

Scioto County Board of Developmental Disabilities
Special Meeting
For the Purpose of Conducting Regular Business
July 22, 2021
STAR, Inc. @ 5:00 P.M.

Acting President Michael Arnett called the meeting to order at approximately 5:05 P.M.

1. **Prayer & Pledge:** Cindy Gibson offered the prayer and Jon Peters led the pledge.
2. **Roll Call:** Present were Acting President Michael Arnett, Recording Secretary Jeffrey Kleha, Cindy Gibson, Anthony Mantell, William Adams, Jon Peters and Ellen Murray.
3. **Agenda:** Purcell asked that a new Board member be sworn in by Scioto County Commissioner Scottie Powell. There were no objections.

Before the meeting continued, Commissioner Scottie Powell swore in newly appointed Board member Ellen Lucinda “Cindy” Murray. Welcome to SCDD, Cindy!

4. **Minutes:** Minutes for the Ethics Council and regular Board meeting conducted on June 17, and the Finance/Personnel Committee meeting conducted on July 8, were approved collectively on a motion made by Kleha and seconded by Adams. The motion carried in a unanimous roll call vote.
5. **Expenses and Fiscal Report:** Superintendent Matt Purcell reporting for Finance Director Lynne Webb. The Board received and reviewed the written report prior to the meeting. Purcell stated the month of June started with roughly \$9.4 million and ended with slightly over \$9.0 million after revenue and expenditures. Mantell made the motion to accept the written and oral report and it was seconded by Gibson. The motion carried in a unanimous roll call vote.
6. **Superintendent’s Report:** Superintendent Matt Purcell reporting. Purcell welcomed new member, Cindy Murray. He stated he had worked with Cindy previously, and felt she would be a wonderful asset to the Board. It was also noted new members Murray and Peters would need to complete the new Board member orientation as soon as possible, and an email would be sent to them the next week to schedule a date and time. There were no other comments or questions.
7. **Program Reports:** The program reports were submitted to the Board prior to the meeting. Arnett thanked the Directors for their reports. Gibson made the motion to approve the reports and it was seconded by Mantell. The motion carried in a unanimous roll call vote. There were no comments or questions.
8. **Committee Reports:**
 - A. **Finance/Personnel Committee** – M. Arnett, Chair. The Committee met July 8, 2021 to discuss staff rate adjustments and review the Salary Market Analysis. Purcell

informed the Board salaries and ranges are reviewed every year to establish where the SCDD stands in terms of paying employees. After evaluating the surveys from local area school districts (for teachers) and the OACB report (for other employees), it was deemed a Salary Market Analysis was needed and prepared. After reviewing the analysis, it was determined there were a few employees who would need rate adjustments to be brought up to the bottom range. After being brought into the bottom of the new range, the scheduled 3% budgeted increase scheduled for eligible employees would be added. These adjustments would cost the Board \$90,000 for the 3% annual increase, plus an additional \$39,000 for the needed rate adjustments. Purcell stated although this additional amount was not included in the budget, SCDD was financially equipped to make those adjustments. Rate adjustments only occur when there is a dramatic increase in a range, and would not be an annual cost. These adjustments would bring all employees to appropriate targeted 80-90% levels of the market range.

A recommendation was presented to the full Board:

- Approve 3% rate increase to full-time, non-probationary, non-management, non-school district funded employees. (Budgeted every year)
- Approve new ranges as presented in the Salary Market Analysis. Approval of the new ranges includes bringing eligible employees to the bottom of the new range (within 80-90% market range depending on experience)
- Approve Service Support Administrators and Developmental Specialists be paid at the same level (whichever is highest)

Additional details were provided in the Finance/Personnel Committee Meeting Minutes, which the Board received prior to the meeting. Mantell made the motion to accept the recommendation for approval as presented. Peters seconded the motion, and it was approved in a unanimous roll call vote.

B. **Ethics Council** – J. Kleha, Chair. The Council met at 4:45 P.M. to discuss four contracts with outside employees. Kleha stated specific criteria was met with no conflict for each of the contracts. Kleha made the motion to approve all four contracts collectively and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

9. **Old Business: Update of results of IT Audit** The Board received the final report of the SCDD Technology Audit conducted and prepared by Evan Mercer, Director of Technology at SCOESC. The audit was performed to determine how the IT Department could improve and become as efficient as possible. The overall IT evaluation score was 518/700 points, or 74%. Currently the IT Department consists of one full-time IT Manager, and one part-time field tech available two days a week. Mercer recommended two full-time IT staff for the department to work at maximum efficiency. Discussion and questions included the total annual cost to the Board, contract terms with META, and the review process and survey results. Purcell also stated he planned to continue partnership with Mercer to develop a five-year IT Plan. Adams made the motion to approve a second

full-time employee for the IT Department and it was seconded by Mantell. The motion carried in a unanimous roll call vote.

10. New Business: Discuss extension of SOCOG contract for SSA Department. Purcell asked a piece of the SOCOG contract which provides services to the SSA Department, be extended to the end of the calendar year. This includes two SOCOG employees working as SSA's while the current SSA vacancies are being filled. It was noted this would be temporary until the positions are filled within the department. Peters made a motion to approve the extension and it was seconded by Gibson. The motion carried in a unanimous roll call vote.

11. Other: Purcell made a clarification on item #8 to include the SSA's and the DS's are put on the same pay range. It was understood that was included in the motion/vote.

A moment of silence was offered for two individuals, Jeana P. and James B. who recently passed away. SCDD offers sincere condolences to these individual's families and friends.

12. Comments from the floor: None

13. Executive Session: The Board entered Executive Session at 5:45 P.M. in accordance *with ORC 121.22 Public Meetings – Exceptions (G) (1), the Board will enter into Executive Session to consider the discipline of a public employee(s) or official.*

14. The Board returned to regular session at 6:42 P.M. No action was taken.

15. Adjournment: The Board adjourned at 6:43 P.M. on a motion made by Kleha and seconded by Murray. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White
Board Clerk

Submitted by:
Jeffrey Kleha
Recording Secretary