

**Stark County Board of Developmental Disabilities  
Board Meeting  
May 22, 2018  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 22, 2018, 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 Maria Heege  
Recording Secretary Roger Gines  
Carlene Harmon  
Rebecca Stallman

Dr. Jessica Falvo Lang  
Carmelita Smith  
(both excused)

Also Attending:

Bill Green, Superintendent  
Tim Beard, Buildings/Grounds Maintenance Manager  
Myrna Blosser, Principal of School Programs  
Tammy Maney, Early Childhood Director  
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: Charlie Coburn, he received services from the Community Services and Supports Department, was a graduate of Rebecca Stallman Southgate School, and worked at the Higgins Workshop; Kenneth "Ken" Howard Bailey, he received services from the Community Services and Supports Department and previously attended the Stark County Board of DD workshop program; and Thomas "Tom" LeBlanc, he received services from the Community Services and Supports Department, previously worked at the Stark County Board of DD workshop program, and more recently worked at GentleBrook.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board meeting minutes of April 24, 2018.

Carlene Harmon moved for approval. Roger Gines seconded.

The Board duly adopted.

---

### **Recognition of Retirees:**

Ernie Andrews, Bus Driver, was recognized for his 12 years of service by Diane Sidwell, Manager of Transportation. Mikel Bailey, Preschool Assistant, was recognized for her 21 years of service by Tammy Maney, Early Childhood Director. Both were presented with artwork from Just Imagine.

### **Public Speaks:**

None

### **President's Report:**

President Sutter reported that the 8<sup>th</sup> Annual Citizens Who Care Golf Outing occurred on Friday, May 18, 2018. The weather ended up being excellent. He had planned on participating but hurt his wrist and was unable to play but he did get to attend the opening. He said it was great to meet our advocates and experience the positive energy of support we received. This is one of the fundraisers for our next levy campaign. This event raised approximately \$35,000 this year and was very well attended. What makes our outing special are the ambassadors we have throughout the course and a few self-advocates playing as well. The awards ceremony was extra special because the video featured one of the daughters of someone who golfed and it was touching to hear this family's story. This is clearly a great event for a great cause. Special thanks to the planning committee headed by Lisa Parramore and Brandon Haney.

### **Superintendent's Report:**

Superintendent Green began his report with an impact story. Pete Marchand, SSA, introduced Willie Goodman and presented his story for him. Mr. Marchand has been Willie's SSA for ten years. For the first seven years, at his annual meetings they would always ask Willie if there was something he wanted to do or somewhere he wanted to go, and his answer was always, "I want to go see Mickey." Willie was always trying to take care of other people so he never really had the opportunity to go to Disney World over those years. He is 66 now and had never traveled out of Ohio or gone on any vacations. About three years ago he had the opportunity to start doing some things for himself. He has a very supportive team and now gets to go on trips with Beyond Our Boundaries. Back in 2016, he finally got to fulfill his dream and go meet Mickey. Since then, he has been on a cruise. He also has gone back to Florida to Universal Studios and he is going to Boston later this year. We are really proud that he is finally getting to do these things.

Superintendent Green then introduced Jim Keller, retired Job Coach, who now works with Life Bridge, one of our gold star providers. Mr. Keller is also Vice President of Ohio APSE (Association of People Supporting Employment First.) He explained that the certification for employment supports came about because they wanted a system where they could identify credentialed staff in supported employment. This was mainly because they were trying to do an alternative to CARF certification. At the time, that was the only way you could provide supported employment services. Stark DD staff went to Cincinnati and then Indianapolis for the APSE testing. They then brought the exam to Ohio. The first exam in Ohio was here in Stark County at the Hall of Fame and was sold out. Stark County, the Board of DD, and the

staff helped develop the law on local leaders. This helped develop the law in the State of Ohio. Stark County also has the most certified staff in supported employment in Ohio. APSE decided it was appropriate to recognize Stark County Board of DD in their role in the State of Ohio, and nationally in supported employment and the Employment First initiative. There are now 2,500 certified people in Ohio. Mr. Keller presented the board with a plaque and thanked them for their support and for expanding employment opportunities for people with disabilities.

On Friday, May 11, 2018, the Stark County Educational Service Center hosted the Exceptional Olympics at Perry High School. There were over 1,000 individuals with developmental disabilities this year. We had the largest contingency at this event in recent history. One of our 2018 graduates, Julio Bell, received the distinct honor of leading the Pledge of Allegiance and Superintendent Green shared the video clip.

