

**Stark County Board of Developmental Disabilities  
Board Meeting  
May 28, 2019  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 28, 2019, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:02 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members:

President Dan Sutter  
Vice President Maria Heege  
Recording Secretary Dr. Falvo Lang  
Jim Anderson  
Roger Gines  
Carlene Harmon  
Carmelita Smith (arrived at 6:33 p.m.)

None

Also Attending:

Bill Green, Superintendent  
Amy Anderson, Director of Service & Support Administration  
Tim Beard, Buildings/Grounds Maintenance Manager  
Myrna Blosser, Principal, School Programs  
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  
Diane Sidwell, Manager of Transportation  
Tom Vaughn, Manager of MUI and Investigative Services

**In Memoriam:**

A moment of silence was observed for the following: Isabel Rose Sander, she received services from the SSA Department; Catherine "Cathy" Mary Monnot, she received services from the SSA Department and previously worked in the Stark County Board of DD workshop program; Rachel L. Reeder, she received services from the SSA Department; and Becca S. Rice, she was a Service and Support Administrator before her retirement from Stark County Board of DD in 2015.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board meeting minutes of April 23, 2019.

Carlene Harmon moved for approval. Roger Gines seconded.

The Board duly adopted.

**Recognition of Retirees:**

Connie Poulton, Director of Human Resources, announced that there were five retirees being recognized for May. Linda Detamore, who was a nurse at Rebecca Stallman Southgate School (RSSS) for 16 years, and Ann Lowder, who was in the workshop and moved to RSSS as an Intervention Specialist Assistant with almost 29 years of service, were both recognized but were not in attendance. Andi Everline, Early Childhood Teacher with almost 20 years of service, was recognized by Tammy Maney, Early Childhood Director. Sherry Martin, Intervention Specialist with 13½ years of service, and Pam Koch, Intervention Specialist Assistant with almost 22 years of service, were recognized by Myrna Blosser, Principal of School Programs. On behalf of the board, President Sutter thanked all of the retirees for their service and commitment to supporting people with disabilities and their families.

**Public Speaks:**

None

**President's Report:**

President Sutter reported to the board that the Citizens Who Care golf outing was an overwhelming success. There were 120 golfers, the weather cooperated, and we will end up raising over \$40,000 for the purpose of funding our future levy campaigns. Not only was the golf outing well run, but our ambassadors out on the course reminded us why we were there. He gave a special thank you to Lisa Parramore and Brandon Haney, as the co-chairs for the committee, as well as the entire committee that included Lindsay Nemetz, Sarah Lee Dowdall, Leigh Page, Brian Whitlach, Ed Lewis, Paula Gardener, and Robin Nelson. This outing has become a premier event for Stark County.

Although the state budget has not been finalized, the direct support professional wage increase remains and ongoing legislative work continues to make sure that it does. As a reminder, the wage increase will move the state-wide average to \$12.79 per hour over two years and is state funded through 2024. In 2025, it becomes county board funded going forward. By the June board meeting, the state budget should be finalized and President Sutter will provide a final update then.

**Superintendent's Report:**

Superintendent Green opened with the following story. Chrissy was the final leg runner on her 400 by 100 relay team on Saturday. She took the baton and began running as fast as her legs would carry her. Her gait unequal and with a pronounced limp she fell hard after just 15 yards. She got up and began running again with all of her might with tears in her eyes, presumably from the fall she had just taken. She went down again at the 60 yard mark. Spectators offered to help her but she waved them off. She rose again and began running as fast as she could. Tears were now running down her face but her face showed

more determination than when she started. The crowd cheered her uproariously. Now, just 10 yards from the finish line, Chrissy took a third and final hard fall to the ground. She stood up with her knees and hands scraped and bleeding and walked the 10 yards to the finish. She refused any kind of medical attention and she walked to the high jump mat where she just sobbed. Superintendent Green approached and asked if she needed ice. She lifted her head and looked him square in the eyes and said, "I'm not crying because I'm hurt, I'm crying because I let my team down. I let them down." This just reminds us of the Special Olympic motto: "Let me win, but if I cannot win, let me be brave in the attempt."

On Saturday, May 25<sup>th</sup>, we saw this motto carried out over 248 times as the 248 athletes from 8 different counties gathered at North Canton High School for the Track and Field Invitational that was hosted by the North Canton Jaycees and Stark DD. Superintendent Green gave special thanks to Paula Gardener, our Special Olympics Coordinator, with Lisa Parramore and over 60 volunteers to make this event go off without a hitch. He then presented pictures that showed the determination, camaraderie, and sportsmanship that was shown that day.

