

**Stark County Board of Developmental Disabilities  
Board Meeting  
April 24, 2018  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, April 24, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members:

President Dan Sutter  
Recording Secretary Roger Gines  
Dr. Jessica Falvo Lang  
Carlene Harmon  
Rebecca Stallman

Vice President Maria Heege  
Carmelita Smith  
(both 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: Jennie Louise Hensley, she received services from the Community Services and Supports Department and had attended the Higgins Workshop; Tiffany Nichole Moore, she received services from the Community Services and Supports Department; and Dennis "Denny" Martin Burkhardt, he received services from the Community Services and Supports Department and had attended the Stark County Board of DD workshops.

**Minutes of the Previous Board Meeting:**

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

Roger Gines moved for approval. Carlene Harmon seconded.

The Board duly adopted.

**Public Speaks:**

Donna Siburt of 6380 Easton Street in Louisville addressed the Board regarding her sister, Pam Homola. Pam goes to West Stark Center. Mrs. Siburt does not understand how after 19 years that Pam is still not on a waiver and cannot get anyone to work to get her on a waiver. Pam lives in Mrs. Siburt's house but she is not her guardian. Pam is her own guardian. She makes sure she has everything she needs and is taken care of. She used to come to the workshop five days a week but because she does not have a waiver and is not on Medicaid, she can only attend two days a week. She wants Pam to be able to get into a group home because she physically cannot take care of her anymore and neither can her husband. Pam passed out in the workshop two times last year but a cause has not been determined. President Sutter asked for a motion to extend public speaks 3 more minutes for Mrs. Siburt. Roger Gines approved the motion, Rebecca Stallman seconded it and it was approved. Mrs. Siburt continued and explained that Pam was off at the beginning of November and ended up receiving a 20 day letter. Because she only attended twice a week, the date was recalculated and extended. Pam came back to West Stark by the deadline. Her SSA Supervisor said she would assign Pam to another SSA but another SSA still has not been assigned. She was also told that Pam needs to be re-evaluated. She said she doesn't know what to do and feels she is not receiving any help.

Donald Siburt of 6380 Easton Street in Louisville, husband of Donna Siburt and brother-in-law of Pam Homola addressed the Board. He said they took her in when she had nowhere else to go, except into state assisted living. Their attorney advised them to not be her guardian. They promised Pam's mother that they would take care of Pam as long as they could. Mr. Siburt provided some stories about how in the past Pam was mistreated by several peers and a bus driver, who was fired. He said there was never any follow-up communication about the bus driver incident. President Sutter asked for a motion to extend public speaks 3 more minutes for Mr. Siburt. Dr. Jessica Falvo Lang approved the motion, Rebecca Stallman seconded it and it was approved. Then he said they have had continual problems in seeking help and services from their SSA. He cannot understand why they want to re-evaluate Pam after she has been here for 19 years. He explained that Pam has no money, she has to live with them, he has a son who is ailing, and if something happens to Pam, he will have to award her to the state. They want to get her into a safe place where she can be cared for. Mr. Siburt would like to retire but can't until this situation is resolved. They just want help and they aren't getting it. President Sutter asked for a motion to extend public speaks 2 more minutes for Mr. Siburt. Rebecca Stallman approved the motion, Roger Gines seconded it and it was approved. Mr. Siburt continued by saying that an SSA came out to their house, apologized and said, "We dropped the ball." She said she didn't know what happened but we are going to fix it. He said we are still waiting. He then thanked the board for their time.

Superintendent Green told Mr. and Mrs. Siburt that he appreciated them bringing these issues before the Board. On behalf of the Board, he apologized in regards to some of the things that have happened to Pam through the course of the years. In regards to the issue of a Home and Community Based Service waiver, certainly Pam meets all of the criteria. For anyone to be enrolled, they do have to go through an evaluation, no matter how long they have been here. Emily Martinez is our Director of Service and Support Administration.

Arrangements were made for Mr. and Mrs. Siburt to meet with her after the meeting. We can help with the process and get the ball rolling again. Board member Rebecca Stallman asked that the Board receive a progress report next month on this situation.

