

**Stark County Board of Developmental Disabilities
Board Meeting
December 19, 2017
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 19, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Recording Secretary Roger Gines
Maria Heege
Rebecca Stallman

Carlene Harmon
Carmelita Smith
(both excused)

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: John Russell McGuire, Jr., he received SSA services and had previously attended the Stark County Board of DD workshop program; Denise Lucinda Myricks, she received SSA services and worked at the Higgins workshop; Joyce Jean Chin, she received SSA services, previously attended the Stark County Board of DD workshop program, and most recently attended Cornerstone Day Habilitation; and Paula Marie Roden, she received SSA services, was a 1991 graduate of Rebecca Stallman Southgate School, worked at West Stark Center, and was also employed at Glenmoor Country Club.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of October 24, 2017.

Roger Gines moved for approval. Todd Frank seconded.

The Board duly adopted.

Holiday Sing:

Students from Mary Ann Mastnick's Eastgate preschool class provided holiday music.

Recognition of Retirees:

Margaret Williams, an Early Intervention Specialist with 22 years of service, was recognized by Tammy Maney, Early Childhood Director. Roger Brown, a Custodian with 15 years of service; Teresa Fittro, a Bus Rider with 22 years of service; George Heffner, a Workshop Specialist I with 25 years of service; and Debbie Smith, a Workshop Specialist 1 with 25 years of service, were also recognized but were not in attendance.

Public Speaks:

None

President's Report:

President Sutter announced that this was our final board meeting of the year and thanked Stark DD for their Christmas gifts. Within the board folders were the Board evaluations and self-evaluations that he requested to be completed by Monday, January 15, 2018, and turned into Executive Assistant Kathy Albright. She will summarize the board member responses for review and discussion during the organizational meeting. An electronic version will also be sent to board members.

Also, within the board folders was a tentative 2018 Board meeting schedule. The schedule reflects the fourth Tuesday of each month, except in January and December. There are no board meetings in July and November. The January Personnel and Finance Committee meetings will occur on Thursday, January 18, 2018. We will get feedback from everyone on that Thursday to determine if we want to move the rest of the 2018 committee meetings to Thursdays or keep them on Fridays. Meetings would normally occur the third week of the month, with some exceptions.

By tradition, we normally form a nominating committee to present the board's slate of officers. Roger Gines is willing to serve as secretary again, President Sutter is willing to serve as president again, and Maria Heege is willing to serve as vice president. President Sutter appointed Becky Stallman, Carlene Harmon, and Maria Heege to serve as the nominating committee, with Carlene Harmon as Chairperson. He asked that Carlene

Harmon communicates the committee's recommendation to Superintendent Green and Kathy Albright by January 23, 2018.

This was a bittersweet board meeting because this was the final board meeting for Vice President Todd Frank. On behalf of the board, President Sutter thanked Mr. Frank for his four years of dedicated service and his expertise as a CPA. His commitment to make Stark County a better place is noticed and appreciated. We have a friend and advocate in him. President Sutter presented Mr. Frank a piece of artwork from Just Imagine as a gift and remembrance of Stark DD. Mr. Frank thanked President Sutter and the board. He explained that prior to being on the board; he had very minimal experience with the board and the DD community in general but was able to bring an independent and fresh perspective to the board. He thanked Superintendent Green and everyone else for letting him behind the curtain. To meet everyone has been a pleasure.

Superintendent's Report:

Superintendent Green began his report with an impact story about Nick Doyle. Nick is one of the nearly 4,000 people that we support.

When we look back in retrospect at 2017, it has been quite a year.

- We have served more people than we ever have before in our history.
- We approved a four year strategic plan.
- We obtained a three year CARF accreditation.
- We approved a two year labor agreement with SCEPTA and a three year labor agreement with the Support Staff Union.
- We launched our Navigation Tool.
- We launched a new website.
- We raised over \$40,000 for our next levy campaign from our golf outing and employee contributions.
- We transitioned six students back to their school districts because of the success they were having at Rebecca Stallman Southgate School.
- We brought Early Intervention Service Coordination from the Educational Service Center into Eastgate to promote more collaboration between us and them.
- We migrated our phone lines from an old system to a new system.
- We increased our bandwidth for electronic communication and speed of our internet and intranet.
- We prepared in regards to taking on the responsibility of RNQA from NEON, which will be launched on January 1, 2018.
- We took on program compliance this year to enhance our provider relations.
- We launched the Gold Star Network as being one of the six pilots in the state.
- We got 100% compliance on our bus inspections.

