

**Stark County Board of Developmental Disabilities
Board Meeting
June 23, 2020
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 23, 2020, at 2950 Whipple Avenue NW, Canton, Ohio and by video teleconference. 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
Recording Secretary Dr. Jessica Falvo Lang
Roger Gines
Carmelita Smith
Cindi Sutter

Jim Anderson (excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Manager of Buildings, Grounds & Food Services
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: John Henry McNutt, he received services from the SSA Department and previously attended the Stark DD workshop program; and Denise Marie Vargo, she received services from the SSA Department, was a Stark DD Special Olympics athlete, and previously attended the Stark DD workshop program.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the board meeting held on May 26, 2020.

Roger Gines moved for approval. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter reinforced the message that was sent last week to our stakeholders on the topic of equality. It will soon be posted on the Stark DD website for everyone to see. The board is committed to reviewing and revising our policies and procedures, along with our hiring practices when necessary, to make sure there are no conscious or unconscious biases. He believes as a board we must use the tragedies that have occurred within our nation as an opportunity to look at ourselves and make changes where needed. We as a board are committed to this statement. President Sutter read a couple of excerpts from the statement to emphasize the certainty that we as a board are for equality and inclusion but are against racism: "As advocates for social justice in our work on behalf of people with developmental disabilities since 1967, we cannot stay silent." "As an agency that maintains the values of integrity, dignity, and respect, we encourage self-advocates, families, employees, educators, providers, and our community to come together and work towards a more just society." As a symbol of commitment, he wore his "Together" t-shirt.

Superintendent's Report:

Superintendent Green gave some six month updates on the Annual Plan. The plan is made up of 66 goals; 61 are department goals and 5 are agency goals. We have 12 departments working on all of these goals. He highlighted the strategic plan. We are in year four, the final year of our current strategic plan. This year we will start putting together a new strategic plan for 2021-2023, which will be the end of a levy cycle with 2024 beginning a new levy cycle. We will be looking for up to three volunteers from the board plus representatives from all of our stakeholders including people served, family members, providers, and our agency staff to serve on the strategic plan committee.

Another highlight was the Whipple-Dale renovation. We are nearing completion on the renovation and also the parking lot. Tim Beard, Manager of Buildings, Grounds, and Food Services, then reported on the new parking lot with Lisa Parramore's assistance on the visuals. Recently, SoL Harris Day created a three dimensional view of the future parking lot to provide a better understanding of what the view would look like with the landscaping and fencing. Back on June 3, 2020, we met with Plain Township Zoning and showed them this three dimensional view. There is fencing on three sides with no access to Wise Avenue. On the far side towards Whipple Avenue there will be an eight foot fence. Beside the next door neighbor is a six foot fence and on Wise Avenue is a four foot fence and attractive landscaping. We got approval for an eight foot variance beside the next door neighbor, which will allow us to get in our 65 parking spots. We also got approval not to have islands in the parking lot, which lets us keep four parking spots. Snow will be able to be pushed in the area up by the eight foot fence. Gates will still remain in the existing parking lot that can be closed after hours. The neighbors that came to the zoning meeting seemed happy with the plan and the zoning board approved it. On June 17, 2020, the Stark County Commissioners gave approval to move forward with the parking lot. Starting this past Sunday, for the next three Sundays, the project is being advertised in the newspaper so we can go out to bid. The pre-bid meeting is June 30, 2020, which is for anyone interested in

working on the parking lot or landscaping. The actual bid opening is July 14, 2020, at the Commissioners' office. At that point in time, we will find out who got the job and will be able to determine the schedule. We are probably looking at the end of August or September for the parking lot to be built. Board member Roger Gines asked how many parking spaces were picked up by eliminating the islands and the answer was four.

Superintendent Green summarized that we need to tie up the loose ends from the current strategic plan and start planning for the next one. The capital project of the Whipple-Dale renovation parking lot was very significant this year. One of the most important things is the awareness month we have in March. There was so much good awareness that took place in the community regarding people with disabilities. We had the Awareness Walk at Belden Village Mall that brought in over 400 people and was keynoted by Senator Schuring. The movie, The Peanut Butter Falcon, was shown at the Palace Theater to 125 people. Ambassadors were highlighted all month. All of these things are critical in showing who we are, what we do, and why we exist. The final item that is very relevant is the review and revision of our Cultural Diversity and Inclusion Plan. We are going to take a step back and have small focus groups starting this month and into July for people of color and other minorities that work for us to get their perceptions, beliefs, and desires. There have been conversations but we need to turn our words into actions. We also want to make sure that people of color and other minorities have access to our services. Our mission is supporting people with disabilities and their families and our vision is that each person with a disability is accepted and fully included in the Stark County community.

