

**Stark County Board of Developmental Disabilities
Board Meeting
March 28, 2017
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 28, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Recording Secretary Roger Gines
Carlene Harmon
Maria Heege
Rebecca Stallman

Richard Hoffman (excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Brandon Haney, Information Technology Manager
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

In Memoriam:

A moment of silence was observed for the following: Robert James Reid, he received SSA services; Icy Marie Cowden, she received SSA services and had worked at X-Excel in Alliance; Cheryl A. Boniphant, she received SSA services and previously attended the Stark County Board of DD workshop program; and John Francis Kennedy, he received SSA services, graduated from Southgate School in 1988, worked at Pizza Hut for 23½ years, and most recently worked at West Stark Center.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of February 21, 2017.

Roger Gines moved for approval. Maria Heege seconded. Carlene Harmon abstained.

The Board duly adopted.

Minutes of the Special Board Meeting:

President Dan Sutter requested a motion for approval of the Special Board Meeting minutes of March 10, 2017.

Maria Heege moved for approval. Carlene Harmon seconded. Roger Gines abstained.

The Board duly adopted.

Recognition of Retiree:

Bryan Stuck, Special Olympics/Mandt Coordinator, was recognized for his 29 years of service.

Recognition of Committee Member:

Mike Guzzetta, Certified Public Accountant, was recognized for his service as a community member on the Finance Committee.

Developmental Disabilities Awareness Month Presentation and Recognitions:

Lisa Parramore, Communications Manager, presented the activities and recognitions for Developmental Disabilities Awareness Month. We are joining in with the state to celebrate 50 years of the county board system. The theme is "Always There" and we are following suit, pulling this theme into Stark County that we are "Always There" to help individuals with developmental disabilities and their families. The following are some of the activities that took place this month. Students and staff kicked off the month March 1st at Rebecca Stallman Southgate School celebrating "Spread the Word to End the Word." On March 8th, we had two representatives from the West Stark Center People First group, along with two staff, go to Advocacy Day in Columbus. Our Special Olympians played two exhibition basketball games with some of our staff on March 8th and 9th at Rebecca Stallman Southgate School. Off the court, we had interviews from wannabe sport journalists, a young lady came and sang the national anthem both nights, and we posted the games on Facebook Live. We offered a free movie night on March 16th at Glen Oak High School in collaboration with Plain Local School District. The movie was the HBO documentary "How to Dance in Ohio." On the radio, we have spots that are running on Mix 94.1 and NPR. We have eight billboards with our ambassadors displayed throughout Stark County along with four different ads in print and digital form with the Canton Repository and Massillon Independent. The following ambassadors in attendance were recognized: Myah Spillios, Carlos Elder, and Miranda Klinker. Also recognized, but not in attendance, was Tyler Erickson.

Public Speaks:

Jim Hedrick, Treasurer of the Special Olympics Booster Club for Stark DD, had a request for consideration. We are in-between coordinators. His daughter, who is 28 years old and has autism, got him involved in Special Olympics. Sometimes he thinks we do not have a grasp

on the true essence of Special Olympics. We get concerned with filling positions and so forth but there is still a need out there for continuity. His request is, in consideration of the next coordinator, that perhaps we set the refresh button on Special Olympics and that person would have a small advisory group. We may hire somebody that has strengths in one area and not in another. There are people out in the trenches, like himself, that would love to channel back what is happening out in the field to help that person make good decisions and to help create quality for the coaching staff and volunteers. Mr. Hedrick has volunteered here for seven years, 12 months out of each year, and is the recipient of last year's State of Ohio Volunteer of the Year through Special Olympics. He would truly love to be part of sitting down with Stark DD and putting this idea out there for consideration. Regardless of what the future holds, maybe we can make a solid start this next time around and try to just reimagine. We are the largest contingent in Northeast Ohio. Anywhere we go, we are the largest team and he would do anything for these athletes. All he asked is for time to work with them.

President's Report:

President Sutter informed the other Board members that Richard Hoffman resigned from the Board effective March 28, 2017. Mr. Hoffman submitted his resignation to Judge Dixie Park and submitted a copy to the Board as well. President Sutter thanked Mr. Hoffman for his dedicated service as a board member the past 6+ years and wished him well.

