

**Stark County Board of Developmental Disabilities
Annual Organizational Meeting
January 28, 2025 Minutes**

2025 ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 28, 2025, at 2950 Whipple Avenue NW, Canton, Ohio.

Oath of Office

Dr. Jessica Falvo Lang welcomed our newly appointed county commissioner and our former auditor, Commissioner Alan Harold, to perform the Oath of Office for our newest board member, Crystal Waters. Crystal is the first self-advocate ever to be appointed to the Board of Developmental Disabilities, and I would like to say from the onset we are so excited to have you, Crystal. Commissioner, will you now perform the honors and make Crystal's appointment official?

Commissioner Alan Harold approached the podium and thanked the Board for having him. He said he was honored to give Crystal Waters the Oath of Office. Crystal also approached the podium and accepted the Oath of Office. President Falvo Lang thanked the Commissioner for being here tonight and congratulated him on his new role.

Dr. Falvo Lang asked Crystal if she wanted to share a few things about herself. Crystal shared that she is 42 years old, a published author, and enjoys writing poetry. She is excited to be part of the Board. Dr. Falvo Lang echoed Crystal's remarks, emphasizing how thrilled the Board is to have Crystal on it.

Call to Order and Roll Call

President Dr. Falvo Lang called the meeting to order at 6:06 p.m.

Roll Call:

Present:

President Dr. Jessica Falvo Lang
Vice President Jennifer Moff
Maria Heege
Carmelita Smith
Crystal Waters

Absent:

Recording Secretary, Cindi Sutter (Excused)

Also Attending:

Bill Green, Superintendent
Brandon Haney, Information Technology Manager
Leigh Donatella, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources

Election of Officers:

President Falvo Lang reported that the 2025 Nominating Committee was made up of Maria Heege, Board Member, Personnel Committee Chair, Ethics Council member, and Nominating Committee Chair; Dr. Jessica Falvo Lang, Board member, Finance Committee Chair, and Nominating Committee member; and Jim Anderson, Board Member, Ethics Council member, and Nominating Committee member. They proposed the following 2025 slate of officers: President Dr. Jessica Falvo Lang, Vice President Jennifer Moff, and Recording Secretary Cindi Sutter.

01-01-25: Resolution to approve the election of proposed 2025 Board Officers

Maria Heege moved for approval of Resolution 01-01-25. Carmelita Smith seconded.
The Board duly adopted.

2025 Board Meeting Schedule:

The board meeting schedule is set for the year during the organizational meeting. A copy of a tentative schedule was in the Board Packet. There were no questions or concerns about the proposed schedule, so it was accepted. Board meetings will be held at 6:00 p.m. on the fourth Tuesday of the month, except in December, in the Ernest Cohen Room at Whipple-Dale Centre. The meeting dates are as follows: January 28, 2025, February 25, 2025, March 25, 2025, April 22, 2025, May 27, 2025, June 24, 2025, August 26, 2025, September 23, 2025, October 28, 2025, December 16, 2025. There are no Board Meetings in July and November.

Committee Appointments:

The following committee appointments were made: Ethics Council: Cindi to chair, Crystal Waters, and Maria Heege. Personnel Committee: Cindi, Carmelita, and Maria will be the Chair. Finance Committee: Jenn Moff to chair, and Dr. Falvo Lang, and likely will appoint new Probate appointee to the committee. Nominating Committee for 2025: Maria to Chair, Carmelita, and Cindi. They will meet before December 31, 2025, to propose a slate for the 2026 calendar year.

Finance Committee Meetings will be held at 4:00 p.m. in the Superintendent's Conference Room on the Monday before the monthly Board Meeting. A tentative schedule was proposed for acceptance: January 20, 2025, February 17, 2025, March 17, 2025, April 14, 2025, May 19, 2025, June 16, 2025, August 18, 2025, September 15, 2025, October 20, 2025, and December 8, 2025.