There was another great event on Friday night, May 24<sup>th</sup>, and that was Southgate's graduation. It was Southgate's Ruby Graduation Anniversary, the 40<sup>th</sup> anniversary of the first graduation. Everyone wore something red. There were 15 proud graduates and over 125 family and friends there to celebrate this momentous occasion with them. Principal Blosser and Superintendent Green concluded their remarks, not with the words of Socrates, Aristotle, George Washington, or even Abraham Lincoln, but the great philosopher who said:

You are braver than you believe  
Smarter than you seem  
And stronger than you think.

And it was with the words of Winnie the Pooh he closed out his report.

### **Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next meeting: June 18, 2019, at 12:00 p.m.
- B. Personnel Committee – Update in Board packet  
Next meeting: June 21, 2019, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: June 25, 2019, at 5:45 p.m. (If needed)

### **Old Business:**

None

### **New Business:**

None

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**Presentation:**

Paula Kovach, Assistant Director of Service & Support Administration, gave a presentation on the Youth Respite Grant. This is a grant we received last spring and the grant period runs from April 2018 – June 2019. The grant is for respite services – planned respite, out of home respite, in-home supports, in-home respite, or community respite. The multi-system team for the respite grant was made up of: Stark County Board of DD; Siffrin, the residential provider; Soul Bird Consulting, the training specialist; Family Council Wraparound Coordinators, for service coordination; and the Family Council Service Review Committee for the service delivery model.

To get started, the consultant came in and worked with team members on trauma-informed practices. They provided training on how to work with children. Siffrin identified a Support Coordinator, who would be the point person for the grant. They identified two out of home placements; one for a female and one for a male so there would be beds available if they were needed. Then they identified their staff that would be working with the youth to get them trained and ready to go. Next a process was developed – what does it look like to have a referral, how does the referral get submitted, how does it get processed, how do we get the approvals in place and the right documentation in place so we can get services rolling as quickly as we can. The important piece is what did it look like and what were some of the outcomes. Through March of 2019, two youth, one male and one female, have used the out of home respite beds for approximately 84 days. Five youth have received about 658 hours of in-home respite or community respite. All five were males and they have seen a high demand for male direct support professionals. As the grant concludes in June, outcomes will be updated.

Ms. Kovach then shared a couple of stories. They had a seven year old who received services and the family indicated that the respite hours saved their family. The respite provided a break so the parents could spend time with their other children and allowed for the family to attend church together with support. They had a fourteen year old whose family was living separately and the family was able to reunify since the respite services were put into place. The respite provider was working on pro-social behaviors with that youth. They had a ten year old boy and a twelve year old girl, who were the youth that received the out of home respite, whose custodians were in transition. Through the grant, they were able to provide a supportive environment for them to go to while that process was being worked out.

The Service Review Committee that is established here with the Family Court is invaluable. It is made up of representatives from the child-serving agencies in Stark County and everyone brings their expertise and comes with a heart to help solve problems for children in our community. The in-home respite and community respite is a primary need. We need to continue to develop the provider community to work with youth with intensive needs. The child serving systems in Stark County are committed to assisting multi-system youth with intensive needs. We need to continue to learn and brainstorm about how to best serve youth with intensive needs in our community. Ms. Kovach concluded by stating that it has been a privilege and honor to be a part of this grant. She has learned so much and really looks forward to continue to problem solve and figure out ways that we can help families and youth with respite in Stark County because it is a primary need.

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**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 June Board meeting for second reading and Board approval.

Policy 2.24 Travel and Other Expense Reimbursement – Reviewed

Policy 4.07 Job Descriptions – Reviewed

Policy 4.22 Policy Against Harassment – Reviewed

**Financials and Board Resolutions:**

05-20-19: Operating Fund #071

<b>A. Two Payrolls for April</b>	<b>\$1,213,530.60</b>
<b>B. Bills for Payment in April</b>	<b><u>\$4,523,646.12</u></b>
<b>TOTAL</b>	<b><u>\$5,737,176.72</u></b>

Carlene Harmon moved for approval of Resolution 05-20-19. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of April we had local revenue of \$16.7 million and received our first half real estate taxes. We also received state revenue of \$573,438 and federal revenue of \$1.5 million, which included a waiver settlement payment. Total revenue received for April was \$18.76 million.

Expenditures for April included: two payrolls totaling \$1.2 million; total benefits paid of \$221,332, and total other expenditures of \$4.3 million, which included payment of our \$3.8 million in waiver match and administrative fees. Total expenditures were \$5.73 million. We also did a transfer of \$275,000 to the Capital Fund, approved by resolution last month. Our total positive net change in financial position is \$12.75 million.

We had 2019 year to date revenue of \$20.9 million compared to this time last year of \$23.8 million. Total year to date expenditures are \$16.9 million compared to this time last year of \$18.3 million.

