

**Scioto County Developmental Disabilities
Board Meeting Minutes
March 19, 2020**

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

Prayer – Matthew Purcell

Pledge – J. Michael Thoroughman

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, C. William Rockwell, Jr., and Jeffrey Kleha. Richard Bolin and Michael Arnett were absent and excused. Cindy Gibson was not in attendance.
2. **Agenda:** Superintendent Matt Purcell requested the following items be added to the agenda.
 - An Executive Session be conducted *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.*
 - Recommend approval of Policy 3.05.22 - *Emergency Temporary Paid Sick Leave*
 - Recommend approval of Policy 3.05.23 - *Emergency Family and Medical and Leave Expansion*
 - Recommend adopting a resolution for the *Operation of Schools During the Pendency of Executive Order 2020-01D, ODH Director’s Order Regarding the Closure of All K-12 Schools in Ohio and Future Orders Requiring District Response*

Purcell explained the two newly listed policies had only become available a few hours before the Board meeting by Executive Order, and would be added under “New Business”. There were no objections.

3. **Minutes:** Minutes for the Ethics and regular Board meetings, conducted on February 20, were collectively approved on a motion made by Kleha and seconded by Thoroughman. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Superintendent Matthew Purcell reporting for Finance Director Lynne Webb. Purcell explained the two *Moral Obligations* were from a vendor who had found a couple of invoices from 2019, and had forgotten to turn them in for payment. Purcell stated February’s beginning fund balance started with slightly over \$5 million and ended with roughly \$4.3 million after revenue and expenditures. There were no questions or concerns. Thoroughman made a motion to approve the written and oral report, and it was seconded by Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent’s Report:** Superintendent Matt Purcell reporting. Purcell elaborated on the following items from his written report:
 - Board In-Service trainings will begin in May, 2020.
 - The Community Survey and Needs Assessment is still in progress and should be ready to review at the April Board meeting.
 - A summary of actions taken based on Executive Order was sent via email to the Board.

- VRS is closed to students, but the building remains open to administrative, clerical, and maintenance staff. It will also become necessary for teachers to return to their classrooms at some point to make up more packets for students.
- Employees are permitted to work from home provided their job can be done remotely.
- The Network Administrator is working on bringing all employees to 100% remote capabilities. With the NA devoting all his time to this very involved and time consuming process, it may become necessary to bring on a temporary IT person to handle day to day technology issues.

There were a few questions regarding what was needed to fully update SCDD's equipment to the most current technological standards. Following a brief discussion, Rockwell made a motion to authorize the Superintendent to move forward with this plan, and exercise his authority in spending the funds necessary to complete the technology equipment upgrades. Thoroughman seconded the motion and it carried in a unanimous roll call vote.

Rockwell opened a discussion concerning accountability from employees who are working remotely, as ORC does require proof be presented (if requested) of work/hours completed. Purcell stated rules are in place for teachers regarding their work day. They are checking on students and families on a regular schedule, and are expected to be available in whatever capacity is needed. Under Dana Jones direction, teachers are currently in rotation in packing food to be delivered to students and families. SSA's are also logging their productivity and hours daily. Purcell commented that he meets every other day with the Leadership Team to share updates and plans for the next steps. He commented he keeps an open line of communication with OACB and other area Superintendents and it has been noted, the concern should be directed towards actual services provided rather than productivity and compliance during this time. Purcell noted because some of the individuals completely depend on SCDD to coordinate all of their daily services, it is essential SCDD continues to function as efficiently as possible. Rockwell asked if the additional expenses were being tracked during this time, and Purcell explained that when federal assistance is involved, it is mandatory those extra expenses be tracked, as it could cause a burden to the agency. He added Finance Director Webb was tracking the expenditures.

6. **Program Reports:** The Directors/Managers were not in attendance because of the COVID-19 situation and the need for social distancing. Barnett thanked the Director's and Community Relations Coordinator for their reports.
7. **Committee Reports:** *Ethics Committee – J. Kleha, Chair* There was no need for an Ethics Committee meeting.
8. **Old Business:**
 - A. Discuss Community Survey and Needs Assessment analysis. This will be available at the April Board meeting.
 - B. The Board received section two, OACB Member Services from the Board Member reference manual for review.
9. **New Business:**
 - A. Discuss home school district invoicing for *One on One* Aides at VRS. Purcell explained SCDD employs *One on One* Aides for eligible VRS students through the ESC, and bills the student's home school on a minute by minute basis for the service. With the number of these aides increasing dramatically over the last couple of years, the home schools

were asked to consider a flat-rate billing system. The number of aides employed has reached roughly 22-23, and it is very cumbersome and time consuming for the business office to invoice for that many aides using a minute by minute system.

