

**Stark County Board of Developmental Disabilities
Board Meeting
September 27, 2016
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 27, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

Oath of Office for New Board Member:

Stark County Commissioner David Bridenstine administered the oath of office to new Board member Maria Heege.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Recording Secretary Roger Gines
Maria Heege
Richard Hoffman
Rebecca Stallman

Carlene Harmon (excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal of School Programs
Brandon Haney, Information Technology Manager
Diana Lashley, Manager of Health & Therapy Services
Tammy Maney, Early Childhood Director
Emily Martinez, Director of SSA/Investigative Services
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Mike Seaman, Director of Adult Services
Diane Sidwell, Manager of Transportation

In Memoriam:

A moment of silence was observed for the following: Terri Kay Young, she received SSA services and attended the Stark County Board of DD workshop program; Josette "Josie" Louise Conrad, she received SSA services, attended the Stark County Board of DD workshop program, and was a Special Olympics athlete; Adam Richard Albaugh, he received SSA services, graduated from Southgate, attended the Stark County Board of DD workshop program, and was a member of the Dream Team Baseball League; and Jane Kay

Eshelman, she received SSA services, worked at Community Connections, and previously attended the Stark County Board of DD workshop program.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of August 23, 2016.

Richard Hoffman moved for approval. Roger Gines seconded.

The Board duly adopted.

Amazing. Every. One. Award

Shirley Diano was recognized for her volunteer work with Special Olympics in Stark County. She has dedicated her time for the past 25 years coaching athletes in bocce, swimming, softball, basketball, track and field, and bowling, as well as helping at fundraisers, banquets, and award ceremonies. She has been a long standing member and officer of the Booster Club, cheering on and supporting athletes to be the best they can be.

Public Speaks:

None

President's Report:

President Sutter reported that the strategic planning committee has met once and we have the second planning session on Friday, September 30, 2016. We are presently looking at Vision, Mission and Purpose.

On Saturday, September 24, 2016, the Formal Dance was held at the Canton Civic Center. There were over 500 people in attendance that enjoyed a great meal and dancing. Fun was had by all.

Lastly, he informed everyone about the Street Fair that is scheduled for Saturday, October 8, 2016. The event is going to have over 40 community resources, a strong showing from our provider community, as well as informational sessions. He also requested that everyone add the Great Pumpkin Race, on Saturday, October 29, 2016, to their calendars.

Roger Gines and President Sutter are both up for re-appointment to the Board this year and have communicated their interest to the Board of County Commissioners. They should hear something on their re-appointments by November 30, 2016.

On behalf of the Board, President Sutter welcomed new Board member Maria Heege. He thanked her for making the choice of being here to serve the 3,500 people in Stark County with developmental disabilities and helping us to fulfill our mission of "being the support that connects individuals and families with the services they need."

Superintendent's Report:

Superintendent Green highlighted some of the great things going on in our program. Emily Martinez, Director of SSA/Investigative Services, Josh Young, SSA Supervisor, and Katrina Smith, SSA Supervisor, and some of the SSAs participated at the Gathering at the Grove Conference. This conference was surrounded by the work and plans that we have put together here. It featured some of our individuals as well. One whole day was dedicated to our plan, our process, and our assessment. We are one of the leaders in person-centered planning in the State of Ohio.

The formal dance over the weekend was an incredible event. There were many of us here that were in attendance including Cindy Burga, the chairperson of this event. It was wonderful to see our people all dressed up and having a great time dancing to all types of music.

We had a team of people go to Avondale School this week, including Myrna Blosser, Principal of School Programs, and Lisa Parramore, Communications Manager, to talk to their typical students about disability awareness.

This morning (September 27, 2016) we had our monthly provider meeting with over 110 providers in attendance, including a couple of providers from other counties. They heard information on the new Adult Services rules.

