

**Stark County Board of Developmental Disabilities
Board Meeting
August 27, 2019
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, August 27, 2019, 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
Recording Secretary Dr. Falvo Lang
Jim Anderson
Roger Gines
Carmelita Smith

Carlene Harmon (excused)

Also Attending:

Bill Green, Superintendent
Amy Anderson, Director of Service & Support Administration
Tim Beard, Buildings/Grounds Maintenance/Food Service Manager
Myrna Blosser, Principal, School Programs
Tammy Maney, Early Childhood Director
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Kristen Quicci, Director of Early Intervention & 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: Faith Ashley Johnson, she received services from the SSA Department; David L. Gilmore, he received services from the SSA Department and previously worked in the Stark County Board of DD workshop program; Robert "Bobby" Lee Gallatin, he received services from the SSA Department and for many years was served by community employment services and the Stark County Board of DD workshop program, until he was 85; Michelle Marie Hudson, she received services from the SSA Department, graduated from Rebecca Stallman Southgate School, and had attended the Stark County Board of DD workshop program; Wanda Jean Householder, she received services from the SSA Department and was previously involved with the Stark County Board of DD Adult Services program; John Dewey Wagner, he received services from the SSA Department, had attended Timken High School, worked in the Stark County Board of DD workshop program, and worked at the Array Workshops; and Sarah A. Hyde, she began

her career with Stark DD in 1990 as a bus driver, then went to Southgate School as an Intervention Specialist Assistant and left the board in 2017.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of June 25, 2019.

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

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter reported that a lot has happened since the last board meeting in June, including a new state budget that increases wages for direct support professionals. These new wages will increase to \$13.23 an hour and that is up 12% from \$11.79. Given the state of the workforce, this is long overdue. Also, we are glad to be voting on not one, but two labor agreements. He thanked the negotiating team of Connie Poulton, Director of Human Resources; Leigh Page, CFO/Business Manager; Myrna Blosser, Principal of School Programs; Tammy Maney, Early Childhood Director; and Attorney Leslie Iams-Kuntz for their hard work in getting to consensus on a three year agreement with SCEPTA.

Superintendent's Report:

Superintendent Green began by stating a lot of work has been going on behind the scenes. He also thanked the negotiating team for working in partnership with SCEPTA's negotiating team for the past eight months to bring the board a tentative agreement to vote on. He also thanked Connie Poulton, Director of Human Resources, for working with the Support Staff Union to extend their agreement for two more years to bring parity for them and also for non-represented staff.

He also recognized the work of Tim Beard, Buildings/Grounds Maintenance/Food Service Manager, for his follow-up with Harris Day, our architect firm, on another phase of the Whipple-Dale renovation. This has been an exciting development to be able to partner with the Veterans Services Commission on their expansion to save taxpayer's money as they did with us several years ago.

Myrna Blosser, Principal of School Programs, ensured that our school age program got off to a stellar start last week and Tammy Maney, Early Childhood Director, is making sure the same is happening for our preschoolers this week. Diane Sidwell, Manager of Transportation, gets everyone there and deals with numerous route changes.

Superintendent Green thanked Ed Lewis for the provider meeting that took place today. There was great information presented concerning a staff perks incentive program to assist

providers recognize their Direct Support Professionals (DSPs). A public service announcement was shown that was created by a friend and colleague of Superintendent Green. The video clip was also shown at the board meeting. Considerable efforts are being made to recruit and retain DSPs and this is one other strategy. The hallmark part of the meeting was when our Project Stir graduates and People First self-advocates got up and spoke.

Looking to next month, much is planned that includes:

- Our all employee staff in-service on Friday, September 6th
- Our first DSP Recognition luncheon on Saturday, September 14th with State Director Jeff Davis as the keynote speaker
- Our annual Street Fair closing out the month on Saturday, September 28th

We plan to have an abbreviated board meeting in September and then a board member in-service will follow. The last two hours of required board member training can either be obtained by attending the all employee staff in-service (pending training approval), completing two one- hour modules within RELIAS, or attending the Annual County Board Conference in Columbus on Wednesday, December 4th.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: September 17, 2019, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: September 20, 2019, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: September 24, 2019, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

Leigh Page, CFO/Business Manager, reviewed the subject of Medicaid reserve accounts, which is a hot topic throughout the state for County Developmental Disability boards. House Bill 166 was amended to allow boards to maintain funds at a set limit in a Medicaid reserve account, which cannot be considered by the County Budget Commissions when they are determining whether or not to rollback a county board's levy millage. The purpose of the reserve account is to set aside funds for future Medicaid obligations. Fortunately, we already have this fund set up unlike some other counties that are working to create a fund. In the next month or two, we will be discussing what should be transferred to this reserve and will bring this information to the board in October.

Presentation:

Lisa Parramore, Communications Manager, gave a presentation on the results of the poll conducted by the Center for Marketing & Opinion Research, LLC (CMOR). Annually, we want to: know if people know us, know if people know what we do, and know how we are

doing at getting our message out. CMOR also currently does our monthly Stark County Satisfaction Survey of the people and their families who receive services from Stark DD. A random sample was taken of 600 respondents from households in Stark County. Interviews took an average of 25 minutes and were conducted during the day and on some weekends to accommodate respondent schedules. We discovered that 3 out of 4 people have heard of Stark DD. Of those 3, nearly 50% have a very favorable opinion of us. Only 1% do not have a favorable opinion of us. The statistic that is improving is for those who had no opinion. Those responses are now shifting to favorable opinions of the board.

In the survey, we asked people to tell us how we were doing in four major areas. In 2019, the following was the percentage of positive ratings:

- Providing access to quality services to people with DD – 70.5%
- Promoting involvement/integrating of people into community – 66.9%
- Delivering services within Stark DD’s resources – 67.6%
- Communicating the vision/mission/values of Stark DD to public – 53.0%

Next, we looked at where Stark County residents get most of their information to form these perceptions:

- Newspapers – 28% ages 65 and older
- Internet – 17% ages 25 to 44
- Television – 16% ages 18 to 24
- Friends and Family – 13% ages 25 to 44
- Social Media – 12% ages 18 to 24
- Radio – 10% ages 45 to 64

Besides utilizing the above sources, community partners such as Belden Village Mall, Stark Mental Health & Addiction Recovery Board, First Friday events, the Family Information Series, and the Street Fair also help Stark County know who we are and what we do.

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 September Board meeting for second reading and Board approval.

- Policy 4.18 Resolving Discrimination Complaints – Reviewed
- Policy 4.47 Holidays – Reviewed
- Policy 5.24 School Age Services – Revised

Financials and Board Resolutions:

08-32-19: Operating Fund #071

A. Two Payrolls for June	\$1,179,376.85
B. Bills for Payment in June	<u>\$1,495,867.86</u>
TOTAL	<u>\$2,675,244.71</u>

08-33-19: Operating Fund #071

A. Two Payrolls for July	\$1,145,853.70
B. Bills for Payment in July	<u>\$8,790,388.91</u>
TOTAL	<u>\$9,936,242.61</u>

Maria Heege moved for approval of Resolutions 08-32-19 and 08-33-19. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of June there was local revenue of \$162,193, state revenue of \$286,532, and federal revenue of \$112,467. Total revenue received for June was \$561,192.

Expenditures for June included: two payrolls totaling \$1.17 million, total benefits paid of \$941,709, and total other expenditures of \$554,158. Total expenditures were \$2.67 million. Expenses over revenues were \$2.11 million for June.

Open purchase orders at the end of June were \$14.11 million. The positive net change in financial position for year to date was \$1.09 million. This resulted in an unencumbered cash balance of \$30.52 million at the end of June.

Looking at June, budget versus actual, there were year to date revenues of \$24.31 million and year to date expenses of \$22.94 million. Our target is about 50%. We are at 50.11% for revenues and 46.46% for expenses. The available budget at the end of June was \$12.33 million.

