

**Stark County Board of Developmental Disabilities
Board Meeting
December 18, 2018
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 18, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Maria Heege
Roger Gines Recording Secretary
Dr. Jessica Falvo Lang
Carlene Harmon

Carmelita Smith
Rebecca Stallman
(Both were excused)

Also Attending:

Bill Green, Superintendent
Amy Anderson, Director of Service & Support Administration
Tim Beard, Buildings/Grounds Maintenance Manager
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: Tara Veitch-McFarland, she most recently was the clerk for the Maintenance Department but her career with the Board spanned more than 24 years with various departments and locations, including West Stark Center, Higgins, and Human Resources, at the front desk at Whipple-Dale Centre; Larry "Keith" Brown, Jr., he received services from the SSA Department and prior to his retirement, he attended X-Excel; Mary Louise Means, she received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Jeffrey Allen Rodgers, he received services from the SSA Department and previously attended West Stark Center then Gentle Works; Todd Michael Weiford, he received services from the SSA Department and graduated from Southgate School; Ellen Jane Krall, she received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Andrew "Andy" Bradley Leonard, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Martin James Pitts, he received services from the SSA Department and attended Community Connections; and Edward "Ed" Henry Miller, he received services from the SSA Department, attended the SARAH Care Center and Stark County Board of DD workshop program before transitioning to X-Excel.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of October 23, 2018.

Roger Gines moved for approval. Carlene Harmon seconded.

The Board duly adopted.

Recognition of Retiree:

Rita Ashton, Bus Driver with 27 years of service, was recognized by Diane Sidwell, Manager of Transportation.

Public Speaks:

None

President's Report:

President Sutter reminded everyone that this was the final board meeting of the year. Within the board members' folders were the board evaluations and self-evaluations that are to be completed by Friday, January 11, 2019, and returned to Kathy Albright, Executive Assistant. She will also send the board members electronic versions of the forms. The board members' responses will be summarized for review and discussion during the January organizational meeting.

Also, within their folders, was a tentative 2019 board schedule. Generally, the schedule reflects the fourth Tuesday of the month, except in December. There are no board meetings in July or November. Committee meetings will be determined during our organizational meeting. President Sutter would like to schedule the first board in-service at the conclusion of the February 26, 2019, meeting. This board meeting is typically a lighter agenda and we will ensure that the board in-service concludes by 7:15 p.m.

As a reminder, the nominating committee will be meeting in the weeks ahead to propose the slate of officers at our organizational meeting. The nominating committee is made up of Carlene Harmon, Dan Sutter, and Roger Gines, Chair.

There was an announcement, which was a bittersweet moment for the board meeting. Becky Stallman is going off the board at the end of her term this month. On behalf of the board, President Sutter thanked her for her five plus years of dedicated service on the board and for sharing her 40+ years of experience in education with us. We appreciated her involvement and miss her tonight.

Superintendent's Report:

As 2018 closes, Superintendent Green thanked the board, the employees, and the provider community for all the incredible work, dedication and commitment shown throughout the year as we served over 3,900 people with disabilities.

- This year, we enrolled over 159 new people on home and community based services waivers. That was 95 new waivers and 64 replacement waivers.
- We served over 700 families with infants/toddlers who needed our support through early intervention.
- We educated 187 students between our preschool and school age programs.
- We furthered self-advocacy by hosting the trainings of "It's My Turn" for students and Project STIR (Steps Toward Independence and Responsibility) for 34 adults from across the state.
- We launched a parent mentor program in cooperation with the Arc of Ohio.
- We received a youth respite grant and now are supporting children with very complex needs for in and out of home respite.
- We now have 11 Gold Star providers and more will be going through the qualifying process in 2019.
- We held five Family Information Series, celebrated March Disability Awareness month and October Disability Employment Awareness month, and hosted our annual Street Fair and Great Pumpkin race.
- Through our annual Citizens Who Care Golf outing and payroll deductions, we generated nearly \$44,000 for our next levy campaign in 2023.
- Financially, we are sound; though we are planning to spend more than we bring in over the next several years. This is because we are funding more people with long term services and supports, which is the biggest need for individuals and families at this time.

All these achievements come against the backdrop of our adult services transition, which was a difficult and emotional one, as we became the 67th county to make this transition. Through our SSAs, RNQA, Provider Compliance and Investigative Service functions, we continue to make sure through regular visits that the people who transitioned are happy and safe.

Included within the board packet was the 2018 Administrative Resolution of Complaints listing the formal complaints that came to the superintendent and how they were resolved. There is also the final focus group report where we sat down with employees and listened to their issues and concerns and attempted to address each one. With this process, we wanted to say yes where we could and if not, we explained why recommendations could not be adopted. We have a variety of mechanisms in place to receive feedback so that we are responsive to the people we serve, their families, our employees, and the citizens of Stark County.

As we finish out this year, Superintendent Green stated that he is immensely honored to be counted among you as a colleague. He deeply appreciates all that you have done this past year and wishes you a very happy new year, filled with success, happiness and good health.

