

## Scioto County Board of DD Meeting Minutes for May 19, 2011 in the STAR, Inc. Building

6:00 p.m.

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President J. Michael Thoroughman, Recording Secretary Stephanie Childers, Jeff Kleha, Richard Bolin and C. William Rockwell, Jr. Klaire Purtee was absent and excused.
2. **Agenda:** Mr. Barnett noted that the agenda had been received by board members prior to the meeting. Mr. Hollinger stated that a Proclamation needed to be added under Miscellaneous near the end of the agenda.
3. **Minutes:** Mr. Kleha made a motion to approve the minutes of the April meeting as received. Mr. Rockwell seconded. The motion was approved in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Business Manager Matt Purcell presented the docket of expenses to the Board, as well as the 'Then and Now' certificates and letters of moral obligation. He then updated the Board on the agency's current financial status, noting that in the month of April, just over \$119,000 more dollars were spent than were brought into the program. Forty-six percent of the local tax dollars have been received so far this year. He also highlighted that health insurance costs are running ahead of schedule at 50.2 percent, but utilities are lower than expected at 29 percent of the amount budgeted. Mrs. Childers made the motion to accept the expenses and the report as received. Mr. Thoroughman offered the second. The motion was approved unanimously.

President Barnett took this opportunity to thank Mark Kuhn, Scioto County Prosecuting Attorney, for attending this meeting. Mr. Kuhn was representing Danielle Parker, an assistant prosecutor in his department, who is assigned as the Board's legal council and was unable to attend.

5. **Superintendent's Report:** Benjamin Hollinger reporting
  - A. Mr. Hollinger thanked Mr. Kuhn and Ms. Parker for reviewing the lease agreement that is on the agenda this evening. Also, the prosecutor's office was able to expedite the request to the County Commissioners to get the STAR, Inc. building's air conditioning fixed before the summer heat sets in.
  - B. Mr. Hollinger made his apologies for not being able to do everything he had planned tonight. He returned late from a conference in Columbus today and lost some important preparation time. He noted that the members would soon have tasteful name badges to wear to Board functions. He conceded that this might not be their favorite thing to do,

but it would let others know that the Board was in attendance, active and interested in program happenings.

- C. Strategic planning update: Mr. Hollinger had included in the Board's preparatory material a copy of the report prepared at no additional charge by experts at the Ohio Association of County Boards of DD. This team reviewed several key program points during a two-day review. This information, along with the statements collected through the café conversation process, along with an Information Technology (IT) report he received today, will be reviewed and organized by the management team June 9. A group of stakeholders will work with the data on June 10 with an eye toward developing a plan which will then be presented to the Board for input. Mr. Hollinger hopes to wrap up the process in June.
- D. Up-coming committee meetings: May 24 – Personnel Committee. On May 31 the Special Events Committee will meet, followed by a meeting of the political action committee (PAC). The PAC is the volunteer group who will be the levy campaign leadership group. Mr. Hollinger is looking to the Board's Special Event Committee to set the tone of the levy campaign.

Mr. Kleha asked for a summary of the café conversation process. Mr. Hollinger explained that the meetings were held at locations all over the county, but attendance was poor. However, the people who did come out to talk to us gave useful feedback. Next time this process is attempted we can take what we learned to hopefully encourage greater participation.

Mr. Barnett asked Mr. Kuhn to clarify to the open meeting law as it applies to committee meetings. Mr. Kuhn explained that a committee of the Board must adhere to the same rules a meeting of the full Board. The meeting must be pre-arranged, announced and a record must be kept of the proceedings (minutes). He emphasized that is important to remember that the public is not guaranteed the right to see the *vote* on an issue. They have the right to hear the *reasoning* behind the vote, and that this is accomplished by discussing topics in an open meeting. In the SCBDD's case a quorum of the body is four members. Therefore, sub-committees are made up of two or three members. If other board members wish to attend the sub-committee's meeting, they may – as long as they sit with the audience and listen to the discussion. They may not participate. He also noted that if four board members encounter each other at a community event and talk about board business, this is not a breach of the open meetings law, as long as a thorough discussion is also held during an proper public meeting before official action is taken.

Mr. Hollinger, Mr. Barnett and Mrs. Childers offered comments on their views regarding the function of sub-committees in service of this Board.

**6. Program Reports:** Written reports were supplied to the Board in advance of the meeting. Mr. Hollinger noted that Petermann, Ltd. were present bi-annual reports to the Board beginning in July. There was some discussion on the program reports.