Personnel Committee Meetings will be held at 3:00 p.m. in the Superintendent's Conference Room on Thursday before the monthly Board Meeting. The meeting dates are as follows: January 23, 2025, February 20, 2025, March 20, 2025, April 17, 2025, May 22, 2025, June 19, 2025, August 21, 2025, September 18, 2025, October 23, 2025, December 11, 2025.

The draft schedules for these meetings were in the Board Packets. President Falvo Lang stated that since there are new assignments, the dates and times could be changed. No comments or suggestions were made, so the schedules were accepted.

Ethical Code of Conduct Declaration and Conflict of Interest Declaration:

President Falvo Lang requested that the Board members read the Ethical Code of Conduct and Conflict of Interest Declaration documents in their Board Packets. These declarations are signed each year. Ketrina Sabean, Executive Assistant, will send these out for signature electronically.

Annual Board and Individual Board Member Self-Assessments:

President Falvo Lang indicated that the completed Annual Board and Individual Board Member Self-Assessments were reviewed, and based on our feedback, it seems we are functioning well, but also want to improve. We will be working with Bill and his staff for follow-up when necessary. I will direct Bill and his staff to address the feedback provided within our self-assessments. Thank you for completing the assessments. They are a great springboard into 2025.

Board In-Services Discussion:

As of January 24th, Director Kim Hauck from the Ohio Department of Developmental Disabilities has not proposed any specific topics for board member training. However, we can anticipate discussions on waiver modernization, the Support Intensity Scale, and other statewide updates.

Following our recent practice, we will conduct two one-hour in-person trainings and two trainings via RELIAS, our online learning management system, as this method has proven effective. I wanted to see if you would be interested in scheduling three of the board trainings in person and one online. If you're interested, we could have our first session immediately after the Board meeting in February, the second in April, and the third after the September Board meeting. I will also ensure that Bill releases the online training by mid-year.

Please let me know if this proposal works for you. Additionally, we can fulfill our training requirements by attending part of the agency's in-service or participating in the OACBDD annual conference. Please feel free to reach out if you have any questions or concerns.

Adjournment:

Dr. Falvo Lang, Board President, requested a motion to adjourn. Jennifer Moff moved for approval. Carmelita Smith seconded. The meeting was adjourned at 6:11 p.m.

**Stark County Board of Developmental Disabilities
Regular Board Meeting: January 28, 2025
Minutes**

Call to Order:

A regular meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 28, 2025, at 2950 Whipple Avenue NW, Canton, Ohio. President Falvo Lang called the meeting to order at 6:11 p.m.

Roll Call

A roll call was not taken since one was already taken during the Organizational Meeting.

In Memoriam:

A moment of silence was observed for the following: Carole Steinbach, age 65, passed away on Monday, December 16, 2024. She received services from our SSA department. Andrew Lively, age 32, passed away on Thursday, December 19, 2024. He received services from our SSA Department. Janet Phillips, age 74, passed away on Saturday, December 28, 2024. She received services from our SSA Department. Brittany Avellino, age 34, passed away on Sunday, December 29, 2024. She received services from our SSA Department. Ronard Evans, age 37, passed away on Sunday, January 5, 2025. He received services from our SSA Department. Carla Glick, age 74, passed away on Monday, January 6, 2025. She received services from our SSA Department. Margaret "Peggy" Murphy, age 81, passed away on Wednesday, January 8, 2025. She received services from our SSA Department.

Minutes of the Previous Board Meeting:

President Falvo Lang requested a motion to approve the December 17, 2024, Board meeting minutes.

Maria Heege moved for approval. Jennifer Moff seconded.

The Board duly adopted.

Public Speaks:

None.

President's Report:

President Falvo Lang began her report by expressing that this responsibility is both an honor and a privilege. I know we are currently in a good position, as we support over 4,500 individuals with developmental disabilities and their families. We have been, and will continue to be, a learning organization that does not rest on our laurels. I am excited about what lies ahead and passionate about our mission. As a board, we warmly welcome you, Crystal, and we look forward to hearing your perspective and collaborating as we move forward. In my new role, I eagerly anticipate working with each of my colleagues and with Bill to ensure that the people we support have not just a good life but a great one.

