

**Stark County Board of Developmental Disabilities  
Annual Organizational Meeting and Board Meeting  
January 30, 2018  
Minutes**

**ANNUAL ORGANIZATIONAL MEETING**

The annual organizational meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 30, 2018, 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:**

Attorney Leslie Iams Kuntz administered the oath of office to reappointed Board members Carlene Harmon and Maria Heege.

**Roll Call:**

**Present:**

**Absent:**

Board Members:	President Dan Sutter Recording Secretary Roger Gines Carlene Harmon Maria Heege Carmelita Smith 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  
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

**Election of Officers:**

President Sutter reported that the nominating committee was made up of Carlene Harmon, Nominating Chair, Finance Committee Chair, and Board member; Rebecca Stallman, Personnel Committee Chair and Board member; and Maria Heege, Personnel Committee member and Board member. They proposed the following 2018 slate of officers: Dan Sutter, Board President; Maria Heege, Vice President; and Roger Gines, Recording Secretary. Maria Heege abstained from the recommendation given she was included within the slate.

01-01-18: The Board passed a resolution to approve the proposed 2018 slate of officers.

Carlene Harmon moved for approval of Resolution 01-01-18. Carmelita Smith seconded.

The Board duly adopted. (Board member Rebecca Stallman opposed.)

**2018 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 December. The meeting dates are as follows: February 27, 2018, March 27, 2018, April 24, 2018, May 22, 2018, June 26, 2018, August 28, 2018, September 25, 2018, October 23, 2018, and December 18, 2018. There are no Board meetings in July and November.

**Committee Appointments:**

The following committee appointments were made: Ethics Council – Carlene Harmon and Rebecca Stallman; Personnel Committee – Maria Heege as Chair, Roger Gines, Carmelita Smith, and Paul Herrera as a community member; and Finance Committee – Rebecca Stallman as Chair, Carlene Harmon, and Dan Sutter. The TWi Ex-Officio assignment goes to Roger Gines, with this responsibility concluding on June 30, 2018. The Nominating Committee for 2019 will be Roger Gines, Carlene Harmon, and Dan Sutter. They will meet prior to December 31, 2018, to propose a slate of officers for the 2019 calendar year.

Personnel Committee Meetings will be held at 3:00 p.m. and Finance Committee Meetings will be held at 4:00 p.m. in the Superintendent's Conference Room on the Friday that occurs before the monthly Board Meeting.

The meeting dates are as follows: February 23, 2018, March 23, 2018, April 20, 2018, May 18, 2018, June 22, 2018, August 24, 2018, September 21, 2018, October 19, 2018, and December 14, 2018.

**Ethical Code of Conduct Declaration and Conflict of Interest Declaration:**

President Sutter requested that each of the board members read and sign the Ethical Code of Conduct Declaration and Conflict of Interest Declaration documents in their board member notebooks. These declarations are signed each year. They should be turned in after the board meeting or returned to Kathy Albright, Executive Assistant, within the next two weeks.

**Annual Board Self-Assessment:**

President Sutter indicated that the completed Annual Board Self-Assessment was inside the board member notebooks. He gave a PowerPoint presentation of the board members' ratings and comments.

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### **Individual Board Member Self-Assessment:**

In President Sutter's review of the Individual Board Assessments, he saw these topics emerge:

- Want more information about TWi and the functions of the SSA
- Learn more about MUIs and the investigative process for MUIs
- Want an update on the effect on the clients relative to the transition. How is it progressing, particularly in terms of job placement?
- Continue to better understand finances and the levy needs.
- Continue to build knowledge of the DD's history, mission, and values. Also, build a better understanding of the role and responsibilities of being a DD Board Member. Help families develop leadership skills and have opportunities to participate in the DD system transformation efforts.
- Would like to continue to improve knowledge and understanding of the compliance laws that are being put in place through the 2020-22 time period. How do we get more providers up to the gold standard rating?

### **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. Board member Rebecca Stallman suggested more training about the Service and Support Administration functions. There was a consensus to hold two one-hour sessions.

President Sutter also added that we have been aggressively seeking a community member to fill Todd Frank's vacancy on the board. We would like to have a new board member installed at our February meeting.

### **Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The meeting was adjourned at 6:17 p.m.

## **REGULAR BOARD MEETING**

### **Call to Order:**

A regular meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 30, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:18 p.m.

