

**Stark County Board of Developmental Disabilities
Board Meeting
August 25, 2020
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, August 25, 2020, at 2950 Whipple Avenue NW, Canton, Ohio and by video teleconference. 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
Carmelita Smith
Cindi Sutter

Also Attending: Bill Green, Superintendent
Myrna Blosser, Principal of School Programs
Brandon Haney, Information Technology Manager
Tammy Maney, Early Childhood Director
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Kathy Catazaro-Perry, Public Speaks
Connie Poulton, Director of Human Resources

In Memoriam:

A moment of silence was observed for the following: Kyle David Kocher, he received services from the SSA Department and previously attended the Stark DD workshop program; Leroy Frederick Copeland, he received services from the SSA Department; Danny Lee Marcus, he received services from the SSA Department; Daniel "Danny" Irvin Slutz, he received services from the SSA Department prior to his move to Florida; Larry Allen Smith, he received services from the SSA Department; Megan Rose Ely, she received services from the SSA Department; Lamont Lamar "Joe" Bowman, he received services from the SSA Department, previously was involved with the Stark County Board of DD Supported Employment services, and was the winner of the logo contest for the 15th Annual Great Pumpkin Race in 2012; Victoria "Vicki" Gene Noland, received services from the SSA Department; Donna Marie Huth, she received services from the SSA Department and had worked in the Stark County Board of DD workshop program for 25 years; Anita M. Rodriguez, she worked in Adult Services until her retirement in 2014; and Linda Allison, she had worked for the Board for 17 years and was currently an SSA but previously worked in Adult Services.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the board meeting held on June 23, 2020.

Maria Heege moved for approval. Roger Gines seconded.

Board member Roger Gines asked about the final cost of the furniture for the new Early Intervention Department area. Leigh Page, CFO/Business Manager, replied that it was around \$40,000 - \$45,000.

The Board duly adopted.

Public Speaks:

Kathy Catazaro-Perry of 900 Mill Ridge Path, Massillon, Ohio 44646 – She is an advocate for special needs children and this evening she was advocating for her daughter. She has applied and been denied for a waiver three times. What she is understanding is that until the child reaches 18, the DD Board does not want to approve waivers because it is a responsibility of the school. She also understands that the school should be responding to their needs. Her daughter has Down syndrome, has apraxia, and catches everything like viruses and bacterial infections so she cannot go to school during this pandemic. She is now at home. She has a one on one that is with her all day when she is in school. The school is refusing to bring the aide to the house. Her daughter is not attentive. She lays on the floor at times and has to be redirected. What Kathy approached the Board for, is that the family should not be in the middle of this. The DD can't support the child and the school is not supporting the child. A family should not be in the middle of this argument. Families with special needs need support and she knows she is not the only one that is going through this. There is less risk with someone coming into the home and a greater risk for her daughter to go to the school. She had an IEP meeting today with no result. She would like the Board and Mr. Green to address this because this is a problem and the pandemic is not going away anytime soon.

President Sutter thanked her for bringing this heartfelt issue to the Board and advocating for others that could be in the same situation. Superintendent Green will respond to her within 30 days. We know similar issues are occurring all over the state and in other counties and we are working with local school districts and the Ohio Department of Education to come up with remedies. He thanked her again for speaking to the Board. President Sutter called for an executive session later in the meeting so the Board could discuss matters required to be kept confidential by federal law and regulations and state statutes. The Board will not be taking any action at the conclusion of the executive session.

President's Report:

On Monday, August 24th President Sutter had the opportunity to participate in the 10th Annual Citizens Who Care Golf Outing that assists in raising public awareness for our mission as well as raising money for our levy campaigns. He was one of 116 golfers who participated, which was an excellent turnout. On a normal, non-pandemic year we have had close to 130 golfers. It was another great event and a good time was had by all. He

extended his thanks and appreciation to Lisa Parramore, who was the chairperson for this event, as well as everyone who worked on the committee. It was a stupendous day!

He also extended his appreciation to the Ohio County Board Association, the 88 county boards of DD, and the Ohio Department of Developmental Disabilities for their efforts to provide financial assistance to our homemaker personal care providers. The \$17.0 million the State of Ohio is contributing, with the 88 county boards providing over \$4.0 million will be able to bring nearly \$77.0 million to assist homemaker personal care providers in Ohio.

Recognition of Retirees

The following retirees were recognized in a PowerPoint presentation: Debbie O'Bryant, Bus Rider, with 17 years of service; Kim Goodrich, Preschool Intervention Specialist Assistant, with 11 years of service; Cheryl Lovejoy, IT/Central Records Clerk, with 30 years of service; and Pamela Strickmaker, Bus Rider, with 21 years of service.

