

Scioto County Board of Developmental Disabilities
Regular Board Meeting Minutes
February 15, 2018

STAR, Inc. @ 4:45 P.M.

Vice President J. Michael Thoroughman called the meeting to order at 4:45 P.M.

The Board offered a moment of silence for those affected by the Florida school shooting tragedy.

Prayer & Pledge – Richard Bolin

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, C. William Rockwell Jr., Richard Bolin, and Cindy Gibson.
2. **Agenda:** Mr. Purcell asked to add an Executive Session to the agenda - *in accordance with ORC 121.22 Public Meetings – Exceptions (G) (1), the Board will enter into executive session to consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee(s) or official.* Mr. Purcell also stated there had been a very small revision in Item 9B # 2 – Probationary Periods, after the Board packets were sent out. The Board received the updated policy at the meeting. There were no objections.
3. **Minutes:** Minutes for the Ethics, Organizational and Regular Board meetings, all conducted on 1/18/18, were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

Following approval of the Minutes, a Proclamation honoring Cindy Newman, RN at STAR, was read by Mr. Purcell. The Board thanked Mrs. Newman for her service to the ADS/STAR Program. Mrs. Newman stated she was fortunate to have had the opportunity to see some individual's progress from toddlers at the Carousel Center, students at VRS, to adults at STAR workshop, and follow them throughout each phase of their lives. Mrs. Newman thanked the Board for the Proclamation.

4. **Expenses and Fiscal Report:** Interim Finance Director Lynne Webb reporting. . Mrs. Webb thanked the Board for signing twelve *Then and Now Certificates* and four *Moral Obligations*. She noted the General fund balance for January started with slightly over \$3.16 million and ended with just over \$2.40 million after deposits and expenditures. Mrs. Webb stated the January expenditures were slightly elevated due to the annual and quarterly bills, as well as the first payment to the Health Reimbursement Account (HRA) deposit. She also noted the expenditures report showed payment for the recent chimney repairs, but the majority of that money had already been reimbursed by the insurance company. There were no questions. Mr. Rockwell made a motion to accept the written and oral report and it was seconded by Mr. Barnett. The motion carried unanimously.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Mr. Purcell stated he was continuing to meet with officials of public organizations to maintain and build positive relationships between them and SCDD, and had recently met with Dr. Fuller

from Scioto County Children's Services. Mr. Purcell's written report had updated information on HB245. The bill contained language that would allow Boards of DD's with schools to obtain previously non-accessible facility dollars for renovations and repairs. He explained the bill was currently in Conference Committee, but unfortunately is doubtful it will pass. He added it is possible that particular portion of HB245 could be attached to a related bill if the same language could be applied. Mr. Purcell informed the Board of a new website regarding Medicaid waiver lists. The fixthelist.info site has simplified, user-friendly terminology and explanations of waiver rules to help people understand rules and processes of receiving a waiver. Mr. Purcell updated the Board on the roofing projects at VRS and STAR. He stated the certification walk on both roofs has been rescheduled due to rain and extreme cold, but should be completed very soon. He also noted there had been a couple of leaks in both roofs but it had not been determined if it was actually the roof leaking or another issue, and would be looked at Friday. After discussion, Mr. Bolin made a motion to accept the written and oral report and it was seconded by Mr. Kleha. The motion carried unanimously.

6. **Program Reports:** The Program Reports were submitted to the Board Members prior to the meeting. Mr. Thoroughman thanked the Director's and Community Relations Coordinator for their reports. Mr. Barnett made a motion to accept the reports and it was seconded by Mr. Arnett. The motion carried unanimously.

SSA Director Chad Phipps expressed his appreciation to the Board for approving the necessary funding for the renovation of the new SSA offices. He invited the Board to check out the offices in room 201 to see the progress. He added Crossroads Construction had done a very professional job with the renovations, and he was very pleased with the result.

7. **Old Business:** Discuss Board in-service training options. Mr. Purcell stated he would like to keep this topic on the agenda until the Board agrees on a date/time/subject for trainings. It is mandatory each member complete four hours of training each year; two of which can be webinars and the other two in traditional training settings. Mr. Purcell noted four topics had been identified for 2018 in-service trainings; (1) Supportive Technology (2) HCBS Waiver Waiting List (3) Key Statewide Data and the Data Warehouse and (4) Cash Projections Tools. After discussion, it was agreed May would be the most convenient month for a traditional training to be done on the same day as the Board meeting. It was also noted the *Waiver Waiting List* and *Cash Projection Tools* topics be considered for the trainings. Mr. Purcell stated he would seek presenters for the training and update the Board when confirmed.
8. **Committee Reports: Ethics Committee** – J. Kleha, Chair. The Committee met at 4:30 P.M. to discuss one Direct Service contract. There were no conflicts found and Mr. Kleha made a motion to approve the contract. It was seconded by Mr. Barnett and carried unanimously.

