

**Stark County Board of Developmental Disabilities Board Meeting  
October 22, 2024 Minutes**

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 22, 2024, at 2950 Whipple Avenue NW, Canton, Ohio. President Dan Sutter called the meeting to order at 6:01 p.m.

**Roll Call:**

Board Members:

**Present:**

President Dan Sutter  
Vice President Dr. Jessica Falvo Lang  
Recording Secretary Jennifer Moff  
James Anderson  
Maria Heege  
Cindi Sutter

**Absent:**

Carmelita Smith (Excused)

Also Attending:

Bill Green, Superintendent  
Katie Braden, SSA Supervisor  
Brandon Haney, IT Manager  
Connie Poulton, Director of Human Resources

**In Memoriam:**

A moment of silence was observed for the following: Dale Culler, age 70, passed away on Monday, September 30, 2024. He received services from our SSA Department. Bayliee Robinson, age 7, passed away on Thursday, October 17, 2024. She received services from our Early Intervention department, and attended Eastgate Preschool and Southgate School. Parthenia "Tina" Armstrong, age 71, passed away on Saturday, October 19, 2024. Tina previously attended the West Stark day program and received services from our SSA Department.

**Minutes of the Previous Board Meeting:**

President Sutter requested a motion to approve the minutes from the Board meeting held on September 24, 2024.

James Anderson moved for approval. Dr. Jessica Falvo Lang seconded. The Board duly adopted.

**Public Speaks:**

None.

**Presentation – Disability Employment Awareness Month**

Katie Braden, SSA Supervisor, presented a PowerPoint overview of employment highlights over the last year. She shared an overview of 2024 employment statistics, including that 268 people with developmental disabilities are successfully employed within Stark County, 84 referrals have been sent to OOD, and 78 people have been referred for day program assistance through Career Navigation to assist them in learning employability skills. She shared that the SSA department has also been working on a program called Works4Me, in collaboration with OOD and DODD, which is a program aimed at transitioning 150 people from subminimum wage jobs to competitive employment. Stark DD currently has secured 5 people for this transition and is in the process of securing many more. Katie shared a slide with an image of the 2024 Employment Ambassador, Aaron Moore, and provided an overview of Aaron's story. After working at Giant Eagle for five years, Aaron has been successfully working at Meijer. He is working on his skills and has completed the training to become a cashier, and is working on eventually going into that role. Meijer recognized him for his hard work and dedication, gaining points in the Meijer system that he can 'spend' to get items. This concluded her presentation.

**President's Report**

Thank you, Katie, for the presentation and for sharing the collective work we do to help each person we support gain employment if this is something they desire. A lot has happened this month. Bill and I participated

in a groundbreaking ceremony for the new (Hope Homes) children's home. A tech event was held yesterday, and the great pumpkin race is this Saturday, which I have learned is sold out!

A few housekeeping items for Board members: We will need to complete two hours of continuing education if you did not attend the annual in-service day and one hour of training if we did. Bill will provide a few options in relies for us to choose from, which he will send out to us this week. Let us have the training or training completed by the next time we meet and definitely by December 31st.

I would encourage Maria, Jim, and Cindi's nominating committee to meet prior to December 31, 2024, to propose a slate of officers for the 2025 year. As we know, I will have completed my three allowable terms and will not be able to be re-appointed.

Per our tradition, Ketrina will send bill's performance evaluation for our individual feedback. If we can return our assessment to Ketrina by Friday, December 6th, Ketrina will combine our feedback for our discussion during an executive session at our December meeting. That concludes my report.

### **Superintendent's Report**

Superintendent Green shared that October is always an exciting month for us, as it is Disability Employment Awareness Month. Lisa, Kristen, and I presented to the County Commissioners, and we had the groundbreaking ceremony for the new Children's Home in North Canton. We also showcased our Universal Changing Station at a church function, thanks to Lowell and his team. Our annual tech event was a great success, and we are looking forward to the Great Pumpkin Race on Saturday.

Next week, we will conclude the month with Halloween activities in our early intervention, preschool, and school-age programs. There are so many enjoyable activities as we continue our mission of supporting people with disabilities and their families. To conclude my report, every public employee and entity is required to watch an 8-minute fraud video. Without further ado, I'll hand it over to Auditor Faber.

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

- A. Finance Committee – Minutes in Board packet  
Next Meeting: October 14, 2024, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: October 17, 2024, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet  
Next Meeting: October 22, 2024, at 5:45 p.m., if needed

### **Old Business/New Business**

None.

