

**Stark County Board of Developmental Disabilities  
Board Meeting  
October 24, 2017  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 24, 2017, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by Vice President Todd Frank at 6:00 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members: Vice President Todd Frank  
Recording Secretary Roger Gines  
Carlene Harmon  
Maria Heege  
Carmelita Smith  
Rebecca Stallman

President Dan Sutter  
(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  
Diane Sidwell, Manager of Transportation

**In Memoriam:**

A moment of silence was observed for the following: Thomas William Ughy, prior to his move to Washington, he received SSA services and attended the Stark County Board of DD workshop program; and Gregg L. Yeary, he retired in 2010 from the Stark County Board of DD after 36 years of service and was an accounting clerk.

**Minutes of the Previous Board Meeting:**

Vice President Todd Frank requested a motion for approval of the Board Meeting minutes of September 26, 2017.

Roger Gines moved for approval. Carlene Harmon seconded.

The Board duly adopted.

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**Disability Employment Awareness Month Recognitions and Presentation:**

Lisa Parramore, Communications Manager, explained that National Disability Awareness Month is a national campaign in October that raises awareness about disability employment issues and celebrates the many varied talents and contributions American workers with disabilities make to our community. The theme this year was "Inclusion Drives Innovation." Recognizing our disability history and the need for disability employee awareness is a step toward eliminating the barriers to inclusion in the workplace. This month at Stark DD, we picked five ambassadors to help tell their employment stories and featured them in the local newspapers and on social media. Our first ambassador was Justin Balough. He earned his CDL and is independently driving a big rig across the country making deliveries for a major national trucking company. Our second ambassador was Krystina Sciury. She is a part-time deputy clerk for the Stark County Clerk of Courts in the Legal Division of the office of Louis Giavasis. Our next ambassador was Matthew Lashley. He is pursuing a new career in horticulture and is learning new gardening skills at Miller's Farm in Hartville. The next ambassador was Michele Yekel. She is now a shared employee of Stark DD and TWI where she is responsible for clerical tasks that include assisting in processing paychecks. Our fifth ambassador is Robbie Quinlan. He is a 2017 graduate of Glen Oak High School, works part-time at Kentucky Fried Chicken, and attends Stark State College.

Mike Moore, Director of Operations for Supported Employment, reported that we have transferred all of the enclave crews to TWI except the one at the Federal Building. It is scheduled to transfer on December 1, 2017. We still have 95 individuals that we provide individual employment supports for out in the community. We had two coaches retire and the individuals they coached are now receiving supports from private providers in the community. All of the individuals that were honored at this meeting took a different path to get where they are now. We need to keep in mind that is what we are all about, supporting them wherever they are, wherever they want to start in the process, and the whole way through. Mike Moore then introduced Charles Campbell. He met Charles back in 1991 at Timken High School. In February, Charles will have worked at Kempthorn Motors for twenty years. He then introduced Randy Williams representing Kempthorn Motors, which is our Employer of the Year. Mr. Williams thanked Stark DD and the staff that have been invaluable to the success of the work program. Kempthorn started working with Stark DD over 20 years ago. Mr. Williams stated that Charles Campbell is as valuable and as productive as anybody that has ever worked at Kempthorn. That is a tribute to everybody who has worked with Charles to get him employed.

**Public Speaks:**

None

**President's Report:**

Vice President Frank reminded the board members of some upcoming activities. The Ohio Association of County Boards of Developmental Disabilities annual conference will be in Columbus. The dates of the conference are November 29<sup>th</sup> through December 1<sup>st</sup> and you can go for one day or stay for all three days. Board members are to contact Superintendent Green or Kathy Albright, Executive Assistant, if they would like to attend. Also, the board members each received a superintendent's performance evaluation form. An electronic



version of the form will also be sent to each board member. Each board member's evaluation should be completed and returned to Kathy Albright by November 30, 2017. The board will discuss the performance feedback during an executive session at the December board meeting. President Sutter will then review the performance evaluation with Superintendent Green by December 31, 2017.

### **Superintendent's Report:**

On October 24, 2017, the Ohio Legislature recognized the Ohio County Boards of Developmental Disabilities for our 50 years of service. There were over 300 self-advocates and support staff from county boards all over the state that came to celebrate this recognition at the Ohio Statehouse. State representatives, self-advocates, and board members shared their stories. Superintendent Green shared pictures of Doug, Penny, Skylar, and Don, our group of self-advocates that attended the event. Training Coordinator Lora Gray, Behavior Trainer Joe Volzer, and Superintendent Green also attended. They took a time capsule to represent Stark DD that will be available in another 50 years.

We want to acknowledge the successes of our work both individually and collectively. At recent conferences we have had individual employees recognized. Superintendent Green recognized the following employees:

The National Association of Dually Diagnosed (NADD) is an association serving persons with developmental disabilities and also mental health needs. Their mission is to advance mental wellness for persons with developmental disabilities through the promotion of excellence in mental health care. At NADD's state-wide conference held on September 25-26, 2017, Justin Madison and Rose Morgan were recognized with the Partners in Excellence MIDD Collaborative award. These two SSA Supervisors have been at the forefront of this partnership from the beginning. The next award came at the Synergy Conference, which is a conference for DD professionals and self-advocates. At this conference, SSA Amanda Barkhauer was awarded the Self-Determination award for her efforts on helping people move from institutional care to the community.

