

**SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
BOARD MEETING MINUTES FOR NOVEMBER 19, 2015**

STAR, Inc. @ 6:00 P.M.

Before leading the prayer, Mr. Bolin asked for a moment of silence to fondly remember Connie Phipps, a former VRS teacher, and John Ross, a SCBDD individual, who had both recently passed away.

Prayer Leader: Richard Bolin

Pledge Leader: Richard Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Richard Bolin, Jeffrey Kleha, C. William Rockwell, Jr. and Michael Arnett
2. **Agenda:** Superintendent Monroe requested three changes to the agenda. **(1) #9C New Business:** Approve contract between ESC and SCBDD – the contract could not be presented as stated because it was not yet completed. She asked the item be changed to - Authorize the Superintendent to negotiate a contract between SCBDD and ESC. **(2) #9F New Business:** Add a new position to the Table of Organization: Floating Clerical Clerk (Light Duty) **(3) #10 Miscellaneous:** (A) Discuss Donna Royse’s reception (B) Discuss a Resolution from OCBA, and (C) Introduce the new Transportation Manager, Scott Wilson. There were no objections to the changes Superintendent Monroe requested.
3. **Minutes:** Minutes for the regular Board Meeting, and an Ethics Committee Meeting, held on 10/15/15, were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Director of Finance, Matt Purcell reporting. Board Members were given the fund reports prior to the Board Meeting. The Board Members signed three *Moral Obligations* and ten *Then and Now Certificates*. Mr. Purcell stated the expenditure side in the General Fund seems a little elevated for the month of October in the salary line item because of three pays in the month of October. Mr. Purcell noted that on the revenue side we had received our subsidies from the DoDD. The tax equity shows trending lower than forecasted due to taking the tax equity amount and directly depositing \$400,000 (total this year) of that tax equity into our Residential Services Fund, rather than doing an inter-fund transfer. Mr. Purcell also provided the Trust Fund report to the Board Members at the meeting. There were no questions or comments. Mr. Rockwell made a motion to accept the oral and written report and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
5. **Superintendent’s Report:** Superintendent Julie Monroe reporting. The Board Members were given the report prior to the meeting for review. Mrs. Monroe noted the date for the OACB Delegates Assembly was December 2nd, not December 3rd as listed on her report. There were no questions or comments. A motion was made by Mr. Kleha to accept the report and 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. Barnett thanked the Directors for their reports. There were no questions or comments.
7. **Committee Reports:**

- A. Facilities Committee – William Rockwell, Chair. The Facilities Committee met at 5:15 P.M. prior to this Board Meeting. Mr. Rockwell stated the Committee had taken no action. The following items were discussed:
 1. Received an update on the VRS Air Conditioner installation. Project should be completed over Christmas break.
 2. Overview of the contracted services we have with Darin Porter.
 3. Informed we would be entering into a contract with TSHD Architects for roofing project at Carousel Center. Actual replacement of roof should begin in early spring.
 4. Development of a Facilities Improvement Plan to begin after the first of the year to include planning for the upgrade of the facilities, maintenance, and setting aside money for items as they occur.

- B. Ethics Committee – Jeffrey Kleha, Chair. The Ethics Committee met at 5:45 P.M. prior to this Board Meeting to discuss one Direct Service Contract. Being there was no conflict of interest with the contract; it was recommended the Board approve the Direct Service Contract presented. A motion was made by Mr. Kleha and seconded by Mr. Barnett to approve the contract. The motion carried in a unanimous roll call vote.

8. Old Business: None

9. New Business:

- A. Recommend approval of an amendment for the following Policies regarding the use of motor vehicles to include a requirement that all staff have and provide proof of personal liability insurance in accordance with the Scioto County Insurance Plan and Ohio Law.
 1. PPM Section 4.06 – Use of Motor Vehicles. The Policy was last updated in 2001, and there have been numerous changes since then. Accreditation is looking much closer at employees having proper liability insurance. The revised Policy states that employees must carry liability insurance as required and provide proof of their coverage if travel is included in their position description. A motion was made by Mr. Thoroughman to approve the revisions and seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

 2. Adopt Board Policy 3.04.10 – Use of Motor Vehicles. This new Policy was developed to reflect updates and to replace PPM Section 4.07 – Transportation of Consumers Other Than On Buses.

- B. Recommend abolishment of PPM Section 4.07 – Transportation of Consumers Other Than On Buses. This policy is outdated and no longer applicable.

Mr. Thoroughman made a motion to collectively approve new Board Policy 3.04.10 and abolish PPM Section 4.07. The motion was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

- C. Recommend authorization for Superintendent Monroe to negotiate a contract between SCBDD and the Educational Service Center (ESC) for the employment of 1:1 Educational Aides. Mrs. Monroe explained the ESC currently hires aides for several other school districts, so they have a much larger pool of people to choose from. She stated ESC charges an Administration Fee of 3-5% for the service, and would only be providing new Aides. The current 1:1 Aides would be reduced by attrition and replaced with Aides from the ESC. There was some discussion and questions regarding the benefits of having ESC do all the “legwork” in obtaining Aides, as well as some financial advantages. There were also some suggestions

and ideas in attracting future Aides to SCBDD. Mr. Rockwell made a motion to authorize Superintendent Monroe to negotiate the contract. Mr. Thoroughman seconded the motion. The motion carried in a unanimous roll call vote.

