

**Stark County Board of Developmental Disabilities
Board Meeting
February 23, 2016
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, February 23, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:05 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Recording Secretary Roger Gines
Carlene Harmon
Richard Hoffman
Larry Marcus
Rebecca Stallman

Vice President Todd Frank
(Excused)

Also Attending:

Bill Green, Superintendent
Myrna Blosser, Principal, School Programs
Tammy Maney, Early Childhood Director
Emily Martinez, Director of SSA/Investigative Services
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Randy Rhodebeck, Director of IT
Mike Seaman, Director of Adult Services
Diane Sidwell, Manager of Transportation

In Memoriam:

A moment of silence was observed for the following: Trygve Daniel Schnyders, he is the son of Anthony (Tony) Schnyders, a Service and Support Administrator; Felipe Katigbak, he received SSA services, recently worked at Creative Life and Work Services, and was previously employed at the Stark County Board of DD workshop program; Daniel (Danny) J. Fulmer, he received SSA services; Joseph Louis Francis Champagne, he received SSA services, was employed by Lomeda Services, and was previously employed at the Stark County Board of DD workshop program; and Marion Theresa Fosnight, she received SSA services and was retired from Whipple-Dale Centre.

Minutes of the Previous Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of January 23, 2016.

Roger Gines moved for approval. Larry Marcus seconded. Carlene Harmon abstained.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter extended his praise, gratitude, and thanks to all the employees for a successful accreditation survey. This is a report card on how we are doing and we as the Board are deeply appreciative of the work that is being done to ensure that there are not only good systems in place, but more importantly that we are serving people "one person at a time." President Sutter was involved in a teleconference with Beth Chambers, of the accreditation team, and reported that she was very complimentary of all the work we are doing.

We acknowledge that this is a challenging time within our agency as we see a change in the service delivery system. We have charged Superintendent Green to ensure we prepare people for the inevitable changes that are coming related to new regulations from the Centers for Medicare and Medicaid Services (CMS), and ensure that we meet the benchmarks set for us.

We as a board look forward to working with our stakeholders to develop an updated strategic plan and review the recommendations of the Conflict Free Case Management Task Force.

Again, he thanked the employees of the Board for the work that they do every day, which is reflected in our most recent review.

The next Board meeting will be Tuesday, March 22, 2016, at 6:00 p.m.

Superintendent's Report:

Superintendent Green introduced Leigh Page, our new CFO/Business Manager.

The Conflict-Free Case Management Task Force meeting dates and goals have been established and the invitation was in the board packet. We had planned for 25 stakeholders but we are already up to 31 and will have to limit the number at this point. The task force will be facilitated by John Potkalitsky, from the Kent State University Center for Corporate and Professional Development. He will lead the task force through a lean sigma six problem solving process. The sessions will be held on Friday, April 1, 2016 (4 hours) and Thursday, April 14, 2016 (6 to 8 hours.) When the sessions are completed, the task force

should come out with very detailed recommendations on how we should comprehensively address the conflict-free issue here in Stark County.

After the Conflict-Free Case Management Task Force, there will be a vetting of those recommendations through focus groups. We will be contracting with The Impact Group and they will be holding focus groups with individuals, family members, and employees to get further feedback. We will need an aggressive plan to reach the 30% benchmark by 2020, which means we have to reduce the number of people we serve by 500, or 100 people each year over the next five years. This will be our guiding direction. Outcomes will be brought to the Board in June 2016 for approval and will be put into a comprehensive five year strategic plan that will take us to 2020.

Committee/Department/Other Reports:

- A. TWi Board
Next meeting: March 10, 2016, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: March 18, 2016, at 3:00 p.m.
- C. Finance Committee – Minutes in Board packet
Next meeting: March 18, 2016, at 4:00 p.m.
- D. Ethics Council – Minutes in Board Packet
Next meeting: March 22, 2016, at 5:45 p.m. (if needed)

Board member Rebecca Stallman asked if we have heard any more about the transportation grant. Diane Sidwell, Manager of Transportation, reported that we have been asked several questions in connection with the grant but have not received an answer yet.

Old Business:

None

New Business:

None

Presentation:

Lisa Parramore, Communications Manager, gave a presentation on Fetal Alcohol Spectrum Disorders (FASD). According to the Centers for Disease Control and Prevention, there is no safe amount of alcohol that a pregnant woman can drink during her pregnancy. Fetal Alcohol Syndrome is a spectrum disorder so it does not look the same in every person that has FASD. It is 100% preventable. The estimated lifetime cost for an individual with FASD is over two million dollars and the Board supports families and individuals for their lifetime. We are part of a task force to inform and prevent FASD. Ms. Parramore showed a brief video of a family dealing with FASD. She sits on a subcommittee that is a division of the Anti-Drug Coalition with the Mental Health and Recovery Services Board. Connie Hull, a nurse from Eastgate, also sits on this committee. This enables her to bring back information to share with Eastgate parents. The Board also supports Triumph Training, which is a means of educating families about FASD. In connection with Rainbow Babies and

Children's Hospital, the FASD committee is now able to bring a FASD diagnostic center to Stark County. This is a service that was previously unavailable in Stark County, so they are making progress.