President Sutter had the opportunity to attend the ARC awareness dinner on March 20, 2017, along with board members Roger Gines and Richard Hoffman. It was great to have our Special Olympic athletes recognized and honored.

President Sutter has received feedback as to potential board in-service topics. DODD has identified nine webinars available on demand in their webinar catalog that can offer useful information to board members and can satisfy the required two hours of in-service training from DODD. Superintendent Green will provide the link in his weekly update. Board members may also attend either the spring or winter OACBDD conferences to meet training obligations as well. Mr. Sutter has also received feedback on the possible two hours of in-person training and will be working with Mr. Green to get that scheduled. He asked the board members to let him know if they would like to have 1 two-hour training or 2 one-hour trainings on an evening or a Saturday. Since there are no board meetings during the months of July and November, training could be considered then.

Superintendent's Report:

Superintendent Green introduced Josh Young, Service and Support Administration Supervisor, who has spearheaded an initiative about success stories. He has been chronicling them and now we have put them into twelve videos. We are releasing one each month.

Josh Young started by reading a *Psychology Today* article headline, "Telling stories is the best way to teach, persuade, and even understand ourselves." We have a team that consists of a small group of Service and Support Administrators (SSAs), Lisa Parramore, and Mr. Young that meets to work on this storytelling project. The theme "This is Me, This is Us" was proposed by an SSA on the team. The idea behind this theme is that we are trying

to capture two things: on the one hand, we are trying to capture the person's story, their hopes, their dreams, their challenges, and their successes; on the other hand, we are trying to tell the story of Stark DD, what we do to help connect and to advocate. We want to share these stories with the community to help them understand what we do and what we have to offer. This definitely includes the people we try to help every day because inclusion is just as much about giving back as it is about being accepted into the community. Mr. Young then showed a video about Carlos Elder. Carlos would like to be a motivational speaker and he has a great team of people assisting him.

Committee/Department/Other Reports:

- A. TWi Board Meeting
Next meeting: April 13, 2017, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board Packet
Next meeting: April 21, 2017, at 3:00 p.m.
- C. Finance Committee – Minutes in Board Packet
Next meeting: April 21, 2017, at 4:00 p.m.
- D. Ethics Council – No Meeting in March
Next meeting: April 25, 2017, at 5:45 p.m. (if needed)

Old Business:

None

New Business:

None

Presentation:

Jessica Hoffarth, Service and Support Administration Supervisor, gave a State Funded Waiver Initiatives Update. She talked about some of the ways we are seeing waiver funding come down from the Ohio Department of Developmental Disabilities (DODD). We are seeing a state direction to more inclusion in the community. Waivers were put forth in this budget to reduce the number of individuals who live in facility based settings such as Intermediate Care Facilities (ICFs) and Developmental Centers. Individual Options (IO) waivers are the most common to support the needs of an individual. Regardless of the way the waiver is requested, they will receive the same supports. Once they are enrolled, they can choose any certified waiver provider for services. The current budget allocated over 1,100 waivers for individuals moving from facilities. The proposed budget is looking at another 300 waivers statewide. These waivers are fully state funded so the county board is not responsible for the 40% Medicaid match. There are four different ways that individuals can receive these state funded waivers. Downsize Waivers are actually for individuals that are going to move from a Developmental Center into an ICF or community setting. The individual or guardian must make the request to leave the Developmental Center and receive one of these waivers. A Conversion waiver is when an ICF "bed" is converted to a waiver. The provider that runs the ICF must submit a plan to the DODD for this conversion to take place. We have had 14 conversion waivers in the past six months. There is one large provider that will possibly be adding 15-30 individuals to this list sometime this year.

