

**Stark County Board of Developmental Disabilities  
Board Meeting  
September 24, 2019  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 24, 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  
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  
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, 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: Isaiah Joseph Janson, he was to return to Rebecca Stallman Southgate School this year as a first grader; Helen Alice Gfeller, she received services from the SSA Department; Wilma Jean Hovis, she received services from the SSA Department; Janet Lee Sarno, she received services from the SSA Department, worked at The Bridge, and previously attended the Stark County Board of DD workshop program; and Adrian Joseph "Adi" Watkins, he received services from the SSA Department and was previously involved in the Stark County Board of DD's Adult Services program.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board meeting minutes of August 27, 2019.

Roger Gines moved for approval. Jim Anderson seconded.

The Board duly adopted.

**Public Speaks:**

None

**President's Report:**

President Sutter reminded everyone that this board meeting would be abbreviated because a board member in-service will take place immediately following the meeting. Next month, we will have a new board member. Also, resigning board member Carlene Harmon will return to say goodbye to us.

**Superintendent's Report:**

Superintendent Green highlighted some upcoming events. Our annual Street Fair, a community resource fair for all ages, will be held on Saturday, September 28<sup>th</sup> at Whipple-Dale Centre from 10:00 a.m. – 2:00 p.m. We also have the Great Pumpkin Race coming up on Saturday, October 26<sup>th</sup>. There is a one mile walk and a four mile race. Siffrin, one of our private providers, is having a fashion show on Saturday, October 5<sup>th</sup> and the Arc of Ohio is having their annual recognition dinner on Friday, October 4<sup>th</sup>. There are a lot of good things happening in September and October for people with disabilities and their families.

**Committee/Department/Other Reports:**

- A. Finance Committee – Report in Board packet  
Next meeting: October 15, 2019, at 12:00 p.m.
- B. Personnel Committee – Report in Board packet  
Next meeting: October 18, 2019, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: October 22, 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 Policy 2.08 and Policy 2.15. Tom Vaughn, Manager of MUI & Investigative Services, gave the first reading on Policy 2.12. These policies will be presented during the October Board meeting for second reading and Board approval.

Policy 2.08 Confidentiality – Revised  
Policy 2.12 Incidents Adversely Affecting Health and Safety – Revised  
Policy 2.15 Targeted Case Management Documentation – Revised

**Financials and Board Resolutions:**

09-42-19: Operating Fund #071

<b>A. Two Payrolls for August</b>	<b>\$1,031,406.48</b>
<b>B. Bills for Payment in August</b>	<b><u>\$ 874,265.13</u></b>
<b>TOTAL</b>	<b><u>\$1,905,671.61</u></b>

Roger Gines moved for approval of Resolution 09-42-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of August there was local revenue of \$223,986, state revenue of \$408,607, and federal revenue of \$1.36 million. An additional state allocation of funding of almost \$1.0 million was received during the month. Total revenue received for August was \$1.9 million.

Expenditures for August included: two payrolls totaling \$1.03 million, total benefits paid of \$178,735, and total other expenditures of \$695,529. There was another premium holiday so health benefits were not paid during the month. Total expenditures were \$1.9 million. There was a positive net change in financial position for August of \$86,811.

Looking at the year to date revenues compared to last year, they are pretty even. There is a little more revenue due to cost report settlements and the additional state allocation. Expenditures are less than last year due to privatization and are also offset by the waiver match.

Unencumbered cash at the beginning of the year was \$43.06 million. Current year open purchase orders at the end of August were \$4.92 million. We have cancelled \$477,890 of those purchase orders and the year to date negative financial position of \$3.42 million leaves \$35.2 million in unencumbered cash.

Looking at August, budget versus actual, there were year to date revenues of \$31.64 million, which was 65.21% of what we expected to collect. Total year to date expenses were \$34.79 million, which was 70.44% of what we expected to spend. Our target is about 67% so we are running a little over, primarily due to waiver match. The available budget at the end of August was \$9.67 million.

Looking at the prior year encumbrances, 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 was closed in September.

There were two payrolls during the month of August totaling \$1.03 million. The attendance incentive was paid during the first payroll. Total non-payroll expenses for August were \$874,265.

The Board duly adopted.

09-43-19: Resolution to approve the Title XX Federal Assistance Grant Program

Maria Heege moved for approval of Resolution 09-43-19. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution was for approval to enter into a contract for the Title XX Federal Assistance grant program for the time period of October 1, 2019 to September 30, 2021. The Board and the Ohio Department of Developmental Disabilities work together to maximize use of this program and to ensure services to children in early intervention. We complete their annual comprehensive social services plans in accordance with what the grant funding sets out. Currently we have 285 families that receive early intervention supports under this assistance program. This contract will provide us with \$506,134 in federal funding over the two year term.

The Board duly adopted.

09-44-19: Resolution to approve additional appropriations

Roger Gines moved for approval of Resolution 09-44-19. Jim Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval of an additional appropriation, in the amount of \$700,000, to the 2019 budget within the operating general fund. The 2019 budget was approved back in December in the amount of \$49,665,546 to pay for expenditures within the operating fund. An additional appropriation is needed to cover expenditures for the recently approved Whipple-Dale renovation as well as the fifth invoice waiver match that was received over the summer.

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

09-45-19: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 09-45-19. Carmelita Smith 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 6:16 p.m.

The next Board meeting is scheduled for Tuesday, October 22, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.