

Scioto County Board of Developmental Disabilities Meeting Minutes for August 22, 2013 held at STAR, Inc.

Note: The purpose of this special meeting was to conduct regular business. The board meeting scheduled for August 15 had been canceled.

7:00 PM

Prayer leader: Sam Peters from South Webster Christ United Methodist Church
Pledge leader: Richard L. Bolin

1. **Roll Call:** Present were President Rodney H. Barnett, Vice President J. Michael Thoroughman, Klaire L. Purtee, Jeffry Kleha, C. William Rockwell, Jr. and Richard L. Bolin. Recording Secretary Stephanie Childers was absent and excused.
2. **Agenda:** Superintendent James Krumer noted that he had been alerted that the Board required an executive session be added to the agenda. He also stated that since the Ethics Committee had not met before the board meeting there was no need for the Ethics Committee agenda item listed under 'Committee Reports'.
3. **Minutes:** There were six sets of minutes before the Board for consideration. These were: the July 22 board meeting, two board meetings held on July 25, the July 25 Ethics Committee minutes, an August 1 Finance Committee meeting, and the August 1 special board meeting. There was one correction to be made. The date of the Ethics Committee minutes was written as July 20. This should be July 25. Mr. Thoroughman asked if the Policy Committee meeting minutes from Monday were part of the packet being approved. Board Clerk Margaret Compton responded that they were not, as the meeting occurred on Monday and the Board's preparatory packet had been sent on the Friday before that. Accepting this explanation, Mr. Thoroughman made the motion to approve the minutes. Mr. Kleha seconded. The motion was approved unanimously.
4. **Expenses and Fiscal Report:** Moral obligations, 'then and now' statements and the docket of expenses were given to the Board for signature. Director of Finance Matt Purcell made a brief presentation regarding the expenditure and revenue reports that had been sent to the Board in advance of the meeting. Mr. Bolin made the motion to accept the expense report. Mrs. Purtee seconded. The motion was approved unanimously.
5. **Superintendent's Report:** Mr. Krumer had submitted a report in advance to board members and stated that he had nothing to add. There were no questions from the members for Mr. Krumer. Mr. Rockwell made the motion to accept the Superintendent's Report. Mr. Thoroughman seconded. The motion was approved in a unanimous vote.

6. **Program Reports:** Mr. Barnett thanked those staff who had prepared reports and Mr. Kleha asked Shawn Jordan, Awareness Coordinator to speak about the up-coming River Days Parade. Mrs. Jordan thanked Jim Brannon, a STAR, Inc. employee for all his hard work preparing the parade entry, which is designed to highlight the Board's new website and forthcoming mobile app.

Mrs. Purtee made the motion to accept the program reports. Mr. Bolin seconded. The motion was approved unanimously.

7. **Old Business:** Mr. Purcell asked the Board to consider clarifying a motion approved at the August 1 special meeting. At that meeting, the Board approved an across the Board three percent raise for all non-management staff. Mr. Purcell noted that in the past the Board has not given raises on the base salary to a number of employees who fall above their salary range. The salary range in use was based on figures from a 2009 salary survey and the information has not been updated. The purpose of not raising the base is so that the employees in this situation do not continue to rise further above the range. The Board has chosen from among a few options. One is to give these employees lump sum payments that would equal the amount they would have gotten had they been given the raise. Or they could give these employees both a smaller lump sum and a smaller percentage raise. This year there was only one employee who was affected by this.

Mr. Thoroughman made a motion that all non-management, full-time employees who fall above their range be given a lump sum payment. Mr. Rockwell seconded. More discussion ensued until Mrs. Purtee asked that the motion be tabled until after executive session. She made that a motion, which Mr. Kleha seconded. The motion was approved unanimously and the motion was tabled.

8. **Committee Reports**

- A. **Policy Committee:** The Policy Committee met August 19. Chairman Jeff Kleha said that the Committee reviewed five policies. The Committee recommended the abolishment of three - Board Policy Manual Section 8:14 – Emergency Procedures for Accident or Illness, Board Policy Manual Section 8:17 – Incident, Accident, Illness, Seizure and Reporting of Same and Personnel Policy Manual Section 9.03 – Report of Safety Problems. These three policies were no longer needed as the agency's practice is to report emergencies using the Unusual Incidents procedures and there are already nursing procedures in place for handling medical crises.

The Committee also reviewed a drastically altered Unusual Incident/Major Unusual Incident (UI/MUI) Policy and recommended it for amendment. The rule has changed at the state level and that required some changes and in an effort to pare down and clean up policies, much of the procedure had been removed from the policy. The goal was to allow the agency to be more flexible and in complete compliance. The amended policy would

be renamed and renumbered for inclusion in the new manual as 'Policy 4.12 Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare and Continuous Quality Improvement.'

