

Scioto County Board of DD Meeting Minutes for October 18, 2012 at The Vocation Station

5:00 PM approximately

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President J. Michael Thoroughman, Recording Secretary Stephanie Childers, Klaire Purtee, Jeff Kleha, William Rockwell, Jr., and Richard L. Bolin.
2. **Agenda:** Superintendent Jim Krumer requested that the Family Directed Services Contract under 'New Business' be changed to a Supported Living Contract and that the personnel policy regarding employee discipline be eliminated from the agenda that was sent to the Board in advance of the meeting. Also, a resolution regarding a Choice Housing, Inc. property needed to be added under 'Miscellaneous'. Mr. Rockwell made the motion to amend the agenda as requested. Mr. Kleha seconded. The motion was approved unanimously.
3. **Expenses:** Director of Finance Matt Purcell reporting
Mr. Purcell reviewed the expenditure and revenue reports with the Board. Then and Now statements and the docket of expenses were also given to the Board for signature. Mr. Thoroughman made the motion to approve Mr. Purcell's report. Mr. Bolin made the second. The motion was approved unanimously.
4. **Minutes:** Mr. Thoroughman made the motion to approve the minutes of the September meeting as received. Mrs. Purtee offered the second. The motion was approved unanimously.
5. **Superintendent's Report:** James C. Krumer reporting
 - A. Mr. Krumer began with a brief overview of his month's activities including some of the people he's met, meetings he's attended and operational details he's been studying.
 - B. The Board's policy manual states that all policies will be reviewed annually by the Board. Mr. Krumer sought direction in how to achieve this. There was some discussion but ultimately it was decided that the bulk of the policies would be reviewed at the January organizational meeting and others needing more in-depth revision would be brought to the Board throughout the year.
 - C. The annual meeting of the members of the Ohio Association of County Boards will be held December 5 in Columbus. There are five resolutions that the membership will be asked to consider. These have been given to the Board. At next month's meeting, the Board can expect to select a delegate and an alternate, and also to vote on the resolutions. The results of this voting will determine how the delegate will vote at the Assembly.

Mike Thoroughman is a candidate for a position on the Association's Board of Trustees. This election will also be held as part of the Delegate Assembly.
 - D. Mr. Krumer reminded Board members that Board-related emails sent even using private email accounts are public records and must be maintained in a way that will allow them to be easily retrieved and readily available for review in the event of a public records request. It is each individual's responsibility to maintain these records when using

personal accounts. The Board members have the option of using a Board email account which would keep Board-related emails accessible to in-house staff.

Mr. Krumer will be seeking guidance from the County Prosecutor's office regarding text messages as public records.

- E. Program directors are expected to attend the monthly board meetings. Mr. Krumer was interested in securing two months a year when the directors could take vacations without missing board meetings. After some discussion with the Board, the consensus was that Mr. Krumer could handle this administratively rather than limiting scheduled boards meetings to 10 per year.
- F. Although ORC 5126.022 ensures that the superintendent is the sole appointing authority for every other employee of the Board, more than one board member has expressed an interest in participating in the hiring process. In an effort to be responsive, Mr. Krumer opened the issue to discussion. All the Board members had an opportunity to weigh-in on the topic, but at the close it was agreed that this issue should be revisited in January at the organizational meeting. This is to be part of a larger discussion on the roles of board committees, as personnel committee members are logical choices to participate in the hiring process, if that is the ultimate decision.

6. Program Reports: These were sent to the Board in advance of the meeting.

7. Old Business: None

8. Committee Reports: None

9. New Business:

- A. A supported living contract was before the Board. There were no known conflict of interests. This was a special contract to provide transition services to an individual returning to our county following institutionalization. Mr. Rockwell made the motion to approve the contract with the stipulation that the costs not exceed \$10,000. Mrs. Childers seconded. The motion was approved unanimously.
- B. Therapy Contract: The contract was with Cynthia Kayser who has been providing services to our students for the past 12 years. There was a rate increase involved and some discussion ensued before Mr. Thoroughman made the motion to approve the contract with the rate increase and a correction to the document's end date. Mr. Bolin seconded. The motion was approved unanimously.
- C. Policy states that the Board will determine the rate at which mileage is reimbursed to staff. Currently, the rate is \$0.50. The US Internal Revenue Service allows up to \$0.55 per mile. Mr. Krumer proposed a resolution which would raise the Board's reimbursement rate to match that of the IRS immediately and to continue to do so in

the future, should the IRS rate change. Mrs. Childers made the motion to adopt the resolution. Mrs. Purtee seconded. The motion was approved unanimously.

- D. As discussed at the last meeting, Mr. Krumer feels the agency is vulnerable because it only has one maintenance person and this person is set to retire within a few years. To resolve this, Mr. Krumer proposed that the Board promote the current 'custodian' to Maintenance Repair Worker III and create a new position of Maintenance Repair Worker II. To centralize the management of these positions, they would both report to the Director of Finance rather than to any specific building authority. An illustration had been prepared for the Board to view. Mr. Bolin made the motion to approve the superintendent's proposed changes to the Table of Organization. Mrs. Purtee seconded. The motion was approved in a unanimous vote.
- E. Board Policy Section 3.07 – Policy Adoption was before the Board to be amended. The most significant change in Mr. Krumer's draft is the elimination of the requirement that the Board conducts three readings for each new policy and policy amendment before it can be approved. That change would begin with this policy. Mr. Purtee made the motion to amend the policy as received. Mrs. Childers seconded. The motion was approved unanimously.

10. Miscellaneous: To maintain an interest in the properties owned by Choice Housing, Inc., the Board holds the first mortgage on them. The decision has been made to sell the non-profit's property at 643 Eighth Street, but first the Board must relinquish its mortgage. A resolution had been prepared to this effect. Mr. Thoroughman made the motion to adopt the resolution. Mrs. Childers seconded. The motion was adopted in a unanimous vote.

11. Comments from the Floor:

- A. It was noted that the Board had been voted the second best employer in Scioto County in a *Portsmouth Daily Times* poll.
- B. Keith Boyd, newly minted Maintenance and Repair Worker III, thanked the Board for his new title and the help he is anticipating from the new MRW II position.

12. Adjournment: The meeting adjourned at 6:20 on a motion made by Mr. Kleha and seconded by Mr. Bolin.

Prepared by Margaret Compton

Submitted by

Stephanie Childers, Recording Secretary