

**Stark County Board of Developmental Disabilities
Board Meeting
October 22, 2019
Minutes**

Oath of Office:

Attorney Leslie Iams Kuntz administered the oath of office to newly appointed Board member Cindi Sutter.

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 22, 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. Jessica Falvo Lang
Jim Anderson
Roger Gines
Cindi Sutter

Carmelita Smith (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
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: Bryan Robert Dingler, he received services from the SSA Department and was previously served by the Stark County Board of DD workshop program and then TWi; and Tad Lee Gardner, he received services from the SSA Department and formerly worked for TWi.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of September 24, 2019.

Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded.

Roger Gines noted that on the bottom of page 3, in the discussion of Resolution 09-42-19, it should have stated \$874,265 rather than \$874,265 million.

The Board duly adopted.

Disability Employment Awareness Month Recognitions and Presentations:

Lisa Parramore, Communications Manager, introduced Paula Kovach, Assistant Director of Service & Support Administration. Ms. Kovach explained that the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the many and varied contributions of American workers with disabilities. Held annually, National Disability Employment Awareness Month is led by the U.S. Department of Labor's Office of Disability Employment Policy but the true spirit lies in the many observances held at the grassroots level across the nation.

Why work? Working keeps us busy. It challenges us and gives us a means to develop ourselves. It gives us a sense of pride, identity, and personal achievement. It enables us to socialize, build contacts, and find support. It provides us with money to support ourselves and to explore our interests. People who work tend to enjoy happier healthier lives than those who are not working.

Stark DD always looks forward to October to celebrate National Disability Employment Awareness Month. We currently work with about 207 individuals in community employment. We love to highlight our ambassadors in community employment and foster an inclusive workforce, one where every person is recognized for his or her abilities. We get to do this every October but we are aware of what people are doing every month.

Lisa Parramore reminded everyone that we are concentrating this year on: if you get to know me, you know my story and you are going to know the impact Stark DD has, not only with our people that receive services and their families, but also with our providers and our employees.

Our first ambassador was Ben, introduced by his SSA, Linda Allison. Ben has worked and volunteered in the Stark County community for more than 40 years. He currently works for Aultman Hospital and has been there 14 years. Our second ambassador was Heather, introduced by Lisa Parramore and her SSA, Therese Heitkamp (by video). She is a self-employed artist and writer, she has an Etsy store, and she also works part time down in the Canton Arts District. The next ambassador was Greg, introduced by his SSA, Rachel Poling. Greg has worked at Fisher Foods for 14 years and even gets to train other employees. The last ambassador was actually a group of three young gentlemen; Javier, Andy and Matt that all work at Outback Steakhouse. Joe Howard, SSA, introduced all of

them. He previously worked with them in supported employment. Joe Howard is now Andy's SSA, Scott Love is Javier's SSA, and Renee Wine is Matt's SSA.

Special Presentation:

Board President Dan Sutter thanked past board member Carlene Harmon for her 10 years of dedication and service on the board. He then presented her with a personalized memento on behalf of the board.

Public Speaks:

None

President's Report:

President Sutter thanked Cindi Sutter for joining the board.

We really enjoy our board meetings in March and October when we recognize our ambassadors. It is exciting to see them and their families here. He thanked Lisa Parramore for arranging this recognition.

He then reminded the board members to make sure they go into Relias and complete the training modules that have been assigned. They are to contact Connie Poulton, Director of Human Resources, if they are having any issues with logging in. As a reminder, board members are required to complete four hours of training per year and this is verified during the agency's accreditation review.

Superintendent's Report:

Superintendent Green noted that the house next door was being taken down and the work should be complete by the end of the week.

We love to see people's abilities. We are there for people that are struggling and for people that need our support. It is an honor for us to do what we do and we thank the board for what they do as well.

The goals for 2020 were in the board packets. A big part of our annual goals is certainly the ongoing work on our strategic plan, which will come to a close in 2020. About midyear, we will reconvene a strategic planning committee to work on the next three year plan. There will be a pre-accreditation survey. We just finished with accreditation this year but every year we bring in a group to make sure that we are sharp and that our systems are meeting the needs of the people that we serve. In 2021, our lease with TWi will end along with the County Commissioners. We will be making sure that there is a good plan in place for TWi and the building use. The lease was originally set up for three years, after which TWi would have to either pay the fair market value or look at alternatives. We will be working on this hand in hand with TWi and the County Commissioners. As far as building wise, there will be the completion of the Whipple-Dale renovation and completion of the additional parking lot. Also, we will see if there is an appropriate partner to go into our Eastgate Early Learning Center that would be interested in paying the rent at fair market value. Many of the goals

double as performance goals for the management team. The goals are finalized in December so Superintendent Green informed the board that they could still submit any additional goals.

