

**Scioto County Developmental Disabilities
Board Meeting Minutes
June 27, 2019**

STAR, Inc. @ 6:30 P.M.

The Board offered a moment of silence for Linnie Catell and Anthony Spencer, two individuals served by SCDD who had recently passed away. They will both be fondly remembered by the SCDD family.

Prayer - Cindy Gibson

Pledge – Rodney Barnett

1. **Roll Call:** Present were President Rodney Barnett, Vice-President J. Michael Thoroughman, C. William Rockwell, Jr., Cindy Gibson and Jeffrey Kleha. Recording Secretary Michael Arnett and Member Richard Bolin were absent and excused.

Following roll call, a Proclamation and donation of \$700 was given to Special Olympics Coach Rita Arthur from the Masonic Lodge officers. Trevor Lincecum – Master of Lodge, Bill Carson – Secretary, and Bill Hobstetter – Lodge Education Officer, were on hand to present the award. Coach Arthur expressed her gratitude for this generous donation to use in keeping the Special Olympics program available to Scioto County individuals.

2. **Agenda:** No changes as presented.
3. **Minutes:** Minutes for the Personnel Committee, Ethics Committee and Regular Board meeting, all conducted on May 16, were collectively approved on a motion made by Mr. Kleha and seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.
4. **Expenses and Fiscal Report:** Finance Director Lynn Webb reporting. Mrs. Webb thanked the Board for signing one *Then and Now certificate* and four *Morale Obligations*. She stated May's beginning General Fund balance was roughly \$6.2 million, and after expenditures and revenue, the balance ended at just over \$5.7 million. Mr. Thoroughman made a motion to accept the oral and written report and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Mr. Purcell thanked the Board, Administration and staff for their continued support and dedication to the organization. He stated the updates being done on the gym and the classrooms were on schedule, and everyone seemed pleased with the progress of the renovations. He added the gym should be complete in approximately two weeks. There were no questions or comments.
6. **Program Reports:** The Program reports were submitted to the Board Members prior to the meeting. Mr. Barnett thanked the Director's and the Community Relations Coordinator for their reports. School Programs Director Guthrie stated Vern Riffe School had been accepted to be a part of a pilot program with the Ohio Teacher Evaluation

System (OTES). Participating in this program will lead to an evaluation system for VRS teachers that is aligned with the OTES model. She added VRS would be the first DD School to participate in the evaluation system. Mr. Barnett congratulated Guthrie for being accepted into the program.

7. **Committee Reports:** *Ethics Committee – J. Kleha, Chair.* The Ethics Committee met at 6:15 P.M. to discuss one Direct Service Contract. There were no conflicts noted and Mr. Kleha made the motion to approve the contract and it was seconded by Mr. Barnett. The motion carried unanimously in a roll call vote.

8. **Old Business:**

A. Mr. Purcell reported that Randy Beach had confirmed he would be conducting an in-service training following the Board meeting. Topics are to include *Budget Forecasting, Current Status of Vocational Habilitation and Proposed Changes to Non-Medicaid Transportation.*

B. Recommend approval of the Narcan Policy the Board received last month for review. Mr. Thoroughman made a motion to approve the Policy and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote.

9. **New Business:**

A. ***Recommend approval of two changes to the Table of Organization:***

1. **Add a full-time Developmental Specialist position at the Carousel Center.**

Mr. Purcell stated currently there are five full-time Developmental Specialists at the Carousel Center. He added there was a 64% increase in EI referrals since 2015. There is also a DS who will be resigning in the near future, and the new DS would have an opportunity to “shadow” her before she leaves so they could migrate into her position. A question was asked if the new DS was simply replacing one that was leaving, or would there be a need for an additional DS after hiring this one. EI/Help Me Grow Director Tammy Nelson stated there would be a need for an “open position” to be available for an additional DS as cases are becoming more complex and non-defined. She stated she has been communicating with agencies using the TIP program (Therapeutic Interagency Preschool) and hopes it will soon be brought to Scioto County. This year-round intervention program is for infants, toddlers and preschoolers who have been affected by the opioid crisis; either born addicted or having parents who are addicted. It also intervenes when children have been abused and continue to be at-risk for future abuse, neglect and developmental problems. Mrs. Nelson added with the probability of the TIP program being implemented, more DS’s involved in the PLAY project, and the overall time required working with families and children, an additional DS would definitely be needed. Following discussion, Mr. Thoroughman made a motion to approve adding the full-time DS position and it was seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.

