

Scioto County Board of DD Meeting Minutes - March 18, 2010, held in STAR, Inc. building, 2615 Gallia Street, Portsmouth, Ohio

6:10 p.m.

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President James M. Thoroughman, Recording Secretary Stephanie Childers, Klaire Purtee, William C. Collins and Jeffrey Kleha. The seventh position is vacant.
2. **Agenda:** Mr. Barnett acknowledged receiving an agenda in advance of the meeting. There was no discussion on the agenda.
3. **Minutes:** Mr. Kleha made the motion to approve the minutes of the January organizational meeting as received. Mr. Thoroughman seconded. The motion was approved unanimously with a roll call vote. All votes of the Board are recorded using the roll call method.

Mr. Kleha then made a motion to approve the minutes of the regular January meeting. Mrs. Childers seconded. The motion was approved unanimously.

4. **Expenses:** Mrs. Childers made the motion to approve the expenses as received with the addition of 14 morals. Mrs. Purtee made the second. There was no discussion. The motion was approved unanimously.
5. **Superintendent's Report:** Brenda Benson reporting
 - A. Superintendent's search: Mrs. Benson presented three options for the process of her position, as she plans to retire December 31, 2010. The first choice was to do it internally using a committee and the Board's personnel resources. The second option was to ask the Ohio Association of County Boards to perform the search, which is a service covered by the membership fee. The third way would be to hire a firm to perform all the steps, including advertising and screening.

The first question asked was if Mrs. Benson would reconsider her decision to retire. She stated that she felt she had accomplished what she set out to do with the help of the administrative team, and that her heart was telling her it was time to move on.

There was considerable discussion of time lines, requirements and other details. There seemed to be consensus that it would be best to have an outside entity lead to the search. In the end, Mrs. Benson was directed to ask a representative County Boards Association and someone from Dublin Management Group (DMG) to come down from Columbus to a special board meeting, if this would not be an additional cost to the Board.

Mrs. Benson emphasized that both the Association and DMG would need clear guidance from the board members as to the parameters of the search. It was suggested that the members come prepared with ideas about the type skills they valued in a superintendent.

- B. Additional Parking: Mrs. Benson sought the board members' guidance regarding her next steps toward acquiring the property needed for additional staff parking. After much discussion, it was agreed that she take Mr. Thoroughman's suggestion and work through a realtor.
- C. Board Training: Mrs. Benson reminded the board members that they each must complete at least four hours of training each year. She stated that her recommendation was to have training tailored to the needs and issues in Scioto County, including, for new board members, the basics of what boards are intended to do. She presented a few dates where financial consultant Ken Albert was available to present facts and figures to the Board. She also mentioned the Ohio Association of County Board's training website that could be done individually or as a back up for a particular board member who has to miss a scheduled training.

She noted that the Association almost always obtained board member training credit for their conferences, but these are all held in Columbus and it can be difficult for board members to get away from their other responsibilities to attend. Mr. Barnett asked about regional training. Mrs. Benson stated that the Southern Ohio Council of Government and the Association, who offered that in the past, have planned a roundtable event April 12 in Jackson County or in Highland County on April 21.

Some board members expressed disappointment that the training to update the County Boards Association's Board Member Manual was not being offered this year. Mrs. Benson said that she could ask the Association to include this topic at the roundtable or have the Association come to Scioto County to present.

The matter was left with Mrs. Benson offering to speak to the Association about what training they are comfortable presenting. Any board members who wanted to attend the April regional trainings were asked to contact the office so that reservations could be made.

- 6. **Program Reports:** Some written reports were submitted to the board members in advance of the meeting. Julie Monroe, Director of Community Services, distributed her February report, as it contained important information not included in her March report.

- A. School Programs: Mr. Barnett apologized for skipping over Mark Cornwell and the school programs at the January meeting and offered him

the floor. Mr. Cornwell rose to the occasion and presented both a written and verbal report about the status of the preschool and the school.

- B. Adult Services: Director Karren Griffith reported that the open house, held this evening, has had the best attendance ever recorded for the adult program. Of special note was that many of these people have no direct connection to the program and were probably first time visitors.
- C. Fiscal Report: Business Manager Matt Purcell discussed the general fund cash flow, noting that revenue was at \$608,179.32 for the first quarter, while expenditures exceeded that amount at \$1,573,058.78. He explained that there was no need for concern as the local tax revenues would not be credited to the Board until later this month.

Under miscellaneous on the revenue report was an entry for just over \$25,000 which was an unanticipated windfall in the form of a public utilities reimbursement. On the expenditure report, he noted that the once-a-year payment to the Workers' Compensation program had been made, and it was less than expected. With the worst of winter behind us, the utilities costs are less than projected. However, he noted that not enough funds had been encumbered to cover the Board's contribution to the Public Employees Retirement System. This line item would be adjusted accordingly before the next board meeting.

