

**Stark County Board of Developmental Disabilities
Board Meeting
February 26, 2019
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, February 26, 2019, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:02 p.m.

Oath of Office:

Attorney Leslie Iams Kuntz administered the oath of office to newly appointed Board member James Anderson.

Roll Call:

Present:

Absent:

Board Members:	President Dan Sutter Vice President Maria Heege Recording Secretary Dr. Jessica Falvo Lang James Anderson Roger Gines Carmelita Smith	Carlene Harmon (excused)
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Also Attending:	Bill Green, Superintendent Amy Anderson, Director of Service & Support Administration Tim Beard, Buildings/Grounds Maintenance Manager Brandon Haney, Information Technology Manager 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
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In Memoriam:

A moment of silence was observed for the following: James Wesley Ward, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Brenda Carol Bryant, she received services from the SSA Department; Dennis Lloyd VanMeter, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Judith "Judy" Ann Cale, she received services from the SSA Department, worked at X-Excel, and previously attended

the Stark County Board of DD workshop program; Robert L. "Tim" Hall, he received services from the SSA Department and was employed at Lomeda; and Kevin Blain Williams, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Annual Organizational and Board meeting minutes of January 22, 2019.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

Recognition of Retiree:

Debra Faithful, Speech-Language Pathologist at Eastgate with 10½ years of service, was recognized by Tammy Maney, Early Childhood Director.

Public Speaks:

None

President's Report:

President Sutter again welcomed James Anderson to the Board. He reminded the board members that a board member in-service would be held following the meeting. The Board is a sponsor again for the Grape Possibilities event on Friday, March 8, 2019. Board members that are available and interested in attending should contact Lisa Parramore, Communications Manager. This is a good event and will be held at the Onesto Hotel this year.

Superintendent's Report:

Superintendent Green reported that the board submitted a Plan of Correction (POC) on the accreditation survey. We were successful on the appeal for one of the citations so we only ended up with three. They also accepted the three other plans we have put into place.

We had a wonderful provider meeting today that was facilitated by Ed Lewis, Provider Compliance and Support Supervisor. There were between 60 - 80 providers at the meeting that heard information on the new MUI rule from Sean McDonald, Lead Investigative Agent. They also learned about the new monthly rate calculator, which was presented by Jessica Hoffarth, Assistant Director of Service & Support Administration and Mary Lou Chizmar, SSA Supervisor. The information was very well received and there were lots of providers there to get the message.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: March 19, 2019, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: March 22, 2019, at 3:00 p.m.
- C. Ethics Council – No Meeting in January
Next meeting: March 26, 2019, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation:

Amy Anderson, Director of Service & Support Administration, gave a presentation on the National Core Indicators, also referred to as NCI. This is an adult consumer state- wide survey for individuals 18 and over receiving at least one paid service for Home and Community Based Services. It is administered in-person and addresses key areas of concern, including employment, rights, service planning, community inclusion, choice, health and safety. There are indicators that are standard measures used across the states to assess the outcomes of services provided to individuals and families. It is voluntary and provided by public developmental disabilities agencies as a way to measure and track their own performance. It was started back in 1997 with about 15 states. Stark County began participating around 2007. Currently, 46 states participate. Some of the NCI goals are: to establish a nationally recognized set of performance and outcome indicators for DD service systems; to use valid and reliable data collection methods and tools; and to report state comparisons and national benchmarks of system- level performance. The Ohio Department of Developmental Disabilities (DODD) uses NCI to measure system performance and collect system- level data used to monitor our service delivery system. They also use NCI to make policy decisions, allocate resources, and help determine where to make improvements to better support individuals and their families. Some examples could be seen in their implementation of several projects and initiatives to improve the service system in supporting people with complex needs, their overall shift in person-centered work, and in positive behavior supports. Looking at the data collection process, county boards annually receive a list of participants. The last few years, our sample has been between 50-55 individuals. Our sample size increases as our number of people served increases. After we get our list of participants, SSAs collect pre-survey and background information using a secure online portal. Then individuals and guardians are independently interviewed and provide feedback. Ms. Anderson then provided data results comparing Ohio to Stark County on the following indicators: choices, safety, SSA call backs, friendships, and activities.

Board President Sutter asked if the data for Stark County was from last year. Ms. Anderson verified that it was from 2018. Board Vice President Maria Heege asked about the data for

being afraid at home or in the neighborhood and that Ms. Anderson stated this requires more research. Ms. Anderson explained that we know who was asked the questions in Ohio but we do not know who responded. Through team meetings or monitoring with individuals we can ask those kinds of questions just to make sure that we have those issues covered.