This was just a summary in regards to some of our accomplishments. Superintendent Green thanked the board members for an incredible year as a board and for their work and service in regards to supporting the people we serve here in Stark County.

Another item within the board packet is the formal Administrative Resolution of Complaints that we look at each year. The majority of the complaints are in regards to eligibility appeals and people wanting our services.

Committee/Department/Other Reports:

- A. Personnel Committee – Minutes in Board packet
Next meeting: January 18, 2018, at 3:00 p.m.
- B. Finance Committee – Minutes in Board packet
Next meeting: January 18, 2018, at 4:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: January 30, 2018, at 5:45 p.m. (If needed)
- D. TWi Board Meeting
Next meeting: January 25, 2018, at 6:00 p.m.

Old Business:

None

New Business:

None

First Reading of Board Policies:

Brandon Haney, Information Technology Manager, gave the first readings on the following policies. These policies will be presented during the January Board meeting for second reading and Board approval.

- Policy 6.02 Backup Policy – Reviewed
- Policy 6.10 Network Access and Authentication – Reviewed
- Policy 6.11 Network Security – Reviewed

Financials and Board Resolutions:

12-45-17: Operating Fund #071

A. Two Payrolls for October	\$1,496,978.82
B. Bills for Payment in October	<u>\$5,013,987.16</u>
TOTAL	\$6,510,965.98

12-46-17: Operating Fund #071

A. Three Payrolls for November	\$2,340,859.10
B. Bills for Payment in November	<u>\$1,312,837.11</u>
TOTAL	\$3,653,696.21

Roger Gines moved for approval of Resolutions 12-45-17 and 12-46-17. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of October total revenues were \$3.5 million. Total expenditures for the month of October were \$6.5 million. Our expenses exceeded our revenues by almost \$3.0 million. Our open purchase orders as of October 31, 2017, were a little over \$3.0 million but we did have a positive net change in our financial position of \$4.6 million.

There was no activity in the capital fund for the months of October and November. This leaves the unencumbered cash balance at \$84,469.

For the month of November, total revenues were \$658,000. Total expenditures for November were \$3.6 million. Our expenses exceeded our revenues by almost \$3.0 million. Open purchase orders decreased. As of November 30, 2017, they were \$1.5 million and we had a positive net change in our financial position of \$1.6 million.

The prior year encumbrances report of activities has remained unchanged. We carried over \$1.2 million in 2016 purchase orders, paid \$423,633 in 2017, and cancelled \$783,045 year to date.

We had two payrolls during the month of October totaling almost \$1.5 million and total non-payroll expenses for the month were a little over \$5.0 million. We had three payrolls in November totaling \$2.3 million (this included SCEPTA retro pay, back to June, for increases per the bargaining contract.) Total non-payroll expenses for November were \$1.3 million.

The Board duly adopted.

12-47-17: Resolution to approve the 2018 Final Budget

Maria Heege moved for approval of Resolution 12-47-17. Todd Frank seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that our budget assumptions going into 2018 are similar to 2017.

Revenues for 2018

- Local revenues are expected to be about the same, but we will see an increase in excess costs that are billed to the school districts.
- State subsidies from the Ohio Department of Developmental Disabilities and the Ohio Department of Education will remain flat, although we will see small decreases through the state budget.
- We are expecting the 2014 cost report settlement in 2018; otherwise federal revenues should be similar to 2017.

Expenditures for 2018

- Wages and benefits are expected to remain flat inclusive of: adult services transition expenses which include unemployment, incentive payouts, and vacation and sick pay payouts; wage increases previously approved by the Board; eight new SSAs,

including one Payment Authorization Specialist, with at least five transitioning from adult services; and an increase in benefit costs, which we will not see until mid-2018.

- Each year we will see an increase in waiver match of \$900,000 for the new waivers added.
- Use of funds at the North East Ohio Network (NEON) for services under contract for approximately \$800,000 which includes FSS Supported Living and emergency respite.
- Capital Investment which includes: a planned Eastgate roof replacement; normal upkeep and building maintenance such as HVAC and security; and a computer refresh at a cost of \$207,000.

