication
- Attitudinal
- Transportation
- Financial
- Employment

Whereas, the attached plan was created by the Annual Action Plan Committee.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves the 2011 Accessibility Plan as submitted.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-07

Date of Resolution: 01-24-11

Topic of Resolution:

Annual Approval Of The Warren County Board Of Developmental Disabilities By-Laws.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities is governed by its By-Laws, and

Whereas, the By-Laws require annual review and approval.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves the attached By-Laws.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-08

Date of Resolution: 01-24-11

Topic of Resolution: Annual Approval Of The Warren County Board Of Developmental Disabilities Personnel Policy Manual.

RESOLUTION

Whereas, in accordance with the Board By-Laws, the Warren County Board of Developmental Disabilities Personnel Policy Manual will be reviewed and approved annually, and

Whereas, all policies have been reviewed by the Board.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves the Personnel Policy Manual.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-09

Date of Resolution: 01-24-11

Topic of Resolution: Approval Of Board Member Reimbursements.

RESOLUTION

Whereas, Board Members have incurred reimbursable expenses.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities authorizes the approval of the following travel reimbursement for the month of December 2010 and the total \$182.95 be added to the year-to-date expenses.

Eugene Rose	December - \$182.95
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Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-10

Date of Resolution: 01-24-11

Topic of Resolution: Approval of Payment of Medicaid Waiver Match Funds To Southwest Ohio Council Of Governments.

RESOLUTION

Whereas, Ohio Revised Code requires, under Section 5126.0511, that county boards of Developmental Disabilities pay the non-federal share of Medicaid expenditures for individuals enrolled on the Individual Options Waivers and Level One Waivers allocated to the county board of developmental disabilities, and

Whereas, the budgeted amount for individuals who have been enrolled on these waivers is **\$5,700,000.00** in local funds, to be transferred to the Ohio Department of Developmental Disabilities. The Warren County Board of Developmental Disabilities opts to make payment via the Southwest Ohio Council of Governments to pay the non-federal share of the Individual Options and Level One Waiver Match for the third and fourth quarters of State Fiscal Year 2011, and first and second quarters of State Fiscal Year 2012, and

Whereas, this payment represents an ongoing commitment of the Warren County Board of Developmental Disabilities, and

Whereas, the Board is also required to pay the non-federal share of Medicaid expenditures related to Targeted Case Management (TCM) functions prior to being reimbursed the full rate, and

Whereas, the budgeted amount due for the third and fourth quarters of State Fiscal Year 2011 and first and second quarters of State Fiscal Year 2012 for TCM match is **\$300,000.00**.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities authorizes the Superintendent to pay the amount of **\$6,000,000.00** to the Southwest Ohio Council of Governments to be distributed to the Ohio Department of Developmental Disabilities via the Treasurer, State of Ohio, for the purpose of funding the Individual Options Waivers and Level One Waivers and Targeted Case Management.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-11

Date of Resolution: 01-24-11

Topic of Resolution: Approval of Operational Transfers.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities pays for vision and dental insurance for employees out of Fund 635, and

Whereas, money is needed in Fund 635 to pay for the vision and dental claims, and

Whereas, appropriations have been made in the 2011 budget to account for this transfer, and

Whereas, the Warren County Board of Developmental Disabilities must authorize the transfer of funds from the Board of Developmental Disabilities General Operating Fund – Fund #205 into the Board of Developmental Disabilities Self Insurance Fund – Fund #635.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities authorizes the approval of the following operational transfer to meet the needs of the agency.

Transfer From	Transfer To	Amount
205-6710-997-9000	635-9000-999-9000	200,000.00

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-12

Date of Resolution: 01-24-11

Topic of Resolution: Approval Of Closing Fund 204, Transfer Of Fund Balance To 205.

RESOLUTION

Whereas, as a result of State Fiscal Year Budget Bill for 2008/2009 combining all Ohio Department of Developmental Disabilities into one consolidated amount and therefore eliminating the requirement for the local County Board to maintain a separate Supported Living Fund, and

Whereas, this change will have no effect or impact on those individuals receiving supported living services, and

Whereas, the amount to be transferred to fund 205 shall be determined by the actual cash balance as of 12-31-2010 (\$192,775.53, per Warren County Auditor reports).

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves and requests that the Warren County Commissioners approve the closing of the Supported Living Fund (204) and move the \$192,775.53 balance into the General Fund (fund 205) for the future use in supporting individuals living in the community effective January 1, 2011.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-13

Date of Resolution: 01-24-11

Topic of Resolution: Approval Of Rate Increase For Substitute Adult Service Providers.

RESOLUTION

Whereas, substitute Adult Service Providers typically earn the same rate of pay as Step 0 on the full-time Adult Service Provider pay scale, and

Whereas, step 0 of the full-time Adult Service Provider pay scale increased to \$11.41 effective January 1, 2011, and

Whereas, the financial condition of the Warren County Board of Developmental Disabilities does allow room for a rate increase for substitute Adult Service Providers.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities authorizes the approval of an hourly rate increase to \$11.41 for all substitute Adult Service Providers effective January 31, 2011.

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



**WARREN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
BOARD RESOLUTION**

Resolution Number: 11-01-14

Date of Resolution: 01-24-11

Topic of Resolution: Approval Of Salary Increase For Employees With Masters Degrees.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities encourages their employees to further their education, and

Whereas, some of the positions at the Warren County Board of Developmental Disabilities require the employee to have a Bachelor's Degree, and

Whereas, the Warren County Board of Developmental Disabilities would benefit from having employees with a Masters Degree in some of these positions.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities authorizes the approval of a \$2,500 (prorated based upon \$3,000 for 12 month position) annual salary increase from their appropriate salary schedule step for employees with a Masters Degree in the following position, subject to proof of completion with official transcripts from the college or university:

Early Intervention Specialist – 10 month

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities