

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

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 26, 2019, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Maria Heege
Recording Secretary Dr. Jessica Falvo Lang
Jim Anderson
Roger Gines
Carmelita Smith

Carlene Harmon

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
Kristen Quicci, Manager of Nursing Services
Diane Sidwell, Manager of Transportation
Tom Vaughn, Manager of MUI & Investigative Services

In Memoriam:

A moment of silence was observed for the following: Daniel Joseph Large, he received services from the SSA Department and had attended Glenwood Intermediate School; and Christine "Chris" Billow, she received services from the SSA Department, was employed by The Workshops Inc. (TWi) for 30 + years, participated in Special Olympics, and was the sister of Maria Heege, Stark DD Board Vice President.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of February 26, 2019.

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

The Board duly adopted.

Disability Awareness Month Presentation:

Lisa Parramore, Communications Manager, presented the activities and recognitions for Developmental Disabilities Awareness Month. As we kick off our awareness campaign for 2019, we believe if you “Know Me and Know My Story then you are going to Know Stark DD” and the impact we have on more than 3,900 individuals with disabilities, their families, our employees, our providers and educators in our community. So our theme is “Know me. Know my story. Know Stark DD.” We started March 1st with The Buddy Walk at Belden Village Mall, which included around 75 students from Canton Country Day School and Rebecca Stallman Southgate School. State Advocacy Day in Columbus took place on March 5th with two People First Group self-advocates attending from X-Excel. The Stark DD Special Olympians and Stark DD staff played in a unified basketball game on March 18th at Walsh University. We also had two Special Olympics Unified Sports Intramural basketball team games with Walsh University, with two more to go. Our Inaugural Walk for Awareness took place on March 22nd at Belden Village Mall with over 400 people participating. Representative Scott Oelslager stopped by and kicked off the walk. It was such a success that we are planning on another walk next year. Another thing we are doing this year is helping elected officials and city councilmen get to know our story and learn who we are. Superintendent Green and two management team members have been telling our story at various Stark County council meetings. We have also invited some of the State Legislators to come in and visit our sites. We have also been collaborating with some community partners. We have Stark Help Central, which is a collaboration of many of the agencies in our community and a hub of resources. The Stark Mental Health Board obtained a four year grant and so one of the things they did was start Stark Help Central. Stark County Board of DD is one of those partners and Ms. Parramore showed a video that the group collaborated on. This is our chance to be a community partner with the other agencies in town to help spread awareness and advocacy. We have been selling Awareness T-shirts this year and all of the proceeds from the shirts will help purchase DD Awareness themed library books for all ages for public school libraries and Stark County District Library branches. So far, it looks like we have raised about \$2,000. Some other things we have put out to the community are our People First Language bookmarks at the libraries and our 31 Days of Advocacy Calendar that we sent home with students and posted on line and on social media. We have done some unique advertising in trying to get our name out. This month, we have two selfie stations at Belden Village Mall. We have also launched Instagram for the board. On Facebook we are approaching 3,600 followers. Our Community Report will appear in the Canton Repository on March 31st and will also be available on our website. This month, we had 10 billboards displayed throughout Stark County with our five ambassadors, each were on two billboards.

Lisa Paramore then introduced our five ambassadors: Lucy Rose and Karen Winans, her SSA; Shawn McElroy and his mother LaDonna Massey; Adam Parramore and Bambi Fritsche, Teacher for the Job Training Coordination Program at GlenOak High School; Dai’Liyah Robinson and Tammy Maney, Early Childhood Director; and Brian Puntenney and Jack Devereaux, his SSA. She thanked all of the families for their support. She then explained how we have had our ambassadors’ stories in the newspaper, Facebook posts,

and there is a new landing page on our website called “Our Stories.” The stories are about our ambassadors, providers, and employees because all of us together are Stark DD and we all have a story to tell.

Public Speaks:

None

President’s Report:

President Sutter again stated that March is DD Awareness Month and it is our favorite month. He reported that the Board is closely monitoring the governor’s budget. His proposal does address two issues we have been advocating for; the first being the rate increase for direct service professionals and increasing County Board authority to be able to issue summary suspensions to ensure that people are healthy and safe. There is also an increase in funding for early childhood, specifically early intervention that we applaud. Certainly, his budget needs to be approved by the house and the senate and will undergo revisions. Funding increases will be making a difference to our direct support professionals.

President Sutter has inquired about attending the Chamber of Commerce’s annual meeting where Governor DeWine will be the keynote speaker. Superintendent Green may be able to obtain one hour of board member continuing education credit for board members that attend. The event, including dinner, will take place on Thursday, April 25th, from 5:15 PM – 7:45 PM. Board members should notify Superintendent Green by April 5th if they want to attend.

Our Annual Citizens Who Care Golf Outing will take place on Friday, May 17th. If you know anyone that may be interested in golfing or could be a sponsor, please let Superintendent Green know. This is our annual fundraiser that assists us in funding the next levy campaign.

Superintendent’s Report:

Superintendent Green opened by stating that he has the opportunity to work with an incredible board, incredible management team, incredible staff and provider community. It is humbling in regards to the work that is done on behalf of people with disabilities to help the community see the abilities of all people. This month has probably been one of our best in regards to getting that message out. We are going to continue to break down the barriers that people with disabilities sometimes still face in our community. It is about awareness, and as Lisa Parramore presented – it is Know Me, Know My Story, Know Stark DD. It is something we hold dear and are staying focused on to get the message out. It feels really good in regards to what we can and should be focused on and it is stories like those that were shared this evening.

Superintendent Green then commented on the Risk Management Plan. We do try to identify all risks and make corresponding plans to mitigate, accept, transfer or avoid the identified risk. Included in the board packet were four risk plans management is concentrating on but there are about 60 other risks that we address.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: April 16, 2019, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: April 18, 2019, at 3:00 p.m. (Thursday)
- C. Ethics Council – No Meeting in February
Next meeting: April 23, 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 April Board meeting for second reading and Board approval.

- Policy 1.08 Board Policies and Procedures – Reviewed
- Policy 4.09 Employee Reasonable Accommodation – Reviewed
- Policy 4.41 Compensatory Time – Reviewed
- Policy 4.61 Summary of Benefits and Coverage – Revised

Financials and Board Resolutions:

03-09-19: Operating Fund #071

A. Two Payrolls for February	\$1,212,728.26
B. Bills for Payment in February	<u>\$1,342,371.35</u>
TOTAL	<u>\$2,555,099.61</u>

Roger Gines moved for approval of Resolution 03-09-19. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of February we brought in local revenue of \$135,705, state revenue of \$286,563, and federal revenue of \$59,904. Total revenue received for the month was \$482,174.

Expenditures for February included: two payrolls totaling \$1.2 million; total benefits paid of \$693,041, and total other expenditures of \$649,329. Total expenditures were \$2.5 million. We spent \$2.07million more than we brought in for the month.

There is \$1.5 million in revenue year to date compared to last year at \$4.5 million. This is due to cost report settlements. There is \$8.6 million in expenditures year to date compared to last year at \$8.5 million, which is comparable.

Starting cash at the beginning of the year was \$43.7 million. We have \$11.6 million open in 2019 purchase orders. We closed \$142,505 of 2018 purchase orders through the end of February. Our negative financial position of \$7.05 million gives us \$24.47 million in unencumbered cash at the end of the month.

Looking at the year to date budget versus actual, we have brought in \$1.56 million, which is 3.23% of the \$48.5 million estimated to be collected during the year. Total expenditures are \$8.6 million, which is 17.36% of the \$49.6 million expected to be spent this year. The total remaining budget at the end of February is \$29.36 million.

The 2018 purchase orders carried over were \$676,950. We paid \$175,293 off during the month of February on those purchase orders. We closed \$142,505 and we still have \$359,151 open from prior year purchase orders.

We had two payrolls during the month of February totaling \$1.21 million. Total non-payroll expenses for February were \$1.34 million.

The Board duly adopted.

03-10-19: Resolution to approve an updated Program Substitute Salary Schedule

Maria Heege moved for approval of Resolution 03-10-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution proposes to increase the hourly rate of three of our substitute positions. This would include Bus Rider Substitutes and Intervention Specialist Substitutes. It also creates a four- tiered increase schedule for Follow Alongs, who are also considered to be substitutes. These hourly rates have not been adjusted in over ten years. These positions can be difficult to recruit for yet are essential to the efficient operation of our school programs and transportation department.

The majority of the expense will be among the Follow Alongs, as there are 42 staff members working in this role. This expense is approximately \$23,738 annually and will be reimbursed by each student's home school district. The increased expense for the Bus Rider Substitute and Intervention Specialist Substitute positions, which is approximately \$10,912 annually, will be incurred by the board.

Dr. Falvo Lang, Board Secretary, asked if we do this, do the school districts say okay and automatically go along with it for the reimbursement. Leigh Page, CFO/Business Manager responded that they do. President Sutter then asked if they are required to agree. Ms. Page explained that the school districts that require a Follow Along have to sign a contract to say that they will pay these costs. Each year she evaluates the costs based on the

increase in benefit costs and something like this will definitely affect them so the increase will be calculated into the hourly rate we charge them.

The Board duly adopted.

03-11-19: Resolution to amend the home purchase price to include closing costs

Roger Gines moved for approval of Resolution 03-11-19. Carmelita Smith seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that this resolution is to amend Resolution 12-57-18 to increase the funding for the purchase of the property at 2901 Wise Avenue NW, Canton, OH 44708 from \$202,500.00 to \$206,038.62. This increase is due to closing costs in the amount of \$3,538.62 that were required over and above the purchase price.

The Board duly adopted.

03-12-19: Resolution to approve the 2019-2020 program calendars

Maria Heege moved for approval of Resolution 03-12-19. Jim Anderson seconded.

Discussion:

Connie Poulton, Director of Human Resources, reported that the program calendars have been reviewed to ensure compliance with the Ohio Revised and Administrative Codes. We include information on the calendars such as the required days for Early Intervention services and the total student hours per code for each specific school site are listed at the bottom of each calendar. Our schools are now on an hour- based system so excess hours have been scheduled above the minimum hours required in order to meet the hours requirement and still account for calamity days that may occur due to weather related situations. Total work days, per our labor contract, for our nine-month preschool and school employees are also listed on the school calendars and that is 184 days. Our unions are both provided with copies of the draft calendars and they have a chance to review the calendars and make any suggestions.

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

03-13-19: Resolution to approve the Board policies presented for second reading

Jim Anderson moved for approval of Resolution 03-13-19. Roger Gines 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, April 23, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.