

**Stark County Board of Developmental Disabilities
Board Meeting
September 22, 2020
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 22, 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
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: Lloyd Everett McWhorter, he received services from the SSA Department, previously attended the Stark DD workshop program, and attended private programs prior to his retirement; Gary Lynn Young, he received services from the SSA Department and previously attended the Stark DD workshop program; James Anthony Purdy, he received services from the SSA Department; Chad Michael Swiger, he received services from the SSA Department and was a 2015 graduate of Rebecca Stallman Southgate School; and Matthew Jason Griesen, he received services from the SSA Department, previously attended the Stark DD workshop program, and had currently attended TWi West Stark.

Minutes of the Previous Board Meeting:

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

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

Public Speaks:

None

Recognition of Retirees

The following retirees were recognized in a PowerPoint presentation: Loretta McGlothlin, Bus Rider, with 12 years of service; Gina Kerns, Southgate Intervention Specialist Assistant, with 31 years of service; and Barb Eversole, Custodian, with 15 years of service. President Sutter congratulated the retirees.

President's Report:

It is incredible to think that Roger Gines has just three more meetings, including this meeting, after 12 years of service on the Board. President Sutter added that it has been great working with Roger. He has been so diligent in his attendance and probably has the best attendance record of any board member. He also has been diligent in participating in committees and board officer assignments. His shoes are going to be very hard to fill and he will be deeply missed. In the meantime, we will enjoy our last three meetings with him. We will be looking to fill his vacancy and if anyone has any recommendations, please get them to Superintendent Green or Board President Sutter.

Board members need to have at least four hours of continuing education credits each year and tonight, after the board meeting, we will be hearing from Bridget Gargan, Executive Director for the Ohio Association of County Boards of Developmental Disabilities. She will be providing us state updates.

Superintendent's Report:

Superintendent Green reported that next month we are going to kick off our strategic plan steering committee, which will be led by Amy Renkert of Greyledge Consulting. We also will be providing an update on where we stand with our current strategic plan as it comes to an end.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: October 20, 2020, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: October 23, 2020, at 3:00 p.m.
- C. Ethics Council – No meeting in August
Next meeting: October 27, 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 October Board meeting for second reading and Board approval.

- Policy 1.05 Ethics Council – Reviewed
- Policy 3.12 Lone Worker – New
- Policy 4.01 Identification Badges – Reviewed
- Policy 4.06 Learning Management System Training – Revised

Financials and Board Resolutions:

09-38-20: Operating Fund #071 (page 48)

A. Two Payrolls for August	\$1,059,323.33
B. Bills for Payment in August	<u>\$ 939,847.22</u>
TOTAL	<u>\$1,999,170.55</u>

Maria Heege moved for approval of Resolution 09-38-20. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of August total local revenue received was \$82,435, total state revenue was \$224,508; and total federal revenue was \$680,225 for a total of \$987,169. We did receive a Targeted Case Management reconciliation due to the decrease Medicaid percentage match that we are paying of \$132,000 in additional revenue during the month. At this time last year, we received a cost settlement but we do not expect to receive one this year.

For August 2020 expenditures, there were two payrolls totaling \$1.05 million; total benefits paid of \$222,000; and total other expenditures of about \$770,000, which included a transfer of \$212,000 for Family Support Services to the North East Ohio Network (NEON) to administer that program, for a total of \$1.99 million. The waiver match so far is \$2.64 million less due to the decreased match percentage that we are paying currently.

The August ending cash balance was \$47.3 million. We started the year with \$49.39 million. We have \$9.23 million in open purchase orders and closed \$447,000 in 2019 purchase orders. With the negative change in financial position of \$2.8 million, this leaves unencumbered cash of \$37.77 million at the end of August.

Looking at the August budget versus actual statement, \$28.99 million total revenue received for the year was 57.08% of what was expected to be received. Total year to date expenses of \$31.82 million were 62.61% of what was expected to be spent. Our target for August was

just under 67%. We are under this target mainly due to the enhanced rate that we are paying for waiver match. The available budget at the end of August was \$9.77 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$282,000 paid, \$447,000 closed, and there is one remaining purchase order of \$6,200. This is for a vestibule door from the Whipple-Dale project that happened in 2019.

For Resolution 09-38-20, there were two payrolls of \$1.05 million, which included non-represented attendance incentives of about \$17,000. Other non-payroll expenses were \$939,847.

The Board duly adopted.

09-39-20: Resolution to approve renewal of Liability and Fleet Insurance

Dr. Jessica Falvo Lang moved for approval of Resolution 09-39-20. Jim Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval to acquire liability and fleet insurance through Schauer Group Inc. with Philadelphia Indemnity Insurance Company at a cost not to exceed \$176,000 for one year, beginning October 1, 2020, and ending September 30, 2021. We went out to market a year earlier because of fluctuations in the market, mostly due to abuse and molestation claims that have changed the marketplace. They were going to take away our umbrella coverage so we had to go out to market to fight to retain our current coverage. We have been able to maintain our current coverages that we have had in the past: General Liability - \$1.0 million per occurrence; and Umbrella - \$10.0 million. We will see about a 19% increase in premium cost from \$147,000 to about \$176,000; however, we thought it was best to maintain the same coverage.

The Board duly adopted. Maria Heege abstained.

Second Reading of Board Policies:

Connie Poulton, Director of Human Resources, gave a brief summary of the policies presented for second reading:

- 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

09-40-20: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 09-40-20. Jim Anderson seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded. The Board adjourned at 6:21 p.m.

The next Board meeting is scheduled for Tuesday, October 27, 2020, at 6:00 p.m.