

**Stark County Board of Developmental Disabilities
Board Meeting
September 26, 2017
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 26, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:05 p.m.

Oath of Office:

Attorney Leslie Iams Kuntz administered the oath of office to new board member Carmelita Smith.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Recording Secretary Roger Gines
Carlene Harmon
Maria Heege
Carmelita Smith
Rebecca Stallman

None

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal of School Programs
Brandon Haney, Information Technology Manager
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
Diane Sidwell, Manager of Transportation

In Memoriam:

A moment of silence was observed for the following: Stanley Ray Fisher, he received SSA services and attended the Stark County Board of DD workshop program until his retirement; Samuel L. Norris, he received SSA services; Romeo Hetto Smith, Jr., he received SSA services, worked at West Stark Center, and then moved to Cornerstone; Viola Smith, she received SSA services and attended the Higgins Workshop; Emilee Ann Thomas, she received SSA services; Luetta Jane Tender, she received SSA services; Pamela Kay Lewis, she received SSA services and before her retirement she attended Lester Higgins Workshop followed by The Bridge; and Marsha Irene Ramey, she received SSA services.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of August 22, 2017.

Roger Gines moved for approval. Todd Frank seconded.

The Board duly adopted.

Recognition of Retirees:

The following employees were recognized but were not in attendance: Sandra Card, an Intervention Specialist Assistant at Eastgate, with 10 years of service; Vera (Carolyn) Clark, a Bus Rider, with 24 years of service; Terry Irwin, a Maintenance Worker, with 31 years of service; and Marcy Kiefer, a Maintenance Department Clerk, with 30 years of service.

Public Speaks:

None

President's Report:

Since we have a new board member, President Sutter wants to get the in-person board training lined up that was discussed earlier in the year. There can be two one-hour in-person trainings or one two-hour in-person training. These trainings need to be completed by December 31, 2017. When the Ohio Department of Developmental Disabilities comes in for their accreditation survey, they verify that all board members have had the four hours of training in each year. Since there is no board meeting in November, we can look to schedule then. We can have Attorney Frank Hickman back to review our responsibilities as board members and then provide an update on the Ball versus Kasich lawsuit, which has far reaching issues for the service delivery system. Another option is to have him for one hour and then for the second hour do a deeper dive into our finances and the impact of us adding waivers and SSA infrastructure. As far as announcements, we have the Street Fair scheduled for Saturday, October 7, 2017, and the Great Pumpkin Race will be on Saturday, October 28, 2017.

Superintendent's Report:

Superintendent Green started his report with our impact story for the month. Josh Young, Service and Support Administration Supervisor, introduced this month's story which featured Tinessa Daniels. Helping people can be really hard and we do not always have the answers immediately. Tinessa's story is about perseverance and teamwork that helped her discover herself and overcome barriers she faced in the process. Our goal is to try to help people live a good life. Josh Young then introduced Tinessa and some of her support team, which included her family, her van driver Jodie, and her SSA Katie Bowman. Superintendent Green added, how do you serve 3,744 people? You do it one person at a time and that is what these stories illustrate. Each person is important and the supports and services they receive are paramount.

Committee/Department/Other Reports:

- A. Personnel Committee – Minutes in Board packet
Next meeting: October 20, 2017, at 3:00 p.m.
- B. Finance Committee – Minutes in Board packet
Next meeting: October 20, 2017, at 4:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: October 24, 2017, at 5:45 p.m. (If needed)
- D. TWi Board Meeting
Next meeting: October 26, 2017, at 6:00 p.m.

Old Business:

None

New Business:

Connie Poulton, Director of Human Resources, reviewed the current Table of Organization.