This concluded the President's Report.

Superintendent's Report:

Superintendent Green began his report by greeting the attendees and Board. You each have in front of you the first-year progress report of our three-year strategic plan.

Our strategic plan serves as a roadmap, guiding our vision of a community where every person is empowered, supported, and included. Through collaboration, innovation, and dedication, we have made meaningful strides in achieving our goals, fostering an environment that promotes growth, independence, and dignity for all.

On the screen is a glimpse into our work in 2024, which will be the springboard for us into the New Year.

The priorities for 2025 include providing high-quality services and support across all areas, including preschool licensure, school-age compliance, and meeting all accreditation requirements. We are just one year away from our accreditation survey, which may feel recent since they were here not long ago. A pre-accreditation survey is scheduled for May 2025.

We will train our employees and the provider community on the new MUI rule, which takes effect in March. Additionally, we will pursue new crisis prevention training for our staff. We plan to open the 4-bedroom children's home in May 2025.

We aim to stay ahead of the curve regarding waiver modernization efforts and lead the state in implementing these changes, including the support intensity scale if and when this new assessment tool is introduced in Ohio. You will learn more about waiver modernization during an upcoming board training session.

We will also implement our comprehensive strategic plan, along with all the goals, strategies, and targets we have set for ourselves. This includes making decisions that will impact our financial stability.

There is a lot to celebrate in year one of our strategic plan. We know that the successes we made will be the springboard for more successes in year two of our plan.

This concluded the Superintendent's Report.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Tentative Next Meeting: February 17, 2025, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Tentative Next Meeting: February 20, 2025, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Tentative Next Meeting: February 25, 2025, at 5:45 p.m., if needed

Old and New Business:

None.

Presentation – Brittco Referral Tool, Jeremy Ballinger, Manager of Provider Compliance and Support

Jeremy Ballinger, Manager of Provider Compliance and Support, provided an overview of the Brittco Referral Tool (BRT), explaining its purpose in streamlining the provider referral process. The tool is designed to efficiently connect individuals with service providers, ensuring referrals are managed in a centralized and organized system that improves response times and service coordination.

Ballinger detailed how providers access the tool, stating that agencies log in through the Stark DD Brittco system, where they can designate multiple users to respond to open referrals. The tool features a dedicated referral landing page, allowing providers to view and manage referrals efficiently. He also explained Stark DD's oversight of the system, which includes tracking the number of referrals, monitoring provider responses, and ensuring visibility into referral activity.

The impact of the Brittco Referral Tool has been significant, leading to increased efficiency in provider matching, improved accessibility, and a more streamlined referral process. The tool has also strengthened communication between providers and Stark DD, facilitating better service coordination. Ballinger concluded the presentation by emphasizing the benefits of the system and provided his contact information for any further inquiries at BallingerJ@starkdd.org or (330) 479-3638.

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 February Board meeting for second reading and Board approval.

- Policy 2.20 Medicaid HCBS Waiver Waiting List – Reviewed
- Policy 2.21 Non-Residential Waiting Lists – Reviewed
- Policy 4.49 Dress Code – Reviewed
- Policy 4.51 Employee Conflict of Interest – Reviewed
- Policy 4.55 Certification, Licensure, Registration and Permits – Reviewed
- Policy 5.10 Preschool Program Discipline – Revised
- Policy 5.15 Suspensions-Emergency Removals for Adults with DD – Reviewed
- Policy 5.18 Transportation – Reviewed
- Policy 6.21 Breach Notification – Reviewed

Financials and Board Resolutions:

01-02-25: Operating Fund #071

A. Two Payrolls for December	\$1,441,403.11
B. Bills for Payment in December	<u>\$1,950,745.48</u>
TOTAL	<u>\$3,392,148.59</u>

Jennifer Moff moved for approval of Resolution 01-02-25. Carmelita Smith seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, reported that for December 2024, total local revenue was \$123,733; total state revenue was \$436,514; and total federal revenue was \$1.45M. Total revenue received for December was \$2.01M. There were two payrolls in December totaling \$1.4M. Total benefits paid was \$1.4M, and total other expenses of \$545,420.

