

**SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
BOARD MEETING MINUTES FOR SEPTEMBER 17, 2015**

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

**Prayer Leader:** Richard Bolin

**Pledge Leader:** Richard Bolin

1. **Roll Call:** Present were Board President Rodney Barnett, Vice-President J. Michael Thoroughman, Richard Bolin, Jeffrey Kleha, C. William Rockwell, Jr. and Michael Arnett
2. **Agenda:** Superintendent Monroe requested #9A – New Business regarding Revision of the SAC Policy be moved to the beginning of the meeting. A Facilities Committee Meeting was also added under #7 – Committees. There were no objections to the revision of the agenda.
3. **Minutes:** Minutes for the regular Board Meeting held on August 20, 2015 were approved in a motion made by Mr. Bolin and seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

After the minutes were approved, Mr. Barnett congratulated the SCBDD staff on a positive Accreditation review. He commended everyone involved and pointed out Karin Campbell and Transportation, and the SSA Department for the numerous compliments the Accreditation Team had given them. Superintendent Monroe stated that the SCBDD should be receiving a three year Accreditation from DoDD, and was thankful for all of the hard work that went into the review. She also noted that the Finance and Human Resources Department, the ADS Program, and the EI Program had received no citations from the Accreditation Team. She felt the review went extremely well and the Accreditation Team was very pleased with the organization.

Superintendent Monroe introduced Tammy Guthrie, the new E.I. Supervisor, who is overseeing pre-school and kindergarten. Mrs. Guthrie thanked the Board for the opportunity.

4. **Expenses and Fiscal Report:** Director of Finance, Matt Purcell reporting. The General Fund was included in the Board Packet. The Board Members signed two Morals. Mr. Purcell noted the General Fund beginning balance was \$1.256 million dollars for August, and ended with \$2.5 million dollars. He stated this was due to the second big drop from the levy dollars, and there would be a couple more increases from Homestead and Rollback over the next few months. He also noted the numbers were ahead of schedule because the County was collecting delinquent taxes. We also received \$150,000 in Day-Hab monies. The Board Members were given the Trust Fund report at the meeting. There were no questions or comments regarding the report. A motion was made by Mr. Thoroughman to accept the report as presented and seconded by Mr. Bolin. The motion carried unanimously in a roll call vote.
5. **Superintendent's Report:** Superintendent Julie Monroe reporting. Mrs. Monroe stated the STAR Independence section of her report was to become a regular part of her report each month as requested by Mr. Arnett. She noted there would be an Ad Hoc Committee meeting on October 1<sup>st</sup>, for further discussion regarding the future of STAR and setting a realistic timeframe for separation. A motion carried unanimously to accept Mrs. Monroe's report as presented.

6. **Program Reports:** The Program Reports were submitted to the Board Members prior to the meeting. Mr. Barnett thanked the Directors for their reports.

Mr. Hunter, ADS Director, mentioned the Community Employment Banquet would be held on October 8, 2015 from 6-9 P.M. at the Friends Center. The banquet recognizes those businesses that hire and support DD individuals and celebrate their successes. The Board Members were encouraged to attend the banquet.

7. **Committee Reports:**

A. Ethics Committee – Jeff Kleha, Chair. The Ethics Committee met prior to this Board Meeting at 5:45 P.M. to discuss two Direct Service Contracts. Being there was no conflict of interest with the contracts; it was recommended the Board approve the Direct Service Contracts presented. A motion was made by Mr. Kleha and seconded by Mr. Rockwell to approve the contracts. The motion carried in a unanimous roll call vote

B. Facilities Committee – C. William Rockwell, Jr., Chair. The Facilities Committee met prior to this Board Meeting at 5:00 P.M. The purpose of the meeting was to follow-up on A/C installation in VRS gymnasium; review roof replacement bids for Carousel Center, VRS and STAR; and review bids for parking lot repaving and expansion behind STAR Workshop. Mr. Rockwell asked that two action items be presented to the Board:

1. **Action Item (1)** After reviewing the three bids for parking lot repaving and expansion, the Facilities Committee recommends awarding the contract to Cunningham Paving and Construction for work on the parking lot behind STAR building.

A motion was made by Mr. Bolin to accept the recommendation and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

2. **Action Item (2)** Recommend authorizing Superintendent Monroe to contact an architectural firm to get specifications on the roofs at Carousel Center, STAR and VRS. With the staggering cost of roof replacement, it is recommended we go through the process of soliciting sealed bids after getting specifications from an architectural firm.

A motion was made by Mr. Barnett to accept the recommendation and seconded by Mr. Bolin. The motion carried in a unanimous roll call vote.

8. **Old Business:** None

9. **New Business:**

A. Recommend revision of Policy 3.04.05 – Staff Advisory Council (SAC) Mrs. Monroe stated that for the last six to nine months, she had been working with the current Staff Advisory Council in revising the policy to define their role and how they work with administration. Superintendent Monroe noted she felt the current SAC was wonderful. Whitney Horsley, President of the Council and Shonda Maxon, SAC member were at the meeting to endorse the SAC Procedures. They had worked jointly with Superintendent Monroe to develop and approve the Procedures. The revised policy was approved with a motion made by Mr. Rockwell and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

B. STAR Contract

1. Authorization for payment of overage amount for July, 2015 invoice.

Mr. Hunter explained that when the STAR budget was made in Dec., 2014, they did not anticipate the different positions that would come off the SCBDD budget and be put on the STAR budget. He also stated there were three pay periods in that month (July). Mrs. Monroe stated back-filling Chad Phipps position when he became Assistant SSA Director was also not projected. These items all contributed to an overage of \$5688 on the July invoice.

It was requested that a motion be made to authorize the overage payment of \$5688 for the STAR July, 2015 invoice. After some discussion, Mr. Rockwell made a motion to approve the request for payment and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.

2. Contract revision moving forward

Mr. Hunter requested an increase in the STAR contract addendum of 5% for the remainder of the year. Mr. Hunter felt future invoicing would be “cleaner” with the additional funds and avoid any issues with auditing when paying bills. There was moderate discussion and questions from the Board Members.

A motion was made by Mr. Arnett to approve the increase of 5% in the STAR contract addendum for the remainder of the year, with the stipulation that the Board be notified if it exceeds the additional amount. The motion was seconded by Mr. Bolin. The motion carried unanimously in a roll call vote.

**10. Miscellaneous:** Proclamation for Stephanie Childers presented to Board Members for signature. Superintendent Monroe read a Proclamation dedicated to former Board Member Stephanie Childers for her service with the SCBDD. The Proclamation was signed by all Board Members.

**11. Comments from the Floor:** Karin Campbell, Transportation Manager, stated she planned to retire in December of this year. She also commented on the value of the SCBDD organization in Scioto County.

**12. Adjournment:** A motion was made by Mr. Thoroughman to adjourn at 6:35 P.M. and seconded by Mr. Rockwell. The motion carried.

Minutes Prepared by:  
Carla Nelson-White

Respectfully Submitted by:  
Julie Monroe, Superintendent