The Rebecca Stallman Southgate School graduation is on Friday, May 25, 2018, at 7:00 p.m.; the Taft Preschool graduation is on Tuesday, May 29, 2018, at 10:00 a.m.; and the Eastgate graduation is on Wednesday, May 30, 2018, at 11:00 a.m. The summer parties for West Stark and Higgins will occur on Friday, June 15, 2018. Special guest Elec Simon, formerly of STOMP and currently leader of the pep team for the Cavs, will be at both summer parties.

There is an update on the Waiting List Rule. It was to go live as of July 1, 2018, but with advocacy from our county board system it has been moved to September 1, 2018. This will permit us more time to be ready and have staff trained to complete the waiting list assessment.

Our Director of Service and Support Administration/Investigative Services recently resigned from her position. We are taking this time to reassess the Community Services and Supports Department for the future. Meetings are occurring to review our structure and to see if the table of organization still serves us going forward. If there are any changes that require Board approval, we will bring these recommendations to the board in June or August.

Board member Rebecca Stallman added that she attended the garden opening at Southgate on Wednesday, May 17, 2018, and that it was a wonderful event. Southgate was selected by Dole Packaged Foods, Giant Eagle, and the Captain Planet Foundation as a winner in the Project Learning Garden contest. Representatives from these companies were there along with Stark County Commissioner Bill Smith.

#### **Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next meeting: June 19, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next meeting: June 22, 2018, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: June 26, 2018, at 5:45 p.m. (If needed)
- D. TWi Board Meeting  
Next meeting: June 28, 2018, at 6:00 p.m.

---

**Old Business:**

None

**New Business:**

None

**Presentation:**

Ed Lewis, Program Compliance SSA Supervisor, gave a demonstration of the new ProviderGuidePlus, which went live statewide on May 14, 2018. It went through three years of development with three counties. One of those counties was Cuyahoga so he used it as an example. Families and individuals can go to this website to find out about providers. There are ratings and reviews about provider agencies that serve all throughout Ohio. The provider does not have a choice as to whether they want to be on the website. If you are a certified provider in the State of Ohio, your agency information is uploaded to the website by the Ohio Department of Developmental Disabilities (DODD). All of the reviews that are submitted have to first be managed by an administrator that manages the site to make sure there are no PHI or HIPAA violations, foul language, or reports of abuse. There is a link to report abuse to the DODD website. Providers can only make one response publicly; they cannot start a dialogue back and forth. Providers can also add additional information about themselves.

Board member Rebecca Stallman asked if a provider could have ten of their friends go in and give them high ratings. Mr. Lewis said that in theory you probably could. Superintendent Green added that it is geared to people that have received the provider's services. They are the ones that should be rating the provider's services. Independent providers are not included in the ProviderGuidePlus. SSAs can refer individuals and their families to use this tool as part of the Free Choice of Provider.

**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.

- Policy 2.18 Behavior Support – Reviewed
- Policy 4.25 Professional Meeting and Conference Absence – Reviewed
- Policy 4.27 Leaves of Absence – Reviewed
- Policy 4.30 Disability Separation – Reviewed
- Policy 4.33 Access, Duplication and Dissemination of Personnel Records – Revised
- Policy 4.52 Tuition Reimbursement – Reviewed
- Policy 4.54 Nepotism – Reviewed
- Policy 5.03 Early Intervention Enrollment and Child Records – Revised

---

**Financials and Board Resolutions:**

05-24-18: Operating Fund #071

<b>A. Two Payrolls for April</b>	<b>\$1,455,573.36</b>
<b>B. Bills for Payment in April</b>	<b><u>\$5,086,054.14</u></b>
<b>TOTAL</b>	<b><u>\$6,541,627.50</u></b>

Carlene Harmon moved for approval of Resolution 05-24-18. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of April, total local revenue generated \$16.1 million. This included receipt of our first half real estate property taxes. Total state revenue was \$588,787. Total federal revenue was \$460,773. Total revenue for the month of April was \$17.15 million. Total year to date revenue is \$23.8 million.

There were two payrolls for the month of April, which totaled \$1.45 million. Total benefits paid were \$763,161. Total other expenditures were \$4.32 million, which included payment of a waiver match. Total expenditures for the month were \$6.54 million. Our revenue exceeded our expenses by \$10.6 million. Year to date expenses are \$18.35 million. Year to date right now, our revenue is exceeding our expenses by \$5.45 million.

Our cash carried over from January 2018 is \$45.3 million. Our current 2018 purchase orders open at the end of April are \$10.17 million. We ended the month of April with unencumbered cash of \$34.8 million.