Our unencumbered cash at the beginning of the year was \$43.7 million. At the end of April, we had \$6.7 million in 2019 open purchase orders. We have canceled \$469,439 in 2018 purchase orders during April. Our year to date positive financial position gives us \$40.55 million in unencumbered cash at the end of the month.

Looking at the year to date budget versus actual, we have brought in \$20.95 million, which is 43.19% of the revenue we estimated to bring in. Total expenditures are \$16.91million, which is 34.26% of what we expected to be spent. The total remaining budget at the end of April is \$25.72 million. Our positive net change in financial position year to date is \$3.76 million.

There was activity in the Capital Fund during April. We transferred \$275,000 from the operating fund to the Capital Fund and also had the expense of the truck purchase that was from the resolution approved at the end of 2018. That transaction finally occurred in April. Our beginning year cash balance in the Capital Fund was \$84,469. With the current open purchase order, \$5,197 for a plow for the truck; we have unencumbered cash at the end of April of \$319,513 in our Capital Fund.

The 2018 purchase orders carried over were \$676,950. We paid off \$182,715 year to date. We closed \$469,439 and we still have \$24,795 open at the end of April.

We had two payrolls during the month of April totaling \$1.21 million. There were Special Olympic stipends, cellphone and sick leave payouts in the first pay. Total non-payroll expenses for April were \$4.52 million.

The Board duly adopted.

05-21-19: Resolution to approve transfer of funds to North East Ohio Network (NEON)

Maria Heege moved for approval of Resolution 05-21-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution was a request to transfer \$212,000 to the North East Ohio Network (NEON) for the payment of board obligations related to the Family Support Services (FSS) program. We receive this subsidy from the Ohio Department of Developmental Disabilities (DODD) on a quarterly basis and FSS assists families who live with an individual eligible for Board Services. The goals of the FSS program are to promote family unity, to maximize self-sufficiency, and to prevent inappropriate institutionalization by accessing an array of supports that can be tailored to the unique need of the individual in need of services. The money that will be transferred will provide the resources to replenish funds needed to continue the administration and invoice payment of FSS.

The Board duly adopted.

05-22-19: Resolution to approve sponsorship for the Arc of Ohio Summer Camp

Carlene Harmon moved for approval of Resolution 05-22-19. Roger Gines seconded.

Discussion:

Lisa Parramore, Communications Manager, explained that this resolution is asking the Board to approve a sponsorship of the 2019 Arc of Ohio Summer Camp at a cost not to exceed \$33,600. A sponsorship of this nature speaks directly to our mission of "Supporting people with disabilities and their families."

The Arc of Ohio – Stark County summer camp was started back in 1975 when parents were desperate to find help for their school age children with intellectual disabilities that were home on summer break. The camp welcomes children of various abilities, no matter how challenging. Payment-wise, families can use our Family Support Service (FSS) coupons; the Arc also offers a limited number of financial scholarships each year.

This year, the four-week day camp runs from June 17 – July 19, 2019, at Baylor Beach, in Navarre, Ohio. The camp sees an average of 45 – 55 campers, ages 5 – 22, with a weekly attendance of approximately 35 children. Most of the children attend at least two weeks or more. While the campers enjoy activities overseen by trained camp counselors, they also get to experience splashing in the pool, playing mini golf and getting treats from the snack bar just like everyone else at Baylor Beach.

To operate, the camp relies primarily on financial support from Stark County Board of DD and other sponsors. Our direct financial support of \$28,000 is needed for operating expenses. This amount is the same amount we sponsored in 2018. Stark DD also provides the in-kind contribution of yellow bus transportation to and from camp for the children. Transportation is efficient, utilizing four cluster bus stops scattered throughout the county. This in-kind contribution amounts to \$5,600.

For some parents the Arc Summer camp means respite; for others this means being able to maintain a job and a paycheck during the summer months.

The Board duly adopted.

05-23-19: Resolution to approve purchase of computers

Maria Heege moved for approval of Resolution 05-23-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Brandon Haney, Information Technology Manager, explained that this resolution is for approval to purchase replacement desktops and laptops in accordance with the Board's computer refresh program at a cost not to exceed \$138,000. The funds were appropriated as part of the 2019 budget. We will be purchasing 83 devices, which include a mix of laptops, desktops, and all-in-one computers. Those will replace computers at Whipple-Dale, Southgate, and Eastgate. The purchase comprises of about 25% of our computers and is part of our annual four year refresh cycle we have on all machines. All the devices we purchase are at state term pricing.

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 2.05 Public Records Requests – Reviewed

Policy 2.14 Delivering Necessary Residential Supports Via HCBS Waivers – Deletion

Policy 4.04 Background Checks on Employees – Revised

05-24-19: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 05-24-19. Maria Heege seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. James Anderson seconded. The Board adjourned at 6:46 p.m.

The next Board meeting is scheduled for Tuesday, June 25, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.