Scioto County Developmental Disabilities

**Special Meeting**

**For the Purpose of Conducting Organizational Business**

**@ VRS, Room 101**

**Thursday, January 18, 2024 at 5:25 PM**

**Minutes**

**1. *Prayer and Pledge*:** Cindy Gibson offered the prayer and Jon Peters led the Pledge of Allegiance.

**2. *Roll Call*:** Present were Vice-President Anthony Mantell, Recording Secretary Cindy Gibson, Jon Peters, Ellen Murray, and Adrienne Buckler-Callihan. Board President Michael Arnett and member William Adams were absent and excused.

**3. *Agenda*:** No changes as presented**.**

**4. *Officer Elections*:**  Selection of President, Vice-President and Recording Secretary for 2024. There were no new nominations. The current officers agreed to continue in their role for 2024. On a motion made by Buckler-Callihan and seconded by Murray, the 2024 SCDD Board Officers are as follows:

***President* – *Michael Arnett***

***Vice-President – Anthony Mantell***

***Recording Secretary – Cindy Gibson***

It is noted Vice-President Anthony Mantell abstained from voting on his own position.

**5. *Organizational Business*:**

A**. *Authorization of the Superintendent to enter into agreements related to grants, subsidies and collaborative arrangements with the Ohio Department of Education, the Ohio Department of Developmental Disabilities, Title VI-B, Title XX, other federal grants and subsidies, Ohio Department of Health, the Opportunities for Ohioans with Disabilities Department, the Carousel Center tenant contracts, the contracts with SOCOG for MUI and SSA Services, and MEORC for Payee Services, and other such activities and funding sources***.

It was noted these are revenue-producing, standard business operations, and any significant changes to the agreements would be brought before the Board for approval. On a motion made by Gibson and seconded by Peters, the Board authorized the Superintendent to enter into aforementioned agreements. The motion carried in a unanimous roll call vote.

B. ***Action regarding the regular Board meeting date, time and place for 2024***.

The Board agreed in keeping the time, date and place the same as it was in 2023, with the exception of January’s meeting which was conducted at VRS, Room 101. The regular Board meetings for 2024 will be conducted at 5:00 P.M., the third Thursday of every month, in the conference room of The Carousel Center. An Ethics Council will be conducted at 4:45 in the same place as needed. Peters made a motion to approve the date, time and place, and it was seconded by Buckler-Callihan. The motion carried in a unanimous roll call vote.

C. ***Action regarding meetings being conducted in accordance with Ohio Revised Code Section 121.22 Public Meetings – Exceptions, which is part of Ohio’s “Sunshine Laws” and parliamentary procedure being based on ‘Robert’s Rules of Order.’***

On a motion made by Gibson and seconded by Buckler-Callihan, the Board agreed to operate under ORC Section 121.22 for 2024. The motion carried in a unanimous roll call vote.

D. ***Standing Committee discussion and appointments.***

Board members agreed to continue their current roles in the SCDD Standing Committees. On a

motion made by Peters and seconded by Murray, the Standing Committee Members for 2024

remain as follows:

***Finance/Personnel – Anthony Mantell, Chair & Jon Peters, Member***

***Ethics Council – Adrienne Buckler-Callihan, Chair & Cindy Gibson, Member***

***Facilities – William Adams, Chair & Anthony Mantell and Ellen Murray, Members***

\*Board President attends all committee meetings as an ex-officio member

E. ***Board Member Declarations - Law requires Board members complete a new Declaration when they are appointed or re-appointed; however, recommended best practice is for all Board members to complete a new Declaration each year to revise any information and ensure their qualifications are met to serve on the Board. In keeping with best practice, all Board members will be given a Declaration to complete and sign for 2024.***

Board members completed a Declaration for 2024 and returned to the Board Clerk.

F. ***Discuss Board Member In-Service Training Plan for 2024***.

Purcell reminded the Board four hours of training was required and would include an MUI training. Trainings will be presented periodically throughout the year.

