

Scioto County Board of Developmental Disabilities
Regular Board Meeting Minutes
April 19, 2018

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

President Rodney Barnett called the meeting to order at 4:45 P.M.

Prayer & Pledge – Richard Bolin

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, Richard Bolin, Jeffrey Kleha and Cindy Gibson. C. William Rockwell Jr. was absent and excused.
2. **Agenda:** Mr. Purcell asked to add an Executive Session to the agenda - *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.* There were no objections.
3. **Minutes:** Mr. Kleha noted his name had been omitted from the roll call on the March minutes. The Board Clerk stated she would correct the error. On a motion made by Mr. Kleha and seconded by Mr. Thoroughman, the minutes for the regular Board meeting conducted on March 15, 2108 were approved, with the addition of Mr. Kleha’s name on roll call. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Finance Director Lynne Webb reporting. The Board signed one *Then and Now Certificate* and one *Moral Obligation*. Mrs. Webb stated the General fund balance for March started with slightly over \$3.7 million and ended with just over \$4.2 million after revenues and expenditures. She added the ending balance was elevated due to the first half of the property tax levy funds being deposited. Mr. Thoroughman made a motion to accept the written and oral report and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
5. **Superintendent’s Report:** Superintendent Matt Purcell reporting. He thanked the Board for allowing him to lead the organization. He also expressed his gratitude for the work and contributions of the Program Directors and staff of SCDD. Mr. Purcell stated he was finishing up his “Listening Tour” and it had proven to be very enlightening and informative. He noted he had received both positive feedback and issues of concern from the 21 random staff that were selected to participate. Mr. Barnett asked if he could provide examples of what had been discussed during the meetings. Mr. Purcell noted the concerns were generally department specific, and many would require very little effort or cost to rectify. One of the concerns was staffing issues with the loading and unloading of VRS buses. Mr. Purcell added he would find out what needed to be done in redirecting staff to make the bus duty flow more efficiently. He stated almost everyone he spoke with mentioned how appreciative they were of the insurance and benefit package offered to SCDD employees.

Mr. Purcell also reviewed Chapter Two – **Board Member Services** of the 2018 OACB Board Member Manual. He discussed the 2016 OACB Strategic Plan and the five goals they hope to help County Boards achieve:

1. Defining themselves as critical members of the community.
2. Strengthen the long-term sustainability of Ohio’s county board system.
3. Achieve meaningful community inclusion in all states of an individual’s lifespan.
4. Influence and drive how DD programs and systems are simplified and improved
5. Collaborate with family and provider support organizations.

There were no other questions or comments. Mr. Bolin made a motion to accept the oral and written report and it was seconded by Mr. Arnett. The motion carried unanimously in a roll call vote.

6. **Program Reports:** The reports were submitted to the Board prior to the meeting. Mr. Barnett thanked the Directors and Community Relations Coordinator for their reports. He also personally thanked Tammy Nelson, Lori McNelly and Matt Purcell for their involvement in the recent Health Fair, which hosted 39 agencies at South Webster H.S. He added this was excellent public relations for SCDD.

7. **Committee Reports: Ethics Committee** – J. Kleha, Chair. There was no Ethics meeting this month.

8. **Old Business:** Reminder to the Board that the first in-service training will be May 17 following the Board meeting. The following four mandatory training topics will be reviewed by Randy Beach during the two hour training: (1) Supportive Technology (2) HCBS Waiver Waiting List (3) Key Statewide Data and the Data Warehouse and (4) Cash Projections Tools. Mr. Purcell stated he plans to have two more hours of training conducted by SSA Director Chad Phipps and ADS Director Kelly Hunter, which will complete the required four hours. It was noted Mr. Thoroughman would be unable to attend the May 17 training due to another commitment.

