

**Scioto County Board of DD Meeting Minutes for February 17, 2011
at STAR Workshop**

6:00 p.m.

1. **Roll Call:** Present were President Rodney Barnett, Vice President J. Michael Thoroughman, Recording Secretary Stephanie Childers, Klaire Purtee, Jeffrey Kleha, Richard Bolin and C. William Rockwell, Jr.
2. **Agenda:** There were no changes to the agenda.
3. **Minutes:** Minutes from the special meetings held on January 27th and January 31st were before the Board for approval. Mr. Kleha made the motion to accept the minutes. Mrs. Purtee seconded. The motion was approved in a unanimous roll call vote.
4. **Expenses:** Mrs. Childers made the motion to accept the expenses and the ‘Then and Now Certificates’ as received. Mr. Bolin seconded. The motion was approved unanimously. President Barnett requested that in the future, the financial report be presented when the expenses are presented.
5. **Superintendent’s Report:** Benjamin Hollinger reporting
 - A. **Strategic Planning:** Consultant Michael Rench has proposed that the information gathering stage of the upcoming strategic planning process be accomplished through a series of ‘café conversations.’ The idea is to hold a series of public meetings where community members give input to trained moderators in a relaxed setting resembling a sidewalk café. The moderator’s function is to start the conversation, record the conversation and keep everyone on task using pre-determined questions. The meetings will be scattered around the county and held mostly in the evenings. Mr. Hollinger review some sites have already been reserved.

Mr. Rench will train staff members as moderators, but he will not be required to attend all the public meetings. Mr. Hollinger anticipates the cost of his contract being significantly less than the approved amount.

The next step in the process is to organize the input and find the common themes. After that, a stakeholder’s group will use the data to develop the plan for the next several years.

Before these meetings get underway, the Mr. Hollinger asked the Board to schedule a training day where they could give input, set the vision and determine the ‘why’ – to be explained later.

B. Current Projects:

- a. Levy: Laying the groundwork for the levy campaign includes telling our story. Facts are being marshaled to provide the public and media with accurate information.
- b. Budget Review: Mr. Hollinger has been reviewing the Board finances. There are federal dollars available that can be accessed for services we are already providing. One way is by refinancing more of adult services through Level One Medicaid waivers. There is a chance the program will become a provider for the Ohio Home Care Waiver, which is administered by the Ohio Department of Jobs and Family Services.

Mr. Hollinger is also reviewing positions as vacancies occur and looking for less costly ways of doing these jobs. Currently, the program is spending more than it is receiving in revenue. This deficient spending cannot continue as it erodes the funds carried over from previous years. Even with the passage of the renewal levy in November, expenditures must be reduced to offset rising costs and dwindling subsidies.

- c. Bridges to Transition Group: This is the new ORSC grant that the Board will be asked to approve later in the meeting. Mr. Hollinger has withdrawn from the grant project approved previously, and those funds have been returned.

Mr. Hollinger has selected a group of staff and stakeholders to form a work group to implement this new grant, should the Board agree. This grant will establish a program to help students with disabilities, from Vern Riffe School and public schools, make the transition from school to the world of work. This is expected to give individuals other options in the community besides adult services for which there is a waiting list. Local funds for the grant will be matched with federal dollars at a higher ratio than for Medicaid funding. Administration of the grant will be handled by the Ohio Association of County Boards of DD. Mr. Hollinger read a success story that resulted from this grant in another county.

- d. The Why: Mr. Hollinger played a video from the website TED featuring Simon Sinek talking about institutions and individuals who have succeeded where others have failed

because they understood why they do what they do and they attract people who believe as they believe.

The Board selected Saturday, March 19 from 10 – 2 at The Carousel Center to as their inservice day to discuss “Why?”

- 6. Program Reports:** Mr. Barnett thanked the directors for their reports, assuring them that they are read and appreciated. He commended them also for their participation and collaboration with other agencies.
- a. SSA: Mrs. Childers asked Service and Support Director Donna Royse about the agreement with Mended Reeds from Lawrence County. Mrs. Royse was pleased to announce that mental health services are now available and scheduled to expand into Scioto County through this agency.
 - b. Fiscal Report: Matt Purcell, Business Manager, reporting

Mr. Purcell highlighted the increase in health insurance premiums for 2011. The amount on this expenditure report using January figures also reflected the contribution the Board makes to employees Health Savings Accounts.

Under revenue, Mr. Hollinger explained that certain employees are now billing MAC, Medicaid Administrative Claiming. Though the program has been around for a few years, this is the first time for Scioto County to participate. Mr. Purcell explained the complicated time study methodology upon which the rates are set.

Mr. Purcell also distributed copies of the Trust Fund Report

7. Old Business:

- A. Recalling last months meeting when Mr. Hollinger suggested that the Board may wish to form new or additional committees, Mr. Barnett read the following proposal:

The Board may authorize the establishment of committees from among its membership as it finds such action necessary to study operations in specific areas and to make recommendation for Board actions.