**6. *Adjournment*:** On a motion made by Peters and seconded by Buckler-Callihan, the Organizational Meeting adjourned at 5:30 P.M. The motion carried unanimously.

Respectfully Submitted by: Cindy Gibson, Recording Secretary

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Minutes Prepared by: Carla Selby, Board Clerk

Scioto County Developmental Disabilities Meeting

Thursday, January 18, 2024

**To begin immediately after the Special Meeting (Organizational) adjourns**

**Special Board Meeting**

**For the Purpose of Conducting Regular Business**

Minutes

***The Board offered a moment of silence for former SCDD employee John Cantrell, who recently passed away. Mr. Cantrell was an employee from March, 2000 through May, 2011 and served in various roles during his time with SCDD. His service and dedication to the organization will not be forgotten.***

***The Board was introduced to SCDD employee Erica Culver, who recently accepted the position of Lead DS in the EI Department. Erica was a DS who took over Catie Metzler’s role when Catie became EI Director. The Board congratulated her on her new position.***

**1. *Roll Call*:** Present were Vice-President Anthony Mantell, Recording Secretary Cindy Gibson, Jon Peters, Ellen Murray, and Adrienne Buckler-Callihan. Board President Michael Arnett and member William Adams were absent and excused.

**2. *Agenda*:** No changes as presented

**3. *Minutes*:** Discuss/Vote on Minutes from December 21, 2023. There were no questions or comments. Murray made the motion to approve the Minutes and it was seconded by Peters. The motion carried in a unanimous roll call vote.

**4. *Expenses and Fiscal Report*:** Finance Director Steve Sowkulech reporting. Sowkulech thanked the Board for signing several *Then & Now* certificates. He reported the beginning balance for the year-to-date summary as of 12/31/23 was approximately $7.8 million, and following revenue and expenditures, the ending balance was $8,677,729.13. Buckler-Callihan made the motion to accept the written and oral report and it was seconded by Murray. The motion carried in a unanimous roll call vote.

**5.** ***Superintendent’s Report*:** Superintendent Matt Purcell reporting. Purcell reported the following to the Board:

* Purcell commended the Leadership team for their exemplary efforts in maximizing non-traditional funding sources, bringing in roughly $730,000 to the organization at no cost to taxpayers or other operational funds. The funds were used for various purchases which included a home in the community that will house DD adults served ($100,000+), an EI grant worth $250,000 to be used at SCDD and Jackson County, a technology grant valued at up to $360,000, and a grant for approximately $15,000 used to purchase a portable universal changing table. Steve Sowkulech, Chad Phipps and Catie Metzler were all recognized for finding, applying for, and receiving these funds. It was noted using non-traditional funding sources is a goal which aligns very well with SCDD’s strategic plan. The Board thanked and congratulated these Directors for obtaining this funding.
* Purcell stated he was part of the Accreditation Work Group, which is a statewide group working with DoDD to help streamline/improve the accreditation process. Two meetings are scheduled in the upcoming months with the Department and Director Hauck.
* Purcell started working with the Association on their strategic planning process. They will be seeking out County Board members for feedback through surveys, interviews and focus groups. Purcell stated he would keep the Board updated for interested members.
* Legislative update - A bill is in process to establish a registry for people with DD in the community which will be available to 911 emergency/first responder personnel. This is a statewide measure.
* HB344 - This bill seeks to eliminate the option of a “replacement levy” on future ballots. Three options - *New, Renewal, and Replacement* are currently available to use on a levy ballot. Replacement levy’s take an existing levy and update it with current information/changes. As a “new” levy is generally difficult to pass, removing “replacement” will eliminate 33% of options for entities that rely on a levy to operate/access new dollars. Purcell stated OACB will be lobbying against this bill, and he would keep the Board informed of any updates.