9. New Business:

A. Recommend approval of a Resolution regarding the Cash Conversion Plan for contracted management employees. This Resolution contains a conversion plan allowing those contracted management employees who wish to voluntarily convert portions of their unused, accumulated vacation leave into cash, and to be considered earnable so it will affect their final salary through PERS. The motion to adopt the Resolution was made by Mr. Kleha and seconded by Mr. Rockwell. The motion carried unanimously.

B. Recommend approval of the following revised policies:

1. Policy 2.22 (Current number 10:16 BPM) – *Fees For Services to Eligible Individuals*. Title changed from *Policy/Procedures for the Identification and Collection of Fees from Third Party Payers for Services to Eligible Individuals*; Update policy on most recent rules.
2. Policy 3.02.10 – *Probationary Periods*. Remove transferred employees from the policy based on new rule interpretation from Steve Postalakis.
3. Policy 5.09 – *Targeted Case Management Services*. Add in requirements from Medicaid section of ORC.
4. Policy 5.11 (Current number 8.02 BPM) – *Family Directed Services*. Update policy based on rule changes.

C. Recommend abolishment of the following policies:

1. Section 10:19 – *Habilitation Center Policy* as the language and rule citations are outdated. Pieces of this policy have already been updated and incorporated into other policies.
2. Section 8:20 – *Enrollee Missing From Facility Policy* as it will become a procedure customized to each facility and/or service provider.

Mr. Kleha made a motion to approve the four revised policies and abolish the two recommended policies collectively. Mr. Barnett seconded the motion and it carried in a unanimous roll call vote.

D. The Board received the updated 2018 Board Member Reference Manual with the following revised sections:

1. Section 3: Supporting People with Developmental Disabilities
2. Page 6-6: New levy filing requirements
3. Page 6-14: Updated *Waiver Types and Services* table
4. Section 7: Employment Powers of County Boards
5. Pages 8-2 and 8-3: Updated example - Board member eligibility declaration.

Mr. Kleha made a motion to accept the 2018 manual and it was seconded by Mr. Bolin. The motion carried unanimously.

E. Recommend approval of the Choice Housing contract. Mr. Purcell stated the Board had outsourced the Choice Housing program several years ago to a

specialized group managed by Ken Reed. It was noted this past fiscal year, Mr. Reed accessed \$80,000 in capital improvement funding to use for renovations of Choice Housing residences. Mr. Purcell stated Mr. Reed had requested a small increase of \$6000 in the new contract. After discussion, the contract was approved in a motion made by Mr. Kleha and seconded by Mr. Rockwell. The motion carried unanimously.

10. **Other:** Mr. Bolin started a discussion regarding safety procedures in the buildings. With the recent school shooting in Florida, he wanted to emphasize the importance of safety in the buildings and regular safety drills. Mr. Purcell stated he and VRS Principal Guthrie had already been talking about putting together a formal “Safety Committee” and getting the evacuation and active shooter drills back on track. Mr. Purcell commented he felt the VRS building eliminated almost all unwanted entry issues with a main entrance receptionist, who controls visitor access. There was further discussion regarding safety in both VRS and Carousel Center.
11. **Comments from the floor:** Speakers are required to state their name and address for the record. Additional speaking rules are on the back of the public agenda. There were no comments from the floor.
12. **Executive Session** – *In accordance with ORC 121.22 Public Meetings – Exceptions (G) (1), the Board will enter into executive session to consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee(s) or official,* the Board entered into Executive Session at 5:30 P.M. on a motion made by Mr. Barnett and seconded by Mr. Rockwell. The motion carried.
13. The Board reconvened to regular session at 5:44 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Barnett. The motion carried unanimously. No action was taken.
14. **Adjournment:** On a motion made by Mr. Rockwell and seconded by Mr. Thoroughman, the Board adjourned at 5:45 P.M. The motion carried.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Respectfully Submitted by:
Michael Arnett
Recording Secretary