

**Stark County Board of Developmental Disabilities  
Board Meeting  
December 17, 2019  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 17, 2019, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members: President Dan Sutter  
Vice President Maria Heege  
Jim Anderson  
Roger Gines  
Carmelita Smith  
Cindi Sutter

Dr. Jessica Falvo Lang,  
Recording Secretary (excused)

Also Attending: Bill Green, Superintendent  
Amy Anderson, Director of Service & Support Administration  
Tim Beard, Buildings/Grounds Maintenance/Food Service 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: Anne Marie Postlewait, she received services from the SSA Department; Linda Sue Hookway, she received services from the SSA Department, attended Connections Workshop and formerly was employed by the Stark County Board of DD workshops; Cynthia (Cindy) M. King, she received services from the SSA Department and retired from the Stark County Board of DD workshop program; Gordon Gene Rodocker, he received services from the SSA Department and was previously employed by the Stark County Board of DD workshop program; Jason Andrew Parks, he received services from the SSA Department; Ray David Pool, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; William (Bill) Robinson, he was an Adult Services Workshop Specialist 2 at Whipple-Dale Centre and retired from the Board in 2014; Dillard P. Howard, he worked in the Transportation Department for 13 years, first as a Bus Driver and currently as a Bus Rider; and Paula Schaeffer, sister of board member Roger Gines, she dedicated her life to people with developmental disabilities and connected with them through music and established one of the first choirs at West Stark Center.

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**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board meeting minutes of October 22, 2019.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

**Recognition of Retirees:**

Connie Poulton, Director of Human Resources, announced that there were two retirees for December, both from the Transportation Department. John Baker was a Bus Driver for 13 years and James Sims was a Bus Rider for 13 years. They were recognized but were not in attendance.

**Public Speaks:**

None

**President's Report:**

President Sutter stated that it was hard to believe this was the final board meeting for 2019. He informed the board members that in the front of their board notebooks, they would find a board evaluation and a self-evaluation to be completed by Tuesday, January 14, 2020. Kathy Albright, Executive Assistant, will also send out electronic versions that can be completed and returned to her. She will summarize the responses for review and discussion during the organizational meeting in January.

Also, within the board notebooks, is a tentative 2020 board schedule. Generally, the schedule reflects the fourth Tuesday of each month, except in December. There are no board meetings in July or November. Committee meetings will be determined during the organizational meeting. President Sutter would also like to schedule the first board in-service at the conclusion of the February 25, 2020, meeting. This board meeting is typically a lighter agenda and we will ensure that the board in-service will conclude by 7:15 pm.

The nominating committee will be meeting in the weeks ahead to propose the slate of officers for our organizational meeting. As a reminder, the nominating committee was made up of Roger Gines, Carlene Harmon (who is no longer a board member), and President Sutter. President Sutter would like to appoint Maria Heege to replace Carlene Harmon.

As a reminder, board members need to complete their required two trainings in Relias by December 31, 2019, if they have not done so already.

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### **Superintendent's Report:**

Superintendent Green noted as we look back over 2019, much has been accomplished that furthers our mission of “supporting people with disabilities and their families.”

- We served more than 3,859 people with disabilities.
- We served more than 700 families in early intervention.
- We educated over 88 preschoolers.
- We educated over 105 school age students.
- We collaborated with our 17 school districts and served monthly over 250 youth and assisted with their transition to adulthood and work.
- We supported over 2,100 people through our case management function and Service and Support Administration.
- We enrolled to date 167 new people on home and community based services waiver and by year's end that number will be approaching 190 people, since we have 20 people pending enrollments.
- We completed 105 RNQA reviews through November.
- We evaluated over 464 locations through RNQA assessments – 439 within homes and 25 at adult service sites.
- We have investigated over 930 major unusual incidents and ensured that both immediate and preventative measures were put into place.
- We completed 33 provider compliance reviews and issued over 110 citations for areas we found deficient.
- Provider Support did 400 monitorings and observations of services provided.
- We now have 13 Gold Star providers.
- We completed assessments and treatments with over 3,600 clinic visits with our two schools.
- We held our first annual direct support professional recognition luncheon.
- We held our first annual disability walk at Belden Village Mall with over 500 people participating.
- We held our annual Street Fair and Great Pumpkin Race.
- We raised \$40,000 for Citizens Who Care through our golf outing.
- We celebrated disability awareness and disability employment awareness months in March and October.
- We secured two three year labor agreements.
- We received a three year accreditation.

