

**Stark County Board of Developmental Disabilities
Board Meeting
February 27, 2018
Minutes**

Oath of Office:

Executive Assistant and Notary Public, Kathy Albright, administered the oath of office to newly appointed Board member Dr. Jessica Falvo Lang.

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, February 27, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:12 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Maria Heege
Recording Secretary Roger Gines
Dr. Jessica Falvo Lang
Rebecca Stallman

Carlene Harmon
Carmelita Smith
(both excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal, School Programs
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: Andrew Aceto, he received services from the Community Services and Supports Department; Mary Francis Koch, she received services from the Community Services and Supports Department and had worked in the Stark County Board of DD workshop program and at Peak, Inc.; Carol Ann Gonzalez, she received services from the Community Services and Supports Department and had attended the Stark County Board of DD workshop program, most recently at Higgins; Berlyn Ray Hinkle, he received services from the Community Services and Supports

Department and had previously attended the Stark County Board of DD workshop program; Charles Alvar Arnio, he received services from the Community Services and Supports Department, was employed in the workshop at Midwest Innovation, and had previously attended the Stark County Board of DD workshop program; and James Nicholas Stanley, he received services from the Community Services and Supports Department, attended Constant Companions, and had previously attended the Stark County Board of DD workshop program.

Minutes of the Annual Organizational and Regular Board Meetings:

President Dan Sutter requested a motion for approval of the Annual Organizational and Board meeting minutes of January 30, 2018.

Maria Heege moved for approval. Roger Gines seconded. Dr. Falvo Lang abstained.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter reported that for 2018, board members are required to receive at least four hours of annual in-service training and must cover the following topics: Supportive Technology, Ohio's Home and Community Based Services Waiver Waiting List, Key Statewide Data and the Data Warehouse, and Cash Projection Tools. The Ohio Department of DD will provide content outlines that support discussion for each of these four topics, which will include links to video clips, websites, and other resource materials to enrich our knowledge on these important topics.

President Sutter again welcomed Dr. Jessica Falvo Lang to the Board.

Superintendent's Report:

Superintendent Green explained that his report was a follow-up to a topic that came up during the last Personnel Committee meeting. The topic was ensuring the health and safety of people with disabilities as the Board provides less direct services. The topic is fitting given that February is abuse prevention awareness month. The fundamental question he took away was: How do we ensure that the 4,000 people that we serve are healthy and safe? This is a primary issue for families. It is also a concern for our staff as we transition out of adult services and out of adult services transportation.

We have the following multiple layers of defense in regard to what we do to ensure people's protections:

- **Service and Support Administration (SSA) Monitoring** is an important tool in abuse prevention. The SSAs are not only ensuring that the person centered plan is being

carried out, but they are assessing home and work environments to see if there are positive interventions, if guidance and assisting is taking place, and if there are gentle prompts. They check to see if upset is being de-escalated or if there is negativity, tension, or an air of secrecy in the environment, all which raise significant concerns and require deeper evaluation and examination.

- **Registered Nurse Quality Assurance (RNQA)** is another layer of monitoring where we perform 25 site visits a month and evaluate provider's medication administration practices. We are in the home and again getting a sense of the tone of the supports provided.
- There is **Provider Compliance** and we have created one position that just does monitoring and compliments the SSA monitoring, as well as, a provider compliance team.
- **Provider Support and Training** is a focus of our strategic plan. We have extended a number of benefits to the provider community, including access to the same employee assistance program that board employees receive. When personal problems are not addressed, this can be a precursor for abuse to occur. We are also providing numerous trainings and support to provide the skills for abuse prevention and also general caregiving.
- The **Community** is an incredible source for abuse detection. They call into the state-wide report line or to us locally when something seems awry or blatantly wrong.
- Ohio has a **Major Unusual Incident (MUI) reporting system**. There are 18 different types of MUIs that are required to be reported. We can tell from year to year by the number of incidents that are reported and substantiated that the system is working in regards to identification, immediate actions, and preventive measures to make sure the incident does not happen again.

Superintendent Green then presented information on the prevalence of abuse and neglect within Stark County over the past five years based on the categories of: physical abuse, sexual abuse, verbal abuse, misappropriation, and neglect. He provided the number of incidents reported and the number that were substantiated.

