

**Stark County Board of Developmental Disabilities
Board Meeting
June 26, 2018
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 26, 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
Rebecca Stallman

Carmelita Smith (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
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: Kelly Lynn Courtney, she received services from the Community Services and Supports Department, was employed at the Creative Learning Workshop, and previously worked at the Stark County Board of DD workshop program; and Teresa A. Butcher, she was assisted by the Community Services and Supports Department and was employed as an office assistant at Midwest Innovations.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of May 22, 2018.

Roger Gines moved for approval. Carlene Harmon seconded.

The Board duly adopted.

Recognition of Retirees:

Ron Bush, Workshop Specialist II with 23 years of service; Geoff Crowe, Workshop Specialist II with 22 years of service; Brad Hamilton, Behavior Trainer with 34 years of service; Linda Heithoff, Workshop Specialist I with 10 years of service; Darrell Parker, Workshop Specialist I with 23 years of service; Deb VanDorsten, Workshop Specialist II with 34 years of service; Eric Wenhardt, Production Manager with 32 years of service; and Bob Williams, Workshop Specialist II with 27 years of service were all recognized by Cindy Burga, Team Leader. Vicki Huot, RN with 19 years of service was recognized by Diana Lashley, Manager of Health & Therapy Services. Amy Gottschick, Bus Driver with 25 years of service, and Diane Kennedy, Bus Rider with 27 years of service, were recognized by Diane Sidwell, Manager of Transportation. Judy Christen, Clerk with 15 years of service; Debbie Scarpino, Workshop Specialist I with 22 years of service; Bill Trissel, Workshop Specialist II with 24 years of service; and Jody Kreinbrink, Workshop Specialist I with 25 years of service were all recognized by Mike Headland, Team Leader. Rick Allerton, Training Coordinator with 31 years of service; Kim Henderson, Workshop Specialist II with 14 years of service; Joyce Sutton, Workshop Specialist II with 33 years of service; Teresa Knight, Vehicle Operator CWE with 27 years of service; and Joey Leahy, Vehicle Operator CWE with 30 years of service were recognized by Mike Moore, General Manager of Supported Employment. Cindy Burga, Team Leader with 33 years of service and Mike Moore, General Manager of Supported Employment, with 37 years of service, were recognized by Superintendent Green. All of the retirees were presented with artwork from Just Imagine. The following employees are also retirees but were not in attendance: Laurie Day, Workshop Specialist I with 13 years of service; Joel Marchand, Workshop Specialist II with 27 years of service; Cindy McCauley, Workshop Specialist II with 27 years of service; and Jayme Riley, Workshop Specialist II with 14 years of service.

Public Speaks:

None

President's Report:

President Sutter shared that he just attended the Special Olympics Ohio Summer Games at The Ohio State University. They have hundreds of volunteers, the facilities are world class, and the athletes competed and did really well. There were a lot of smiling faces and a good time was had by all.

He reminded the board members to complete their online training for the topics of Supportive Technology and Ohio's HCBS Waiver Waiting List by August 31, 2018. These are two of the required topics that the Ohio Department of Developmental Disabilities has mandated for 2018. The others will be completed in person.

He expressed how deeply appreciative he is, as well as the board, of the work provided by our adult services employees over the last two and a half years. They have remained committed to the people they serve, despite the transition and working under a shadow that will come to an end this week. He is deeply thankful that as a group they worked to finish well. On behalf of the board, he wished both the retirees and those employees transitioning to new jobs the very best.

Superintendent's Report:

Superintendent Green began by stating that this is one of the most significant weeks in the board's history as we make the final transition from adult services to privatization within our workshops, supported employment, and transportation of adults. We thank the board for their leadership through this very difficult decision and process that we embarked on two and a half years ago. We thank the people we serve at Higgins, West Stark, and Supported Employment for their resiliency as we have gone through this very stressful time. We thank Cindy Burga, Mike Moore, Mike Headland, and Diane Sidwell for their leadership and the work they have done to make sure we continued to provide the highest level of standards through this very difficult process. We thank our staff that worked under this umbrella of transition and closure over the past two and a half years and stayed dedicated and faithful. Superintendent Green informed the board that we have just two days left and wanted them to know that we finished well. This did not happen without tears, this did not happen without upset, and this did not happen without anxiety. We made it, and how quickly the time has gone. Why did we finish well? Because of the dedication and commitment of our staff and we are sorry to see them go. We wish them well for their future.

