

**Scioto County Board of Developmental Disabilities
Board Meeting Minutes for March 17, 2016**

STAR, Inc. @ 6:00 P.M.

Prayer Leader: Zach Conkel

Pledge Leader: Rick Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Recording Secretary Michael Arnett, Richard Bolin, Jeffrey Kleha, C. William Rockwell Jr., and Cindy Gibson. Vice-President Michael Thoroughman was absent and excused.

*****Following roll call, Mrs. Cindy Gibson was read the Oath of Office and sworn in as a new Board Member by Scioto County Commissioners Mike Crabtree (Chairman) and Doug Coleman. Mrs. Gibson fills the unexpired term through December, 2017, of former Board Member Stephanie Childers.*****

2. **Agenda:** Superintendent Monroe requested an addition be made to “New Business” as #9C Recommend Approval of Resolution 2016-3.01 - Regarding the Discontinuation of Preschool Services. There were no objections to the change.
3. **Minutes:** Minutes for the Ethics Committee, Organizational Meeting, and Regular Board Meeting, all conducted on 1/21/16, were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
4. **Expense and Fiscal Report:** Superintendent Julie Monroe reporting for Finance Director Matt Purcell. The Board signed two *Moral Obligations* and six *Then and Now* certificates. Mrs. Monroe pointed out that, as projected, the general fund balance dropped very low during the month of January. However, the Board has since received the advance of tax levy funds per the resolution approved in January, and the fund balance should continue to improve as tax dollars are reconciled by the Auditor’s Office. Mrs. Monroe commended Matt Purcell and Fiscal Clerk Lynn Webb for their exceptional work in managing the Board’s finances. Projections shared by Mr. Purcell prior to the levy campaign for January 2016 were within approximately 2% of actual numbers. Additionally, Mrs. Monroe referred to the point in time status report to illustrate the ever improving financial health of the organization. Mr. Kleha made a motion to accept the written and oral report as presented and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent Report:** Superintendent Julie Monroe reporting. The Board received the written report prior to the meeting. Mrs. Monroe also noted that during a recent IRS audit it was determined that the SCBDD owed employment taxes for independent providers paid out of supported living funds. The IRS also determined that the providers should be employees of the Board. Considering the ramifications of this statewide, the OACB will be following up on the matter. Also, regarding independent HCBS providers receiving overtime, the department is drafting a rule that would prohibit providers from working over 40 hours per week unless authorized by the County Board. Until then, County Boards are to identify the providers in their counties who are working over 40 hours, and meet with the individuals/families impacted to inform them they will need to start the process of finding additional providers. There were no additional comments or questions regarding the report.
6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. There were no questions or comments regarding the reports.
7. **Committee Reports:**
 - A. Facilities Committee, W. Rockwell Jr., Chair. The committee met at 5:00 P.M. prior to the Board meeting. The following items were discussed:
 1. Information Item: The committee anticipates a bid for the roof replacement project at Carousel Center will be bought before them in April for approval. Mr. Rockwell stated the bid openings would begin 3/24/16, and TSHD Architects would take the bids and make a recommendation.

2. **Action Item:** Safety Consultant Darin Porter has been working with Superintendent Monroe doing building audits to implement a four to five year Capital Improvement Plan. A motion was made by Mr. Rockwell to authorize Mrs. Monroe to oversee the implementation of the Plan. The Board member will receive copies upon completion. Mr. Bolin seconded and the motion carried in a unanimous roll call vote.

- B. **Ethics Committee,** J. Kleha, Chair. The committee met at 5:45 P.M. prior to the Board meeting to discuss two direct service contracts. There were no conflicts found, and the contracts were approved on a motion made by Mr. Kleha and seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote. It was also noted Mrs. Gibson was now serving as a member of the Ethics Committee.

8. **Old Business:** Review Personnel Policy Manual Sections 3.01 and 3.02. Board members were given notebooks at the Board meeting containing 26 policies needing review, updates, and/or abolishment. All policies had been vetted to comply with ORC and OAC. Input was also obtained from Dave Kessler, HR Consultant. Mrs. Monroe noted the policy on Nepotism had been amended to explicitly prohibit family members from supervising each other. A motion was made by Mr. Barnett that the Board receive a new set of policies each month for review, with the decision to approve any amendment/abolishment at the following month's meeting. The motion was seconded by Mr. Arnett and carried in a unanimous roll call vote.

9. **New Business:**
 - A. **Early Intervention & Preschool Updates,** E/I & Intake Director Tammy Nelson, reporting. Mrs. Nelson stated the discussion to discontinue preschool began last year. At the end of last school year, (2014-2015) there were three preschool classrooms serving 36 students both with disabilities and typical. At the start of this school year, (2015-2016) there were six students total (all with disabilities) divided into two classrooms. As of this date, there are no current or anticipated future referrals. Sarah Rice, (Educational Service Center Preschool Intervention Program Supervisor) stated in a written report (see attached) that the trend of the ESC serving children with disabilities is expected to continue.

In addition to explaining that preschool services provided by the Board were no longer necessary, Mrs. Nelson went on to state that the demand for Early Intervention (EI) services were increasing. A survey of current participants indicated that most families would prefer EI services to continue past the age of three. Additionally, there are ongoing referrals for services, including an influx of babies born with addictions. Considering the current EI staff is at capacity, another position would need to be created to expand services, including serving children through age six – a practice supported by DODD and currently done by other County Boards with success.

In addition to serving more children, and for a longer time period, another staff member would enable EI staff to receive certification as trainers and provide consultation on Play and Language for Autistic Youngsters (PLAY) project in center-based classrooms operated by the ESC.
 - B. **Recommend addition to Table of Organization** – Add one FTE- Developmental Specialist
The addition of the full time Developmental Specialist would be under the direction of Tammy Nelson, EI/Intake Director. There was moderate discussion and questions regarding the recommendation. Mr. Kleha made a motion to approve the recommendation and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
 - C. **Recommend adoption of Resolution 2016-3.01** Regarding the Discontinuation of Preschool Services.
After some debate and questions, it was determined the Board would continue the discussion after Executive Session.

10. **Miscellaneous:** None

11. **Comments from the Floor:** None

12. **Executive Session:** *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. Arnett at 7:35 P.M. The motion carried in a unanimous roll call vote.*
13. **The Board returned to regular session** at 8:05 P.M. There was further discussion of Resolution 2016 – 3.01. A motion was made by Mr. Rockwell to approve the Resolution and seconded by Mr. Barnett. The motion carried in a unanimous roll call vote.
14. **Adjournment:** The Board adjourned at 8:06 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Barnett. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett, Recording Secretary

Approved 4/21/16