

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

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, April 28, 2020, at 2950 Whipple Avenue NW, Canton, Ohio and by video teleconference. The meeting was called to order by President Dan Sutter at 6:00 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 Carmelita Smith Cindi Sutter	None
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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: Bret Alan Terhune, he received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Nancy Doreen Wilhilem, she received services from the SSA Department for 35 years; Ryan Adam Clark, he received services from the SSA Department; and Betty Ann Simon, she received services from the SSA Department and attended Siffrin's The Bridge.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the board meeting held on March 31, 2020.

Roger Gines moved for approval. Maria Heege seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter was pleased to see the settlement with Ball v. DeWine over the weekend. There will be 700 waivers that will be state funded and dispersed throughout the counties as well as \$24.0 million for capital housing development. This is a big deal as we expect to see declining state revenues and tax receipts and preliminary planning from the governor for his departments is to plan for 15-20% decreases. We know that in no way are we out of the woods yet and we hope that we can ensure people's safety as Ohio's economy opens back up.

Superintendent's Report:

Superintendent Green provided updates since the last meeting. The good news is with the sheltering in place of our providers and families, we have only had three people diagnosed with COVID-19. That is very positive. As President Sutter eluded to, we are clearly not out of the woods yet. This virus will be with us for some time. We are working on a reopening of the board offices and we are going to be slow and methodical. The work people are doing teleconferencing is being effective. There are four of our management team members working on a re-opening plan led by Connie Poulton, Director of Human Resources. We will be following all of the guidelines that have been recommended by the CDC and Governor DeWine and will share this plan with the board members next month. We continue to reach out to family members and people we serve through the Early Intervention Department, for 0-3 years of age; through teachers and assistants, for our preschoolers that we serve; and through teachers and therapists, for our school age students. Our SSAs are reaching out to all the other people and families we are serving. We are trying to make sure everyone's needs are getting addressed. We have continued to distribute groceries to families in need but that has slowed down some. Over 125 trips have been made to deliver food to families. We continue to work with our providers to make sure that they are well-staffed and that their staff members can get some relief. There is a lot of overtime going on with our providers. We do have at least 15 of our staff working in provider and family homes. That continues to go very well and we are getting an increasing number of requests from providers to assist them. We are very much intentional in our responses with reaching out to families and having a mechanism for them to reach out to us as well. We are working diligently to make sure no one is falling through the cracks. We are doing this by calling and recalling and sending text messages to families to make sure that we hear back from them to see if they have any needs. There is a resolution that appears later in this meeting that we have devised. We are trying to find lawful ways we can financially support providers at this time. They are paying increased overtime costs and that is causing some struggle financially. We as a management team meet every day and the last couple of teleconferences have been almost to a new normal. It is comforting to hear from all of the departments and how we are working together to make sure that we are fulfilling our mission during this very strange and challenging time. This has united us when we could not be more separate. The resilience of families, our provider community, and our staff has been amazing in trying to make sure everyone is healthy and safe.

President Sutter added that he is really proud of how the board is responding to this pandemic. These are really tough times and it looks like we are really pulling through very well.

Committee/Department/Other Reports:

- A. Finance Committee – Report in Board packet
Next meeting: May 19, 2020, at 12:00 p.m.
- B. Personnel Committee – Report in Board packet
Next meeting: May 22, 2020, at 3:00 p.m.
- C. Ethics Council – No Meeting in March
Next meeting: May 26, 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 May Board meeting for second reading and Board approval.

- Policy 2.16 Administrative Resolution of Complaints – Reviewed
- Policy 4.14 Layoff of Management Employees – Reviewed
- Policy 4.19 Use of Social Media – Revised

Financials and Board Resolutions:

04-18-20: Operating Fund #071

A. Two Payrolls for March	\$1,242,048.99
B. Bills for Payment in March	\$ 933,862.17
TOTAL	<u>\$2,175,911.16</u>

Roger Gines moved for approval of Resolution 04-18-20. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for March 2020 total local revenue was \$92,664; total state revenue was \$233,242; and total federal revenue was \$3.6 million. A waiver settlement reconciliation was received during the month as well as an additional state allocation to pay for the HPC increase. Looking at our year to date revenue as compared to last year, we are in a better position due to the additional state allocation as well as increased targeted case management billing.

