

Scioto County Board of Developmental Disabilities - Meeting Minutes for May 20, 2010 held at The Carousel Center, 1112 Gallia Street, Portsmouth, Ohio

Before the meeting began, Scioto County Commission President Tom Reiser administered the Oath of Office to Mr. Rockwell, the Commission's newest appointee.

6:00 p.m.

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President James "Mike" Thoroughman, Recording Secretary Stephanie Childers, Jeffrey Kleha and William Rockwell, Jr. Klaire Purtee arrived during the Superintendent's Report. William Collins was absent.
2. **Agenda:** Mr. Barnet acknowledged that the agenda was sent to the board members in advance of the meeting. There were no changes to the document.
3. **Minutes:** The minutes of the April 7 special meeting and the April 15 regular meeting were before the Board for approval. Mr. Kleha made a motion to approve both sets of minutes, which was seconded by Mr. Thoroughman. The vote to approve was a unanimous roll call vote. All votes of the Board are recorded using the roll call method.
4. **Expenses:** Mrs. Childers made a motion to approve the expenses and the moral obligations. Mr. Rockwell gave the second. The motion was approved unanimously.
5. **Superintendent's report:** Brenda Benson Reporting
 - A. The Scioto County Special Olympics board had asked Julie Monroe to thank the Scioto County DD Board for their support of the 2009-2010 season. Mrs. Monroe is the County Board's Community Services director and the local coordinator for the Special Olympics Program. She reported that the county board assists by providing transportation, administrative assistance and supervision during practices and events.
 - B. Mrs. Benson noted that no changes are needed to the Annual Action Plan as a result of the public hearing held April 28.
 - C. Construction is now slated to begin on the bus garage after school is out to ease traffic congestion in the parking lot and building site.
 - D. An inservice will be held for board members on June 7. Dan Ohler, Executive Director of the Association of County Boards will be presenting beginning at 6:00 p.m. at STAR, Inc. A meal will be provided.
 - E. Ohio Revised Code requires that the minutes of board meetings be prepared promptly. Mrs. Benson asked that the Board officially define "promptly" as used in this instance. At a meeting of the Nominating Committee in January, Mr. Barnett had asked that this be no more than 5 working days. Mrs. Purtee and Mrs. Childers had concurred. Since that time, the Board Clerk, Margaret Compton, has not been able to comply. Noting that recordings of the meetings are available immediately after a meeting, Mrs. Benson asked the Board to consider whether 10 days would be acceptable. After much discussion, Mr. Kleha made a motion that a draft of the meeting minutes be given to

board members within 10 days after a board meeting. Mrs. Childers seconded. The motion was approved unanimously.

6. **Program Reports:** Some written reports were submitted to the Board in advance of the meeting.
 - A. **Preschool and School Programs:** In addition to his report, School Program Director Mark Cornwell invited the Board members to the graduation ceremony slated for the next afternoon.
 - B. **Adult Services:** Karren Griffith, Director, invited the Board to attend a dinner dance planned for Friday, May 28.
 - C. **Finances:** Matt Purcell, Business Manager, gave an oral report. He highlighted the income and expenditures for April, paying special attention to the fact that additional local tax money was received and that spending is at 39 percent of projections. The ending fund balance was \$4,555,227.41.
7. **Old Business:** None
8. **Committee Reports:**
 - A. **Staff Advisory Council (SAC):** No report
 - B. **Ethics Council:** No report
 - C. **Personnel Committee:** No report
 - D. **Public Information Committee:** Public information officer Margaret Compton noted that the announcements regarding the bus garage ground breaking and "Pappy's Second Annual Pinewood Derby" had been in Portsmouth's daily paper. Also, the Levy Committee is considering this year's golf scramble to be a big success, as nearly \$2,000 was earned for the campaign fund.
 - F. **Trust Fund Committee:** Financial report was given with the fiscal report.
9. **New Business:**
 - A. **Program Calendars:** Calendars for program year 2010-2011 were presented for approval. These included the Carousel Preschool Calendar, the Vern Riffe School Calendar and the 12-month calendar. Mr. Thoroughman made the motion to adopt the calendars. Mrs. Childers seconded. The motion was approved unanimously.
 - B. **FMLA Policy Amendment -** Last year, the National Defense Authorization Act amended the federal Family and Medical Leave Act to grant family members of active and deploying military personnel additional privileges. Amendments have been made to the Board's FMLA policy to include these new provisions. Emergency adoption was

requested. Mr. Kleha made the motion to amend the policy and dispense with the typical readings. Mr. Rockwell seconded. The motion was approved unanimously.

- C. Table of Organization amendment – The administration was requesting to add one full-time employee, a ‘floating’ Secretary II. This individual would be supervised by the Service and Support Administration Director, but as this person would ‘float’ he/she would be loaned out to other departments when needed. It was pointed out that there was already a contract employee performing these duties so that the main additional cost would be for health insurance, should the new employee accept the insurance plan. There was some discussion on the issue regarding other costs, supervision and duties, before Mr. Kleha made the motion to adopt the amendment to the Table of Organization. Mr. Rockwell seconded. The motion was approved unanimously.

10. **Miscellaneous:** Mr. Kleha asked for an update on the status of the most recent past Program Manager. Mrs. Benson said that, on the advice of our consultant, a letter had been sent to her, confirming her resignation. Since no response has been received, it seems safe to assume that she is no longer in our employ.

He also asked Mrs. Monroe about the newest member of the Choice Housing Board. Mrs. Monroe reported that she is very pleased to have attorney Rick Nash on that Board to replace Steve Mowery, who resigned upon being elected a judge.

11. Comments from the Floor: None

12. Adjournment: Mr. Thoroughman made the motion to adjourn at 6:35 p.m. Mr. Kleha seconded.

Respectfully submitted:

Stephanie Childers, Recording Secretary