There was activity in the capital fund during the month of June. Purchase orders were opened for the three buses we are getting and the rebate for those buses as well. The cash at the end of June in this fund was \$14,383. Once we receive the rebate, the balance will go up to about \$75,000. There was no activity in the capital fund for July.

For the month of July, there was local revenue of \$406,871, state revenue of \$367,354, and federal revenue of \$4.55 million. Total revenue received for July was \$5.33 million. TCM (Targeted Case Management) and a cost report settlement were received during the month of July.

Expenditures for July included: two payrolls totaling \$1.14 million, total benefits paid of \$189,262, and total other expenditures of \$8.60 million. We paid our first fiscal year 20 waiver match as well as our fourth quarter fiscal year 19 waiver match. Our waiver match going forward will be \$4.2 million. Total expenditures were \$9.93 million. Expenses over revenues were \$4.60 million for July. Looking at year to date expenses, the large waiver match is due to privatization. Year to date is at \$3.51 million in expenses over revenues.

Purchase orders open at the end of July were \$6.03 million. Taking in consideration the negative change in financial position leaves unencumbered cash of \$33.99 million.

Looking at the year to date budget versus actual for July, we have brought in \$29.64 million, which is 61.10% of the revenue budgeted to be received. Total expenditures are \$32.88 million, which is 66.58% of what we expected to be spent. The target was 58% but expenses jumped up due to the waiver match payment in July. The total remaining budget at the end of July is \$10.46 million.

The June and July prior year encumbrance reports were combined. At the end of July, there was \$676,950 in encumbrances carried over from last year, \$198,760 year to date paid, and \$477,890 cancelled. There was \$300.00 remaining, which will be closed in August.

There were two payrolls during the month of June totaling \$1.17 million. Total non-payroll expenses for June were \$1.49 million.

There were two payrolls during the month of July totaling \$1.14 million. Total non-payroll expenses for July were \$8.79 million.

The Board duly adopted.

08-34-19: Resolution to approve professional services contract with the Stark County Educational Service Center (ESC)

Roger Gines moved for approval of Resolution 08-34-19. Carmelita Smith seconded.

Discussion:

Myrna Blosser, Principal of School Programs, explained that this resolution was for an ongoing contract with the Educational Service Center since the conception of our embedded classrooms in 2014. This contract is for the time period of August 1, 2019 – July 31, 2020, at a cost not to exceed \$30,000. The idea behind the embedded classrooms was to provide a path for students who had the capability of possibly returning to their home school districts. This made an easy transition as they were now with typical peers and were also receiving ancillary services for Occupational, Physical, and Speech Therapy Services through the ESC. This helped to assure families that ancillary services are available at the district and are typically provided by the ESC. The board continues to bill for these services, which are reimbursed from the students' home school districts via their participation in the Medicaid School Program.

The Board duly adopted.

08-35-19: Resolution to approve renewal of Liability and Fleet Insurance

Maria Heege moved for approval of Resolution 08-35-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to acquire Liability and Fleet Insurance at a cost not to exceed \$150,000 for year two of the three year policy secured from Philadelphia Indemnity Insurance Company and the Schauer Group Incorporated. Every three years the Board goes out to market to assess insurance rates and maximize coverage in accordance to the Board's Risk Management Plan. Schauer Group Incorporated was able to secure rates for our three year policy and over the three years, since TWI is no longer on this policy, we have saved an estimated \$35,000 in premium costs each year. This particular policy period is October 1, 2019 through September 30, 2020. Coverage is as follows: General Liability - \$1,000,000 per occurrence; Umbrella Liability - \$10,000,000; and Executive Liability - \$2,000,000 limit, \$25,000 deductible.

The Board duly adopted.

08-36-19: Resolution to go out to bid on Phase Two of the Whipple-Dale Renovation

Maria Heege moved for approval of Resolution 08-36-19. Roger Gines seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance/Food Service Manager, explained that this resolution is to authorize the Superintendent to go out to bid for the renovation of Whipple-Dale Centre at a cost not to exceed \$289,000. The Veterans Services Commission is preparing to go out to bid for an expansion of their space at Whipple-Dale Centre at a cost of \$300,000, which will include a build out onto the workshop floor. By joining the Veterans Services Commission project, we can share the costs of the legal notice, architectural fees, as well as reduce the overall cost of the renovation project. The savings could be anywhere from \$25,000 to \$50,000 or more. The renovation will be used to create office space for the 18 employees working within Early Intervention, an office space for 9 employees working within Early Intervention Service Coordination, and a 15 employee office space for projected growth for the Service and Support Administration Department.

