

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

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 27, 2018, 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 Maria Heege
Recording Secretary Roger Gines
Dr. Jessica Falvo Lang
Carlene Harmon
Carmelita Smith
Rebecca Stallman

None

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
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

In Memoriam:

A moment of silence was observed for the following: Hayden Thomas McCauley, he received services from the Community Services and Supports Department and previously received early intervention and preschool services from the Stark County Board of DD; and Danielle Marie Devore, she received services from the Community Services and Supports Department and previously attended the Stark County Board of DD workshop program.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of February 27, 2018.

Maria Heege moved for approval. Rebecca Stallman seconded. Carlene Harmon abstained.

The Board duly adopted.

Disability Awareness Month Presentation:

Lisa Parramore, Communications Manager, presented the activities and recognitions for National Developmental Disabilities Awareness Month. This year's theme, "Celebrate Community", was chosen by superintendents and communication personnel from across the state. We have created three selfie boards that we will be using throughout the year as we celebrate community. We created a flyer with 31 days to celebrate community that we sent out on social media and home with our students. We had four self-advocates, accompanied by two staff, go down to Columbus to the Annual DD Awareness and Advocacy Day at the statehouse. We had Barb Sapharas, a trainer, present two Charting the LifeCourse trainings to over 100 self-advocates, which helps individuals with disabilities start charting their lives. In February, at our Family Information Series we also had a session for parents only. Our Special Olympians took on some of our SSA staff in basketball. Congratulations to The Lady Divas, who went to state competition and placed third in the women's state basketball tournament. In line with our strategic plan, we have launched our very first unified sports program. Special Olympians competed side by side on basketball teams with Walsh University students. On March 21st, we celebrated "Rock Your Socks" in support of World Down Syndrome Day. During March at the Stark County District Library Main branch, ten of our artists from Just Imagine had their artwork on display along with poems from poets across the nation. The Eastgate Friends and Family Booster Club donated books to our local libraries to help raise awareness about kids with disabilities. The Transportation Department raised \$200 at a bake sale to help purchase more books. Also, students from Rebecca Stallman Southgate School distributed People First Language bookmarks to the local libraries to handout to patrons. Our Early Childhood program invited Student Council and Key Club Members from Louisville High School to Eastgate and they did activities with the preschoolers and ran reading programs. Between running bus routes, many of our Transportation Department staff were also at Eastgate reading to the preschoolers. On the radio, we have spots running on 94.1 and NPR. We have eight billboards with our ambassadors displayed throughout Stark County. We also have ads in print and digital form in The Repository, Massillon Independent, and Alliance Review along with information on our social media. Lisa Parramore then recognized the following ambassadors that were in attendance: Michael Busto, Buck Smullen, and Eric Foit. Also recognized, but not in attendance, were Jasmine Garcia-Lopez, Brianna Dice, Tinessa Daniels, and Michele Yekel. Lisa Parramore thanked those that support everyone here and help make this possible.

President Sutter thanked Lisa Parramore and everyone from the board for their hard work for making National Developmental Disabilities Awareness Month very special. He also gave a special thank you to all of the ambassadors for their hard work and accomplishments.

Public Speaks:

None

President's Report:

President Sutter informed everyone that the community report was published in Sunday's Repository. The report laid out some great information to the citizens of Stark County on the increasing number of people we are serving. We are serving almost 4,000 people. He liked that the community report was done in March during Disability Awareness month, as opposed to the report being published in July. Nice job on the report and to all the employees who are carrying out our mission on a daily basis.

This is a past item from the board self-assessments that were filled out at the beginning of the year. There are a number of topics the board wants to address, so he is working with Superintendent Green to ensure that the board members receive this information. As a reminder, the following are items the board members identified:

- Want to know more about TWi and SSAs
- Want to know more about MUIs and the investigative process
- Effects of adult services transition on people served as well as how we are doing with job placement
- Understanding our finances and levy needs
- Build a better understanding of our role as board members
- Improve knowledge and understanding of compliance and how to get more providers to the gold star network standards

He wants to make the most of the input each board member provided and ensure they are increasing their knowledge and understanding. The above topics will be addressed within upcoming superintendent's reports, board presentations, or one of our board in-services. Please reach out to Superintendent Green if you have any questions.

To conclude his report, he thanked the agency for the work done to make Disability Awareness month special. This is a great time of the year and gives us a chance to reflect on everything that is being done and the March ambassadors are just great. Also, congratulations on being awarded the \$250,000 grant to provide supports to youth in need of respite. This is good news for Stark County.

Superintendent's Report:

Superintendent Green reported that the ProviderGuidePlus tool will be rolled out live, state-wide, in May. This tool is a new online resource for rating providers of services for people with developmental disabilities in Ohio. A postcard will be mailed out to families with instructions on how to use this tool. There will also be live demonstrations at an upcoming Family Information series. You will be able to rate your provider and learn how other providers have been rated. In order for this tool to be successful, there will need to be a lot of participation in providing reviews.

Something that will come a couple of months later is Fix the List. This is a significant thing for Ohio. There are more than 49,000 people on Ohio's DD waiver waiting list. The average wait time to receive an Individual Options (IO) waiver is 9.3 years. However, some people may be waiting for something when they may not have any needs. The waiting list rule is being revised and will be based on unmet needs. This will change the framework as

to how people are on the waiting list for services and will be driven by a state-wide assessment that will take two and a half years to complete. It is taking the long view in regards to correcting Ohio's waiting list for waiver services. A postcard with more information will be sent out to families at the end of May.