### **President's Report:**

President Sutter reported that he had a good experience a couple of weeks ago attending the Special Olympics qualifying swim meet for summer games at the natatorium. This is a positive event for the community. It was good to see inspiring athletes compete and interact with families and other providers. It is good that Special Olympics is thriving in our county and it is part of our strategic plan to keep that going. Special Olympics has a strong brand and everyone identifies with it. We look forward to the summer games in June.

President Sutter asked Superintendent Green if the board could have a demonstration of the ProviderGuidePlus tool at the next board meeting. He thinks it will be a good resource for the families. Looking at the pilot, it seems like getting buy-in and families using it will be the key to its success. Superintendent Green added that it will go live May 16, 2018, so we will be able to do a short demonstration at the May board meeting.

President Sutter reminded everyone that the 8<sup>th</sup> Annual Citizens Who Care Golf Outing is scheduled for Friday, May 18, 2018. This is one of the key fundraisers for our next levy. This event raises between \$35,000 - \$40,000 each year. If you know of any golfers, or possible sponsors, please contact Lisa Parramore, Communications Manager. Looking back to our 2013 levy campaign – it cost us around \$130,000 to fund that campaign so events like this are pretty important to that effort.

Our board presentation this month is a continuation of the topic of incidents that adversely affect health and safety and we look forward to learning more. This month the MUI category will be Unapproved Behavior Supports.

In conclusion, President Sutter recognized Superintendent Green for receiving the Dr. Karen M. Williams Leadership Award at the Conference for Families and Educators with Diverse Learning Needs that was held April 14, 2018, at the R.G. Drage Technical Center. Board member Carmelita Smith was also present at the conference. This special award is to honor a leader whose efforts have improved the quality of education and opportunities for all students. He was nominated by Teresa Purses, President of the Stark Education Partnership and by Mike Gallina, VP of Communications and Community Engagement for AultCare.

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

Superintendent Green thanked the board members for serving on the board because being on a board is a huge responsibility. You hear from the public about issues that they face. Today was an opportunity to make sure we provide information and support to people in need. He again thanked the board for the responsibility they carry in regards to support of our agency staff.

Superintendent Green gave a quarterly report on our strategic plan. We have 38 different metrics that all figure into the progress of the plan. We are clearly progressing on our four

focus areas which are: advocate, educate, provider oversight and monitoring, and sustainability. Under our advocacy role, we want to increase the number of people that are integrated into the Stark County community. We do not have a measure for this because it is based on survey data and we should be getting that shortly. Another is increase the number of people that work competitively in the community. We are doing very strongly in this area, with 158 people working competitively in the community. The scores are lower for creating a family to family network and expanding self-advocacy training throughout Stark County, but we are working to get them up. In regards to our public awareness campaign education, it will be based on survey data so there is no score for that measure at this time. However, family training and self-advocacy training is very strong. We are also making progress on sharing expertise and supporting the birth to career learning environments. We continue to make progress with provider oversight. We now have nine providers that are part of our Gold Standard Network. We are also working with providers to improve employee recruitment and retention. On sustainability, we continue to increase the number of home and community based service waivers and every decision we make will result in a 2023 levy renewal request that results in no new taxes. This is the strongest part of our strategic plan at this time and we are working to strengthen the other parts as well. During the past quarter, the following areas needed the most improvement: the family mentor's impact needed more momentum; Project STIR, but it will have a state-wide training here in the fall; It's My Turn training, but it is taking place this week at Rebecca Stallman Southgate School; provider first aid and CPR training is below our projected figures for March; and we did not enroll anyone on the SELF waiver and only enrolled two people on the Level One waiver, our goal is five per month. We will be focused on improving these initiatives over the next quarter.

Superintendent Green recognized Liz Shisler, Rebecca Shade, and Andrea Thomas from Rebecca Stallman Southgate School. Ms. Shisler was named to the All-County Teacher Team and Ms. Shade was named to the All-County Rookie Teacher Team. Andrea Thomas received Honorable Mention for the Walter B. Franklin Award at the SST-9 conference.

Superintendent Green thanked President Sutter for mentioning that he received the Dr. Karen M. Williams Leadership Award. Mr. Green said in regards to any award, it is about all the people that are working to fulfill our mission, not just one person. He has a wonderful management team that does the work and he has a wonderful board that supports him.

