

**Stark County Board of Developmental Disabilities  
Board Meeting  
June 27, 2017  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 27, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:10 p.m.

**Oath of Office**

Attorney Leslie Iams Kuntz administered the oath of office to new board member Craig James.

**Roll Call:**

**Present:**

**Absent:**

Board Members: President Dan Sutter  
Vice President Todd Frank  
Recording Secretary Roger Gines  
Carlene Harmon  
Maria Heege  
Craig James  
Rebecca Stallman

None

Also Attending: Bill Green, Superintendent  
Tim Beard, Buildings/Grounds Maintenance Manager  
Myrna Blosser, Principal of School Programs  
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  
Diane Sidwell, Manager of Transportation

**In Memoriam:**

A moment of silence was observed for the following: Gerald Marvin Cassler, he received SSA services, previously attended the Stark County Board of DD workshop program, and was involved with Siffrin for many years; and April Dawn Oakes, she received SSA services, was employed by Gentle Works, and was a graduate of Rebecca Stallman Southgate School.

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**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board Meeting minutes of May 23, 2017.

Carlene Harmon moved for approval. Todd Frank seconded.

The Board duly adopted. (Roger Gines and Craig James abstained.)

**Recognition of Retiree:**

Joyce Hunter, a Bus Driver with 19 years of service, was recognized but was not in attendance.

**Public Speaks:**

None

**President's Report:**

President Sutter welcomed Craig James, our new board member. He then reported that the state budget, though not signed, is nearly final. We do know there is funding for exit and diversion waivers for the next biennium, which is positive for anyone interested in living in a home and community setting. Overall, the impact to us is nearly cost neutral and we did get revisions for the waiting list statute that will streamline this process. We do continue to monitor the ever changing landscape at the federal level and changes that could be enacted that could impact us locally.

He congratulated all the Stark County athletes who took part in the state games in Columbus. He has attended this event for the past 15 years. Unfortunately, it was the first time he remembered the opening ceremony being rained out, but it was still a great experience.

**Superintendent's Report:**

Superintendent Green started his report with our impact story for the month. Lisa Parramore introduced this month's story which featured Aaron Williams. The goal of these videos is not only to tell the story of the person receiving the services, but to also tell what Stark DD does in conjunction with the family. Aaron received "The Amazing. Every. One." award at the April 2016 board meeting for his volunteer service with United Way collecting books for the community. Aaron is a true volunteer at heart. When he finished school, he wanted to do something to help other people. He was one of the first people that took part in the Employment First initiative, which encourages exiting high school students to look at what they can do for a job. Upon graduation at age eighteen from Perry Local schools, he went through Siffrin's Project Search and worked with some other providers to find a job that fit him.

Superintendent Green referred to the board members' packets, which included the six month update on 79 annual goals listed by department. The goals also double as performance evaluations for the department heads. We are making progress. Last week we received the great news that the Ohio Department of Developmental Disabilities, Ohio Providers Resource Association, and Ohio Association of County Boards have given us the green-light to proceed with the Gold Star initiative. This is huge for our county. We are one of only two counties in the state that have been approved at this time. This initiative was rolled out to providers on June 27, 2017, at the monthly provider meeting. We plan on the Gold Star providers being recognized on September 1, 2017. We continue to move on our goals within the strategic plan and in August we will look at our dashboard.

**Committee/Department/Other Reports:**

- A. TWi Board Meeting  
Next meeting: July 13, 2017, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board Packet  
Next meeting: August 18, 2017, at 3:00 p.m.
- C. Finance Committee – Minutes in Board Packet  
Next meeting: August 18, 2017, at 4:00 p.m.
- D. Ethics Council – No Meeting in May  
Next meeting: August 22, 2017, at 5:45 p.m. (if needed)

Board member Rebecca Stallman asked about the 14 provider compliance reviews scheduled for the second quarter. This was information in the MUI report within the Service and Support Administration/Investigative Services report. Superintendent Green explained that those are the state assigned reviews and in addition there is SSA monitoring occurring to complement those efforts.

