

**Stark County Board of Developmental Disabilities
Annual Organizational Meeting and Board Meeting
January 23, 2016
Minutes**

ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Stark County Board of Developmental Disabilities was held on Saturday, January 23, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Richard Hoffman at 10:32 a.m.

Roll Call:

Present:

Absent:

Board Members:

President Richard Hoffman
Vice President Dan Sutter
Recording Secretary Roger Gines
Todd Frank
Larry Marcus
Rebecca Stallman

Carlene Harmon
(Excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal, School Programs
Diana Lashley, Manager of Health & Therapy Services
Tammy Maney, Early Childhood Director
Emily Martinez, Director of SSA/Investigative Services
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Randy Rhodebeck, Director of IT
Diane Sidwell, Manager of Transportation
Gary Young, CFO/Business Manager

Annual Board and Board Member Self-Assessments:

President Hoffman thanked the Board members for completing the Annual Board and Board Member Self-Assessments. The combined Annual Board Assessment results were provided in the board members' notebooks. Board member Larry Marcus commented that for the most part, all of the assessment comments were very positive and board members were committed to the future. He feels there has been improvement since last year.

President Hoffman thanked the other Board members for their support. He appreciated being the Board President over the past two years. He also thanked the employees of the Board because they have done tremendous work these past two years, and he was proud to have been involved.

Election of Officers:

The nominating committee, made up of Board members Roger Gines, Carlene Harmon, and Larry Marcus as Chair, proposed the following 2016 slate of officers: Dan Sutter, Board President; Todd Frank, Vice President; and Roger Gines, Recording Secretary.

01-01-16 The Board passed a resolution to approve the proposed 2016 slate of officers.

Larry Marcus moved for approval of Resolution 01-01-16. Dan Sutter seconded.

The Board duly adopted.

At this point in the meeting, Dan Sutter, the newly elected Board President took over the proceedings. President Sutter thanked Richard Hoffman for his past two years of service and accomplishments as Board President. President Sutter looks forward to working with the other Board members and working closely with Superintendent Green.

2015 Board Meeting Schedule:

Board meetings will be held at 6:00 p.m. on the fourth Tuesday of the month in the Ernest Cohen Room at Whipple-Dale Centre, except in December. The meeting dates are as follows: February 23, 2016, March 22, 2016, April 26, 2016, May 24, 2016, June 28, 2016, August 23, 2016, September 27, 2016, October 25, 2016, and December 20, 2016. There are no Board meetings in July and November

Committee Appointments:

The following committee appointments were made: Ethics Council – Todd Frank, Carlene Harmon, and Rebecca Stallman; Finance Committee – Todd Frank as Chair, Larry Marcus and Dan Sutter as members, CPA Mike Guzzetta as a community member and Matthew Harmon as a self-advocate; Nominating Committee – Roger Gines as Chair, Larry Marcus, and Rebecca Stallman; Personnel Committee – Rebecca Stallman as Chair, Carlene Harmon and Richard Hoffman as members, Paul Herrera as a community member, and Matthew Harmon as a self-advocate; and TWi Ex-Officio Trustees - Roger Gines and Richard Hoffman.

Personnel Committee Meetings will be held at 3:00 p.m. and Finance Committee Meetings will be held at 4:00 p.m. on the third Friday of the month in the Superintendent's Conference Room, except in April, June and September. The meeting dates are as follows: February 19, 2016, March 18, 2016, April 22, 2016, May 20, 2016, June 24, 2016, August 19, 2016, September 23, 2016, October 21, 2016, and December 16, 2016.

Ethical Code of Conduct Declaration and Conflict of Interest Declaration:

President Sutter requested that each of the Board members review and sign the Ethical Code of Conduct Declaration and Conflict of Interest Declaration documents in their Board packets. Signing these two documents on an annual basis is a best practice to keep these important concepts and principles at the forefront when serving as a Board member.

Board In-Services Discussion:

President Sutter reported that we were notified by DODD of when the two mandated Board member webinars will occur. There will be two, one-hour webinars offered live and recorded. On March 9, 2016, will be State Data Review and on June 7, 2016, will be Field Notes: Key Initiatives of the Department from the perspective of individuals, families and other key stakeholders. President Sutter asked the Board members for feedback on topics for the two remaining continuing education credit hours and suggestions for any outside presenters. They also have the option of completing a self-study on Relias, which is a web based training application.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Rebecca Stallman seconded. The meeting was adjourned at 10:40 a.m.

