

Stark County Board of Developmental Disabilities
Board Meeting
December 12, 2024
Minutes

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 12, 2024, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:02 p.m.

Roll Call:

Board Members:

Present:

President Dan Sutter
Dr. Jessica Falvo Lang, Vice President
Jennifer Moff, Recording Secretary
James Anderson (Virtual)
Maria Heege
Carmelita Smith
Cindi Sutter

Absent:

Also Attending:

Bill Green, Superintendent
Leigh Donatella, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Lowell Byrd, Transportation Manager
Ed Lewis, Director of SSA

In Memoriam:

A moment of silence was observed for the following: Vicki Criswell, age 60, passed away on Friday, October 11, 2024. She received services from our SSA department. Ryan Brown, age 37, passed away on October 31, 2024. He received services from our SSA department. Kimberly Bazen, age 60, passed away on October 31, 2024. She received services from our SSA department. Donald Lough, age 56, passed away on November 7, 2024. He received services from our SSA department. Justin Reese, age 36, passed away on November 8, 2024. Justin graduated from Southgate School and received services from our SSA department. William "Billy" Horton, age 58, passed away on November 13, 2024. Billy graduated from Southgate School, was a Stark DD Ambassador, and was a Special Olympics gold medalist. He also received services from our SSA department. Charles Dill, age 77, passed away on November 14, 2024. He received services from our SSA department. Keith Nemitz, age 68, passed away on November 19, 2024. He received services from our SSA Department. Edward Dolan, age 84, passed away on November 28, 2024. He received services from our SSA department. Cynthia Harlan, age 74, passed away on Monday, December 2, 2024. She received services from our SSA department.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion to approve the October 24, 2024, Board meeting minutes.

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

The Board duly adopted.

Public Speaks:

None.

President's Report:

It is hard to believe that tonight marks the end of my 12-year service to the Board and two years as a Trustee with the Ohio Association of County Boards. Much has happened, and we have done great work together, but there is always more to do. I'll have more comments later, but I wanted to begin by sharing my thanks to each of my fellow board members. It has been an honor to work with each one of you.

Carmelita and I had the opportunity to attend the Annual County Board Conference in Columbus, along with many from Bill's team. It is always well done, and important updates and training occur. I ended my official duties as an OACBDD trustee and was the Stark County Delegate for their annual delegate assembly on Wednesday night.

The annual conference always has important information, and it is great to connect with other board members and people from other county boards and those in the system, learn how they do things, and share what we are doing here in Stark County.

Tonight, we have a full agenda, but before we get back to it, I want to remind you to complete your online training if you have not done so. Please complete it by December 31st. I'll save some of my comments for the end of the meeting, Bill.

Finally, we wish each of you a happy and healthy holiday season. This concluded the President's Report.

Recognition of Retirees:

Superintendent Green welcomed everyone to the meeting. He shared that the first retiree, Val Banker, was in attendance at the meeting tonight, but was happy to honor her. Val has close to 24 years of service as a bus rider, supporting our students for years, just as much as she supported our adults. He shared that Val is authentic, kind, generous; and the children and adults loved her. We cannot thank her enough for her dedicated service. And now, we just want you to have a wonderful, healthy, and happy retirement. Val shared that she had a wonderful experience working with children and adults. She had a lot of fun, and thanked the Board for the opportunity.

The next retiree, Karlene Riley, has been with us for 26 and a half years. During her tenure, it's been absolutely incredible. She has managed trials, health events, tribulations, has seen ups and downs, but has remained steadfast in her dedication to the Board of DD. She is known for her stellar record as a bus driver, and her safety. We sat across the table from her on numerous labor contracts; she was always consistent. As a driver in between shifts, she would come work at Adult Services wherever the help was needed. We are glad that she has been here and supported our students and adults during her career, and we are so thankful for her time with us. Dr. Falvo Lang shared that Karlene was her daughter's bus driver, and she never felt more confident letting her daughter go, because she knew that she would be safe. She shared her and her husband's appreciation for Karlene.

