

Scioto County Board of Developmental Disabilities
Regular Board Meeting Minutes
January 21, 2016

STAR, Inc. @ 6:30 P.M.

Prayer/Pledge: Richard L. Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice President J. Michael Thoroughman, Jeffrey Kleha, C. William Rockwell, Jr., Richard L. Bolin and Michael Arnett.
2. **Agenda:** Superintendent Julie Monroe asked to add the Annual Action Plan 2016 under #9- New Business. There were no objections.
3. **Minutes:** Minutes for the Regular Board and Ethics Committee Meetings, both conducted on 12/17/15, and an Officer Nominating and Finance Committee Meeting, both conducted on 1/18/16, were approved collectively on a motion made by Mr. Kleha and seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Director of Finance Matt Purcell reporting. Mr. Purcell thanked the Board for signing numerous *Then and Now Certificates* and *Moral Obligations*. He explained the months of January and February typically had more signatures required because of the year to year carryover. He also expressed his appreciation to the staff in the business office, specifically Lynne Webb, for the extra work in preparing the documents. There were no questions or comments. Mr. Thoroughman made a motion to accept the written and oral report as it was presented and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Monroe reporting. The Board Members received a copy of the report prior to the meeting. Mrs. Monroe elaborated on a few key points in her written report:

Update on the SCBDD contract with the South Central Ohio Educational Service Center (ESC) regarding 1:1 personal aides. After further discussions with the ESC, it was decided that the contract would not go into effect until the 2016/17 program year to avoid changing mid-year. Additionally, a component of the contract would be the ESC assuming employment of all current 1:1 personal aides. Since it will occur in the summer there should be less disruption of service to individuals, and more time for the ESC to properly transfer the employees. In the meantime, Mr. Purcell is gathering information for the ESC regarding the current 1:1 aides, and Mrs. Monroe will be meeting with the local Superintendents in February.

Independent providers receiving overtime pay. As of January 1, 2016, DODD began paying overtime for independent providers working over 40 hours per week, per a Department of Labor (DOL) Rule mandating overtime for home care workers. While most in our system do not understand how independent providers are considered eligible for overtime, it is the ruling thus far by DOL that they are eligible.

DODD Director John Martin has assured County Boards that the department will pay the overtime costs for the remainder of the biennium. Right now, County Boards have no obligation to monitor the overtime of local providers, but should become aware of who is currently doing so in their counties. While it is unclear how this will impact County Boards and services provided to individuals, the Department is working on a rule that will provide some clarity about responsibilities and monitoring.

STAR progress on privatization. The STAR Board is currently working on developing needed documents so that certification as a provider of HCBS waiver services can be obtained through the Ohio Department of DD. The Board will need to show that it has by-laws and operates as a governing board rather than an advisory board. Kelly Hunter answered questions on the progress and other issues pertaining to recent changes on the STAR Board.

Mr. Kleha made a motion to accept the oral and written report as presented, and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

6. **Program Reports:** The Program Reports were submitted to the Board Members prior to the meeting. Mr. Rockwell commended Community Relations Coordinator Lori McNelly on the SCBDD newsletter. There were no other questions or comments.

7. **Old Business:** None

8. **Committee Reports:**

A. **Ethics Committee – J. Kleha, Chair.** The Ethics Committee met 1/21/16 at 5:45 P.M. to discuss 58 direct service contracts. There was no conflicts found and a recommendation was made to approve the contracts as presented. Mr. Kleha made a motion to approve the contracts and it was seconded by Mr. Barnett. The motion carried in a unanimous roll call vote.

B. **Officer Nominating Committee – R. Bolin, Chair.** The Nominating Committee met 1/18/16 at 3:38 P.M. to recommend a slate of officers to present to the Full Board. Mr. Bolin had nothing to add to the recommendations/minutes. The Officers were voted in during the Organizational meeting.

C. **Finance Committee – M. Thoroughman, Chair.** The Finance Committee met 1/18/16 at 3:55 P.M. The Committee made the following three recommendations to the full Board:

1. Approve the 2016 Budget

2. Approve the five-year Forecast
3. Approve the updated 2016 salary schedule. This includes an increase in the substitute teacher's daily rate to \$95.00 and up to \$100.00 after ten straight days of work.