**7. Old Business:**

A. The proposed amendments to: Personnel Policy 1.08 – Definitions. Personnel Policy 6.06 – Sick Leave, and Personnel Policy 6.19 – Leave Donation Policy and Forms were back before the Board. At the April meeting, the motion to approve them did not specify that the requested changes be adopted immediately, which is referred to as an emergency adoption. Emergency adoptions waive the additional readings and allow a policy change to be implemented as soon as possible after the Board meeting. It was recommended that the Board retroactively approve these three policies amendments as emergencies. There was some discussion on why that was necessary. Muddling the issue was the next agenda item, the request that the Board change the status of Personnel Policy 6.19 from interim to permanent.

A version of PP 6.19 was adopted by the Board last month by the Board upon Mr. Hollinger's recommendation as a statute had come to his attention which indicated that the County Board of Commissioner must approve such a policy before it could be implemented by any county board of DD. This had not been done when the policy was originally adopted.

The Board suspended that policy in March. In April, Mr. Hollinger brought forward a slightly revised version of the Commissioners' own leave donation policy and asked that it be used as the County Board's policy until a version of this policy could be approved by the County Commissioners. Since then, the Staff Advisory Council, which authored the original leave donation policy, had reviewed the Commissioners' policy and agreed to its use.

Mr. Hollinger is confident that the county commissioners will approve the wording in the interim policy, since it is so close to their own. Mr. Kuhn was asked his opinion. He noted that he had read the County Commissioners' policy when it was brought for adoption by that body. He felt it was a good policy. He also explained that other county agencies have adopted the Commissioners' policies verbatim and others have approved modified versions.

After much discussion, the motion was made by Mr. Thoroughman to clarify the fact that the personnel policies approved at the April board meeting were intended to be emergencies, with the additional readings waived so that they could go into effect immediately, except for the sick leave policy which is to become effective July 1, 2011. This motion also approved the Leave Donation Policy to be changed from an interim policy to the permanent policy also as an emergency, waiving additional readings. Mr. Bolin seconded. The motion was approved unanimously.

- B. Mr. Hollinger requested that a discussion of the vision statement be tabled again.

**8. Committee Reports:**

- A. Communications Committee: No meeting
- B. Facilities/Grounds Committee: No meeting
- C. Finance Committee:
  - 1. Mr. Hollinger shared that Mr. Kleha and Mr. Barnett had attended presentations on a system to help the adult services program be more accurate, secure and efficient in their documentation process and another on a digital document storage system. He noted that the Committee members had agreed to recommend the purchase of both systems to the full Board. Brief overviews and cost projections were given to the other board members in advance of this meeting and reviewed.

There was some discussion about finer points of the system for the benefit of board members who were not part of the Finance Committee. Mr. Kleha made the motion to approve the two computer systems recommended by the Finance Committee. Those are the CareTracker system for adult services and the Intellivue digital document storage system. Mr. Barnett seconded. The motion was approved unanimously.
  - 2. Lease Agreement: The Finance Committee had agreed to the rental of property for use of the Bridges to Transition grant program, but asked that the actual lease document be subjected to legal review. Mr. Kuhn's office had revised the document and he was present to answer any questions that the Board members might have about the document, although there were none. Mr. Thoroughman made the motion to approve the agreement in its revised form. Mr. Kleha seconded. The motion was approved by unanimous vote.

- D. Personnel Committee: Meeting set for May 24.
- F. Policy Committee: No meeting
- G. Special Event/Levy Committee: Meeting set for May 31

**9. New Business:**

Program Calendars: The 12-month program calendar had been sent out in advance of the meeting. Mark Cornwell distributed the Vern Riffe School and Carousel Preschool calendars at the meeting. Mr. Rockwell made the motion to adopt the calendars. Mr. Bolin seconded. The motion was approved unanimously.

**10. Miscellaneous:**

- A. A proclamation had been prepared to honor Joyice Perry, a Petermann, Ltd. employee who was retiring. She had worked for the Scioto County Board for 28 years previous to joining Petermann. Mr. Thoroughman made the motion to adopt the proclamation. Mrs. Childers seconded. The motion was approved unanimously.
- B. Mr. Hollinger reported that the bus drivers and their manager, Karin Campbell, provided lunch to all SCBDD staff earlier this month. It was a very nice gesture and an acknowledgement that the two entities are dependent on each other to accomplish our goals.

**11. Comments from the Floor: None**

**12. Adjourn:** Mr. Thoroughman made the motion to adjourn at 7:25 p.m.

Minutes prepared by Margaret Compton  
Respectfully submitted by:

Stephanie Childers, Recording Secretary