

**Scioto County Developmental Disabilities
Board Meeting Minutes
November 19 2020**

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

In complying with the Governor's Urgent Health Advisory: Ohioans Protecting Ohioans, SCDD's meeting was held in closed quarters and was live streamed on the SCDD Facebook page.

1. **Prayer/Pledge:**
Prayer Offering – Cindy Gibson
Pledge Leader – Richard Bolin

2. **Roll Call:** Present were President Rodney Barnett, Recording Secretary Michael Arnett, C. William Rockwell, Jr., Cindy Gibson, Jeffrey Kleha and Richard Bolin. Vice President J. Michael Thoroughman was unable to attend the meeting.

3. **Agenda:** There were no changes as presented.

4. **Minutes:** Minutes for the Board meeting conducted on October 15 was approved on a motion made by Arnett and seconded by Bolin. The motion carried in a unanimous roll call vote.

5. **Expenses and Fiscal Report:** SSA Director Chad Phipps reporting for Finance Director Lynne Webb. Phipps stated Finance Director Webb asked to thank the Board for signing ten *Moral Obligations*. He noted the month of October started with roughly \$8.4 million and ended with slightly over \$8.7 million after expenditures and revenue. Rockwell made a motion to accept the written and oral report and it was seconded by Bolin. The motion carried in a unanimous roll call vote.

6. **Superintendent's Report:** SSA Director Chad Phipps reporting for Superintendent Matthew Purcell.
Phipps went over the following items from the Superintendent's report:
 - Board members received a draft of the Annual Report for review. Recommendation to approve the draft will occur at December's meeting.
 - A Superintendent's evaluation tool was included with the packet, and the Board may decide on who receives the completed evaluations.
 - The Board training planned for this evening is rescheduled for December. If a Board member was unable to attend the last Early Intervention training, arrangements will be made to receive that training before the end of the year.
 - The in-service for all staff was conducted remotely on November 4. Public Relations Coordinator Lori McNelly sent out a survey to staff and has received positive feedback thus far. There were several options on how staff could attend remotely. The keynote speaker, Sarah Buffie, was also recorded for those who were unable to attend. This remote process proved to be a valuable learning experience, as it is expected to be used even after the pandemic ceases.
 - Tracey Orłowski was hired in October as a full-time teacher's assistant, filling the position recently vacated by Nakia Peters. SCDD welcomes Tracey to the DD family.A motion to accept the written and oral report was made by Gibson and seconded by Kleha. The motion carried unanimously.

7. **Program Reports:** The Directors/Managers were not in attendance because of the COVID-19 situation and the need for social distancing. Barnett thanked the Director's for their reports.

8. **Committee Reports:**

A. Finance Committee – J. Michael Throughman, Chair. The Finance Committee met on November 17 to discuss health insurance options. In the absence of Committee Chairman J. Michael Thoroughman, committee member Michael Arnett gave the report and recommendation. Arnett presented the following information to the Board for consideration and recommendation:

- The current insurance provider, Anthem, agreed to a very small increase of 5%.
- The yearly total of the increase for the employee paid portion of 13.6% is \$7,701.54
- The committee agreed for SCDD to pay the increase by providing a one-time health insurance stipend to employees, with the amount depending on their insurance package (single or families) There would be no impact on salaries.
- The Board-Employee costs ratio of 86.4% to 13.6% would not need to be altered, which could prove beneficial in future insurance packages.
- The Health Reimbursement Account would remain unchanged. It was noted a 10% reduction had been put in place in 2018.
- SSA Director Phipps also informed the Board usage of the HRA was considerably lower this year, probably due to several factors including students being out of the classrooms, less interaction, and fear of going to the doctor because of the pandemic.

Arnett put forth a motion that the Board pay the employee's portion of the 5% increase in a one-time payment structure, based on the employee's insurance package. The HRA is to remain unchanged from 2020. Kleha seconded the motion, and the motion carried in a unanimous roll call vote.

Barnett thanked Mrs. Gibson for being his designee and attending the meeting in his place. He also commended Thoroughman, Arnett, Finance Director Webb, and SSA Director Phipps for their work in the production of the meeting.

B. Ethics Committee – Jeffrey Kleha, Chair. The Ethics Committee met at 4:30 prior to the meeting to discuss two Direct Service contracts for approval. As there were no conflicts, found, Kleha made a motion to approve the contracts and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

9. **Old Business:** None

10. **New Business:**

- A. ***Annual Report:*** As previously stated, the Board received the Annual Report for review, and will be asked to approve it in December.
- B. ***New Staff Member:*** Covered under Superintendent's report.
- C. ***Discuss COVID related vehicle purchase:*** Superintendent Purcell was notified by the Commissioner's office regarding an opportunity to purchase a vehicle with the latest round of CARES Act money. The vehicle would be used for transporting individuals who have been exposed or diagnosed with the COVID virus. Phipps stated this was a much-needed purchase for SCDD and could be delivered as early as December. SCDD will own the vehicle at no out of pocket costs, and it will only be used by SCDD designated

employees. The vehicle will be a 15-passenger van, equipped with a wheelchair lift and airtight separation units.

D. ***In-Service Debriefing:*** Phipps thanked the IT Department for their part setting up the remote devices for the in-service. He again noted it was a good experience for both staff and administration and will no doubt be used post pandemic as well.

11. **Other:** Bolin asked if the new teacher assistant had prior experience in the field. Phipps stated usually a “bio” was sent out on new employees to all staff, but one had not yet been done on Tracey. He stated he would recommend the bio’s be sent to Board members in the future.

12. **Comments from the floor:** Not Applicable

13. **Adjournment:** A motion to adjourn was made at approximately 5:10 P.M. by Rockwell and seconded by Bolin. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Michael Arnett
Recording Secretary