

## Scioto County Board of DD Meeting Minutes for September 15, 2011

at The Vocation Station, 1619 B Chillicothe Street, Portsmouth

6:00 p.m.

- 1. Roll Call:** Present were President Rodney Barnett, Vice President J. Michael Thoroughman, Recording Secretary Stephanie Childers, Klaire Purtee, C. William Rockwell, Jr. and Jeff Kleha. Absent and excused was Richard L. Bolin.
- 2. Agenda:** Mr. Barnett acknowledged that the agenda had been received by board members in advance of the meeting. There were no changes to the agenda.
- 3. Executive Session:** Mrs. Purtee made the motion that the Board enter into Executive Session for the purpose of discussing a matter which is confidential by law, specifically the appeal of a decision of ineligibility for services. Mrs. Childers seconded. The motion was approved in a unanimous roll call vote. The Board entered Executive Session with representatives of the party who requested the appeal at 6:02 p.m. and resumed open session at 7:17 p.m.

Mr. Barnett called the meeting back to order by requesting a motion to resume open session. Mr. Rockwell made the motion. Mr. Kleha seconded. The motion was approved unanimously.

Mr. Rockwell then made a motion to up hold the decision to deny eligibility to the individual in question. Mr. Thoroughman seconded. There was no discussion, save a comment from Mr. Kleha before the roll was called and the motion was approved unanimously.

- 4. Minutes:** Mr. Thoroughman made the motion to approve collectively the minutes from the July 28 Policy Committee meeting, the August 4 Board meeting, the August 30 Personnel Committee meeting, the August 30 Policy Committee meeting and the August 31 Personnel Committee meeting. Mrs. Childers seconded. The motion was approved unanimously.
- 5. Expenses:** Matt Purcell, Business Manager presented the docket of expenses, morals and 'then and now' certificates to the Board along with an oral report of current finances. He went on to review the results of a number of cost saving measures that have been instituted since Mr. Hollinger took office, including not back filling a number of positions and revenue enhancing activities such as pursuing Medicaid Administrative Claiming (MAC). Using these figures, he projected the budget into the future for a number of years. Providing the levy passes in November, and nothing unforeseen happens, the picture is encouraging.

Mr. Kleha made the motion to approve the expenses, the 'then and now' statements and the moral obligations in addition to Mr. Purcell's reports. Mrs. Childers offered the second. The motion was approved unanimously.

**6. Superintendent's Report:** Benjamin Hollinger reporting

- A. After the policy committee meeting held July 28, Mr. Hollinger felt a consensus had been reached. The policy and procedure presented for the Board's review tonight reflect this outcome. Mr. Hollinger reviewed the procedure.
- B. The strategic planning process is nearly complete. Mr. Hollinger anticipates having an Annual Action Plan to present to the Board in October for review, so that it can be put in to effect January 1, 2012.
- C. The levy campaign effort is in full swing. Mr. Hollinger gave a summary of activities to date and invited board members to a 'Get Out and Vote' bash at Tracy Park on September 22.
- D. It is time to renew the Board's commitment to the "Bridges to Transition" grant. Federal fiscal years run from October 1 through September 30. Having the meeting in The Vocation Station was one way of showing the Board how much has been accomplished with the first year of the grant. More information will be presented on the grant's budget later in the meeting.
- E. The bus aide policy and procedure were included in the Board's preparatory information for this meeting. Petermann, the Board's transportation contractor, will be responsible for hiring aides. The additional cost to the Board will be approximately \$50,000 annually.
- F. Throughout the strategic planning process, Mr. Hollinger has been made aware of the need for the Board to improve its Information Technology (IT) infrastructure. Along with the Caretracker, Gatekeeper, and Intellivue systems, Mr. Hollinger has requested that our internet contract prepare a system of electronic timekeeping for employee work and leave time. He expects to present this to the Capital Improvement committee soon.

Mrs. Childers made a motion to accept the Superintendent's report as presented. Mrs. Purtee seconded. The motion was approved in a unanimous vote.

**7. Program Reports:** Written reports had been presented to the Board in advance of the meeting. The Adult Services report was passed out at the meeting.

Julie Monroe, Director of the Community Services Department gave a written and oral report on statistics based on major unusual incidents reported in 2010. The most prevalent issue was misappropriation. Mrs. Monroe also discussed measures

that are being taken to remedy issues revealed in the report, noting that prevention is an important part of the MUI system.

**8. Old Business:**

- A. Mr. Thoroughman made the motion to approve the amendments necessary to effect the changes the Board requested in the agency's calamity day practices. This included amending Personnel Policy Manual Section 4.01 – Hours of Operation and Board Policy Manual Section 8:27 – Emergency Closure of Buildings and Programs, as well as abolishing Board Policy Manual Section 8:26 – Inclement Weather – Emergency Closing. Mr. Rockwell seconded the motion, which was passed unanimously with little discussion. The Board was also given the procedure regarding the Calamity Bank to review, but as procedures are not approved by the Board, no action was taken on this document.
- B. Bus Aide Policy: Mr. Kleha made the motion to approve this policy as an emergency so that it could be enacted immediately. Mrs. Purtee seconded. She also asked that the record reflect her misgivings about individuals using wheelchairs not being given more weight in the procedure outlining the criteria to be used for determining which buses are assigned an aide. The motion was approved unanimously. The criteria procedure was given to the Board for their edification. No action was required. There was some discussion on the issue.

**9. Committee Meetings:** As noted earlier, a number of committee meetings have been held. A Personnel Committee meeting was planned for the next evening, Friday, September 16.

**10. New Business:**

- A. A new policy was before the Board for a first reading after being introduced at a recent Policy Committee meeting. The integration of new IT systems has created the need for an electronic signature policy. The procedure is under development. There was no discussion. Mr. Kleha made the motion, Mrs. Childers seconded. The motion was approved unanimously.
- B. The 2010 annual report was presented to the Board. There was some discussion about the cost of distributing the document. It was Mr. Hollinger's recommendation that the local newspaper be used. There were no objections voiced. There was some discussion on the issue before Mr. Thoroughman made a motion to approve the document. Mr. Rockwell seconded. The motion was approved unanimously.
- C. Mr. Hollinger presented a statement and a budget document for the renewal of the Bridges to Transition grant match allocation. The Board is

expected to pay up to \$160,000 in order to draw down four times that amount from the Federal government. There was little discussion on the matter. Mr. Kleha made the motion to approve the match. Mr. Barnett seconded. The motion was approved unanimously.

**11. Miscellaneous:**

- A. Mr. Hollinger reminded the Board to check their calendars to see if they wanted to attend the annual conference of the Ohio Association of County Board of DD November 30 – December 2 in Columbus and call the office with their plans.
  
- B. Mr. Barnett read a thank you note from retired employee Bettilee Rayburn.

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

**13. Adjournment:** Mr. Thoroughman made the motion to adjourn. Mrs. Purtee seconded. The board adjourned at 8:25 p.m.

Prepared by Margaret Compton  
Respectfully Submitted by:

Stephanie Childers, Recording Secretary