- D. Recommend approval of the 2014 Annual Report. The Board Members received a copy of the Annual Report in their Board Packet and at the meeting. The Board commended Lori McNelly for her work on the report. Mr. Bolin made a motion to accept the Annual Report and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote.
- E. Select a Delegate and Alternate for the OACB Delegate Assembly on December 2, 2015. A motion was made by Mr. Kleha to authorize Mike Thoroughman to be the SCBDD Delegate and Julie Monroe to be the Alternate. The motion was seconded by Mr. Rockwell and carried in a unanimous roll call vote.
- F. Recommend approval for two changes to the Table of Organization.
 - 1. Move MUI Coordinator from Administration to SSA Department. Mrs. Monroe explained the MUI Coordinator typically reports to the SSA Director at most County Boards. Since this position works closely with the SSA in MUI cases, it is more efficient for them to report directly to the SSA Director, as it keeps the Director informed of what is happening with MUI's.
 - 2. Add the position of Permanent Floating Temporary Light Duty to the TO. This position is directly related to Workers Compensation Claims. It would be used temporarily when a work related injury restricts the employee in what they can do on the job. This allows the employee to continue working light duty until they are able to return to their regular position, and therefore could prevent a workman's comp claim. This position is at the discretion of the Superintendent.

After some discussion and questions, Mr. Arnett made a motion to collectively approve both changes to the TO. The motion was seconded by Mr. Thoroughman and carried in a unanimous roll call vote.
- G. Recommend approval for HRA dollars (\$4999 Family/\$2500 Individual) to go towards dental and vision costs as well as medical/pharmacy. Superintendent Monroe stated the Staff Advisory Council had requested this last year, but it was put on the back burner due to other initiatives such as the opt-out incentive. The additional costs would not be known until the year was over, but it was not projected to be a substantial increase. Mr. Purcell went on to explain that while there was no increase in our insurance costs this year, we budgeted for a 20% increase. Therefore, it could not cost SCBDD anymore than what was budgeted. Mr. Purcell answered several other questions regarding the costs. He stated the next plan year will be from January 1st thru October 31st. There was moderate discussion among the Board Members. Mr. Thoroughman made a motion to approve the recommendation on a one-year trial basis, with a review being done at the end of October, 2016 to determine if there were cost increases, etc. Mr. Rockwell seconded the motion and the motion carried in a unanimous roll call vote.
- H. Recommend approval of Expenditure of Vehicles Grant, created not to exceed \$50,000.00 Mr. Purcell and Mr. Hunter have been working with ODOT for over a year in obtaining a Grant enabling STAR to get up to three para-transit vehicles (not to exceed \$45,000), by agreeing to match \$45,000. With the STAR separation progressing, this is an excellent opportunity as transportation is STAR's biggest source of revenue. Mr. Thoroughman made the motion to approve proceeding with the Grant submission and it was seconded by Mr. Bolin. The motion carried unanimously in a roll call vote.

10. Miscellaneous:

- A. Confirm date and time for Donna Royse's reception to be held on December 17, 2015 at 5:30 P.M., with the regularly scheduled Board Meeting to follow at 6:30 P.M. Mr. Rockwell made the motion to change the time of the Ethics Committee Meeting to 6:15 P.M. and the regular Board Meeting to 6:30 P.M. only for the month of December, 2015. Mr. Bolin seconded the motion and the motion carried in a unanimous roll call vote.

- B. Discuss a Resolution from OACB. The Board Members were given a proposed Resolution that will be voted on at the Delegates Assembly on December 2, 2015. The Resolution states that County Boards all agree they must have more oversight authority of Providers. Superintendent Monroe stated she was very supportive of the Resolution. The Resolution also gives County Boards the authority to form a work group to come up with a standard that independent providers need to follow. Mr. Barnett stated the SCBDD did endorse this Resolution. Mr. Bolin made a motion that Mr. Thoroughman, as the SBDD Delegate, vote "YES" for the Resolution. Mr. Arnett seconded the motion, and the motion carried unanimously in a roll call vote.

Mrs. Monroe also informed the Board Members the SCBDD received their Accreditation Certificate which is valid through November 20, 2018. She stated she and Ms. McNelly would be working on informing the public soon.

- C. Introduce the new Transportation Manager, Scott Wilson. Mr. Wilson stated he had 20 years transportation experience in different industries and was very excited to be a part of the organization. He thanked the Board Members for the opportunity.

11. Comments from the Floor: None

- 12. Executive Session:** Mr. Barnett made the motion to enter into Executive Session at 7:20 P.M. in accordance with *ORC 121.22 "Public Meetings – Exceptions"* to discuss a personnel matter: ***To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.***

The Board came out of Executive Session at 7:42 P.M. by unanimous vote, and re-entered regular session.

A motion was made by Mr. Rockwell to approve an Employment Contract as presented and seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.

- 13. Adjournment:** Mr. Rockwell made a motion to adjourn at 7:45 P.M. and it was seconded by Mr. Thoroughman. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Julie Monroe, Superintendent