The Board duly adopted.

08-37-19: Resolution to approve SCEPTA Labor Agreement June 1, 2019 – May 31, 2022

Dr. Jessica Falvo Lang moved for approval of Resolution 08-37-19. Jim Anderson seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to approve the collective bargaining agreement between the Stark County Board of DD and SCEPTA effective June 1, 2019 through May 31, 2022. It is also to revise the longevity program that was first put in place in 2017. The Board and SCEPTA reached a tentative agreement on August 13, 2019, and SCEPTA voted August 26, 2019, to ratify the contract. SCEPTA is

comprised of about 105 employees who work as teachers, teacher assistants, early intervention specialists, speech language pathologists, occupational therapists, physical therapists, occupational therapy assistants, physical therapy assistants, and nurses. The primary focus of the bargaining had to do with 15 step schedules that were reduced to 5 schedules, which are now primarily based on years of experience. The new schedules have been designed with 2% increases in between each experience level. On a one-time only basis, 23 employees will receive a greater than 2% increase in order to resolve the internal equity issue that currently exists from the step schedule that was first put in place back in the 1980s. This addresses the disparity we have between tenured employees and newly hired employees that were placed at higher pay levels on the old step schedule. Sixteen employees will receive less than a 2% increase the first year of the contract due to their higher placement on the wage schedule at the time of hire. Other than that, employees will receive 2% increases each year of the contract. As part of the wage schedule retooling, we have set job rates for several positions including: therapy assistants, classroom assistants, program RNs, and LPNs. These positions comprise about half of the members of the bargaining unit. Also, the longevity pay program was increased. Employees will be paying 1% more on their health insurance premiums the first year of the contract. So employees will now pay 12% of their health insurance premium. The total cost of this agreement is \$402,156 and is not cumulative.

The Board duly adopted.

08-38-19: Resolution to approve Support Staff Union Labor Agreement June 1, 2020
– May 31, 2022

Roger Gines moved for approval of Resolution 08-38-19. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to extend the collective bargaining agreement between the Stark County Board of DD and the Support Staff Association for two years, from June 1, 2020 to May 31, 2022. Currently there are 94 employees in the Support Staff Union. This extension would provide a 2% wage increase in June of 2020 and a 2% wage increase in June of 2021. Eligible Support Staff employees would also receive the increased longevity program and that impacts about 60% of the bargaining unit. The total cost for the 2 year agreement is \$203,705 and is not cumulative.

The Board duly adopted.

08-39-19: Resolution to approve increase in longevity awards for non-represented employees

Dr. Jessica Falvo Lang moved for approval of Resolution 08-39-19. Jim Anderson seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution would increase the longevity pay program for non-represented employees, which number about 128. This

longevity revision would be the same increase that was presented for SCEPTA and Support Staff employees. The longevity pay program is considered to be a component of the Board's salary administration program. Currently, 42% of non-represented employees do receive longevity pay. The cost of the program for year one is \$51,584 and the cost in year two is \$56,576.

The Board duly adopted.

08-40-19: Resolution to approve wage adjustments for non-represented employees for 2020 and 2021

Jim Anderson moved for approval of Resolution 08-40-19. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to approve a 2% pay increase for non-represented employees, which is 128 employees, in June of 2020 and in June of 2021. Approval of this resolution provides non-represented employees with internal parity as compared to our other employee groups. The total cost of this recommendation is \$281,620 and is not cumulative.

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

08-41-19: Resolution to approve the Board policies presented for second reading

Dr. Jessica Falvo Lang moved for approval of Resolution 08-41-19. Maria Heege 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 6:50 p.m.

The next Board meeting is scheduled for Tuesday, September 24, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.