

**Stark County Board of Developmental Disabilities  
Board Meeting  
May 26, 2020  
Minutes**

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 26, 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: Diane Michelle White, she received services from the SSA Department and was retired; Randy R. White, he received services from the SSA Department; Lawrence Gene Phillips, he received services from the SSA Department and was retired from X-Excel; June L. McGuire, she received services from the SSA Department and went to the Creative Learning Workshop; and Robert "Bobby" L. Nye, he 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 April 28, 2020.

Roger Gines moved for approval. Maria Heege seconded.

The Board duly adopted.

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**Public Speaks:**

None

**President's Report:**

President Sutter acknowledged people served, families, board employees, and the provider community to congratulate them for the collective work that is being done by all to ensure that everyone is healthy and safe. We understand these are uncertain times and we have been at this over 10 weeks now. On behalf of President Sutter and the other board members, we want to thank you for the precautions you have and are taking by social distancing and taking the common sense actions of handwashing and not touching your faces (or at least trying not to). Our actions have really paid off for the disability community thus far here in Stark County. We encourage you to keep up your efforts that have worked so effectively as the Ohio economy opens back up. Please know you are in our thoughts and we are concerned for your health and safety. So continue the great work you all are doing and thank you.

**Superintendent's Report:**

Superintendent Green highlighted a number of activities that have occurred in April and May that represent our mission of supporting people with disabilities.

- In April, we enrolled 11 people on home and community based services waivers, and in May, 23 were enrolled. These waivers represent our lifetime commitment to these people and their families.
- We kept in contact with the people we serve, their families, and the providers who support them.
- We averaged a 92% on time ISP rate, which is 4 percentage points above the same time period in 2019.
- We conducted 395 tele-visits for families participating in early intervention as well as another 118 telephone visits.
- Teachers of both preschool and school age worked diligently to stay in contact with students and their families and provide virtual instruction when possible.
- We are transitioning 57 of our preschoolers to kindergarten so teachers are working closely with school districts that they will be going to.
- There are eight graduates at Southgate. For school age, graduation ceremonies are occurring at the students' homes and Myrna Blosser, School Age Principal, has planned them. Four have occurred to date and they are very personalized.
- Our transportation staff have been delivering lesson plans and communication to our students' families.

We are beginning to see day service providers re-open under the stipulations that exist for them, which is serving 10 or less people, which includes staff. There is an attestation process in place that they are required to do and we are responsible for facilitating team meetings and making sure that all precautions are in place and the services are authorized in each person's plan. There are 20-25 day service providers offering services right now under these guidelines.

Financially, we are still waiting to see what the state budget will look like for the new fiscal year that begins on July 1, 2020. We do have good news from the federal government. Our Federal Medical Assistance Percentage (FMAP) is going down about 6.1% so we will be paying less on our waiver match from January – September. This will result in cost savings for the board.

Board member Roger Gines commented that he thought the in-home graduations were a great idea. Superintendent Green credited Principal Myrna Blosser and the Southgate teachers for arranging these personal ceremonies.

**Committee/Department/Other Reports:**

- A. Finance Committee – Report in Board packet  
Next meeting: June 16, 2020, at 12:00 p.m.
- B. Personnel Committee – Report in Board packet  
Next meeting: June 19, 2020, at 3:00 p.m.
- C. Ethics Council – No Meeting in April  
Next meeting: June 23, 2020, at 5:45 p.m. (If needed)

**Old Business:**

None

**New Business:**

None

**First Reading of Board Policies:**

Superintendent Green gave the first readings on the following policies. These policies will be presented during the June Board meeting for second reading and Board approval.

- Policy 1.02 Powers, Responsibilities, and Prohibitions of Board Members – Reviewed
- Policy 4.24 Delays, Early Dismissals, and Closing Announcements – Reviewed
- Policy 4.35 Jury Duty, Court Appearance, Subpoenas, Search Warrants, Investigations, and Other Legal Actions – Reviewed

**Financials and Board Resolutions:**

05-23-20: Operating Fund #071

<b>A. Three Payrolls for April</b>	<b>\$1,806,445.76</b>
<b>B. Bills for Payment in April</b>	<b><u>\$5,542,059.51</u></b>
<b>TOTAL</b>	<b><u>\$7,348,505.27</u></b>

Maria Heege moved for approval of Resolution 05-23-20. Carmelita Smith seconded.

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Discussion:

Leigh Page, CFO/Business Manager, reported that for April 2020 total local revenue was \$477,000; total state revenue was \$217,000; and total federal revenue was \$804,000 for a total of \$1.5 million. Looking at the year to date revenue as compared to last year, the real estate distribution for the first half was just received last week so it will appear in the May statement. For April 2020 expenditures, there were three payrolls totaling \$1.8 million; total benefits paid of \$754,000; and total other expenditures of about \$4.8 million. The fourth quarter fiscal year 2020 waiver match of \$4.54 million was paid. Total expenses were \$7.3 million.

There was unencumbered cash at the beginning of January of \$49.4 million. There is about \$6.0 million in 2020 purchase orders open. We have closed \$384,000 of 2019 purchase orders and with the negative change in financial position of \$12.5 million, the month ended with \$31.24 million in unencumbered cash.

Looking at the April budget versus actual statement, \$6.71 million was received, which is 13.22% of total revenues expected to be received and \$19.2 million was spent, which is 37.95% of total expenditures budgeted. The available budget at the end of April was \$25.5 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$190,468 paid, \$384,514 closed, and there is a remaining balance of \$161,054. This balance is from the Whipple-Dale construction project and these purchase orders should be closed in the next month or so.

With the FMAP decreasing from January to June, it is going to save about \$1.4 million. When the Ohio Department of Developmental Disabilities takes their snapshot of our plan costs in June, we will know more. Savings of \$1.4 million are expected to carry through to September, which will be substantial.

For Resolution 05-23-20, there were three April payrolls of \$1.8 million, which included some small stipends. Other non-payroll expenses were \$5.5 million, which included the waiver match payment.

The Board duly adopted.

05-24-20: Resolution to approve Special Olympics stipends

Roger Gines moved for approval of Resolution 05-24-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution was created based on recommendation from the Ohio Auditor of State. He held a webinar for all Ohio treasurers on April 29, 2020. It was recommended that any supplemental payments for sport activities be formally approved by the board so there would be some kind of audit trail or backup documentation. A lot of the events over the summer, and we are not sure about the fall yet, have been cancelled. Those that received and worked for the Special Olympic stipend are

still staying in touch with the Special Olympic athletes through social platforms and hard copy communications, which is why this resolution is being presented.

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

05-25-20: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 05-25-20. Jim Anderson seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The Board adjourned at 6:27 p.m.

The next Board meeting is scheduled for Tuesday, June 23, 2020, at 6:00 p.m.