In regards to the adult services transition, 61 other counties have already made the transition to private providers. That is almost 70% of Ohio counties. Our workshop managers and staff have been doing a wonderful job during this transition; however, it is not without issue. The biggest issue we have is staffing and managing the number of call offs each day. The employees that are at work are continuing their ongoing commitment to providing services to the individuals. Superintendent Green did sense a discontent among the employees that are working, while others are calling off. We will continue to manage this situation over the next three months of this transition. There is plenty of work available for the people being served. Managers are assisting the specialists and we have reached out to some retirees to come back for temporary assistance.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: April 17, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: April 20, 2018, at 3:00 p.m.
- C. Ethics Council – No Meeting in February
Next meeting: April 24, 2018, at 5:45 p.m. (If needed)
- D. TWi Board Meeting
Next meeting: April 26, 2018, at 6:00 p.m.

Old Business:

None

New Business:

None

Presentation:

Sean McDonald, Lead Investigative Agent, gave a presentation on the Major Unusual Incident (MUI) category of Unscheduled Hospital Admissions. This particular category is very common. By rule under Ohio Administrative Code, Unscheduled Hospital Admission is any hospital admission that is not scheduled, unless the hospital admission is due to a condition that is specified in the individual service plan or nursing care plan indicating the specific symptoms and criteria that require hospitalization. The reasons for the numbers that we have are: an aging population, more medically fragile individuals, Intermediate Care Facilities are included, and there are lots more people living in the community with medical issues that are receiving services. In 2017, there were 270 Unscheduled Hospital Admissions at 23.6% of our total MUIs. In 2018 so far, we are at 21.6% of our total MUIs. One in four MUIs are Unscheduled Hospital Admissions, locally and at the state level. The most common types of Unscheduled Hospital Admissions are infections at 20.33%;

pneumonia and influenza at 14.75%; and psychiatric at 11.1%. Of our numbers, 89% pertain to medical issues and 11% pertain to psychiatric conditions.

MUIs are not always an indication that something is wrong or unlawful. They are a teachable moment and an opportunity for preventative action. The most important thing is to look at the health and welfare of the person involved to make sure they are safe and as healthy as they can be. MUIs are intended to report incidents and track issues that need follow-up to prevent unsafe re-occurrences. Unscheduled Hospital Admissions are indications someone needed hospitalized and follow-up is required. Reporting it assures follow-up and attention to the matter. After the Unscheduled Hospital Admission is reported, an Investigative Agent is assigned; health status progress notes, prior to admission, are gathered and reviewed; admission and discharge summaries are obtained and reviewed; and preventative measures are implemented to mitigate risk. Stark County Board of DD is fortunate to have a Registered Nurse that is an Investigative Agent and is able to focus on the health and welfare issues. There is also team collaboration. The Service and Support Administrator (SSA) with the team, coordinates and implements a prevention plan. The prevention plan, follow-up, and monitoring are included in the individual service plan along with an MUI section. There is lots of collaboration between the Investigative Services Unit, the SSA Team and Department and also collaboration with Provider Compliance. Some things do not end up as an MUI but follow-up is always completed. Within Provider Compliance are compliance reviewers and a monitoring specialist. They are able to do citations, suspensions, and revocations. Staff and providers are trained on the Every Healthy Person Initiative, which was developed by the Ohio Department of Developmental Disabilities to identify prevention for age groups and what medical follow-up and testing is needed throughout someone's life to keep them healthy.

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 April Board meeting for second reading and Board approval.

- Policy 3.02 Dangerous Weapons and Firearms – Reviewed
- Policy 4.31 Political Activities – New
- Policy 4.34 Collective Bargaining Agreements – Reviewed
- Policy 5.08 Preschool Program – Revised
- Policy 6.13 Password – Revised
- Policy 6.16 Retention – Revised
- Policy 6.17 Third Party Connection – Revised
- Policy 6.18 Virtual Private Network – Revised
- Policy 6.19 Wireless Access – Revised

Financials and Board Resolutions:

03-16-18: Operating Fund #071

A. Two Payrolls for February	\$1,490,950.88
B. Bills for Payment in February	\$1,249,762.66
TOTAL	\$2,740,713.54

Roger Gines moved for approval of Resolution 03-16-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of February total revenues were just under \$680,000. Our revenues year to date are \$4.58 million. Total expenses for the month of February were \$2.74 million. Our year to date expenses are \$8.56 million. During the month of February, our expenses exceeded our revenues by just over \$2.0 million. Year to date, our expenses exceed our revenues by about \$4.0 million. Total 2017 purchase orders carried over from the beginning of the year total \$615,931. Our current 2018 purchase orders, open at the end of February, totaled \$15.83 million. So far, out of the \$615,931, we have cancelled \$234,933. With our net change in financial position, we ended the month of February with unencumbered cash of \$19.7 million. We paid \$48,308 off of the 2017 purchase orders during the month of February. Year to date we have paid \$290,000. At the end of February, the outstanding prior year balance went down to \$90,973. For the month of February there was no activity in the capital fund, so the balance remains at \$84,469.

We had two payrolls during the month of February totaling almost \$1.5 million and total non-payroll expenses for the month were \$1.2 million.

The Board duly adopted.

03-17-18: Resolution to approve purchase of computers

Roger Gines moved for approval of Resolution 03-17-18. Carlene Harmon seconded.

Discussion:

Brandon Haney, Information Technology Manager, explained that the Information Technology Department is seeking approval for the 2018 computer refresh program at a cost not to exceed \$140,000. The refresh will include 83 devices, which is comprised of a mixture of laptops and desktops. We will roll over about a quarter of our computers and the cost has been included in our budget.

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 2.33 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

03-18-18: Resolution to approve the Board policies presented for second reading

Carlene Harmon moved for approval of Resolution 03-18-18. Maria Heege seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Carlene Harmon seconded. The Board adjourned at 6:52 p.m.

The next Board meeting is scheduled for Tuesday, April 24, 2018, at 6:00 p.m.