

**Stark County Board of Developmental Disabilities
Board Meeting
October 23, 2018
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 23, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:04 p.m.

Roll Call:

Present:

Absent:

Board Members:

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

Carlene Harmon
Vice President Maria Heege
Carmelita Smith
(All were 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
Brandon Haney, Information Technology Manager
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
Tom Vaughn, MUI Manager

In Memoriam:

A moment of silence was observed for the following: James Michael Luchansky, he received services from the SSA Department; John "Mikie" Michael Wise, he received services from the SSA Department; and Jason Daniel Bresaw, 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 September 25, 2018.

Roger Gines moved for approval. Dr. Falvo Lang seconded.

The Board duly adopted.

Recognition of Retiree:

Nina Miller, a Bus Driver with 19 years of service, was not in attendance but was recognized by Connie Poulton, Director of Human Resources.

Disability Employment Awareness Month Recognitions and Presentation:

Lisa Parramore, Communications Manager, explained that October is National Disability Employment Awareness Month. She introduced the four ambassadors that we highlighted this month, all of them with amazing employment success stories. Our first ambassador was Paul Smith, introduced by his SSA, Jeremy Ballinger. Paul has been employed with Fishers Foods for over 20 years and is currently a utility bagger in the Massillon store. Our second ambassador was Kelli Parsons, introduced by her SSA, Daren Rosenberger. Kelli is employed at St. Joseph's Senior Living in Louisville as a dietary aide. Our third ambassador was Jayme Clark, introduced by Lisa Parramore. Jayme is employed as a handler at the Whipple Avenue Goodwill outlet store in Canton. Our fourth ambassador was Juanita Myers, introduced by her SSA, Lisa Beard. Juanita has worked at McDonald's for 25 years and has perfect attendance.

Public Speaks:

None

President's Report:

President Sutter began by thanking the four ambassadors, Paul, Kelli, Jayme and Juanita, for being with us. He 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 another board member in-service training.)

At the beginning of the year, President Sutter formed a nominating committee made up of Roger Gines, Carlene Harmon, and himself. He would like to designate Roger Gines as the chair of that committee. They will be bringing a slate of officers for 2019 to the organizational meeting in January. Also, an electronic version of the Superintendent's evaluation form will be sent out for all of the board members to complete. President Sutter asked that they be returned to Kathy Albright, Executive Assistant, by November 30, 2018, so she can compile the results into one document. The board members will review it for any additions or revisions during an executive session at the December board meeting. President Sutter will then review the performance evaluation with Superintendent Green by December 31, 2018.

He reminded everyone that the 21st Great Pumpkin Race will take place Saturday, October 27, 2018.

Superintendent's Report:

Superintendent Green provided the 2019 department goals in the board packet. There are 75 of them. Some of them overlap with our strategic plan goals and metrics. Other goals are just nuts and bolts, like what we are going to purchase or renovate. We also are using these goals as performance goals for the management team.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: December 11, 2018, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: December 14, 2018, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: December 18, 2018, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation of the Table of Organization:

Connie Poulton, Director of Human Resources, reviewed the current Table of Organization. Board Policy 4.56 states that the agency will have a Table of Organization and it will list all the positions in the agency and also indicate the lines of supervisory responsibility. It also includes any vacant positions. Each position has been approved by the Board and contains a position identification number for tracking purposes. Per policy, the Table of Organization is reviewed no less than annually by the superintendent with appropriate recommendations made to the Board. At this time, there are no recommendations to change the Table of Organization.

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 December Board meeting for second reading and Board approval.

- Policy 4.49 Dress Code – Reviewed
- Policy 4.51 Employee Conflict of Interest – Reviewed
- Policy 6.01 IT Acceptable Use – Revised
- Policy 6.05 IT Email – Revised
- Policy 6.06 IT Encryption – Revised
- Policy 6.14 IT Physical Security – Revised

Financials and Board Resolutions:

10-44-18: Operating Fund #071 (page 58)

A. Two Payrolls for September	\$1,189,757.33
B. Bills for Payment in September	<u>\$1,222,668.24</u>
TOTAL	<u>\$2,412,425.57</u>

Roger Gines moved for approval of Resolution 10-44-18. Dr. Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of September we had total local revenue of \$14.48 million. This included receipt of our second half real estate tax distribution. Total state revenue was \$269,567. Total federal revenue was \$182,189. Total revenue for the month of September was \$14.93 million.

