

**Stark County Board of Developmental Disabilities
Board Meeting
October 27, 2020
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 27, 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

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: Ronald Dale Moyer, Jr., he received services from the SSA Department and previously worked at Weaver Industries; Helen "Jackie" Jacklyn Obney, she received services from the SSA Department; Renee Elaine Hentsch, she received services from the SSA Department, previously worked at the Stark County Board of DD workshop program, and was in Special Olympics; and Jeffrey Ludwig Heffernan, 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 September 22, 2020.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

National Disability Employment Awareness Month Recognitions and Presentation

Lisa Parramore, Communications Manager, gave this presentation. Each October, National Disability Employment Awareness Month celebrates America's workers with disabilities and reminds employers of the importance of inclusiveness in hiring practices. In 1945, Congress declared the first week of October as National Employ the Physically Handicapped Week. In 1962, the word physically was dropped to include individuals with all types of disabilities. Congress then expanded the week to a month in 1988 and changed the commemoration to National Disability Employment Awareness Month. This year is special because not only are we observing 75 years of inclusive employment practices but also the 30th anniversary of the Americans with Disabilities Act. In the midst of a global pandemic, employees with disabilities have been working alongside other essential workers and will continue to be a part of the economic recovery of our nation. The federal theme this year was "Increasing Access and Opportunity".

The following are the local ambassadors that were recognized: Heather McElroy – Dishwasher, AVI Foodsystems Inc. at Aultman Hospital with 6 months of service; Jeff Fallot, Stocking Clerk at PetSmart, with 18 years of service; Dominique – Box Maintenance at Walmart with 3.5 years of service and Whitley – Stocking at Walmart with 5 months of service, who are also brother and sister; and Matt Luther – Cafeteria Staff at Perry High School with 14 years of service plus 2 years as a student worker.

Public Speaks:

None

President's Report:

President Sutter began his report by thanking Lisa Parramore for her presentation.

After tonight's meeting, Roger Gines will only have one more meeting after 12 years of service on the board. He has only missed one meeting in his entire 12-year tenure and that was when his daughter was graduating.

President Sutter had the opportunity to participate in the initial strategic planning session. We are fortunate to have these sessions facilitated by Amy Renkert of Greylegde Consulting. Focus has been put on revising and making our vision and mission statements align tightly as we address critical issues we are facing over the next three years. We want our current vision and mission statements to include choices and opportunities along with support for our clients and families.

Kathy Albright, Executive Assistant, will be sending the board members a form for Superintendent Green's performance evaluation. It is to be completed and returned to her by Friday, December 4th. Also, the Nomination Committee will need to meet to propose officers for the January organizational meeting. At the beginning of the year, the Nominating Committee was determined to be: Roger Gines, Dr. Jessica Falvo Lang and Carmelita Smith, with Roger as Chair. In order to facilitate this committee with our COVID-19 protocols, Lisa Parramore will set up a Webex meeting for the committee. The search

will continue for someone to fill Roger's seat on the board. President Sutter is also up for re-appointment to the board.

Superintendent's Report:

Superintendent Green hopes everyone is staying healthy and safe. He informed everyone that this is the 7th virtual board meeting this year. We are eight months in and we continue to adapt and be flexible with our supports, our meetings, and providing education in our schools. Every department remains fully functional and we are working to meet everyone's unique needs. The majority of our early intervention visits continue to be virtual or by phone but in September we did have 45 in-person visits. We are starting to see an uptick in in-person visits and we use all the proper protocols to keep everyone safe. Our preschool continues to meet four days a week as it has in the past. Our school age students are on a hybrid schedule; three days one week and two days the next week. There are two different groups that rotate. This schedule will be continually evaluated for any changes. The embedded class at Avondale is meeting five days a week. Our SSAs are meeting with people and families with the use of social distancing and masks. Their planning meetings and monitoring have been in-person, as well as provider compliance. The majority of our RNQA assessments are being done virtually by direction from the state. Our Investigative Services Department has continued to do 99% of their interviews in-person. We are holding our Strategic Planning Steering Committee meetings in-person. There are 16 people on the committee and the meetings are being held in the Cohen Room with participants spread out with barriers in between for protection. We have seen a number of our staff having to quarantine due to contracting the virus or as part of contact tracing. There were two students that had the virus. Unfortunately, we have had seven people who have passed away, primarily people that lived in nursing homes and intermediate care facilities. We have only had three people pass away in home community based settings. With the uptick in the county cases, we continue to monitor our response plan and make any necessary changes. Overall, the only need for revisions are based on the CDC guideline changes.

