

**Scioto County Developmental Disabilities
Board Meeting Minutes for November 16, 2017**

STAR, Inc. @ 4:45 P.M.
Prayer: Cindy Gibson

Pledge: Richard Bolin

1. **Roll Call**: Present were President Rodney Barnett, Vice President J. Michael Thoroughman, Recording Secretary Michael Arnett, Jeffrey Kleha, C. William Rockwell, Jr., Cindy Gibson and Richard Bolin.
2. **Agenda**: Superintendent Julie Monroe requested item #9C *Review Survey Analysis Report* under New Business be eliminated because the results are still being calculated. She also asked that it be replaced with #9C *Remodeling update at VRS*. There were no objections.
3. **Minutes**: The Minutes for the Finance Committee meeting and regular Board meeting, both conducted on 10/19/17, were approved collectively in a motion made by Mr. Arnett and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

Following the approval of the minutes, PTO Chair Kim Miller, was recognized. She informed the Board that the annual VRS Christmas Basket Raffle was underway. Mrs. Miller explained the proceeds from the raffle were used to buy every student a Christmas gift. Each classroom puts together a basket with a different theme/interest. The baskets are created from donations, gifts and other resources. Tickets for the raffle are \$1.00 each and 11 winners will be drawn on December 18. She noted it is a very successful event and gives the students a wonderful holiday. The Board thanked Mrs. Miller for her presentation.

4. **Expense and Fiscal Report**: Finance Director Matt Purcell reporting. The Board signed one *Morals and Obligations* and one *Then and Now* certificate. Mr. Purcell stated the General Fund showed October starting with slightly over \$3.875 million, and ending with just over \$3.760 million after revenue and expenditures. He noted this included \$9000 in Rollback and Homestead levy tax dollars. Mr. Thoroughman made a motion to accept the oral and written report and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent Report**: Superintendent Julie Monroe reporting. Ms. Monroe updated the Board on the roofing and chimney projects at STAR and VRS being completed by Axis Roofing. After discovering new leaks in the STAR building, Ms. Monroe contacted the architects to ask that another roofing company be brought in to finish the project. However, Axis workers showed up the next day and worked expeditiously to repair the leaks and committed to finish both projects. The architects recommended that we work with Axis to try to get the project completed and that if, after careful monitoring, there was another mishap, the other roofing company would be notified to complete the job.

Ms. Monroe also gave an update on the status of the VRS chimney repairs. Until the repairs are made (which involves installing a custom made liner to bring it up to code) the boilers cannot be used. Infrared heaters are being used in the classrooms and other areas without access to other heating sources, and parents have been notified to dress their students in layers until further notice. Everything possible to expedite the repairs are being done and the work should be completed within the next week. After discussion and questions, Mr. Kleha made a motion to accept the oral and written report and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.

6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. Mr. Barnett thanked the Directors and the Community Relations Coordinator for their reports. There were no questions or comments.

7. **Old Business:** None

8. **Committee Reports:**

A. **Finance Committee** – M. Thoroughman, Chair. The Committee met at 4:00 P.M. prior to the Board meeting. Mr. Thoroughman stated the Finance Committee recommended that Board contributions to employees' HRAs be \$4500 for family plans and \$2250 for singles. The Committee further recommended that the employees' share for their health insurance premium be 13.6%. Following discussion and questions, Mr. Thoroughman made a motion to accept both recommendations and it was seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

B. **Ethics Committee** – J. Kleha, Chair. There was no Ethics Committee for the month of November.

9. **New Business:**

A. Recommend approval of the following revised/new policies:

1. **Policy 6.11** – Military Leave. Amended and renamed *Uniformed Services Leave*. Renumbered as Policy 3.05.21

2. **Policy 3.05.06** – Vacation Leave, Personal Leave and Paid Time Off. There were minor revisions to make meaning clearer and match ORC.

3. **Policy 5.05** - Non-Waiver Transportation Services. New Policy replacing BPM 9.01 – Transportation Policies and Procedures.

4. **Section 9.05** – Non-routine Use of School Buses. Amended and renumbered 5.06

5. **Section 9.10** – Authorized Passengers. Amended and renumbered as Policy 5.07.

6. **Section 9.11** – Bus Aide Policy. Updated and renumbered as Policy 5.08

7. **Policy 5.09** – Targeted Case Management – New Policy recommended to supplement Policy 5.01

8. **Policy 2.13** – Petty Cash Funds. The policy was revised increasing the maximum amount of a petty cash fund from \$300 to \$400 at any one time

Mr. Rockwell made a motion to approve the revised/new policies and it was seconded by Mr. Bolin. The motion carried in unanimous roll call vote.

- B. Recommend abolishment of the following policies regarding Transportation:
1. **Section 9.01** – Transportation Policies and Procedures. Abolish policy in favor of new Policy 5.05 Non-Waiver Transportation Services. (See #3 above)
 2. **Section 09:02** – School Bus Driver Qualifications
 3. **Section 09:03** – Commercial Driver’s License Requirements
 4. **Section 09:04** – Serious Illness, Disability or Other Emergency Involving the Bus Driver
 5. **Section 09:06** – Vehicle Inspection
 6. **Section 09:07** – Records and Reports
 7. **Section 09:08** – Emergency and Evacuation Procedures
 8. **Section 09:09** – Instruction and Training

These transportation policies are being abolished because we no longer provide transportation. Mr. Thoroughman made a motion to approve the recommendation and Mr. Arnett seconded. The motion carried in a unanimous roll call vote.

- C. **Remodeling update at VRS:** Ms. Monroe explained that due to an increase in staff in the SSA Department more office space was needed. There is an unoccupied wing in room 201 at VRS but it will need to be remodeled before it can be used due to safety concerns. It would be very helpful to the SSA department for the project to be completed as soon as possible. It is very desirable for SSAs to have private offices due to the confidentiality of their work and meetings with individuals. Ms. Monroe stated that the STAR parking lot expansion was being moved to next year (spring/summer) due to winter approaching, and this would take a load off of the capital fund for the remainder of 2017. Ms. Monroe also explained that it was much more economical to remodel the existing space in VRS rather than lease additional space. Chad Phipps, SSA Director, has sought out two letterhead quotes for the project and received one back with the other pending. He informed the Board it may be difficult to get a third quote due to the immediate need for the expanded office space. Due to the limited timeframe, the Board was asked to authorize Ms. Monroe to approve the projects not to exceed \$25,000. After several questions and discussion, Mr. Kleha made a motion to approve authorizing Ms. Monroe and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.

10. **Miscellaneous:** Ms. Monroe stated she would have the STAR lease agreement available for review at next month’s Board meeting.

11. **Comments from the Floor:** Mr. Bolin commended Community Relations Coordinator Lori McNelly on the SCDD newsletter.

12. **Executive Session:** The Board entered into Executive Session on a motion made by Mr. Arnett and seconded by Mr. Rockwell at 5:45 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 or compensation of a public employee(s) or official. The motion carried in a unanimous roll call vote.

13. The Board reconvened at 6:25 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Rockwell. The motion carried unanimously. The Superintendent's evaluation was completed by the Board and reviewed with Ms. Monroe. Ms. Monroe received a very positive evaluation and no concerns with her performance were noted. Mr. Thoroughman made a motion to accept the evaluations and it was seconded by Mr. Rockwell. The motion carried unanimously.

14. Adjournment: The Board adjourned at 6:27 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Thoroughman. The motion carried.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett, Recording Secretary