JANUARY 2016 BOARD MEETING

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Saturday, January 23, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 10:40 a.m.

In Memoriam:

A moment of silence was observed for the following: Sarah Elizabeth Andrick , she received SSA services and attended Whipple-Dale Centre; Marilyn Powers, she received SSA services and previously attended the Stark County Board of DD workshop program; Eleanor Louise Fidler, she received SSA services; Becky Lynn Byrd, she received SSA services and previously attended the Stark County Board of DD workshop program; and Nancy L. Fisher, she received SSA services.

Minutes of the Previous Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of December 19, 2015.

Todd Frank moved for approval. Richard Hoffman seconded.

The Board duly adopted.

Recognition of Retiree:

Becca Rice, Service and Support Administrator, was recognized for her 10 years of service but was unable to attend the meeting.

Public Speaks:

None

President's Report:

President Sutter thanked his fellow board members for their nomination and support in appointing him the Board President. As anticipated, this is expected to be a year of transition for him, serving as Board President; individuals and staff getting accustomed to their new surroundings at West Stark, Higgins, the senior centers and, the new Just Imagine; and many who have chosen other providers. Significant work has been occurring on the Whipple-Dale renovation and the SSAs will transition to this building later in the year. We will be working on updating our strategic plan as well. The Board looks forward to this year and the work that lies before us to assist everyone with further needed transitions.

President Sutter had the opportunity to attend the Arc of Ohio event, Grape Possibilities, on Thursday, January 21, 2016, and thought it was one of their best. It was good to see the community come out and support the Arc of Ohio.

President Sutter wished the management team and their staff well, in anticipation of the DODD accreditation survey on January 26-28, 2016. He expects to hear good news given their work and effort over the past several years and especially the tremendous amount of work that occurred in 2015 to make sure we had the required person-centered plan in place that identifies what is "important to" and "important for" the person.

The next Board meeting will be Tuesday, February 23, 2016, at 6:00 p.m.

Superintendent's Report:

Superintendent Green reported that the next Family Informational Series is scheduled for Monday, February 8, 2016, at 5:30 p.m. in the Ernest Cohen Room at Whipple-Dale Centre. This series has been very successful and he thanked Emily Martinez, Director of SSA/Investigative Services, and Lisa Parramore, Communications Manager, for spearheading this program.

The DODD accreditation survey entrance conference will be at 9:00 a.m. on Tuesday, January 26, 2016, and the exit conference is tentatively scheduled for 2:30 p.m. on Thursday, January 28, 2016. The accreditation team is using us as a pilot because of our person-centered plan.

We have finalized the sessions with an outside consultant for our Conflict-Free Case Management Task Force Committee. The sessions will be held on Friday, April 1, 2016 and Thursday, April 14, 2016. Superintendent Green would like two representatives from the board on the committee, if possible. We will be reaching out to all of our stakeholders to obtain representation on the committee, which will be made up of about 25 people.

Connie Poulton, Director of Human Resources, and Superintendent Green attended a community conversation on January 20, 2016, about the Sandy Hook Promise. They showed the board a video of a talk by a mother that lost an autistic child during the Sandy

Hook School shooting. Superintendent Green stated that we have been charged by the Board to ensure that the individuals we serve, the students we serve, and the employees that provide their services, have a safe environment and that we are developing a culture of safety.

Tim Beard, Buildings/Grounds Maintenance Manager, presented some of the safety measures we have put into place. In 2015, we added 14 cameras, 2 card access readers, exterior lighting, and one notification doorbell. This has increased our total security for Stark DD's seven buildings to the following: 53 interior/exterior cameras, 25 card access readers, 10 silent alarm pulls, 2 notification door bells and 1 electric gate. We have tried to cover all of our access points. The cameras are recording 24/7 and our alarm system is monitored 24/7. We have made great strides but there is still more that we can do going forward.

