

**Scioto County Developmental Disabilities
Board Meeting Minutes for December 21, 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, Cindy Gibson and Richard Bolin. C. William Rockwell, Jr. came into the meeting while it was in progress due to a conflict.
2. **Agenda**: Superintendent Julie Monroe requested item #9B under New Business be revised to include review of the SCDD Progress Report as well as the proposed Annual Action Plan. She also requested Operations and Safety Consultant Darin Porter be added to the agenda to give an update on the chimney and roofing projects. There were no objections.
3. **Minutes**: The Minutes for the Finance Committee meeting and regular Board meeting, both conducted on 11/16/17, were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
4. **Expense and Fiscal Report**: Finance Director Matt Purcell reporting. Mr. Purcell stated the General Fund showed November starting with slightly over \$3.750 million, and ending with \$3.426 million after revenue and expenditures. He noted there was more levy tax dollars deposited than projected as the county had collected more delinquent taxes than anticipated. He also pointed out the miscellaneous line item was elevated due to the deposit of \$58,000 insurance payment for the chimney repair. Mr. Bolin 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 Report**: Superintendent Julie Monroe reporting. Ms. Monroe had nothing to add to her written report. Mr. Arnett made a motion to accept the report and it was seconded by Mrs. Gibson. 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 had discussed salary increases and the market adjustment review. He stated there were two recommendations for the Board to consider. (1) The Committee recommended a 3% base salary increase for permanent, non-contract, non-probationary, staff members, excluding 1:1 Educational Aids funded by local school districts. (2) The Committee also recommended salaries be adjusted to reflect the ranges suggested by the recent market

review. It was recommended employees having 0-5 years' experience be within the 80% salary range, 6-15 years at the 90%, range and employees with over 15 years' service at 100% or better market range. Mr. Thoroughman made the motion to accept both the Committee's recommendations and it was seconded by Mr. Barnett. The motion carried in a unanimous roll call vote.

- B. **Ethics Committee** – J. Kleha, Chair. The Committee met at 4:45 prior to the Board meeting to review one direct service contract. There was no known conflict and Mr. Kleha made a motion to approve the contract and it was seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.

9. **New Business:**

- A. **Review Survey Analysis Report from Stakeholders and Staff Members.** Ms. Monroe explained a survey is sent out every year to stakeholders and staff members using several mediums including mailings, e-mail, and postings on SCDD website and Facebook, to give people as much opportunity as possible to respond. The survey is put together by Community Relations Coordinator, Lori McNelly, and uses CARF based survey questions to gather feedback useful in making adjustments to the Strategic Plan and Annual Goals. Seventy surveys were returned and responses were tallied and assembled into a 150+ page single document. Ms. Monroe noted most of the feedback was positive particularly in the areas of health and safety and the SCDD's use of tax dollars, as well as the quality of services SCDD provides. The comments were available for review in the report given to the Board.
- B. **Review proposed 2018 Annual Action Plan and Progress Report.** The Board received both documents. The Progress Report notes the achievements from the 2017 Strategic Goals and 2017 Annual Action Plan. Ms. Monroe stated one year of the three year plan was now complete. New goals included in the 2018 Annual Action Plan are based on feedback received from the Survey Analysis Report. One goal obtained from the feedback is to provide more education to local school districts on the entire scope of what SCDD has to offer. Mr. Thoroughman made a motion to accept the Annual Action Plan for 2018, and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
- C. **Recommend approval of funding for flooring at Cradle.** Ms. Monroe stated the space used by Cradle (Crisis Pregnancy Center) at the Carousel Center has had issues with roaches. Tammy Nelson, Intake/EI Director, stated they had aggressively treated both Cradle and the surrounding classrooms and believed the roaches are now eradicated. The tenants have requested the flooring be replaced with laminate hardwood for easier cleaning. Their user fee was increased about four years ago, and they did not receive any updates on their space, with the area still using the original carpet from 1994. Finance Director Purcell stated the funding of approximately \$6,000 to replace the entire suite with new flooring was in the budget. Mr. Bolin made a motion to approve the funding and it was seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.

- D. Recommend authorizing funding for the SSA remodeling project as the final quotes were more than what was authorized at the November Board meeting.** Mr. Phipps provided the Board with three letterhead bids. He explained that after meeting with the architects, it was determined additional electrical and duct work was needed, increasing the original estimate. It was noted all three of the bidding contractors had done some type of project for SCDD within the last three years, and all were responsible and insured/bonded. Mr. Purcell stated the funds were in the budget for the remodeling. Mr. Kleha made a motion to approve authorizing the funding and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

