

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

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

President Rodney Barnett called the meeting to order at 4:45 P.M.

Prayer & Pledge – Cindy Gibson

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, C. William Rockwell Jr., Jeffrey Kleha and Cindy Gibson. Recording Secretary Michael Arnett and Richard Bolin joined the meeting soon after it was in progress.
2. **Agenda:** Mr. Purcell requested the recommended approval of an additional bus route be added after the introduction of Transportation Manager Karin Campbell. There were no objections.
3. **Minutes:** Minutes for the Ethics and regular Board meetings, both conducted on 2/15/18, were approved collectively in a motion made by Mr. Kleha and seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Finance Director Lynne Webb reporting. The Board signed three *Then and Now Certificates*. Mrs. Webb stated the General fund balance for February started with slightly over \$2.4 million and ended with just over \$1.7 million after revenues and expenditures. She added next month should show a higher ending balance due to the deposit of levy tax dollars. Mr. Barnett mentioned the newspaper article announcing Mrs. Webb's promotion to Finance Director, and she thanked the Board for the opportunity. There were no questions. Mr. Thoroughman made a motion to accept the written and oral report and it was seconded by Mr. Rockwell. The motion carried unanimously.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. He thanked the Administrative Team and all the staff for their hard work on a daily basis. He elaborated on the following from his written report:
  - A. Mr. Purcell summarized the first chapter of the 2018 Board Member Reference Manual, including the Board's role, history and changes in DD being seen across the state. The Board agreed that reviewing one chapter per month was a good way to refresh their knowledge of the manual.
  - B. He informed the Board that HB 413 is currently in legislation because it contains language that affects the way OPERS is applied to the wage of non-teaching, full time nine-month employees. OPERS discontinued the practice of applying PERS during the summer months when those employees were not working. Mr. Purcell stated it looked favorable that the Bill would pass and allow PERS to be applied during those summer months, as it had done previously. He said he would keep the Board updated on the progress.
  - C. Mr. Purcell stated an addendum had been added to the *Request For Proposal (RFP)* for the parking lot project, as the potential vendor's estimates to complete the job were not within 10% of the proposed estimated cost. The addendum allows greater flexibility in accepting bids on the project. A recommendation to approve the bid for the parking lot project is being presented under New Business, 9B.

Following Mr. Purcell's report, Karin Campbell, who is returning as General Manager of Petermann/National Express Transportation, was introduced. Mr. Purcell noted that Mrs. Campbell had a long history in various capacities with SCDD. Mrs. Campbell stated she has a fantastic staff and assistant, and was happy to be back in her former position. She informed the

Board some routing changes had been made to better accommodate one of the students, and would go into effect March 16, pending Board approval. The Board welcomed Mrs. Campbell.

**Recommend approval of additional bus route:** Mr. Purcell stated over the last few weeks there had been a concern with a student regarding their time spent on the bus when being transported to and from school. SCDD Policy 5.05 – Non-waiver Transportation #E-4 states *Individuals eligible for a county board program shall not travel in a vehicle on a regularly scheduled route more than ninety minutes one way on any day.* This student is very close to this allotted time, and is at risk for exceeding that time should any type of delay or unforeseen issue occur. Several meetings were held to figure out the best and most cost effective solution. It was agreed an additional route was needed, at a cost of \$470 per day, or an estimated \$16,000 to \$17,000 for the remainder of the school year. The routes will be reassessed before next school year to determine if the additional route is still necessary. After discussion and questions, Mr. Rockwell made a motion to approve the route and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

6. **Program Reports:** The reports were submitted to the Board prior to the meeting. Mr. Barnett thanked the Directors and Community Relations Coordinator for their reports. Community Relations Coordinator Lori McNelly reminded the Board about the Hardwood Heroes Basketball Game on April 7.
7. **Committee Reports: Ethics Committee** – J. Kleha, Chair. There was no Ethics Meeting this month.
8. **Old Business:** Update on Board in-service training options. Mr. Purcell stated Randy Beech will be here on May 17 for the first training. Mr. Beech will review all four mandatory training topics - (1) Supportive Technology (2) HCBS Waiver Waiting List (3) Key Statewide Data and the Data Warehouse and (4) Cash Projections Tools. The Board agreed to a two-hour training with Mr. Beech, leaving two additional hours to be completed before the end of the year. Mr. Purcell noted webinars may no longer be an option, so traditional trainings would need to be arranged to complete the required four hours. Possible topics will be discussed at a future meeting.
9. **New Business:**
  - A. **Recommend approval of the following revised policies:**
    1. Policy 2.03 – Federal Funds – *Adding SELF waiver; other minor revisions*
    2. Policy 2.04 – Public Records – *Update to match most recent law change*
    3. Policy 3.01.06 – Personnel Policy Definitions – *Updating to match recent policy changes*
    4. Policy 3.02.12 – Position Assignment – *Amendments correlate to new interpretation by Steve Postalakis*
    5. Section 7.03 BPM – Supported Living Quality Assurance – *Updating the policy based on the most recent rule*
    6. Section 8.16 BPM – Supported Living Policy – *Updating policy based on rule changes; correcting typos.*Mr. Thoroughman made a motion to collectively approve the six revised policies and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote. Mr. Purcell thanked SSA Director Chad Phipps for his extensive work on the SSA policies.

**B. Recommend approval of the bid for the parking lot project:** Mr. Purcell informed the Board he had received a recommendation from Mark Holsinger (TSHD Architects) regarding the STAR parking lot project. From the four bids received, they recommended the contract be awarded to Allard Excavation, LLC whose base bid was \$123,650, which is under the proposed estimate of \$135,000, and also the lowest bid submitted. There were several questions from the Board regarding the number of parking spots being created and potential damages to the STAR building during the parking lot expansion. Mr. Arnett noted the Board had previously discussed the need for the additional parking spaces because of safety concerns with loading and unloading the buses as it created a highly congested parking area. Mr. Purcell clarified with Mrs. Campbell that the safety issue had since been resolved with the separation of student and adult buses. She stated the buses now use two different entrances/exits and loading areas, which alleviated the congestion in the lot. With the parking lot no longer a potential safety risk, the Board discussed other options for utilizing the revenue that may be of more benefit to the individuals. ADS Director Kelly Hunter stated the restrooms in the STAR building were in serious need of renovations. He added there had been some work done on them recently and he had obtained an estimated cost of approximately \$85,000 to update all the restrooms. Mr. Rockwell made a motion to table giving approval on the bid until they have discussed possible alternatives and costs for utilizing the funds. The motion was seconded by Mr. Arnett and carried in a unanimous roll call vote.

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.

Mrs. Campbell thanked the Board for approving the additional bus route.

12. **Adjournment:** On a motion made by Mr. Thoroughman and seconded by Mr. Bolin, the Board adjourned at 5:23 P.M. The motion carried.

Minutes Prepared by:  
Carla Nelson-White  
Board Clerk

Respectfully Submitted by:  
Michael Arnett  
Recording Secretary