

**Scioto County Board of DD  
Personnel Committee Minutes  
March 16, 2017**

**4:15 @ STAR, Inc.**

Members: Richard Bolin, Chair, C. William Rockwell, Rodney Barnett

Ex-officio: Julie Monroe, Superintendent and Matt Purcell, Director of Finance and Personnel

1. Recommendation to transfer vacated Secretary position from the Superintendent to the Director of Finance and Personnel to provide permanent and needed clerical support to the Finance and Personnel office.
  - Mr. Purcell explained that the office was currently receiving assistance from the floating clerical position, but the need had been identified for a permanent staff member to assist with the ever increasing work load.
  - Mr. Purcell added that the employee would be responsible for assisting with payroll and personnel related activities and that the position would be advertised publicly.
2. Recommendation to create a permanent Receptionist position at VRS to monitor the entry door and direct phone calls (this is currently being done by a STAR staff member).
  - Ms. Monroe reviewed how and why the position was started and why it was contracted with STAR. Having the position has improved access control to the VRS building and improved customer service to those visiting the building. It is a position the administration would like the Board to create so it can be filled by a County Board staff member. This would allow for more control over the position and day-to-day duties. Additionally, Mr. Purcell stated that the net increase to the County Board would be approximately \$4,268.05 annually.
  - Mr. Barnett asked if there was currently enough work to keep the person busy throughout the day. Mr. Purcell explained that the current staff person does other duties as asked in the office area and this would continue.
3. The Committee entered into Executive Session at 4:35 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* on a motion made by Mr. Barnett and seconded by Mr. Rockwell.
4. The Committee came back into Regular Session at 4:51 p.m.
5. The Committee agreed to make a recommendation to approve the Table of Organization as presented to the whole Board.
6. Mr. Rockwell agreed to make the presentation to the Board on Mr. Bolin's behalf, per his request.
7. Adjournment - The meeting was adjourned at 4:53 p.m.

Respectfully Submitted by  
Julie Monroe, Superintendent