Karlene approached the podium to say a few words. It's true that I had ups and downs, I had open heart surgery, but I always came back. Everything that I have done here I have appreciated, and have appreciated all of you. The only jobs I didn't have were the secretary to the superintendent, or the superintendent. I have enjoyed my time here and Lowell keeps saying I will be back, but you know, right now, it's time for me to take care of myself and do a few things I would like to do in life. My house has been neglected for 26 years. Thank you so much for the opportunity, and allowing me to work with Stark County Board of DD.

Superintendent's Report

In retrospect of 2024, it's been quite a year. The Strategic Plan Committee met for nearly four months, finalizing and adopting the plan during our February meeting. It now guides us for two more years. We will provide a progress report early next year.

We launched our new website in March after working on it for nearly six months. It is clear, concise, accessible, and uses easy-to-use language. Jeremy Ballinger worked tirelessly with Brittco to develop a provider portal to match providers with people needing services. It has been spectacular not only for us but also for other county boards. We have seen that 99.7%, like Ivory Soap, are getting addressed with significant choices for families. Lisa convened a self-advocacy council to complement her work with self-advocacy, and participants are pictured here.

Keeping Families Together Grant: We have supported 12 families over the past 3 months after the program's re-start from the initial provider selected. It has been an excellent partnership with Mount Union and our staff to provide weekly services. Technology Matters grant—our empowering youth program has successfully served 44 families with transition-aged youth. We had a goal of 100 people using technology, and we have over 219 people using assistive technology and remote support now. Pictured here is the tech event held in October. The Universal Changing Station and Mobile Tables grant has been an excellent addition and is a game changer for improving accessibility for our community.

Every employee received an assessment and training on the five voices, similar to Meyers Briggs. It is a great conversation starter, increasing self-awareness and recognizing our employees' strengths and how they can work better with others. Mid-manager training occurred over the past 18 months and concluded in November. This training covered 12 topics over 36 hours, from leadership and communication to personnel practices and dealing with difficult people. Two managers underwent the Ohio Association of County Board's Executive Development training, designed to provide intensive training on leadership and management of the county board system and the disability service delivery system. Kudos to Leigh and Courtney for their dedication, commitment, and stick-to-it-ness. The program was 10 months for two solid days – they received 101 hours of executive training through this program.

The Children's Home, located in North Canton, is a four-bedroom home that will support four children and youth ages 6-16. We have been close partners with Hope Homes, which will own the home. The Children's home received a state and federal grant to support training and the provider who will provide the services. We also received grant support from Sisters of Charity for a fully equipped sensory room.

These are many new ways we are working to provide innovative and creative solutions to issues and concerns the people and families we support face. Still, at the top of the list of needs, in-home support is the highest priority. We thank the Board, our Management Team, for their support and guidance throughout our strategic plan. This concluded the Superintendent's Report.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: January 22, 2025, at 4:00 p.m.
- B. Personnel Committee – Minutes in the Board packet
Next Meeting: January 2, 2025, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet
Next Meeting: January 30, 2025, at 5:45 p.m., if needed.

Old Business:

None.

New Business:

Director of Human Resources Connie Poulton shared a PowerPoint slide on the 2025 Table of Organization. In compliance with Policy 4.56, the Table of Organization is presented to the Board annually. It contains all full-time, part-time, substitute, and contract positions and open positions. Currently, there are no recommendations for changes to the Table of Organization.

Annual MUI Training

Jeff Weber, Supervisor of MUI & Investigative Services, explained that the MUI Rule is part of the Ohio Administrative Code (OAC) and establishes the requirements for addressing Major Unusual Incidents and unusual incidents. It also implements a continuous quality improvement process to prevent or reduce the risk of harm to individuals.

For the types of incidents, Jeff explained that Unusual Incidents, or UIs, are events or occurrences involving an individual that are inconsistent with routine operations, policies, and procedures, or the individual's care or individual service plan but are not major unusual incidents.

A Program Implementation UI is an unusual incident involving the failure to carry out a person-centered plan when such failure causes minimal or no risk. A Major Unusual Incident, or MUI, is an alleged, suspected, or actual occurrence, with reason to believe a person is at risk of harm, based on facts presented- not opinion.