As we have been doing this past year, we shared another impact story. This month's story was about Matthew Lashley and his family. Matthew and his mother, Diana, introduced the video. Diana Lashley stated that her family was honored to share their journey over the past 40 years. They are also hoping that in sharing their journey others might be inspired to seek out the services and supports they need, when they need them, and all the help they can to achieve their dreams and see them come true.

### **Committee/Department/Other Reports:**

- A. Personnel Committee – Minutes in Board packet  
Next meeting: December 15, 2017, at 3:00 p.m.
- B. Finance Committee – Minutes in Board packet  
Next meeting: December 15, 2017, at 4:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: December 19, 2017, at 5:45 p.m. (If needed)
- D. TWi Board Meeting  
Next meeting: November 30, 2017, at 6:00 p.m.

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**Old Business:**

None

**New Business:**

Superintendent Green reviewed our Risk Management Plan. The ranking process, to determine the areas of focus in the Risk Management Plan, is a function of the management team. Specific plans are developed for the three to five top rated risks. Each event is assessed as to the probability, the risk, and our preparedness. This year when we went through the risk management grid process, the top scoring risk events for 2018 were as follows: 2023 levy failure; employee morale; aging caregivers; and labor strife. The 2023 levy is addressed by our strategic plan and our public awareness campaign. Employee morale is being addressed by holding focus group meetings and looking at non-monetary incentives. The issue of aging caregivers is addressed in our strategic plan by the waiting list initiative. We offer 10 individual option waivers off the waiting list and have 25 emergency waivers budgeted each year so placement can be provided in emergency situations. Labor strife is being addressed with the focus groups and hearing issues/concerns and working to address each one. The only revision that was made to our comprehensive 2018 Risk Management Plan was that we changed the integrated settings mandate from March 17, 2019, to 2022. This date was extended by the Centers for Medicare and Medicaid Services. This plan covers every area of our operation and ensures that systems are in place to catch misuse of equipment to issues that could lead to a misappropriation or the agency's reputation.

**First Reading of Board Policies:**

Connie Poulton, Director of Human Resources, gave the first readings on Policy 2.28 and Policy 4.46. Leigh Page, CFO/Business Manager, gave the first reading on Policy 2.32. These policies will be presented during the December Board meeting for second reading and Board approval.

Policy 2.28 Enabling Community Employment Through Transportation Support – Revised

Policy 2.32 Procurement Card Program – New

Policy 4.46 Employee Benefits – Revised

**Financials and Board Resolutions:**

10-42-17: Operating Fund #071

A. Two Payrolls for September	\$1,539,840.15
B. Bills for Payment in September	<u>\$1,475,920.98</u>
TOTAL	<u>\$3,015,761.13</u>

Maria Heege moved for approval of Resolution 10-42-17. Roger Gines seconded.



Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of September total revenues were \$15.1 million. We received our second half real estate distribution during the month of September. Total expenditures for the month were a little over \$3.0 million, with a net change in financial position for September of \$12.1 million. Our current open purchase orders, as of the end of September, were \$6.1 million. Our year to date net change in financial position was \$7.6 million.

The capital fund for the month of September incurred no activity. This leaves the unencumbered cash balance at \$84,469.

The prior year encumbrances report of activities has remained unchanged. We carried over \$1.2 million in 2016 purchase orders, paid \$423,633 this year, and cancelled \$783,045 year to date.

We had two payrolls during the month of September totaling \$1.53 million and total non-payroll expenses for the month were \$1.47 million.

The Board duly adopted.

10-43-17: Resolution to approve the 2018 Policy Manual

Carlene Harmon moved for approval of Resolution 10-43-17. Maria Heege seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution was requesting approval of the 2018 Policy Manual. This Board manual includes the following six chapters: Governance, Agency Administration, Safety and Facilities, Human Resources, Program Services, and Information Technology. These policies are displayed on the Board's intranet site and make up the 2018 Policy Manual.

Board member Rebecca Stallman asked if the board members have access to the intranet site. The intranet site is only for employees but the IT Department is working to put the policies on our website. When this work is completed, the policies will also be accessible to the public.

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 4.12 Personal Days – Revised
- Policy 4.16 Work Week and Status – Revised
- Policy 4.48 Employee Property Reimbursement – Reviewed

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10-44-17: Resolution to approve the Board policies presented for second reading

Carlene Harmon moved for approval of Resolution 10-44-17. Roger Gines seconded.

The Board duly adopted.

**Adjournment:**

Todd Frank, Board Vice President, requested a motion to adjourn. Maria Heege moved for approval. Carlene Harmon seconded. The Board adjourned at 6:51 p.m.

The next Board meeting is scheduled for Tuesday, December 19, 2017, at 6:00 p.m.