6. *Program Reports*: Vice-President Mantell expressed his appreciation to the Directors for submitting their program reports which are essential in providing updates and information regarding their departments.

**7. *Committee Reports***: Ethics Council, *Adrienne Buckler-Callihan, Chair*. The Council met at 4:45 P.M. prior to the Organizational meeting to discuss one Direct Service Contract affecting 25 individuals within 23 families, and one respite contract. Buckler-Callihan stated there were no known conflicts with either contract. Gibson made a motion to approve the contract and it was seconded by Murray. The motion carried in a unanimous roll call vote.

8. *Old Business*: Before the Organizational Meeting started, Buildings Operations Manager Darin Porter, led the Board on a tour of the VRS building and noted immediate repairs needed. This was requested by the Board at the December meeting and will serve as part of an in-service training later this year.

**9. *New Business***:

A. **Discuss/Vote on SOCOG Contract for Management Services & HIPAA Business Associate Agreement**.

Purcell stated he recommended approval for the contract for 2024 tomaintain current services provided by SOCOG, including advocacy, SSA Assistants, andMUI investigations. Peters made the motion to approve the contract and BusinessAssociate Agreement and it was seconded by Murray. The motion carried in a unanimousroll call vote.

B. **Discuss/Vote on the *2024 Non-Federal Share of Match Obligation Resolution 2024.01-01***. This mandatory resolution states the intent of the County Board to honor payment of a share of non-federal Medicaid for qualified individuals. Approval of this Resolution complies with Ohio Revised Code Sections 5126.059 and 5126.0510 which mandate County Boards pay the Non-Federal share of Medicaid expenditures for certain services to eligible individuals. Purcell stated an amount up to $2,000,000 of the SCBDD CY 2024 budget was allocated for the expense. It was noted the increase of $500,000 from last year had been anticipated/budgeted due to the expansion of waivers and the increase in wages for DSP’s. Buckler-Callihan made the motion to approve the Resolution and it was seconded by Gibson. The motion carried in a unanimous roll call vote and the Board signed the Resolution.

C. **Discuss/Vote on annual budget**. The Board received the budget for review.

Purcell stated the annual budget was submitted to the Budget Commission

May, 2023 and had been returned and approved by the Commissioners. SCDD is expected to operate within the budget but if there needs to be an increase, it would be presented to the Board for approval before going back to the Commissioners. Four funds; General, Capital, Residential Services and Trust, have monies that can be moved around within a line item as needed. Peters made the motion to approve the annual budget and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

D. **Discuss/Vote on allocation of IDEA Part B Funds (Federal Awards).**

Purcell explained that through IDEA (Individual’s with Disabilities Education Act) Part B, funds are awarded to school districts to assist with education costs provided to students with disabilities. The recommended use of the awarded funding (approximately $17,000) is to put it towards teacher’s salaries to offset costs. This also serves as the SCDD’s formal method of accepting public comment regarding the intended use of these funds. Buckler-Callihan made a motion to accept the allocation of the award to go towards instructor’s salaries and Murray seconded. The motion carried in a unanimous roll call vote

F. **Discuss/Vote on revised Policy 1.08 - Meetings of the Board and Transaction of Business.** Purcell stated this Policy had been updated to include the language regarding remote attendance for Board and Committee meetings. The rest of the policy remains unchanged. After the Board reviewed the policy, Peters made the motion to approve the revision and Buckler-Callihan seconded. The motion carried in a unanimous roll call vote.

**10. Other:** None

**11. Comments from the Floor:** Speakers are required to state their name and address for the record. Additional speaking rules are on the back of the public agenda. There were no comments from the floor

**12. Adjournment:** The Board adjourned at 6:00 P.M. on a motion made by Peters and seconded by Gibson. The motion carried unanimously.

Respectfully Submitted by:

Cindy Gibson, Recording Secretary

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Minutes Prepared by:

Carla Selby, Board Clerk