

**Stark County Board of Developmental Disabilities
Board Meeting
June 25, 2019
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 25, 2019, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:01 p.m.

Roll Call:

Present:

Absent:

Board Members:

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

Jim Anderson
Carmelita Smith
(both excused)

Also Attending:

Bill Green, Superintendent
Amy Anderson, Director of Service & Support Administration
Tim Beard, Buildings/Grounds Maintenance Manager
Myrna Blosser, Principal, School Programs
Tammy Maney, Early Childhood Director
Leigh Page, CFO/Business Manager
Connie Poulton, Director of Human Resources
Kristen Quicci, Manager of Nursing Services

In Memoriam:

None

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of May 28, 2019.

Roger Gines moved for approval. Carlene Harmon seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter reported to the board that the state budget is nearing completion and looks like another historic one given the increase in direct support wages that will go up to an average of \$13.23 an hour by 2020. He pointed out that last month we reported that they were working on an increase of \$12.79 an hour and it is currently at \$11.79. So this is a 12.2 % increase. We have been advocating first with the Senate and now with the House to go back to the House language pertaining to offering intermediate care facilities as a residential option. Presently, we would have to advise every parent requesting services, including ones with infants and toddlers, of the residential option of an intermediate care facility. This is something that is already done for those needing residential options. Superintendent Green has contacted our State Representatives and Senator Schuring to get this language back to the House language.

This weekend the Special Olympic Games are being held in Columbus, which is always a fun and festive time. We will be represented by 38 athletes participating in track, bocce, and bowling. Our athletes are supported by ten coaches, a nurse, and three bus drivers. President Sutter will be there with his wife and family. His daughter is looking forward to having a great time again this year.

Superintendent's Report:

Superintendent Green began by referring to the 2019 Annual Goals, which were in the board packet. There are 86 departmental goals that we are working on and the status updates were provided.

He also gave a six month update of our strategic plan in regards to the metrics. Three of the four areas are succeeding very well. These areas are made up of 37 specific objectives. The one area we are still lagging behind on is Advocacy. There are five objectives in this area and the one we are doing well on is "that people will be employed in the community." There are about 162 people per month that are working in competitive jobs. We have struggled with trying to create a family to family network. We have contracted with the Arc of Ohio to do this but we have just not been able to succeed with this objective. The contract calls for 25 contacts per month but we are only getting 3-5 a month. As of June 30, 2019, we will end this contract. A grassroots organization called Sharing Solutions has really been able to bring parents into learning sessions on a monthly basis. They will have between 25 and 40 family members attend. Paula Kovach, Assistant Director of Service & Support Administration, attends every meeting and Superintendent Green attends specific meetings. We are going to continue civic community activities and self-advocacy efforts in spreading that word. We have some very specific trainings and group activities but we still have a lot to do in the area of self-advocacy. Going back to 2016, when we started to prepare our 2017-2020 strategic plan, there were certain initiatives we were already doing. We plotted those to show you a baseline where we were at the beginning of the strategic plan. You can see a steady increasing progression as to where we are now. We are moving in the right direction and by 2020 we believe we will be well into meeting our goals and are shooting for a score between 9 and 10.

To conclude the superintendent's report, he ended with an impact story to help personify the strategic plan. It was presented by Katie Bowman, Service and Support Administrator, and

Weston Eberhardt. Ms. Bowman has had the pleasure of working with Weston for almost seven years. He has a Level 1 waiver and we have utilized every service available on it, from transportation to work to attending a day site. He has Homemaker Personal Care (HPC) services. He also has had several home modifications and his waiver has paid for some general equipment. Now he is working in the community and has a job that he loves. Weston thanked Ms. Bowman and everyone on his team, his mother and Mike, Rock Deluca, and the people at Bonefish Grill. He works at the Bonefish Grill, Wednesday through Sunday. He has an independent service provider named Rock Deluca, who takes him there in the morning. Weston does portion control. His boss calls him “the man, the myth, the legend.” He loves everybody that he works with. They sometimes offer him free food and drinks, which is also a major plus. His goals are to be his own guardian, maybe have a family someday, and he is in the process of obtaining his own driver’s license.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: August 20, 2019, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: August 23, 2019, at 3:00 p.m.
- C. Ethics Council – No Meeting in May
Next meeting: August 27, 2019, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation:

Kristen Quicci, Manager of Nursing Services, gave a presentation on the Strategic Plan Organization - Wide Communication team. This team came to be as part of a leadership training activity, which was started in June of 2018. The objective of this leadership activity was to take our mission, vision, values and our four focus areas and communicate them to the whole agency. After the first two meetings we realized we needed to identify our challenges. This needed to be an ongoing and evolving process to build a foundation for all Stark DD future strategic plans. After a lot of research, we took a step back. We realized that we needed to make information relevant and applicable to the staff. Communication needed to generate understanding and all of our actions needed to foster our culture change. These became our commitments.