Category A MUIs include Accidental or Suspicious Death, Exploitation, Failure to Report, Misappropriation, Neglect, Physical, Sexual, and Verbal Abuse, Prohibited Sexual Relations, and Rights Code violations. Category B MUIs include: Attempted Suicide, Death non-accidental or suspicious, Medical Emergency, Missing Individual, Peer to Peer Act, and Significant Injury (Known/Unknown). Category C MUIs include: Law Enforcement, Unanticipated Hospitalizations, and Unapproved Behavioral Supports.

All county board employees are required per rule to have training and members of the board once per calendar year. Board members can call anyone on the Management Team, and we will be able to assist with completing the incident report. Reports need to include complete and relevant information regarding the alleged incident. (Who, What, When, Where, Why). Immediate Actions: Needs to address health and safety. May be situational based upon the type of incident being reported.

The Stark County Board of DD has a system available 24/7 that receives and responds to all incident reports. MUI Hotline: (330) 477-4477, MUI FAX: (330) 477-0016 , MUI Email: MUIreport@starkdd.org.

This concluded the MUI Presentation.

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 January Board meeting for second reading and Board approval.

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

Financials and Board Resolutions:

12-51-24: Operating Fund #071

A. Two Payrolls for October	\$ 1,456,862.73
B. Bills for Payment in October	<u>\$ 8,648,635.26</u>
TOTAL:	<u>\$10,105,497.99</u>

12-52-24: Operating Fund #071

A. Two Payrolls for November	\$1,407,867.91
B. Bills for Payment in November	<u>\$1,192,225.83</u>
TOTAL:	<u>\$2,600,093.74</u>

Maria Heege moved for approval of Resolutions 12-51-24 and 12-52-24. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that there was local revenue of \$17.09 million in October, state revenue was \$397,054, and federal revenue was \$1.31 million. Total revenue received for October was \$18.8 million. There were two payrolls for October totaling \$1.46 million, total benefits paid of \$844,090, and total other expenditures of \$7.8 million; we did pay second quarter waiver match and retention payments, giving us a total for the month of \$10.1 million. Revenues exceeded expenses by \$8.7 million.

The unencumbered cash at the beginning of the year was \$58.6 million. At the end of October, there was \$2.99 million in open purchase orders for 2024; and 2023 purchase orders remained at \$0. With a negative year-to-date net change in financial position of \$5.42 million, October ended with unencumbered cash of \$50.19 million, and with our \$10 million in our reserve balance account, gives us total cash of \$40.19 million.

In November, total local revenue was \$137,570, state revenue was \$150,479, and federal revenue was \$434,925. Total revenue for November was \$722,975. There were two payrolls during November totaling \$1.4 million, total benefits paid of \$803,978, and total other expenditures of \$388,247, giving us total expenses of \$2.6 million. Our expenses exceeded our revenues by \$1.88 million.

At the end of November, we had open purchase orders for 2024 totaling \$2.13 million, and a negative net change in financial position of \$7.3 million. November ended with unencumbered cash of \$49.18 million, and with our \$10 million in our reserve balance account, gives us total cash of \$39.18 million.

Looking at the budget versus actual statements, focusing on the year to date, total revenues in October are \$51.94 million, which is 101.3% of what we expected to receive, and total expenses are \$57.36 million. At the end of October the available budget was \$3.1 million, mostly made up of personnel and unencumbered waiver match. Looking at November, year-to-date total revenues were \$52.66 million, which is 102.71% of what we expected to receive, \$59.96 million in expenses, which is 94.37% of what we expected to spend. At the end of November, the available was \$1.45 million.

In review of prior year encumbrances, this report is still unchanged and remains at \$0.

Resolution 12-51-24 shows two payrolls in October totaling \$1.46 million, with nothing to note. The total amount for other October monthly obligations was \$8.65 million. Resolution 12-52-24 shows two payrolls for November totaling \$1.4 million. The amount for other November monthly obligations was \$1.2 million.

The Board duly adopted.

12-53-24: Resolution to approve the 2025 Final Budget

Dr. Falvo Lang moved for approval of Resolution 12-53-24. Jennifer Moff seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, presented the 2025 Final Budget with a PowerPoint presentation. There are not a lot of changes going from 2024 to 2025. Looking at the 2025 revenues, we are expecting \$52.9 million in revenues. We are looking at \$68.6 million in expenses, \$32.35 of that is waiver administration and fees, leaving us with expenditures exceeding revenues by \$15.7 million. We are estimating to end 2025 with \$33.87 million.