There was a brief discussion regarding the recommendations. Mr. Thoroughman made a motion to accept the three recommendations, and it was seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

9. New Business:

A. Submit the following contracts for approval for 2016

1. SOCOG for MUI and SSA Services. Mrs. Monroe explained that SOCOG provides the Board with various services including investigative agent, certifications, payee, etc. A motion was made by Mr. Bolin to approve the Superintendent to enter into a contract for 2016 and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
2. MEORC for Payee Services. Mrs. Monroe stated MEROC provides an invaluable service to the individuals, and their rates have remained the same as the prior contract. Mr. Bolin made a motion to approve the MEORC contract and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

B. Board Member Declarations – Although these forms are completed by perspective Board members, Mrs. Monroe asked that Board members complete these annually to document continued eligibility to serve on the Board per ORC 5126.022-023.

C. Board Member In-Service Training Plan – In accordance with Rule 5123:2-1-13, Mrs. Monroe stated she received the topics for two of the four required hours of Board member in-service and will forward the information and links to the Board members when available. Additionally, the Superintendent and Board members are to develop a plan on how to obtain the other two mandated hours. A list of required topics to select from will be provided. After a brief discussion, a motion was made by Mr. Kleha that the Board plan a two hour seminar on a Saturday, with the topic and exact Saturday to be decided at a later date. Mr. Bolin seconded the motion and it carried in a unanimous roll call vote.

D. Superintendent Professional Development Plan – Per Rule 5123:2-5-03, Mrs. Monroe distributed the Professional Development Plan to the Board for review. The plan specifies how Mrs. Monroe intends to keep her certification current. Mrs. Monroe has a five-year provisional certificate, which requires 120 credit hours between 2015 and 2020 to maintain her certification. She explained she would have no problem in obtaining the credit hours as she attends Superintendent meetings, trainings, etc.

throughout the year. A motion was made by Mr. Rockwell to accept the plan and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

E. Policy Review Schedule – The Board received the schedule at the meeting. The documents contained the proposed schedule and a listing of current policies, specifying when they were amended, abolished, and the current effective date. Mrs. Monroe explained that technically, SCBDD needed to review each policy every year. The Board decided the whole Board should be included in the review process. Mrs. Monroe will send draft policies to the Board before the regular meetings. There were some questions regarding the timetable needed for the reviews. A motion was made by Mr. Kleha to accept the Policy Review Schedule and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

F. Strategic Plan Review – Per Rule 5123:2-1-02, changes were made specifying certain items that need to be in the Strategic Plan. Mrs. Monroe explained she added these requirements in the Annual Action Plan to ensure it is in compliance.

Mr. Kleha made a motion to accept the Strategic Plan Progress Report and it was seconded by Mr. Bolin. Mr. Kleha also made a motion to approve the 2016 Annual Action Plan as an amendment to the Strategic Plan, and it was seconded by Mr. Rockwell. Both motions carried in a unanimous roll call vote.

G. Recommend adoption of the following Resolutions:

1. Resolution 2016-01.01 – Authorization for the Scioto County Auditor to Advance Funds.

This Resolution would authorize the Scioto County Auditor to advance up to 90% of what is available in levy funds at the time of the request to SCBDD. A motion was made by Mr. Rockwell to adopt the Resolution and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

2. Resolution 2016-1.02 – Regarding the transfer of funds from Fund 231 (General) to Fund 503 (Capital).

Mrs. Monroe explained that with the upcoming capital improvement projects and development of a three-year capital improvement plan, additional revenue would be needed in the capital fund. Mr. Purcell stated it was typical to transfer funds from the general to the capital fund as the capital fund does not generate any revenue. A motion was made by Mr. Rockwell to adopt the Resolution and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

10. Miscellaneous: None

11. Comments from the Floor: None

12. Executive Session: Mr. Bolin made the motion to enter into executive session at 7:30 P.M. *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, demotion or compensation of a public employee(s) or official.* The motion was seconded by Mr. Rockwell and carried unanimously.

The Board came out of Executive Session and reconvened at 8:11 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Bolin. The motion carried unanimously.

Mr. Thoroughman made a motion to authorize Board President, Rodney Barnett, to sign an addendum to the Superintendent's contract. Mr. Bolin seconded and the motion was approved in a unanimous vote.

13. Adjournment: Mr. Thoroughman made a motion to adjourn at 8:13 P.M. and it was seconded by Mr. Rockwell. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Julie Monroe, Superintendent