Ms. Page then presented forecast assumptions for beyond 2018.

Revenues Beyond 2018

- We are assuming local revenue will remain similar through the coming years.
- State funding will decline at least 1% or 2% with some of the subsidies we receive now.
- Federal dollars will go down. Our waiver revenue will decline as we transition out with the benchmarks that we have in place.

Expenses Beyond 2018

- The enclave supervision transition will continue through June 2018, so we will see expenses related to this transition through July 2018.
- There is an incentive budgeted in 2018 during the transition.
- Waiver match expense is estimated to increase \$900,000 annually.
- The fifth waiver match invoice has been budgeted separately to prepare for post transition for those individuals that we will pay match on in 2019.
- Our annual contribution to NEON will be \$400,000 in 2018 and \$300,000 each year through 2021 to maintain that fund for the services that are provided. The estimated cash on hand at the end of 2017 will be approximately \$950,000.
- Capital Investment which includes \$200,000 - \$250,000 per year for optional phases of any construction for Whipple-Dale Centre or other purchases deemed necessary. Also includes technology upgrades. Does not include impact of other actions in the Strategic Plan.

For Resolution 12-47-17

We estimate to receive approximately \$31.8 million in local funds; \$29.5 million is related to our property taxes. We expect to receive total state revenues of approximately \$9.5 million. Total federal revenues expected to be received are approximately \$8.8 million. Total revenues are estimated at a little over \$50.0 million for 2018 and have been certified. For expenses, salaries and wages are budgeted at \$19.3 million and employee benefits at \$8.4 million. These figures also include the transition expenses related to adult services. Total expenses are estimated at approximately \$53.3 million. We are expecting to spend \$3.2 million more than we expect to receive in 2018. We have also budgeted \$200,000 as an operating transfer out to capital, if we find it necessary to do so. For our capital fund budget, we expect to have \$200,000 operating transfers in. There is no budget for the Cohen Gifts and Donations Fund, so the cash balance of \$125,450 will remain the same.

The Board duly adopted.

12-48-17: Resolution to approve payment of the non-federal share of services required for 2018 Medicaid expenditures

Roger Gines moved for approval of Resolution 12-48-17. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the appropriation of up to \$16.2 million to pay our nonfederal share of the 2018 Medicaid expenditures. This amount is included in the 2018 budget and represents the waiver match we are obligated to pay in accordance with applicable state and federal laws.

Superintendent Green added that this is our funding role that supports 1,500 people with their waivers. This amount will continue to grow from year to year.

The Board duly adopted.

12-49-17: Resolution to approve the 2018 service contracts

Todd Frank moved for approval of Resolution 12-49-17. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution represents service contracts that are effective January 1, 2018 through December 31, 2018. All of these contracts are included in the 2018 budget. They include: Health and Therapy Services contracts related to physical therapy for children eligible for Stark DD services; Service and Support Administrative and Investigative Services for our contract with the Stark County Sheriff's Department for investigations, for various contracts for pending Level 1 Waiver enrollees and those locally funded, and for emergency respite; Information Technology contracts related to maintenance of equipment and software; and All Other includes the NEON contract, the Ohio Association of County Boards of Developmental Disabilities annual dues, and TWi contract.

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 2.28 Enabling Community Employment Through Transportation Support – Revised
- Policy 2.32 Procurement Card Program – New
- Policy 4.46 Employee Benefits – Revised

12-50-17: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 12-50-17. Rebecca Stallman seconded.

The Board duly adopted.

Executive Session:

President Sutter called for an executive session for the purpose of discussing the performance evaluation of the Superintendent.

Roger Gines moved for approval. Todd Frank seconded.

A roll call vote was taken.

<u>Roll Call Vote</u>	<u>All in Favor</u>
Todd Frank	Yes
Roger Gines	Yes
Carlene Harmon	Absent
Maria Heege	Yes
Carmelita Smith	Absent
Rebecca Stallman	Yes
Daniel Sutter	Yes

The Board went into executive session at 6:51 p.m.

The Board came out of executive session at 7:26 p.m. and no action was taken.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The Board adjourned at 7:26 p.m.

The next Board meeting is scheduled for Tuesday, January 30, 2018, at 6:00 p.m.