Board member Rebecca Stallman asked if they are going to area high schools and colleges to talk to students about FASD. Ms. Parramore explained that they have been able to do presentations to some of the high school health classes and are hoping to expand in this area of FASD education.

First Reading of Board Policy:

Superintendent Green gave the first readings on the following policies. They will be presented during the March Board meeting for second reading and Board approval:

- Policy 1.06 Superintendent Performance Evaluation and Compensation – Reviewed
- Policy 1.07 Superintendent Succession Plan – Reviewed
- Policy 1.08 Board Policies and Procedures – Revised

Financials and Board Resolutions:

02-06-16: Operating Fund #071

A. Two Payrolls for January	\$1,529,697.47
B. Bills for Payment in January	<u>\$4,375,184.41</u>
Sub-Total	\$5,904,881.88

02-07-16: Capital Fund #147

A. Bills for Payment in January	\$ 82,797.00
Sub-Total	\$ 82,797.00

Payrolls for January	\$1,529,697.47
Bills for Payment in January	<u>\$4,457,981.41</u>
TOTAL	\$5,987,678.88

Carlene Harmon moved for approval of Resolution 02-06-16. Larry Marcus seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that the January 2016 actual revenues were about \$1.1 million, compared to the total expenses for the month of \$5.4 million. Out of the \$5.4 million, \$2.8 million is related to the waiver match that was paid during the month of January. The beginning year cash balance was \$34.9 million, excluding our prior year 2015 carryover paid during the month of January of \$474,000, giving us an ending cash balance at the end of January of \$30.1 million. The cash balance at the end of 2015 was \$34.4 million. Our total 2015 outstanding open purchase orders are \$1.5 million. We have an unencumbered cash balance at the beginning of the year of \$32.8 million. Our 2016 open

purchase orders at the end of January of \$18.0 million gives us an unencumbered cash balance, at the end of the month, of \$10.5 million.

During the month of January, we had two payrolls. Our other expenditures, aside from payroll, totaled \$4.3 million.

The Board duly adopted.

Carlene Harmon moved for approval of Resolution 02-07-16. Larry Marcus seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that we did have activity in the Capital Fund. We had a beginning cash balance of \$109,599.09. We had \$82,797.00 of 2015 obligations paid during the month of January related to the purchase of four vans. That leaves us with a cash balance of \$26,802.09.

The Board duly adopted.

02-08-16: Resolution to authorize going out to bid for Whipple-Dale office furniture

Roger Gines moved for approval of Resolution 02-08-16. Carlene Harmon seconded.

Discussion:

Superintendent Green explained that as part of the Whipple-Dale Centre renovation plan, new office furniture was budgeted in the amount of \$200,000 in the 2016 budget. The bid that will be sought includes the freight and installation of new furniture and the moving and installation of existing furniture from North Place. By going out to bid in this fashion, the Board will benefit from quantity discount pricing versus purchasing individual work stations for planned SSA hiring through 2020. We do expect the bid to come in considerably less than the \$200,000.

Board member Rebecca Stallman asked if we were getting rid of furniture or just adding furniture. Superintendent Green responded that we are just adding additional furniture to the existing furniture. The price also includes freight for the new furniture, moving existing furniture, and installation of both existing and new furniture.

The Board duly adopted.

02-09-16: Resolution to approve an Adult Services employee incentive plan

Richard Hoffman moved for approval of Resolution 02-09-16. Rebecca Stallman seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that upon review of the adult services staffing levels, management has determined that the adult services workforce

should be reduced by 17 positions (eight employees in the classification of Workshop Specialist 1, eight employees in the classification of Workshop Specialist 2, and one employee in the classification of Behavior Trainer). To avoid a reduction of the workforce through layoffs, the Board would like to offer a voluntary financial incentive using the following methodology:

\$0 to \$41,000 – \$13,530
Above \$41,000 to \$46,000 – \$15,180
Above \$46,000 to \$51,000 – \$16,830
Above \$51,000 – \$18,480

Employees in each job classification would be able to apply for the financial incentive beginning March 1, 2016. The application period will continue until May 31, 2016, and be awarded on a first come, first serve basis. The employees accepting this voluntary financial incentive would agree to separate from Board employment by June 30, 2016, through resignation or retirement. The employees would also waive any and all claims related to their employment, including claims for unemployment compensation to the extent permissible by law.

In the event that the number of employees that request the financial incentive does not meet the stated limits, the Board intends to exercise alternate methods to reduce adult services staffing under the terms of the Collective Bargaining Agreement. Regardless of the manner of staffing reductions, the Board will provide job seeking skills and career planning as an employee transitions to alternative employment.

Board member Larry Marcus asked with the number of employees in each job classification being eight, eight, and one, would we offer the incentive to more than those numbers. Ms. Poulton explained that if we have additional employees volunteer, we will put their names on a list for possible future incentives.

The Board duly adopted.

Second Reading of Board Policy:

Superintendent Green gave a brief summary of the following policy that was presented for second reading:

Policy 2.30 Records Retention – New

02-10-16: Resolution to approve the Board policy presented for second reading

Larry Marcus moved for approval of Resolution 02-10-16. Roger Gines seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Larry Marcus moved for approval. Roger Gines seconded. The Board adjourned at 6:45 p.m.