

**Stark County Board of Developmental Disabilities  
Board Meeting  
March 31, 2020  
Minutes**

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 31, 2020, at 2950 Whipple Avenue NW, Canton, Ohio and by video teleconference. The meeting was called to order by President Dan Sutter at 6:09 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members:	President Dan Sutter	None
	Vice President Maria Heege	
	Recording Secretary Dr. Jessica Falvo Lang	
	Jim Anderson	
	Roger Gines	
	Carmelita Smith	
	Cindi Sutter	

Also Attending:	Bill Green, Superintendent
	Brandon Haney, Information Technology Manager
	Leigh Page, CFO/Business Manager
	Lisa Parramore, Communications Manager
	Connie Poulton, Director of Human Resources

**In Memoriam:**

A moment of silence was observed for the following: James Douglas Bair, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Beverly Ann Bowers, she received services from the SSA Department and previously attended the Stark County Board of DD workshop program; and Verna Louise Schindler, she received services from the SSA Department.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the minutes from the board meeting held on February 25, 2020.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

**Public Speaks:**

None

**President's Report:**

President Sutter opened by greeting his fellow board members through the video. He told them he hoped that all of them and their families have been able to stay healthy and safe with the shelter in place orders that are in place. This time is certainly unprecedented in our lifetimes and it is vital that our government be responsive to the needs of people, and in our case the 3,859 people that we serve. In review of the agenda – the resolutions we will be voting on will be assisting the agency to be able to respond during this crisis. He concluded by thanking the board members for being a part of this board and for the responsibility they each hold

**Superintendent's Report:**

Superintendent Green thanked the board members for their patience and practice sessions to set up this teleconference board meeting. During this temporary crisis, we are doing everything within our power to ensure that the needs of the 3,859 people we serve and their families get addressed. So far in the last three weeks: we have touched base with the 1,700 people that have Home and Community Based Service waivers; we have touched base with 788 youth, 600 attend one of the 17 school districts within our county and 188 are those we serve directly at Eastgate and Southgate Schools; and we have reached out to over 300 families that are in Early Intervention to make sure they are healthy and safe and if they have any needs as well. We have been in regular contact with our provider community and reached out to the 125 agency providers and 115 provider agencies to make sure they are getting what they need to provide services. Our county board association, working with the Ohio Department of Developmental Disabilities, came to a cooperative decision earlier in the week to be able to support homemaker personal care providers. Our provider agencies are making sure people are getting the supports they need, which is having someone to be there for them. So far, we delivered 80 bags of food, cleaning supplies, and diapers to people in need. School personnel are working to address the educational needs of the 188 students we serve. We have 10-15 staff to send to family homes or provider agencies. These agencies are accruing huge amounts of overtime right now so they want to give their staff a break. Our staff has been receptive to fill in with this need. We are prepared to deliver Personal Protective Equipment to our provider community, if a person shows signs of COVID-19. It is ready to be deployed at a moment's notice. Management Team meets daily as part of our pandemic response plan to ensure that we are addressing the needs of our stakeholders. We believe this is just the beginning of this temporary crisis but we are mobilized and ready to go. So far, the need has not come, but when that need comes, we can deploy at a moment's notice. We are again contacting families this week to see if there are any immediate needs. During this temporary crisis, we will continue to make the best decisions with the information we have at this time. He wants the board to know that he, along with the management team, have been continually making plans and that we had a plan in existence before this pandemic. Now we are just working that plan.

Dr. Falvo Lang added that it sounds like we are more prepared than other agencies for something like this. Superintendent Green stated that this ties back to our risk management

plan that we review every year. We had a pandemic plan in place for a long time and it is reviewed every two years. When it came to shopping for groceries, we had a grocery list all ready as part of that plan and deployed staff to take care of shopping. We still continue to run into new issues every day because of the uncertainty. The daily meetings really help to keep everyone on the same page. If a need is there, the responsiveness of our staff is amazing. It has been truly a team effort and been comforting to see. President Sutter thanked Superintendent Green for having a plan and being able to execute it, because without it things could be much different.

**Committee/Department/Other Reports:**

- A. Finance Committee – Report in Board packet  
Next meeting: April 21, 2020, at 12:00 p.m.
- B. Personnel Committee – Report in Board packet  
Next meeting: April 24, 2020, at 3:00 p.m.
- C. Ethics Council – No Meeting in February  
Next meeting: April 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 April Board meeting for second reading and Board approval.