Yet, we know there is way more to be done. There are more people needing service and more people needing better service. We have to continually get better at what we do because the needs are great. So as we approach 2020, we want to get better, be more efficient, be more effective and make sure people's needs are being met.

Superintendent Green concluded that it has certainly been an honor and a privilege to see what we have done and the magnitude of our reach but he cannot emphasize enough that it needs to go farther. We need to ensure people are well-trained and that every employee here can perform the same level of service to the people that need our services and the families that rely on us.

**Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next meeting: January 21, 2020, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next meeting: January 24, 2020, at 3:00 p.m.
- C. Ethics Council – No Meeting in October  
Next meeting: January 28, 2020, 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 the following policies. These policies will be presented during the January Board meeting for second reading and Board approval.

- Policy 4.05 Volunteers, Interns and Practicum Students – Revised
- Policy 4.21 Telecommuting – Revised
- Policy 5.09 Preschool Typical Peer Program – Reviewed
- Policy 5.17 Do Not Resuscitate – Reviewed

**Financials and Board Resolutions:**

12-49-19: Operating Fund #071

<b>A. Three Payrolls for October</b>	<b>\$1,893,069.32</b>
<b>B. Bills for Payment in October</b>	<b><u>\$5,352,644.84</u></b>
<b>TOTAL</b>	<b><u>\$7,245,714.16</u></b>

12-50-19: Operating Fund #071

<b>A. Two Payrolls for November</b>	<b>\$1,257,890.85</b>
<b>B. Bills for Payment in November</b>	<b><u>\$1,466,354.35</u></b>
<b>TOTAL</b>	<b><u>\$2,724,245.20</u></b>

Maria Heege moved for approval of Resolutions 12-49-19 and 12-50-19. James Anderson seconded.

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Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of October there was local revenue of \$2.07 million; state revenue was \$236,593; and federal revenue was \$484,917. Total revenue received for October was \$2.79 million.

There were three payrolls for October totaling \$1.89 million; total benefits paid of \$699,729; and total other expenditures of \$4.65 million. There was a waiver match payment made during the month. Total expenditures for the month were \$7.24 million. Expenses were over revenue in the amount of \$4.44 million.

At the end of October, there was \$2.79 million in open purchase orders for 2019. With a positive \$478,490 for the 2018 purchase orders that were closed and a positive year to date financial position, October ended with unencumbered cash of \$46.2 million.

Looking at November, total local revenue was \$253,194; state revenue was \$231,938; and federal revenue was \$570,971. Total revenue for November was \$1.05 million. There was \$51.19 million in revenue compared to last year, which was \$52.13 million.

There were two payrolls during November totaling \$1.25 million; total benefits paid of \$739,671; and total other expenditures of \$726,682. Total expenditures for the month were \$2.72 million. Expenses were over revenue in the amount of \$1.66 million. With year to date expenses of \$47.08 million, there is a year to date positive variance in the financial position of \$3.82 million.

Looking at open purchase orders at the end of November, the balance is down to \$1.31 million. The positive net change in financial position year to date of \$3.82 million resulted in unencumbered cash at the end of November of \$46.05 million.

Looking at the November budget versus actual statement, there were year to date revenues of \$51.19 million compared to \$48.52 million, which was budgeted. Total year to date expenses were \$47.08 million compared to \$50.09 million which was budgeted. The available budget at the end of November was \$1.68 million.

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

The Board duly adopted.

12-51-19: Resolution to approve the 2020 Final Budget

Roger Gines moved for approval of Resolution 12-51-19. Jim Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, provided a presentation of the 2020 Budget. Looking at the 2020 revenues, there is an increase projected in the billing of excess costs. State ODE subsidies will remain flat. The additional allocation from the state for the DSP (Direct

Support Professional) wage increase is being received and will continue in the coming years as well. Federal funds are expected to remain flat. There is no cost report settlement expected next year.

Looking at expenditures for 2020 – board approved wage increases are projected and an increase in benefit costs along with an increase in waiver match for our 95 waivers at \$900,000. Capital investments include the new parking lot at Whipple-Dale as well as the renovation for additional office space for the Early Childhood Department and SSAs. Other items built in automatically are building maintenance for HVAC, purchasing a tractor, and parking lot repairs. Also in the IT Department, the computer refresh and IT hardware are budgeted at \$140,000 for 2020.

