

**Scioto County Developmental Disabilities
Board Meeting Minutes
July 16, 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.

Prayer – Cindy Gibson
Richard Bolin

Pledge –

Prior to the beginning of the meeting, a moment of silence was held for Mistie Cook-Spicer from the Community Corner. Mistie has worked with SCDD in helping to get the word out to the community in the importance of the organization to people with DD, and her presence and advocacy will be missed by everyone at SCDD.

1. **Roll Call:** Present were President Rodney Barnett, Recording Secretary Michael Arnett, Richard Bolin, C. William Rockwell, Jr., Jeffrey Kleha and Cindy Gibson. Vice-President J. Michael Thoroughman was unable to attend the meeting.
2. **Agenda:** No changes as presented
3. **Minutes:** Minutes for the Facilities Committee meeting and regular Board meeting conducted on June 18, and a Facilities and Personnel Committee meeting held on July 10 were approved collectively on a motion made by Bolin and seconded by Gibson. 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 June's beginning balance came in at roughly \$7.3 million and ended with just over \$6.9 million after expenditures and revenue. There were no questions or comments.
5. **Superintendent's Report:** Superintendent Matt Purcell reporting. Purcell noted he would be out of town from July 16 – 26. He asked the Board to authorize SSA Director Chad Phipps to sign any documents that required immediate signature, and otherwise act on the Superintendent's behalf, in his absence. Barnett made the motion to approve the authorization and it was seconded by Bolin. 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. Purcell distributed a *SCDD/VRS Restart Plan Draft* assembled by Tammy Guthrie, with the help of Dana Jones and Loretta Cooper. The Plan was a compilation of various options based on the COVID-19 level of emergency (1-4) in the school district's county. He added there were still many unanswered questions regarding the reopening of

school districts, and he would keep the Board updated as more information was received. A final version will be submitted to the Board members in August.

7. Committee Reports:

A. *Facilities Committee – C. William Rockwell, Jr., Chair.*

- 1.** The Committee met on July 10 to discuss the recommendations and proposal from Dynamix for HVAC updates at the Carousel Center.
 - Rockwell informed the Board seven recommendations had been received from area Superintendents that are currently using Dynamix for their HVAC needs. All recommendations stated a substantial amount of money had been saved and they had all received excellent customer service.
 - Rockwell stated the original proposal from Dynamix could be misleading in the way it read; stating the initial cost for the HVAC updates investment would pay for itself in 6.5 years, with a guaranteed overall savings of approximately \$15,272 per year. He noted after the first year, this guarantee is only applicable if DES continues to provide tech support at a cost of \$9000 per year. This brings the net savings to roughly \$6000 per year, making the payoff closer to 14.8 years.
 - It was also mentioned that even without tech service, it was possible savings could amount to \$15,000 or more, barring there were no problems/issues with the program.
 - The Finance Committee agreed a recommendation could be made to the full Board once clarification is determined on the recoup timeframe with a revamped proposal, which Purcell stated he would request before the Board meeting.
 - Purcell gave the Board an updated proposal from Dynamix clarifying the simple payback time that included their yearly costs for tech support. It showed there was a net savings of \$7272 per year once service costs were subtracted, with an estimated simple payback of approximately 12 years.
 - Following further discussion and questions, Rockwell made the motion to recommend contracting with Dynamix Energy Services for the HVAC upgrades at Carousel Center, using the figures on the revamped proposal. Kleha seconded the motion and it carried in unanimous roll call vote.

- 2. *Discussion of playground updates/equipment***
 - Rockwell stated the Facilities Committee discussed a rubber foundation being poured under a new swingset being added to the VRS playground. This foundation would replace the mulch currently being used and would be much more cost effective and provide a safer environment.
 - A one-time investment cost for the foundation install is approximately \$31,000.
 - Three quotes were requested and a contractor from Cincinnati was selected.
 - Rockwell made the motion to authorize the Superintendent to move forward with the project and it was seconded by Kleha. The motion carried in a unanimous roll call vote.

B. Personnel Committee – Richard Bolin, Chair (C. William Rockwell, Jr. filled in for Richard Bolin as Chair)

1. Recommend approval of Resolution 2020-7.2 regarding the employment of Jennifer Shultz, contractor META Solutions, and ORC 5126.0221

- Additional IT support is needed with the increased number of employees working from home.
- A Resolution is required as one of the META employees is a sibling to a current SCDD employee.
- The Committee agreed to recommend the approval of a Resolution establishing there is no conflict of interest regarding the employment of the two siblings.

2. Recommend the addition of a full-time janitorial/ sanitation position be added under the supervision of the Programs Director on the Table of Organization

- A janitorial/sanitation position is being added in many area school districts and businesses with the need for additional sterilization and cleaning processes due to COVID-19
- This would be a full-time position, classified by itself, and filled under regular hiring protocol.
- The employee filling this position would not only be responsible for upkeep of COVID-19 cleaning requirements, but also aid teachers and teacher support in classrooms when cleaning occurrences, such as student illness, happens.
- It was noted this position would also be classified and eligible for layoffs if needed.
- This position would replace the part-time custodial position on the TO
- Rockwell made the motion to add the janitorial/sanitation position and it was seconded by Bolin. The motion carried in a unanimous roll call vote.

C. Ethics Committee – Jeffrey Kleha, Chair. The Ethics Committee met at 4:30 PM before the Board meeting to discuss one contract for the purpose of contracting Robert Shultz through META Solutions to provide IT services and maintenance. The aforementioned *Resolution 2020-7.2* stating the simultaneous employment of the META and SCDD employees, as siblings, would not create a conflict of interest was also asked to be adopted at this time. There were no known conflicts, and Kleha made the motion to approve the contract and Resolution, and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

- 8. Old Business:** Discuss staff salary updates- Purcell stated there was still no official word on the state budget. However, it was noted it was known there was little adjustment with DD funding. He added that a portion of COVID-19 costs would be reimbursed by the County Commissioners so there was no loss of revenue in that respect. Since the increase

in salaries has been budgeted, and the levy tax funding will continue to be a part of SCDD revenue, there was not an unnecessary concern in moving forward with the 3% cost of living increase. It was also noted only full-time, non-probationary, non-contracted employees are eligible. Arnett made the motion to approve the preplanned increase to begin in August for 12-month employees, and the first day of school for teachers. Rockwell seconded the motion and it carried in a unanimous roll call vote.

9. New Business:

- A. *Review report from STAR Director Kelly Hunter* – The Board received a written report from Kelly Hunter with updates on the gradual reopening of STAR Workshop. It was projected they will be serving their maximum capacity of individuals by August. STAR staff, along with Direct Service staff and transportation were commended for their hard work and dedication in keeping things running smoothly in this unprecedented time.
- B. *Recommend approval of Resolution 2020-7.2. This item was adopted under 7C – Ethics Committee.*
- C. *Recommend approval of Resolution 2020-7.1 in the matter of obtaining legal representation.* This Resolution allows retaining outside legal counsel as needed for two BWC cases. The Prosecutor and Commissioners have already approved the legal services and are waiting for the Resolution. Rockwell made a motion to approve the adoption of the Resolution and it was seconded by Bolin. The motion carried in a unanimous roll call vote.

10. Other: None

11. Comments from the floor: Not Applicable

12. Adjournment: A motion to adjourn was made at 5:40 and carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Michael Arnett
Recording Secretary