

**Scioto County Board of Developmental Disabilities  
Board Meeting Minutes for February 16, 2017**

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

Prayer Leader: Cindy Gibson

Pledge Leader: Rick Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, Richard Bolin, Jeffrey Kleha, C. William Rockwell Jr., and Cindy Gibson.
2. **Agenda:** Ms. Monroe requested item 9E under New Business “Recommend approval of revised Program Calendar” be eliminated, as no revisions were needed. There were no objections.
3. **Minutes:** Minutes for the Finance Committee, Officer Nominating Committee, Ethics Committee, Organizational Meeting, and Regular Board Meeting, all conducted on 1/19/17, 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. **Expense and Fiscal Report:** Finance Director Matt Purcell reporting. Mr. Purcell thanked the Board for signing five *Moral Obligations* and sixteen *Then and Now* certificates. The Board received the Trust Fund report at the meeting. There were no questions or comments. Mr. Thoroughman made a motion to accept the written and oral report and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
5. **Superintendent Report:** Superintendent Julie Monroe reporting. Ms. Monroe stated the wheelchair ramp was finished, and a successful practice drill had been completed. She added the ramp had already proved beneficial to VRS students and adult individuals in various capacities. A ramp dedication ceremony is being planned and the Board will be invited once a date has been set. March is DD Awareness Month and individuals will be participating in various activities during the month, including a trip to the statehouse, the Hardwood Heroes basketball game, and social media. Ms. Monroe commented this was a great opportunity to celebrate the contributions of individuals with developmental disabilities. Mr. Thoroughman made a motion to accept the written and oral report and Mr. Rockwell seconded. The motion carried unanimously.
6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. Mr. Barnett thanked the Directors for their reports. There were no questions or comments.
7. **Committee Reports:** Ethics Committee, J. Kleha, Chair. The committee met at 4:30 P.M. to discuss one direct service contract. There were no conflicts found, and the

contract was approved on a motion made by Mr. Kleha and seconded by Mr. Barnett. The motion carried unanimously.

**8. Old Business**

**9. New Business:**

A. Recommend approval of the South Central Ohio Educational Service Center's (SCOESC) contract for speech services. Ms. Monroe requested the Board authorize her to enter into a contract with SCOESC for the purpose of providing speech services. Mr. Rockwell made a motion giving Ms. Monroe permission to enter into the contract and it was seconded by Mrs. Gibson. The motion carried unanimously.

B. Recommend approval of revised Table of Organization – The Board was asked to approve the following revisions:

- Abolish the vacant position of Superintendent's Receptionist/Business Office
- Create a new position of Executive Assistant to the Superintendent. This position will be posted internally for five days before being filled.
- Change the title of "Lead SSA" to "SSA Manager" to better reflect the position's responsibilities
- Move the PAWS/FDS Specialist position under the supervision of Medicaid Services Manager.

Mr. Kleha made the motion to accept the revised TO and it was seconded by Mr. Rockwell. The motion carried unanimously.

C. Recommend approval of updated salary range scales. Ms. Monroe stated salary ranges for positions that have never been included on the salary schedule be added. She noted the ranges were comparable to other ranges across the state. The additions to the salary schedule include:

- Registered Nurse/School Nurse
- Administrative Assistant
- Executive Assistant to the Superintendent
- MUI Coordinator
- Intake Specialist
- PAWS/FDS Specialist

Ms. Monroe added no recommendation was being made to change the salary range on employees that were currently on the schedule. Mr. Thoroughman made a motion to approve the updated salary schedule and it was seconded by Mr. Kleha. The motion carried unanimously.

D. Recommend approval of eight updated policies. The Board received the policies with their packet. Mr. Thoroughman made a motion to approve the revised policies collectively and it was seconded by Mr. Rockwell. The motion carried unanimously.

E. Recommend approval of revised 2016-2017 Program Calendar – This recommendation was eliminated

F. Recommend approval of a Resolution regarding the Cash Conversion Plan for contracted management employees. This Resolution contains a conversion plan allowing those contracted management employees who wish to voluntarily convert portions of their unused, accumulated vacation leave into cash, and to be considered earnable so it will affect their final salary through PERS. The motion to adopt the Resolution was made by Mr. Kleha and seconded by Mrs. Gibson. The motion carried unanimously.

10. **Miscellaneous:** None

11. **Executive Session:** The Board entered into Executive Session at 5:12 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*

12. The Board reconvened at 5:17 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Thoroughman. A three year contract for the Service and Support Administration Manager was approved unanimously in a roll call vote.

13. **Adjournment:** The Board adjourned at 5:20 P.M. on a motion made by Mr. Kleha and seconded by Mr. Thoroughman. The motion carried unanimously.

Minutes Prepared by:  
Carla Nelson-White

Respectfully Submitted by:  
Michael Arnett, Recording Secretary