Board member Rebecca Stallman added that Eastgate received a five star rating and Taft did also.

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

- A. Finance Committee – Minutes in Board packet  
Next meeting: May 15, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next meeting: May 18, 2018, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: May 22, 2018, at 5:45 p.m. (If needed)
- D. TWi Board Meeting  
Next meeting: May 31, 2018, at 6:00 p.m.

Board member Rebecca Stallman said she liked the new formats in the Financial Report and in the SSA/Investigative Services Report. She also asked about the number of transition caseloads.

**Old Business:**

None

**New Business:**

None

**Presentation:**

Tom Vaughn, Supervisor of Investigative Services, gave a presentation on the Major Unusual Incident (MUI) category of Unapproved Behavior Supports. Unapproved Behavior Supports are aversive strategies that are implemented outside of a formerly implemented plan that has gone through the human rights committee process or something that is excessive and beyond the scope of the plan that is written. It does have to have some kind of a risk connected to it. If it does not have risk involved, we would look at it as an unusual incident.

Some of the things impacting this category are: an aging population, more medically fragile individuals, more individuals with behavioral challenges; more individuals living in the community with supports; and Intermediate Care Facilities are included. In 2015 to 2016, there was a significant jump in the number of Unapproved Behavior Supports (7.5% to 11.3%) that was impacted by the implementation of the revised Administrative Code rule on the subject. There were significant changes and a lot more people no longer have behavior support plans in place. In 2017 and 2018, the percentage has leveled off to 9%.

In 2017, the MUI count was 103, involving 71 individuals. We did have a number of individuals that had several Unapproved Behavior Supports; we had one that had eight. Out of those 71 individuals, 57 were males and 14 were females. You may have more than one MUI that comes out of a single incident. Some common examples of Unapproved Behavior Supports are: a peer to peer incident where restraint is used to protect one individual from another; staff step in to protect others in an area; or someone is engaging in self-injurious behaviors and staff intervene to protect that person. At the end of the day, it is always about health and safety.

MUIs are not always an indication that someone did something incorrect. Sometimes things happen when you have to intervene. The MUI process is taking a look back at what happened, what could have been done differently, and what kind of prevention could be put into place. Sometimes an unapproved behavior support occurs in order to protect someone's safety, such as a restraint to prevent someone from running into the street and getting hit by a car. When an incident happens, a report is made and it comes to the Investigative Services Department. If it is a Category C Unapproved Behavior Support, we enter it into the incident tracking system that generates an MUI number. The Investigative Agent receives and completes the investigation and final report, which includes prevention measures that were developed by the team. The prevention plan is then included in the

individual's ISP. It is a team effort. 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 within the MUI section. There is lots of collaboration between the Investigative Services Unit, the SSA Team and Department and also collaboration with Provider Compliance.

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

- Policy 2.06 Cash Management – Revised
- Policy 2.07 Annual Inventory and Disposition of Property – Reviewed
- Policy 2.26 Use of Board Vehicles – Reviewed
- Policy 3.08 Workplace Violence Prevention – Revised
- Policy 5.04 Individualized Family Service Plan (IFSP) – Revised
- Policy 5.05 Early Intervention Staffing Ratios – Reviewed
- Policy 5.14 Suspension, Removal, Expulsion of Students – Reviewed
- Policy 6.23 Electronic Communication – Revised

**Financials and Board Resolutions:**

04-19-18: Operating Fund #071

<b>A. Two Payrolls for March</b>	<b>\$1,493,172.50</b>
<b>B. Bills for Payment in March</b>	<b><u>\$1,753,338.02</u></b>
<b>TOTAL</b>	<b><u>\$3,246,510.52</u></b>

Roger Gines moved for approval of Resolution 04-19-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of March, total local revenue generated \$184,061. Total state revenue was \$318,161. Total federal revenue was \$1.57 million. There was nothing out of the ordinary to report.

There were two payrolls for the month of March, which totaled \$1.49 million. Total benefits were \$1.29 million. Due to timing, we paid two health bills during the month of March instead of just one. Total other expenditures were \$462,450. Total expenditures for the month were \$3.25 million. Our expenses were over our revenues by almost \$1.18 million.