Presentation:

Brandon Haney, Information Technology Manager, gave a preview of the new Stark DD website that will be launched in mid-October. In February 2017, we kicked off a project of completely redesigning our existing website. Our current website was built on an outdated platform and did not allow us any flexibility or the ability to deploy new content. The Sanctuary Marketing Group, out of North Canton, built our new site for us. They were the same firm that built our Navigation Tool earlier this year. Both sites will have a common feel to them so it will make it easier for families to navigate between them. A large portion of web traffic today is done on mobile devices and tablets, so the new site is designed with this in mind. This will make contacting people from the site a lot easier. Also, we now have the ability to allow individual departments to update and manage their own content. We could not do this with our current web page. This will allow our web presence to stay a lot more current and lot more agile. The site right now is going through internal review by the Sanctuary Marketing Group to make sure everything works. Our managers and staff will then review the content for each department before the site goes live in the middle of October. Brandon Haney then gave a demonstration of the new website.

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 October Board meeting for second reading and Board approval.

- Policy 4.12 Personal Days – Revised
- Policy 4.16 Work Week and Status – Revised
- Policy 4.48 Employee Property Reimbursement – Reviewed

Financials and Board Resolutions:

09-39-17: Operating Fund #071

A. Two Payrolls for August	\$1,409,171.17
B. Bills for Payment in August	\$ 686,402.13
TOTAL	\$2,095,573.30

Maria Heege moved for approval of Resolution 09-39-17. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of August, we had total revenues of \$4.7 million. Federal Funds were \$3.6 million, which included a cost report settlement. Total expenses for August were about \$2.1 million. Our net change in financial position for the month of August was \$2.6 million. Currently we have approximately \$6.7 million in 2017 open purchase orders. We closed all of last year's purchase orders of \$783,045. Our year to date net change in financial position is negative \$4.5 million.

For the capital fund during the month of August, we received the EPA rebate of \$60,000 for the buses that were purchased a couple of months ago. This brings the unencumbered cash balance to \$84,469.

We had two payrolls during the month of August totaling \$1.4 million and total non-payroll expenses for the month of \$686,402.

The Board duly adopted.

09-40-17: Resolution to approve the 2017 – 2019 SCEPTA Labor Agreement

Maria Heege moved for approval of Resolution 09-40-17. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is for the Board to authorize the Board President and the Superintendent to sign the collective bargaining agreement between the Stark County Board of Developmental Disabilities and the Stark County Educators and Professional Trainers Association (SCEPTA) on its behalf. The agreement is effective from June 1, 2017, through May 31, 2019.

The Board and SCEPTA reached a two-year agreement on August 24, 2017. As a part of that agreement, SCEPTA employees will receive a 2% increase each year of the contract. Also included is a longevity pay program which impacts school employees, early intervention staff, and nine and twelve- month RNs. Other changes include a 1% increase to employee health insurance premiums in year two of the contract and also the tuition reimbursement program is being increased from \$1,000 a year to \$2,500 a year. The job classification of LPN was added to the list of recognized positions as well. Lastly, a Memorandum of Understanding (MOU) has been included in the contract. This MOU states that management and SCEPTA will meet in February of 2018 to discuss compensation of

the bargaining unit members who will be laid off as of July 1, 2018, and agree on what will be provided. It also states that a work committee will be formed with four members of SCEPTA and four members of management by February of 2019 in order to address the wage issues that have developed as the result of the step freezes. Recommendations from this work committee will be made during contract negotiations of that same year.

The cost of the 2-year agreement is approximately \$196,391 in year one, and \$291,029 in year two. The total cost of this agreement is \$487,420. The Board approved the 2017 budget on December 20, 2016, which supports the above wage adjustment.

The Board duly adopted.

Second Reading of Board Policies:

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

Policy 4.26 Vacation – Revised
Policy 4.28 Military Leave – Reviewed

09-41-17: Resolution to approve the Board policies presented for second reading

Todd Frank moved for approval of Resolution 09-41-17. Roger Gines seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Maria Heege seconded. The Board adjourned at 6:41 p.m.

The next Board meeting is scheduled for Tuesday, October 24, 2017, at 6:00 p.m.