

## Scioto County Board of DD Meeting Minutes for June 16, 2011 at STAR Workshop

6:00 p.m.

1. **Roll Call:** Present were President Rodney Barnett, Recording Secretary Stephanie Childers, Klaire Purtee, and C. William Rockwell, Jr. Absent and excused were: Vice J. Michael Thoroughman, Richard Bolin and Jeff Kleha.
2. **Agenda:** Mr. Barnett acknowledged the receipt of the agenda in advance of the meeting.
3. **Minutes:** Mrs. Childers made a motion to accept the minutes of the May meeting and of the Finance Committee meeting as presented. Mr. Rockwell seconded. The motion was approved with a unanimous vote.
4. **Expenses and Fiscal Report:** Business Manager Matt Purcell reviewed the income and expenditure reports. He also distributed a Trust Fund report:  
  
Mrs. Purtee made a motion to accept the expense and fiscal report. Mrs. Childers seconded. The motion was approved unanimously.
5. **Superintendent's Report:** Superintendent Benjamin Hollinger requested that his report be offered later. Mr. Barnett agreed.
6. **Program Reports:** Petermann, Ltd. presented a report this month.
7. **Old Business:**
  - A. Correction to 2011-2012 program calendars: The date chosen for the full agency inservice needed to be change due to scheduling conflicts. Mr. Rockwell made a motion to amend the calendars. Mrs. Childers seconded. The motion was approved unanimously.
  - B. Discussion on the Vision and Strategic Planning: Postponed until the Superintendent's Report
  - C. Request for emergency adoption: Changes to PPM Section 2.06: Employment Status: This policy contains language that was changed in the "Definitions" policy earlier this year. To make the policies consistent, this policy needs to be changed as well. Mr. Rockwell made the motion to approve these amendments as an emergency waiving the additional readings. Mrs. Purtee offered the second. The motion was approved unanimously.

At this point, Mr. Barnett revisited the Program Report part of the agenda. There was a brief report on the summer program and a reiteration of the Petermann report.

**8. Committee Reports:**

- A. Communications Committee: No report
- B. Facilities/Grounds Committee: No report
- C. Finance Committee: No report
- D. Personnel Committee: No report
- F. Policy Committee: No report
- G. Special Event/Levy Committee: No report

**9. New Business:**

- A. Role of Board Committees: Mr. Hollinger distributed an undated document entitled “Board Committees’ Purpose,” which contained his recommendations for alterations to the current committee structure and his idea as to the purpose of each committee. There was some discussion. In the end, Mr. Hollinger’s proposal was tabled until the next meeting.
- B. Recommendations of the Personnel Committee: There were none.
- C. Superintendent’s Report: Mr. Hollinger distributed a document entitled “Superintendent Report,” dated 6-16-2011.
  - a. Calamity Days: He summarized the program’s historical calamity day practices and stated that a committee of staff members had reviewed this issue. He presented his proposal, which is a major change in past practice. After some discussion, this issue was tabled until a better attended meeting.
  - b. Strategic Planning: Mr. Hollinger reviewed the process to date. He then distributed two undated documents. One contained the subtitles: ‘Vision,’ ‘Mission,’ ‘Values.’ The second contained the subtitles ‘Paradigm Shift,’ ‘Goals,’ and ‘To Do.’ He reviewed these documents with the Board, stating that it is the Board’s prerogative to set the Vision, Mission and Values of the program. After some discussion, these documents were tabled.
  - c. Changes to the Table of Organization:
    - i. Mrs. Childers made the motion to move two behavior support positions from under the direction of the Director of Adult Services to under the Director of Community Services. Mrs. Purtee seconded. The motion was approved unanimously.
    - ii. Mr. Barnett made the motion to create the position of ‘Awareness Coordinator,’ under the Director of Community Services. Mrs. Childers seconded. The motion was approved unanimously.

- iii. Mr. Rockwell made the motion to move the preschool program from under the authority of the Director of School Programs to under the direction of the Director of Early Childhood Programs and Family Support Services. Mr. Hollinger noted that the Director of School Programs would take on more responsibilities in regard to building maintenance.
- iv. Superintendent Hollinger then discussed the refinancing of the community employment program. He distributed an untitled, undated document listing columns entitled (left to right): Position, % of Time, Payroll/Benefits Total, and Amount Toward Bridges.

Part of this refinancing included additional changes in the Table of Organization.