There is a Diversion waiver request and this occurs with a facility with 9 or more beds. Pre-Admissions counseling is required for these settings. Completed counseling is submitted to the DODD for review. The individual may choose waiver enrollment or the ICF following the counseling. We have had six Diversion waivers assessed in the past year. We have seen the biggest increase with the Exit waivers over this past year. We had 26 Exit waivers enrolled and individuals moved into new settings. There are 25 Exit waivers in the planning phase. These waivers are for someone who is currently in an ICF and chooses to leave to be served through a waiver in a community setting. The individual or guardian must make the request. There is also additional funding available through the DODD and the Home Choice program for people that receive these waivers. This type of funding however is not available for those receiving Diversion waivers. There is also some SSA funding attached to waivers. For every Exit waiver we enroll, the County Board receives \$1,000 to put towards SSA infrastructure. Once we complete 17 new enrollments from Conversion/Downsizing, we receive funding for half of an SSA, which is about \$11,750. If we have 35 new enrollments, it goes up to \$23,500. Board member Rebecca Stallman asked if this funding is received every year or just the first year. Ms. Hoffarth explained that it is just a one-time funding. Last year we put together a Community Integration Team to coordinate this whole process. There have been many rewards for individuals such as: moving to another county to be closer to family; moving to a shared living setting with a provider; the ability to change day services; shopping for items to set up their new home; and choosing their roommates and no longer having to share a bedroom. We have over 70 people that we are working with that are in process of moving or have moved into the community.

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 April Board meeting for second reading and Board approval.

Policy 1.03 Meetings of the Board – Reviewed
Policy 2.16 Administrative Resolution of Complaints – Reviewed
Policy 2.25 Mileage Reimbursement – Revised
Policy 4.14 Layoff of Management Employees – New
Policy 4.19 Use of Social Media – Reviewed
Policy 4.24 Delays, Early Dismissals, and Closing Announcements – Reviewed
Policy 4.35 Jury Duty, Court Appearance, Subpoenas, Search Warrants,
Investigations, and Other Legal Actions – Reviewed

Financials and Board Resolutions:

03-11-17: Operating Fund #071

A. Two Payrolls for February	\$1,536,454.13
B. Bills for Payment in February	<u>\$1,586,685.12</u>
Sub-Total	\$3,123,139.25

Payrolls for February	\$1,536,454.13
Bills for Payment in February	<u>\$1,586,685.12</u>
TOTAL	<u>\$3,123,139.25</u>

Todd Frank moved for approval of Resolution 03-11-17. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of February we had total revenues of \$1.2 million. Total expenditures during the month were \$2.8 million. Our expenditures exceeded the revenues by \$1.6 million. We had outstanding prior year purchase orders of \$1.2 million. Our open purchase orders for 2017, at the end of February, were \$21.1 million. Our 2016 canceled purchase orders for the month were \$72,352.00. The net change of our financial position for the month was \$6.2 million, which gives us unencumbered cash of \$10.6 million at the end of February. We did have activity in the capital fund during the month of February. A transfer of \$292,000 was made from the general operating fund over to the capital fund for the buses that were approved for purchase last month. We started the year with \$26,802 in the capital fund and after this transfer we had \$318,802. We encumbered the \$292,000 for the bus purchases so we ended the month with \$24,469 in the capital fund.

For Resolution 03-11-17, the total of the two February payrolls was \$1.53 million and total non-payroll expenditures were \$1.58 million.

The Board duly adopted.

03-12-17: Resolution to approve the 2017-18 Program Calendars

Carlene Harmon moved for approval of Resolution 03-12-17. Roger Gines seconded.

Discussion:

Tammy Maney, Early Childhood Director, reviewed the program calendars for 2017-18. All of the calendars are in compliance with Ohio Revised and Administrative Codes. The Adult Services calendar has 238 service days for individuals and twelve month staff has 247.5 days. Early Intervention Services are required to be available to families for at least 240 days per year and next year's calendar has 245 service days. Preschool classes are required to meet at least 10 hours a week for 36 weeks, per Department of Education regulations. Our calendar is scheduled for 24 hours per week for 37 weeks, for both Eastgate and Taft. For school age classes there continues to be a minimum number of instructional hours instead of days. The number of hours varies by grade level. In a building like Southgate that contains many mixed grades, you have to look at the longest hours required. For kindergarten through sixth grade a minimum of 910 hours is required, and for grades 7-12, a minimum of 1001 hours are required. We have 1,029.25 hours scheduled at Southgate and 1,017.75 hours scheduled at Avondale. We have built in enough extra hours to cover three calamity days. Preschool teachers, therapists, and school age full time staff are required by the SCEPTA contract to work 184 days, which the calendars include.

