

Scioto County Board of DD Ethic Committee Meeting Minutes for May 16, 2013

STAR Conference Room, 6:47PM

1. **Roll Call:** Present were Stephanie Childers, Rodney Barnett, Jeffery Kleha. Attending ex-officio were: Service and Support Administration Director Donna Royse and Superintendent James Krumer. The meeting was called to order by Stephanie Childers.
2. **Discussion:** Donna Royse reviewed Family Directed Service and Supported Living Contracts. An open discussion regarding the contracts revealed there were no ethical concerns. The contracts were recommended for approval by unanimous consent.
3. **Adjournment:** Chairperson Jeffery Kleha asked for a motion to adjourn the meeting. By unanimous consent the meeting was adjourned at 6:53 PM.

Prepared and Submitted by:

Stephanie Childers, Recording Secretary

Scioto County Board of DD Meeting Minutes for May 16, 2013

7:00 PM at STAR Workshop

Prayer Leader: Rev. John Gowdy, Temple Baptist Church

Pledge Leader: Richard L. Bolin

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President J. Michael Thoroughman, Recording Secretary Stephanie Childers, Klaire L. Purtee, Jeffrey Kleha, C. William Rockwell, Jr., and Richard L. Bolin.
2. **Agenda:** There were no changes to the agenda.
3. **Minutes:** Mrs. Childers made a motion to consider the minutes. Mr. Thoroughman seconded.

Each set of minutes were voted on separately with this result:

- A. April Finance Committee meeting minutes: Approved unanimously
- B. April Facilities Committee meeting minutes: Approved unanimously
- C. April Ethics Committee meeting minutes: Approved unanimously
- D. May Personnel Committee Meeting minutes: Approved unanimously with amendment

Mr. Bolin commented regarding the Board's involvement in the hiring process had been discussed at this meeting in light of two legal opinions and it was determined that the Board members are not to be involved in the hiring process except at the Superintendent's discretion. He also noted that to date, no board member had been invited. Mr. Kleha added comments regarding the legal entanglements and the possible reasons for the superintendent exercising his discretion. It was decided to continue the discussion later in the meeting.

- E. April board meeting minutes: Mrs. Purtee asked if something could be added to the minutes where Julie Jewett's comments were included. Most of the content of her presentation had been omitted from the original draft of the minutes in the interest of protecting the confidentiality the information imparted by Mrs. Jewett.

Mr. Krumer noted that since the document was drafted, Mrs. Jewett had been in contact and made it clear that she wanted the nature of her situation to be explained in the minutes. Mr. Krumer proposed an alternate wording. After much discussion, it was agreed that the text would be: "Julie Jewett, parent of an adult consumer, asked to speak to the Board regarding a recent experience she and her child had had. She expressed that she had agreed to admit her son to a placement against her better judgment and the advice of a doctor, because felt she had no other options. She also stated that the placement stay did not benefit her son, and gave details of the event and some of the aftermath. She stated that her purpose in speaking at this meeting was to insure that this did not happen to another family."

Mr. Thoroughman made the motion to approve these minutes as amended.
Mrs. Purtee seconded. The motion was approved unanimously.

4. **Expenses:** Director of Finance Matt Purcell presented the dockets of expenses, the then and now statements and the moral obligations. Mr. Purcell also distributed copies of a report on the Trust Fund. He reviewed the General Fund reports, both expenses and revenues, noting that we are a little higher in revenues than was anticipated. In response to a question by Mr. Rockwell, Mr. Purcell explained that all the county board funds were kept in the county treasury and all investments decisions are made by the county. As the county also keeps the interest, Mr. Krumer was asked to find out how much interest is earned on DD funds. There was some discussion around when to schedule a finance committee meeting. Then Mr. Barnett made the motion to approve the finance report as received. Mr. Kleha seconded. The motion was approved unanimously.

5. **Superintendent's Report** by James Krumer

- A. A written report was submitted in advance of the meeting.
- B. The Ohio Superintendent's Executive Committee (SEC) and the Ohio Association of County Boards (OACB) have decided to form an *ad hoc* committee to consider the question that Director Martin raised at the March Superintendents' Conference – is it time to think about the system and potential changes to the system. Mr. Krumer has been designated an alternate representative from our region. He will keep the Board informed on the work of the committee. Mr. Thoroughman made the motion to accept the report. Mrs. Childers seconded. The motion was approved unanimously.

6. **Program Reports:** Mr. Barnett thanked the leadership team for their reports. He offered individual kudos to Shawn Jordan for becoming the Board's grant writer and for successfully securing two small grants recently. Mrs. Purtee offered her thanks to the school age program for their work on her daughter's first prom experience.

7. **Committee Reports:**

- A. Ethics Committee: Chairman Kleha reported that the Ethics Committee had met immediately prior to this meeting and reviewed the direct service contracts presented for approval. There were no known conflicting interests and the

Committee recommended their approval. Mr. Kleha put this in the form of a motion. Mr. Thoroughman seconded. The motion was approved unanimously.