**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 August Board meeting for second reading and Board approval.

- Policy 4.01 Identification Badges – Reviewed
- Policy 5.06 Early Intervention Transition – Reviewed

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**Financials and Board Resolutions:**

06-24-17: Operating Fund #071

A. Three Payrolls for May	\$2,425,052.54
B. Bills for Payment in May	<u>\$1,618,802.40</u>
<b>Sub-Total</b>	<b>\$4,043,854.94</b>

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<b>Bills for Payment in May</b>	<b><u>\$1,618,802.40</u></b>
<b>TOTAL</b>	<b>\$4,043,854.94</b>

Roger Gines moved for approval of Resolution 06-24-17. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of May, our total revenues were \$2.95 million. Total expenditures were \$4.04 million. Our excess expense over revenues was \$1.08 million. Our outstanding prior year's purchase orders totaled \$1.2 million. All of these purchase orders have been closed and \$785,500, from the canceled prior year's budget purchase orders, has been added back into our unencumbered cash. Our current year open purchase orders are \$14.47 million leaving our unencumbered cash at \$25.41 million as of May 31, 2017.

There was no activity again in the capital fund. We still have a purchase order open in the amount of \$294,333 for the purchase of buses. The bus invoices were just received. The unencumbered cash balance for the capital fund is still \$24,469 as of May 31, 2017.

For Resolution 06-24-17, the total of the three May payrolls was \$2.42 million and total non-payroll expenditures were \$1.61 million.

The Board duly adopted.

06-25-17: Resolution to approve the 2018 Preliminary Budget

Maria Heege moved for approval of Resolution 06-25-17. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to approve the 2018 preliminary budget. This budget is based on the 2017 budget along with any changes we are aware of now. Proposed revenues are as follows: total local revenues - \$30.6 million; total state revenues - \$9.5 million; and total federal revenues - \$9.5 million. Total estimated receipts for 2018 are \$49.7 million. Proposed expenditures include salaries and wages; employee benefits; supplies and materials; purchased services; capital outlay; and other allocations, which includes mostly waiver match dollars. Total expenses budgeted are just over \$52.0 million. Operating expenses over revenues are \$2.6 million with our estimated

unencumbered balance at the end of the year. This will be revisited for the final budget in December. The capital fund, assuming no activity at this point, remains at \$26,802. The Cohen gifts and donations fund, also with no activity, remains at \$125,450.

The Board duly adopted.

06-26-17: Resolution to approve an amendment to the table of organization

Todd Frank moved for approval of Resolution 06-26-17. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to create one Service and Support Administrator (SSA) position. The SSA serves as the point of contact to assist the individual with developmental disabilities in coordinating all services they may need to meet their health, safety, and welfare needs. The SSA position is being requested due to twenty-five individuals waiting to be assigned exit waivers as well as sixteen individuals waiting for conversion waivers. Additionally, three SSA employees are currently off due to medical leaves of absence. The expense associated with the addition of one SSA position is included in the 2017 budget.

The Board duly adopted.

### **Executive Session:**

President Sutter called for an executive session for the purposes of considering the compensation of non-represented employees and 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. Carlene Harmon 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
Craig James	Yes
Rebecca Stallman	Yes
Daniel Sutter	Yes

The Board went into executive session at 6:37 p.m.

The Board came out of executive session at 8:11 p.m. Immediately after coming out of executive session, action was taken by voting on resolutions 06-27-17 and 06-28-17.

06-27-17: Resolution to approve a pay adjustment for non-represented employees

Roger Gines moved for approval of Resolution 06-27-17. Carlene Harmon seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is for a three year wage adjustment for non-represented employees. The cost of the three year wage adjustment and lump sum payments is approximately \$168,293 in year one, \$266,508 in year two, and \$375,528 in year three. The total cost of this recommendation is approximately \$810,329 going forward. The wage increases will be effective the first full pay period in July.

The Board duly adopted.

06-28-17: Resolution to approve a non-represented employee longevity compensation program

Carlene Harmon moved for approval of Resolution 06-28-17. Todd Frank seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is for the implementation of a Longevity Program that will award non-represented employees who have reached long-term service milestones with the board, beginning at ten years of service. The program is broken down into five year increments: 10 through 14 years of service; 15 through 19 years of service; 20 through 24 years of service; 25 through 29 years of service; and 30 or more years of service. The cost of the longevity program is approximately \$23,296 in year one, \$26,416 in year two, and \$22,464 in year three.

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 1.05 Ethics Council – Reviewed

Policy 4.06 Learning Management System Training – Reviewed

06-29-17: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 06-29-17. Roger Gines seconded.

The Board duly adopted.

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**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Todd Frank seconded. The Board adjourned at 8:15 p.m.

The next Board meeting is scheduled for Tuesday, August 22, 2017, at 6:00 p.m. There is no Board meeting in July.