Tammy Maney, Early Childhood Director, then shared an impact story about Sammy. Every year we have a child or two between preschool and early intervention that she refers to as our miracle children. Sammy is definitely one of them. She was born with two life threatening heart defects. As a newborn, she required two open heart surgeries in pretty quick succession. She also needed a tracheostomy, required a ventilator, and had a

feeding tube. She lived the first six months of her life in the neonatal intensive care unit at Akron Children's Hospital. After Sammy had her second open heart surgery, her parents were told that she only had a 3% chance of living. The hospital made a referral to early intervention before Sammy even came home, so our staff was ready to enter the home as soon as the family was ready. The staff was there within the first week and they continued there every week until Sammy's third birthday. Sammy is now up and moving. She was off the ventilator before her second birthday. The trach was removed about four months before her third birthday. At age two she was unable to utter any kind of sound because of scar tissue from the trach. After scar tissue removal surgery, she can now make noise. She is also weaned off of her feeding tube and plans are to have it removed after the first of the year. Sammy is a healthy, happy preschooler now and is definitely a miracle baby. Stark DD has certainly made a huge impact on Sammy and her family but the greatest impact has been on us.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: January 15, 2019, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: January 18, 2019, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: January 22, 2019, 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 January Board meeting for second reading and Board approval.

- Policy 2.29 Free Choice of Provider – Revised
- Policy 4.23 Resignation – Reviewed
- Policy 4.40 Payroll – Reviewed
- Policy 4.45 Work Related Injuries – Reviewed
- Policy 4.57 Salary Administration – Revised
- Policy 4.60 Exit Interview – Reviewed
- Policy 5.21 Preschool Transitions – New
- Policy 5.25 Intake and Exit from Adult Services – Delete
- Policy 6.15 IT Remote Access – Reviewed
- Policy 6.20 IT Cell Phone and Personal Devices – Revised

Financials and Board Resolutions:

12-50-18: Operating Fund #071

A. Three Payrolls for October	\$1,890,597.29
B. Bills for Payment in October	<u>\$5,061,272.80</u>
TOTAL	<u>\$6,951,870.09</u>

12-51-18: Operating Fund #071

A. Two Payrolls for November	\$1,237,386.69
B. Bills for Payment in November	<u>\$1,408,909.35</u>
TOTAL	<u>\$2,646,296.04</u>

Maria Heege moved for approval of Resolutions 12-50-18 and 12-51-18. Dr. Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of October we received total revenues of \$3.8 million. This included a cost report settlement of \$2.8 million.

Total expenditures for October included three payrolls with total expenditures of \$6.9 million. During October, we paid the fiscal year 2019 second quarter waiver match.

Our unencumbered cash at the beginning of the year was \$39.28 million. Open purchase orders in October were \$2.9 million and our unencumbered cash at the end of October was \$41.3 million.

Total revenue during the month of November was \$2.7 million. During November, we received our second half real estate rollbacks from the state.

We had two payrolls in November. Total expenses were \$2.6 million and we ended with a net change in financial position of \$64,255.

Comparing our year to dates from 2018 to 2017, total revenues were \$52.1 million at the end of November as compared to last year at \$49.7 million. This increase is due to an additional cost report settlement received this year.

Total expenditures at the end of November totaled \$47.36 million as compared to last year at \$47.77 million. There was a decrease in expenditures due to a decrease in wages offset by an increase in our waiver match.

Unencumbered cash at the beginning of January 2018 was \$39.28 million. Open purchase orders in November were \$1.5 million, giving us unencumbered cash at the end of November of \$42.79 million.

At the end of November, our year to date revenue was \$52.1 million or 104% of what we expected to receive in 2018. Our total expenses at the end of November were \$47.3 million or 88.9% of what we expected to spend. Our remaining budget at the end of November is \$4.35 million and our year to date positive financial variance is \$4.76 million.

For the prior year encumbrances, we paid \$1,222 during November and all of our 2017 purchase orders are closed. We have closed \$299,254.

We had three payrolls during the month of October totaling \$1.8 million. Total non-payroll expenses for October were \$5.06 million.

We had two payrolls during the month of November totaling \$1.2 million. Total non-payroll expenses for November were \$1.4 million.

The Board duly adopted.

12-52-18: Resolution to approve the 2019 Final Budget

Roger Gines moved for approval of Resolution 12-52-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, began with a presentation on the assumptions used to create the 2019 budget as well as the assumptions used for our ten year forecast. For 2019 local revenues, we projected a slight increase in excess costs but otherwise they are expected to remain flat as compared to 2018. For 2019 state revenues, Ohio Department of DD (DODD) and Ohio Department of Education (ODE) subsidies will also remain flat and Home Choice funds will be phased out, as that program was discontinued. Federal revenues will decrease because of privatization but we are expected to receive a cost report settlement in 2019.

