

**Scioto County Board of Developmental Disabilities
Board Meeting Minutes for September 15, 2016**

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

Prayer Leader: Cindy Gibson

Pledge 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 joined the meeting at 6:13 P.M. due to traffic construction.
2. **Agenda:** Ms. Monroe requested item #9E – Recommend approval of amended STAR contract addendum be added under New Business. There were no objections. She also asked the two newly hired SSA staff be introduced to the Board.

Chad Phipps, SSA Director, introduced the new SSA's, Danielle Pavik and Mollie King. They both gave a brief overview of their experience in the field and with the SCBDD.

3. **Minutes:** Minutes for the Facilities Committee, Ethics Committee and regular Board meetings, all conducted on August 18, 2016, were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Thoroughman. 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 two *Then and Now Certificates* and two *Moral Obligations*. He stated the General Fund report showed August with a beginning balance of just over \$2.9 million and an ending balance of approximately \$3 million after revenue and expenditures. He pointed out the expenditures of \$1 million included the transfer of \$250,000 from the General fund to the Capital and Residential Services funds approved at the last Board meeting. Mr. Bolin made a motion to accept the report as presented and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent Report:** Superintendent Julie Monroe reporting. The Board received the written report prior to the meeting. Ms. Monroe also distributed an article from the Portsmouth Daily Times regarding enforcement of the Open Meetings Act and Sunshine Laws. Included in the article was information about common errors with executive session and a reminder that it may only be called when the topic is allowable by law, and that no decisions should be made while in executive session.

She also noted employees identified as non-exempt due to the new salary thresholds put forth by the Department of Labor had been implemented. Monitoring of additional costs through overtime will be monitored and reported to the board next year.

Ms. Monroe reminded the Board the Staff In-Service will be October 3 at the Friends Center and they were welcome to attend. Bridget Gargan of the OACB will be presenting on privatization and system changes, and an excellent key note speaker has been secured with the assistance of sponsors.

6. **Program Reports:** The Program Reports were submitted to the Board prior to the meeting. There were no questions or comments. Mr. Barnett thanked the Directors for the reports.
7. **Committee Reports: Ethics Committee** – J. Kleha, Chair. The committee met at 5:45 P.M. before the Board meeting to discuss two Direct Service contracts. There were no conflicts noted, and a motion was made by Mr. Kleha to approve the contracts. Mr. Rockwell seconded and the motion carried in a unanimous roll call vote.

- 8. Old Business:** Ms. Monroe provided the Board with an update on the Ball vs. Kasich lawsuit. Disability Rights Ohio (DRO) spearheaded the suit that claims Ohio has not done enough to prevent Ohioans with developmental disabilities (DD) from being unnecessarily admitted to care facilities that DRO considers to be institutions – places in which people with disabilities live, work, and receive care while separated from the community. This month, the lawsuit is seeking to become a class action, which means that the named plaintiffs are asking the court to allow them to act on behalf of all Medicaid-eligible adults with DD who, on or after March 31, 2016, are institutionalized or are at serious risk of institutionalization in Intermediate Care Facilities (ICFs) with eight or more beds. Scioto County does not have any ICFs, but the still operates a large adult day facility at STAR.

While these concerns are well noted by OACB and DODD, it is felt that the system is already working towards these outcomes through the Center for Medicaid Services (CMS) rules around community integration and choice. The lawsuit adds litigation that will ultimately be very costly. Ms. Monroe will keep the Board updated on the status of the lawsuit.

Ms. Monroe also shared that the SCBDD had received the three-year accreditation certificate from CARF on September 15. She commended everyone on their group effort for this achievement.

9. New Business:

Ms. Monroe explained the bulk of the personnel policies had been reviewed and revised. The next group being reviewed is the program policies, which have been delegated to the appropriate Directors for revisions. Ms. Monroe will then review those amended policies and present them to the full Board for approval.

- A. Recommend approval of four revised policies. The Board received these policies with their packets:

1. Policy 2.11-Credit Card Usage

-The policy will authorize the Superintendent to approve expanded use of the SCBDD credit card when necessary

2. Policy 3.02.10-Probationary Periods

-The policy changes the probationary period of nine month employees to 180 days and 12 month employees to 252 days.

3. Policy 3.02.12 –Position Assignment

-The policy states each staff member who is promoted to a new position within the program will have a probationary period of the same length or less than that of a new employee in the same position. This also includes transferred employees.

4. Policy 3.04 – Prohibition of Sexual and Other Forms of Harassment (to replace Section 4:15 – Policy Against Sexual Harassment)

-The policy was revised to include all forms of harassment.

Mr. Rockwell made a motion to collectively approve the revised policies and it was seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

- B. Recommend abolishment of PPM Section 4.08-Use of Electronic Mail/Voicemail in favor of the newly revised policy 3.04.12-Use of Equipment, Supplies and Networks.

-Mr. Thoroughman made the motion to abolish PPM Section 4.08 and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.

- C. Review and recommend approval for National Express bus route schedule for 2016-2017 school year. The Board was given the schedule and there were no questions or comments. Mr. Thoroughman made the motion to approve the schedule and Mr. Rockwell seconded. The motion carried in a unanimous roll call vote.
- D. Recommend approval of revised Table of Organization (TO). Ms. Monroe stated three changes had been made to the TO. (1) One vacant position of Behavior Support Coordinator had been abolished as the service can be obtained through contract services. (2) Change the title of part-time Transition/EI Specialist to Developmental Specialist to coordinate with the full-time titles. (3) Removal of two ISF's from TO for a new total of five. Mr. Kleha made a motion to collectively approve the changes and it was seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.
- E. Recommend approval to revise STAR contract addendum 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 same recommendation was included on August's agenda also due to the loss of an ISF. This amount will still result in a savings for the County Board since the position will be abolished. Mr. Arnett made a motion to approve the recommendation and Mr. Thoroughman seconded. The motion carried in a unanimous roll call vote.

10. Miscellaneous: Mr. Purcell informed the Board the Levy Golf Outing will be held April 8, 2016.

11. Comments from the Floor: None

12. Adjournment: The Board adjourned at 6:50 P.M. on a motion made by Mr. Thoroughman and seconded by Mr. Rockwell. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett
Recording Secretary