

**Stark County Board of Developmental Disabilities
Board Meeting
May 23, 2017
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 23, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:02 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Maria Heege
Rebecca Stallman

Recording Secretary Roger Gines
Carlene Harmon
(both excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal of School Programs
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: Elizabeth Joyce Palmer, she is the mother of Lisa Beard, Service and Support Administrator; Roger Aaron Mayberry, he is the husband of Carla Mayberry, Service and Support Administrator; Mark Andrew Benson, he received SSA services and previously was employed through the Stark County Board of DD workshop and Supported Employment programs; Robert "Rob" Patrick Orr, he received SSA services; and Aaron Taylor Adams, he received SSA services.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of April 25, 2017.

Todd Frank moved for approval. Rebecca Stallman seconded.

The Board duly adopted.

Recognition of Retirees:

Kathleen Albittar, a Workshop Specialist II with 23 years of service, and Cathy DeGasperis, a Workshop Specialist II with 32 years of service, were recognized by Mike Seaman, Director of Adult Services.

Pam Barrett, a Workshop Specialist II with 32 years of service, and Bill Wingerter, a Workshop Specialist II with 25 years of service, were recognized by Mike Moore, General Manager of Supported Employment. Diane Clark, a Workshop Specialist II with 24 years of service, was also recognized but was not in attendance.

Mike Seaman, Director of Adult Services with 29 years of service, was recognized by Superintendent Bill Green.

Public Speaks:

None

President's Report:

President Sutter reported that he has been monitoring the status of the state budget and how it will impact people with disabilities. Presently, the cuts made by the Ohio House of Representatives have been restored and an additional \$42 million allocated. Unfortunately, this amount will not fund the 300 waivers that were planned within the governor's budget and the 6% increase for direct support professionals is still in question. It is expected that there will be a small number of state funded waivers. We hope that there will be an increase for our direct support professionals who are in the field for two or more years and continue to obtain education credits. We will know by our next meeting what the biennium budget will look like.

We should have a new board member by the next board meeting. Once our newest board member is installed, we will schedule the board member in-service. There is an upcoming event presented by The Arc of Ohio, Rhythm and Brews, which is scheduled for Thursday, June 22, 2017. We also just had a very successful Citizens Who Care golf outing on May 19, 2017, with 129 golfers participating.

Superintendent's Report:

Superintendent Green started his report with our impact story for the month. This month's story features Brian and Amy. We sent their story up to Channel 3 News several weeks ago and they showed it almost in its entirety. Brian and Amy were at the golf outing and introduced their video, which was followed by a standing ovation. Their video speaks to our impact on them and to their impact on us as well.

Superintendent Green then gave a presentation on "Measuring Outcomes within the Strategic Plan". The management team has been developing measures so that each month the board will be able to tell if we are making progress or not. We started by developing

critical indicators and how to best use those critical indicators to accomplish the goals. Then we developed a scorecard to: communicate what we are trying to accomplish; align the day-to-day work that everyone is doing with strategy; prioritize projects and our services; and measure and monitor progress towards strategic objectives. We put the framework into our vision – that individuals are integrated into the Stark County community, and our mission – that we support individuals and their families.

The first critical indicator is Financial Perspective, which is our financial performance and the effective use of resources. The objectives are that we will: improve sustainability, implement cost savings, and increase waivers. The second critical indicator is Customer Perspective, which is our customer value and level of satisfaction with individuals, families, employees, providers, and the public. The objectives are to: promote public awareness, create a family network, and improve satisfaction. The next critical indicator is Internal Perspective, which is efficiency and quality. The objectives are to: increase people integrated, increase monitoring, establish gold standards, increase staff retention, and continue activities. The last critical indicator is Learning and Growth Perspective, which is our human capital, infrastructure, and agency culture. The objectives are to: train stakeholders, share expertise, and expand self-advocacy.

Board member Rebecca Stallman asked how many individuals the Monitoring Specialist visits on a daily or monthly schedule. Ed Lewis, Service and Support Administration Supervisor, explained that the Monitoring Specialist just started. Right now she is going out when a request is made for monitoring. Next week she will begin evening and weekend monitoring. Some days could be 15-20 visits and other days it could be an office work day. Ms. Stallman also noted that six nurses from the workshops had obtained their Registered Nurse Quality Assurance certificate and were going into the homes. Diana Lashley, Manager of Health and Therapy Services, added that the nurses have completed their training and have been very well received by the providers. The nurses have been leaving an educational packet that is also being shared with the provider's staff.

