

**Stark County Board of Developmental Disabilities  
Board Meeting  
May 24, 2016  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 24, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:02 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members:

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

None

Also Attending:

Bill Green, Superintendent  
Tim Beard, Buildings/Grounds Maintenance Manager  
Myrna Blosser, Principal of School Programs  
Diana Lashley, Manager of Health & Therapy Services  
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  
Mike Seaman, Director of Adult Services  
Diane Sidwell, Manager of Transportation

**In Memoriam:**

A moment of silence was observed for the following: Julie Mayo, Workshop Specialist II, she was hired by the Board in September 1993 and worked in the schools until 2003, from 2003 until 2016 she worked at Whipple-Dale Centre, West Stark Center, and Higgins; Robert C. Boone, he was the father of Lori Boone, a Preschool Assistant at Eastgate, and also had worked as a bus driver for Stark County Board of DD; Benjamin E. Smith, he was the son of Eric Smith, a Behavior Trainer at Higgins, and stepson of Cindy Burga, a Training Coordinator in Supported Employment; Michael "Mike" Kevin King, he received SSA services and previously worked at the Whipple-Dale Centre workshop; Ronald "Ron" Len Bennett, he received SSA services and worked in the Stark County Board of DD workshop program; Robert Sydney Finch, he received SSA services, recently retired from the Caring Hands day program, and previously worked in the Stark County Board of DD workshop

program; Caroline Jane Ziegler, she received SSA services, worked at GentleWorks, and previously worked in the Stark County Board of DD workshop program; and Linda Ann Dunn, she received SSA services and previously attended the Stark County Board of DD workshop program.

**Minutes of the Previous Meeting:**

President Dan Sutter requested a motion for approval of the Board Meeting minutes of April 26, 2016.

Larry Marcus moved for approval. Roger Gines seconded.

The Board duly adopted.

**Public Speaks:**

None

**President's Report:**

President Sutter had the opportunity to participate in the 6<sup>th</sup> Annual Citizens Who Care golf outing on Friday, May 20, 2016, with Larry Marcus, fellow board member, and Richard Hoffman, board member who volunteered. We had a beautiful day and this was our biggest golf outing event to date with 128 participants. Events such as this serve not only as fund raisers for our next levy campaign, but as a great public awareness opportunity. We had many self-advocates on the course and we had a Special Olympian on the course as a golfer. President Sutter thanked the individuals and staff that made this such a great outing. Next, he informed the board of an upcoming ARC event, Rhythm and Brews, which will occur on Wednesday, June 22, 2016, from 6:00 p.m. to 10:00 p.m. This is always a nice event. We will be discussing the decision we have to make in June, later in the agenda, and hear some of the themes that emerged from the focus groups that were held May 18-20, 2016.

**Superintendent's Report:**

Superintendent Green reminded the board that we have the Eastgate and Taft preschool graduations on Thursday, May 26, 2016. We have the Rebecca Stallman Southgate School graduation on Friday, May 27, 2016. Another event that already took place on May 6, 2016, was the prom at Rebecca Stallman Southgate School. The theme was "Alice in Wonderland." Also, Replay for Kids sponsored a family workshop at Southgate on May 17, 2016, that was made possible by a generous donation from the Ohio Children's Foundation. This workshop taught participants how to adapt a battery-operated toy for a child with special needs. Early Intervention staff has completed their third Go Baby Go adapted car. Our adult program continues to offer field trips, with many this month focused on visiting and experiencing community employment sites. Service and Support Administration is getting about ten state-funded diversion and exit waivers each month that are awarded to people in an intermediate care facility so they have the opportunity to move into the community. We are proceeding with those enrollments.

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**Committee/Department/Other Reports:**

- A. TWi Board Meeting  
Next meeting: June 9, 2016, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next meeting: June 24, 2016, at 3:00 p.m.
- C. Finance Committee – Minutes in Board packet  
Next meeting: June 24, 2016, at 4:00 p.m.
- D. Ethics Council – Minutes in Board Packet  
Next meeting: June 28, 2016, at 5:45 p.m. (if needed)

Board member Rebecca Stallman asked Emily Martinez, Director of SSA/Investigative Services, for more clarification on the average SSA caseload size in relation to the targeted caseload limits and also if abbreviations could be spelled out in the future. In the Investigative Services report, she would like to know where the other MUI's occurred outside of Stark DD. She also asked how many Behavior Support Specialists were SSAs. There are five.