For March 2020 expenditures, there were two payrolls totaling \$1.24 million; total benefits paid of \$667,852; and total other expenditures of \$266,009. Total expenses were \$2.17 million. With revenue exceeding expenses by \$1.76 million, we ended the month positively but if you look at year to date, we are currently at negative \$6.73 million in expenditures over revenues.

Looking at year to date expenditures, we will continue to see an increase in our waiver match. Some projects done in 2019 that were not done in 2020, so there will be a variance in capital for the remainder of the year.

There was unencumbered cash at the beginning of January of \$49.4 million. There are currently \$10.9 million in 2020 purchase orders open. We have closed \$277,472 of 2019 purchase orders and with the negative change in financial position, the month ended with \$32.05 million in unencumbered cash.

Looking at the March budget versus actual statement, we have received 10.27% of total revenues that we expected to receive and spent 23.50% of total expenditures budgeted. The available budget at the end of March was \$27.99 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$168,912 paid, \$336,559 closed, and there is a remaining balance of \$230,565. Most of this figure is made up of the Whipple-Dale contract floor project purchase order that was opened at the end of December.

For Resolution 04-18-20, there were two March payrolls of \$1.24 million, which included \$14,000 in stipends that were paid out. Other non-payroll expenses were \$933,862.

The Board duly adopted.

04-19-20: Resolution to accept bid for Whipple-Dale furniture

Jim Anderson moved for approval of Resolution 04-19-20. Roger Gines seconded.

Discussion:

Tim Beard, Manager of Buildings/Grounds and Food Service, explained that this resolution is for authorization to proceed with the purchase of furniture for the newly built Early Intervention Department offices on the Whipple-Dale contract floor. This is for an amount not to exceed \$70,000. There were four furniture companies that bid on the project. Temple Square had the lowest bid with \$66,925.32. This will provide 26 work stations including book shelves, file cabinets and desk chairs. The delivery is expected sometime at the end of June or early July.

The Board duly adopted.

04-20-20: Resolution to approve Emergency COVID-19 Leave Policy

Maria Heege moved for approval of Resolution 04-20-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is in accordance with Policy 1.08, which states that the Board has the authority to waive the first reading of a policy by an affirmative vote of not less than five members. The Emergency COVID-19 Leave Policy is also included with this resolution and outlines the criteria and the guidelines of the Family First Coronavirus Response Act. This policy provides employees with direction on how to utilize the assistance of the Response Act. This policy will be in place until December 31, 2020, and consists of two key components. Those components are the two weeks of paid leave and expanded FMLA for employees who meet the criteria pertaining to the COVID-19 pandemic.

The Board duly adopted.

04-21-20: Resolution to provide financial assistance for the HPC provider community

Maria Heege moved for approval of Resolution 04-21-20. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to approve financial assistance in accordance with Ohio Revised Code and Ohio Administrative Code to the provider community during the COVID-19 crisis. This is at an amount not to exceed \$175,000. The Board has taken several actions to support the provider community during the stay at home order, which includes the leasing of our staff, providing technical assistance, purchasing supplies, and making PPE available. To compliment these efforts, the Board intends to provide financial assistance on a reimbursement basis to assist providers with the purchase of household supplies, groceries, equipment, health and safety supplies, and to provide additional funds for room and board as needed. To receive the reimbursement, providers will be required to enter into an agreement with the Board and provide receipts and a copy of their expense ledger to prove purchase for reimbursement of the item. We are allowing expenditures back to the issuance of the stay at home order, which was March 22, 2020. All payments are temporary and subject to budget availability. The amounts can range from \$200 up to \$10,000 and will be based on the number of clients those providers serve.

Dr. Jessica Falvo Lang, Board Secretary, asked if we knew how much might be requested. Ms. Page replied that we currently have about sixteen applications and the deadline was April 29, 2020. Superintendent Green added that in regards to need, it is really in regards to their overall financial operation because they are paying overtime and the rate is not covering the amount of overtime. They are losing money, so this resolution proposes some relief for their rent, utilities, as well as groceries. It is to help offset what they are losing.

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 1.03 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

04-22-20: Resolution to approve the Board policies presented for second reading

Jim Anderson moved for approval of Resolution 04-22-20. Dr. Jessica Falvo Lang 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 6:28 p.m.

The next Board meeting is scheduled for Tuesday, May 26, 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.