

**Stark County Board of Developmental Disabilities  
Annual Organizational Meeting and Board Meeting  
January 24, 2017  
Minutes**

**ANNUAL ORGANIZATIONAL MEETING**

The annual organizational meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 24, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

**Oath of Office:**

Commissioner Janet Weir Creighton administered the oath of office to reappointed Board members Roger Gines and Dan Sutter.

<b><u>Roll Call:</u></b>	<b><u>Present:</u></b>	<b><u>Absent:</u></b>
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Board Members:	President Dan Sutter Vice President Todd Frank Recording Secretary Roger Gines Carlene Harmon Maria Heege Richard Hoffman Rebecca Stallman	None
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Also Attending:	Bill Green, Superintendent Tim Beard, Buildings/Grounds Maintenance Manager Myrna Blosser, Principal, School Programs Brandon Haney, Information Technology Manager Diana Lashley, Manager of Health & Therapy Services 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
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**Recognitions for Strategic Planning Committee Volunteer Participants:**

President Sutter introduced Mike Gallina, AultCare, Vice President of Outreach and Organizational Development. We appreciated his leadership for being able to bring a diverse group of people together and get them to reach a consensus. His acumen as a facilitator brought out the best in each of us and we thank him. Superintendent Green added that Mr. Gallina has been a friend of Stark DD and education for a very long time. We were so fortunate to have him donate his time as our facilitator. Superintendent Green then presented Mr. Gallina with an Outstanding Achievement Award. He then recognized

and thanked the following committee participants: Ben Drake, Dan Sutter, Richard Hoffman, Becky Stallman, Aaron Brunton, Alesia Danford, Teresa Purses, Vickie Freday, Millie Morehead, Josh Young, Tim Beard, Myrna Blosser, Brandon Haney, Diana Lashley, Tammy Maney, Emily Martinez, Leigh Page, Lisa Parramore, Connie Poulton, Mike Seaman, and Diane Sidwell. Carolyn Bixler was also recognized but was not in attendance. President Sutter then recognized Superintendent Green for his participation, leadership, and input on the strategic plan.

### **Election of Officers:**

President Sutter reported that per the discussion at the December 2016 board meeting, all present officers were willing to serve again. There was consensus to accept the following 2017 slate of officers: Dan Sutter, Board President; Todd Frank, Vice President; and Roger Gines, Recording Secretary.

01-01-17: The Board passed a resolution to approve the proposed 2017 slate of officers.

Richard Hoffman moved for approval of Resolution 01-01-17. Todd Frank seconded.

The Board duly adopted.

### **2017 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 February and December. The meeting dates are as follows: February 21, 2017, March 28, 2017, April 25, 2017, May 23, 2017, June 27, 2017, August 22, 2017, September 26, 2017, October 24, 2017, and December 19, 2017. There are no Board meetings in July and November.

### **Committee Appointments:**

The following committee appointments were made: Personnel Committee – Rebecca Stallman as Chair, Maria Heege and Richard Hoffman as members, and Paul Herrera as a community member; Finance Committee – Richard Hoffman as Chair, Carlene Harmon and Dan Sutter as members, and CPA Mike Guzzetta as a community member; and TWi Ex-Officio assignments – 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 March, June and September. The meeting dates are as follows: February 17, 2017, March 24, 2017, April 21, 2017, May 19, 2017, June 23, 2017, August 18, 2017, September 22, 2017, October 20, 2017, and December 15, 2017.

### **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.

**Annual Board Self-Assessment and Individual Board Member Assessment:**

President Sutter explained that within the Board member notebooks are the annual board self-assessment and the individual board member assessment. Electronic surveys will be sent out to the Board members for completion. They are to be returned by February 10, 2017, and the results will be reviewed at the February Board meeting.

**Board In-Services Discussion:**

President Sutter reported that over the past two years the Ohio Department of Developmental Disabilities has required board members to take two one-hour webinars and this year will be no different. He asked the Board members for feedback on topics for the two remaining continuing education credit hours and suggestions for any outside presenters. Mr. Sutter suggested a presentation by Frank Hickman, the County Board Association's chief legal advisor, to discuss our board and governance responsibilities and update us on the Ball versus Kasich lawsuit.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Carlene Harmon seconded. The meeting was adjourned at 6:27 p.m.