For 2025 and beyond, we have budgeted for the switch to the COG's dental in July of 2025. We have budgeted wage increases and increases in benefits for each year. We have budgeted an increase in waiver match. We expect an incremental increase in TCM revenue, real estate taxes, and Medicaid Administrative Claiming, as salaries go up, that claim rate goes up. All other revenue is expected to remain flat next year and for the years following.

Looking at our Cash Balance Forecast, we expect to end 2024 with \$49.5 million. She shared that the red numbers on the presentation represent our deficit spending, which will continue. Looking at 2028, we end the year with a negative fund balance and continuing into 2029.

Looking at the Capital Fund and the Cohen Gifts Fund, there is no activity. Therefore, \$14,384 in the Capital Fund will remain there. The Cohen Gifts Fund remains at \$125,450, which will also stay.

The Board duly adopted.

12-54-24: Resolution to approve the 2025 North East Ohio Network (NEON) budget

Maria Heege moved for approval of Resolution 12-54-24. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval of the 2025 NEON budget. Total revenues of \$755,133. Expenditures include programs like Family Support Services, Capital Housing Pass through, WRAP, CORE and SRC services. Total expenditures are at \$910,500. Expenses would exceed our revenues at \$155,367. Our estimated balance as of 1/1/25 would be \$279,015, and we would end the year with \$123,648.

The Board duly adopted.

12-55-24: Resolution to approve the Transfer of Funds to NEON

Dr. Jessica Falvo Lang moved for approval of Resolution 12-55-24. Carmelita Smith seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, explained that this resolution authorizes the transfer of \$300,000 to NEON to pay our board obligations. The North East Ohio Network (NEON), a regional council of governments, was founded in 1996 by six County Boards of Developmental Disabilities. These six counties (Columbiana, Geauga, Medina, Portage, Stark, and Trumbull) created NEON to enhance services to meet the needs of individuals with DD in their respective communities through agency cooperation, collaboration, and coordination. County board superintendents provide direct leadership through their membership and participation on the Council Governing Board. The initial service model focused on assistance to County Boards with Medicaid home and community-based waiver services. Presently, there are 14 County Boards

of Developmental Disabilities in northeast Ohio that are members of NEON, and the service delivery model has expanded. NEON currently provides an array of services and counties purchase services based on their respective needs, and efficiencies and economies of scale are obtained through multi-county participation.

The Board presently purchases the following services from NEON: Local Funding and Supported Living-Administration and Invoice Payment; Family Support Services – Administration and Invoice Payment. The money transferred will provide the resources to replenish funds needed to continue to pay Board obligations.

The Board duly adopted.

12-56-24: Resolution to approve the payment of the non-federal share of services required for 2025 Medicaid expenditures

Maria Heege moved for approval of Resolution 12-56-24. Dr. Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution authorizes the appropriation of up to \$32.355 million to pay the non-federal share of the 2025 Medicaid expenditures required by the State of Ohio Revised Code. This amount has been budgeted for in the 2025 budget. Included are the waiver match obligations and administrative fees. This is Stark County Board of DD's ongoing financial commitment to assure that the services for which the Medicaid expenditures are made will conform to all applicable state and federal laws.

The Board duly adopted.

12-57-24: Resolution to approve 2025 Service Contracts

Jennifer Moff moved for approval of Resolution 12-57-23. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution lists all contracts exceeding \$25,000, effective January 1, 2025, through December 31, 2025. The list includes a service contract with the Guardian Oversight Council, not to exceed \$50,000, and the Stark County Sheriff for investigations and related activities to individuals served by Stark County DD, not to exceed \$140,000. All locally funded individuals who do not have a waiver are included and are not to exceed \$550,000 in aggregate. The Information Technology contracts, such as Verizon Wireless for equipment coverage and service, copier maintenance, Relias Learning to provide maintenance and support for the HR learning software program, Workforce Payhub for our annual HR and Timekeeping system, licenses, Brittco, Logicalis for our agency's annual voice flex license, as well as IBM for mobile device licenses. These contracts and expenses are included in the 2025 budget as well.

The Board duly adopted.

