

**Stark County Board of Developmental Disabilities
Annual Organizational Meeting
January 28, 2020
Minutes**

2020 ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 28, 2020, 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 Services Manager
Myrna Blosser, Principal, School Programs
Brandon Haney, Information Technology Manager
Ed Lewis, Provider Compliance & Support Supervisor
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

Election of Officers:

President Sutter reported that the nominating committee was made up of Roger Gines, Board member, Finance Committee Chair, and Nominating Committee Chair; Maria Heege, Board Vice President and Personnel Committee member; and Dan Sutter, Board President and Finance Committee member. They proposed the following 2020 slate of officers: President, Dan Sutter; Vice President, Maria Heege; and Recording Secretary, Dr. Jessica Falvo Lang.

01-01-20: Resolution to approve the election of proposed 2020 Board Officers

Jim Anderson moved for approval of Resolution 01-01-20. Roger Gines seconded.

The Board duly adopted.

2019 Board Meeting Schedule:

During the organizational meeting, the board meeting schedule is set for the year. A copy of a tentative schedule that was shared during the December board meeting was reviewed. There were no questions or concerns with the proposed schedule so it was accepted.

Board meetings will be held at 6:00 p.m. on the fourth Tuesday of the month, except in December, in the Ernest Cohen Room at Whipple-Dale Centre. The meeting dates are as follows: February 25, 2020, March 24, 2020, April 28, 2020, May 26, 2020, June 23, 2020, August 25, 2020, September 22, 2020, October 27, 2020, and December 15, 2020. There are no board meetings in July and November.

Previous discussion took place about holding the first in-person board training after the February board meeting. President Sutter proposed that the second in-person training take place after the April board meeting. The two additional hours will be through Relias, the agency's learning management system.

Committee Appointments:

The following committee appointments were made: Ethics Council – Jim Anderson and Maria Heege; Personnel Committee – Maria Heege as Chair, Carmelita Smith, Cindi Sutter, and Paul Herrera as a community member; Finance Committee – Dr. Jessica Falvo Lang as Chair, Roger Gines, and Dan Sutter. The Nominating Committee for 2020 will be Roger Gines as Chair, Dr. Jessica Falvo Lang, and Carmelita Smith. They will meet prior to December 31, 2020, to propose a slate of officers for the 2021 calendar year. A special note is that Roger Gines is serving his twelfth year as a board member this year so a new board member will be needed for 2021.

Finance Committee Meetings will be held at 12:00 p.m. in the Superintendent's Conference Room on the Tuesday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 18, 2020, March 17, 2020, April 21, 2020, May 19, 2020, June 16, 2020, August 18, 2020, September 15, 2020, October 20, 2020, and December 8, 2020.

Personnel Committee Meetings will be held at 3:00 p.m. in the Superintendent's Conference Room on the Friday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 21, 2020, March 20, 2020, April 24, 2020, May 22, 2020, June 19, 2020, August 21, 2020, September 18, 2020, October 23, 2020, and December 11, 2020.

Ethical Code of Conduct Declaration and Conflict of Interest Declaration:

President Sutter requested that each of the board members read and sign the Ethical Code of Conduct Declaration and Conflict of Interest Declaration documents in their board member notebooks. These declarations are signed each year. They should be turned in after the board meeting or returned to Kathy Albright, Executive Assistant, within the next two weeks.

Annual Board and Individual Board Member Self-Assessments:

President Sutter indicated that the completed Annual Board and Individual Board Member Self-Assessments were inside the board member notebooks. Upon review of the feedback, it seems the board is functioning well but also wants to get better. Some of the board's strengths are: a perspective from outside the DD community, medical expertise, community enrichment expertise, business expertise, and strong advocacy. Board members expressed that they wanted to get more involved in board activities, which is a great springboard into 2020. President Sutter thanked the board members for completing the assessments.

Board In-Services Discussion:

President Sutter reported that to date, we have not received the Ohio Department of Developmental Disabilities mandated training topics but we would like to again do two 1-hour trainings in person. The other two 1-hour trainings would be on Relias, the online learning management system. He will direct Superintendent Green and his staff to ensure the feedback within the self-assessments are addressed.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded. The meeting was adjourned at 6:07 p.m.