- Policy 1.03 Meetings of the Board – Reviewed
- Policy 4.50 Cell Phones, Smart Phones, Tablets and Personal Devices – Reviewed
- Policy 4.58 Fitness for Duty – Reviewed
- Policy 5.26 School Age Excess Costs – Reviewed

**Financials and Board Resolutions:**

03-10-20: Operating Fund #071

<b>A. Two Payrolls for February</b>	<b>\$1,237,086.42</b>
<b>B. Bills for Payment in February</b>	<b>\$5,894,247.96</b>
<b>TOTAL</b>	<b><u>\$7,131,334.38</u></b>

Roger Gines moved for approval of Resolution 03-10-20. Dr. Falvo Lang seconded.

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Discussion:

Leigh Page, CFO/Business Manager, reported that for February 2020 total local revenue was \$78,575; total state revenue was \$275,857; and total federal revenue was \$96,431. Total revenue received for February was \$450,864.

For February 2020 expenditures, there were two payrolls totaling \$1.23 million; total benefits paid of \$696,893; and total other expenditures of \$5.19 million. This includes a waiver match payment and administrative fee of \$4.5 million. Expenses exceeded revenue by \$6.68 million.

Looking at year to date revenues at the end of this February versus last year, there is a decrease due to subsidies we no longer receive from the Ohio Department of Developmental Disabilities (DODD). Expenditures are due to increase in waiver match.

Cash carryover is \$50.1 million. We carried over \$736,000 in 2019 purchase orders which gave us unencumbered cash at the beginning of the year of \$49.39 million. There are open 2020 purchase orders of \$11.7 million at the end of February. With the net change in financial position of negative \$6.68 million and the \$313,000 of 2019 purchase orders we closed, the month ended with unencumbered cash of \$29.5 million. We are at a better position now than we were at this time last year but that is due to receiving cost report settlements much sooner as well as an increase in real estate taxes.

Looking at the February budget versus actual statement, we have received 2.5% of total revenues that we expected to receive and spent 19% of total expenditures budgeted. The available budget at the end of February was \$29.35 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$166,682 has been paid, and there is a remaining balance of \$256,209.

For Resolution 03-10-20, there were two February payrolls of \$1.23 million that included \$2,300 in stipends that were paid out. Other non-payroll expenses of \$5.89 million included: a waiver match payment, \$454,000 for health insurance, a payment back to NEON of \$153,000 for a capital grant, and \$160,000 for PERS and STRS retirement accounts.

The Board duly adopted.

03-11-20: Resolution to approve program calendars

Maria Heege moved for approval of Resolution 03-11-20. Dr. Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, informed the board that the program calendars for the 2020-2021 program year have been reviewed to ensure compliance with the Ohio Revised Code and Administrative Codes. The required service days for Early Intervention, along with the minimum number of hours for kindergarten through sixth grade and grades seven through twelve are included. Preschool student requirements are also noted. As in past years, we align our Eastgate and Southgate School calendars with the

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Plain Local Schools calendar because of our embedded classrooms at Taft and Avondale. The resolution also states that the board has the right to amend the calendars after they are adopted in the event of an unforeseen circumstance, which would include emergency shutdowns or weather related events.

The Board duly adopted.

03-12-20: Resolution to amend the table of organization

Roger Gines moved for approval of Resolution 03-12-20. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is to create three Service and Support Administrator positions. This job title is also referred to as the SSA. This role serves as the point of contact to assist our individuals in coordinating all of their services. The expense associated with these three SSA positions was included in the 2020 budget. Once the positions are approved, each will be assigned a position control number and be placed on the table of organization. We do not anticipate filling these positions immediately but will fill them over the course of 2020 as they become needed.

The Board duly adopted.

03-13-20: Resolution to approve declaration of a temporary crisis

Dr. Falvo Lang moved for approval of Resolution 03-13-20. Jim Anderson seconded.

Discussion:

Superintendent Green explained that this is a very sensitive resolution with our relationship with our two labor organizations. It also deals with our unrepresented employees in regards to expanding their work duties to include direct care if needed. It provides the superintendent authority to address any lack of work. This is a very challenging time for everyone. We are in a unique situation where we do not have work for certain people and we want to be very judicious in addressing the needs of our workforce. We also have to balance it with what we have available. We would look first to our program substitutes and our follow-along staff to initiate a layoff with them. In many respects, it is possible they could be getting even more money than when they were working because of the \$600 per week supplement that is added as part of the stimulus. Other staff we would be looking at is food service and transportation. We are trying to be creative and have everyone do some work but we see a time where not everyone will be engaged; therefore, the resolution. To give an example, we have offered our substitutes and follow-alongs the opportunity to be leased to provider agencies at their regular rate. We got about 10 that are willing to do that. We are trying to provide creative ways to use our substitute staff and our teaching assistants as well. That is why this resolution is very sensitive. We are balancing staff but also making sure we are being responsive to the public when there is not work. We have to make these very hard decisions.