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**In Memoriam:**

A moment of silence was observed for the following: Joshua “Josh” Martin Jones, he received SSA services; Thomas “Tom” James Conley, he received SSA services and attended Siffrin, The Bridge, and in the past attended the Stark County Board of DD workshop program; Richard “Ricky” Edward Keseling, he received SSA services and previously attended the Stark County Board of DD workshop program; William “Billy” Ryan Christman Blevins, he received SSA services, previously attended the Stark County Board of DD workshop program, and was a graduate of Rebecca Stallman Southgate School; John Christopher Hall, he received SSA services, previously had services from Early Intervention, attended Eastgate Early Childhood Center, and attended Rebecca Stallman Southgate School; James Michael Humphrey, he received SSA services and previously attended the Stark County Board of DD workshop program; Devin Marie Digiantonio, she received SSA services, attended the Stark County Board of DD workshop program, and was a graduate of Rebecca Stallman Southgate School; John Brendan “Ben” Miller, he received SSA services; Jill Marie Appleman, she received SSA services and previously attended the Stark County Board of DD workshop program; Justin Duane Grove, he received SSA services and was a 2003 graduate of Rebecca Stallman Southgate School; and Andrew Panasek, he received SSA services and attended GentleBrook.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board Meeting minutes of December 19, 2017.

Roger Gines moved for approval. Carlene Harmon seconded.

The Board duly adopted.

**Recognition of Retiree:**

Lori Boone, an Eastgate Intervention Specialist Assistant with 38 years of service, was recognized by Tammy Maney, Early Childhood Director.

**Public Speaks:**

None

**President’s Report:**

President Sutter reported that he and Board member Carmelita Smith were able to attend the Arc of Ohio Grape Possibilities event that was held on Thursday, January 18, 2018. It was a good fundraiser for our community and a great opportunity to talk to a number of our stakeholders. Ms. Smith added that she brought her son with her and really enjoyed the evening.

As we begin 2018, President Sutter wants each board member to know that he is readily accessible to them for any questions or concerns. He thinks as a board they need to keep a

close eye on the board reports and ensure that the strategic plan they approved is getting accomplished.

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

Superintendent Green started his report with an impact story about David and Jeff. Stories like these remind us of our impact. Also, it reminds us of the impact of Ben and Rhonda Carter, who have chosen to bring people with disabilities into their home and make them a part of their family.

Superintendent Green referred the board members to the Focus Group Report in their board notebooks. This report provides an insight into our employees' issues and concerns, along with recommendations. In regards to our plan of action, we ultimately want to say "yes" to everything, if possible. For those recommendations we have to say "no" to, this is indicated and there is an explanation of not at this time, maybe in the future, or that it is not a possibility. There are 116 issues that are receiving follow-up at this time. We will give a status report on these issues again towards the end of the year. Over 125 employees participated in the focus groups. Board member Rebecca Stallman said she appreciated seeing the comments from the staff and asked Superintendent Green for clarification on nine issues that appeared on the report. Board member Carmelita Smith also asked for clarification on two issues on the report.

Superintendent Green gave a brief review of the 2017-2020 Strategic Plan Progress Report. Our strategic plan is broken down into four focus areas: advocate, educate, provider oversight, and sustainability. This progress report is comprised of the 38 metrics that make up the strategic plan. Each metric will have a designation of one of the following colors: green, completion or outstanding progress; yellow, initiatives that are in process with satisfactory progress to date; or red, slow progress or initiatives delayed. At this time, for advocate we are 48% successful in meeting our annual metrics; for educate, we are 47% successful in meeting our annual metrics; for provider oversight, we are 61% successful in meeting our annual metrics; and for sustainability, we are 69% successful in meeting our annual metrics. We are making good accomplishments in our first year but obviously there is much more to be done. We are about where we should be in year one. You will see about eight metrics with the red designation and we are putting extra focus on those areas.

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

- A. Personnel Committee – Minutes in Board packet  
Next meeting: February 23, 2018, at 3:00 p.m.
- B. Finance Committee – Minutes in Board packet  
Next meeting: February 23, 2018, at 4:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: February 27, 2018, at 5:45 p.m. (If needed)
- D. TWi Board Meeting  
Next meeting: February 22, 2018, at 6:00 p.m.

### **Old Business:**

None

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

- Policy 2.13 Family Support Services – Revised
- Policy 2.20 Medicaid HCBS Waiver Waiting List – Reviewed
- Policy 3.11 Powered Industrial Trucks – Reviewed
- Policy 4.08 Outside Employment – Reviewed
- Policy 4.13 Anti-Bullying Policy – Reviewed
- Policy 4.17 Equal Opportunity and Affirmative Action Policy Statement – Reviewed
- Policy 4.21 Telecommuting – New
- Policy 5.22 Bus Engine Idling – Reviewed
- Policy 5.27 Preschool Transitions – New
- Policy 6.22 Electronic Signatures – Reviewed

Board member Rebecca Stallman asked about the funding in Policy 2.13 Family Support Services.