Unencumbered cash at the beginning of the year was at \$58.6 million. We ended the year with \$0 in 2023 purchase orders. There is a year-to-date negative variance of expenses exceeding revenues totaling \$8.7M, which leaves \$49.4M in unencumbered cash at the end of December. Leigh noted that this cash balance also includes our Reserve Balance Account funds in the amount of \$10M, leaving our actual unencumbered cash at \$39.4M.

For the budget versus actual year-to-dates, we received a total of \$54.6M in revenues, which is 106.63% of the revenues we expected to receive. We had \$63.3M in expenditures, which is 99.7% of the budgeted expenditures. The prior year encumbrance report was reviewed, noting that this had not changed in several months, reflecting \$0 remaining for 2023 purchase orders at the end of December.

The Board duly adopted.

01-03-25: Resolution to approve the transfer of funds to NEON for Family Support Services

Jennifer Moff moved for approval of Resolution 01-03-25. Maria Heege seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, explained that this resolution is to authorize the transfer of the \$237,000 to the North East Ohio Network (NEON) to support obligations for family support services. DODD funding that the board used to receive has been discontinued due to budget cuts, but the Board wants to continue to support them. In the years leading up to 2020, the Board received subsidy funding from the Ohio Department of Developmental Disabilities on a quarterly basis for the purpose of supporting Family Support Services (FSS). However, the previous State Biennium budget cut this funding to County Boards. Even though the funding is no longer available, the Board would like to continue funding the FSS Program. The goal of the FSS program is to promote family unity, to maximize self-sufficiency and to prevent inappropriate institutionalization by offering an array of supports that can be tailored to the unique need of the individual in need of services. The money that would be transferred will provide the resources to replenish the funds needed to continue operating the Family Support Services program at NEON. These funds were appropriated in the 2025 budget.

The Board duly adopted.

01-04-25: Resolution to approve a request to repair and seal the roof at 7891 Hills and Dales Road in Massillon (TWi West/West Stark Center)

Carmelita Smith moved for approval of Resolution 01-04-25. Jennifer Moff seconded.

Discussion:

Tim Beard, Manager of Maintenance and Food Services, explained that this request is for the location of TWi West, formally West Stark Center, which is currently under a lease agreement with the Stark County Board of DD until July 1, 2027. The roof maintenance is our responsibility under that agreement. The roof was last replaced in 1989 with a 20 warranty, which expired in 2009. Over the last 16 years, the Stark County Board of DD Maintenance Department and various other vendors have been patching the roof each year at a cost ranging from \$2,000 to \$5,000 annually. As a cost-saving measure, we will not be completely tearing off the existing roof, but we will spray a rubber coating membrane over the existing roof, which comes with a ten-year warranty.

The Board duly adopted.

Second Reading of Board Policies:

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

- Policy 2.11 Code of Conduct – Revised
- Policy 3.03 Lockout – Tagout Program – Reviewed
- Policy 4.56 Table of Organization – Reviewed
- Policy 5.12 Wellness – Revised
- Policy 5.16 Administration of Medication – Reviewed
- Policy 5.23 Employment First – Reviewed
- Policy 5.28 Food Service Staff Illness Reporting - Reviewed

01-05-25: Resolution to approve the Board policies presented for second reading

Jennifer Moff moved for approval of Resolution 01-05-25. Maria Heege seconded.

The Board duly adopted.

Adjournment:

Dr. Falvo Lang, Board President, requested a motion to adjourn. Jennifer Moff moved for approval. Carmelita Smith seconded. The Board adjourned at 6:49 p.m.

The next Board meeting is scheduled for Tuesday, February 25, 2025, at 6:00 p.m.
in the Ernest Cohen Room at Whipple-Dale Centre.