7. Old Business:

- A. The second reading of amendments to the policy regarding service recipients who administer their own medications while on Board property was before the Board. No changes had been made since the initial reading in January. Mrs. Childers made the motion. Mrs. Purtee seconded. The motion was approved unanimously.
- B. The second reading of the policy on quality assurance of medication administration was before the Board. No changes had been made since the first reading in January. Mr. Thoroughman made the motion. Mr. Collins offered the second. The motion was approved unanimously.

8. Committee Reports:

- A. Staff Advisory Council (SAC): Mrs. Benson reviewed the history of the Education Reimbursement policy, mentioning that the policy was intended to help employees offset the cost of continuing education needed to maintain or improve the credentials required for their jobs. The policy was rescinded in the 2004 financial crisis, and reinstated in December 2008. According to the policy, an employee could recover no more than

\$600 in educational expenses in one year. Historically, the Board has designated up to \$10,000 for total annual reimbursement.

SAC administers this policy according to strict guidelines they wrote themselves. Recently, SAC decided to ask the Board to increase the amount available to any one employee from \$600 to \$1,000 annually as the cost of education credits have increased significantly in recent years.

A copy of the policy reflecting this change had been sent to the Board. Mr. Thoroughman made the motion to approve the change as an emergency, waiving the usual two readings. Mr. Kleha gave the second. There was no discussion. The motion was approved unanimously.

- B. Ethics Council: No report
- C. Personnel Committee: Mr. Barnett appointed Mr. Thoroughman to chair the committee and Mrs. Purtee and Mrs. Childers as the other two members.
- D. Public Information Committee: Margaret Compton reporting
Ms. Compton recapped activities scheduled for DD Awareness Month including a trip to the statehouse for the State DD Month Kickoff event on March 4. Five adults in leadership roles in the Consumer Advisory Council (CAC) attended. March 16, Carousel Preschool held a Literacy Fun Night. Tonight, open house was held at VRS and STAR buildings. March 23 will be the Community Employment Employer Appreciation Banquet at the Southern Ohio Medical Center's Friends Center, with First Lady Frances Strickland speaking. April 10 will be the Celebrity Special Olympics Basketball Game fundraiser, beginning at 2 p.m. at the Shawnee State University Athletics Center. Mrs. Griffith added an invitation to the Adult Services Pinewood Derby, March 24.
- F. Trust Fund Committee: A written report was distributed with the fiscal reports earlier in the meeting.

9. New Business:

- A. Change in the Table of Organization: Tammy Nelson, Director of Early Childhood Programs and Family Support Services, presented the need for a new position on her staff. After explaining the duties of the existing three early intervention (EI) specialists, which includes home visits with infants and toddlers up to age three to perform developmental therapies. The new person would have a partial EI caseload to bring current caseload numbers down to more reasonable levels, take the lead on family training programs, and disseminate information about the EI program in the community. This person would also take up some of the duties previously

assigned to a preschool transition and intervention position, formerly funded through grant funds, including filling out the forms for enrollment in County Board services for children ages 3 to 6.

Last fall, the person in this position found employment elsewhere, and then the grant ended in December. This, in addition to the shift of Help Me Grow to the Educational Service Center, gave Mrs. Benson and Mrs. Nelson an opportunity to recreate the position into the one being requested tonight.

Mrs. Nelson drew the Board's attention to an illustration of the table of organization showing the proposed change. The new position of 'Transition/EI Specialist' was highlighted, and the part-time position of 'Preschool Parent Mentor' was marked for elimination.

There was some discussion on the issue before Mrs. Childers made the motion to approve the table of organization changes. Mrs. Purtee seconded. The motion was approved unanimously.

- B. Annual Action Plan: Ohio Administrative Code (5123:2-1-02) requires the Board to adopt an annual action plan. A draft of the plan was presented to the Board for the members to look over before the next meeting. Ms. Compton explained that a 30-day public comment period and a public forum must be announced and completed before final approval can be given. Board members were also given updates on the goals from previous years.
- 10. Executive Session:** Mr. Barnett called for a motion to enter into executive session at 7:32 p.m. to discuss personnel issues, specifically the employment of public employees. Mr. Thoroughman made the motion. Mrs. Collins seconded. The motion was approved in a unanimous roll call vote.

Mr. Collins made the motion to re-enter open session at 8:38 p.m. Mr. Kleha seconded. The motion was approved unanimously.

There was no action taken as a result of executive session.

- 11. Adjournment:** Mr. Kleha made the motion to adjourn at 8:43 p.m. Mr. Thoroughman seconded.

Respectfully submitted by:

Stephanie Childers, Recording Secretary