

**Stark County Board of Developmental Disabilities
Board Meeting
August 28, 2018
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, August 28, 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
Dr. Jessica Falvo Lang
Rebecca Stallman

Carlene Harmon (excused)
Carmelita Smith (excused)

Also Attending: Bill Green, Superintendent
Amy Anderson, Director of Service & Support Administration
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal of School Programs
Brandon Haney, Information Technology Manager
Tammy Maney, Early Childhood Director
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Kristen Quicci, Manager of Nursing Services
Tom Vaughn, MUI Manager

In Memoriam:

A moment of silence was observed for the following: Randy Lee Buxton, he received services from the SSA Department; Jack Dudley Eckels, he received services from the SSA Department and attended Gentle Works prior to his retirement; Dakota Lyn Charnock, she received services from the SSA Department and was a student at Perry High School; Betty Jane Newman, she received services from the SSA Department; Susan Arline Draiss, she received services from the SSA Department, was a graduate of Rebecca Stallman Southgate School, and previously worked at Whipple-Dale in the Stark DD day program; William "Bill" Ralph Beatty, he received services from the SSA Department, was a graduate of Stark County Board of DD schools, and retired from the Board workshop program; Jacquelyn "Jackie" Christine Ruffing, she received services from the SSA Department, attended Gentle Brook, and previously received Stark County Board of DD workshop services; Lana Beck, she had worked in the Stark DD Transportation Department as a Bus

Rider and most recently worked for TWi; and Deanna Hoffman, she was an Intervention Specialist Assistant at Rebecca Stallman Southgate School for 23 years.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of June 26, 2018.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

Recognition of Retirees:

Tina Dazey, Workshop Specialist II with 30 years of service and Alex Karolewski, Workshop Specialist II with 25 years of service were recognized by Connie Poulton, Director of Human Resources. Diana Lashley, Manager of Health and Therapy Services with 30 years of service, was recognized by Superintendent Green. Also recognized, but not in attendance, was Lynn Phillips, Workshop Specialist II with 27 years of service.

Public Speaks:

Barb Shea, of 4525 Bishop's Gate Road NW in Canton, is the mother and guardian of Candy Shea, who goes to TWi West. She spoke to the board about the social nights, which included dances once a month, with the biggest dance held at the Civic Center. This was a formal dinner dance, which they all looked forward to. At the formal dinner dance they all felt very special as they were all dressed up along with having a catered dinner. We no longer have them because they have been discontinued. This was all that they had in regards to having a night to socialize, be with their friends once a month and have a small snack. These are their friends they have known forever. If they have a job in the community working part time or have a full time job, she is sure they will not be socializing with the people they work for. So what is left for them to do? She understands that a proposal has been sent to providers on taking the dances over but there are stipulations, like how many individuals can attend and the dances will not be every month. She thinks this is totally unfair to our individuals. She understands that there is a dance scheduled Thursday, August 30th, put on by the SSAs. It will be at the North Canton Skate Center from 7:00-9:00 p.m., which she did not get a flyer on. She just saw it on the computer before she left the house. What will happen after this? Why can't the dances be at Whipple-Dale where the work areas used to be, as those areas are still empty, and there is also a handicap accessible parking lot? She knows, who would be responsible for security and liability? Needed are a DJ, security, snacks, and a cleanup crew. She truly believes there would be no problems getting volunteers to help. Who would pay for this? She doesn't know. Along with her concerns about having the dances for our individuals, there is a pamphlet in the lobby of Whipple-Dale that says 2017-2020 Annual Progress Report; hopefully it is not until 2020. On page 6, at the bottom of the page, Metric #2 states that social nights will occur monthly.

President's Report:

President Sutter started by thanking all of the board members for their service and sent well wishes to board member Carmelita Smith. He then asked the board members to please complete their online training by August 31, 2018, if they have not done so already. This training is on the two required topics that the Ohio Department of Developmental disabilities has mandated for this year. He would also like to schedule the other two in-person trainings in November because there is no board meeting that month. They could have two separate sessions over the lunch hour or one session lasting approximately an hour and a half from 5:30 p.m. to 7:00 p.m. in the evening. The board members are to let President Sutter know their preference and he will have Superintendent Green finalize the details on dates that work best for everyone.

Superintendent's Report:

Superintendent Green began by thanking the board members for devoting their time to serving on the board. We are serving nearly 4,000 people with disabilities and their families. We have 115 agency providers and about the same number of individual providers supporting people. We have 1,550 people on home and community based services waivers. We are supporting nearly 700 people within early intervention with less than 50 of the infant toddlers then transitioning to the Eastgate preschool. This year we have five students transitioning from Eastgate to our Rebecca Stallman Southgate School. The other students are coming to us directly from school districts.

