

**Scioto County Board of Developmental Disabilities
Board Meeting Minutes for July 21, 2016**

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

Pledge & Prayer Leader: Julie Monroe

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett, Cindy Gibson, C. William Rockwell, Jr. and Jeffrey Kleha. Richard Bolin was absent and excused.
2. **Agenda:** Ms. Monroe requested item #7A-Personnel Committee Report, be moved to the top of the agenda. There were no objections.
3. **Minutes:** Minutes for the regular Board and Ethics Committee meetings, both conducted on June 16, 2016 were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
4. **Expense and Fiscal Report:** Finance Director Matt Purcell reporting. Mr. Purcell thanked the Board for signing one *Moral Obligation* and five *Then and Now* certificates. He stated the General Fund report showed an ending balance of just under \$1.2 million, and noted the large expenditure was actually a transfer of monies from the general to the capital fund. There were no questions regarding the reports. Mr. Rockwell made a motion to accept the oral and written reports and it was seconded by Mr. Thoroughman. The motion carried unanimously in a roll call vote.
5. **Superintendent Report:** Superintendent Julie Monroe reporting. The Board received the written report prior to the meeting. The Board also received the Community Survey Needs Assessment Report and the Annual Report. Ms. Monroe reviewed the results of the survey with the Board. The next step is conducting focus groups, and the OSU Extension Office agreed to do these. Ms. Monroe also went over the Annual Report that contains all required data, as well as other pertinent information. She stated the focal point of the report was highlighting all programs offered by SCBDD that the general public may be unaware of. Mr. Arnett made a motion to approve the Annual Report as presented and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. There were no questions or comments.
7. **Committee Reports:**
 - A. **Personnel Committee** – Mr. C. William Rockwell spoke in Mr. Richard Bolin, (Chair) absence. The committee met at 5:00 P.M. prior to the Board meeting to discuss compensation. Ms. Monroe brought a revised Compensation Policy and Procedures before the committee with changes that included adding parameters within salary ranges. The goal is to assure there is consistency applied when determining where a new hire would be placed within the range. Ms. Monroe also recommended a five percent increase be added to the salaries of professional employees who obtained advanced degrees within the guidelines outlined in the Procedures. There were questions and comments from the

Board and from several SCBDD employees attending the meeting. Mr. Barnett made a motion to approve the Compensation Policy and Procedures, and Mr. Thoroughman seconded. The motion carried unanimously in a roll call vote. There was also discussion regarding scheduling a Finance committee meeting in the near future.

B. **Ethics Committee** – J. Kleha, Chair. There was no Ethics meeting this month.

8. **Old Business:** Recommend approval of revised/updated Personnel Policies given to the Board at the June Board meeting. There were no questions or comments regarding the policies. Mr. Thoroughman made the motion to approve the 19 policies and it was seconded by Mr. Kleha. The motion carried in a unanimous roll call vote, with the exception of Mr. Rockwell who abstained from voting because of his absence at the last meeting.

9. **New Business:**

A. Distribution of Personnel Policies for review/revision. The Board received policies to be approved at the next regular Board meeting.

B. Recommend approval of revised Financial Planning and Management Policy. Mr. Purcell explained “hard” dates were included in the current policy and the dates were unnecessary due to any dated documents being governed by a higher authority. He also stated all due dates have always been met. Mr. Rockwell made a motion to approve the revised policy and it was seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

C. Recommend adoption of Resolution authorizing Scioto County Auditor to advance funds to SCBDD. Resolution 2016-07.01 was created authorizing the Scioto County Auditor to pay an advance of 90% of the Board’s available tax collection receipts to be deposited in the General Fund. Mr. Thoroughman made a motion to approve the Resolution and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote, and the Resolution was signed by six Board members.

10. **Miscellaneous:** None

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

12. **Executive Session:** Mr. Kleha made a motion to enter into executive session at 6:35 P.M. *in accordance with ORC 121.22 Public Meetings – Exceptions (G) (1), the Board will enter into executive session to consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee(s) or official* . The motion was seconded by Mr. Rockwell and carried in a unanimous roll call vote.

The Board came out of Executive Session on a motion made by Mr. Thoroughman and seconded by Mr. Rockwell at 7:05 P.M. The motion carried unanimously.

After re-entering regular session, a motion was made by Mr. Kleha to approve the employment contracts. The motion was seconded by Mr. Rockwell and carried in a unanimous roll call vote.

13. Adjournment: The Board adjourned at 7:06 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Thoroughman. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett
Recording Secretary

APPROVED 8-18-16