

Scioto County Board of Developmental Disabilities
Board Meeting Minutes
February 21, 2019

STAR, Inc. @ 5:05 P.M.
Prayer & Pledge - Cindy Gibson

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, Richard Bolin, Cindy Gibson, C. William Rockwell, Jr. and Jeffrey Kleha
2. **Agenda:** Superintendent Matt Purcell requested an additional item be added under #7 New Business – Review revised Policy 4.12 – ***Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare and Continuous Quality Improvement.*** There were no objections.
3. **Minutes:** Minutes for the Nominating Committee, Ethics Committee, Organizational Meeting and Regular Board meetings, all conducted on 1/17/19 were approved collectively in a motion made by Mr. Bolin and seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Finance Director Lynne Webb reporting. Mrs. Webb thanked the Board for signing numerous *Then & Now Certificates* and *Moral Obligations*. She stated January’s general fund started with slightly over \$3.7 million, and ended with just over \$3.5 million after revenue and expenditures. There were no questions or comments. Mr. Rockwell made a motion to accept the oral and written reports and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
5. **Superintendent’s Report:** Superintendent Matt Purcell reporting. Mr. Purcell commended the Board, staff and administrative team for their dedication and support. He stated he had nothing more to add, but would be clarifying a couple of items in his report under *New Business*. Mr. Barnett expressed his appreciation to Mr. Purcell for routinely discussing the Board agenda with him in advance. Mr. Thoroughman made a motion to accept the written and oral report and it was seconded by Mr. Rockwell. The motion carried unanimously.
6. **Program Reports:** The Program Reports were submitted to the Board Members prior to the meeting. Mr. Barnett thanked the Director’s and Community Relations Coordinator Lori McNelly for their reports. There were no questions or comments.
7. **New Business:**
 - A. **Status Update on progress of STAR privatization:** STAR Board members Jenny Lavender, Klaire Purtee, and Tom Stiverson were in attendance, as well as STAR CEO Kelly Hunter and Finance Manager Linda Woods-Jones. It was suggested by Mr. Barnett that the two Boards meet periodically to stay informed of STAR’s progress with the privatization. Mr. Purcell added he felt STAR was

doing very well in all phases, including finance management and maintaining the same quality and level of service for individuals. He confirmed with Mr. Hunter that the funding pledged from the Commissioners for the STAR bathroom project had been received, and he would meet with STAR soon to go over their portion of the costs. Mr. Hunter reiterated his gratitude for the Commissioners generous donation.

Mr. Hunter thanked the SCDD and STAR Board for their assistance in ensuring the privatization transition went smoothly. He stated 95 individuals currently attended Day Hab, and 70 individuals participated in Community Employment, with the majority using STAR as their transportation provider. He informed the Board that STAR had been audited by the state of Ohio and no cites or recommendations were given. He added STAR had its first independent accreditation with only two cites, and a plan of correction had already been submitted and approved. Mr. Hunter thanked Mr. Barnett and the Board for their support, wisdom and foresight in recognizing what was in the best interest of the individuals served.

The STAR Board members in attendance all agreed the privatization was proving to be a successful and positive endeavor.

- B. **Review the 2019 Annual Action Steps:** The Board members were given a copy of the *Strategic Goals and Annual Action Steps* at the meeting. Mr. Purcell explained SCDD is currently in the third year of a three-year Strategic Plan implemented in 2017. He stated the Plan is broken down into steps that serve as guidelines to meet the annual goals. Mr. Purcell noted the mission and goals have remained the same but how the goals are achieved had been revised with measurable action steps to allow progress to be visibly documented.
- C. **Recommend changing Sharon Malone’s title from “Teacher’s Aide” to “Cafeteria Worker I”:** This topic will be covered in the Personnel Committee report.
- D. **Review revised Policy 4.12 – Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare and Continuous Quality Improvement.** Mr. Purcell explained the policy was brought up to date with the Ohio Administrative Code changes effective 1/1/19. In order to stay in compliance, MUI trainings reflecting the new rule must be completed by April, 2019. The Board was asked to take the policy home for further review, and it would be on the agenda for approval at March’s meeting.

8. Committee Reports:

- A. **Personnel Committee** – R. Bolin, Chair. The Committee met at 4:00 P.M. prior to the Board meeting. Chairman Richard Bolin stated the Committee recommended eliminating one Teacher’s Aide position and adding one Cafeteria Worker I position to the Table of Organization. A current

employee's title will change from Teacher's Aide to Cafeteria Worker I when the Board approves the change. Mr. Rockwell made a motion to approve the recommendation and it was seconded by Mr. Barnett. The motion carried unanimously.

Another recommendation from the Personnel Committee was made by Mr. Rockwell. The Service and Support Administration (SSA) Department currently ranks second overall in the total number of individuals served out of the 14 local reporting Ohio counties. They rank fifth for having the highest average caseload per SSA, serving 443 individuals overall with 267 waivers, and that number is expected to consistently increase. Mr. Phipps explained that over the last six years there has been an average annual increase of nearly 10% in individuals served. The Committee agreed reducing the current average caseload of 32 down to 30 could prove beneficial in reducing the high level of turnover among the SSA's. Following discussion regarding the cost of hiring additional staff, Mr. Rockwell made a motion to create two *SSA Lead* positions (filled internally), who would report to the SSA Manager. The two vacated SSA positions would also be filled, reducing caseloads to the recommended totals of 30. Mr. Thoroughman seconded the motion, and it carried in a unanimous roll call vote. It was also noted that with the inevitable increase of Individuals and waivers, it would be necessary to revisit this situation after reviewing the new hires effect on the caseloads.

- B. Ethics Committee** – J. Kleha, Chair. The Committee met at 4:30 P.M. to discuss two Direct Service contracts. There were no conflicts found. Mr. Kleha made a motion to approve the contracts and it was seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.
- 9. Old Business:** Board In-Service Training Update. Mr. Purcell stated DoDD Director Davis had revealed he was allowing the Superintendents to determine the Board training topics for 2019. Mr. Purcell added that at this time, the topics would be as follows: (1) Budget Forecasting (2) New MUI/UI Rule and Responsibility of Board members as Mandated Reporters, (3) Current Status of Vocational Habilitation (4) Proposed Changes to Non-Medical Transportation. The Board agreed to continue the format used last year of one two-hour group training, and two one-hour group trainings. After brief discussion, the Board agreed the first two-hour training would be conducted in June. The Board members were asked to contact Mr. Purcell if they had any special requests for trainings, and he stated he may have additional training topics to report at the next meeting.
- 10. Other: None**
- 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.

SSA Director Chad Phipps was recognized. He stated there were some SSA candidates that had originally applied for a position, but nothing was open at the time. It was

affirmed he could contact those candidates to see if they were still interested in an SSA position. It was noted the SSA Lead positions will be filled internally.

14. **Adjournment**: On a motion made by Mr. Thoroughman and seconded by Mr. Rockwell, the Board adjourned at 5:25 P.M. The motion carried.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Respectfully Submitted by:
Michael Arnett
Recording Secretary