

Adopted May 19, 2011

Scioto County Board of DD Meeting Minutes for April 21, 2011 at STAR, Inc.

6:03 p.m.

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President J. Michael Thoroughman, Klaire Purtee, Jeff Kleha, and C. William Rockwell, Jr. Absent and excused were Recording Secretary Stephanie Childers and Richard Bolin.
2. **Agenda:** President Barnett recognized that the tentative agenda had been received by board members more than five days in advance of this meeting. When he asked if there would be any changes to that document, Superintendent Benjamin Hollinger noted that an item regarding the heating/air conditioning/ventilation (HVAC) system of the STAR building needed to be added.
3. **Minutes:** Mr. Rockwell made the motion to approve the minutes of the March special meeting and the personnel committee meeting. Mr. Thoroughman seconded. There was no discussion. The motion was approved unanimously with a roll call vote.
4. **Expenses:** Mrs. Purtee made the motion to approve the docket of expenses, the 'Then and Now' certificates and the moral obligation letters as presented. Mr. Kleha seconded. The motion was approved unanimously.
5. **Superintendent's Report:** Benjamin Hollinger reporting
 - A. Mr. Hollinger distributed a document with an outline of his report. He began with an update on strategic planning, stating that the café conversation process is nearly finished. Attendance has not been strong, but some good information has been gathered. When data collection is complete, the next step is to assemble a committee to review the data. Mr. Hollinger invited board members to contact him if they wished to be included on this committee.

Additional information for strategic planning will come from reviews done by representatives of the Ohio Association of County Boards of DD and an IT company called InfoLink. Mr. Hollinger is also planning to do a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on a departmental level to gain more insight.
 - B. Later on tonight's agenda is the first step toward getting the levy renewal on the November ballot. And to keep the options open, the Board will be asked to approve a document for the possibility of an August ballot.

Adopted May 19, 2011

The levy campaign committee will be convening in May. Soon the Board will be asked to play an important role in determining what cuts will have to be made should the levy not be renewed.

Mr. Rockwell asked a question about state subsidies and the proposed state budget. Mr. Hollinger responded with an update, stating that state subsidies may not be seriously affected. However, proposed changes to the phase out of tangible personal property tax will impact the Board earlier than originally planned, leading to an annual loss of approximately \$400,000. Cuts to county government subsidies may lead the county commissioners to seek reimbursement for services from agencies such as the county board or require the purchase of services from them.

- C. **Fiscal sustainability:** This year, the program is projected end the year with a \$700,000 deficit. Mr. Hollinger is trying to be proactive in addressing this issue through such means as refinancing adult services through Level One waivers, reorganizing staff to improve billing opportunities and efficiency, and maximizing the use of technology.
- D. **IT Enhancements:** The Board's Finance Committee will be meeting soon to look at the CareTracker™ System, a documentation system for adult services. Donna Royse has been investigating electronic document storage systems.
- E. **Bridges to Transition Grant:** Changes in state level administration have delayed our inclusion in the grant. This project causes the creation of supports for individuals, ages 14 – 22, who are transitioning from school to work. This includes students of Vern Riffe School and those in the public schools system. Kelly Hunter is moving ahead. A location outside of our existing facilities is being sought and the process of hiring staff is underway. A current member of our staff, Brenda McAllister, will also be working with the project as a parent advocate. There was some discussion on the issue when Mr. Kleha asked for background information.

Mr. Barnett asked for some insight on the themes in the information being collected through café conversations. Better communication was one such theme mentioned by Mr. Hollinger. Board clerk Margaret Compton added that there was some frequency to requests of more community awareness, behavior support, community-based activities and help with transition age students.

- 6. **Program Reports:** Written reports were submitted to board members in advance of the meeting.
- 7. **Old Business:**
Last month the Board approved recommendations from the Personnel Committee for changes to certain personnel practices. This month, the policies on those

Adopted May 19, 2011

practices are being presented for the Board's approval. Mr. Thoroughman made the motion to approve the amendments as presented to Personnel Policy Section 1.08 – Definitions and Section 6.06 – Sick Leave, and to adopt the County Commissioners' leave donation policy with minor changes as an interim policy, pending a legal opinion. Mr. Rockwell seconded the motion. There was some discussion on the issue. Mr. Kleha reiterated his objection to the suspension of the original leave donation policy during the past month. The vote was unanimously in favor of the motion.

8. New Business:

- A. After the Board approved a contract with retired employee Cynthia Newberry to perform certain intake functions, Mr. Hollinger learned that this did not meet the approval of the Ohio Public Employees Retirement System (OPERS). To remedy this situation, the STAR, Inc. Board has agreed to hire Ms. Newberry and contract her services to the Board. A contract to this effect was before the Board as an amendment to the STAR agreement. Mr. Kleha made the motion to approve the contract. Mrs. Purtee seconded. The motion was approved unanimously.
- B. Adoption of Resolutions 2011-4.01 and 2011-4.02 concerning tax valuation requests preceding ballot issue request: The first resolution would allow the Board to proceed with a request to be on the ballot in the event of an August special election. The second one allows the Board to proceed with a request to put the levy renewal on the November ballot. Mr. Thoroughman made the motion to adopt both resolutions. Mr. Kleha seconded. The motion was approved unanimously.
- C. Adoption of Resolution 2011-4.03 creating a plan approved by OPERS for contracted management employees to cash-in unused vacation leave in 2011. There was some discussion of the issue with personnel officer Bettilee Rayburn. Mr. Kleha made the motion to adopt the resolution. Mr. Rockwell seconded. The motion was approved unanimously.
- D. Discussion of the Vision Statement: This item was tabled.

- 9. Miscellaneous:** STAR Building HVAC - Business Manager Matt Purcell gave a brief history of this issue and explained the process he and Mr. Hollinger have followed to allow action to be taken as soon as possible to repair the air-conditioning system in the STAR, Inc. Building. The system has a long history of malfunction and with another summer approaching, the County Prosecutor's office was asked if the system replacement could be considered an emergency, which shortens the timeline for work to begin. It was decided that the whole system could not be considered an emergency, but the A/C system could. Mr. Rockwell made the motion to request that the County Commissioners choose a

Adopted May 19, 2011

contractor so the work could proceed. Mr. Kleha seconded. The motion was approved unanimously.

- 10. Comments from the Floor:** There was an exchange of information between the Board and some of the administrators present regarding upcoming events.
- 11. Adjourn:** Mr. Thoroughman made a motion to adjourn at 7:38 p.m. Mr. Kleha seconded.

Minutes prepared by Margaret Compton
Respectfully submitted by:

Stephanie Childers, Recording Secretary