

**Scioto County Board of Developmental Disabilities**  
**Special Board Meeting Minutes**  
**For the Purpose of Conducting Regular Business**  
**February 25, 2021**  
*STAR, Inc. @ 5:00 P.M.*

**In complying with the Governor’s Urgent Health Advisory: Ohioans Protecting Ohioans, SCDD’s meeting was held in closed quarters and was live streamed on the SCDD Facebook page.**

*The Board offered a moment of silence for Norma Phipps, mother of SSA Director Chad Phipps, and for four service recipients; Beverly, Karen, Gary and Brenda, who recently passed away. SCDD sends sincere condolences to the Phipps family, and those families of each individual.*

1. **Prayer:** Cindy Gibson offered the prayer  
**Pledge:** Richard Bolin led the pledge
2. Present were President C. William Rockwell, Jr., Recording Secretary Jeffrey Kleha, Richard Bolin, Cindy Gibson, Anthony Mantell and William Adams. Vice President Michael Arnett was not in attendance.
3. **Agenda:** Purcell stated Item 10A under New Business – ***In-service with Ken Reed*** – be postponed until the March Board meeting due to scheduling conflicts. There were no objections.
4. **Minutes:** Minutes for the Ethics Counsel, the Organizational, and Regular Board meetings, all conducted on January 21, 2021 were approved collectively on a motion made by Kleha and seconded by Adams. The motion carried in a unanimous roll call vote.
5. **Expenses and Fiscal Report:** Superintendent Matt Purcell reporting for Finance Director Lynne Webb. Purcell stated the month of January began with slightly over \$7.25 million and ended with just under \$6.3 million after revenue and expenditures. He noted the incoming revenue was relatively low as there were no tax settlements received in the month of January, and this was usually the case with any month where no settlements were deposited. After a few brief questions and discussion, Mantell made the motion to accept the written and oral report and it was seconded by Bolin. The motion carried in a unanimous roll call vote. Rockwell thanked Finance Director Webb for her work in submitting the reports.
6. **Superintendent’s Report:** Superintendent Matt Purcell reporting. Purcell updated the Board on the COVID vaccine progress. He noted all eligible adult service recipients who wanted the vaccine had received it. He stated the employees were now in the process of being vaccinated, and approximately 90% had chosen to receive the vaccine. Purcell also commented SCDD was still following practices to ensure safety of students and staff.

Purcell reminded the Board that the 2020 Superintendent Evaluations had not been completed. Rockwell suggested that as 2020 was an unprecedented year with all the changes due to COVID, it may be best to move forward into 2021 and dismiss the 2020 evaluation. Other Board members and the Superintendent agreed with Rockwell. Purcell also informed the Board that Dave Zender, HR Consultant, would be at the April Board meeting to discuss employment and personnel topics and how to improve current evaluation processes. Kleha made a motion to accept the written and oral report and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

7. **Program Reports:** The Program Reports were submitted to the Board Members prior to the meeting. Rockwell thanked the Directors for their reports, and recommended any questions from Board members be directed to them or the Superintendent. A motion was made by Adams to accept the reports and it was seconded by Mantell. The motion carried in a unanimous roll call vote.
8. **Committee Reports: Ethics Council** – J. Kleha, Chair. There was no need for a meeting this month
9. **Old Business:** Discussion and recommendations for standing committee rosters for 2021. This topic was tabled at the January meeting. The Board members went over areas of their interest in the committees. Rockwell stated each committee required two members, and the Board President usually sat on all committees as a non-voting member. After a brief discussion, Rockwell asked the Board to email the Board Clerk on which committee they would like to serve on, and the members agreed. Rockwell commented he and the Superintendent would review the lists once everyone had responded.
10. **New Business:**
  - A. **In-service training with Ken Reed from Choice Housing.** This has been rescheduled to follow next month's meeting
  - B. **Discuss/Review Annual Action Steps:** The Board received a copy of the Annual Action Steps in their packets. Purcell explained each three-year Strategic Plan contains three annual action steps that set strategic goals for that year. He stated this was the second year for this three-year plan. Purcell commented the Leadership Team met monthly and were focused on meeting timelines in order to be able to quantify their efforts and see where they stood in each goal. Purcell answered several questions from the Board.
  - C. **VRS Building Integrity Analysis:** Purcell stated the analysis had been rescheduled because of inclement weather, so unfortunately, he would not have a report until the March meeting. He noted the analysis was being conducted on February 26.
  - D. **Transportation Contract:** Purcell stated SCDD was in the final year of their second eight-year contract with Petermann, expiring October 31, 2021. He noted SCDD is not the provider of record for any/all transportation that happens with VRS students. Purcell commented there were many items to consider in obtaining a new contract. Options could include in-house transportation, continuing a contracted relationship with Petermann, or contracting with a different agency. Several items discussed included student routes, calamity days, bidding, and other vendors. Rockwell commented that a Finance Committee meeting may be in order to discuss available options, and the Board and Superintendent agreed.
  - E. **Discuss Paid Time Off for Remote Employees and All Agency Delays and Closures:** Purcell informed the Board that 12-month employees are given 24 hours of PTO in addition to regular sick leave, vacation and personal time. This time is to be used in inclement weather if they are unable to get to work when the school is closed but other programs remain open or are on delay. Purcell noted that roughly 70% of 12-month employees are able to do their job at home with the same efficiency and effectiveness, and this practice will likely continue in the future. Purcell stated although it was probable this type of hybrid working environment would continue, it could not be guaranteed. He

recommended that as this would be a benefit reduction for 12-month employees, PTO should remain as it stands.

**F. Insurance Payout Timing:** Purcell reminded the Board of the small increase in health insurance for 2021. It was approved at a previous meeting that the Board would offset the increase in the form of a one-time payment. Employees would receive different amounts of payout based on their insurance packages. There was discussion among the Board regarding the timing of the payment, taking into consideration there may be employees who leave the organization before the year is over. After discussing several options, it was agreed that the payout should be distributed biannually. Kleha made the motion to authorize the Superintendent to select and finalize those dates, and it was seconded by Bolin. The motion carried in a unanimous roll call vote.

**10. Other:** Board member Richard Bolin resigned his position on the Board due to his current health issues. He thanked everyone for their support and encouragement, and commented he was confident in the other members serving the DD community. President Rockwell expressed his gratitude to Bolin for his service and commitment over the past ten years. Everyone in the SCDD family sincerely appreciates Bolin's time and efforts in serving on the Board, and his presence will truly be missed.

**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.

**11. Adjournment:** On a final motion made by Bolin and seconded by Mantell, the Board adjourned at 6:20 P.M. The motion carried unanimously.

Minutes Prepared by:  
Carla Nelson-White  
Board Clerk

Submitted by:  
Jeffrey Kleha  
Recording Secretary