With this being said, we have plenty of work to do with our upcoming DODD Accreditation, which serves as a report card on how we are providing services and supports, and delivering early intervention, along with how we carry out our administrative responsibilities. We did have an accreditation readiness survey that identified more work needs to be done. This took place on August 14-15, 2018. Of most concern is our person centered plan and the outcomes that are developed based upon what is important to and for the person, as well as monitoring a person's progress. More support detail is needed. Specific actions have been taken to address these issues.

As far as a strategic plan progress update, we have 38 objectives that we are reporting on. Of these objectives, we have 11 objectives where we are meeting the criteria set, 14 objectives where we are making progress, and 13 objectives that are stilling getting launched or where progress has not been made yet. So said differently, we are making progress on 70% of the objectives and on 30% there is still more work to be done.

To assist with objectives we are not meeting, we are hosting up to 30 self-advocates for Project Stir at the McKinley Grand on September 11-13th, which is one of our specific metrics. Stir stands for Steps Toward Independence and Responsibility. This will create more self-advocacy within our county. We have not seen our parent mentor program take off. They have been having about 11 contacts per month and the objective is to have 25 contacts per month. Regarding provider support and expanding the Gold Star Network, we have seen some stagnation with this initiative and now have 8 Gold Star providers. We did have 9 but one provider did not re-submit their annual application for membership and we have not received any new applications over the 2nd quarter despite us encouraging providers to submit applications. Next month we will review some of the survey data we

have received and the specific actions we are taking to increase the awareness of our services in the community.

This Thursday, August 30th, we have our first social night, post adult services transition. Ed Lewis, Supervisor of Provider Compliance and Technical Support, and Josh Young, SSA Supervisor, are facilitating it due to us not getting a request for proposal that met the minimum criteria. This caused a delay. Going forward, we will be coordinating them through stipend positions and will operate them as we have in the past. Right now, we have them lined up for every other month but we will be re-evaluating this to meet the metric. We did try to limit the number of people, but there really is not a good mechanism to do that. What has happened in regards to social nights is that we have 400 people show up. The concern for the provider community and for us is just maintaining everyone's health and safety. We will continue to evaluate this issue.

We want the Board to know that we are working diligently on the 13 objectives where we are not making progress. More of our efforts will be shared next month as well.

Just as a reminder, the new Waiting List rule goes into effect on Saturday, September 1, 2018. Waiver enrollments will now be based upon assessed and immediate needs and not on when a person gets on the waiting list. This is a significant change and we will be assisting the people served and families with understanding the new process. We have until 2020 to reassess everyone that is on the present waiting list. Anyone new coming in will receive the new assessment right away.

Superintendent Green concluded by reading a note from John Marshall, a volunteer guardian, praising SSA Supervisor Tana Crouse for providing outstanding service and support. We want correspondence written like this about every one of our employees as we fulfill the mission of supporting people and their families.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: September 18, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: September 21, 2018, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: September 25, 2018, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation:

Tammy Maney, Early Childhood Director, and Myrna Blosser, Principal of School Programs, gave presentations on the launch of the new school year.

Tammy Maney informed the board that the preschoolers came back to school on Monday, August 27, 2018. There were a lot of cosmetic things done around the building, including the painting of the trim and the Eastgate lettering on the building. Mrs. Maney reminded everyone that Eastgate is just the name of the building. The department name is Early Childhood. Current preschool enrollment is 47 with IEPs and 36 typical peers plus a waiting list. In Early Intervention, there are 304 families assigned with 84 more in the pipeline that service coordinators are working on to get enrolled. Since June 1, 2018, we have had 92 exits and 84 intakes. There have been a lot of staff changes. In preschool, we have the following new staff: 2 Teacher Assistants, 1 Part Time Speech Therapist, and 1 Floater Assistant. In Early Intervention, we have the following new staff: a Service Coordination Supervisor (changed twice), 4 Service Coordinators, and 4 Developmental Specialists. The students from last year returned and showed the new students the ropes and all of them love the gym. The following are new updates: the office and staff lounge were painted; new art and displays were added in the office; Smart Boards are now in each of the preschool classrooms; a new menu board is on the cafeteria door with food pictures; the Parent Group purchased a podium and a Jumparoo; the Maintenance Department built new benches for the playground; and there is a new shade sail over the adapted swings on the playground.