Committee/Department/Other Reports:

- A. TWi Board Meeting
Next meeting: June 8, 2017, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board Packet
Next meeting: June 23, 2017, at 3:00 p.m.
- C. Finance Committee – Minutes in Board Packet
Next meeting: June 23, 2017, at 4:00 p.m.
- D. Ethics Council – Minutes in Board Packet
Next meeting: June 27, 2017, at 5:45 p.m. (if needed)

Board member Rebecca Stallman asked about the MUI report within the Service and Support Administration/Investigative Services report. Tom Vaughn, Supervisor of Investigative Services, provided an explanation of the statistics. Ms. Stallman also asked if board members could receive training from the SSA Department on topics such as waivers.

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 June Board meeting for second reading and Board approval.

Policy 1.05 Ethics Council – Reviewed

Policy 4.06 Learning Management System Training – Reviewed

Financials and Board Resolutions:

05-19-17: Operating Fund #071

A. Two Payrolls for April	\$1,534,487.09
B. Bills for Payment in April	<u>\$4,731,853.41</u>
Sub-Total	<u>\$6,266,340.50</u>

Payrolls for April	\$1,534,487.09
Bills for Payment in April	<u>\$4,731,853.41</u>
TOTAL	<u>\$6,266,340.50</u>

Maria Heege moved for approval of Resolution 05-19-17. Rebecca Stallman seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of April we received total revenues of \$16.8 million. This figure included our first half distribution of the real estate taxes. Total expenditures for the month of April were \$6.26 million. We brought in \$10.5 million more than we spent, mainly because of the real estate tax distribution. Currently we have \$15.4 million open in 2017 purchase orders. To date, we have cancelled \$440,000 of the 2016 purchase orders. Our unencumbered cash balance as of April 30, 2017, is \$25.2 million, when you take into account our net change in financial position of \$2.25 million.

There was no activity again in the capital fund. We still have a purchase order open for the purchase of buses for \$294,333 and an ending cash balance of \$24,469.

For Resolution 05-19-17, the total of the two April payrolls was \$1.53 million and total non-payroll expenditures were \$4.73 million. We did make a waiver match payment this month.

The Board duly adopted.

05-20-17: Resolution to approve transfer of funds to North East Ohio Network (NEON)

Todd Frank moved for approval of Resolution 05-20-17. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to approve the transfer of \$162,000 of the state subsidy funding we receive from the Ohio Department of Developmental Disabilities to the North East Ohio Network (NEON) to support the Family Support Services (FSS) program. The transferred money will provide the resources to replenish funds needed to continue the administration and invoice payment of Family Support Services.

The Board duly adopted.

05-21-17: Resolution to approve transfer of funds to the Flexible Spending Account (FSA)

Maria Heege moved for approval of Resolution 05-21-17. Todd Frank seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to approve the transfer of \$50,000 to support the Board's Flexible Spending Account currently held at Fifth Third Bank. Board employees have the option of participating in this pre-funded Flexible Spending Account (FSA) which they can use to pay for certain out of pocket medical expenses. There are 132 employees who take advantage of this benefit and contribute approximately \$120,000 each year out of their pay. The transferred funds will provide the resources to replenish funds needed to continue the administration of the FSA program.

Board members engaged in a discussion about the advantages and disadvantages of the FSA program.

The Board duly adopted. (Rebecca Stallman opposed.)

05-22-17: Resolution to approve sponsorship for The Arc of Ohio – Stark County

Todd Frank moved for approval of Resolution 05-22-17. Rebecca Stallman seconded.

Discussion:

Superintendent Green explained that historically the Board has always been a sponsor of The Arc summer camp for youth with intellectual disabilities, contributing \$25,000 or less. Last year they experienced some funding cuts and asked their funders to contribute more to help compensate. We agreed to contribute \$28,000 this year and provide transportation that amounts to about \$5,600.

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 1.04 Appearance and Presentation Before the Board – Reviewed
Policy 2.04 Approval of Manuals, Handbooks and Resource Directories – Reviewed
Policy 3.06 Smoking and Use of Other Tobacco Products – Reviewed
Policy 4.10 Performance Evaluations – Revised

05-23-17: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 05-23-17. Todd Frank seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Rebecca Stallman seconded. The Board adjourned at 7:03 p.m.

The next Board meeting is scheduled for Tuesday, June 27, 2017, at 6:00 p.m.