- aa. Mrs. Childers made the motion to move the current .75 Full Time Equivalent (FTE) Family Support Service Coordinator position from under the Director of Early Childhood and Family Support Services Director to under the Director of STAR, Inc., changing its title to “Parent Mentor.” Mr. Rockwell offered the second. The motion was approved unanimously.
- bb. Mr. Rockwell made the motion to abolish one Instructional Aide position under the Vern Riffe School Program and the position of “Community Employment Specialist” under the Director of STAR, Inc. Mr. Hollinger assured the Board that no layoff would result. Mr. Barnett seconded. The motion was approved unanimously.

*Note: A three-page handout of diagrams meant to illustrate the proposed changes to the Table of Organization was distributed to the Board at this meeting. Only the changes mentioned above were actually approved.*

- v. Mr. Hollinger proposed expanding the portion of the STAR, Inc. agreement that empowers STAR, Inc. to hire substitute workers for the Scioto County Board of DD Adult Day Services program, so that when an individual support facilitator position is vacated by a county board employee, this position is abolished from the Board’s table of organization and the position is automatically ‘rolled over’ to STAR, Inc. Mr. Hollinger noted that this would save the Board money.

Mr. Barnett made the motion to accept the proposal for consideration, while taking no action. Mrs. Childers seconded. The motion was approved unanimously.

- c. State Legislature: Mr. Hollinger distributed a document dated June 16, 2011, entitled “Association NewsAlert: Issue 2011-009” from the Ohio Association of County Boards of DD. The subject was Amended

Substitute House Bill 153, which is the state budget bill. He reviewed this with the Board along with a spreadsheet entitled “Proposed DD TPP Reimbursements Executive Language vs House/Senate Language of ASHB 153.” TPP stands for Tangible Personal Property tax.

Mr. Hollinger then invited the board members to attend an OACB state budget symposium on July 27 in Columbus, telling them to call him to register.

- d. Levy Campaign: Mr. Hollinger noted that there needed to be a group separate from the Board. This would be a Political Action Committee or PAC. He invited Board members to solicit community leaders to participate. The PAC role would be to approve the strategy and theme of the campaign. He distributed an undated, untitled document showing a table with two columns entitled “Desired Member” and “Area of Influence” showing early internal suggestions. Mr. Hollinger said he would update the list and then follow up with each board member.
5. Name for the Bridges to Transition program: Mr. Hollinger and Kelly Hunter explained that as the result of a contest, the Bridges to Transition workgroup selected “The Vocation Station” as the name of the reorganized community employment program. Mr. Hollinger requested the Board’s approval. Mr. Rockwell made the motion to approve. Mrs. Purtee seconded. The motion was approved unanimously.
6. August Board Meeting: Mr. Hollinger requested that the August Board meeting date be changed. He would like to attend a conference out of town that day. It was suggested that this decision could be made in July. The matter was tabled.
7. Supported Living Contracts: It was explained that some time ago it was decided that Supported Living contracts were no longer necessary. This interpretation has changed and now the additional paperwork will be needed, which is why some of the contracts were months late coming to the Board for approval. Each of the five contracts presented had been reviewed in relation to state law. There was some potential for conflicting interests, but the Board was assured that none of the providers were in a position to influence the awarding of the contract. Having reviewed these direct service contracts, and having determined that there are no ethical violations to prohibit them from being enacted, Mrs. Childers moved that they be approved. Mr. Rockwell seconded. The motion was approved unanimously.
10. **Comments from the Floor**: Mrs. Purtee asked that the issue of bus aides be revisited by the Board. Mr. Hollinger suggested that the Policy Committee might be a good way to begin this discussion. Mr. Barnett offered to have Mrs. Purtee take his place on the Policy Committee while this issue is being discussed. Mr. Barnett asked that the Policy Committee be given enough time to full consider the matter before school starts again.

Mrs. Monroe clarified for Mrs. Purtee an earlier question about whether or not a child who does not come to school on the bus may go home on the bus.

- 11. Miscellaneous:** Mr. Rockwell made a motion to enter into executive session at 8:17 p.m. for the purpose of discussing the discipline of a public employee. Mrs. Childers seconded. The motion was approved unanimously. The Board came out of executive session at 9:22pm. Roll call was taken.
- 12. Adjournment:** Mrs. Childers made a motion to adjourn at 9:23 p.m. and Mr. Rockwell seconded. All voted yes.

**Respectfully submitted by:**

**Stephanie Childers, Recording Secretary**