

**Scioto County Board of DD Meeting Minutes – July 21, 2011 at STAR Workshop,
2625 Gallia Street, Portsmouth, Ohio**

6:00 PM

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President James M. Thoroughman, Klaire Purtee, Jeffrey Kleha and C. William Rockwell, Jr. Absent and excused was Stephanie Childers. Also absent was Richard L. Bolin.
2. **Agenda:** Mr. Barnett acknowledged that the agenda had been received by Board member in advance of the meeting. Superintendent Benjamin Hollinger requested that two additional items be added to the agenda. One was a complaints decision appeal from the guardian of an individual who has been deemed ineligible for services. The other is a discussion of aides on buses.
3. **Minutes:** Minutes from the May 24, 2011 Personnel Committee, the Jun 16 regular Board meeting and the June 27, 2011 Facilities and Grounds Committee meeting were before the Board for approval. Mrs. Purtee made the motion to approve the minutes as presented. Mr. Rockwell seconded. There was no discussion. The motion was approved unanimously.
4. **Expenses:** Matt Purcell, Business manager presenting
Mr. Purcell gave a brief report on the current balance, the expenditures for June and the revenue received. He also distributed a copy of a report on the Scioto DD Trust Fund. He noted that the Board's revenue from the Ohio Department of Education for transportation has decreased.

Mr. Thoroughman made the motion to accept the report and approve the expenses, the then and now certificates and the letters of moral obligation. Mr. Kleha offered the second. There was no discussion. The motion was approved unanimously.
5. **Superintendent's Report:** Benjamin Hollinger, Superintendent, reporting
Mr. Hollinger submitted a written report to the Board. It included the topics of calamity days, strategic planning, re-organization, the levy effort and fiscal sustainability. Most of these items are addressed later in the meeting. Regarding the air conditioning in the STAR building, Mr. Hollinger has been assured that the work will be completed next week. He also distributed a letter from the Ohio Association of County Boards of DD which explained the need for members to be nominated as candidates for that organization's board of trustees and other matters relating to the up-coming delegate assembly.
6. **Program Reports:** Mr. Barnett thanked the program directors for their written reports, which were given to the Board members in advance of the meeting.

7. **New Business:**

- A. The August Board meeting conflicts with a conference that Mr. Hollinger wishes to attend. He requested at the last Board meeting that the Board consider rescheduling the August meeting. After some discussion, Mr. Rockwell made the motion to move the August Board meeting to Thursday, August 4. The time and place would remain the same. Mr. Thoroughman seconded. The motion was approved unanimously.
- B. At the June meeting, Mr. Hollinger had presented the Board with a document containing a mission statement, a vision statement and a number of value statements. He distributed a revised, undated version at this meeting. Mrs. Purtee made the motion to approve the revised document as presented on the condition that a typographical error be corrected. Mr. Thoroughman seconded. The motion was approved unanimously.
- C. Also at the June meeting, Mr. Hollinger had presented the Board with his ideas on the purpose or functions of the Committees that Mr. Barnett had created earlier this year. In doing so, Mr. Hollinger suggested combining the Special Event and Communication Committees into the Awareness and Outreach Committee and renaming the Facilities and Grounds Committee. The new name would be Capital Improvements which would allow that Committee to handle a broader scope of topics. Since June Mr. Hollinger had replaced the word 'recommendations' with 'suggestions' throughout the document, with one unintentional exception, which Mr. Barnett pointed out so it could be changed as well. With this switch, Mr. Kleha made the motion to accept Mr. Hollinger's proposed functions and name changes. Mrs. Purtee seconded. The motion was approved unanimously.
- D. In order to affect the changes regarding the program's practices on calamity days that Mr. Hollinger proposed in his report to the Board, he was requesting amendments to two policies. The first was Personnel Policy 4.01: Hours of Operation. The second was Board Policy Manual Section 8:27 – Inclement Weather – Emergency Closing. A third, Board Policy Section 8:26 Opening and Closing of the Building, he was recommending for abolishment as it was no longer needed

Mr. Hollinger also noted that the amendments to PPM 4.01 also included deleting references to employee lunch breaks, since the policy was contrary to common practice.

After much discussion, which included audience participation from members of the in-house committee and others, Mr. Kleha made the

motion that this be considered the first reading of these policy amendments. Mrs. Purtee seconded. The motion was approved unanimously. It was also agreed to send these policies to the Policy Committee for review, and that this Committee should meet before the August 4 Board meeting.

The people who spoke were Shonda Maxon, Missy Cassidy, Jennifer Oakley, Karin Campbell, Lori Green and Karren Griffith.