Looking beyond 2020, an increase is expected in real estate taxes based on the revenue generated from the county pipeline. State ODE subsidies will decline based on enrollment. The DODD subsidy will remain flat. An additional state allocation for the DSP wage increase will be received through 2023. Federal funding is expected to remain flat. For expenses beyond 2020, there will be around a \$1.0 million DSP wage increase budgeted beginning in 2021. The waiver match expense is estimated to increase \$900,000 annually. Additional expenses are the annual contributions to NEON through 2023 of \$400,000 - \$500,000. Capital investment includes a budget for optional phases of construction for Whipple-Dale Centre or other purchases deemed necessary. This does not include impacts of other actions in the strategic plan. There will also be technology upgrades as well. The estimated cash balance at the end of 2019 is expected to be between \$48.0 million and \$49.0 million. The amount continues to decrease each year due to some of the following: cost report settlements not being received anymore due to privatization, increases in healthcare and wage costs, and an increase in waiver match costs.

For the 2020 Budget, total local revenues of \$33.6 million have been budgeted, total state revenues of \$8.7 million, and federal revenues of \$8.4 million. Total revenue for the year is budgeted at \$50.7 million. Total expenditures for the year are budgeted at \$50.8 million. We expect to end 2020 with a cash balance of \$44.7 million. There are no funds budgeted for the Capital Fund or Cohen Gifts and Donations Fund. We expect the Capital Fund balance to remain at \$74,000 and the Cohen Gifts and Donations Fund to remain at \$125,450.

The Board duly adopted.

12-52-19: Resolution to approve the 2020 North East Ohio Network (NEON) Budget

Roger Gines moved for approval of Resolution 12-52-19. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for the Stark County Board of DD funds held at NEON, which is our Council of Governments. The main fund running through NEON is for Family Support Services and then some other professional services they provide. Total local revenue of \$212,000 is expected, which is the subsidy Stark County Board of DD receives from the state and transfers over to NEON. Transfers in

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are \$400,000. Total revenues are \$612,000. Total expenditures are \$657,350. The estimated cash balance at the end of 2020 is \$477,234.

The Board duly adopted.

12-53-19: Resolution to approve the transfer of funds to NEON

Roger Gines moved for approval of Resolution 12-53-19. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval to transfer \$400,000, which has been budgeted from the general operating fund, to NEON for payment of board obligations. Our Council of Governments consists of 14 County Boards of DD. Right now, the board purchases services provided from NEON for local funding of supported living, family support services, administration and invoice payment, and MUI investigations when board employees are involved.

The Board duly adopted.

12-54-19: Resolution to approve payment of the non-federal share of services required for 2020 Medicaid expenditures

James Anderson moved for approval of Resolution 12-54-19. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the appropriation of up to \$19.9 million to pay the non-federal share of the 2020 Medicaid expenditures, the Medicaid match. This amount has been budgeted for in the 2020 budget. Included is the waiver cost reconciliation and administrative fees. This is Stark County Board of DD's obligation to pay based on the Ohio Revised Code set by DODD.

The Board duly adopted.

12-55-19: Resolution to approve the 2020 service contracts

Maria Heege moved for approval of Resolution 12-55-19. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to approve 2020 service contracts that are over \$25,000, effective January 1, 2020 through December 31, 2020. Most of the contracts are repeats from prior years such as: Service and Support Administration and Investigative Services; Information Technology; and Others, including NEON and Ohio Association of County Boards of DD dues. Two of the new contracts are: Brittco, which will replace Gatekeeper; and Opportunities for Ohioans with Disabilities, which is to establish sustainable employment pathways to eligible adults receiving Stark DD services.

The Board duly adopted.

**Second Reading of Board Policies:**

Connie Poulton, Director of Human Resources, gave a brief summary of the policies presented for second reading:

- 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

12-56-19: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 12-56-19. James Anderson seconded.

The Board duly adopted.

**Executive Session:**

President Sutter called for an executive session for the purpose of discussing the performance evaluation of the Superintendent.

Maria Heege moved for approval. Carmelita Smith seconded.

A roll call vote was taken.

<u>Roll Call Vote</u>	<u>All in Favor</u>
James Anderson	Yes
Jessica Falvo Lang	Absent
Roger Gines	Yes
Maria Heege	Yes
Carmelita Smith	Yes
Cindi Sutter	Yes
Daniel Sutter	Yes

The Board went into executive session at 6:31 p.m.

The Board came out of executive session at 7:08 p.m. and no action was taken.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The Board adjourned at 7:09 p.m.

The next Board meeting is scheduled for Tuesday, January 28, 2020, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.