We will be looking at a board member in-service hopefully on July 16th if that meets everyone's schedules. There is a mandate of four hours this year. Sessions could be scheduled after some of the remaining board meetings and some can be done as Relias training.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: August 18, 2020, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: August 21, 2020, at 3:00 p.m.
- C. Ethics Council – No Meeting in May
Next meeting: August 25, 2020, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation:

Connie Poulton, Director of Human Resources, presented the board's Reopening Plan. The plan was developed by a sub-team of the Administrative Safety Committee and was in

conjunction with Ohio Department of Health and CDC guidelines. The plan primarily addresses our administrative building at Whipple-Dale but we are following the plan at our other locations even though right now we have very limited staff at those locations. There are five main sections to this plan: Daily Health Assessments – include temperature checks twice a day; Face Coverings – required of employees and visitors while in the building; Facility Cleaning – is ongoing, especially on high contact surfaces; Staffing – most staff is still teleworking but a staggered staffing plan has been developed which will keep maximum building capacity at 50%; and Workplace Practices – this includes the closure of lunchrooms and small conference rooms, social distancing in large conference rooms and throughout the building, and handwashing. Clerical, Maintenance, and Custodial employees, who have been working on a rotational basis since mid-March, have been requested to return to work on a fulltime basis the week of June 29th. These employees completed a COVID-19 Safety Survey regarding how they felt about returning to work on a fulltime basis. One employee will be relocated based on feedback received. The committee will be meeting every other week and will be adding guidelines to the plan regarding safety practices to follow as it pertains to home visits and monitoring along with guidelines for employees that travel out of state. As the school year approaches, school employees will be incorporated into the plan as well as everyday issues that evolve.

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 August Board meeting for second reading and Board approval.

Policy 1.04 Appearance and Presentation Before the Board – Reviewed
Policy 2.04 Approval of Manuals, Handbooks and Resource Directories – Reviewed
Policy 2.27 Managing Cost Effective Residential Support Services – Reviewed

Financials and Board Resolutions:

06-26-20: Operating Fund #071

A. Two Payrolls for May	\$1,253,905.49
B. Bills for Payment in May	<u>\$1,422,393.77</u>
TOTAL	<u>\$2,676,299.26</u>

Maria Heege moved for approval of Resolution 06-26-20. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that the first half real estate distribution was received in May. Total local revenue for May was \$17.57 million; total state revenue was \$82,919; and total federal revenue was \$169,380 for a total of \$17.82 million. Looking at the year to date revenue as compared to last year, the first half real estate distribution was received; however, the holdbacks have not been received yet. For May 2020 expenditures, there were two payrolls totaling \$1.25 million; total benefits paid of \$669,724; and total other expenditures of about \$752,669 for a total of \$2.67 million. Revenues exceeded expenses by \$15.15 million.

There was unencumbered cash at the beginning of January of \$49.39 million. There is currently \$14.16 million in 2020 purchase orders open. We have closed \$410,629 of 2019 purchase orders and with the positive change in financial position, the month ended with \$38.21 million in unencumbered cash.

Looking at the May budget versus actual statement, \$24.54 million total revenues received for the year were 48.32% of what was expected to be received. Total year to date expenses were \$21.96 million, which was 43.22% of what was expected to be spent. The available budget at the end of May was \$14.7 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$249,402 paid, \$410,629 closed, and there is a remaining balance of \$76,005. This balance is mainly from the Whipple-Dale construction project.

For Resolution 06-26-20, there were two payrolls of \$1.25 million, which included some small stipends. Other non-payroll expenses were \$1.42 million.

The Board duly adopted.

06-27-20: Resolution to approve the 2021 Preliminary Budget

Maria Heege moved for approval of Resolution 06-27-20. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, presented the 2021 preliminary budget but explained that the state budget is not approved yet. We have taken on some incurred costs that were not expected due to COVID -19. However, all the unknowns about the state budget right now with our 2021 budget is basically business as usual until we actually know what is going to happen with the state budget. The forecast we looked at in December 2019, basing it off of 2020 activity, is what is being presented; however, we will look at the state impacts that will affect our budget and make adjustments in December 2020.

Looking at local revenues, excess costs will increase due to more students being billed back to the districts but otherwise expect them to remain flat. There may be an impact on real estate taxes from the pandemic but we do not expect dramatic changes. For state revenues, we received a 3.6% decrease in ODE subsidies. Federal dollars are expected to remain flat from 2020.

