

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

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

Prayer and Pledge Leader: Cindy Gibson

- 1. Roll Call:** The meeting was called to order at 5:00 P.M. 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.

Following roll call, Chad Phipps (SSA Director) introduced new Service and Support Administrator, Kristi Beckett, and she was welcomed by the Board.

- 2. Agenda:** No changes to the revised agenda
- 3. Minutes:** Minutes for the Ethics Committee meeting and the regular Board meeting, both conducted on 2/16/17, 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. The Board signed three *Moral Obligations* and two *Then and Now* certificates. The Board received the Trust Fund report at the meeting. Mr. Purcell noted the ending general fund balance for February was approximately 1.7 million dollars after revenues and expenditures. He explained tax dollars had been received with close to two million more expected next month. Mr. Barnett asked for a comparison from 2016, and Mr. Purcell stated the totals were skewed due to the tax drop, but expenditures were less by \$144,000 compared to last year. The Board accepted the oral and written report unanimously in a roll call vote.
- 5. Superintendent Report:** Superintendent Julie Monroe reporting. In addition to her written report, Ms. Monroe gave updates on the following:
 - Biennium budget process – DODD Director Martin recently provided testimony to the Ohio House of Representatives Finance Subcommittee. It is still uncertain what kind of funding changes may end up in the new budget, but additional waivers are anticipated to be included.
 - Independent Providers – DODD’s draft rule regarding limiting overtime for independent providers is currently on hold due to the testimony received during the public hearing process.
 - State Waiting List Work Group– Work continues on revising DODD’s Waiting List Rule with the committee focusing on how to assess and sort out various levels of need (i.e. immediate need vs. long-term planning)

- Wheelchair Ramp Dedication - The dedication was held March 15, with the ribbon cutting by County Commissioner Bryan Davis and students from VRS. A local Leadership Tour followed with area agency heads receiving a tour of VRS and obtaining updates on plans and programs of the SCBDD. This was part of the DD Awareness campaign and is planned to be an annual event.

Mrs. Gibson asked if there were plans to use bars or some other type of safety net to prevent slipping on the ramp. Mr. Phipps explained the aluminum ramp was serrated to help prevent any slipping, and Ms. Monroe noted the ramp was treated if there was inclement weather. She added she would contact Darin Porter about other options. Mr. Bolin made a motion to accept the written and oral report and it was seconded by Mr. Thoroughman. 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 for their reports. There were no questions or comments.

7. Old Business: None

8. Committee Reports:

A. Personnel Committee – Mr. Rockwell reporting for Mr. Bolin (Chair) The Committee met at 4:15 prior to the meeting. Mr. Rockwell stated the Committee recommended the revised Table of Organization be approved by the full Board. The revisions to the TO include the creation of a receptionist position at the front entrance of VRS, which is currently contracted through STAR. The position greatly improved access control and customer service for the program. The second change is to move the vacated clerical position from the Superintendent’s office to the Fiscal office. Currently, a temporary floating clerical position is being utilized in the Fiscal office, but it has been determined a permanent position is needed. Mr. Kleha made a motion to accept the revised Table of Organization as presented and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

B. Ethics Committee – J. Kleha, Chair. The committee met to discuss one direct service contract. There were no conflicts noted. Mr. Kleha made a motion to approve the contract, and it was seconded by Mr. Rockwell. The motion carried in a roll call vote.

9. New Business:

A. Recommend scheduling Personnel Committee meeting regarding options for Adult Day Services employees who will be impacted by privatization. Ms. Monroe explained she and Mr. Purcell were working on the separation agreement with STAR for Board review, and asked how they would like to meet to make recommendations. Ms. Monroe also explained that the employees impacted by privatization in July 2018 would like to know as much as possible within the next three months so they can be

prepared to make decisions regarding their future employment. There was discussion regarding whether a Personnel, Fiscal or special meeting would be most beneficial. It was determined a special meeting involving the full Board in attendance would be scheduled early in May so that decisions could be made by the May Board meeting. Ms. Monroe will coordinate the meeting. Mr. Arnett made a motion to accept scheduling a special meeting and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

Ms. Monroe also noted that National Express Transportation wanted to present a proposal amending their contract at the next Board meeting. She stated the presentation would count towards continued training hours for Board members. Board members were in agreement with having the presentation.

- B. Recommend approval of revised Table of Organization_– The Board approved the revised TO unanimously.
- C. Review bids and recommendation from TSHD Architects for VRS & STAR roof replacements and award project. Ms. Monroe shared a recommendation letter from Mark Holsinger of TSHD Architects, recommending the bid for the combined roof projects be awarded to Axis Alliance, LLC. While Axis' bid came in significantly lower than the other bids received, Mr. Holsinger reported there was no reason he could find during his in-depth review of the company's bid or background checks that would disqualify them from the job. After discussion and questions, Mr. Thoroughman made a motion to award the roofing contract to Axis and it was seconded by Mr. Rockwell. The motion carried in unanimous roll call vote.
- D. Recommend approval/adoption of Resolution 2017-3.01 transferring \$150,000 from the General to the Capital Fund. Mr. Purcell asked for the approval of Resolution 2017-3.01 – Regarding the Transfer of Funds from Fund 231 (General) to Fund 503 (Capital). The purpose of the transfer is to facilitate monies for the Capital Improvement Plan and other capital fund expenses the Board is obligated to pay. Mr. Purcell added this funding was part of the five year forecast and in the budget. Mr. Rockwell made a motion to approve the Resolution and Mr. Bolin seconded. The motion carried in a unanimous roll call vote, and the Board signed the Resolution.

10. Miscellaneous: 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.

12. Executive Session: On a motion made by Mr. Thoroughman and seconded by Mrs. Gibson, 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.* The motion carried unanimously.

13. The Board came out of Executive Session at 6:02 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Arnett
14. There was discussion regarding the employment contract of Tammy Guthrie, Director of School Programs. Ms. Guthrie's current contract expires in April 2017, and Ms. Monroe recommended a renewal, for a term of three years, based on Ms. Guthrie's high level of performance and successful completion of her probationary period in the position. Mr. Arnett made a motion to award a three year employment contract to Ms. Guthrie, and Mr. Thoroughman seconded. The motion carried in a roll call vote.
15. **Adjournment:** The Board adjourned at 6:05 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Arnett. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett, Recording Secretary