Looking at the budget versus actual, total revenue for April is \$17.15 million and total year to date revenue is \$23.8 million. We have collected almost 50% of what we expected. Total expenditures for April are \$6.54 million and year to date expenditures are \$18.35 million. This is 34.4% of our total budget. Net change of financial position for April was \$10.6 million and year to date was \$5.45 million. There was no activity in the capital fund and the balance remains at about \$85,000.

Total 2017 purchase orders carried over from the beginning of the year total \$615, 931. We only paid \$1,765 in April off the prior year's purchase orders. Year to date, we have paid \$309,121 and we cancelled \$273,408 of 2017 purchase orders. We still have \$33,402 open waiting for invoices from vendors.

We had two payrolls during the month of April totaling \$1.45 million and total non-payroll expenses for the month were \$5.08 million.

The Board duly adopted.

05-25-18: Resolution to approve transfer of funds to North East Ohio Network (NEON)

Roger Gines moved for approval of Resolution 05-25-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval to transfer \$212,000 to North East Ohio Network (NEON) for the payment of Board obligations related to the Family Support Services program. This program assists families who live with an individual eligible for board services. The Board receives subsidy funding from the Ohio Department of Developmental Disabilities for the purpose of supporting Family Support Services. We are transferring these funds on to NEON to provide the resources needed to continue the administration and invoice payment of Family Support Services.

The Board duly adopted.

05-26-18: Resolution to approve sponsorship for the Arc of Ohio – Stark County

Carlene Harmon moved for approval of Resolution 05-26-18. Roger Gines seconded.

Discussion:

Lisa Parramore, Communications Manager, explained that this resolution is to approve sponsorship of the 2018 Arc of Ohio Summer Camp at a cost not to exceed \$33,600. The Arc of Ohio – Stark County has been operating a summer camp for youth with intellectual disabilities since 1975. To continue offering the summer camp to youth with disabilities and families, they rely on financial support from the Board and other sponsors. The Board's contribution will be \$28,000, which is the same as 2017. The Board also provides the in-kind contribution of yellow bus transportation to the campers, which amounts to \$5,600. Board transportation previously was reimbursed. The summer camp is held at Baylor Beach, Navarre, Ohio and runs from July 9, 2018 through August 3, 2018.

The Board duly adopted.

05-27-18: Resolution to approve July 1, 2018 – June 30, 2021, TWi Agreement

Carlene Harmon moved for approval of Resolution 05-27-18. Maria Heege seconded.

Discussion:

Superintendent Green explained that this agreement defines the services that the Board will provide TWi as well as services TWi can purchase from the Board for the time period of July 1, 2018 – June 30, 2021. Services that the Board will provide include: cost of utilities, not to exceed \$250,000 per year; payroll cost start-up, not to exceed \$500,000; general maintenance of the buildings; and TYCO security and monitoring. Services that TWi can purchase include: vehicle rental, maintenance, and service; copier rental and printing; and computer rental. The agreement also identifies the responsibilities of TWi.

The Board duly adopted.

05-28-18: Resolution to authorize the superintendent to sign TWi Lease with the Board of Stark County Commissioners

Roger Gines moved for approval of Resolution 05-28-18. Carlene Harmon seconded.

Discussion:

Superintendent Green explained that this resolution authorizes him to enter into leases with TWi and the Board of Stark County Commissioners for the Higgins and West Stark Center properties. The term of the leases are for a period of one year, beginning July 1, 2018, with automatic renewals of one year, for a maximum of three years ending June 30, 2021. The Board of Stark County Commissioners actually owns the buildings but they asked us to be on the leases, along with TWi, because we are paying the utilities and maintaining the buildings.

Maria Heege, Board Vice President, asked who will be responsible for capital expenses. Stark County Board of DD will be responsible.

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 2.06 Cash Management – Revised
- Policy 2.07 Annual Inventory and Disposition of Property – Reviewed
- Policy 2.26 Use of Board Vehicles – Reviewed
- Policy 3.08 Workplace Violence Prevention – Revised
- Policy 5.04 Individualized Family Service Plan (IFSP) – Revised
- Policy 5.05 Early Intervention Staffing Ratios – Reviewed
- Policy 5.14 Suspension, Removal, Expulsion of Students – Reviewed
- Policy 6.23 Electronic Communication – Revised

05-29-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 05-29-18. Carlene Harmon seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The Board adjourned at 6:57 p.m.

The next Board meeting is scheduled for Tuesday, June 26, 2018, at 6:00 p.m.