**Stark County Board of Developmental Disabilities
Regular Board Meeting
January 28, 2020
Minutes**

Call to Order:

A regular meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 28, 2020, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:08 p.m.

Roll Call

A roll call was not taken since one was already taken during the Organizational Meeting.

In Memoriam:

A moment of silence was observed for the following: John Earl Musgrove, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Scott Joseph Conard, he received services from the SSA Department; William "Bill" Scott Frye, he received services from the SSA Department, was involved with Special Olympics, and was previously employed by the Stark County Board of DD workshop program; Christine Lee Anderson, she received services from the SSA Department, had worked as a Lowes Customer Services Representative and also as a receptionist in the Stark County Board of DD workshop program; Kathleen Ann Warren, she received services from the SSA Department and had attended The Bridge Workshop; Garry Linn Kennedy, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; and Larry Gene Robertson, he received services from the SSA Department, previously attended the Stark County Board of DD workshop program, and was currently attending the Creative Learning Workshop.

President Sutter also mentioned the passing of Lisa Isom, age 51, who was a direct support professional, wife, mother, grandmother, and home health professional, who left us tragically on the evening of Sunday, January 12th. Our hearts, thoughts and prayers go out to her husband, Jim Isom, and her family. May she rest in peace and the legacy of kindness she left us continue on.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of December 17, 2020. Roger Gines noted that a date in the President's Report should be February 25, 2020, instead of February 26, 2019.

Roger Gines moved for approval. Maria Heege seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter reiterated his sadness for the family of Lisa Isom and for another person served who tragically lost her mother and stepfather from a murder/suicide while she was in the family home. These two incidents struck a chord with him that the world is a dangerous place. He thanked those who are on the front lines when tragedy and heartbreak strike. He thanked those that are on call, the SSAs and leadership who coordinate services, and those who respond when the need arises. Events like these, that began our new year, remind us of the fragility of life, how precious it is and how it can be cut short by time, chance, and circumstance. Now is a time to ensure we are doing everything possible to strengthen our services and supports, to get better at what we do, and ensure safety and protection for all.

In the front of the board notebooks, there was a board member information form to be completed and turned in after the board meeting.

Superintendent's Report:

Superintendent Green began by noting that the first provider meeting of the year was held today with over 90 providers in attendance. The first topic was on health insurance for direct support professionals. The second topic was on employee safety in home and community based environments presented by Tim Dimoff, a national safety and security expert. He emphasized situational awareness and safety components of when you enter and leave a location. It was deeply appreciated by all of the providers that attended. With new technology we are using, we were also able to have 18 providers call in and listen and see his presentation from other locations. The presentation will also be available on Relias for 30-45 days. Mr. Dimhoff will also be back to provide more sessions. Superintendent Green recognized Ed Lewis, Provider Compliance and Support Supervisor; Connie Poulton, Human Resources Director; Lisa Parramore, Communications Manager; Brandon Haney, IT Manager; and Brian Whitlach, Systems Administrator, for their involvement in this presentation.

Superintendent Green then proceeded to review the 2019 Strategic Plan Progress Report. The Strategic Plan was created in 2016 and needed to: keep people first; address our changing identity; increase our role in provider support, training, and oversight; and ensure sustainability. The plan is made up of the following four focus areas: Advocate, Educate, Provider Oversight, and Sustainability. There are 37 goals, objectives, or metrics that we report on either monthly, quarterly, or annually so we can see how we are doing. In 2016, we started with a base overall score of around 2.0 and have progressed to a score of 7.1 in 2019.

Focus Area One: Advocate – There was a small decrease for this focus area. In the metric of employment, we were very strong. The number of people employed in the community has increased to 209, which is more than we have ever had as an agency. We took steps back in how people with disabilities and their families feel about how many friends and connections they had and if they had transportation to get places. The number of Next

Chapter Book Clubs decreased from eight to five. Aktion Club members went from 20 to 15. The most significant influence in this area was failing to establish a family to family network. On the positive side, two parents established a family group called Sharing Solutions that meets monthly with an attendance of 30-40 people.

