

**SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
BOARD MEETING MINUTES FOR JUNE 18, 2015**

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

Prayer Leader: Richard Bolin

Pledge Leader: Richard Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Stephanie Childers, Richard Bolin, Jeffrey Kleha, C. William Rockwell, Jr. and Michael Arnett
2. **Agenda:** Vice-President J. Michael Thoroughman asked if Item #7 (B) – Finance Committee Report - could be moved to follow item #12, Executive Session. There were no objections and the item was moved to #13.
3. **Minutes:** Minutes for the regular Board Meeting held on May 21, 2015, an Ethics Committee Meeting held May 21, 2015, and a Finance Committee Meeting held June 10, 2015 were approved collectively in one motion made by Mr. Kleha and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Director of Finance, Matt Purcell reporting. The Board Members signed two *Then and Now* certificates. Mr. Purcell noted the beginning balance in the General Fund for May was just over 2.2 million dollars, and had an ending balance of just under 1.9 million dollars. He stated the salary line item for May seemed elevated because there were three pay periods in the month, and the PERS expenditure would be indicative of three pay periods on June's report. The Trust Fund statement was also distributed to the Board Members. There were no questions regarding the report. A motion was made by Mr. Bolin to accept the oral and written presentation and seconded by Mrs. Childers. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Julie Monroe reporting. The Board Members received a written report prior to the Board Meeting. There were no questions or comments regarding Mrs. Monroe's report. A motion was made by Mr. Rockwell to accept the report as presented and seconded by Mrs. Childers. The motion carried unanimously.
6. **Program Reports:** The Program Reports were submitted to the Board Members prior to the meeting. Mr. Barnett thanked the Directors for their reports and made special note of SSA Director, Donna Royse's report regarding her thanking the Board for their part in serving people with DD. He also thanked VRS Principal Mark Cornwell for a great graduation and Mr. Cornwell responded thanking everyone involved in making it a wonderful event.
7. **Committee Reports:**
 - A. **Ethics Committee:** Jeffrey Kleha, Chair. The Ethics Committee met prior to this Board Meeting at 5:45 P.M. to approve one Direct Service Contract. Being there was no conflict of interest with the contract; it was recommended the Board approve the Direct Service Contract presented. A motion was made by Mr. Kleha and seconded by Mr. Rockwell to approve the contract. The motion carried in a unanimous roll call vote.
 - B. **Finance Committee:** J. Michael Thoroughman, Chair. (Moved to item #13)

8. Old Business: None

9. New Business:

A. Recommend abolishment of Personnel Policy Section 7:04: Rules for Certification for Employment – Professional Employees

Superintendent Monroe stated that this policy is no longer applicable. She also reminded the Board that policies will be brought before the Board for revision and/or abolishment every month if they are no longer applicable and/or are redundant. However, if a policy needs discussion or contains a significant change, a Policy Committee meeting will be called to discuss the policy.

B. Recommend revision of Policy 3.04.05 (Employee Certification, Licensure and Registration Standards) and Policy 3.02.09 (Rules for Registration and Certification – Service Positions)

Policy 3.04.05 is contradictory to another policy and required changes in wording. Policy 3.02.09 had not been updated since 2001 and needed to be brought current with the Ohio Revised Code.

Mr. Rockwell made a motion to abolish Policy 7:04 and revise Policies 3.04.05 and 3.02.09 collectively. The motion was seconded by Mr. Bolin. The motion carried unanimously in a roll call vote.

C. Recommend the adoption of the SCBDD Resolution 2015-6.01 (Regarding the Transfer of Funds from Fund 231 to Fund 503) Finance Director Matt Purcell requested that funds be transferred from the General Fund to the Capital Fund. He stated a transfer is the only mechanism to get money into the Capital Fund so that needed expenditures can be made. The transfer, which was part of the five year forecast, is in the amount of \$100,000 and should last through the end of the year. He noted another transfer may be needed in 2016 for a larger amount once there is more revenue in the General Fund.

After a brief discussion, a motion was made by Mr. Kleah to adopt Resolution 2015-6.01 and seconded by Mr. Bolin. The motion carried in a unanimous roll call vote, and the resolution was signed by the Board Members.

D. Recommend approval of temporary position of “Assistant SSA Director” on the Table of Organization. Mrs. Monroe stated the reason for this temporary position was to give the person hired to replace the current SSA Director ample time to learn the position, and receive adequate training. The position will expire on 12/13/15; with the understanding this individual will assume the SSA Director position on 1/1/16. There were no questions or comments. A motion was made by Mr. Thoroughman to approve the temporary position and seconded by Mrs. Childers. The motion carried in a unanimous roll call vote.

10. Miscellaneous:

Mrs. Monroe noted that Shawn Jordan, Awareness Coordinator, had submitted her letter of resignation effective July 10, 2015 to take a job with Cabell-Huntington Hospital. Mr. Barnett

thanked Ms. Jordan for her time spent at SCBDD, and she replied stating it had been a great experience working with the organization.

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

12. **Executive Session:** Mr. Kleah made a motion to enter into Executive Session at 6:23 P.M. *in accordance with ORC 121.22 Public Meetings – Exceptions (G) (1) the Board will enter into executive session to consider the employment or compensation of a public employee or official.* Mr. Bolin seconded the motion and the motion carried in a unanimous roll call vote.

The Board returned to open session at 8:22 P.M. on a motion made by Mr. Thoroughman and seconded by Mrs. Childers, and carried unanimously.

Mrs. Monroe requested a title change on the Table of Organization (TO) – changing the *Awareness Coordinator* to *Community Relations Coordinator*, as that is a more common title for the duties carried out by that position. Considering the position will be vacated as of July 10th, Mrs. Monroe will be posting the job tomorrow, and would like for the title to be changed on the TO beforehand. Mr. Bolin made a motion to change the position title and it was seconded by Mr. Thoroughman. The motion carried unanimously.

13. **Finance Committee:** J. Michael Thoroughman, Chair. The Finance Committee recommendations were received by the Board in advance of the meeting. Several members of the Board expressed their preference to hold off considering the recommendations until closer to the end of the year, so no action was taken at this time.

14. **Adjournment:** Mr. Thoroughman made a motion to adjourn at 8:24 P.M. Mr. Arnett seconded the motion. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Stephanie Childers, Recording Secretary