**REGULAR BOARD MEETING**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 24, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:28 p.m.

**Roll Call:**

Roll Call was taken at the Organizational Meeting and all Board members were in attendance.

**In Memoriam:**

A moment of silence was observed for the following: James W. Williams, he is the father of Jeannine Keim, Service and Support Administrator; Nikolai Christopher Rozhon, he received SSA services; Ronald Ervin DeCost, he received SSA services, had been employed by The Bridge through Siffrin, and previously attended the Stark County Board of DD workshop program; and Kathleen Mary Ritchie, she received SSA services and previously attended the Stark County Board of DD workshop program.



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**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board Meeting minutes of December 20, 2016.

Roger Gines moved for approval. Maria Heege seconded.

The Board duly adopted.

**Public Speaks:**

None

**President's Report:**

President Sutter reported that a few of us were able to attend the Arc of Ohio Grape Possibilities event that was held on Thursday, January 19, 2017. It was a great event as usual and provided the opportunity to talk with many of our stakeholders.

**Superintendent's Report:**

Superintendent Green started his report with an impact story. Emily Martinez, Director of SSA/Investigative Services introduced Tony Schnyders, who is our Community Service and Support Administrator. He works with individuals in the community that do not have a waiver. We take immense pride in helping every individual that is eligible, regardless of funding. We want to ensure we are helping everyone be an active participant in their community and receive the services and supports they need. Tony Schnyders explained that some individuals on his caseload have great natural supports and are very well connected to their community resources and there are others that have none. He shared a story about an individual that came to us from a community referral and she did not have a lot of supports available. She needed help getting connected to basic medical resources such as scheduling appointments and getting to them. Also she needed some assistance with home maintenance because she lives alone now. Since she connected with us, she now has the resources to receive these services.

Superintendent Green reported that four messages were put forth from stakeholders when putting together the strategic plan. They were: keep the person first; address our changing identity; ensure sustainability; and increase our role with provider support, training, and oversight. These are our 2017 priorities and the basis for our strategic plan.

In February, we are going to request the Board's approval for the 2017-2020 Strategic Plan and also begin labor negotiations. March is Disability Awareness Month and we will be transitioning our TWIG enclave to TWi. Over the next three months we are going to: enroll up to 50 more people on Home and Community Based Services waivers; serve 300 families in early intervention and 70 in preschool; serve 124 students at Rebecca Stallman Southgate School; serve 500 people in adult services; initiate up to 270 MUI investigations; and up to 369 people will have person centered planning meetings.



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**Committee/Department/Other Reports:**

- A. TWi Board Meeting  
Next meeting: February 9, 2017, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board Packet  
Next meeting: February 17, 2017, at 3:00 p.m.
- C. Finance Committee – Minutes in Board Packet  
Next meeting: February 17, 2017, at 4:00 p.m.
- D. Ethics Council – Minutes in Board Packet  
Next meeting: February 21, 2017, at 5:45 p.m. (if needed)

**Old Business:**

Superintendent Green gave an update on the 2017-2020 Strategic Plan. Planning is bringing the future into the present so you can do something about it now. This plan is about getting us there. We began by putting out a paper and electronic survey to our stakeholders and had over 100 returned. This input helped us develop a SWOT analysis where we looked at our strengths, weaknesses, opportunities, and threats. The following are the results:

**Strengths**

Employee expertise; Supports provided to individuals and families; Committed and dedicated employees; and Ongoing efforts to connect individuals and families with the services they need

**Weaknesses**

Clear and concise communication with stakeholders about changes to the service delivery system that are occurring; Concerns about transparency; Communication to internal and external stakeholders about the County Board's mandated responsibilities; Low employee morale and internal concerns about compensation

**Opportunities**

More support and technical assistance to public schools and to providers on integration and inclusion; Building and fostering community relationships and partnerships within Stark County; Educating the public on vision, mission, values, and purpose of Stark DD; and Continuing to build a strong provider community

**Threats**

Levy support – Losing community support; Public opinion and misconceptions regarding the services Stark DD provides; Long term funding losses; and Lack of transparency

The strategic planning committee came up with a new vision which is "People with disabilities will be fully included in the Stark County community." They also came up with a new mission that is "Supporting people with disabilities and their families." They also came up with four main focus areas which are: advocate, educate, provider oversight, and sustainability. Superintendent Green reviewed these focus areas in detail.