Committee/Department/Other Reports:

- A. TWi Board Meeting
Next meeting: October 13, 2016, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board Packet
Next meeting: October 21, 2016, at 3:00 p.m.
- C. Finance Committee – Minutes in Board Packet
Next meeting: October 21, 2016, at 4:00 p.m.
- D. Ethics Council – Minutes in Board Packet
Next meeting: October 25, 2016, at 5:45 p.m. (if needed)

Board member Rebecca Stallman asked for clarification on some of the information that was reported in the Services and Support Administration and Investigative Services report. Emily Martinez, Director of SSA/Investigative Services, and Tom Vaughn, Supervisor of Investigative Services, responded to her questions.

Presentation:

Emily Martinez, Director of SSA/Investigative Services, gave a presentation on the new Day Habilitation Rules. These rules are promulgated by the Ohio Department of Developmental Disabilities (DODD) and they go into effect on November 1, 2016. The new services are: Adult Day Support - we have this now, this is for individuals participating in activities but not working; Vocational Habilitation – which we also have now and would be in our workshops with individuals working; Group Employment – would be enclave under the current rules; Individual Employment Support – would be similar to job coaching; and Career Planning. Some of the activities and services for Adult Day Support are: building community

membership; building a meaningful social life; helping individuals build problem solving skills so they can be more independent in their community; personal care assistance, behavior support assistance, communication assistance, assistance with medication and mobility assistance; self-determination training; and recreation and leisure supports that are therapeutic and not just because there is nothing else to do. The state has really emphasized that a huge part of these new rules is that service needs to be intentional, helping individuals build upon the skills they already have, and they need to be helping individuals live a more meaningful life and a life that is more involved within their community. Vocational Habilitation services have an outcome of competitive employment; develop someone's skills so they can be employed in the community; provide information and referral to career planning, disability benefits, or other consultation services; develop a systematic plan of instruction and support; assist a person to develop more social skills; provide training in use of transportation; provide services and training on problem solving and meeting job expectation; provide assistance and education on natural supports; and provide training to enhance current skills, personal care assistance, assistance with medication, teaching new work skills, and improving self-determination. Career Planning is new and following are the services: an assistive technology assessment; benefits, education and analysis; career discovery; and career exploration, which includes job development. Group Employment Support is similar to our current enclaves, which are made up of individuals working out in the community along with staff. Some of the Group Employment Support services are: career advancement planning; development of an employment plan, which can include self-employment; and assisting persons to explore, identify and pursue opportunities that advance them toward community employment. Group employment should be time limited and should not be the "ending place." Individual Employment Support services are: supports for a person to maintain their current employment; career advancement planning; self-employment launch, assisting someone to start their own business; situational observation and assessment; assisting with worksite accessibility; and personal care assistance. Some of the differences with the new rules are: services must be intentional; there are career planning activities; you can obtain more services; more services are available; some add-ons are available; funding ranges increase; and there is a budgeting aspect for the SSAs. As far as the implementation of the plan, all SSAs have been trained in multiple ways, SSA training continues, providers have received training through provider meeting training and free webinars, we have created toolkits for the staff to take to team meetings, and we are creating a worksheet to help the SSAs with the budgeting aspect. Plans need to be updated by November 1, 2016. SSAs have started team meetings to make these changes.

Mike Seaman, Director of Adult Services, explained that the things we have been doing that are in the new rules are still the things we are going to be doing. We do have language changes and we have new services. Mike Seaman and Emily Martinez met to insure both the Adult Services Department and the SSA Department have the same understanding and expectations. Staff was informed of the new changes at the recent in-service. The Adult Services management team is going to meet and develop staff training using the Relias Learning System. Most of the managers attended the provider meeting this morning (September 27, 2016) where the new rules were explained in detail. Adult Services staff received outlines describing the new categories of service and this information will be reviewed at morning meetings and Supported Employment Department meetings. Adult Services forms are being reviewed to determine if changes need to be made to reflect the

new rules. Adult Services Staff will be working with SSAs and the individual's team to update the ISP.