Superintendent's Report:

Superintendent Green referenced the Public Speaks and reported that we have been working with the school district to see if we can come to a resolution. There are a host of families that are similarly situated that she represented as well.

He added on to President Sutter's comments about the provider financial incentive and reported that what they will be receiving, is about 2 ½ weeks of their billing. They will receive it as some type of a lump sum payment. The provider community has been working tirelessly through this pandemic with lots of overtime, added costs with PPE and additional purchases, with assistance from the Board. We are excited that we are able to partner with the Ohio Department of Developmental Disabilities to bring this to fruition. We had a provider meeting today and our providers here have been strong but they are plagued with the same issues we are seeing across the state. It is very difficult recruiting quality direct support professionals and then being able to retain them. It is still a problem that confronts our service delivery system to have quality, reliable providers that parents can count on. We are working hand in hand with them and our Gold Star Collaborative providers.

He recognized the members of the School Restart Committee, Myrna Blosser, Tammy Maney, Kristen Quicci, Lisa Parramore, Diane Sidwell, and Tim Beard, who have directed responsibilities for all of our staff that are back. It has certainly been a labor of love planning for everyone's safety and now we are delivering.

He concluded his report with a retirement announcement. Myrna Blosser, Principal of School Programs, will be retiring at the end of the year. She has been a faithful servant for 30 plus years and it is bittersweet for her. We wish her the best as she closes a chapter and opens another one!

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: September 15, 2020, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: September 18, 2020, at 3:00 p.m.
- C. Ethics Council – No Meetings in June or July
Next meeting: September 22, 2020, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

Presentation:

Tammy Maney, Early Childhood Director, gave a presentation on the startup of the Stark DD Preschool Services for the 2020-2021 school year. Following the original Department of Education (ODE) preschool regulations we were given for our COVID-19 year, our classes have 9 students, 6 students with IEPs and 3 typically developing peers. ODE has raised those numbers to up to 16 but we have been able to maintain our number at 9. We have 39 students with IEPs doing in-person learning, 2 with IEPs doing remote learning, 1 student with an IEP in process, and 26 typical peers. We have one new Teacher Assistant and eight classrooms.

Students at Southgate are coming to school twice a week based on a color-coded system. Because of the dual bus routing, this affected preschool. Ms. Maney created an individualized letter for each parent with a detailed calendar of their bus schedules. Home visits and the big open house could not be held before school started this year. Instead, one on one open houses lasting 45 minutes were scheduled for each family, with no more than 2 families in the building at a time at opposite ends of the building. We had 91.5% of our families attend and had another 3% call in. All of the adults wore masks and many of the students did too. Because of Early Intervention moving to Whipple-Dale, we have been able to spread out our classrooms and provide an annex room for each classroom. Dividers have been added splitting the cafeteria in half with only two classes in there at a time. There is a schedule for gym and playground activities with only one class at a time and staff wipes down all equipment between classes. Each child has their own bin with their work supplies so nothing is shared. Fire drills are practiced the first two days of school when only half the students are in the building. Ms. Maney wants everyone to know that most of all, we are in the business of making sure our students are learning and progressing. We want to make sure they are fully included in the community right now as 3-5 year olds. When they are 25 years old, we want to make sure as adults they are living as fully contributing and equal members of society.

Myrna Blosser, Principal of School Programs, gave a presentation on the startup of the Stark DD School Programs for 2020-2021. Our goals this year are not different from any