**Old Business:**

President Sutter announced that there was Old Business and it had to do with the decision that will come before the Board next month as it pertains to the transition of adult services to other providers, including TWi. He stated that it was crucial that the Board have a discussion on the information that is needed to make the decision. Superintendent Green spoke with the focus group facilitator and expects to have the report from all of the focus groups by June 6, 2016. There are 35 pages of notes and the Board will be able to see all of the specific comments. Some of the themes that have emerged are: why so fast; who is ultimately accountable for the providers in regard to quality and monitoring; what happens to the levy dollars when we are not supporting our adult program; and what will the Board look like once this is all completed. In regards to the employee focus groups, the biggest theme was a feeling of betrayal because of the time frame. There is obviously mistrust and a lot of bad feelings. In any transition, these things are always traumatic and how are we going to smooth the transition for individuals, families, and our staff. This is always kept in the forefront of the Board and management staff on a daily basis. How can we make a difficult decision and treat everyone involved with the dignity and respect they deserve. Superintendent Green gave the Board a sheet with some possible options, along with pros and cons. Many of the topics surround our employees because they are the "hands and feet" of our agency in regards to providing the care. It is important that they are understood and that they can work in an environment to provide the quality of care that they have always provided. Board member Rebecca Stallman indicated that it appears there are about 57 employees that have been here quite a while giving their service and good care to our people. She does not think that we should be in a real big hurry, nor should we wait until 2024. She asked if any of the possible transition plans could go towards their retirement. Superintendent Green replied that there are strategies that could go towards their retirement. If we look at the Early Retirement Incentive Plan, we could offer a retirement, where if they were not at 30 years, but at 29 years; or at 24 years, and 55 years old, they could retire. There are 41 Adult Services employees and 31 Transportation

employees that would be eligible to retire. President Sutter asked for an explanation of the Carry-Over Employee option. Superintendent Green explained that if an employee transitions to TWi and is hired to do the exact same job they are doing with the Board then they would be considered a carry-over employee. The Board would be responsible for paying the employer's PERS portion of 14% for as long as that employee is with TWi. Board member Rebecca Stallman confirmed that would be 14% of what TWi is paying, not 14% of what the Board was paying. Superintendent Green added that the downside for the employees is that they would pay a 10% PERS portion, but it is after taxes, social security, and Medicare. This means 17.44% would be taken out of their pay before they get their final wage. Connie Poulton, Director of Human Resources, reported that one employee has gone to TWi as a carry-over employee and felt it was worth it. Five other employees are in process of going to TWi. The Board also has the option of extending the Time Table for either one, two, or three years. This would give individuals, families, and employees additional time to adjust. The con would be that everyone would have more time, but would they wait and make the decision at the very end. Also, would existing negativity and anxiety extend out over an expanded time frame? Board member Rebecca Stallman mentioned that some of these things happened before when we eliminated a workshop. There were employees and individuals that left. If you extended it to 2020, you would probably have employees with less service leave first and those with more would tend to stick it out to get a bigger retirement. Superintendent Green noted that in regards to our previous consolidations there was upset, but it did not reach the current level because we never really had to affect anyone's employment. Roger Gines, Board Recording Secretary, stated that the biggest thing for the employee is the financial hit. There are job opportunities out there but some staff could take a 50-60% pay cut in the private sector. Some staff at the lower end of the pay scale may see more pay. Superintendent Green added that if we can incent retirement, it will help the higher paid employees that are near retirement. We have a lot of input from the Task Force and the Focus Groups that have to be considered. We have to put ourselves in each of our stakeholder's shoes. Board member Larry Marcus indicated that our decision has to be for the individuals and families we serve, secondly our employees, and then the provider community. He feels that the individuals and families will be well served as long as we maintain as much continuity with this transition; keeping individuals in the same locations with the same employees. Obviously, our employees are the most affected. Mr. Marcus values the employees and hopes we can chose options that will reduce the impact for them. He feels that the management team has advocated for the employees. He hopes that his fellow board members will do what they can to make the employees best served in this decision. The employees are the backbone of the agency and we want to see them be successful and rewarded for what they have done for us. Board member Rebecca Stallman had concerns about the makeup of the Task Force. She felt most of them were providers and that is why they voted on the December 31, 2017 date. Superintendent Green clarified that there were only seven or eight providers on the task force. It was offset by job coaches, workshop specialists, and union representatives. Superintendent Green concluded that we have one other significant stakeholder and that is the taxpayer. We have to do a better job of communicating the coordination of services and funding of those services because that will be the future of the Board. The Board will be a funder, a monitor, a planner and will be coordinating diverse services. We will look incredibly different than we have ever looked before.

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**New Business:**

None

**Presentation:**

Janice Houchins, Executive Director of Stark County Family Council, gave a PowerPoint presentation on the Stark County Family Council. We have a lot of different types of agencies in our communities. They are all providing a wide variety of top quality services. Family Council believes that by working together, we can serve our families better. By collaborating, we can improve services and systems for our families. The Stark County Family Council is an infrastructure for: convening stakeholders, growing community relationships, promoting cross-system communication, and enhancing community collaboration. In fiscal year 2015, Family Council convened stakeholders from all the different communities 125 times. The Stark County Family Council is a thriving partnership of local governmental entities, community agencies and families working together to promote a system of care for families with children/youth ages birth through 21 years. The core functions are to engage and empower families, coordinate systems and services, and build community capacity and it all works together with an eye towards shared accountability. Specifically in statute, Family Council is mobilizing child and family serving partners to increase child well-being; monitoring progress towards increasing child well-being; aligning services; coordinating systems and services; and recruiting and supporting families.