Superintendent Green added that these new rules have been in process for the better part of two years. They are a part of Ohio's transition plan that had to be submitted to the Centers for Medicare and Medicaid Services (CMS) and be accepted by them. In regards to the new services, it is really about providing assessment, providing services to promote more community integration and promoting more community employment for those that it is appropriate. It is about making sure that there is a system in place for people that are entering the adult world to fulfill the dreams they hold. This is regulatory in some respects but it is very important for us as a board to understand the context in which we are working. The service delivery system is changing and it is more towards community supports and community outcomes.

Old Business:

None

New Business:

None

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 October Board meeting for second reading and Board approval:

- Policy 2.08 Confidentiality - Reviewed
- Policy 2.15 Targeted Case Management Documentation – Reviewed
- Policy 2.22 Health Insurance Portability and Accountability Act of 1966 – Reviewed
- Policy 3.10 Employee Building Access – Reviewed
- Policy 4.02 Retire-Rehire - Reviewed
- Policy 4.05 Volunteers, Interns and Practicum Students – Revised
- Policy 5.09 Preschool Typical Peer Program – Revised
- Policy 5.17 Do Not Resuscitate Orders and Advanced Directives – Reviewed

Financials and Board Resolutions:

09-37-16: Operating Fund #071

A. Two Payrolls for August	\$1,394,403.18
B. Bills for Payment in August	\$ 851,514.27
<i>Sub-Total</i>	<i>\$2,245,917.45</i>

Payrolls for August	\$1,394,403.18
Bills for Payment in August	\$ 851,514.27
TOTAL	\$2,245,917.45

Roger Gines moved for approval of Resolution 09-37-16. Todd Frank seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of August we had total revenues of \$3.8 million. Total expenditures were \$2.2 million. There was a net change in financial position of \$1.6 million, with revenues over expenditures during the month. We started our year in 2016 with \$34.9 million giving us an ending cash balance at the end of August, the year to date activity, of \$33.3 million. Taking into consideration our 2015 purchase orders, gives us unencumbered cash balance at the beginning of the year of \$33.3 million. Our current 2016 open purchase orders total about \$8.9 million. We have cancelled almost \$1.5 million in 2015 purchase orders giving us an ending cash balance at the end of August of \$24.3 million.

There was no activity in the capital fund during the month of August so the unencumbered cash balance remains at \$26,802.

For Resolution 09-37-16, there were two payrolls during the month of August totaling about \$1.4 million. All other non-payroll expenditures totaled \$851,500.

The Board duly adopted.

09-38-16: Resolution for approval to release retainage funds to Temple Square Partners, LLC

Richard Hoffman moved for approval of Resolution 09-38-16. Rebecca Stallman seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval to release the final retainage to Temple Square Partners, LLC, who was originally hired and had the lowest and best bid for the furniture project in relation to the Whipple-Dale Centre renovation. The final certificate of completion has been received from Harris Day Architects, Inc. confirming the project is fully completed, inspected and approved. The remaining amount of retained escrow that will be released to the contractor is \$7,252.52.

The Board duly adopted.

Second Readings of Board Policies:

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

- 2.12 Incidents Adversely Affecting Health and Safety – Revised
- 4.47 Holidays – Reviewed
- 5.12 Wellness – Reviewed
- 5.25 Intake and Exit from Adult Services – Revised

09-39-16: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 09-39-16. Todd Frank seconded.

The Board duly adopted.

Executive Session:

President Sutter called for an executive session for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Richard Hoffman moved for approval. Rebecca Stallman seconded.

A roll call vote was taken.

<u>Roll Call Vote</u>	<u>All in Favor</u>
Todd Frank	Yes
Roger Gines	Yes
Carlene Harmon	Absent
Maria Heege	Yes
Richard Hoffman	Yes
Rebecca Stallman	Yes
Daniel Sutter	Yes

The Board went into executive session at 6:48 p.m.

The Board came out of executive session at 8:00 p.m.

No action was taken upon conclusion of the executive session.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Richard Hoffman moved for approval. Roger Gines seconded. The Board adjourned at 8:02 p.m.

The next Board meeting is scheduled for Tuesday, October 25, 2016, at 6:00 p.m.