The six month update on our goals is in the board packet. It reports out on 73 goals, but they pale in significance with the gravity of what we just experienced with the recognition of our retirees.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: August 21, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: August 24, 2018, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: August 28, 2018, at 5:45 p.m. (If needed)

Board member Roger Gines asked if Tammy Maney, Early Childhood Director, could talk about the student that she reported on in her Early Childhood Services report.

Old Business:

None

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 August Board meeting for second reading and Board approval.

Policy 2.17 Medicaid Due Process – Reviewed

Policy 4.11 Program Discipline and Corrective Action – Reviewed
Policy 4.29 Family Medical Leave – Revised
Policy 4.39 Drug-Free Workplace – Revised
Policy 4.59 Administrative Leave – Revised
Policy 5.13 Food Service – Reviewed
Policy 5.19 Non-Routine Use of School Buses – Revised
Policy 5.20 Ohio Pupil Transportation Operation and Safety Rules – Revised

Financials and Board Resolutions:

06-30-18: Operating Fund #071

A. Three Payrolls for May	\$2,270,718.91
B. Bills for Payment in May	<u>\$1,539,131.70</u>
TOTAL	<u>\$3,809,850.61</u>

Carlene Harmon moved for approval of Resolution 06-30-18. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of May, brought in local revenue of \$140,933. Total state revenue was \$2.18 million. Total federal revenue was \$943,400. Total revenue for the month of May was \$3.26 million.

There were three payrolls for the month of May, which totaled \$2.27 million. Total benefits paid were \$1.02 million. Total other expenditures were \$514,822. Total expenditures for the month were \$3.8 million. Our expenses exceeded our revenue by \$543,350. Our total year to date revenue is \$27.06 million. Total year to date expenses are \$22.16 million. Our revenue is exceeding our expenses by \$4.9 million, at the end of May.

Our cash balance carried over from December 2017 was \$39.9 million. Our current 2018 purchase orders open at the end of May are \$14.54 million. We have cancelled \$275,416. With our positive change in financial position, we ended the month of May with unencumbered cash of \$29.92 million.

The budget versus actual total revenue for May is \$3.26 million and total year to date revenue is \$27.06 million. We have collected almost 54.06% of what we expected. Total expenditures for May are \$3.8 million and year to date expenditures are \$22.16 million. This is 41.59% of our expected budget. Our current available budget at the end of May was \$16.57 million.

Total 2017 purchase orders carried over from the beginning of the year total \$615,931. We paid \$2,658 during the month of May. Year to date, we have paid \$311,906 and we cancelled \$275,416 of 2017 purchase orders. We still have \$28,608 in outstanding contracts that are waiting as of the end of May.

We had three payrolls during the month of May totaling \$2.27 million and total non-payroll expenses for the month were \$1.53 million.

The Board duly adopted.

06-31-18: Resolution to approve the 2019 Preliminary Budget

Roger Gines moved for approval of Resolution 06-31-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, gave a presentation on the 2019 Preliminary budget. For local revenue, there is a projected increase in excess costs as we continue to bill the districts but otherwise we expect it to remain flat as compared to 2017 and 2018. State DODD and ODE subsidies will remain flat with small decreases; Homechoice funds are expected to decrease. Federal revenue is expected to decrease because of privatization and no longer billing Medicaid. Wages and benefits, as well as purchased services are expected to decrease from privatization. Waiver match is inspected to increase approximately \$2.5 million plus. We also have the Eastgate roof replacement planned. Other projects will be evaluated toward the end of the year, based on our financial position at that time.

Our forecast assumptions for the next five years: Locally we are assuming that our levy remains consistent. State ODE subsidy will decline along with other grant funding. DODD subsidies are expected to decrease slightly with a possible decision to roll those funds into waiver match. Federal revenue is declining but is consistent with our benchmarks. We expect a cost settlement every other year. Waiver match increase, aside from the privatization, the \$900,000 is just for adding new waivers and our privatization match costs will begin in 2019. We will see the full effect next summer. Wage increases previously approved by the board are also included in this forecast. At the end of December, we will look at these forecast assumptions again to give us a better picture of where we will be financially in the next five years.