Focus Area Two: Educate – We have made steady progress in this area. The area that we are still struggling with is that people have heard of us but are not aware of the services we provide. We did make progress over 2018 in this area and we are currently up to 33% but we would like to reach a 40% goal.

Focus Area Three: Provider Oversight – There has been steady progress in meeting the metrics in this area. This focus area includes: provider oversight, provider compliance reviews, RNQA reviews, Major Unusual Incidents (MUIs), and the Gold Star Collaborative. The only area where we fell short was forming a mentorship program with a local university or high school to foster more direct support professionals.

Focus Area Four: Sustainability – This is our strongest area. Our current fund balance is driven by some cost report settlements that came early and also from prepayment from the state for the direct support professional pay increase. We enrolled 192 people on new, replacement, or state-funded waivers in 2019. We also have a large reach with our publications and social media such as All in the Family, Facebook, Instagram, and E-Newsletters. Our next community report will be coming out in March.

Our biggest expense is our Home and Community Based Service waivers match. It is over \$20.3 million with the associated fees plus all the supports we fund. Salary expense is \$15.6 million. When you look at Stark DD, we are truly a funder of services, a coordinator of services, and a monitor of services. The average cost per person in Stark County for an Individual Options Waiver is \$89,322. As a funder of services, in regards to the money we provide, the \$20.3 million is then matched by the federal government. With over 1,800 people on Home and Community Based Service waivers, \$90.0 million is being brought in to provide services to people with disabilities, just in Stark County. Superintendent Green ended his presentation with a quote from Benjamin Franklin “Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: February 18, 2020, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: February 21, 2020, at 3:00 p.m.
- C. Ethics Council – No Meeting in December
Next meeting: February 25, 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 February Board meeting for second reading and Board approval.

- Policy 4.03 Health Examinations – Revised
- Policy 4.15 Attendance, Tardiness, and Sick Leave – Reviewed
- Policy 4.26 Vacation – Revised
- Policy 5.02 Career Planning Services – Deleted
- Policy 5.07 Group Employment Services – Deleted

Financials and Board Resolutions:

01-02-20: Operating Fund #071

A. Two Payrolls for December	\$1,282,918.52
B. Bills for Payment in December	\$ 984,790.30
TOTAL	<u>\$2,267,708.82</u>

Maria Heege moved for approval of Resolution 01-02-20. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for December 2019 total local revenue was \$139,584; total state revenue was \$357,414; and total federal revenue was \$4.33 million. The second cost report settlement was received towards the end of December. Total revenue received for December was \$4.82 million. Year to date total revenue for 2019 was \$56.02 million as compared to \$53.52 million for 2018. This increase is mainly due to additional funding received for the direct support professionals (DSP) wage increase as well as targeted case management (TCM), and real estate taxes.

For December 2019 expenditures, there were two payrolls totaling \$1.28 million; total benefits paid of \$672,191; and total other expenditures of \$312,598. Total expenditures for the month were \$2.26 million. Revenue was over expenses in the amount of \$2.56 million. Year to date total expenses for 2019 were \$49.15 million as compared to \$49.36 million for 2018. Total expenses are evened out. An increase in waiver match cancelled out our decrease in wages and benefits due to privatization.

Unencumbered cash as of January 1, 2019, was \$43.06 million. We have \$736,037 in 2019 purchase orders that were carried over into 2020. We cancelled \$478,190 from 2018 purchase orders. With our positive year to date net change in financial position of \$6.58 million, we ended the year with \$49.39 million.

Looking at the December budget versus actual statement, \$56.02 million total revenues received for the year were 115.45% of what we expected to receive. This was due to the cost report settlement. Total year to date expenses were \$49.15 million, which was 98.14% of what we expected to spend. The available budget at the end of December was \$70,300, due to the fifth year waiver match.

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 were closed.

For Resolution 01-02-20, there were two December payrolls of \$1.28 million and other non-payroll expenses of \$984,790. There were no special payouts but there were some small Special Olympic stipends in the first payroll.

