

**Scioto County Developmental Disabilities
Board Meeting Minutes
May 21, 2020**

STAR, Inc. @ 4:45 P.M.

In continuing to comply with the Stay At Home order, SCDD's meeting was held in closed quarters and was live-streamed on the SCDD Facebook page.

Prayer – Cindy Gibson

Pledge – Richard Bolin

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, Richard Bolin, C. William Rockwell, Jr., Jeffrey Kleha and Cindy Gibson.
2. **Agenda:** Superintendent Purcell requested an additional item be added under **New Business** as #9E *Staff Salaries*. There were no objections.
3. **Minutes:** Minutes for the regular board meeting conducted on April 19 were approved on a motion made by Rockwell and seconded by Thoroughman. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Superintendent Matthew Purcell reporting for Finance Director Lynne Webb. Purcell stated revenue for the month of April was \$382,000 and expenditures were roughly \$822,000. There were no questions regarding the report. Kleha made a motion to approve the written and oral report and it was seconded by Bolin. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Purcell gave the Board an update on the status of the work environment. Buildings have been closed to the public with the exception of employees asked to come back on a limited schedule by their direct supervisors to complete time sensitive, essential duties that cannot be completed remotely; employees who are granted permission to enter; and Providers needing a background check. The Leadership Team had discussed the possibility of employees returning to the workplace under controlled parameters on June 1. However, as no positive changes in the COVID-19 statistics had been reported and people still expressed fears and concerns, the team determined there was no real benefit in staff returning to the workplace at this time. Purcell stated the current work environment status would be maintained as is until further notice. He added he had spoken with other area and regional Superintendents and they were following this rule as well.

Purcell stated the *Community Survey and Needs Assessment* results were complete, but unfortunately did not provide an adequate representation of the community, as 75% of the respondents were staff members. He added the survey had closed in January and had taken four months to complete. Purcell stated a timeline had recently been initiated for all Public Relations projects to prevent delays in the future. He stated the Leadership Team was working on various ideas to improve the survey process including using separate surveys for stakeholders and employees with questions applicable to each group.

Purcell expressed his deepest gratitude for the passing of the levy renewal. He thanked everyone who devoted their personal time in making the campaign a success. Purcell noted the 80%-20% affirmative vote was even more remarkable considering voting had become a two step process requiring more time/effort from the voters. Purcell noted the votes indicated supporters in the

community truly understood the value of the organization. He stated SCDD had reached two important benchmarks this past year - securing a three year accreditation with zero citations, and an overwhelming win for the passing of the levy renewal. Purcell stated he would work diligently to be sure the voters would see continued improvement going forward. President Barnett, on behalf of the Board, also thanked the voters, administration, staff and everyone connected with the SCDD extended family for their contribution in the passing of the levy. Barnett noted that although the community response had been low in completing the annual survey, they certainly came through in voting to pass the levy renewal.

6. **Program Reports:** The Directors/Managers were not in attendance because of the COVID-19 situation and the need for social distancing. Barnett thanked the Director's and Community Relations Coordinator for their reports.
7. **Committee Reports:** *Ethics Committee – J. Kleha, Chair.* There was not a need for an Ethics meeting this month
8. **Old Business:** None
9. **New Business:**
 - A. *Review Preventative Maintenance Plan* - The Board received a memo and maintenance plan sent to the Superintendent from Darin Porter, Safety and Operations Manager. Porter is working with the maintenance tech in setting up timelines and job priorities. The plan will utilize the existing FMX system to streamline and coordinate preventative maintenance tasks, as well as scheduled inspections and services, many of which are required by Ohio law. Although preventative maintenance has always been done, using this tracking mechanism will provide a reporting tool that will limit liability for SCDD in the future. Purcell noted the plan would be effective for the VRS, Carousel and STAR buildings. No action was taken.
 - B. *Recommend approval for STAR financial assistance request.* Purcell stated most adult day services were not operating per government rules. STAR, Inc. is losing upwards of \$60,000 per month because they are unable to serve individuals which generated waiver related revenue. Purcell noted that County Boards across the state are considering assisting adult day facilities during this COVID-19 crisis. Assistance is to be provided only for facility usage and not for any type of waiver services. It was also noted that if SCDD agreed to provide assistance for STAR Workshop, they must also be prepared to assist the other four to five ADS providers who serve our individuals. The Board decided on a list of criteria that must be met before assistance would be offered. Once the criteria are met, the request would go before the SCDD COVID-19 Financial Review Team (FRT) to be approved or denied.
 - Request must be from an Adult Day Service Provider serving adults with disabilities in Scioto County.
 - Proof of financial need must be available and provided. (Either current or very near future)
 - Provider must have evidence they have applied for available stimulus loans and grants.
 - The funding would be used for building service costs only.
 - The funding cannot be used for any Medicaid related services.
 - There cannot be more than three months of bills at one time
 - Total amount not to exceed \$50,000

Purcell stated once the \$50,000 had been exhausted, he would return to the Board for further approval. It was also noted Purcell would be discussing the criteria with the Leadership Team and it was possible additional criteria could be added or enhanced.

Following moderate discussion and questions, Thoroughman made the motion to adopt the established criteria, approve an amount not to exceed \$50,000, and grant the Superintendent permission to take Kelly Hunter's request to the SCDD COVID-19 Financial Review Team for approval. Arnett seconded the motion and it carried in a unanimous roll call vote.

C. *Report from Kelly Hunter, STAR Inc.* Hunter expressed his concern to the Board that individual's rights for due process may be compromised should they dissent the option of having services provided at home, and want to continue to attend the Workshop regardless of the risk. There was discussion and questions from the Board regarding this concern. SSA Director Chad Phipps texted the Superintendent during the meeting, clarifying that due process was already in place for individuals through Medicaid, and if their requests/needs were not met, the individual could go through SCDD for assistance.

D. *Recommend approval of funding for elevator repairs* – Purcell informed the Board it had been ten years since the VRS elevator was modernized. He stated the elevator currently needed repairs, and the assessment quote came in at \$24,000. It is planned to have the repairs complete before school starts. Rockwell made the motion to approve the funding and it was seconded by Bolin. The motion carried in a unanimous roll call vote.

E. *Staff Salaries* – Purcell stated staff salary increases are generally discussed at January's meeting but had been postponed this year until the results of the levy were known. Although the levy did pass, the COVID-19 pandemic has now created financial uncertainty in all agencies and businesses. The Board discussed possible funding cuts on the state and federal level, how delayed tax collections affect SCDD revenue, and the probability of being able to give employees an increase of 3% in the future. Purcell stated he could not responsibly recommend the increase at this time considering the unprecedented circumstances. Following questions and discussion, it was agreed to table this topic until next months meeting when more information may be available. It was also noted this may need to be tabled several times before a decision can be made.

10. **Other:** None

11. **Comments from the floor:** Not Applicable

12. **Adjournment:** On a motion made by Thoroughman and seconded by Kleha, the meeting adjourned at 6:20 PM. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Michael Arnett
Recording Secretary