In December, there will be a report out on our 2017 – 2020 Strategic Plan. We also hope to have a presentation of the draft plan for 2021 – 2023. If not, it will be presented in full for approval in January. In December, we will have a request for approval of our 2021 budget as well as approval of all service contracts for 2021.

Principal Myrna Blosser is retiring in December and interviews are taking place for her position. By week's end, we expect to be making an announcement. Kathy Albright, Executive Assistant, is also retiring at the end of December. Her position has been posted and interviews for her replacement will be the week of November 9th.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: December 8, 2020, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: December 11, 2020, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet
Next meeting: December 15, 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 December Board meeting for second reading and Board approval.

- Policy 4.28 Military Leave – Reviewed
- Policy 4.48 Employee Property Reimbursement – Reviewed
- Policy 5.06 Early Intervention Transition – Reviewed

Financials and Board Resolutions:

10-41-20: Operating Fund #071

A. Three Payrolls for September	\$1,734,313.57
B. Bills for Payment in September	<u>\$ 804,794.08</u>
TOTAL	<u>\$2,539,107.65</u>

Roger Gines moved for approval of Resolution 10-41-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of September, total local revenue received was \$15.2 million, which included second half real estate taxes of just under \$15.0 million; total state revenue received was \$216,000; and total federal revenue received was \$603,000, for total revenue of \$16.03 million. The second half real estate rollback distribution, which is about \$1.8 million, has not been received. Some ODE funding as well as DODD funding has also been lost. Federal funding is off due to cost settlement report timing.

For September 2020 expenditures, there were three payrolls totaling \$1.73 million; total benefits paid of \$334,000; and total other expenditures of about \$470,700, for total expenses of \$2.5 million. Due to the enhanced FMAP, we are saving about \$2.64 million in waiver match.

September revenue exceeded expenses by \$13.5 million. There is a year to date positive variance of \$10.6 million. The year started with \$49.39 million. At the end of September, there was \$9.1 million in open purchase orders, \$453,000 in 2019 purchase orders that were closed and with a positive variance of \$10.6 million, this resulted in unencumbered cash of \$51.37 million.

Looking at the September budget versus actual statement, \$45.02 million total revenue received for the year was 88.65% of what was expected to be received. Total year to date expenses of \$34.36 million were 67.60% of what was expected to be spent. The target for September was 75%. We are under this target mainly due to the savings on the waiver match. The available budget at the end of September was \$7.3 million.

In review of prior year encumbrances, there was \$736,037 in encumbrances carried over from 2019, \$282,461 paid, and \$453,576 closed. There are now zero dollars left in prior year encumbrances.

For Resolution 10-41-20, there were three payrolls of \$1.73 million and other non-payroll expenses of \$804,794.

The Board duly adopted.

10-42-20: Resolution to approve the 2021 Policy Manual

Roger Gines moved for approval of Resolution 10-42-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is for approval of the Board's 2021 Policy Manual. Each year this manual is presented in its entirety to the board. The policy manual includes six chapters: Governance, Agency Administration, Safety and Facilities, Human Resources, Program Services and Information Technology.

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

10-43-20: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 10-43-20. Roger Gines seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Dr. Jessica Falvo Lang seconded. The Board adjourned at 6:30 p.m.

The next Board meeting is scheduled for Tuesday, December 15, 2020, at 6:00 p.m.
There is no meeting in November.