Myrna Blosser reported that enrollment is set at 119. There are 10 new students this year and 2 students that are trying to enter into our program. At Rebecca Stallman Southgate School we have: 41 elementary students in 6 classrooms; 30 middle school students in 5 classrooms; and 43 high school/transition students in 7 classrooms. We also have five K-2 students in one embedded classroom at Avondale School. We lost 13 students to graduation so we decided to eliminate one classroom this year. We have a total of 112 staff. Our new hires include: 1 Occupational Therapist, 1 Speech-Language Pathologist, 3 Intervention Specialists, 1 Adapted Physical Education Teacher, and 1 Nurse. There are also 3 former workshop employees returning to the classroom setting. We are still interviewing to fill the following positions: 1 Intervention Specialist, 1 Adapted Learning Program Person, 1 Occupational Therapist, and several contracted follow-alongs. During the summer, we completed our black book project. With the help of IT and one of the clerks, pertinent information that supported students was scanned and put into secured files so only the teacher would have access to this information. On August 17th, the first day back for staff, Diversity training was completed; we went through IEP updates, we were able to train three more staff in medication certification; and we had van training so staff can take students out into the community and we were also able to add another van. Some of our new safety updates are: a new secured foyer; more cameras added on the hallways; and new vinyl perforation window covers, so you cannot see in but from inside you can still see out. Some of the other projects that were completed this year are: new cabinetry in some of the classrooms; painting; and the garden area. We received notification about a grant from the Bureau of Workers' Compensation. This grant request was done by our PT staff. We needed lift tracks, especially for our high school and transition students. We will be getting nine sets of ceiling tracks, three lift units, six universal slings, and one mat hi/lo table which will be complimented with some of the equipment that is no longer in use from adult services. This equipment will make lifting and transferring safer for the students and staff.

The following are some of the other things that we do beyond educating students with Ohio Learning Standards and providing therapy services: Positive Behavior Interventions and Supports; It's My Turn training; "Woof upon a Time" reading program; sports classes; health class; use of amplification systems grant; performance collaboration with the Canton Ballet; transition training; Striker bowling league; and community education work experiences and field trips.

First Reading of Board Policies:

Tammy Maney, Early Childhood Director, gave the first reading on the following policy:

Policy 5.12 Wellness – Revised

The Healthy, Hunger-Free Kids Act of 2010 has a lot of requirements and one of them is a wellness policy. A wellness policy is required by all participants in the National School Lunch and School Breakfast Program. The purpose is: to create a school nutrition environment that promotes students' health, well-being, and ability to learn; contribute to integrity in the school nutrition program; and increase transparency for the public with regard to school wellness policies. There is an organization called the Alliance for a Healthier Generation and it is highly recommended by the Ohio Department of Education. We can utilize their website to assist with how to: convene our committee, refresh our policy, put our policy into practice, and evaluate and communicate. The biggest changes we have made in the policy are that we have gone from general to specific. It is not just "The committee shall..." but who, what, where, when, and how. The "why" is because we want healthier students. This will tie in with the new employee wellness initiative. At least 4 committee meetings are to be held each year, previously it was one. There is a focus on following the Smart Snacks guidelines. Drinking water and having it available throughout the day is a focus. Physical movement throughout the day is also a focus. The National School Boards Association has stated, "When schools have effective policies and practices that support the health of their students and staff: absenteeism decreases, concentration improves, and behavior problems are reduced."

Connie Poulton, Director of Human Resources, gave the first readings on the following policies:

- Policy 2.03 Functional Departments – Revised
- Policy 4.37 Personnel Records – Reviewed
- Policy 5.15 Suspensions, Emergency Removals for Adults with DD – Revised
- Policy 5.16 Administration of Medication – Revised
- Policy 5.21 Transportation Catchment Areas – Deleted
- Policy 5.28 Food Service Staff Illness Reporting – New
- Policy 6.03 IT Confidentiality – Revised
- Policy 6.08 IT Incident Response – Revised
- Policy 6.21 Breach Notification – Revised

These policies will be presented during the September Board meeting for second reading and Board approval.

Financials and Board Resolutions:

08-35-18: Operating Fund #071 (page 58)

| | |
|-------------------------------------|------------------------------|
| A. Two Payrolls for June | \$1,436,068.14 |
| B. Bills for Payment in June | <u>\$1,513,404.36</u> |
| TOTAL | <u>\$2,949,472.50</u> |

08-36-18: Operating Fund #071 (page 59)

| | |
|-------------------------------------|------------------------------|
| A. Two Payrolls for July | \$1,342,296.72 |
| B. Bills for Payment in July | <u>\$6,010,578.96</u> |
| TOTAL | <u>\$7,352,875.68</u> |

Roger Gines moved for approval of Resolutions 08-35-18 and 08-36-18. Dr. Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of June, total revenues brought in were \$957,660. Total expenses were \$2.94 million. Expenses exceeded revenues by \$1.99 million. Year to date revenues are at \$28 million and year to date expenses are \$25.1 million.