Connie Poulton, Director of Human Resources, presented 2015 safety updates and goals for 2016. In 2015, Ms. Poulton and Mr. Beard met several times with the Stark County Emergency Management Director. We developed written Emergency Operations Plans for both of our schools. They were distributed at the schools so each classroom could have a copy and we also provided training. We conducted three Active Shooter Drills and conducted Table Top Drills at Southgate and Eastgate. We also continued to offer our Employee Assistance Program to all employees and their dependents, at no cost to them. Our EAP has also come on site and been available to employees. In 2016, we want to test all of our emergency procedures at all locations at least once during the year for: bomb threats, a natural disaster, active shooter, utility failure, medical emergency, shelter in place, and evacuation. After each emergency drill/test, we will complete a written analysis on the procedure. As presented in the video, we want to explore the Sandy Hook Promise. We are also looking at the prevention program - Start with Hello. It teaches children how to reach out to a peer who is chronically alone. Both Southgate and Eastgate have signed up for this program. We are looking forward to a very busy safety year in 2016. Next year we will report on the further improvements and enhancements that we have made to make our workplace safe and to protect those that we serve.

Superintendent Green closed his report by thanking Richard Hoffman for his diligence regarding the safety of the agency and for his last two years serving as Board President.

Committee/Department/Other Reports:

- A. TWi Board
Next meeting: February 11, 2016, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: February 19, 2016, at 3:00 p.m.
- C. Finance Committee – Minutes in Board packet
Next meeting: February 19, 2016, at 4:00 p.m.
- D. Ethics Council – Minutes in Board Packet
Next meeting: February 23, 2016, at 5:45 p.m. (if needed)

Old Business:

None

New Business:

None

First Reading of Board Policy:

Superintendent Green gave the first reading on Policy 2.30. The following policy will be presented during the February Board meeting for second reading and Board approval:

Policy 2.30 Records Retention – New

Financials and Board Resolutions:

01-02-16: Operating Fund #071

A. Three Payrolls for December	\$2,476,311.16
B. Bills for Payment in December	<u>\$1,878,965.20</u>
Sub-Total	\$4,355,276.36
Payrolls for December	\$2,476,311.16
Bills for Payment in December	<u>\$1,878,965.20</u>
TOTAL	\$4,355,276.36

Larry Marcus moved for approval of Resolution 01-02-16. Rebecca Stallman seconded.

Discussion:

Gary Young, CFO/Business Manager, reported that the unencumbered carryover was \$33.3 million, which ended up being \$36,000 higher than the five year projection. The revenues exceeded expenditures by \$1.2 million. In December, there was no activity in the Capital Improvement Fund and the fund ended the year with an unencumbered cash carryover of \$26,802.

For the month of December in the Operating Fund, there were three payrolls in the amount of \$2.4 million. We had \$1.8 million in other expenditures and of that amount \$1.353 million was for health insurance, which included payment for two months.

The Board duly adopted.

01-03-16: Resolution to approve the 2016 TWi contract

Todd Frank moved for approval of Resolution 01-03-16. Richard Hoffman seconded.

Discussion:

Superintendent Green explained that Stark County Board of DD and TWi continue to have an evolving relationship. Right now TWi has 12 employees and serves 43 people. They are not the provider of record for these people but are looking to stand on their own. They

will take over the Shearer's enclave and become the provider of record on July 1, 2016. The 2016 contract mirrors the 2015 contract except for a not to exceed amount of \$600,000.

The Board duly adopted.

01-04-16: Resolution to approve an amendment to the Superintendent's contract

Roger Gines moved for approval of Resolution 01-04-16. Larry Marcus seconded.

Discussion:

None

The Board duly adopted.

Second Reading of Board Policies:

Superintendent Green gave a brief summary of the following policies that were presented for second reading:

Policy 2.10 Risk Management – Reviewed

Policy 2.19 Utilizing County Tax Dollars as a Last Resort – Reviewed

Policy 4.36 Work Hours – Deleted

01-05-16: Resolution to approve the Board policies presented for second reading

Todd Frank moved for approval of Resolution 01-05-16. Rebecca Stallman seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Larry Marcus moved for approval. Roger Gines seconded. The Board adjourned at 11:22 a.m.