9. **New Business:**

A. Recommend approval of the CARF HUB Agreement between STAR and SCDD. Mr. Purcell stated this Memorandum of Understanding (MOU) between SCDD and Star, Inc. was a non-binding agreement that would allow SCDD to subcontract with STAR, Inc. so that STAR can continue to provide employment related services through *Opportunities for Ohioans with Disabilities* (ODD), and be reimbursed for those services. This will be for the term of one year beginning July 1, 2018 through August 31, 2019, or until STAR receives their CARF accreditation. It was noted ADS Director Kelly Hunter does plan on obtaining CARF accreditation for STAR.

B. Recommend approval of the master contract between STAR and SCDD regarding privatization. The *Agreement for Adult Day Array Services for Non-Medicaid Individuals* master contract between SCDD and STAR, Inc. was given to the Board for review. Mr. Purcell stated the contract had been signed by the Assistant Prosecuting Attorney and approved to be in proper form. The STAR Board had also approved the contract, and once approved by SCDD and OPERS, it would go into effect

July 1, 2018. Following discussion and questions, it was agreed there were no foreseeable problems with the contract. It was also noted the Commissioners were reviewing the STAR lease and it was almost complete, pending some minor language updates.

C. Recommend approval of the Maintenance Proposal for remainder of 2018. Mr. Purcell explained maintenance staff has been limited, leaving one person to address all the maintenance issues for three buildings. He proposed SCDD contract with STAR on a month to month basis in hiring one part-time maintenance person. He stated cost would be controlled as there would be set days of the week scheduled, on a time limited, as-needed basis. The maintenance staff would be under the direction of Tammy Guthrie, Tammy Nelson and Kelly Hunter in their respective buildings.

D. Discuss updates on VRS sign. Mr. Purcell stated the Board had authorized obtaining quotes for signage at the July, 2017 Board meeting. The original plan was to purchase an LED sign at the cost of approximately \$25,000 – \$30,000. Mr. Purcell noted that a non-LED sign would serve the same purpose at a cost of \$7,000-\$10,000 and could also display banners for special events. Following a few questions, Mr. Purcell informed the Board he would keep them updated on the progress of the sign.

E. Update of STAR bathroom renovation. It was determined at the last Board meeting that in lieu of an expanded parking lot, STAR would benefit greatly from renovating the bathrooms. Mr. Purcell stated drawings had been conducted on the bathrooms and an estimated cost had been determined. He noted sealed bids would be obtained, with the job being advertised through media resources. Mr. Purcell asked the Board to approve moving forward with the renovation plans.

F. Discuss IT Project for STAR. Mr. Purcell stated STAR would be obtaining an IT provider other than META (formally SCOCA), once privatization goes into effect. At that time, META will be removing their IT equipment from the building and STAR will need to obtain a new infra-structure for an IT system. It was noted Mr. Hunter had spoken to another IT provider who could service STAR at a more reasonable cost. Mr. Purcell recommended the Board approve SCDD assisting STAR with replacing that infra-structure at a one-time cost of approximately \$24,000.

G. Recommend approval of VRS 2018-2019 Calendar. The Board was given the calendar for review. Mr. Purcell explained the calendar did not include half-day in-service trainings as time was limited on those days to only an hour or two after students were loaded on buses. He stated a “Waiver Day” may be taken in the Spring so VRS staff could benefit from a full day in-service training. A “Waiver Day” would use seven hours of calamity time, which would lessen calamity time from approximately 13 to 12 days.

New Business items 9A-G were approved/accepted collectively on a motion made by Mr. Bolin and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

10. **Other:** None

11. **Comments from the floor:** Speakers are required to state their name and address for the record. Additional speaking rules are on the back of the public agenda. There were no comments from the floor.

12. **Executive Session:** On a motion made by Mr. Arnett and seconded by Mr. Bolin, the Board entered into 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* at 5:22 P.M. The motion carried unanimously.

13. **Adjournment:** The Board reconvened to regular session at 5:40 P.M. The Board adjourned at 5:41 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Kleha. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Respectfully Submitted by:
Michael Arnett
Recording Secretary