- B. Update on STAR parking lot – A planned expansion of the STAR parking lot has been discontinued due to loss of funding in the STAR budget. Transportation revenue has been cut by approximately \$100,000 per month due to the social distancing practice caused by the COVID-19 situation. It was noted the projected cost for the expansion was \$250,000 and STAR Director Kelly Hunter was not seeking assistance in funding the project.
- C. Discuss bus monitor sick leave policy – Purcell reminded the Board he had informed them at the September, 2019 Board meeting that the bus monitors, some who also serve as One on One aides at VRS, had made an attempt to form a union in hopes of receiving better benefits. Although they had been denied, they could try again in a year (September, 2020). As sick leave was a priority, Purcell and Finance Director Webb were working on offering sick leave to them at a minimal cost to the Board. Purcell asked the Board to approve a change in the current bus monitor contract that would allow the nine monitors five sick days per year at a cost of \$3,800 annually, if all bus monitors use all allotted sick time. The bus monitors agreed they would not unionize if offered sick leave.

There was lengthy discussion between the Board members regarding this request. It was noted even if sick leave was granted, there was no guarantee the bus monitors would not try to unionize after the year is up. There was also concern of the possibility they would return later on and ask for additional benefits, using unionization as leverage.

Following further debate, Kleha made a motion to authorize the Superintendent to change the bus monitor's contract to include five sick days annually, and the days would not carry over into the next year. Thoroughman seconded the motion and it carried in a three-yea and one-nay vote as follows; Rodney Barnett – Yea, J. Michael Thoroughman – Yea, Jeffrey Kleha – Yea, and C. William Rockwell, Jr. – Nay

- D. Recommend approval of revised Strategic Plan 2020-2023. Purcell stated that although this had previously been approved at last month's meeting, an additional line was added stating, "***The Leadership Team will meet monthly to monitor and discuss the progress and status of each action step.***" Purcell noted no other changes were made that would affect the content of the document.
- E. Recommend approval of SCDD Strategic Goals & Annual Action Steps for year ending 12/31/2020. The Board received an updated draft with this Board packet.

Rockwell made a motion to approve both the Strategic Plan 2020-2023 and the Strategic Goals & Annual Action Steps. Kleha seconded the motion and it carried in a unanimous roll call vote.

- F. Recommend approval of SCDD Program Calendars for VRS and 12-month programs. The Board received the 12-Month calendar, but the VRS was not yet available. It was agreed they would review the 12-Month calendar and recommend approval collectively when the VRS calendar was complete.
- G. Review revised ***Policy 2.01 – Resolution of Complaints and Appeals of Proposed or Initiated Adverse Action Involving the SCDD and Appendix.*** The policy was updated to

bring the current SCDD policy into agreement with OAC, revised in 2019. The Board will be asked to approve the policy at the April meeting.

- H. Review new policy draft – ***Policy 3.05.04-Payroll Requirements***. Board members will review the policy and it will be recommended for approval at the April meeting.
- I. Recommend approval of two new temporary policies mandated by Executive Order:
 - ***Policy 3.05.22 Emergency Temporary Paid Sick Leave*** - This policy allows for emergency paid sick leave for several different situations related to the Coronavirus, and is not counted in the employee’s regular sick days.
 - ***Policy 3.05.23 Emergency Family and Medical Leave Expansion*** - Allows an employee to care for their child for up to 12 weeks if their childcare provider has been closed due to public emergency.

Both policies become effective 15 days following March 18, 2020 and remain in effect through December 31, 2020. Purcell noted the policies were received just hours prior to the Board meeting, and because of the rush to finish, there were a couple of small revisions needed. After reviewing the policies, Thoroughman made the motion to approve the policies pending the revisions, and it was seconded by Barnett. The motion carried in a unanimous roll call vote.

- J. Recommend adoption of ***Resolution for the Operation of Schools During the Pendency of Executive Order 2020-01D, ODH Director’s Order Regarding the Closure of All K-12 Schools in Ohio and Future Orders Requiring District Response***. This Resolution authorizes the Superintendent to act as needed on circumstances that may arise in accordance with the COVID-19. Rockwell made the motion to adopt the Resolution and it was seconded by Thoroughman. The motion carried in a unanimous roll call vote and the Resolution was signed by the four Board members present.

- 10. **Other:** There were a few miscellaneous comments regarding the effects of COVID-19 on SCDD employees and preparing for announcements from local governments regarding closures, etc.
- 11. **Comments from the floor:** There were no comments from the floor
- 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*, the Board entered Executive Session at 5:32 PM on a motion made by Thoroughman and seconded by Rockwell. The motion carried unanimously.

The Board returned to regular session at 5:45 PM on a motion made by Barnett and seconded by Kleha. The motion carried.

Thoroughman then made the motion to approve authorizing the Superintendent to create a temporary position of Assistant Early Childhood Director, which will dissolve on the resignation of the current Early Childhood Director. The Superintendent will also have the authority to permanently promote a current employee into this temporary position and

to increase the current pay of the Assistant Director by 5%. This motion was seconded by Rockwell and carried unanimously.

13. **Adjournment:** On a motion made by Rockwell and seconded by Kleha, the meeting adjourned at 5:48 PM. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Matthew Purcell
Superintendent