Points to Take Away

- The residential supports provided in Stark County have always been privatized.
- We as a board have an obligation to ensure that those who live with paid supports and live within family homes are free from abuse and neglect. With each abuse case that is confirmed; someone, a process, or a system failed, which cannot be tolerated.
- We must establish a credo of the fundamentals of emotionally responsible caregiving that is specific, clear, and observable and offers excellence in all phases of caregiving.

The statistics today show a marked similarity from year to year. This is unacceptable for us as an agency, unacceptable for us as a Board, and it is unacceptable for our providers. We are chopping at the root for the causes of abuse and neglect because we cannot keep repeating the same things.

Board member Becky Stallman thanked Superintendent Green for his report and asked about some of the statistics within his report. Tom Vaughn, Supervisor of Investigative Services, and Emily Martinez, Director of SSA/Investigative Services, both provided clarification.

Committee/Department/Other Reports:

- A. Personnel Committee – Minutes in Board packet
Next meeting: March 23, 2018, at 3:00 p.m.
- B. Finance Committee – Minutes in Board packet
Next meeting: March 23, 2018, at 4:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: March 27, 2018, at 5:45 p.m. (If needed)
- D. TWi Board Meeting
Next meeting: March 29, 2018, at 6:00 p.m.

Board member Becky Stallman asked Myrna Blosser, Principal of School Programs, some questions about her Stark DD School Programs report.

Old Business:

None

New Business:

None

First Reading of Board Policies:

Emily Martinez gave the first reading on Policy 2.33. Connie Poulton, Director of Human Resources, gave the first readings on the rest of the following policies. These policies will be presented during the March Board meeting for second reading and Board approval.

- Policy 2.33 Independent Service Providers – New
- Policy 2.34 Competitive Bidding – New
- Policy 3.01 Safety Program – Reviewed
- Policy 3.09 Photography Documenting Injuries of Individuals – Reviewed
- Policy 5.10 Preschool Program Discipline – Reviewed
- Policy 5.11 Anti-Harassment, Anti-Intimidation, Anti-Bullying in Schools – Reviewed
- Policy 6.04 Data Classification – Reviewed
- Policy 6.07 Guest Access – Reviewed
- Policy 6.09 Mobile Devices – Reviewed
- Policy 6.12 Outsourcing – Reviewed

Board member Becky Stallman asked Emily Martinez, Director of SSA/Investigative Services, some questions about Policy 2.33 Independent Service Providers.

Financials and Board Resolutions:

02-13-18: Operating Fund #071

A. Two Payrolls for January	\$1,394,018.43
B. Bills for Payment in January	<u>\$4,428,578.72</u>
TOTAL	\$5,822,597.15

Roger Gines moved for approval of Resolution 02-13-18. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of January total revenues were \$3.9 million. We received a cost report settlement at the beginning of the month that we were expecting last year. Expenditures for January were \$5.82 million. We paid our second quarter waiver match of almost \$3.6 million. Expenses were over revenue in the amount of \$1.92 million. Open purchase orders for the end of January were \$12.76 million. We closed almost \$32,000 from 2017 purchase orders that were carried over. Our net change in financial position gives us an unencumbered cash balance of \$24.63 million at the end of the month. During the month of January there was no activity in the capital fund, so the balance remains at \$84,469. Total 2017 purchase orders carried over, as of December 31, 2017, totaled \$615,931. During the month of January, we paid out \$241,716 against these purchase orders and closed \$31,694 in purchase orders. The outstanding balance at the end of January remains at \$342,521. We had two payrolls during the month of January totaling almost \$1.4 million and total non-payroll expenses for the month were \$4.4 million.

The Board duly adopted.

02-14-18: Resolution to amend the table of organization

Maria Heege moved for approval of Resolution 02-14-18. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to create one Investigative Agent position and four Service and Support Administrator (SSA) positions. The Investigative Agent position is being requested as the result of an increase in MUI cases of about 10-12 per month. In addition, the MUI cases currently being handled by NEON (North East Ohio Network) would be able to be brought back in house. Like the Investigative Agent position, the four SSA positions were also included in the 2018 budget. The creation of the SSA positions is in line with our strategic plan and we anticipate these positions will be filled by July. Once the positions are approved, each will be assigned a Position Control Number and be placed on the table of organization.

Board member Rebecca Stallman had questions about this resolution and they were answered by Connie Poulton, Director of Human Resources and Superintendent Green.

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 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 Employment 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

02-15-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 02-15-18. Maria Heege seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Maria Heege seconded. The Board adjourned at 6:58 p.m.

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