

**MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION**  
**Regional Council of Governments**  
**Board of Directors Meeting Minutes**  
**September 17, 2009 - 8:30 A. M.**

The Board of Directors Meeting was called to order at 8:30 a.m. by Chairperson, Rick Broderick.

The following members were present: Dave Baits, Rick Broderick, Keith Brown (arrived at 8:58), Scott Hiles, Brad McKee, and Gary West

Absent: Judy Geers

Additions, Deletions, or Corrections to Agenda: None

**1009-01: ROUTINE BUSINESS**

1009-01.1 The Chairperson suggested the approval of the Regular Board Meeting Minutes of June 18, 2009 with corrections to section 0906.04.3 and 0906.06.3. Dave Baits moved to approve, Brad McKee seconded, all members voted “yea”, motion carried.

**1009-02: DISCUSSIONS, COMMUNICATION & ACTION ITEMS**

1. Financial Report – The Director reviewed how the transition from a full-time Treasurer to a part-time Treasurer was going during the Yearend process and a Financial audit. The Treasurer prepared the Financial report and it was delivered by the Director. The forecast looked fine at this point and appropriations were not changed. Budget items remained the same with some uncertainty surrounding the amount and the timing of the State Subsidy for this fiscal year. Payment appears to be better since implementing the late fee on past due invoices.

1009-02.1 The Chairperson suggested that the Board of Directors approve the monthly Financial Report as presented. Gary West moved to approve, Dave Baits seconded, all members voted “yea”, motion carried.

2. Two MVECA Board Members for September MCOECN Membership Meeting  
The decision was made that the Chairperson and Vice-Chairperson will attend the MCOECN Membership Meeting along with the MVECA Executive Director.

3. Policy & Procedure Changes

1009-02.2 The Chairperson suggested that the Board of Directors approve the monthly the changes to the Policy & Procedure Manual as follows:

**IV EMPLOYEE ABSENCE REGULATIONS**

**IV-D Overtime Compensation and Compensatory Time**

1. PROVISIONS:

- b. The 40-hour limit is based on actual hours worked ~~at the MVECA site~~. Hours or days missed for personal leave, vacation leave, ~~professional leave~~, use of comp time, and/or sick leave are not counted toward the 40-hour limit.

**II GENERAL OPERATING PROCEDURES**

**II-I Job-Related Expenses**

Requests for reimbursement shall be submitted in a timely manner are due within 5 business days from the end of the month on the proper “Expense Sheet for Professional Meetings”.

Dave Baits moved to approve, Gary West seconded, four members voted “yea”, one member voted “no”, motion carried.

4. Building Lease Agreement with Greene County ESC

1009-02.3 The Chairperson suggested that the Board of Directors approve the building lease agreement as presented. Gary West moved to approve, Dave Baits seconded, all members voted “yea”, motion carried.

Keith Brown arrived at 8:58 a.m.

**1009-03: EXECUTIVE SESSION**

1009-03.1 The Chairperson suggested that the Board of Directors adjourn to Executive Session to discuss personnel matters. Dave Baits moved to adjourn, Keith Brown seconded, all members voted “yea”, motion carried. The Board of Directors entered into Executive Session at 9:05 a.m. and returned to regular session at 9:12.

**1009-04: OTHER ACTION ITEMS**

1009-04.1 The Chairperson suggested that the Board of Directors approve a one-time stipend in the amount of \$1,500.00 each to Deb Dinnen and Sue Ann Welsh for help with the transition of MVECA from a full time Treasurer to contracting out for Fiscal Services. Keith Brown moved to approve, Dave Baits seconded, all members voted “yea”, motion carried.

1009-04.2 The Chairperson suggested that the Board of Directors approve to change the date of the Fall Board/Assembly meeting from Thursday, November 12, 2009 to Friday, November 20, 2009 and the Spring Board/Assembly meeting from Thursday, April 8, 2010 to Wednesday, April 14, 2010 with the Board meeting at 8:30 and the Assembly meeting starting at 9:30 for both dates. Dave Baits moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

**0906-05: COMMUNICATION**

**MVECA Executive Report**

- Springfield City Schools Update – The Director review latest talks with Springfield City and plans for possible conversion of their systems to MVECA effective July 1, 2010.
- Community School Update – reviewed 12 Community Schools contracting with MVECA for EMIS and Fiscal services as well as three of the schools also contracting for DASL services.
- State Budget Update – Reviewed the latest State Budget numbers compiled by the MCOECN showing the effects on the OECN and EMIS line items.
- CIP Information – The MVECA CIP checklist was completed without any “No” answers. The Narrative piece of the CIP is being worked on and to be completed by October 31<sup>st</sup>.
- Fiscal Audit – MVECA recently completed a bi-annual Fiscal Audit. Results have not been sent out at this time.

- **SCRIP** request from Clark County Health Department – reviewed a request from the Clark County Health Department and how MVECA would respond to the request for student absence data using customized absence reasons to report illness by syndrome per the SCRIP process.
- **Grade Book Proposal** – notified the board that the DASL ITCs had voted at this time to reject a proposal to develop a Grade Book software integrated with DASL.
- **Additional services: Email archival and Remote backup** – reviewed initial plans for development of two new services being started by MVECA.
- **MVECA Web Site and district option** – Reviewed and discussed two options to update MVECA website and purchase Content Management tools to maintain website. Oxiem, a Springfield vendor was chosen to develop MVECA’s web site and provide several templates for interested districts to choose from.

### **1009-06: OTHER**

Next scheduled meeting: Thursday, October 8, 2009 at 8:30 a.m. in the MVECA Training Room – This meeting is optional and it is assumed at this time that the meeting will not be necessary.

### **1009-07: ADJORNMENT**

1009-07.1 The Chairperson requested that the September 17, 2009 meeting of the MVECA Board of Directors be adjourned. Dave Baits moved to adjourn, Rick Broderick seconded, all members voted “yea”, motion carried. Meeting adjourned at 10:00 a.m.