Our year to date revenue is \$6.65 million as compared to our year to date expenses of \$11.8 million. Our expenses are over our revenue by \$5.15 million. Our current 2018 purchase orders open at the end of March are \$14.54 million. Year to date, we have closed \$273,408 of 2017 purchase orders. With our net change in financial position of \$5.16 million, we ended the month of March with unencumbered cash of \$19.85 million.

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Looking at the budget versus actual, total revenue for March was \$2.06 million and total expenses were \$3.24 million. If you look at the revenues year to date, \$6.65 million, we have collected approximately 13% of what we expected. Total expenditures year to date are \$11.8 million and we have expended approximately 22% of our total budget. The remaining budget that is available at the end of March is \$26.92 million.

Total 2017 purchase orders carried over from the beginning of the year total \$615, 931. We have paid out \$307,356 year to date and we have cancelled \$273,408. We still have \$35,167 open to pay obligations from last year.

We had two payrolls during the month of March totaling \$1.49 million and total non-payroll expenses for the month were \$1.75 million.

The Board duly adopted.

04-20-18: Resolution to approve agreement with Stark County Family Council

Carlene Harmon moved for approval of Resolution 04-20-18. Dr. Jessica Falvo Lang seconded.

Discussion:

Superintendent Green explained that the Stark County Family Council is a partnership of government agencies and community organizations committed to improving the well-being of children and their families. Stark County Board of DD is one of the five funders and we have been increasing our contribution over the last several years. This resolution approves our administrative service agreement with the Stark County Family Council for the time period of July 1, 2018 – June 30, 2019, at a cost not to exceed \$36,000.

The Board duly adopted.

04-21-18: Resolution to approve revisions to the 2017- 2018 program calendars

Roger Gines moved for approval of Resolution 04-21-18. Carlene Harmon seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that the 2017-2018 Adult Services and Administrative Staff Calendar will be revised to establish Thursday, June 28, 2018 , as the last day for individuals and Friday, June 29, 2018, as the last day for staff in the Adult Services Program. The rationale for the amendment is to ensure that workshop specialists and training coordinators have all required documentation complete and that there is an accounting of all contract work to enable a smooth transition of operations to TWi on July 1, 2018.

Additionally, the Eastgate Preschool and Taft Preschool 2017-2018 Calendars will reflect that the last day for students will remain on May 30, 2018, but the last day of school for staff will be revised to Friday, June 1, 2018. The Rebecca Stallman Southgate School and Avondale 2017 -2018 Calendars will be revised to change Friday, June 1, 2018, to the last

day for students, and Monday, June 4, 2018, as the last day for staff. In both cases, the school year is being extended because the number of calamity hours taken during the 2017-2018 school year were in excess of the minimum number of hours required.

The Board duly adopted.

04-22-18: Resolution to approve the 2018 - 2019 program calendars

Carlene Harmon moved for approval of Resolution 04-22-18. Roger Gines seconded.

Discussion:

Tammy Maney, Early Childhood Director, presented the 2018-2019 program calendars. The program calendars have been reviewed to ensure compliance with the Ohio Revised and Administrative Codes. For Early Intervention, the planned calendar has 247.5 service days. We are required to provide Early Intervention services at least 242 days. For educational services as delineated by ORC 3313.48, the minimum number of hours required is 910 hours for students in full-day kindergarten through Grade 6 and 1001 hours for students in Grades 7-12. In a multi-grade building like Rebecca Stallman Southgate School, regulations require that we use 1001 hours for all students in the building. The planned program calendar for Rebecca Stallman Southgate School has 1,029.25 hours and Avondale has 984.5 hours scheduled. Preschool students are required to attend at least 10 hours a week and 36 weeks a year. Our preschool students attend 24 hours a week. Preschool and School Age employees work 184 days.

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 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

04-23-18: Resolution to approve the Board policies presented for second reading

Carlene Harmon moved for approval of Resolution 04-23-18. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.



**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Rebecca Stallman seconded. The Board adjourned at 7:03 p.m.

The next Board meeting is scheduled for Tuesday, May 22, 2018, at 6:00 p.m.