The first initiatives were: an agency-wide orientation, an agency-wide in-service presentation, and then everything we wanted to brand. Orientation is the entry point into the agency so every new person coming in would have a solid understanding of the strategic plan. It would not just be a document but instead employees would know what it really meant. We have been able to interweave the strategic plan into the weeklong orientation process. Lisa Parramore, Communications Manager, starts with the history of our agency,

the four focus areas, the mission, vision and values. Then Karen Evans, Personnel Officer, does a really deep dive into the strategic plan as a living document; that everything we do ties back to our mission, vision and our values and contributes to the overall success of the agency. In deciding to go back to making things real, a worksheet was developed for all employees to highlight their contributions to the strategic plan. This was our foundation for in-service day and we did a "Staff on the Street" presentation. This was based on needing to tell a story, the presentation needing to be real and authentic, and the importance in hearing from staff. Ms. Quicci then showed a short video clip. We began 2019 by establishing goals for the year: continue to educate our employees on the Stark DD Strategic Plan; develop a Speakers Bureau of individuals and employees to represent Stark DD to the community using a consistent message, and to educate our staff on the message being communicated; and educate the staff on the role of each department in regards to the strategic plan and foster an appreciation for each department's contribution to our agency. A survey was sent out to staff and 50% responded. We found out 70% of our employees know what the strategic plan is and where to find it and 95% know that we have a mission, vision, and values. Staff wanted to know more about provider oversight and sustainability. The departments they wanted to hear more about were provider compliance, investigative services, communications, and service and support administration.

Moving forward – new team members have been added to provide better representation; the September 2019 agency in-service will address the focus areas employees want to learn more about; we will continue with the speakers bureau; we will plan and implement cross departmental presentations and collaboration; and will promote the Know Me. Know My Story. Know Stark DD initiative.

First Reading of Board Policies:

Connie Poulton, Director of Human Resources, gave the first reading on the following policies. These policies will be presented during the August Board meeting for second reading and Board approval.

- Policy 2.01 Duties of the Superintendent – Reviewed
- Policy 3.04 Hazardous Communication Program – Revised
- Policy 4.20 Full-Time/Part-Time/Casual/Substitute Employees – Reviewed

Financials and Board Resolutions:

06-25-19: Operating Fund #071

A. Three Payrolls for May	\$1,879,096.72
B. Bills for Payment in May	<u>\$1,475,333.30</u>
TOTAL	<u>\$3,354,430.02</u>

Maria Heege moved for approval of Resolution 06-25-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of May we had local revenue of \$2.17 million, which included \$1.84 million in real estate rollbacks from our property taxes received the month before. We also received state revenue of \$296,230 and federal revenue of \$326,750. Total revenue received for May was \$2.79 million.

Expenditures for May included: three payrolls totaling \$1.87 million; total benefits paid of \$1.14 million, which included payment of two health insurance bills; and total other expenditures of \$334,577. Total expenditures were \$3.35 million. Expenses over revenues were \$556,592 for May.

Year to date revenue for 2019 is \$23.75 million versus \$20.27 million in expenditures, with a positive year to date of \$3.48 million.

Looking at the cash balance brought over from 2018, \$676,950 was carried over in 2018 purchase orders which left unencumbered cash at the beginning of the year of \$43.74 million. At the end of May, there was \$5.56 million in 2019 open purchase orders. Netting what was cancelled from last year, with the positive change in financial position, gave us unencumbered cash at the end of May of \$41.17 million.

Looking at the year to date budget versus actual, we have brought in \$23.75 million, which is 48.96% of the revenue budgeted to be received. Total expenditures are \$20.27million, which is 41.05% of what we expected to be spent. The total remaining budget at the end of May is \$23.58 million

There was also a budget versus actual statement for the Capital Fund. We paid for a plow for the truck that was recently purchased. There is an available budget balance of \$305,130; however, payment for the buses will be coming out of this fund. Unencumbered cash in the Capital Fund at the end of May was \$319,513.

There was no activity during the month of May with the purchase orders carried over from 2018.

We had three payrolls during the month of May totaling \$1.87 million. Total non-payroll expenses for May were \$1.47 million.

The Board duly adopted.

06-26-19: Resolution to approve the 2020 Preliminary Budget

Carlene Harmon moved for approval of Resolution 06-26-19. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, began with the 2020 budget assumptions. For local revenue, an increase due to excess costs is projected but otherwise local revenue is expected to remain flat. For state revenue, the Ohio Department of Developmental Disabilities (DODD) subsidy is to remain flat and the Ohio Department of Education (ODE)

subsidies are expected to decrease. Federal dollars are expected to decrease because of privatization and Medicaid Administration Claiming (MAC) and Title XX is projected to remain flat.

Wages and benefits will increase in 2020. There was a small premium increase as well as the addition of approximately \$900,000 in new waivers.