### **First Reading of Board Policies:**

The Director of Human Resources, Connie Poulton, 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 2.03 Functional Departments – Reviewed*  
*Policy 2.14 Abuse Awareness and Prevention – Reviewed*  
*Policy 5.20 Ohio Pupil Transportation Operation and Safety Rules – Reviewed*

### **Financials and Board Resolutions:**

Resolution 10-45-24: Operating Fund #071

<b>Two Payrolls for September</b>	<b>\$1,417,865.61</b>
<b>Bills for Payment in September</b>	<b><u>\$1,245,243.03</u></b>
<b>TOTAL:</b>	<b>\$2,663,108.64</b>

Maria Heege moved for approval of Resolution 09-45-24. Jennifer Moff seconded.

Discussion:

Bill Green, Superintendent, reported that for September 2024, total local revenues were \$158,240, total State revenue was \$255,943, and total Federal revenue was \$304,597, with revenue for the month totaling \$718,781.

September 2024 expenditures included two payrolls totaling \$1.42 million, total benefits paid of \$850,400, and total other expenditures of \$394,842, for total expenditures in September of \$2.7 million. Expenditures exceeded revenues by \$1.94 million.

Cash at the beginning of the year was \$58.6 million. We currently have \$0 in 2023 open purchase orders and \$10.59 in current year open purchase orders, adding to our negative net financial position of \$14.11 million and \$23.91 million in unencumbered cash at the end of September.

Looking at the September budget versus actual statement, year-to-date, we have received \$33.1 million in revenues, which is 64.63% of what we expect to receive. We have spent \$47.3 million, which is 74.37% of total expenditures budgeted. The available budget at the end of September, mostly made up of personnel expenses and waiver match, was \$5.7 million.

For Resolution 10-45-24, the Board paid two payrolls during September totaling \$1.42 million, and all other expenses totaled \$394,842.

The Board duly adopted.

Resolution 10-46-24 approves the purchase of phone system licensing, hardware, and maintenance.

James Anderson moved for approval of Resolution 10-46-24. Dr. Jessica Falvo Lang seconded.

Discussion:

Brandon Haney, IT Manager, explained that the IT department maintains a VOIP phone system that serves all its buildings and provides voice communications for staff. The current version of the software was installed in 2018, has reached end-of-support, and needs to be upgraded. In addition, the vendor has changed the licensing requirements from a perpetual license model to a subscription-based model that includes all of the support. The scope of this project covers the cost to switch our current licensing from perpetual to subscription-based, new servers required to run the phone system servers, professional services to install the new servers, and professional services to upgrade our current phone system to the latest version. This upgrade will transition us to the most up-to-date long-term support release, which should provide us with coverage for the next 5 to 6 years. This project was part of our 2024 budget.

The Board duly adopted.

Resolution 10-47-24 approves the purchase of wireless access points.

Maria Heege moved for approval of Resolution 10-47-24. James Anderson seconded.

Discussion:

Brandon Haney, IT Manager, explained that the IT department maintains a wireless network that supports not only our staff's computers and mobile devices, but also guests, events, contractors, and other devices. Our current hardware was installed in 2015 and will be going end of life for support. Replacing the access points will increase speeds and compatibility with new hardware and features of next-generation wireless networks. This project will replace the 83 access points at Whipple Dale only with the plan to replace the rest of the buildings in 2025. This project was part of our 2024 budget.

The Board duly adopted.

Resolution 10-48-24 approves the Board to move to the COG's vision plan in 2025.

Dr. Jessica Falvo Lang moved for approval. Jennifer Moff seconded.

Connie Poulton, Director of Human Resources, explained that the Board offers employees a Vision Plan through a Voluntary Insurance Program. Employees pay 100% of this benefit premium through payroll deduction. Effective January 1, 2025, Vision Insurance will be offered through The Stark County Schools' Council of Governments (COG), and employees will continue to pay 100% of the premium. In 2022, the Stark County Schools' Council of Governments (COG) stated that all entities participating in their Health Benefit Plan were expected to utilize their flexible spending, vision, and dental coverage by 2027. This requirement was announced as a condition of maintaining membership in our current health insurance plans provided by Stark County Schools, with the goal of ensuring that the health plan is affordable for its members.

The Board duly adopted.

**Second Reading of Board Policies:**

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

*Policy 2.02 Individual Service Planning Process – Revised*  
*Policy 2.09 Corporate Compliance Program – Reviewed*  
*Policy 2.23 Research and Experimental Programs – Reviewed*  
*Policy 4.37 Personnel Records – Reviewed*  
*Policy 4.39 Drug-Free Workplace – Revised*  
*Policy 5.19 Non-Routine Use of School Buses – Reviewed*  
*Policy 6.03 IT Confidentiality Policy – Reviewed*

Resolution 10-49-24 approves the Board policies presented for second reading.

Dr. Jessica Falvo Lang moved for approval of Resolution 09-49-24. James Anderson seconded.

The Board duly adopted.

**Adjournment:**

President Sutter requested a motion to adjourn. Maria Heege Anderson moved for approval. James Anderson seconded. The Board adjourned at 6:39 p.m.

The next Board meeting is scheduled for Tuesday, December 17, 2024, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.