The Board duly adopted.

01-03-20: Resolution to approve the service contract with Goodwill Industries of Greater Cleveland and East Central Ohio Inc.

Roger Gines moved for approval of Resolution 01-03-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Ed Lewis, Provider Compliance & Support Supervisor, explained that this service contract with Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. is to provide a success coach for the newly established Employer Resource Network. This is for the 2020 calendar year at a cost not to exceed \$60,000. The Employer Resource Network, also known as ERN, is a proven system of private-public partnership with the purpose of improving workforce retention through employee support and training. Our goal is to have the ERN in Stark County assist the provider community in the recruitment and retention of direct support professionals (DSPs). The success coach will work with the DSPs to improve employment skills, overcome personal barriers, and prepare them for career advancement. Also, provider partners that join us have to purchase shares at \$3,000 each so they are actively involved. For the first year, there are eight providers that have already signed on to the ERN. The goal is that the ERN will be provider funded within five years.

Dr. Falvo Lang asked if the success coach was a fulltime position for one person. Mr. Lewis responded that yes, it was a fulltime position with benefits and this person would be employed by Goodwill Industries.

The Board duly adopted.

01-04-20: Resolution to approve a capital housing assistance agreement and to transfer receipt of DODD funds to the North East Ohio Network (NEON)

Maria Heege moved for approval of Resolution 01-04-20. Jim Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize entering into an agreement with Hope Homes Foundation, Inc. and the Ohio Department of Developmental Disabilities (DODD) to pass through capital assistance funds in the amount of \$152,520. Further, this resolution authorizes the transfer of the \$152,520 received from the DODD to the North East Ohio Network (NEON) to recompense them for the dollars they expended for this residential housing purchase. Hope Homes Foundation, Inc., a non-profit housing corporation, may access state community capital assistance funds from DODD to purchase property to provide housing for individuals with developmental disabilities. After this application process is complete, DODD sends the funds to the Board and then the Board acts as a pass-through to the Hope Homes Foundation, Inc. For this particular project, we were faced with year-end time constraints and could not pass the funds through to the Hope Homes Foundation, Inc. by the property closing date of December 19, 2019. Therefore, NEON transferred the funds in the amount of \$152,520 to the Hope Homes Foundation, Inc. by the required closing date on behalf of the Board. The Board received the capital assistance funds from DODD on December 13, 2019, and the funds now need to be transferred back to NEON.

The Board duly adopted.

01-05-20: Resolution to approve a request of the Board of County Commissioners to go out to bid for the Whipple-Dale parking lot expansion

Jim Anderson moved for approval of Resolution 01-05-20. Roger Gines seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance/Food Services Manager, presented this resolution for the Stark County Board of DD to request that the Board of Stark County Commissioners approve the Whipple-Dale Centre parking lot expansion project, not to exceed \$256,000, which includes architectural and engineering fees. This will provide an additional 65 parking spaces. Currently there are 186 parking spaces at Whipple-Dale Centre. With the addition of the Early Intervention staff from Eastgate Early Childhood Center, the staffing growth of Veteran Services, the growth of the Service and Support Department and the increase in program trainings/meetings, there is currently a need for more parking.

Jim Anderson asked if the price also included striping of the lot and Mr. Beard replied that the striping was included.

The Board duly adopted.

01-06-20: Resolution to approve going out to bid for office furniture for the Whipple-Dale renovation

Maria Heege moved for approval of Resolution 01-06-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance/Food Services Manager, explained that this resolution is for approval to go out to bid for the purchase of furniture for the new offices being built for the Early Intervention Department at Whipple-Dale Centre, at a cost not to exceed \$70,000, including advertising fees. This request is to provide furniture for 41 work stations. This will provide two of the three new areas with furniture.

Jim Anderson asked about the furniture for the third area. Mr. Beard replied that it is a future growth space so a future resolution will be drafted when this office space is needed.

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 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

01-07-20: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 01-07-20. James Anderson seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Maria Heege seconded. The Board adjourned at 6:47 p.m.

The next Board meeting is scheduled for Tuesday, February 25, 2020, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.