- E. Part of Mr. Hollinger's calamity day proposal included giving 12-month employees another paid holiday, that being Christmas Eve. To accomplish this, a change needed to be made in Personnel Policy 6.05: Holidays. Mr. Rockwell made the motion to consider this the first reading of this amendment. Mr. Thoroughman seconded. The motion was approved unanimously.
- 8. Committee Reports:** No reports were given
- 9. New Business:**
- A. Mr. Barnett, as Chairman of the Scioto County Board of Elections announced that that Board would meet August 19 to finalize what would go on the November ballot. The administration had already received notice that the County Commissioners had approved the renewal of the Board's levy be included.
 - B. Another of Mr. Hollinger's proposals was that the Board agree that effective immediately Individual Support Facilitator (ISF) positions be automatically abolished from the Table of Organization as they become vacated by County Board staff, and that the agreement with STAR, Inc. be altered so that replacement staff would be supplied to the Adult Day Program by STAR, Inc. and billed to the County Board. Mr. Thoroughman made the motion. Mr. Kleha seconded. There was no discussion. The motion was approved unanimously.
 - C. A number of other changes to the Table of Organization have been proposed to the Board as part of Mr. Hollinger's plan for reorganization. These included abolishing the position .25 Full Time Equivalent (FTE) of Regional Infant Hearing Program Data Processor, abolishing the position of Director of STAR, Inc. and moving all those supervised by that position under the Director of Adult Services (effective 1/1/2012), changing the position of Parent Mentor from a .75 FTE position to 1 FTE position, abolishing one vacant part-time ISF position, abolishing three vacant full-time ISF positions, and changing the title of the Program Manager to Team Leader.

Mr. Hollinger explained that Karren Griffith has announced her intention to retire at the end of December and that he has had a number of discussions with her and STAR, Inc. Director Kelly Hunter. It is Mr. Hollinger's intention that Mr. Hunter becomes the director of the combined Adult Services and STAR, Inc. programs beginning January 1, 2012. Mr. Barnett indicated that this would be added in the motion.

It was also explained that two other changes included in the tentative agenda sent to Board members in advance of the meeting were to be excluded from today's action. After some additional discussion, Mr. Thoroughman made the motion to make the changes as presented, adding Mr. Hunter's appointment effective 1/1/2013 and excluding two other changes regarding Family Support Services. Mr. Rockwell seconded. The motion was approved unanimously.

- D. Mr. Hollinger announced that he would like the Board to give him guidance on how much money he could expend on any one agency-related expense without prior authorization from the Board. In Hocking County, the Board there had specified a limit of \$15,000. After some discussion, it was decided that Mr. Purcell would try to find out what is done in other counties. In the meanwhile, Mr. Thoroughman made the motion that a limit of \$15,000 be set. Mr. Kleha seconded. The motion was approved.
- E. Kelly Hunter has been lobbying Mr. Hollinger for a new van for community employment and other adult services outings since January. Mr. Hunter had gathered information on a vehicle that was for sale through the state approved purchasing program and this information had been sent to the Board. Mr. Hollinger was recommending that the Board approve Resolution 2011-7.02 authorizing him to lease or purchase a vehicle and that the amount not exceed \$50,000. Mr. Thoroughman made the motion. Mr. Kleha seconded. The motion was approved unanimously.
- F. Personnel Officer Bettilee Rayburn has announced her retirement effective July 29. A proclamation honoring her years of service had been prepared. Mr. Hollinger read the proclamation and Mrs. Rayburn's supervisor Matt Purcell spoke to her accomplishments. There were numerous expressions of regret at her leaving. Then Mr. Thoroughman made the motion to approve the proclamation. Mrs. Purtee seconded. The motion was approved unanimously.
- G. Mr. Hollinger then presented a request that the Board approve an amended salary book. When the document was presented to the Board in August 2010, the figure used to figure wages was incorrect. Mrs. Rayburn has been using the correct figure, but before her departure, she wanted the Board to approve this slight change. Mr. Rockwell made the motion to correct the indexes of the 2010 salary scale, in that the number 0.0137 be

changed to 0.0228. Mr. Thoroughman seconded. The motion was approved unanimously.

- H. A recent eligibility determination has found an individual ineligible for Scioto DD services. Following our policy as delineated in Board Policy Section 4:12 – Administrative Resolution of Complaints, the guardian of this individual appealed the decision of the person who administered the Ohio Eligibility Determination Instrument (OEDI). This appeal went to Julie Monroe, Director of Community Services. Mrs. Monroe upheld the decision of her employee. The guardian then, appealed to Mr. Hollinger, who also upheld the decision. On July 20, Mr. Hollinger received notice that the guardian wanted to appeal to the Board.

The Board is obligated to choose a method for the hearing of the appeal, and to set a date for the hearing. After some discussion, Mr. Kleha made the motion that the full board hear the appeal on Thursday, August 4 beginning at 5:00 p.m. Mrs. Purtee seconded. The motion was approved unanimously. Mr. Hollinger will notify the guardian, to see if this is amenable. It was noted that all the timelines specified in the complaints policy could be changed if all parties agreed.

- I. Bus Aides: Mr. Hollinger had polled other county boards' superintendents asking for their methods of determining a need for an aide on the bus. The responses had been put into a table, which Mr. Hollinger distributed. Some superintendents had included their policies. The two variations were also distributed to Board members. This matter was then referred to the Policy Committee. It was decided that the Policy Committee would begin its work at 5:00 p.m. on July 28, 2011.

10. Miscellaneous: None

11. Comments from the Floor: The President recognized Missy Cassidy of West Portsmouth.

12. Adjournment: Mr. Thoroughman made the motion to adjourn at 8:28 p.m. Mr. Rockwell seconded.

Respectfully submitted by:

Stephanie Childers, Recording Secretary