Looking at revenue forecast assumptions for 2020 and beyond, we are assuming consistent levy dollars 2020-2024. The state ODE subsidies will decline and the DODD subsidy is expected to remain flat the next couple of years. For federal revenue, we expect to receive a cost settlement every other year. Other than the cost settlements, federal funding is expected to remain flat. On the expense side, our waiver match will increase to \$900,000. Privatization match costs, beginning in July 2019, will set the benchmark for the increased quarterly match moving forward. Wage increases are always incorporated into the ten year forecast as approved by the board in prior years. Ms. Page then presented a graph that started with the 2018 actual cash balance of just over \$43 million and ended with the 2024 projected amount of \$23.5 million.

Moving on to the 2020 budget, the total local revenue we expect to receive is \$33.1 million based on what we have received or budgeted for 2019. Total state funds are projected at \$8.2 million, including our rollbacks. Total federal funds are projected at \$4.4 million, which are mostly Targeted Case Management (TCM) and MAC along with any cost settlement we could receive. Total revenues expected are \$45.9 million. Total expenditures expected are \$48.8 million, which include a waiver match allocation of \$19.1 million. Other non-operating expenses are estimated at \$200,000, which is always a budgeted transfer out line item. It is expected that expenses will exceed revenue by \$3.1 million and we will end 2020 with an estimated \$38.1 million in the operating fund. The capital fund is estimated to have an unencumbered balance of \$277,000. The Cohen gifts and donation fund has a cash balance of \$125,450.

The Board duly adopted.

06-27-19: Resolution to accept bid for three yellow 2020 model year buses

Roger Gines moved for approval of Resolution 06-27-19. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is asking the Board for approval to purchase three 2020 model year yellow buses as part of BID 19-01-2. On May 8th, 9th and 12th, 2019, the agency placed ads in The Repository and the Stark DD website for three yellow buses as part of the bid. Three bids were received and Myers Equipment Corporation was the lowest bid that met the required specifications. Once the sale is complete the Board will receive an EPA Rebate from the National Clean Diesel Program in the amount of \$60,000.00, which will result in an overall net expenditure of \$245,130.00. The purchase of the three yellow buses has been appropriated in the Capital Fund #147 2019 budget.

The Board duly adopted.

06-28-19: Resolution to approve emergency Eastgate boiler replacement

Carlene Harmon moved for approval of Resolution 06-28-19. Roger Gines seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager, explained that this resolution authorizes the Superintendent to approve the purchase of a replacement hot water boiler at Eastgate Early Childhood Center at a cost not to exceed \$34,900.

During the annual boiler inspection, some problems were discovered. One of the boilers had damage to the refractory walls, burner tiles, burner chamber and a small leak in the boiler tubes. With the age of the boiler and the cost in parts and labor, it was determined that it would be more cost effective to replace the unit rather than repair it. It is one of two that were originally installed in Eastgate in 1978. The other boiler still functions at a medium capacity and will be used to supplement the new one until we can budget for its complete replacement. This project needs to be completed before the cold weather returns.

The Board duly adopted.

06-29-19: Resolution to approve lease agreement with Plain Local Schools

Maria Heege moved for approval of Resolution 06-29-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Myrna Blosser, Principal of School Programs, explained that this resolution covers the leases for our one school age class at Avondale Elementary and one preschool class at Taft Elementary. It will include food service, information technology access, administrative support, custodial services, and utilities. This collaboration, started in 2011, is a partnership between the Stark County Educational Service Center (ESC), Plain Local Schools, and the Stark County Board of Developmental Disabilities in a step toward ensuring integration during parts of a student's day. Since the embedded classrooms were initiated, the Board has returned 14 students back to their home school districts. During the 2018-2019 school year, two school age children returned to their respective school districts. The lease will be paid using Special Education Part B funds allocated to the Board under the Individuals with Disabilities Education Act (IDEA).

The Board duly adopted.

06-30-19: Resolution to amend the table of organization

Carlene Harmon moved for approval of Resolution 06-30-19. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to create one Developmental Specialist position in our Early Intervention Department. It would be placed on Schedule B of the SCEPTA contract.

The Developmental Specialist plans and provides specially designed instruction and coaching to family members and caregivers of children, age birth to 3 years, who qualify as having developmental delays.

During the past year, the caseload has increased from 315 children to 360 children. Fourteen referrals were received during the first two weeks of June. This is a trend seen across the state of Ohio. In order to address this growth, an additional staff person is being requested. Currently the Early Intervention Department has 14 employees and they provide services using two cross functional teams. If approved, this new Developmental Specialist would be split between the two teams.

The expense associated with the position would be paid from the General Operating Fund. Once the position is approved, it will be assigned a Position Control Number (PCN) 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 2.24 Travel and Other Expense Reimbursement – Reviewed

Policy 4.07 Job Descriptions – Reviewed

Policy 4.22 Policy Against Harassment – Reviewed

06-31-19: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 06-31-19. Carlene Harmon seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Dr. Jessica Falvo Lang seconded. The Board adjourned at 6:42 p.m.

The next Board meeting is scheduled for Tuesday, August 27, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.