For the month of July, we had total local revenue of \$644,330. Total state revenue was \$173,908. Total federal revenue was \$139,906. Total revenue for the month of July was \$958,145. Total year to date revenues are at \$28.98 million. There were two payrolls of \$1.34 million. Total benefits paid were \$235,178, which included a premium holiday. Total other expenses were \$5.77 million, which included our first quarter fiscal year 2019 waiver match payment as well as the fifth invoice reconciliation that we pay each summer. Total expenses for the month of July were \$7.35 million. Our expenses exceeded our revenue by \$6.39 million. Year to date, our expenses have exceeded our revenue by \$3.47 million. We ended July with \$28.07 million in unencumbered cash.

At the end of July, our year to date revenue is \$28.98 million, which is 57.89% of what we expected to bring in so far this year. Total expenses are at \$32.46 million, which is 60.93% of what we expected to spend this year. Our available budget at the end of July was \$12.8 million.

There was \$889 paid on the prior year encumbrances in June. Our 2017 purchase orders remain at \$28,530.

We had two payrolls during the month of June totaling \$1.4 million and total non-payroll expenses for the month were \$1.5 million. We also had two payrolls for the month of July totaling \$1.3 million and total non-payroll expenses for the month were \$6 million.

The Board duly adopted.

08-37-18: Resolution to approve lease agreement with Plain Local Schools

Maria Heege moved for approval of Resolution 08-37-18. Rebecca Stallman seconded.

Discussion:

Myrna Blosser, Principal of School Programs, explained that the lease agreement is for one school age classroom at Avondale Elementary and one preschool classroom at Taft Elementary. It includes food service, information technology access, administrative support, custodial services, and utilities. This collaboration has been going on since 2011 for the school age program. Including the three students from the 2017-2018 school year, we have transitioned twelve school age students back to their home school districts. The lease will be paid using Special Education Part B funds allocated to the Board under the Individuals with Disabilities Education Act (IDEA). This contract is not to exceed \$30,000.

The Board duly adopted.

08-38-18: Resolution to approve professional services contract with the Stark County Educational Service Center

Roger Gines moved for approval of Resolution 08-38-18. Dr. Falvo Lang seconded.

Discussion:

Tammy Maney, Early Childhood Director, explained that the goal of the embedded classrooms is to help students participate in a regular classroom environment so they will hopefully be able to transition back to their respective school district at some point. To help with this transition, this resolution allows for a service contract with the Stark County Educational Service Center (ESC) for Speech, Occupational and Physical Therapy Services to provide those services to the embedded classrooms. These are often the same therapists they will see when they return to their districts. This contract is not to exceed \$50,000.

The Board duly adopted.

08-39-18: Resolution to approve bequeath of vehicles to TWi

Maria Heege moved for approval of Resolution 08-39-18. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to allow Stark County Board of DD to donate 13 vans valued under \$2,500 to The Workshops Inc. Ohio Revised Code 307.12 (B) (2) states that if the Board determines that any motor vehicles are no longer needed for the use by which they were acquired, and said motor vehicles have a fair market value of \$2,500 or less, then the Board may donate the property to an eligible nonprofit organization that is located within the State of Ohio and is exempt from federal income taxation pursuant to 26 U.S.C 501(a) and (c) (3). The Workshops, Inc. is a nonprofit within the State of Ohio and has sent a notice evidencing their nonprofit status, federal

income taxation exemption in accordance with 26 U.S.C. 501(a) and (c) (3), their organization's primary purpose, property being requested, and the contact information to serve as its agent.

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 2.17 Medicaid Due Process – Reviewed
- Policy 4.11 Program Discipline and Corrective Action – Reviewed
- Policy 4.29 Family Medical Leave – Revised
- Policy 4.39 Drug-Free Workplace – Revised
- Policy 4.59 Administrative Leave – Revised
- Policy 5.13 Food Service – Reviewed
- Policy 5.19 Non-Routine Use of School Buses – Revised
- Policy 5.20 Ohio Pupil Transportation Operation and Safety Rules – Revised

08-40-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 08-40-18. Maria Heege seconded.

The Board duly adopted.

Adjournment:

Board member Rebecca Stallman commented that she was part of the Strategic Planning Committee and sat with an advocate that said how important the social nights were and the group agreed that was very important. She thinks it is wonderful for the adults to be out in the community but to make it whole, you need your friends and the people that you know. Social nights are one way for the community to know what we are doing and what Stark DD is about. Maybe have the attendees or group homes pay a small fee to help pay for the social nights. She thinks there would be people that would volunteer and said she would be willing to also. Superintendent Green added that the funding is not an issue. There was a concern that we would not get enough people to support social nights without having the stipend positions. We have now been able to get the people. There is no doubt that the social nights should continue.

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Maria Heege seconded. The Board adjourned at 7:12 p.m.

The next Board meeting is scheduled for Tuesday, September 25, 2018, at 6:00 p.m.