other year. We always include student safety and our number one priority is education. Looking at the national, state, and parent input, we took a lot of time to review all those aspects. The four learning models for students are: Blended: in-person with remote learning with no additional support wanted; Blended: in-person with remote learning and in home support; Remote instruction: in home with no additional support wanted; and Remote instruction: in home with in home support. We have gotten Chromebooks for technical assistance for a lot of our families and have assigned staff to do in-person support. Each person is assigned to only one student so that person is not going from one student home to another. This ensures safety for everyone and we are following protocol that was put into place when we started helping with respite in March. Prior to going into the home, staff will call the night before to make sure no one in the home has been sick, make sure they know our staff will be wearing PPE when they come into their home, ask family and students to wear masks if possible and will provide them if they do not have them. We have two teams this year, a red team and a yellow team. Students attend two days a week each week. No one is out an entire week unless they are remote only. On Wednesdays, we do prep work and cleaning plus it is also our total training day, which includes Mandt, CPR, medication certification and any other training. This is so it will not take away from any student learning days. The teams were created so we could have a 50% reduction of people in the building at one time. All of our class sizes are six students or less. Ancillary services are a high priority along with direct teacher instruction on IEP goals. We have individual bins for students and clear dividers. Students have opportunities to take off their masks at certain times because of available spacing. We have developed online learning on the free platform Schoology. Teachers have created classrooms and within those classrooms they create folders by the week for each day of the week. Students can then log in with their Chromebooks and participate in lessons, watch videos, go to online curriculum and do fill in work. In our redesign this year, we are not doing any large congregate activities but have designated time slots for each class, such as recess. Breakfasts and lunches are being served in the classrooms. Gym classes are scheduled individually and we are encouraging classes to go outdoors for natural settings while the weather is nice. Physical changes at Southgate include more spacing in classrooms, plastic dividers, and social distancing markers on the floors. An isolation room was created for students that show signs of illness during school so they can go there instead of the clinic and be evaluated by the nurse to see if they are symptomatic for COVID-19. They would remain there until a family member could pick them up. Signs and posters have been added about washing hands, cleaning, and wearing masks all throughout the building. We have an enrollment of 99 students. Twenty-three student families have chosen remote learning in the home. Nine of these student families have requested no in-home support, just online and packets for educational programming. Fourteen student families are looking for in-home support to help engage the student in learning. Follow ups and assistants will be going into these homes. We have about ten student packets still out where the families are still trying to decide on the educational format for their child. The red team has finished their first 2 weeks. Out of 51 students, they had 29 students on both Thursday and Friday and 33 students Wednesday. Students are being engaged again and staff are excited to see their students. All staff are wearing masks and most students are also.

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 September Board meeting for second reading and Board approval.

Policy 2.25 Mileage Reimbursement – Reviewed
Policy 3.05 Face Coverings – New
Policy 3.06 Smoking and Use of Other Tobacco Products – Reviewed
Policy 4.10 Performance Evaluations – Reviewed

Financials and Board Resolutions:

08-32-20: Operating Fund #071

A. Two Payrolls for June	\$1,235,412.13
B. Bills for Payment in June	<u>\$ 913,297.25</u>
TOTAL	<u>\$2,148,709.38</u>

08-33-20: Operating Fund #071

A. Two Payrolls for July	\$1,162,208.60
B. Bills for Payment in July	<u>\$4,546,506.57</u>
TOTAL	<u>\$5,708,715.17</u>

Roger Gines moved for approval of Resolutions 08-32-20 and 08-33-20. Jim Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of June total local revenue received was \$2.3 million, which included the first half real estate rollback. Total state revenue was \$361,000; and total federal revenue was \$452,000 for a total of \$3.08 million. For June 2020 expenditures, there were two payrolls totaling \$1.23 million; total benefits paid of \$699,000; and total other expenditures of about \$214,000 for a total of \$2.14 million. Revenues exceeded expenses by \$934,000.

Cash at the beginning of January was \$50.13 million. In June, there was \$13.6 million in 2020 purchase orders open. We closed \$458,000 of 2019 purchase orders and with the positive change in financial position, the month ended with \$39.7 million in unencumbered cash at the end of June.

For the month of July, total revenue was only \$382,000. Total local revenue was \$156,000; total state revenue was \$222,000; and total federal was \$2,375. Looking at year to date, 2020 was the first collection year for the pipeline and the positive variance will reflect in our real estate tax settlements. We received a cost report settlement in 2019, which we have not received yet this year, but we did receive waiver reconciliation along with additional HPC funding for the DSP wage increase. We are still showing a negative year to date.

Looking at July expenditures, we had two payrolls of \$1.16 million; total benefits of \$178,000; and total other expenditures of \$4.36 million. Noted were health premium holidays in July and August. The first quarter fiscal year 2021 waiver match was paid along with the administrative fees. Also paid was the 5th invoice from fiscal year 2020, which totaled about \$90,000 due to the enhanced FMAP. Looking at year to date, we will continue to see this increase in waiver match; however, because of the enhanced rate that we are paying right now, it is saving us a lot of money. It looks like we are \$2.6 million to the good because of this enhanced rate as compared to waiver match payment last year.

Again, cash at the beginning of January was \$50.13 million. At the end of July there was \$9.95 million in 2020 purchase orders open. We have closed \$458,000 of 2019 purchase orders and with the negative change in financial position, July ended with \$38.07 million in unencumbered cash.

Looking at the June budget versus actual statement, total revenues received for the year were 54.39% of what was expected to be received. Total year to date expenses were 47.44% of what was expected to be spent. Our target is 50% so we were close to target on revenue and expenses. The available budget at the end of June was \$13.09 million.

