

**Scioto County Board of Developmental Disabilities
Board Meeting Minutes for August 18, 2016**

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

Pledge & Prayer Leader: Richard Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Cindy Gibson, C. William Rockwell, Jr. and Jeffrey Kleha. Recording Secretary Michael Arnett was absent and excused.
2. **Agenda:** Ms. Monroe requested item #9E – Approve Superintendent’s Job Description, be added under New Business. There were no objections.
3. **Minutes:** Minutes for the Personnel Committee and regular Board meetings, both conducted on July 21, 2016 and an additional Personnel Committee meeting conducted on August 5, 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 noted there were no *Then and Now* Certificates or *Moral Obligations* to sign. He stated the General Fund report showed July with a beginning balance of approximately \$1.2 million, with an ending balance of \$2.9 million after revenue and expenditures. He pointed out the Point-In-Time Status indicated the ending fund balance is elevated in comparison to previous years, due to receiving an advance on the second levy drop as anticipated. He added the advanced funds were 90% of what was collected, and more would be available. Mr. Bolin made a motion to accept the oral and written reports and it was seconded by Mr. Kleha. 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. Ms. Monroe added SCBDD had a fantastic CARF survey, with all three basic areas of Administration, Programs, and Transition Services, receiving excellent comments during the review. Out of 862 Best Practice Standards, there were only recommendations in five areas, and they were not significant issues. Ms. Monroe commended ADS/STAR and the Finance Department for their outstanding reviews as there were no recommendations in either department. She stated the CARF team was very complimentary of the entire system as a whole. There was discussion among the Board regarding the survey. Ms. Monroe stated she would announce the three year accreditation when it was actually awarded.
6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. There was discussion regarding the additional training scheduled for teachers, and the new ISP’s implemented by the SSA Department. Mr. Barnett thanked the Directors for their reports.
7. **Committee Reports:**
 - A. **Personnel Committee** – R. Bolin, Chair. The committee met in Executive Session at 10:30 A.M. on August 5. No action was taken.

B. **Facilities Committee** – C.W. Rockwell Jr., Chair. The committee met at 5:00 P.M. before the Board meeting to discuss the Capital Improvement Plan updates. Mr. Rockwell gave an update on the Carousel Center Roofing project stating it had been completed satisfactorily, and had come in under budget. He added the committee had met with Darin Porter, Operations and Safety Consultant, to discuss which projects should be prioritized within the plan. Several projects were discussed including replacing STAR and VRS roofs, updating restrooms, improvements at the bus garage, the necessity of adding a ramp at VRS south entrance for exiting if there was an emergency, and other related projects. It was determined the ramp project needed to move forward and be completed before winter, as it was a safety concern for the students. It was determined other projects would be completed as funding allowed. Mr. Rockwell made a motion to authorize Ms. Monroe to proceed with the VRS ramp project and it was seconded by Mr. Barnett. The motion carried in a unanimous roll call vote.

C. **Ethics Committee** – J. Kleha, Chair. The committee met at 5:45 P.M. before the Board meeting to discuss one Direct Service contract. There were no conflicts noted, and a motion was made by Mr. Kleha to approve the contract. Mr. Rockwell seconded and the motion carried in a unanimous roll call vote.

8. **Old Business:** Recommend approval of revised/updated Personnel Policies given to the Board at the July Board meeting. Ms. Monroe noted there were a few tweaks to some of the policies since the last meeting. The Probationary Policy was updated to change the amount of days in a probationary period to 252 working days for all employees. A review would be held mid-probation to discuss any improvements needed.

9. **New Business:**

A. Recommend approval of seven revised policies. The Board received these policies with the Board packets:

1. Policy 2.14-Corporate Compliance
2. Policy 3.02.01-Fair Employment Standards
3. Policy 3.04.15-Voluntary Separation
4. Policy 3.05.01-Compensation
5. Policy 3.04.19-Outside Employment
6. Policy 3.04.14-Code of Ethics
7. Policy 3.02.10-Probationary Periods

B. Recommend abolishment of three policies. The Board also received these three policies in their packets:

1. Policy 9.04-Report of Staff On-The-Job Injuries and Accidents
2. Policy 4.11-Employment of Consumers by Staff and Board Members
3. Policy 4.12 – Staff-Consumer Relationships

C. Receive two policies for review. The Board received Policy 2.00 Eligibility (review only), and 3.02.10 Probation (approval with amendments)

Mr. Thoroughman made a motion to collectively approve the seven revised policies, abolish the three recommended policies and approve the two policies given to the Board for review. Mr. Kleha seconded and the motion carried in a unanimous roll call vote.

- D. Recommend approval to transfer funds from the General Fund to the Capital Fund and Residential Services Fund. Mr. Purcell noted the transfer of \$100,000 to the Capital Fund would be used for costs incurred in the Capital Improvement Plan and the recent vehicle purchases. A transfer of \$150,000 to the Residential Services Fund would be used for waiver match. Mr. Kleha made a motion to approve the transfer and Mr. Thoroughman seconded. The motion carried in a unanimous roll call vote. The Board also signed Resolution 2016.8.01 – Regarding the Transfer of Funds from General Fund to the Capital and Residential Funds. Six Board members signed the Resolution with a vote of “Yea”.
- E. Recommend approval of job description for Superintendent. The Board was given a job description for review. Mr. Kleha made a motion to approve the job description and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

10. Miscellaneous: Mr. Hunter, Director of ADS Services, stated STAR had received their annual audit with no citations and no recommendations. He added STAR was on track to apply for Provider Certification and should be doing so within the next month.

11. Comments from the Floor: None

12. Executive Session: Mr. Kleha made a motion to enter into executive session at 6:52 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, and regular session resumed. A motion was made by Mr. Thoroughman and seconded by Mr. Rockwell to increase STAR’s monthly contract amount by \$3000 due to STAR’s additional personnel costs associated with the separation of a County Board employee that STAR will replace. This amount will still result in a savings for the County Board since the position will be abolished. The motion carried in a unanimous roll call vote.

13. Adjournment: The Board adjourned at 7:08 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:
Julie Monroe
Superintendent