

**Scioto County Board of Developmental Disabilities
Board Meeting Minutes for May 19, 2016**

STAR, Inc. @ 6:00 P.M.

Pledge & Prayer Leader: Richard Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, Richard Bolin, Jeffrey Kleha, C. William Rockwell Jr., and Cindy Gibson.
2. **Agenda:** Superintendent Monroe requested the Proclamation for Mark Cornwell be presented after the approval of the April board minutes. There were no objections.
3. **Minutes:** Minutes for the Board meeting conducted on April 21, 2016 was approved in a motion made by Mr. Bolin and seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
4. **Miscellaneous:** A Proclamation was read by Ms. Monroe honoring VRS Principal Mark Cornwell who had recently retired. Mr. Cornwell thanked the Board, administration, and staff for their hard work and dedication. He expressed gratitude to the tax payers of Scioto County for supporting and believing in the mission of the SCBDD. He also stressed the impact and importance of the program to the individuals. A reception was held for Mr. Cornwell prior to the meeting.
5. **Expense and Fiscal Report:** Finance Director Matt Purcell reporting. Mr. Purcell thanked the Board for signing one *Then and Now* certificate. He noted April's General Fund report showed a beginning balance of just over \$ 2.5 million and an ending balance of just under \$2.3 million after expenditures. There were no questions regarding the reports. The Board also received the Trust Fund report. Mr. Thoroughman made a motion to accept the oral and written reports and it was seconded by Mr. Kleha. The motion carried unanimously in a roll call vote.
6. **Superintendent Report:** Superintendent Julie Monroe reporting. The Board received the written report prior to the meeting. Ms. Monroe added an update on changes the Department of Labor had recently made regarding overtime exempt employees. A new rule going into effect December 1, 2016, broadens the range for non-exempt employees. The change will go into effect for SCBDD employees in August, with teachers remaining exempt and SSA's being reclassified to a non-exempt status.

Ms. Monroe also shared that she attended a training on HIPAA updates at the recent OACB Conference and would be following up with IT staff about encrypted email capability.
7. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. Tammy Guthrie, School Programs Director, invited the Board to the VRS graduation on May 20. Mr. Kleha made a motion to accept both the Superintendent and Program Reports as presented. Mr. Bolin seconded and the motion carried in a unanimous roll call vote.
8. **Committee Reports:** Ethics Committee – Mr. Jeffrey Kleha, Chair. The committee met at 5:45 P.M. prior to the Board meeting to discuss one direct service contract. There were no conflicts found, and the contract was approved on a motion made by Mr. Kleha and seconded by Mr. Barnett. The motion carried in a unanimous roll call vote.
9. **Old Business:** Recommend approval of revised/updated Personnel Policies given to the Board at the April Board meeting. Four of those policies had minor revisions. There was discussion regarding the dress code policy such as what it should include and how it is applied to the various programs of the organization. It was decided that the policy would remain as written – to be broad in scope so that Directors can use their discretion about what is appropriate for their respective programs. However, some items will remain prohibited by all programs and these items are included in the policy. Mr. Rockwell made a motion to accept both the revised policies and those received in April, and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote.