Looking at the July budget versus actual statement, total revenues received for the year were 55.14% of what was expected to be received. Total year to date expenses were 58.67% of what was expected to be spent. Our target for July was about 58%. Revenue was lagging this month but this has to do with timing. The available budget at the end of July was \$11.05 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$249,402 paid, \$458,247 closed, and there is a remaining balance of \$28,387. This balance is mainly from the Whipple-Dale construction project.

For Resolution 08-32-20, there were two payrolls of \$1.23 million, which included some personal day payouts and Special Olympic stipends. Other non-payroll expenses were \$913,297.

For Resolution 08-33-20, there were two payrolls of \$1.16 million. Other non-payroll expenses were \$4.54 million, which included a waiver match payment.

The Board duly adopted.

08-34-20: Resolution to approve professional services contract with the Stark County Educational Service Center (ESC)

Dr. Jessica Falvo Lang moved for approval of Resolution 08-34-20. Carmelita Smith seconded.

Discussion:

Myrna Blosser, Principal of School Programs, stated the reason for this resolution is that one of the goals with our embedded classrooms is to be able to prepare our students to go back to their home district. When students transition back to the districts, sometimes

parents have concerns that ancillary services will be different, that it is not our therapy staff but other staff who are really not familiar with our students. We have the opportunity to contract with the ESC, who provides those ancillary services of occupational, speech, and physical therapy. When the students do transition, a lot of times they will have the same ESC staff that contract with the districts. This makes for a smoother transition and reduces concern for families. We began this initiative at the start of the 2014-2015 school year. This contract is for the time period of August 1, 2020 – July 31, 2021, at a cost not to exceed \$30,000.

The Board duly adopted.

08-35-20: Resolution to approve purchase of Chromebooks for Southgate School

Roger Gines moved for approval of Resolution 08-35-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Brandon Haney, Information Technology Manager, explained that this resolution is for approval to purchase 130 Chromebooks at a cost not to exceed \$41,000. These devices will be deployed to 99 students and 18 teachers as part of our remote learning plan for Southgate students. The devices will be used by students that selected the remote learning option. In the case students may need to be quarantined or if we reach the purple stage and all students need to do remote learning, they will be assigned a Chromebook. This will allow for continued education for all students. The Chromebooks have full Webex capabilities and access to all necessary applications.

The Board duly adopted.

08-36-20: Resolution to amend 2020-2021 program calendars

Roger Gines moved for approval of Resolution 08-36-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution outlines several revisions that are being made to the 2020-2021 school year program calendars. This includes moving the first day of school at Southgate School from Wednesday, August 19, 2020, to Thursday, August 20, 2020. This allows for the rotating student and staff schedule to begin officially on a Thursday and then continue rotating Thursday, Friday, Monday and Tuesday with Wednesday as a day for cleanup and sanitation and preparing instructional packets. The in-service day at Southgate School staff that had been scheduled for Friday, September 11, 2020, will be moved to Wednesday, September 9, 2020. The in-service day previously scheduled on Friday, January 15, 2021, will be moved to Wednesday, January 13, 2021. By changing these dates from Fridays to Wednesdays, this will eliminate the loss of two student in-person days. Also, the date of graduation will be moved from Friday, May 21, 2021, to Friday, May 28, 2021, in order to ensure that all final data is collected for the completion of progress reports. The COVID-19 emergency required these changes to ensure that the best possible environment exists for our students and staff.

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 1.04 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

08-37-20: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 08-37-20. Jim Anderson seconded.

The Board duly adopted.

Executive Session:

President Sutter called for an executive session for the purpose of discussing matters required to be kept confidential by federal law or regulations or state statutes. Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded.

A roll call vote was taken.

<u>Roll Call Vote</u>	<u>All in Favor</u>
Jim Anderson	Yes
Jessica Falvo Lang	Yes
Roger Gines	Yes
Maria Heege	Yes
Carmelita Smith	Yes
Cindi Sutter	Yes
Dan Sutter	Yes

The Board went into executive session at 7:06 p.m.

The Board came out of executive session at 7:46 p.m. and no action was taken.

Additional Discussion:

A discussion took place about what the potential scope in financial commitment Stark DD would be making if addressing the school age issue from either local funds or providing home and community based service waivers. Leigh Page, CFO/Business Manager, presented a spreadsheet showing the cost comparisons of local funding versus waivers.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The Board adjourned at 8:02 p.m.

The next Board meeting is scheduled for Tuesday, September 22, 2020, at 6:00 p.m.