

**Scioto County Board of Developmental Disabilities**  
**Board Meeting Minutes for December 15, 2016**

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

Prayer and Pledge Leader: Cindy Gibson

1. **Roll Call:** Present were Board President Rodney Barnett, C. William Rockwell, Jr., Jeffrey Kleha, Cindy Gibson and Richard Bolin. Vice-President J. Michael Thoroughman and Recording Secretary Michael Arnett were absent and excused.
2. **Agenda:** The Board received the revised agenda at the meeting.
3. **Minutes:** Minutes for the regular Board meeting conducted on November 17, 2016, were approved in a motion made by Mr. Rockwell and seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.

Following approval of the minutes, Ms. Monroe read a Proclamation honoring Laura Womack, SSA, who retired December 5, 2016. Ms. Womack expressed her appreciation to the Board and organization for their support. A retirement reception was held for Ms. Womack prior to the meeting.

4. **Expense and Fiscal Report:** Finance Director Matt Purcell reporting. Mr. Purcell thanked the Board for signing ten *Then and Now Certificates* and five *Moral Obligations*. He noted these would likely increase over the next couple of months due to the year being closed out. Mr. Purcell stated the General fund quarter started with just under \$2.6 million dollars and ended with \$2,024,409 after deposits and expenditures. There were no questions regarding the report. Mr. Bolin made a motion to accept the written and oral report and it was seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.
5. **Superintendent Report:** Superintendent Julie Monroe reporting. The Board received the written report prior to the meeting. There were no additions, questions or comments.
6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. Mr. Barnett thanked the Directors for their reports.
7. **Committee Reports:** There was no Ethics Committee meeting this month.
8. **Old Business:** None
9. **New Business:**
  - A. Recommend approval and adoption of new Policy 2.03 Federal Funds. This policy is required by the federal government and confirms the responsibilities of SCBDD in accepting federal funds. Ms. Monroe stated several areas are covered in the policy including internal controls, cash management, and standards of conduct. Mr. Rockwell made a motion to approve and adopt the policy and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote.
  - B. Recommend approval of the following revised policies:
    1. Policy 2.11-Credit Card Usage
    2. Policy 3.04 – Tardiness and Attendance
    3. Policy 3.04.21-Workplace Violence
    4. Policy 3.05.02 – Overtime and Compensatory Time
    5. Policy 3.05.04 – Payroll Deductions and Recordkeeping

6. Policy 3.05.05 – Sick Leave

Ms. Monroe stated these personnel policies were amended to be brought up-to-date or because they needed minor revisions and no substantial changes were made. Mr. Bolin made a motion to approve the revised policies and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote.

- C. Review and recommend approval of the Strategic Plan draft. Ms. Monroe explained the current Strategic Plan expired on December 30, 2016 and the new one would guide the organization over the next three years, beginning in January, 2017. She stated the plan was formulated from information gathered from surveys and focus groups. The results were analyzed by the management team who agreed on a revised Vision, Mission and Values, and five new Strategic Goals for 2017-2020. Ms. Monroe reviewed the proposed plan with the Board. She stated the Board was mandated to solicit public comment from stakeholders before it was implemented. Mr. Bolin made a motion to approve the Strategic Plan draft and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
- D. Recommend changing salary range for EI Developmental Specialist. Ms. Monroe stated the change would affect only new employees being hired in this position. She requested the range be moved to the Service and Support Administration salary range as the positions are similar in that they both require a Bachelor's degree and certification from DODD. Mr. Kleha made a motion to accept the change and Mr. Rockwell seconded. The motion carried in a unanimous roll call vote.
- E. Request evaluation of Superintendent. Ms. Monroe explained CARF requires the Superintendent to have an evaluation in her file annually. It was agreed Ms. Monroe would present evaluation tool samples to the Board at the January meeting.

**10. Miscellaneous:** Mr. Rockwell stated he will be teaching an evening class on Thursdays next semester that would conflict with the Board meeting time. There was discussion regarding moving the time and/or day of the meetings, and it was agreed it would be considered at the next month's meeting. It was also determined that a Nominating Committee meeting would need to be scheduled, and discussion on who would serve as needed.

**11. Comments from the Floor:** None

**12. Adjournment:** Mr. Kleha made a motion to adjourn at 6:37 P.M. and it was seconded by Mr. Rockwell. The motion carried.

Minutes Prepared by:  
Carla Nelson-White

Respectfully Submitted by:  
Julie Monroe  
Superintendent