Rose Morgan, SSA Supervisor, gave a presentation on wraparound services. She has been on the Stark County Family Council Service Review Collaborative for about six years. Wraparound is the service coordination mechanism that we in Stark County use to engage our families. It is done through collaboration with the child serving agencies. She showed a short video about High Fidelity Wraparound Services. She supervises two SSAs who work with youth that are three to thirteen, along with their families. Both of these SSAs, and Ms. Morgan, are trained in wraparound and motivational interviewing. They work very closely with Community Services, a private mental health agency that holds the wraparound contract. When children move out of Early Intervention, families find that the services are not as involved so they are often referred to wraparound. They not only provide services for the child, but provide supports for the parents. Wraparound lets us examine who is in the community, who is in our natural supports, and how we as SSAs and mental health providers can support the community to support our families.

**First Reading of Board Policies:**

Connie Poulton, Director of Human Resources, gave the first readings on the following policies. These policies will be presented during the June Board meeting for second reading and Board approval:

- 3.04 Hazardous Communication – Revised
- 4.07 Job Descriptions – Reviewed
- 4.20 Full-Time/Part-Time/Casual/Substitute Employees – Revised
- 4.38 Substitute Staff – Deletion

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**Financials and Board Resolutions:**

05-20-16: Operating Fund #071

A. Two Payrolls for April	\$1,556,730.72
B. Bills for Payment in April	<u>\$5,179,772.59</u>
<b>Sub-Total</b>	<b>\$6,736,503.31</b>

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<b>TOTAL</b>	<b>\$6,736,503.31</b>

Richard Hoffman moved for approval of Resolution 05-20-16. Todd Frank seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of April, we brought in total revenues of about \$1.6 million. Total expenditures were \$6.7million. We had two benefit payments during the month of April as opposed to none in March. The net change in financial position for the month was negative \$5.2 million. Our beginning year cash balance was \$34.9 million. Our 2015 expenditures that occurred so far year-to-date, total \$651,000 giving us an ending cash balance of \$40.7 million. The cash balance at the end of the year was \$34.9 million. Our total outstanding 2015 purchase orders were \$1.6 million at the beginning of the year giving us a beginning of the year unencumbered cash balance of \$33.3 million. Our 2016 purchase orders currently open total almost \$12.5 million. We have cancelled \$84,000 in 2015 purchase orders, giving us an unencumbered cash balance at the end of April of \$27.4 million.

There was no activity in the capital fund during the month of April. We have a beginning cash balance of \$109,599; 2015 expenditures were paid in 2016 of \$82,797, giving us an ending cash balance of \$26,802.

The Board duly adopted.

05-21-16: Resolution to approve the 2016-17 Stark County Family Council administrative services contract

Carlene Harmon moved for approval of Resolution 05-21-16. Rebecca Stallman seconded.

Discussion:

Superintendent Green explained that this resolution is for approval to enter into an administrative services contract with the Stark County Family Council. The contract is for the time period of July 1, 2016 – June 30, 2017, at a cost not to exceed \$31,000. This is the first time this contract has been brought to the Board, because it has now exceeded the \$25,000 approval level.

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The Board duly adopted.

05-22-16: Resolution to approve sponsorship for the 2016 Arc of Ohio – Stark County Summer Camp

Roger Gines moved for approval of Resolution 05-22-16. Richard Hoffman seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for a sponsorship for the Arc of Ohio – Stark County Summer Camp in the amount of \$33,600. Direct financial support is \$28,000 and \$5,600 is the in-kind contribution of yellow bus transportation to the campers.

The Board duly adopted.

05-23-16: Resolution to amend the table of organization

Todd Frank moved for approval of Resolution 05-23-16. Carlene Harmon seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is for approval to create three (3) Service and Support Administration (SSA) positions. Currently within adult services, there are 91 individuals now eligible for home and community based services waivers because they meet the level of care requirements per recent Medicaid changes. By adding three SSA positions, we create the infrastructure to serve these 91 individuals. We would also maximize federal tax dollars back to the citizens of Stark County and follow our policy as payer of last resort. Board member Rebecca Stallman asked if we were hiring these SSAs all at once. They will be hired over time and only as needed.

The Board duly adopted.

**Second Readings of Board Policies:**

Connie Poulton, Director of Human Resources, gave a brief summary of the following policies that were presented for second reading:

- 2.05 Public Records Requests – Reviewed
- 2.14 Delivering Necessary Residential Supports via HCBS Waivers – Reviewed
- 4.04 Background Checks on Employees – Revised
- 4.22 Policy Against Harassment – Revised

05-24-16: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 05-24-16. Larry Marcus 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 7:12 p.m.

The next Board meeting is scheduled for Tuesday, June 28, 2016, at 6:00 p.m.