**Financials and Board Resolutions:**

01-02-18: Operating Fund #071

<b>A. Two Payrolls for December</b>	<b>\$1,564,469.21</b>
<b>B. Bills for Payment in December</b>	<b><u>\$1,325,659.53</u></b>
<b>TOTAL</b>	<b>\$2,890,128.74</b>

Maria Heege moved for approval of Resolution 01-02-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of December total revenues were a little over \$2.0 million. Year to date revenues as of 12/31/17 were \$51.7 million. Total expenditures for the month of December were about \$2.9 million. Total expenditures as of 12/31/17 were \$50.6 million. Our net change in financial position for year to date was \$768,823 of revenue over expenses. Our 2017 purchase orders that we carried over into 2018 were \$430,502. There was no activity in the capital fund for the month of December. This leaves the unencumbered cash balance at \$84,469. The prior year encumbrance report of activities has remained unchanged. We carried over \$1.2 million in 2016 purchase orders, paid \$423,633 in 2017, and cancelled \$783,045 year to date. We had two payrolls during the month of December totaling almost \$1.6 million, which included vacation buy back, and total non-payroll expenses for the month were a little over \$1.3 million.

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The Board duly adopted.

01-03-18: Resolution to go out to bid for the replacement of the roof at Eastgate

Carlene Harmon moved for approval of Resolution 01-03-18. Roger Gines seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that this resolution authorizes the Superintendent to proceed with the required public bid process to replace the original roof at Eastgate Early Childhood Center. The estimated cost is not to exceed \$625,000, including the architect and engineering services. Eastgate is the last of the Stark County Board of DD buildings with an original rolled asphalt roofing system, which was installed in 1979. A second layer of asphalt roofing was laid over the original roof in 1993. Under most conditions you cannot do three layers, so we have to tear it off. Moisture has built up in the roof and insulation. Over the past couple of years, our maintenance department in conjunction with Advanced Roofing has repaired and patched the roof at a cost of about \$6,000 per year.

The Board duly adopted.

01-04-18: Resolution to approve a Memorandum of Understanding with Stark County Educators and Professional Trainers Association (SCEPTA)

Carlene Harmon moved for approval of Resolution 01-04-18. Rebecca Stallman seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to approve the Memorandum of Understanding (MOU) which outlines the severance amounts and corresponding guidelines that were reached between the Board and SCEPTA leadership team. The total amount of severance is not to exceed \$650,000. The amounts agreed to in the MOU are in the form of lump sums and they are based on the employee's years of service. We were able to reach this MOU agreement in December. These severance amounts are offered in order to insure workshop staffing up to the closure date of June 30, 2018.

The Board duly adopted.

01-05-18: Resolution to approve a management contract amendment for Richard Allerton, Training Coordinator

01-06-18: Resolution to approve a management contract amendment for Cindy Burga, Team Leader

01-07-18: Resolution to approve a management contract amendment for Lora Gray, Training Coordinator



01-08-18: Resolution to approve a management contract amendment for Michael Moore, General Manager of Supported Employment

01-09-18: Resolution to approve a management contract amendment for Eric Wenhardt, Manager of Workshop Production

Maria Heege moved for approval of Resolutions 01-05-18 through 01-09-18. Carlene Harmon seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that these resolutions are proposed to approve amendments to the management contracts of five Adult Services management employees. Those managers are Richard Allerton, Cindy Burga, Lora Gray, Michael Moore and Eric Wenhardt. Each would receive a severance in the amount of \$15,000. This payment would be conditional upon them remaining in the Board's employment up to the date of the workshop closures on June 30, 2018. These severance amounts are offered in order to insure Adult Services staffing up to the closure date.

The Board duly adopted.

01-10-18: Resolution to approve an employment contract for William Green, Superintendent (The Board did not act on this resolution until after the executive session.)

01-11-18: Resolution to amend the table of organization

Carlene Harmon moved for approval of Resolution 01-11-18. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to create three Service and Support Administrator (SSA) positions. 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. These positions are in alignment with our strategic plan and are included in the 2018 budget. Once the positions are approved, each will be assigned a Position Control Number and be placed on the table of organization.

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 6.02 Backup Policy – Reviewed
- Policy 6.10 Network Access and Authentication – Reviewed
- Policy 6.11 Network Security – Reviewed



01-12-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 01-12-18. Maria Heege seconded.

The Board duly adopted.

**Executive Session:**

President Sutter called for an executive session for the purpose of discussing pending legal action and discussing the Superintendent's employment contract.

Maria Heege moved for approval. Roger Gines seconded.

A roll call vote was taken.

<u>Roll Call Vote</u>	<u>All in Favor</u>
Roger Gines	Yes
Carlene Harmon	Yes
Maria Heege	Yes
Carmelita Smith	Yes
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 7:43 p.m. and action was taken by voting on Resolution 01-10-18.

01-10-18: Resolution to approve an employment contract for William Green,  
Superintendent

Roger Gines moved for approval of Resolution 01-10-18. Maria Heege seconded.

Discussion:

There was no further discussion.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Carlene Harmon moved for approval. Roger Gines seconded. The Board adjourned at 7:44 p.m.

The next Board meeting is scheduled for Tuesday, February 27, 2018, at 6:00 p.m.