

**Stark County Board of Developmental Disabilities
Board Meeting
September 25, 2018
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 25, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 5:58 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
Amy Anderson, Director of Service & Support Administration
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal of School Programs
Tammy Maney, Early Childhood Director
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Kristen Quicci, Manager of Nursing Services
Diane Sidwell, Manager of Transportation

In Memoriam:

A moment of silence was observed for the following: Jennifer Sue Boyd, she received services from the SSA Department; Joseph Kent Elavsky, he received services from the SSA Department; Jerry Howard Messenheimer, he received services from the SSA Department and previously worked in the Stark County Board of DD workshop program; and James Russell, he received services from the SSA Department.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of August 28, 2018.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

Recognition of Retiree:

Cheryl Urdiales, Intervention Specialist with 30 years of service, was recognized by Myrna Blosser, Principal of School Programs.

Public Speaks:

Barb Shea, of 4525 Bishop's Gate Road NW, in Canton, was at the last board meeting and had pushed to continue the monthly dances for the individuals. The SSAs hosted a dance in August at the North Canton Skate Center. You could see how happy the individuals were getting to see each other and socializing with one another. She hopes this will continue. They had pop and a snack in the past but changed to smaller bottles of water and a snack, which went over well. There is another dance scheduled September 27, 2018, at St. George Serbian Center. She asked if future flyers could provide directions to the location along with contact information, such as names, phone numbers, and emails in case anyone has any questions. This information was provided on flyers in the past. She concluded by thanking the SSAs and Stark DD.

President's Report:

President Sutter informed those attending the meeting that there would not be a presentation and that the president's and superintendent's reports would be abbreviated. (At the conclusion of the meeting, the board went upstairs to attend a board member in-service training.)

This past month, President Sutter, commented that he personally got to see two of our strategic plan objectives in action. One was the social night from last month, which his daughter attended and enjoyed. He also went for a while to experience the social night and people were having a lot of fun. It is good to see that it is being continued. The other is the Project STIR Training, which is a self-advocacy program. His daughter also attended it. There were some good things and some challenging things, as you would expect. Overall, it was a very good experience and the group is going to expand and go to other workshops and talk about their experiences. His daughter will be a part of this.

He reminded everyone that next month we have the Great Pumpkin Race.

Superintendent's Report:

Superintendent Green began by thanking SSA Supervisors Josh Young and Ed Lewis for coordinating the social night in August. Lisa Paramore, Communications Manager, and some of the nurses are coordinating the social night for September. Thereafter, Cindy Burga, who previously headed up the social nights, will take over coordinating them again.

In regards to Project STIR, we had 32 self-advocates from all over the state. Twelve were from Stark County. It was a three day intensive training in self-advocacy; trying to define their dreams and trying to put a plan in place to get there. They have a graduation ceremony at the end and it is very moving. There is the recognition of receiving the diploma and also the relationships they formed over the three days. Stark DD is going to host it again next year.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: October 16, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: October 19, 2018, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: October 23, 2018, at 5:45 p.m. (If needed)

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 October Board meeting for second reading and Board approval.

- Policy 2.02 Individual Service Planning Process – Reviewed
- Policy 2.09 Corporate Compliance Program – Reviewed
- Policy 2.20 Medicaid HCBS Waiver Waiting List – Revised
- Policy 2.21 Non-Residential Waiting Lists – Revised
- Policy 2.23 Research and Experimental Programs – Reviewed
- Policy 3.03 Lockout–Tagout Program – Reviewed
- Policy 4.55 Certification, Licensure, Registration and Permits – Revised
- Policy 4.56 Table of Organization – Reviewed
- Policy 5.18 Transportation – Revised
- Policy 5.23 Employment First – Reviewed

Financials and Board Resolutions:

09-41-18: Operating Fund #071 (page 58)

A. Two Payrolls for August	\$2,082,258.95
B. Bills for Payment in August	<u>\$ 813,104.00</u>
TOTAL	<u>\$2,895,362.95</u>

Carlene Harmon moved for approval of Resolution 09-41-18. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of August we had total local revenue of \$136,332. Total state revenue was \$692,400. Total federal revenue was \$839,120. Total revenue for the month of August was \$1.66 million. There were two

payrolls of \$2.08 million. Total benefits paid were \$201,526, which included a premium holiday. Total other expenditures were \$611,577. Total expenses for the month of August were \$2.89 million. Our expenses exceeded our revenue by \$1.22 million. With the beginning year cash, taking into consideration \$8.09 million in open purchase orders, we have cancelled \$279,166 in 2017 purchase orders. With the negative change in financial position, our unencumbered cash at the end of August was \$26.76 million.

For the outstanding prior year encumbrances, we carried over \$615,931 from 2017. We paid \$2,658 during the month of August. Year to date we have paid \$315,454 and at the end of August, \$21,310 remains open from 2017.

At the end of August, total revenue is \$1.66 million and our year to date revenue is \$30.65 million. This is 61.22% of what we expected to bring in so far this year. Total expenses are at \$2.89 million for the month of August and year to date are \$35.35 million. This is 66.36% of what we expected to spend this year. Our available budget at the end of August was \$9.82 million.

We had two payrolls during the month of August totaling \$2.08 million. The first payroll in August included the adult services incentive payout of \$1.2 million. Total non-payroll expenses for August were \$813,104.

The Board duly adopted.

09-42-18: Resolution to approve renewal of Liability and Fleet Insurance

Maria Heege moved for approval of Resolution 09-42-18. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval to acquire liability and fleet insurance at a cost not to exceed \$140,000 per year for the three year policy secured from Philadelphia Indemnity Insurance Company and the Schauer Group Incorporated. This year, TWi will not be covered under our insurance. Because of this change, it will save us approximately \$35,000 in premium cost each year. The policy period is October 1, 2018, through September 30, 2021. General Liability is \$1.0 million per occurrence, the Umbrella Liability Policy is \$10.0 million, and the Executive Liability Insurance is \$2.0 million with a \$25,000 deductible.

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 2.03 Functional Departments – Revised
- Policy 4.37 Personnel Records – Reviewed
- Policy 5.12 Wellness – Revised
- Policy 5.15 Suspensions, Emergency Removals for Adults with DD – Revised

Policy 5.16 Administration of Medication – Revised
Policy 5.21 Transportation Catchment Areas – Deleted
Policy 5.28 Food Service Staff Illness Reporting – New
Policy 6.03 IT Confidentiality – Revised
Policy 6.08 IT Incident Response – Revised
Policy 6.21 Breach Notification – Revised

09-43-18: Resolution to approve the Board policies presented for second reading

Carlene Harmon moved for approval of Resolution 09-43-18. Maria Heege seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Jessica Falvo Lang seconded. The Board adjourned at 6:23 p.m.

The next Board meeting is scheduled for Tuesday, October 23, 2018, at 6:00 p.m.