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 March Board meeting for second reading and Board approval.

- Policy 1.06 Superintendent Performance Evaluation and Compensation – Reviewed
- Policy 1.07 Superintendent Succession Plan – Reviewed
- Policy 2.30 Records Retention – Reviewed

Financials and Board Resolutions:

02-04-19: Operating Fund #071

A. Two Payrolls for January	\$1,140,259.45
B. Bills for Payment in January	<u>\$4,928,104.38</u>
TOTAL	<u>\$6,068,363.83</u>

Roger Gines moved for approval of Resolution 02-04-19. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of January we brought in local revenue of \$40,549, state revenue of \$800,494, and federal revenue of \$241,661. Total revenue received for the month was \$1.08 million.

Expenditures for January included: two payrolls with wages of \$1.14 million; total benefits paid of \$214,916, and total other expenditures of \$4.7 million. During January, we paid our third quarter fiscal year 2019 waiver match of \$3.92 million. Total expenditures were \$6.06 million. We spent \$4.98 million more than we brought in for the month.

Our cash at the beginning of the year was \$43.7 million. We paid \$188,270 on 2018 expenditures. We had \$676,950 in purchase orders that were carried over from 2018. This gave us unencumbered cash at the beginning of the month of \$43.06 million. Our current year open purchase orders for 2019 at the end of January were \$11.87 million. We canceled \$48,529 from 2018 purchase orders, which gave us unencumbered cash of \$26.25 million.

Looking at the budget versus actual – taking our appropriated budget of \$49.66 million and deducting our total open purchase orders of \$11.87 million and year to date expenses of \$6.06 million, gave us an available budget at the end of January of \$31.72 million.

Our 2018 purchase orders that were carried over were \$676,950. We paid \$188,270 during the month of January on those purchase orders. We closed \$48,529 and we still have \$440,149 remaining open from prior year purchase orders.

We had two payrolls during the month of January totaling \$1.14 million. Total non-payroll expenses for January were \$4.92 million.

The Board duly adopted.

02-05-19: Resolution to approve an increase to the Eastgate roof bid

Roger Gines moved for approval of Resolution 02-05-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that this resolution was requesting that the Board of County Commissioners amend Resolution 10-45-18, which was for the Eastgate roof replacement project. This is to increase the funding for the Eastgate roof replacement project from the original cost, of not to exceed \$650,000, to the new cost, of not to exceed \$680,000.

During the initial inspection and the core samples taken by the engineers, it was determined that the original roofing layer installed in 1979 contained asbestos. The cost to safely remove and dispose of this asbestos layer has added additional cost to the project exceeding the original budgeted amount by \$30,000.00.

The Board duly adopted.

02-08-19: Resolution to accept the bid for the Eastgate roof replacement

Maria Heege moved for approval of Resolution 02-08-19. Roger Gines seconded.

Note: This resolution was moved up on the agenda since it was related to the previous resolution.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that based on the recommendation by Sol Harris Day Architecture and the Superintendent, the Board is being asked to accept the bid of Ray Roofing to complete the Eastgate roof replacement in an amount not to exceed \$680,000, which includes the architect and engineering costs.

As amended within Board Resolution 02-05-19, the not to exceed amount was increased from \$650,000 to \$680,000 due to the asbestos needing to be removed from the original roof installed in 1979. The cost of the asbestos removal is \$30,000. Within the increase in cost, the Board is able to accept the low bid of \$659,000 from Ray Roofing and pay the architect fees needed to complete the project.

The Board duly adopted.

02-06-19: Resolution to amend the table of organization

Maria Heege moved for approval of Resolution 02-06-19. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to create two new Service and Support Administrator (SSA) positions.

The Service and Support Administrator serves as the point of contact to assist the individual with developmental disabilities in coordinating all services they may need to meet their health, safety, and welfare needs. The addition of these two SSA positions is in alignment with our strategic plan.

The expense associated with the addition of these two SSA positions is included in the 2019 budget. Once the positions are approved, each will be assigned a Position Control Number and be placed on the table of organization.

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 2.10 Risk Management – Reviewed
- Policy 2.11 Code of Conduct – Revised
- Policy 2.19 Utilizing County Tax Dollars as a Last Resort – Reviewed
- Policy 3.07 Transmittable Disease – Revised
- Policy 5.01 Early Intervention Program and Services – Revised

02-07-19: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 02-07-19. 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 6:35 p.m.

The next Board meeting is scheduled for Tuesday, March 26, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.