Superintendent Green concluded his report by welcoming Cindi Sutter to the board and wishing Carlene Harmon well.

Committee/Department/Other Reports:

- A. Finance Committee – Report in Board packet
Next meeting: December 10, 2019, at 12:00 p.m.
- B. Personnel Committee – Report in Board packet
Next meeting: December 13, 2019, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next meeting: December 17, 2019, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation of the Table of Organization:

Connie Poulton, Director of Human Resources, referred to Policy 4.56 for her presentation. This policy states that the board will have a table of organization. The positions that are listed are part-time, full-time, or contract employees. The table also indicates the lines of supervision along with any vacant positions at the time the table is printed. Per policy, the table of organization is reviewed no less than annually by the superintendent, with any appropriate recommendations made to the board. Some differences from last year's table include the reassignment of Food Services to Tim Beard and the assignment of Early Intervention to Kristen Quicci. Also, for the first time in many years, we do not have any contracted therapy staff in our school programs or in our preschool. We have been able to recruit for those positions.

First Reading of Board Policies:

Ed Lewis, Provider Compliance and Support Supervisor, gave the first reading on Policy 2.14. Connie Poulton, Director of Human Resources, gave the first readings on Policy 2.22, Policy 3.10 and Policy 4.02. These policies will be presented during the December Board meeting for second reading and Board approval.

- Policy 2.14 Abuse Awareness and Prevention – New
- Policy 2.22 HIPAA – Reviewed
- Policy 3.10 Employee Building Access – Revised
- Policy 4.02 Retire-Rehire – Reviewed

Financials and Board Resolutions:

10-46-19: Operating Fund #071

A. Two Payrolls for September	\$1,168,114.90
B. Bills for Payment in September	<u>\$1,160,520.39</u>
TOTAL	<u>\$2,328,635.29</u>

Roger Gines moved for approval of Resolution 10-46-19. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of September there was local revenue of \$15.1 million. This figure included second half real estate tax distribution. State revenue was \$270,645 and federal revenue was \$324,760. Total revenue received for September was \$15.69 million.

Expenditures for September included: two payrolls totaling \$1.16 million, total benefits paid of \$644,398, and total other expenditures of \$516,122. Total expenditures for the month were \$2.32 million. There was a positive net change in financial position for September of \$13.36 million.

Looking at the year to date revenue of \$47.33 million, compared to last year's revenue of \$45.59 million, there is more revenue because of cost report settlements received. Total year to date expenditures are \$37.11 million as compared to \$37.77 million last year. This is pretty comparable of increase to waiver match from year to year.

The cash balance at the end of September was \$53.68 million; however, open purchase orders of \$4.29 million reduced that cash balance. Purchase orders in the amount of \$478,490 have been closed in 2018. The positive net change in financial position of \$9.94 million leaves \$49.19 million in unencumbered cash at the end of September.

Looking at the September budget versus actual statement, there were year to date revenues of \$47.33 million, which was 97.56% of what we expected to collect. Total year to date expenses were \$37.11 million, which was 74.10% of what we expected to spend. Our target for the end of September was 75%. The available budget at the end of September was \$8.68 million. The waiver match for the fourth quarter was open, so that will decrease next month.

Looking at the prior year encumbrances, there was \$676,950 in encumbrances carried over from last year, \$198,760 year to date paid, and \$478,490 cancelled. All of the 2018 purchase orders have been closed.

There were two payrolls during the month of September totaling \$1.16 million. Special Olympic stipends were paid. Total non-payroll expenses for September were \$1.16 million.

The Board duly adopted.

10-47-19: Resolution to approve the 2020 Policy Manual

Maria Heege moved for approval of Resolution 10-47-19. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution requested approval of the 2020 Board Policy Manual. Attached to the resolution were indexes of the six chapters that make up the Board Policy Manual. The chapters are: Governance, Agency Administration, Safety and Facilities, Human Resources, Program Services, and Information Technology. The policies are displayed on the board's intranet for easy access by all of the staff. All of the policies are on a three year review schedule. The entire Board Policy Manual is brought to the board each year for approval.

The Board duly adopted.

Second Reading of Board Policies:

Connie Poulton, Director of Human Resources, gave a brief summary of Policy 2.08 and Policy 2.15. Tom Vaughn, Manager of MUI & Investigative Services, gave a brief summary of Policy 2.12. These were the policies presented for second reading:

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

10-48-19: Resolution to approve the Board policies presented for second reading

James Anderson moved for approval of Resolution 10-48-19. Roger Gines seconded.
The Board duly adopted.

Adjournment:

President Sutter reminded everyone about the Great Pumpkin Race on Saturday, October 26th.

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. James Anderson seconded. The Board adjourned at 6:45 p.m.

The next Board meeting is scheduled for Tuesday, December 17, 2019, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre. There is no board meeting in November.