

**Scioto County Developmental Disabilities
Board Meeting Minutes
April 16, 2020**

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

In an effort to comply with the Stay At Home order, SCDD's meeting was held in closed quarters and was live-streamed on the SCDD Facebook page.

Prayer – Cindy Gibson

Pledge – Rodney Barnett

Following the pledge, the Board offered a moment of silence for Philip Phipps, father of SSA Director Chad Phipps, who passed away this week.

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, C. William Rockwell, Jr., Jeffrey Kleha and Cindy Gibson. Richard Bolin and Michael Arnett were absent and excused.
2. **Agenda:** There were no changes as presented.
3. **Minutes:** Minutes for the regular Board meeting conducted on March 19 was 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 stated after expenditures and revenue, the March ending balance ended at roughly \$8.1 million. This balance was inclusive of the first 2020 tax settlement drop, and the second would hit late summer/early fall. There were no questions. Thoroughman made a motion to approve the written and oral report, and it was seconded by Kleha. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Purcell expressed his gratitude to the Leadership Team and SCDD staff for their teamwork and compassion during this very unconventional time. He reviewed the following items from his written report:
 - The updates needed to allow employees to work remotely have been completed, and every possible employee is now working from home. Purcell added the EI department currently does virtual “home” visits, as well as telephone communication. VRS students receive learning packets on a regular basis from their teachers, and more IT learning options are being developed for future use as well. Adult individual’s needs are being handled through electronic communications. Providers are also working with each other and with SSA’s to maximize effectiveness in providing services. Although circumstances are not ideal, with the exception of face to face communication, services are generally being offered and provided as usual.
 - Purcell stated all buildings were currently closed to outside visitors. Phones have been set up in three different clerical employee homes to answer and route calls. A minimum number of staff are reporting to the building as needed, and are required to take their temperature before entering. Purcell explained, as with all County Boards and school districts, employees who are not equipped/able to work from home, and who would not be considered “essential”, have been placed on paid administrative leave until it is advisable to return to work.

- Information regarding individuals right to vote, along with instructions on obtaining an absentee ballot was recently emailed to the Levy community and mailed via USPS to individuals, students, guardians/families and providers. An envelope addressed to the Board of Elections was included. It was noted the last day to return an absentee ballot is April 28. Purcell thanked Carla White for organizing the mailings and Kellie Reedy for her assistance in posting them.
- An in-service Board training is still being planned for May, and members will be notified as soon as plans are finalized.
- The Board received the newly composed *Exposure Control Plan* for review. Purcell stated the document details steps taken in various exposures related incidents. They were also given the *Red Bag* procedure, created by the VRS nurse, that ensure bags are monitored and updated as needed throughout the year. Each department has an emergency red bag and a designated person in charge of the bag, should an emergency occur.
- The *Alternate Work Setting Procedure* was included in the Board packets for review. Purcell stated every department has their own procedures regarding alternate work settings and this would be an overarching procedure to be used in conjunction with current applicable policies. Although this procedure is not directly related to the COVID-19 situation, it is needed with most staff now working remotely.

There were no questions regarding the Superintendent's report.

President Barnett updated the Board on the current levy situation stating approximately 7,000 of the 47,000 eligible votes had been cast. He also thanked Carla, on behalf of the Board, for her efforts in getting out the voting information in a short timeframe.

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:** The Board received Policy 2.01 and Policy 3.05.04 at March's meeting for review.
 - A. *Recommend approval of revised Policy 2.01 – Resolution of Complaints and Appeals of Proposed or Initiated Adverse Action Involving the SCDD, and its Appendix.* Purcell stated the substantial change in the policy was the allotted timeframe to report to the DoDD Director.
 - B. *Recommend approval of new Policy 3.05.04 – Payroll Requirements.* A payroll policy was removed in 2012 with the intent of being replaced with procedure, but it was not replaced.

There were no questions regarding either policy. Rockwell made a motion to approve both policies and it was seconded by Kleha. The motion carried in a unanimous roll call vote.

9. **New Business:**
 - A. *Recommend approval of the META Solutions contract.* Purcell stated META (formally SCOCA) had been the network administrator for SCDD since 2011. He noted META had offered discounted options based on the length of the contract. No discount would be applied on a one year contract; however, a three year contract came with a 30% discount and a five year contract

carried a 50% discount. Purcell stated he intended to continue with META as they had generally provided good service overall. Kleha made a motion to approve the Superintendent going forward with a five year contract and it was seconded by Thoroughman. The motion carried in a unanimous roll call vote.

B. Recommend approval of the 12-Month and 9-Month Program calendars. Purcell noted the date for the all-staff in-service training had been determined, as well as the keynote speaker. Rockwell made a motion to approve both calendars and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

10. **Other:** None

11. **Comments from the floor:** Not Applicable

12. **Adjournment:** On a motion made by Kleha and seconded by Thoroughman, the meeting adjourned at 5:15 PM. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Matthew Purcell
Superintendent