

**Scioto County Developmental Disabilities
Board Meeting Minutes
June 18, 2020**

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

In complying with the Governor's Urgent Health Advisory: Ohioans Protecting Ohioans, SCDD's meeting was held in closed quarters and was live-streamed on the SCDD Facebook page.

The Board offered a moment of silence in remembrance of VRS bus driver Bill Hobstetter, who recently passed away. Bill will be fondly remembered and missed by Petermann, SCDD and students.

Prayer – Richard Bolin

Pledge – Cindy Gibson

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:** No changes as presented.
3. **Minutes:** Minutes for the regular Board meeting conducted on May 21 were approved on a motion made by Rockwell and seconded by Bolin. 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 May started with a balance of roughly \$7.7 million and ended with slightly over \$7.3 million after revenue and expenditures. There were no questions or comments. Thoroughman made a motion to accept the oral and written report and it was seconded by Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Purcell reviewed the following from his written report:
 - Plans for SCDD to become fully operational are underway and will be completed in three phases. All phases will comply with government mandates as well as utilizing all necessary safety precautions.
 - Phase I began June 1 and included department heads assessing essential needs that were not being met, and bringing back some staff on a rotating and/or restricted schedule in order to complete those tasks.
 - Phase II is scheduled to begin August 1 and includes the return of staff who are unable to complete at least 50% of their assigned duties remotely. Visitors will be permitted in the building with restrictions.
 - In Phase III, the goal is to be 100% operational, but the organization will reflect a different model than before the pandemic, setting the tone in how SCDD will move forward. Quality services will be provided as before, but with more flexibility in how they are delivered. Purcell added there is no timeline on this phase due to it being migrational, and is more about fine tuning the practices put in Phase II.
 - DD Boards are awaiting guidance from the ODE on procedures for reopening schools this Fall.
 - Portable and permanent sneeze barriers will be installed at select staff desks by August 1.

- STAR has plans to reopen in early July in accordance with governing rules. Plans are to serve 24-25 individuals on varied schedules. Petermann is on board as well and will be providing transport of 6-8 people per bus.
- STAR submitted the COVID-19 Financial application and was approved for reimbursement of applicable expenses incurred since March 18.
- Easter Seals also submitted an application and was approved by the COVID-19 Finance Committee.
- The electronic timekeeping program went into effect the last week in May as a pilot project in the SSA Department, and it is hoped it will prove to make the payroll process more efficient.
- Erica Wallace accepted the position of Early Childhood Director beginning July 1.

There were no questions or comments. Kleha made a motion to accept the oral and written report and it was seconded by Thoroughman. The motion carried in a unanimous roll call vote.

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 for their reports.

7. **Committee Reports:**

A. Facilities Committee – C. William Rockwell, Jr., Chair. The Facilities Committee met at 4:00 pm. Jon Saxton from *Dynamix Energy Services*, and Safety Consultant Darin Porter provided the committee with an assessment of the HVAC system at Carousel Center. Saxton presented a proposal outlining upgrades for a more efficient and cost effective system.

Porter and Saxton were also in attendance at the full Board Meeting for discussion and questions. The Board received the proposal which included implementing a software system that would allow maintenance to troubleshoot issues remotely; the replacement of various applicable HVAC equipment; and one year of technical services following the completion of the project. Additionally, the system will work in conjunction with SCDD's current CMX (calendar scheduling and tracking) program. The proposal came with a guaranteed minimum of \$15,000 per year savings in energy costs, making the investment pay for itself in approximately six years or less.

There was discussion and questions from the Board. Although *Dynamix* seemingly came with an outstanding reputation and recommendations, Rockwell stated he was not comfortable recommending approval of the proposal at the cost of \$98,000 without reviewing extensive due diligence. Rockwell made a motion to table the proposal until July's meeting, and make the decision once more information is available. Arnett seconded the motion and it carried unanimously.

B. Ethics Committee – J. Kleha, Chair There was no need for an Ethics meeting this month.

8. **Old Business:** *Discuss staff salary updates.* This item was tabled from last month with the possibility of being tabled several times before a decision could be made. There was discussion that included budget cuts at the state level and how it could affect SCDD. Rockwell recommended that since the state budget had not yet been announced, the topic should be tabled again until July's meeting. There were no objections.

9. **New Business:**
A. *Discuss updates on state budget.* Updates were not yet available and will be discussed at July's meeting if available.

B. *Recommend approval of the Speech-Language Pathology Service Agreement between SCOESC and SCDD.* Purcell stated two speech therapists are contracted for all students. The contract cost increased by 1.5% from last year. Thoroughman made the motion to approve the contract and it was seconded by Rockwell. The motion carried in a unanimous roll call vote.
10. **Other:** Board President Barnett read a Proclamation recognizing Early Childhood Director Tammy Nelson on her upcoming retirement June 30. Purcell commented Nelson was the absolute epitome of what SCDD stands for. She has served in various capacities during her 30 years with the organization and has been an inspiration to the SCDD family, as well as other community agencies she is involved with. It was noted a reception will be held in her honor once circumstances return to a more normal state. Gibson made a motion to accept the Proclamation and it was seconded by Bolin. The motion carried unanimously.
11. **Comments from the floor:** Not Applicable
12. **Executive Session:** Earlier in the meeting, Kleha requested an Executive Session, and there were no objections. On a motion made by Kleha and seconded by Thoroughman, the Board entered Executive Session at 5:50 PM to be conducted *in accordance with ORC 121.22 Public Meetings – Exceptions (G) (1); the Board will enter into executive session to discuss a pending or imminent court action.*

The Board returned to regular session at approximately 6:07 P.M. by a unanimous vote. No action was taken.
13. **Adjournment:** The meeting adjourned at 6:08 P.M. by unanimous vote.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Michael Arnett
Recording Secretary