2. **Adjust the hours of the current part-time File Clerk in the SSA Department to full-time hours.** Mr. Purcell explained the need to adjust the hours of the File Clerk is basically due to increased workloads, which in turn creates more paperwork. He added SCDD is serving a much larger number of individuals, as well as an increase in waivers, since the part-time position was created in 2014. He noted by extending the hours to full time, other applicable departments may benefit from utilizing scanning/filing services as well. Mr. Purcell stated although there would be an increase in cost to the Board, 40% of this cost would be covered by participating in the MAC (Medicaid Administration Claim) program. Mr. Rockwell made a motion to approve making the file clerk position full time and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

B. **Recommend approval of the Superintendent's Professional Development Plan.** Mr. Purcell explained it is required that Superintendents present a plan to their Board of how they propose to keep their credentials current. Mr. Kleha made a motion to accept Mr. Purcell's plan and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

C. **Confirm SCDD Standing Committee's roster.** Mr. Purcell explained it was a good idea to confirm the Standing Committee's members since the rosters had remained unchanged for several years. The Board received a copy of the rosters for review and confirmed they were current. Mr. Kleha made a motion to approve the roster and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote. The committee's remain as follows:

- **Personnel Committee:** R. Bolin (Chair), W. Rockwell, M. Thoroughman, R. Barnett
- **Facility Committee:** W. Rockwell (Chair), J. Kleha, R. Barnett
- **Finance Committee:** M. Thoroughman (Chair), M. Arnett, R. Barnett
- **Ethics Committee:** J. Kleha (Chair), C. Gibson, R. Barnett
- **Nominating Committee:** R. Bolin (Chair), M. Arnett, M. Thoroughman

D. **Recommend approval to transfer the necessary funds from the General Fund into the Residential Services fund for the purpose of satisfying waiver matches.** Mr. Purcell stated the supplemental waiver match bill is estimated at approximately \$1 million, and could go up to \$1.5 million. He added this amount had been forecasted and was expected. He noted SCDD became responsible to pay the waiver matches for individuals attending STAR Workshop since the privatization went into effect, but is no longer responsible for STAR employee's salaries, expenditures, etc. Mr. Thoroughman made a motion to approve the transfer and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

10. **Other:** President Barnett asked those present to keep Rick Bolin in their prayers as his cancer has returned. It is our hope Mr. Bolin makes a complete recovery very soon.

11. **Comments from the floor:** Speakers are required to state their name and address for the record. Additional speaking rules are on the back of the public agenda. VRS Secretary Missy Cassidy was recognized. She expressed her concern with the old, wooden entrance doors not closing properly and posing a safety risk to students and staff. Mrs. Cassidy suggested these doors be repaired or replaced along with the current renovations being done at VRS. She explained that last year a man had entered the building through the door on the Gallia Street side, and had given her a very uncomfortable feeling when he came into her office. Staff had exited the door shortly before the man entered, indicating the door had not closed properly. Mrs. Cassidy added although the Gallia Street side door was not a typical entrance for individuals, it does sometimes get used by those using the wheelchair ramp, and she is concerned with their safety as well. Mr. Barnett thanked Mrs. Cassidy for her report regarding the doors. It was noted Mr. Purcell and Mrs. Guthrie had met to discuss the doors and had contacted Operations and Safety Consultant, Darin Porter. Mr. Porter is in process of getting proposals for repair and updates on the doors, and if they are not fixable, the costs to replace them. They plan to move forward in getting the issue resolved.
12. **Adjournment:** On a motion made by Mr. Thoroughman and seconded by Mrs. Gibson, the Board adjourned at 7:05 P.M. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Respectfully Submitted by:
Matthew Purcell
SCDD Superintendent