The following guidelines will govern the appointment an function of Board committees:

- 1. *The committee is established only through action of the Board.*
- 2. *The Committee chairperson and members (not to exceed three), are named by the Board President with Board confirmation.*

3. *The committees may make recommendations for Board action but may not act for the Board unless specifically authorized.*
4. *The position of Board President, or designee, and the position of Superintendent, or designee, are ex-officio members of all committees.*
5. *No committee appointments extend beyond the ensuing annual organizational meeting, or shortly thereafter, as which time the newly elected President assumes the duty of making new appointments or re-appointments. A committee may be dissolved at any time by a simple majority vote.*
6. *Each committee will be governed by the Sunshine Law and Robert's Rule of Order.*

Committees consist of the following:

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| A. <i>Communications</i> | <i>Klaire Purtee and Rick Bolin</i> |
| B. <i>Facilities/Grounds</i> | <i>Bill Rockwell and Klaire Purtee</i> |
| C. <i>Finance</i> | <i>Jeff Kleha and Mike Thoroughman</i> |
| D. <i>Personnel</i> | <i>Mike Thoroughman and Stephanie Childers</i> |
| E. <i>Policy</i> | <i>Stephanie Childers and Jeff Kleha</i> |
| F. <i>Special Events/Levy</i> | <i>Rick Bolin and Bill Rockwell</i> |

A short purpose statement or mission statement will define the objective of each committee.

Mr. Thoroughman made the motion to approve the proposal. Mr. Bolin seconded. The motion was approved unanimously. Mr. Barnett noted that the full board would act on matters concerning ethics.

- B. Use of the STAR, Inc. building by a church group: After some discussion, this matter was referred to the Facilities and Grounds Committee.
- 8. Committee Reports:** Board Clerk Margaret Compton noted that March is DD Awareness Month and that Open House for Vern Riffe School and Adult Services is set for the evening of March 22. The Carousel Preschool will hold a Family Literacy night the week before that date. The Special Olympics Celebrity Basketball game will be held Saturday, April 2 at Shawnee State University.
- 9. New Business:**
- A. Table of Organization Amendment: Mr. Hollinger reviewed the recommended changes to the table of organization that have resulted from a review of positions vacated by retiring employees. These changes were to abolish one Individual Support Facilitator (ISF) position and create two part-time ISF positions. The savings from this would allow the Board to contract with STAR, Inc. to run The Lunch Box, the deli operating in the

multipurpose room of the STAR, Inc. building. Currently an ISF provides supervision of this enterprise, which hires consumers to operate it. Adding this ISF back to the workflow and the two part-time ISFs would allow at least five individuals, currently on the waiting list, to receive services. With these individuals receiving Level One Waivers, the Board could realize a savings of up to \$22,500.00. There was some discussion on the issue.

The second change would be to convert a full-time Provider Relations Specialist position into a part-time contracted position. The contract would be offered to the employee who is retiring. There was some discussion on the issue, including a question about why the contract was not being posted for others to bid on. Community Services Director Julie Monroe noted that the credentials required for this position are not common and this individual's experience is invaluable. Current employees will be trained to perform the functions of this position to prepare for the future needs of the program.

The Board reviewed the contract prepared for this job. Mr. Kleha suggested a few small changes. Then Mr. Rockwell made the motion to approve the changes to the Table of Organization, the contract with retiring employee Cindy Newberry (with Mr. Kleha's changes), and the concept of having STAR, Inc. operate the deli, The Lunch Box. Mr. Kleha seconded. The motion was approved unanimously.

- B. Bridges to Transition Grant: Mr. Hollinger recommended that the Board approve up to \$34,000 for the Board's participation in the Bridges Grant described earlier. Mr. Thoroughman made the motion. Mrs. Childers seconded. There was some discussion. The motion was approved with a unanimous vote.
- C. Amendment to the STAR, Inc. Agreement: Mr. Hollinger and STAR, Inc. Director Kelly Hunter presented their recommendation that the Board approve an amendment to the STAR, Inc. Agreement which would allow STAR, Inc. to provide substitute ISFs to the Adult Services Program. These STAR, Inc. employees are required to meet the training and certification standards of IFSs. During the discussion, Karren Griffith, Adult Services Director, noted that one advantage to having substitutes provided by STAR is that a person would be able to work a portion of their day in the Adult Services Program. The rest of their hours would be spent fulfilling STAR's other contracts. She explained that it is very difficult to find workers who will fill-in for just a few hours in the middle of the day.

After copies of the agreement amendment were supplied, Mr. Thoroughman made the motion to approve the document. Mr. Rockwell seconded. The motion was approved unanimously.

- 10. Miscellaneous:** Former employee Carol Parker was honored with a proclamation recognizing her 23 years in the Board's employ and the additional years she spent serving people with developmental disabilities as a driver for Petermann, Ltd. Ms. Parker is retiring next week. Mrs. Childers made the motion to approve the proclamation. Mrs. Purtee seconded. The motion was approved unanimously.
- 11. Comments from the Floor:** Mr. Hollinger recognized two members of the audience who were attending as part of the superintendent's training program. Cindy Aiello and Ron Spung thanked the administration for the opportunity to observe and learn, and complimented the Board on the programs offered here.
- 12. Additional Action:** Mr. Kleha made the motion to cancel the Board meeting scheduled for March 17 and to hold one before the inservice on Saturday, March 19, 2011, at 9:30 a.m. at The Carousel Center. Mr. Bolin offered the second and the motion was approved unanimously.
- 13. Adjournment:** Mr. Thoroughman made the motion to adjourn at 7:56 p.m. Mr. Kleha seconded.

Prepared by board clerk Margaret Compton
Respectfully Submitted by:

Stephanie Childers, Recording Secretary