The Board duly adopted.

03-13-17: Resolution to amend the table of organization

Carlene Harmon moved for approval of Resolution 03-13-17. Todd Frank seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that resolution 03-13-17 is to create one Payment Authorization Specialist (PAS) position. This person would be responsible for entering costs during the billing cycle to the Medicaid Cost Service Calculator. In 2016, a total of 6,000 submissions were made among three (3) Payment Authorization Specialists. A manageable caseload for a Payment Authorization Specialist would equate to 300 to 350 waiver enrollees. The current backlog of payment data entry work is equal to the caseload of one Payment Authorization Specialist. As a result of the growing backlog, processing time has increased and this delay does impact providers that have to meet their own financial obligations, including payroll.

The expense associated with the addition of one Payment Authorization Specialist was included in the 2017 budget. Once the position is approved, a Position Control Number (PCN) will be assigned and it will be placed on the table of organization.

Board member Rebecca Stallman asked if this position was for our Finance Department. Ms. Poulton explained that this position is assigned to the Service and Support Administration/Investigative Services Department. We currently have three Payment Authorization Specialists and have not added one since 2014.

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.

Maria Heege moved for approval. Roger Gines 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	Yes
Maria Heege	Yes
Richard Hoffman	Absent
Rebecca Stallman	Yes
Daniel Sutter	Yes

The Board went into executive session at 7:07 p.m.

The Board came out of executive session at 7:35 p.m. and no action was taken.

03-14-17: Resolution to approve an Adult Services employee incentive plan

Maria Heege moved for approval of Resolution 03-14-17. Carlene Harmon seconded.

Discussion:

Mike Seaman reported that at the beginning of February, we were informed by one of our community employers that they no longer required the services of all 40 of the individuals that worked there. They made a decision to substantially decrease the number of individuals who worked there, going from 40 to 16 workers. This also meant that fewer supervisors were needed. With this news, five Workshop Specialist 2s were without work assignments and were unable to be absorbed into the workshop setting. The result of this job reduction is the MOU incentive plan which asks for five Workshop Specialist 2s to voluntarily terminate their employment. The incentive accomplishes a number of things. It adjusts staffing levels as needed. It financially assists some of the adult services staff who are losing their jobs in June of 2018. It avoids the layoff of five staff and the disruption it would cause in their lives. If a layoff was directed by the board, bumping of staff would follow. In this case it would affect 17 staff, 10 of which would be required to relocate to another site and 6 of which would be required to take a pay cut due to changing job classifications. The incentive plan, however, avoids the results of staff bumping from one position to another. If there was a layoff, 52 individuals would be directly affected by the movement of these 17 staff. Fifty-two individuals would lose their supervisor and be forced to deal with the transition of one boss to another. With the incentive, only 5 staff would have to move to other sites affecting only 19 individuals. Therefore, from the perspective of consistency of services, he asked for approval of the incentive plan.

Leigh Page, CFO/Business Manager, explained that we wanted to look at the scenarios of offering the financial incentive to five Workshop Specialist 2s versus laying off 5 Workshop Specialist 1s. After comparing them, we are looking at a total net savings of \$37,586 by offering the financial incentive. This is calculated as a savings from now until June of 2018, when we close the workshops.

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 1.02 Powers, Responsibilities, and Prohibitions of Board Members – Revised
Policy 2.27 Managing Cost Effective Residential Support Services – Revised
Policy 4.50 Cell Phones, Smart Phones, Tablets and Personal Devices – Reviewed
03-15-17: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 03-15-17. Carlene Harmon seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Todd Frank seconded. The Board adjourned at 7:40 p.m.

The next Board meeting is scheduled for Tuesday, April 25, 2017, at 6:00 p.m.