We continue to receive feedback from stakeholder surveys and presently have 144 respondents that have weighed in on the draft plan. We have public hearings scheduled for

Thursday, February 9, 2017, at 10:30 a.m. and 6:00 p.m. at Whipple-Dale Centre. Input at the hearings will be documented and incorporated with the survey results. As previously mentioned, the final version of the 2017-2020 Strategic Plan will be presented to the Board members for approval at the February Board meeting.

Superintendent Green asked for feedback from the three Board members that participated on the strategic planning committee. President Sutter liked the way they narrowed down the focus and facilitator Mike Gallina's remark, "From the strategy you can do anything you want but you can't do everything." Richard Hoffman enjoyed the way Mike Gallina ran the meetings and kept them very structured. Rebecca Stallman was glad we are going to monitor.

**New Business:**

None

**First Reading of Board Policies:**

Bill Green, Superintendent, gave the first reading on Policy 1.01. Myrna Blosser, Principal of School Programs, gave the first reading on Policy 5.26. These policies will be presented during the February Board meeting for second reading and Board approval:

Policy 1.01 Legal Structure and Basic Duties of the Board – Reviewed  
Policy 5.26 School Age Excess Costs – New

**Financials and Board Resolutions:**

01-02-17: Operating Fund #071

A. Two Payrolls for December	\$1,593,931.41
B. Bills for Payment in December	<u>\$1,443,449.46</u>
<b>Sub-Total</b>	<b>\$3,037,380.87</b>

<b>Payrolls for December</b>	<b>\$1,593,931.41</b>
<b>Bills for Payment in December</b>	<b><u>\$1,443,449.46</u></b>
<b>TOTAL</b>	<b>\$3,037,380.87</b>

Todd Frank moved for approval of Resolution 01-02-17. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of December revenue was about \$1.13 million. Total expenditures were just over \$3.0 million. Purchase orders from 2016 that we will carry over into 2017 totaled about \$1.2 million. At the end of 2016, we had closed \$925,000 of 2015 purchase orders. We ended the year bringing in \$4.8 million over what we spent during the year. For the capital fund during the month of December there was no activity, so the unencumbered cash balance remained at \$26,802. The Prior Year



Encumbrances Report of Activities has remained unchanged. We have closed \$925,000 of the 2015 purchase orders of \$1.5 million.

For Resolution 01-02-17, December total payroll was \$1.59 million and total non-payroll expenditures were \$1.44 million.

The Board duly adopted.

01-03-17: Resolution to approve the contract with Relias Learning Management System

Richard Hoffman moved for approval of Resolution 01-03-17. Carlene Harmon seconded.

Discussion:

Connie Poulton, Director of Human Resources, requested approval to enter into a contract with Relias Learning Management System for the time period of January 25, 2017, through January 24, 2020, at a cost not to exceed \$31,614.50 per year. The Board uses the Relias Learning Management System for all of its employees. The system is web based and was initially implemented in 2014. It has a very robust library of courses for employees that include electives and other courses required for state and federal compliance. We are also able to upload our own training that we design ourselves, which includes videos and PDFs. This helps us meet all of our various training requirements. In 2017, we are adding an electronic based performance evaluation module. Evaluations will be able to be done online. The annual subscription cost is based on the number of users and the money for this contract has been budgeted.

The Board duly adopted.

### **Second Reading of Board Policies:**

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

Policy 2.31 Home Choice Petty Cash Funds – New  
Policy 4.15 Attendance, Tardiness, and Sick Leave – Reviewed  
Policy 4.42 Visitors – Revised  
Policy 4.53 Criminal Offense – Reviewed  
Policy 4.58 Fitness for Duty – Revised

01-04-17: Resolution to approve the Board policies presented for second reading

Todd Frank moved for approval of Resolution 01-04-17. Maria Heege seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Richard Hoffman seconded. The Board adjourned at 7:07 p.m.

The next Board meeting is scheduled for Tuesday, February 21, 2017, at 6:00 p.m.