

**water Scioto County Developmental Disabilities
Board Meeting Minutes
August 20, 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.

1. **Prayer/Pledge:**
Prayer Offering – Cindy Gibson
Pledge Leader – Richard Bolin
2. **Roll Call:** Present were President Rodney Barnett, Richard Bolin, Cindy Gibson, and Jeffrey Kleha. Vice-President J. Michael Thoroughman, Recording Secretary Michael Arnett and Member C. William Rockwell, Jr. were unable to attend the meeting.
3. **Agenda:** No changes as presented
4. **Minutes:** Minutes for the Ethics Committee meeting and regular Board meeting conducted on July 16 were approved collectively on a motion made by Bolin and seconded by Gibson. The motion carried unanimously.
5. **Expenses and Fiscal Report:** Superintendent Matthew Purcell reporting for Finance Director Lynne Webb. Purcell stated the month of July started with just under \$6.7 million and ended with roughly \$6.5 million after expenditures and revenue. He noted as COVID may have affected homeowner's ability to pay their property taxes on time, or even cause foreclosures, the tax settlement was approximately \$10,000 less than last year's drop at this time. Gibson made a motion to approve the written and oral report and it was seconded by Kleha. The motion carried in a unanimous roll call vote.
6. **Superintendent's Report:** Superintendent Matt Purcell reporting. Purcell went over the following items from his written report:
 - A Board training was planned after the meeting, but Purcell asked the members in attendance if they would prefer rescheduling for next month as three members were not present. The four members present agreed to wait until September for the training.
 - August 20 was the first day back for teachers and aides. The day consisted of continuing education and round table discussions.
 - Two entrances are available for employees. Employees/students utilizing the first floor and basement will use the regular main door (blue awning) and have their temperature check administered by the receptionist. A new door has been installed for the administrative/SSA employees replacing the door closest to the STAR building. Those employees will be responsible for their own temperature check. Both stations will be equipped with health questionnaires and masks as needed.
 - Two body temperature screening devices will arrive within approximately five weeks. These devices will be much more time efficient in taking temperatures and getting the employees in the building at a faster pace, as well as freeing up the receptionist from that duty.
 - Twelve-month employees will be on a rotating schedule and this will likely continue in the future. The SSA and Early Childhood Departments will continue to operate on a flexible schedule.

- If it is deemed necessary because of increased COVID activity, SCDD will go back to Phase I and all students will be taught remotely, with employees unable to perform their job duties remotely put back on PAL.
- OACB Simplification Committee is working to implement ideas in lessening paperwork and increasing relationships that SSA's and DS's have with the people and families they serve.

Bolin made a motion to accept Purcell's written and oral report and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

7. **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.
7. **Committee Reports:** *Ethics Committee – Jeffrey Kleha, Chair.* The Ethics Committee met at 4:30 PM before the Board meeting to discuss one direct service contract. There were no known conflicts found and Kleha made the motion to approve the contract and it was seconded by Gibson. The motion carried in a unanimous roll call vote.
8. **Old Business:** None
9. **New Business:**
 - A. ***Board Training*** – Tabled until next month's meeting
 - B. ***Recommend approval of the updated mileage reimbursement policy-Policy 3.05.03***
Purcell explained that as employees are working remotely due to the COVID virus, their "home" is now considered their "place of employment". The updated policy states if the employee is required to travel to the office for a valid, but unscheduled work-related reason, they will be reimbursed for mileage. Kleha made a motion to approve the amended policy and it was seconded by Bolin. The motion carried in a unanimous roll call vote.
 - C. ***Approve Policy Regarding the Prophylactic Use of Face Coverings*** - This Policy was created to state the Board's position on the use of face coverings as a preventative measure to slow or prevent the spread of infectious disease. Purcell asked the Policy be approved this evening as the students would be returning to the classrooms before the next Board meeting. Bolin made a motion to approve the Policy and it was seconded by Barnett. The motion carried in a unanimous roll call vote.
 - D. ***Discuss date for school reopening*** – The school reopening date was changed to August 31, 2020. Portsmouth City Schools will also be opening on that date, and as they provide lunches to VRS, it was in the best interest of the students to open on the same date.
 - E. ***Update on COVID-19*** – The Board received three documents for review regarding guidance/plans on how SCDD will handle COVID activity.
 - The *PCHD Guidance for Students or Staff Returning to School* depicts different scenarios of possible COVID situations and the steps that should be followed if there is such an occurrence.
 - The *COVID-19 Student Process* is a policy/procedure from the Portsmouth City Health Department to be used when a positive case is discovered in the school.
 - An e-mail from VRS Loretta Cooper with information regarding students wearing masks, social distancing, and taking masks breaks. Purcell stated this would likely be put in procedure form in the near future.
 - F. ***Discussion on Staff In-Service*** – Purcell stated the staff in-service originally scheduled for September 18 had been postponed due to COVID. He noted it wasn't feasible to try

and have the in-service via ZOOM for over 100 people. Purcell stated although a new date had not yet been determined, he hoped to reschedule for late November/early December.

10. **Other:** Kleha asked Purcell about the reimbursement money from COVID costs. Purcell stated Finance Director Lynne Webb has been tracking all expenses in a filing/storage system and will create a report from the data. He noted SCDD had received a reimbursement check from the County Commissioners for over \$10,000. Purcell added the first round of funding from OACB to be used to aid in remote teaching had also been received for approximately \$16,000.
11. **Comments from the floor:** Not Applicable
12. **Adjournment:** A motion to adjourn was made at 5:45 by Kleha and seconded by Bolin. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Matthew Purcell
Superintendent