Operations and Safety Consultant Darin Porter gave updates on the roofing, chimney and parking lot projects. Mr. Porter stated the roofing project only has the punch list left to complete. He added although the project did not go as planned, he and the architect had done an inspection on the roof and created the punch list, and to his knowledge, there were no leaks in either building. He noted the Board has options if the contractor (Axis) does not come back and finish the job in its entirety; including hiring another contractor to finish and deducting money for damages from Axis' contract. Axis has been notified in writing and given a deadline of December 28, 2017 to complete the job. He stated once finished, both roofs will have a 15 year warranty which will not go into effect until all work is complete. Mr. Porter also updated the Board on the chimney project. He stated the chimney had been brought down to a safe height, the masonry had been brought up to code, and the boilers were currently operating safely. He noted that project was covered by insurance and some of the funding had already been received. Mr. Porter stated he will be obtaining bids in February-March for the STAR parking lot project, with actual physical work beginning in June. The lot will add around 18-20 much needed parking spaces and allow the flow of transportation vehicles to move much more safely and efficiently when loading and unloading students and individuals. Mr. Porter has met with the architect and engineer and the project is moving forward as planned.

E. Recommend approval of the following revised policies:

1. **Policy 1.17 – Consultants to the Board** - *Make changes to align with ORC*
2. **Policy 3.05 – Fiscal Management Goals** – *Update language but maintain basic concepts*
3. **Policy 2.06 – Electronic Signatures** - *Update language but maintain basic concepts*
4. **Policy 3.03.01 – Superintendent’s Contract, Compensation, Benefits and Evaluation** - *Update language to align with changes to ORC and incorporate Superintendent’s Evaluation piece*
5. **Policy 3.03.02 – Superintendent, Duties and Responsibilities** - *Minor changes updating language*
6. **Policy 3.03.03 – Board-Superintendent Relationship** - *Add elements of sections 5:04 and 5:05*

F. Recommend abolishment of the following policies:

1. **Section 5:04 – Board-Superintendent Communication** – *Recommend abolishment; elements from this to be added to policy currently numbered Section 5:03*
2. **Section 5:05 – Evaluation of the Superintendent** – *Recommend abolishment in favor of changes to policy currently numbered 5:03*
3. **Section 8:03 – Adult Services Program** – *Recommend abolishment (replacement) due to changes in rules and the evolving nature of the Board’s role in providing adult services.*

G. Recommend approval of new policy 5:10 – Adult Services. *Recommend flexible policy with provider contracts, written procedures and ISPs to dictate the actual delivery of services.*

Ms. Monroe stated the Personnel Policy Manual was now complete with all policies on the server so employees have access to them. The policies are currently being uploaded to the website and are approximately 95% complete. She added there are four policies that are still being reviewed as they are very complicated, but should be ready for approval at the January meeting. Mr. Kleha made a motion to approve the six revised policies, abolish the three policies recommended and adopt the new Adult Services policy. The motion was seconded by Mr. Thoroughman and carried in a unanimous roll call vote.

10. Miscellaneous: Ms. Monroe officially announced her resignation as Superintendent to the Board members. She read her letter of resignation and it was distributed to the Board. She stated her last day with SCDD would be January 20, 2018 to complete a 30-day notice. Ms. Monroe explained she was offered the Superintendent position at Lawrence County DD, and after careful consideration, had accepted their offer. She stated she had thoroughly enjoyed all her years with SCDD, and was especially thankful for the opportunity to serve as Superintendent. She added she was confident this organization would continue to move forward and be successful. The Board thanked Ms. Monroe for her 20 years of service to the SCDD and expressed their appreciation. Mr. Barnett made the motion to regretfully accept Ms. Monroe’s resignation, and it was seconded by Mr. Bolin. The motion carried.

11. Comments from the Floor: There were no comments from the floor.

12. Executive Session: The Board entered into Executive Session 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.*

13. The Board reconvened at 6:29 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Arnett. The motion carried unanimously. The Board offered the position of Superintendent to Mr. Matt Purcell effective 1/6/18. Ms. Monroe’s last day will be 1/5/18 instead of 1/20/18 so the change in leadership can be as close to the beginning of the year as possible, while allowing time for Ms. Monroe to wrap up her work and projects. Mr. Purcell will be hired on a two year contract, with his salary remaining as it stands for the first year,

and will be re-evaluated during his annual performance review. Mr. Purcell holds a current Superintendent certification with the Ohio Department of DD and, as recommended by Ms. Monroe, has already been serving as acting Superintendent two days a week since August while Ms. Monroe served at Lawrence County under the service sharing agreement between the two counties. As recommended by Mr. Barnett, Mr. Purcell's contract was amended for his additional duties during Ms. Monroe's absence. Mr. Purcell accepted the position of Superintendent to the SCDD. The contract was approved on a motion made by Mr. Rockwell and seconded by Mr. Bolin. The motion carried unanimously in a roll call vote. The Board also approved Medicaid Manager Steve Sowkulech's contract for three years on a motion made by Mr. Rockwell and seconded by Mr. Thoroughman. The motion carried unanimously.

14. **Adjournment:** The Board adjourned at 6:45 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Rockwell. The motion carried.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett, Recording Secretary