12-58-24: Resolution to amend Table of Organization - SSAs

Dr. Falvo Lang moved for approval of Resolution 12-58-24. Maria Heege seconded.

Discussion:

Connie Poulton, Director of HR, explained that the Service and Support Administrator (SSA) serves as the point of contact to assist the individuals on their caseload in coordinating the services they may need

to meet their health, safety, and welfare needs. Adding three SSA positions is needed as we increase home and community-based service waivers in 2025. The expense associated with adding three (3) Service and Support Administrator positions is included in the 2025 budget. Once the positions are approved, they will be assigned a Position Control Number (PCN) and will be placed on the Table of Organization.

The Board duly adopted.

12-59-24: Resolution to approve the 2025 Policy Manual

Carmelita Smith moved for approval of Resolution 12-59-24. Jennifer Moff seconded.

Discussion:

Connie Poulton, Director of HR, shared with the Board that since December 2013, the Board's policy manual has been placed on the Agency's Intranet Site and is readily available to all employees. The Board Policy Manual has six chapters: Governance, Agency Administration, Safety and Facilities, Human Resources, Program Services, and Information Technology. Attached to the resolution is an index of approved policies that comprise the Board Manual.

The Board duly adopted.

12-60-24: Resolution to approve to go out to bid for a Yellow School Bus

Maria Heege moved for approval of Resolution 12-60-24. Dr. Falvo Lang seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, explained that this resolution approves to request bids to purchase 2026 model year - One (1) Yellow Bus. The estimated net cost for the vehicle after trade is \$140,000.00.

The Board currently maintains 27 Yellow Buses for Preschool and School Age programs. The Board intends to continue its efforts over the past several years to upgrade the fleet of buses by retiring the older, higher mileage and higher maintenance buses. The Board would like to accept bids for one new bus, and retire for trade four of the current fleet.

The Board duly adopted.

Second Reading of Board Policies:

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

- 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

12-61-24: Resolution to approve Board policies presented for second reading

Maria Heege moved for approval of Resolution 12-61-24. Jennifer Moff seconded.

The Board duly adopted.

Recognition of Dan Sutter, Board President and 3-Term Board Member

Superintendent Green shared that it is an honor and privilege to recognize Dan Sutter for his 12 years of service. Over 120 regular board meetings, board training hours. Dan has been influential every step of the way. He has seen us through some very turbulent times, through our highs and lows. He then shared a slideshow. He then presented President Sutter with a plaque recognizing his dates of service.

President Sutter approached the podium to say a few words. He thanked everyone for the recognition and expressed his gratitude for being a member. Over the past 12 years, we have seen significant change. Reflecting on my first year in 2013, I noted some impressive transformations. He shared an overview of the increase in the number of people served, attributing much of the positive change to the leadership of Bill Green and his incredible staff. I am incredibly proud to have been a part of this effort to support people with disabilities and their families.

I have participated in levy campaigns, fundraisers, strategic planning, and meetings with legislators. However, the most impactful experience has been related to community employment. There was a challenging time for our family when our daughter started exploring her options. Our Support Service Administrators (SSAs) were the ones who encouraged us by saying, "Let's try," even when we thought it might not be possible. Alyssa is now approaching her third year of employment, and I have witnessed a remarkable increase in her self-esteem as she has discovered her purpose.

I don't want to take anything for granted, so I want to extend my heartfelt thanks to each and every one of you.

Executive Session:

President Sutter called for an executive session to discuss the Superintendent's performance evaluation.

Maria Heege moved for approval. Dr. Falvo Lang seconded.

A roll call vote was taken:

<u>Roll Call Vote</u>	<u>All in Favor</u>
James Anderson	Yes
Jessica Falvo Lang	Yes
Maria Heege	Yes
Jennifer Moff	Yes
Carmelita Smith	Yes
Cindi Sutter	Yes
Daniel Sutter	Yes

The Board went into executive session at 7:14 p.m.

The Board came out of executive session at 7:42 p.m., and no action was taken.

Adjournment:

President Sutter requested a motion to adjourn. Maria Heege moved for approval. Dr. Falvo Lang seconded. The Board adjourned at 7:43 p.m.

The next Board meeting is scheduled for Tuesday, January 28, 2025, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.