B. Personnel Committee:

- a. At their meeting, the Committee had been asked to consider recommending that a vacant Service and Support Administrator (SSA) position be filled as soon as possible and that the table of organization (TO) be reduced by a second vacant SSA position by abolishing that position as discussed in earlier meetings.
- b. Another agenda item had been the addition of one full time equivalent Person-Centered Planner position to the TO under the adult services director, which is currently on the STAR, Inc. TO. Mr. Bolin submitted these three recommendations in the form of a motion, which was seconded by Mr. Thoroughman and approved unanimously.
- c. Mr. Bolin reported that the Committee also considered and recommended a number of policy amendments. These are accompanied by deletions of the previous versions. Mr. Rockwell made the motion to approve Section 3.01.01: Personnel Policies Preamble, Section 3.01.02: Scope of Coverage, Section 3.01.33: Dissemination and Policy Amendments Section 3.01.04: Release of Public Information, and Section 3.01.05: Employer Rights, and to abolish the old versions of these policies 1.01 Objectives, 1.02 Scope of Coverage, 1.03 Dissemination & Policy Amendments, 1.04 Public Information and 1.06 Employer Rights & Responsibilities. This was seconded by Mr. Kleha and approved in a unanimous vote.
- d. Prompted by a question from Mr. Rockwell, there was a brief discussion on the format for future board meeting agendas. It was decided that items recommended for action or discussion by a committee would be listed in the 'Committee' section of the agenda, rather than under 'New Business'. Items that are informational only would also be marked as such.
- e. Also during the Personnel Committee meeting questions were raised about what happens when one of the three appointed members is

unable to attend a committee meeting. It was noted that there are currently no written procedures and the committee policy (Section 1:04) is silent on the topic.

The discussion then veered off to address this policy and it was decided to amend Section 1:04 on the spot. Mr. Kleha made the motion that the sentence stating that no more than three board members may attend a committee meeting be stricken and a sentence stating that no committee may enter into executive session be added. Mr. Krumer noted that if this is approved, confidential matters, such as personnel issues, can only be discussed by the full board, and the Personnel Committee will be bypassed in the future. Mrs. Childers seconded. The motion was approved unanimously.

Mr. Barnett brought the discussion back to the original topic of having replacement members at committee meetings. He noted that since February 2011 the board president, as a member of each committee, can ask another member to stand in for him, this ability was not extended to other board members. After some discussion, Mr. Rockwell made the motion that when a board member cannot attend a committee meeting, then absent is absent. Mr. Thoroughman seconded. The motion was approved unanimously. Mr. Rockwell noted that the 'committee' policy will be sent to the Policy Committee for revision as a matter of course.

8. Old Business: None

9. New Business:

- A. Proclamation: Speech therapist Jennifer Oakley has announced her retirement. A proclamation had been prepared to thank her for her years of service. Mr. Thoroughman made the motion to approve the document. Mr. Rockwell seconded. The motion was approved unanimously.
- B. Card for Karren Griffith: Mr. Thoroughman made a motion that a card be sent to Mrs. Griffith who has re-retired to thank her for her service. Mr. Bolin seconded. The motion was approved unanimously and a card was passed around for signature.

- C. Program Calendars: Calendars for the 2013-2014 program year were before the Board. Mr. Krumer stated that the calendars would likely be back before the Board soon to add a number of early dismissal days to accommodate all agency in-services scattered throughout the year. The calendars were approved unanimously.
- D. Branding: Shawn Jordan gave a presentation on branding and the new logo. She distributed a booklet as well. Mr. Bolin made the motion to approve the new brand. Mrs. Childers seconded. The motion was approved unanimously. It was noted that the letter 'd' on Developmental and Disabilities will be capitalized. In response to a question, Mr. Krumer and Ms. Jordan explained that existing materials with the old logo would be used up, as much as possible, before new ones are created.

10. Miscellaneous: None

11. Comments from the Floor: None

12. Executive Session: The Board entered executive session at 8:30 PM on a motion by Mr. Rockwell and a second by Mr. Thoroughman, which was approved in a unanimous vote. The purpose was to discuss matters that by law are required to be kept confidential, specifically a follow up to the complaint from the last board meeting.

The Board returned from Executive Session at 9:30 PM. There was no action as a result of the discussion in Executive Session. Before the Board adjourned, the issue of board member participation in the hiring process was revisited, but no action was taken.

13. Adjournment: Mr. Rockwell made the motion to adjourn the meeting at 9:36 PM. This was seconded by Jeff Kleha.

Prepared by Margaret Compton, with notes by Julie Monroe, James Krumer and Stephanie Childers

Submitted by:

Stephanie Childers, Recording Secretary