For expenses, a 2% increase has been budgeted for staff increases and a 3.85% increase for medical premiums. There is also a \$1.0 million increase for issuance of new waivers.

Between January and June, there has been a decrease of 6.2% in what we pay in match. This will save the board about \$1.42 million. Something else that will impact our budget is billing all day services at Acuity C when providers reopen. It will most likely be a wash for us. There will be an impact of NMT not being billed between March until the present and impacts moving forward with the restrictions. We are going to lose our Family Support Services funding of \$212,000.

To date, we have spent \$150,000 on expenses related to COVID-19, including payroll. Most likely these expenses will be offset some by a reduction in central supply purchasing and a decrease in utilities. We have also sought grant funding through the Cares Act. County Boards could be covering the entire cost of the second HPC increase. This would cost about \$700,000 over two years.

We ended 2019 with a cash balance of about \$48.0 million. This balance will be less in 2020, then in 2021 and forward the cash balance takes a hit. At that point in time, we would stop receiving the cost settlement, the revenue flat lines and expenses increase due to adding additional waivers.

For the 2021 preliminary budget, total local revenues would be \$37.58 million, total state revenues of \$3.36 million, and total federal revenues of \$5.91 million. Total revenues of \$46.85 million are expected for 2021. Total expenses overall are projected at \$52.21 million and out of that amount, \$21.6 million is for waiver match and \$16.3 million is for wages. We expect that our expenses will exceed our revenue by over \$5.0 million at the end of 2021, ending the year at around \$42.0 million. The Capital Fund will have no activity so the balance will remain at \$14,383. The Cohen Gifts and Donations Fund will have no activity as well and remain at \$125,450.

President Sutter added that the Finance Committee noted the accelerated decrease in cash balance over time. This is pretty serious after 2024-2025. Ms. Page also added that the gap gets up between \$10.0 million - \$12.0 million, which is pretty significant.

The Board duly adopted.

06-28-20: Resolution to approve lease agreement with Plain Local Schools

Roger Gines moved for approval of Resolution 06-28-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Myrna Blosser, Principal of School Programs, explained that this lease agreement has been in place with the Plain Local School District since 2011. This lease covers one embedded school age classroom at Avondale Elementary and one embedded preschool classroom at Taft Elementary. Since the embedded classroom was initiated, the Board has returned 15 students back to their school districts from the Avondale classroom. During the 2019-2020 school year, one school age child returned to their respective school district. The preschool program has seen three students graduate that are on IEPs go back to their home school. Since the 2011-2012 school year, there have been about 44 students who have moved forward with IEPs back into their own school districts instead of coming into our school program. Both sites give the students a chance to participate in events and activities side by side with typical peers. This resolution is to approve the continuance of this relationship with the Plain Local School District.

The Board duly adopted.

06-29-20: Resolution to approve purchase of computers

Dr. Jessica Falvo Lang moved for approval of Resolution 06-29-20. Roger Gines seconded.

Discussion:

Brandon Haney, Information Technology Manager, explained that this resolution is for approval to purchase 65 new computers that are part of the board's annual refresh cycle. This refresh consists of 45 laptops and 20 All in Ones at a cost not to exceed \$119,000. This is to replace 65 computers that are falling out of warranty.

The Board duly adopted.

06-30-20: Resolution to approve a capital housing project

Roger Gines moved for approval of Resolution 06-30-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to enter into an agreement with Hopes Home Foundation, Inc. and the Ohio Department of Developmental Disabilities to pass through capital assistance funds in the amount of \$274,812. This amount is included in our 2020 budget. In accordance with Ohio Administrative Code 5123:1-03, a County Board of Developmental Disabilities and a nonprofit housing corporation may access state community capital assistance funds from the Ohio Department of Developmental Disabilities (DODD) to purchase property to provide housing for individuals with developmental disabilities. The capital assistance funds provide the equivalent of a loan that is forgiven over a period of 15 years. To assist Hope Homes Foundation, the Board will be providing the pass through dollars up front so that the project can be completed by the projected completion date. After the application process is complete and all required documentation is received, DODD will reimburse the full loan amount to the Board. Hope Homes Foundation, Inc. becomes the landlord and owner of record. The Board holds a promissory note on the property for the 15 year term.

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 1.02 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

06-31-20: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 06-31-20. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Carmelita Smith seconded. The Board adjourned at 6:46 p.m.

The next Board meeting is scheduled for Tuesday, August 25, 2020, at 6:00 p.m.
There is no Board meeting in July.