Proposed revenues for 2019 are as follows: total local revenues - \$31.78 million; total state revenues - \$9.18 million; and total federal revenues - \$4.43 million. Total estimated revenues for 2019 are \$45.4 million. Proposed expenditures include salaries and wages; employee benefits; supplies and materials; purchased services; capital outlay; and other allocations, which includes mostly waiver match dollars. Total expenses budgeted are \$48.48 million. At the end of 2019, we are expecting to have \$3.0 million in expenses over our revenues. We have also budgeted \$250,000 for transfer out to capital. The unencumbered balance at the end of 2019 is estimated to be \$32.3 million. If the \$250,000 is transferred into the capital fund, the balance will be \$276,802. The Cohen gifts and donations fund, with no activity, remains at \$125,450.

The Board duly adopted.

06-32-18: Resolution to amend the table of organization

Maria Heege moved for approval of Resolution 06-32-18. Carlene Harmon seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to approve the creation of the following positions: two Service and Support Administration Assistant Directors, at salary range 10; two Service and Support Administration Supervisors, at salary range 8; and one clerk, which would be a Support Staff Union position starting at \$13.39 per hour.

The table of organization for Community Supports and Services was reviewed regarding structure as well as each supervisor's span of supervision. The review immediately identified that Investigative Services and Provider Compliance should not be reporting to the Director of Service and Support Administration. This is due to the conflict of interest with a Director overseeing these two offices that can investigate and issue citations or violations made by SSAs. Investigative Services and Program Compliance supervisors will report to the Superintendent.

The table of organization has not changed since the department's inception and the director has ten direct reports. The feedback received from the department is that another layer of supervision is needed, as well as two additional supervisors and a clerk for clerical support of the department. The addition of the two supervisors is in line with the practice of a supervisor having 8-10 SSAs they are responsible for, as well as overseeing 300 support plans.

The expense associated with the additional positions is available in the 2018 budget and amounts to an increase in cost of \$154,407. This increase is based on not hiring a Director in the short term and performing an evaluation of the position going forward. The assumption made is that the assistant directors, supervisors, and clerk will be hired from within and the SSAs would be new hires. Once the positions are approved, each will be assigned a Position Control Number (PCN) and be placed on the table of organization.

The Board duly adopted.

06-33-18: Resolution to approve service agreement for placement

Roger Gines moved for approval of Resolution 06-33-18. Maria Heege seconded.

Discussion:

Paula Kovach, Service and Support Administration Supervisor, explained that this resolution is to enter into a contract with Prader-Willi Homes of Oconomowoc in Wisconsin for the time period of August 15, 2018 – December 31, 2018, at a cost not to exceed \$44,480.

A person served has been residing at a specialized facility as a part of their school age education. The school district's financial participation ends on August 14, 2018, by a formal agreement that releases the school district from any further funding responsibility. Upon development of the person's individual service plan, the team concluded that a continuation of this stay would be beneficial. The cost for the term of the 2018 agreement is \$320 per day and the person will receive 139 days of service for a total of \$44,480.

During the next six months, the Board will be evaluating all options and working with the family to come to an agreement on a plan for the future for this out of state placement.

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 2.18 Behavior Support – Reviewed
- Policy 4.25 Professional Meeting and Conference Absence – Reviewed
- Policy 4.27 Leaves of Absence – Reviewed
- Policy 4.30 Disability Separation – Reviewed
- Policy 4.33 Access, Duplication and Dissemination of Personnel Records – Revised
- Policy 4.52 Tuition Reimbursement – Reviewed
- Policy 4.54 Nepotism – Reviewed
- Policy 5.03 Early Intervention Enrollment and Child Records – Revised

06-34-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 06-34-18. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The Board adjourned at 7:06 p.m.

The next Board meeting is scheduled for Tuesday, August 28, 2018, at 6:00 p.m.