10. New Business:

- A. Recommend approval of 2016-2017 SCBDD calendars for (1) 12-Month Employee and (2) VRS. The Board received the calendars prior to the meeting. Mr. Thoroughman made a motion to approve both calendars and Mr. Bolin seconded. The motion carried in a unanimous roll call vote.
- B. Receive Personnel Policies Section 3.04 and 3.05 for review –The Board received 15 policies for review, with a grid noting any revisions. Ms. Monroe recommended that the Policy Committee meet to review the Board and Superintendent policies since these policies are so important to how business is conducted. It was suggested an ad-hoc committee meet for this specific task instead of a policy committee. Mr. Arnett, Mr. Thoroughman and Mr. Bolin all offered their assistance. No action was taken.
- C. Request approval for increase of STAR contracted services – Mr. Kelly Hunter, ADS Director, explained there was an immediate need for an approximate 3% increase in the STAR contracted services budget. He stated the community employment program and transportation services for individuals both had increased by 100% or more since 2013. Mr. Hunter proposed monies in the overall ADS budget be shifted into contracted services while cutting costs elsewhere in the ADS budget. He requested a 3% increase with a maximum amount of \$140,000 per month, effective May, 2016 through December, 2016. Mr. Hunter felt this increase was necessary to effectively maintain providing these services to individuals. Ms. Monroe stated that although she agreed with the need for the increase, the amount would have to be capped at some point, due to the impending privatization of STAR. Mr. Hunter stated STAR will be certified by the end of this year, but will not start billing Medicaid 100% until the following year. After further discussion, it was recommended by several Board members this request be tabled for further review and a Finance Committee meeting be conducted to determine the best course of action. Mr. Arnett made a motion to table the request and it was seconded by Mr. Thoroughman. The motion carried unanimously in a roll call vote. It was also decided a Finance Committee meeting would be scheduled before the June Board meeting.
- D. Recommend approval of STAR van replacement proposal – Mr. Hunter requested the Board authorize the Superintendent to purchase a van for STAR transportation use. He stated STAR's 2006 van has 161,000 miles and the transmission needs replaced at an estimated cost of \$2000. After some discussion a motion was put on the table to authorize the Superintendent to purchase a van. Mr. Rockwell asked about the quote given from American Bus and if there were other quotes to consider. Mr. Hunter stated he had only obtained that particular quote as the company was reputable, specializes in the kind of vehicle needed, and prices were comparable to most dealers. Mr. Rockwell recommended at least two quotes be obtained, and a *not to exceed* dollar amount of the quoted \$35,345.00 be added. Mr. Bolin withdrew the previous motion and made a new motion to authorize the Superintendent to purchase a van provided there were a minimum of two quotes, and a *not to exceed* dollar amount specified. Mr. Arnett seconded and the motion carried in a unanimous roll call vote.
- E. Update regarding Supported Living Provider(s) as employees –Ms. Monroe informed the Board she had consulted with Bridget Gargan, Executive Director OACB, and Rick Black, Operations Manager, regarding the Supported Living providers the Board was required to hire per the IRS Audit outcome. She was advised to explore alternative ways to serve the individuals. She noted the Ohio Revised Code prohibits County Boards to provide Supported Living services unless there is no other willing and able provider. Additionally, hiring the providers is in conflict with the DODD Free Choice of Provider Rule and puts the County Board at risk of incurring increased costs. She clarified that Supported Living funds are non-Medicaid dollars, and are used for individuals that need services right away but do not yet have a waiver or other means of support. Butler County uses an agency to obtain providers in an emergency situation, and Ms. Monroe is exploring a similar model for these services. There was further discussion from the Board. No action was taken.
- F. Recommend approval of a proposed resolution to transfer \$250, 000 from the general fund to the capital fund – Mr. Purcell asked for the approval of Resolution 2016-5.01 – Regarding the Transfer of Funds from Fund 231 (General) to Fund 504 (Capital). The purpose of the transfer is to facilitate monies for the Capital Improvement Plan and other capital fund expenses the Board is obligated to pay. Mr. Kleha made a motion to approve Resolution 2016-5.01, and Mr. Thoroughman seconded. The motion carried in a unanimous roll call vote, and the Board signed the Resolution.

11. Comments from the Floor: No comments from the floor.

Ms. Monroe was recognized by Mr. Barnett. She informed the Board that Randy Beach would be conducting their training on June 4. Mr. Beach asked that the Board send any questions they would like addressed to help him prepare for the presentation.

She also stated that Head Start would be touring the vacated classrooms at the Carousel Center in consideration of housing two classes there. Head Start plans to expand their services to preschool children and Ms. Monroe stated she is excited to form a possible partnership with their program.

Ms. Monroe informed the Board that CARF will be conducting their survey on August 15, 16, and 17.

Mr. Barnett brought up a safety concern regarding fire exits at VRS. Ms. Monroe stated she and Mr. Purcell had met with Safety Consultant, Darin Porter regarding the landing in front of the school and the lack of a wheelchair ramp. During fire drills, it was noted that if the alternate door leading outside is not accessible, the individuals utilizing wheelchairs cannot get down the stairs in the front of the building. Ms. Monroe had met with the Commissioners to discuss the Capital Improvement Plan, and they agreed a ramp was needed as soon as possible. Although they did connect Ms. Monroe with a grant-writing contact, it would be unlikely that any money would be accessible until next year. Ms. Monroe stated an architect would need to design the ramp to meet safety requirements. There was discussion regarding the ramp construction. No action was taken.

Ms. Monroe informed the Board the first evacuation drill with the students was conducted last week. She commended Ms. Guthrie on the drill going smoothly. She stated the Portsmouth Police were there to assist in the drill.

12. Adjournment: The Board adjourned at 7:19 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Bolin. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett, Recording Secretary