The last policy for consideration was a new eligibility policy. The committee recommended it for adoption. The current one is very out dated and only applies to case management. The new one is based on the current rule. Mr. Kleha asked Mr. Krumer to address the new policy, which he did after the vote was taken.

Mr. Rockwell made the motion to accept the Committee's recommendations. Mr. Kleha seconded. The motion was approved unanimously, after some discussion regarding the reference to personnel files in the UI/MUI policy. The Board was assured that statement that prohibits the program from copies certain of personnel file documents pertains only to the process of conducting an MUI investigation.

- B. Finance Committee: Chairman Thoroughman reported that the Committee had met on August 1. One item from that meeting has already come before the Board, but two items remain. The first item the Finance Committee recommends the Board approve is the second quarter fiscal report. The second item the Committee recommends is that the Board asks that the County Commissioners issue a pay-per-passenger transportation request for proposals (RFP). Mr. Thoroughman couched that in the form of a motion. Mr. Rockwell seconded. The motion was approved unanimously.

9. New Business

- A. Retirement Proclamation: A document had been prepared to honor Jani Campbell, a 25-year employee of the Scioto County Board of DD. Mrs. Purtee read the proclamation aloud, after which it was presented to Ms. Campbell. Adult services team leader Chad Phipps read a statement that Ms. Campbell had prepared thanking all her friends and saying good-bye.
- B. File Clerk Proposal: Service and Support Administration Director Donna Royse presented a request to change the position of file clerk in her department from full-time to part-time. She noted there would be a cost savings with this decision. Mr. Bolin made the motion to approve the change in the table of organization. Mr. Kleha seconded. The motion was approved in a unanimous yes vote.
- C. Strategic Plan: Community Service Director Julie Monroe presented the Board with the draft of the 2013-2016 strategic plan. She explained that the plan included the long-range goals of the agency and that they had been derived from the information gathered in 2011 that had been updated recently. She noted that each department is developing annual action plan steps to support the goals outlined in the strategic plan. There was

some discussion. Mr. Rockwell made the motion to approve the strategic plan. Mr. Thoroughman seconded. The motion was approved unanimously.

- D. **Bus Stops:** Ohio requires that school boards approve the bus stops annually for children who are transported to school via buses. Roxanna Redoutey, Transportation Manager for the Board's contracted transportation provider National Express, had prepared documents listing the stops the buses are supposed to make. Because the agency's buses travel door-to-door this is a lengthy document full of information the agency is required to keep confidential. Ms. Redoutey explained to the Board that the routes changed frequently. Mr. Rockwell made the motion to approve the routes with the understanding that they were subject to change. Mr. Bolin seconded. The motion was approved unanimously and the documents were recollected so that they may be disposed of properly.

10. Miscellaneous: Nothing to report

11. Comments from the Floor: Cindy Newman of Jackson Street, Portsmouth, an employee of the Board, read a prepared statement in which she purported to speak for the other staff present. She complained of Mr. Krumer not following certain personnel policies related to time keeping and his not being in his office when she wanted to drop in on him. She also talked about how he had a new computer and she did not, adding that there was a need for a number of new computers in the Adult Services Program. Mr. Krumer reminded the Board of the process he has been pursuing to get new technology to direct services staff and that the wireless network to make portable devices useful was only completed last week. President Barnett asked for a copy of her statement.

12. Break: From 8:10 PM to 8:25 PM the Board took a break.

13. Executive Session: At 8:25 PM Mr. Rockwell made a motion to enter into executive session to discuss personnel. Mrs. Purtee seconded. The motion was approved in a unanimous roll call vote. The Board made a motion to return to open session at 9:56 PM.

Mr. Thoroughman made a motion to clarify the three percent raise approved at the August 1 special meeting. The raise was for full-time non-management staff and permanent part-time, non-seasonal employees. Mr. Kleha seconded. The motion was approved unanimously.

15. Executive Session #2: Mr. Thoroughman made a motion to re-enter executive session at 10:15 PM to discuss personnel. Mr. Kleha seconded. The motion was approved in a unanimous roll call vote. The board returned to open session at an undocumented time with a motion from Mr. Thoroughman, a second from Mr. Kleha and a unanimous vote. Stephen Postalakis, an attorney from the Ohio Association of County Boards, presented the Board's plan of correction for the Superintendent. This took approximately 1 hour and 29 minutes of discussion.

During that time the Board voted to approve the implementation of a plan of correction with Mr. Rockwell making the motion and Mr. Bolin seconding. The motion was approved unanimously.

16. **Adjournment:** Mr. Rockwell made the motion to adjourn at an undocumented time. Mr. Bolin seconded. The motion was approved unanimously.

Submitted by

Stephanie Childers, Recording Secretary