In 2019 for expenses, our wages and benefits will decrease because of privatization. Waiver match is expected to increase about \$3.0 million also due to privatization. Capital projects planned and budgeted for in 2019 include: the Eastgate roof replacement, a property purchase, and the purchase of three buses and a truck.

Our forecast assumptions over the next ten years for revenues: Local – assumes consistent levy dollars 2019-2028; State – ODE subsidy is declining, also DODD subsidy is to decrease through 2019, possibly this could be rolled into our waiver match; and Federal – will see a slight increase in Targeted Case Management (TCM) due to the addition of SSAs and we are expecting a cost settlement every other year through 2025.

Our forecast assumptions over the next ten years for expenses will see a waiver match increase of \$900,000 each year, plus privatization costs beginning in the summer of 2019. Wage increases were previously approved by the Board. Capital projects will be evaluated each year going forward.

For the 2019 budget, local revenue expected is \$32.5 million, state funds of \$8.6 million, and federal of \$7.2 million; for total revenues of \$48.5 million. Total expenditures for 2019 are projected at \$49.3 million; \$19.3 million of this is waiver match and administrative fees. We have budgeted a transfer of \$275,000 to our capital fund for the purchase of the buses and the truck. The cash balance estimated at the end of 2019 is around \$40.8 million. Our capital fund of \$355,000 is budgeted for the purchase of the buses and truck. Ending cash expected in 2019 for capital is \$4,400. The Cohen gifts and donation fund has a cash balance of \$125,449, with no activity.

The Board duly adopted.

12-53-18: Resolution to approve the 2019 North East Ohio Network Budget (NEON)

Maria Heege moved for approval of Resolution 12-53-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that we take our family support revenue of \$287,000 and move it to NEON so they can manage the family support services. There are transfers in of \$400,000 and expenditures totaling \$727,819. The cash balance expected to be held at NEON at the end of 2019 is \$612,770.

The Board duly adopted.

12-54-18: Resolution to approve the transfer of funds to NEON

Roger Gines moved for approval of Resolution 12-54-18. Dr. Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval to transfer \$400,000 to NEON for the payment of Board obligations. NEON is our regional council of governments that has 14 county boards as members. We have a contract with them to provide the following services: local funding and supported living administration and invoice payment; family support services administration and invoice payment; and MUI investigations, where a Board employee is the Primary Person Involved (PPI). The money that will be transferred will provide the resources to replenish funds needed to continue to pay Board obligations. The Board's current balance at NEON is \$791,000.

The Board duly adopted.

12-55-18: Resolution to approve payment of the non-federal share of services required for 2019 Medicaid expenditures

Maria Heege moved for approval of Resolution 12-55-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the appropriation of up to \$19,292,454 to pay the nonfederal share of the 2019 Medicaid expenditures as required by Ohio Revised Code. The Board approved the 2019 budget with this appropriation to pay waiver match obligations, which includes the waiver cost reconciliation and related fees. This represents our ongoing financial commitment for the services we provide and the waivers that we issue.

The Board duly adopted.

12-56-18: Resolution to approve the 2019 service contracts

Maria Heege moved for approval of Resolution 12-56-18. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that these are all service contracts that have been budgeted for and appropriated for in our 2019 budget. We have contracts for health and therapy services; service and support administration and investigative services; information technology; and all others, which includes the NEON contract and the Ohio Association of County Boards of Developmental Disabilities annual dues.

The Board duly adopted.

12-57-18: Resolution to request the Board of County Commissioners to purchase property

Carlene Harmon moved for approval of Resolution 12-57-18. Roger Gines seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that this resolution is for the Board to request that the Stark County Board of County Commissioners take the necessary steps to purchase the property at 2901 Wise Avenue, with a cost not to exceed \$202,500. This is for the express purpose of converting it into additional parking for Whipple-Dale Centre. We currently have 181 parking spots at Whipple-Dale Centre but they are not sufficient to address visitors, trainings, and future additions of employees at Stark DD and the Veterans Service Commission. The acquisition of this property will guarantee a minimum of 72 additional parking spots. The plan is to convert the property into a parking lot in 2020 at a cost not to exceed \$230,000. This will help solve our parking issues into the future.

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 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

12-58-18: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 12-58-18. Carlene Harmon seconded.

The Board duly adopted.

Executive Session:

President Sutter called for an executive session for the purpose of discussing the performance evaluation of the Superintendent.

Roger Gines moved for approval. Maria Heege seconded.

A roll call vote was taken.

<u>Roll Call Vote</u>	<u>All in Favor</u>
Jessica Falvo Lang	Yes
Roger Gines	Yes
Carlene Harmon	Yes
Maria Heege	Yes
Carmelita Smith	Absent
Rebecca Stallman	Absent
Daniel Sutter	Yes

The Board went into executive session at 6:40 p.m.

The Board came out of executive session at 7:16 p.m. and no action was taken.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Carlene Harmon seconded. The Board adjourned at 7:17 p.m.

The next Board meeting is scheduled for Tuesday, January 22, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre and will begin with the Organizational meeting.