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Board Vice President Maria Heege asked how many individuals will be affected by this and what would that look like budget wise. For our substitutes and follow-alongs over one 2 week pay period, is \$55,000 for around 45 people. If this runs until the end of school for around 8 weeks, it would be around \$400,000. Normally we can bill their work back to the School districts but because they are not actively working we cannot at this time. We do have our teaching assistants that are willing to work but we do not have the work for them to do to keep them busy from day to day. We are preparing for the worst when we cannot find work for people. Maria Heege asked if they are eligible for unemployment. Superintendent Green replied that they are plus the \$600 stimulus so some would make more money if they were affected by a layoff.

The Board duly adopted.

03-14-20: Resolution to transfer Family Support Services funds to NEON

Jim Anderson moved for approval of Resolution 03-14-20. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to transfer \$212,000 to North East Ohio Network (NEON) for payment of board obligations related to the Family Support Services program known as FSS. FSS assists families who live with an individual who is eligible for our services. The program maximizes self-sufficiency by enabling access to an array of supports tailored to someone's particular needs. The money that will be transferred will provide these resources to replenish the funds needed to continue the administration and invoice payment of this FSS program. Board member Carmelita Smith asked if at this time, with the virus, are people wanting more services and supports. Ms. Page replied that in relation to FSS, those coupons are pretty much gone in July so we really have not seen an influx of that right now. Superintendent Green added that some of the people that receive family support services also received food, diapers, and formula rather than the cash assistance. The board just purchased the product and we will continue to do so.

The Board duly adopted.

03-15-20: Resolution to approve emergency COVID-19 policy

Maria Heege moved for approval of Resolution 03-15-20. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that in accordance to Policy 1.08 the board has the authority to waive the first reading of a policy by an affirmative vote, of not less than five members of the board. The superintendent has implemented some components of the emergency policy in the absence of an approved policy. The COVID-19 emergency policy comprehensively addresses the issues facing the county board with the COVID-19 pandemic. The policy does accompany the resolution and provides direction on items such as sanitation expenses, employee responsibilities in case of exposure to the virus, the implementation of the Family First Corona Virus Response Act, board activities

and the use of our building, and the broadcast of meetings on line. President Sutter asked that if this is an emergency for COVID-19 then in the future if there is another different type of pandemic, then there would have to be another resolution for an emergency. Mr. Green replied that this is just specific to COVID-19 and when the COVID -19 crisis ends, we will terminate the policy.

The Board duly adopted.

Note: Dr. Jessica Falvo Lang was excused from the meeting at this time.

03-16-20: Resolution to approve provider support initiatives

Roger Gines moved for approval of Resolution 03-16-20. Jim Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution authorizes the board to take necessary actions pursuant to Revised Code Section 5126.05C to enter into contract with various organizations for the purpose of providing the facilities, programs and services upon such terms that are agreeable to meet the needs of the people we serve, their families, and the provider community. The board intends, to the extent that staff are available, to enter into a leased employee contract with the providers on a temporary basis. This will help the providers with current staffing needs. The provider will be responsible for advising the employee; however, all other aspects including, but not limited to, liabilities arising, such as injury or harassment, wages and overtime will remain the responsibility of the board. The board will continue to purchase household supplies and food for people served and deliver it to their homes. The board will also continue to assist providers with conducting criminal background checks, database checks, and will assist with recruitment based upon guidance the board receives from the Ohio Department of Developmental Disabilities (DODD). The board will focus all resources on supporting people served, their families, and providers to maintain the health and safety of those receiving services. We also recognize that the board may be working outside of its normal operations during this temporary crisis of the COVID-19 pandemic.

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 1.01 Legal Structure and Basic Duties of the Board – Reviewed  
Policy 2.31 Home Choice Petty Cash Funds – Deleted  
Policy 4.42 Visitors – Revised  
Policy 4.53 Criminal Offense – Revised

03-17-20: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 03-17-20. Jim Anderson seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Carmelita Smith seconded. The Board adjourned at 6:43 p.m.

The next Board meeting is scheduled for Tuesday, April 28, 2020, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre but will be dependent on the shelter in place order at the time.