There were two payrolls totaling \$1.18 million. Total benefits paid were \$649,538. Total other expenditures were \$573,130. Total expenses for the month of September were \$2.41 million. Our revenues exceeded our expenses by \$12.52 million because of the real estate tax distribution.

We carried over \$615, 931 in outstanding 2017 purchase orders. Our unencumbered cash at the beginning of the year was \$39.28 million. At the end of September we had \$7.27 million in open purchase orders. Factoring in our positive financial position of \$7.81 million, we have unencumbered cash of \$40.12 million at the end of September.

At the end of September, total revenue is \$14.93 million and our year to date revenue is \$45.59 million. This was 91.06% of what we expected to receive. Total expenses are \$2.41 million for the month of September and year to date expenses are \$37.77 million. This is 70.89% of what we expected to spend this year.

For the prior year encumbrances, we paid \$1,222 during the month of September and we have now closed all of 2017 purchase orders. We have closed \$299,254 and paid \$316,677 this year.

We had two payrolls during the month of September totaling \$1.18 million. Total non-payroll expenses for September were \$1.22 million.

The Board duly adopted.

10-45-18: Resolution to go out to bid for the replacement of the roof at Eastgate

Roger Gines moved for approval of Resolution 10-45-18. Rebecca Stallman seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that this resolution requests that the Board of Stark County Commissioners undertake the Eastgate roof

replacement project including approval of plans and specifications, advertisement, and bidding. The Stark County Board of DD approves the funding at a cost not to exceed \$650,000. This will be a 2019 project.

The Board duly adopted.

10-46-18: Resolution to approve the purchase of a plow truck

Roger Gines moved for approval of Resolution 10-46-18. Dr. Falvo Lang seconded.

Discussion:

Diane Sidwell, Manager of Transportation, explained that this resolution is for approval to request bids to purchase a 2019 model year pick-up truck at a cost not to exceed \$40,000. The Board maintains seven pick-up trucks. Three are leased to TWi to support the TWIG program. The four remaining trucks are used by the Building and Grounds Department. The new pick-up truck will be assigned to the Building and Grounds Department and the 2004 Ford they have been using will be assigned to the Transportation Department to be used as a road call/parts pick-up vehicle. The 2004 pick-up was used as a snow plow for the past 15 years and has developed extensive rust. The cost to repair the vehicle would exceed its current value.

Board member Rebecca Stallman asked if the 2004 pick-up still works. Ms. Sidwell replied that the vehicle still runs but this is the second time a rust repair is needed. The rust repair will exceed the value of the vehicle and we can still use the truck for parts. Ms. Stallman then asked if we need to fix the rust. Ms. Sidwell responded that the rust is in the bed, rockers, and the doors.

The Board duly adopted.

10-47-18: Resolution to approve the 2019 Policy Manual

Roger Gines moved for approval of Resolution 10-47-18. Dr. Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution requests approval of the 2019 Policy Manual. Attached to the resolution are indexes of each of the six chapters that make up the board policy manual. The chapters are: Governance, Agency Administration, Safety and Facilities, Human Resources, Program Services, and Information Technology. These policies are displayed on the Board's intranet site for easy access by all staff.

The Board duly adopted.

10-48-18: Resolution to approve a service agreement for residential placement

Roger Gines moved for approval of Resolution 10-48-18. Rebecca Stallman seconded.

Discussion:

Amy Anderson, Director of Service and Support Administration, explained that this resolution requests approval to enter into a two year contract with a specialized facility for Prader-Willi syndrome in Wisconsin. The Board previously approved a five month agreement that expires December 31, 2018. The Service and Support Administrator (SSA) and the team believe that this placement is necessary for the health and safety of the person served in this facility. At the end of this agreement, the SSA and team will make the recommendation on an annual basis to the Board for continued 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 2.02 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

10-49-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 10-49-18. Dr. 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 6:43 p.m.

The next Board meeting is scheduled for Tuesday, December 18, 2018, at 6:00 p.m.