

**Scioto County Board of Developmental Disabilities
Board Meeting Minutes for December 20, 2018**

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

President Rodney Barnett called the meeting to order at 4:45 P.M.
Prayer & Pledge – Cindy Gibson

Commissioner Bryan Davis swore in Board Member C. William Rockwell, Jr. for his third term of service for the SCDD. Mr. Davis thanked the Board and all those involved with the SCDD for their hard work on behalf of the citizens of Scioto County, and Commissioners Crabtree and Coleman. Mr. Davis commented he was very impressed with the outcome of the newly revamped STAR restrooms. Mr. Barnett asked about the reimbursement of some of the funding used in the renovation as pledged by the Commissioners. Mr. Davis recommended contacting the Commissioner's office to be put on the agenda to discuss the reimbursement. Mr. Davis also invited the Board and meeting attendees to the annual courthouse sing-along festivities on December 21.

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, Jeffrey Kleha, C. William Rockwell Jr., and Cindy Gibson. Recording Secretary Michael Arnett, and Richard Bolin were absent and excused.
2. **Agenda:** Mr. Purcell recommended an Executive Session be tentatively scheduled 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. It was noted the session may not be necessary after the Finance Committee Chair gave his report.
3. **Minutes:** Mr. Barnett stated wording needed to be changed under “Old Business” regarding health insurance. The motions which were not carried should read as “defeated” rather than “split”. The Board Clerk stated she would make the correction in the November Minutes. Mr. Kleha made a motion to approve both the Board and the Ethics Minutes from 11/15/18 with the revision, and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Finance Director Lynne Webb reporting. Mrs. Webb thanked the Board for signing seven *Then & Now Certificate* and four *Moral Obligations*. She stated the month of November started with slightly over \$4.5 million and ended with just over \$4.2 million after revenue and expenditures. Mr. Rockwell made a motion to approve the written and oral report and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Mr. Purcell noted this was his twelfth Board meeting as Superintendent of SCDD. He expressed his gratitude to the Board, the Directors, and all the staff for allowing him to lead the organization for the past year. He stated although there are a few expected changes every year in the DD field, 2018 had been an exception, as SCDD had taken on five major projects including the Wait List Initiative, Accreditation, Privatization, Help Me Grow, and the completely restructured payroll and accounting system used in the Finance Department. Mr. Purcell commended the staff on a great attitude and aptitude in facing these challenges with enthusiasm and dedication.

6. **Program Reports:** The reports were submitted to the Board prior to the meeting. Mr. Barnett thanked the Directors and Community Relations Coordinator Lori McNelly for their reports. Ms. McNelly commented the SCDD websites have become a valuable news source to many in the DD community. She added Facebook followers increase consistently each month, and currently has roughly 2000 followers. Mr. Barnett commended Ms. McNelly on the outstanding December newsletter as well.

7. **Old Business:** None

8. **Committee Reports:**

A. **Finance Committee** – J. Michael Thoroughman, Chair. The Committee met at 4:00 P.M. to discuss salary/staff compensation. Mr. Thoroughman had four recommendations for the Board to consider.

- Recommend a 3% salary increase for permanent, non-contract, non-probationary staff members, excluding 1:1 Educational Aides funded by local school districts. (Approximately 72 employees)
- Recommend a salary adjustment for managed employees with increased duties. (Five employees)
- Recommend approval of a two-year contract for the Director of Early Childhood/Help Me Grow.
- Recommend approval of a three-year contract for the Director of Finance/Human Resources.

Mr. Thoroughman made a motion to collectively approve all four of the recommendations, and it was seconded by Mr. Barnett. The motion carried in a unanimous roll call vote. The tentative Executive Session was no longer needed with the passing of this motion.

B. **Ethics Committee** – Jeffrey Kleha, Chair. There was no Ethics meeting this month.

9. **New Business:**

A. **Recommend approval of SOCOG contract:** Mr. Purcell stated the contract with the Southern Ohio Council of Government is up for renewal. Additional assistance in Behavior Support services has been requested by the SSA Department. Jessica Hoffer has been the SCDD Behavior Support Specialist for the past two years, and during that time has experienced an ever-increasing caseload of individuals. Presently she has a total of 54 individuals with 17 of those being students at VRS. The recommended SOCOG contract remains the same as previous years, but now includes an addendum of a three month trial contract for Behavior Support assistance for VRS students. Other discussion included cost to the Board, the need for the additional support, and the selection of the assistant. The contract will be reevaluated in April to determine if services have proven beneficial and are still needed. Mr. Thoroughman made a motion to approve the contract and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

B. **Review/Discuss proposed 2019 Annual Action Plan:** Mr. Purcell stated he and the Administrative/Management Team have been working together in developing the 2019 Annual Action Plan, which will be presented at the January Board meeting. The team is gathering feedback from the Community Needs & Assessment Survey that was made available to approximately 1000 people, including stakeholders, providers, community partners, employees and individuals served. Community Relations Coordinator McNelly stated she had received roughly 50 surveys back at this time, with 100-150 expected in total. Mr. Purcell added the team is reviewing the three-year 2017 Strategic Plan to determine what goals have been met,

and what still needs accomplished. He stated although the goals will remain the same for the 2019 AAP, the action steps will be more specific in how to achieve those goals, and will allow SCDD to obtain measurable outcomes. Mr. Purcell noted he would also be reviewing the two in-house surveys regarding *Employment Satisfaction* and *Staff Appreciation* that had been recently sent out.

C. Update on 2018 Community Needs and Assessment Survey: See 9B

D. Discuss revised Policy 2.10 – Credit Card Usage: The Policy was updated to match ORC 9.21. As the new code does not conflict with the current ORC 301.27, the Policy is now in compliance with both codes. Mr. Purcell added the card had very limited use, and was most often used for lodging. The Board received the Policy for review in their packet and it will be recommended for approval in January.

E. Discuss Superintendent’s Evaluation procedure: Mr. Purcell informed the Board his annual evaluation was due. A tool was provided in the Board packet to aid in the evaluation.

F. Discuss problem with homeless people sleeping on the buses: Mr. Purcell stated he had recently met with Transportation Manager’s Barak Wells and June Whisman. He explained Ms. Whisman had found evidence of homeless people sleeping on the buses after hours. He and the Managers discussed possible solutions to this situation, and the most practical suggestion was the addition of a fence around the buses. Although this would not completely eliminate the problem, it would certainly make it more difficult for someone to gain access to the buses. Various options and legalities of locks on buses were discussed. Mr. Purcell made a recommendation for approval of funding not to exceed \$15,000, for the installation of a fence. The Board agreed more specifics and research were needed before making a decision and would continue the discussion at the next meeting.

G. Discuss 2019 Waiver Allocation: Mr. Phipps explained waivers are allocated annually to individuals. There is a projected total of 25 waivers for 2019: Level One – 15, Self – 2, and Individual Option – 8. Mr. Phipps noted this was a ballpark figure and if more are needed, they can be requested. Mr. Thoroughman made a motion that a total of 25 Waivers be allocated, and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote.

10. Other: None

11. Comments from the floor: Speakers are required to state their name and address for the record. Additional speaking rules are on the back of the public agenda. There were no comments from the floor.

12. Adjournment: Mr. Thoroughman made the motion to adjourn at 5:35 PM, and it was seconded by Mr. Rockwell. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White, Board Clerk

Respectfully Submitted by:
Michael Arnett, Recording Secretary