

**Stark County Board of Developmental Disabilities  
Board Meeting  
December 15, 2020  
Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 15, 2020, at 2950 Whipple Avenue NW, Canton, Ohio, and by video teleconference. The meeting was called to order by President Dan Sutter at 6:04 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members: President Dan Sutter  
Dr. Jessica Falvo Lang, Recording Secretary  
Vice President Maria Heege  
Jim Anderson  
Roger Gines  
Carmelita Smith  
Cindi Sutter

Also Attending: Bill Green, Superintendent  
Kathy Albright, Executive Assistant  
Myrna Blosser, Principal of School Programs  
Gage Haverfield, Parent  
Leigh Page, CFO/Business Manager  
Lisa Parramore, Communications Manager  
Connie Poulton, Director of Human Resources  
Tom Vaughn, Manager of MUI & Investigative Services

**In Memoriam:**

A moment of silence was observed for the following: Holly Johns, she received services from the SSA Department; Josephine Porter, she received services from the SSA Department and attended the Stark DD workshop program at Higgins until she retired in 2017; Catherine "Cathy" Ann Doll, she received services from the SSA Department and attended the Stark DD workshop program at Higgins until she retired in 2013; Cynthia "Cindy" Lee Shelton, she received services from the SSA Department and retired from the Cornerstone day program; Bruce Roy Findlay, he received services from the SSA Department and formerly attended the Stark DD workshop program; Lester Knute Berg, he received services from the SSA Department and retired from the Stark DD workshop program; Lanoarde "Lenny" Charlton Terrance, he received services from the SSA Department and formerly attended the Stark DD workshop program; Sandra "Sandy" Kay Rombach, she received services from the SSA Department and formerly attended the Stark DD workshop program at Whipple-Dale Centre; Philip David Kintigh; he received services from the SSA Department; Paul Klaus, he received services from the SSA Department and

formerly attended the Stark DD workshop program; and Sheila A. Bailey, she received services from the SSA Department.

### **Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board meeting minutes of October 27, 2020.

Maria Heege moved for approval. Roger Gines seconded.

The Board duly adopted.

### **Recognition of Retirees:**

The following retirees were recognized in a PowerPoint presentation: Myrna Blosser, Principal of School Programs, with 32 years of service; and Kathy Albright, Executive Assistant, with 13 years of service.

### **Recognition of Board Member Roger Gines**

Board Member Roger Gines was recognized in a PowerPoint presentation for his 12 years of service on the Board.

### **Public Speaks:**

Mr. Gage Haverfield of 10859 Mogadore Avenue, Uniontown, Ohio – Mr. Haverfield wanted to take the time to thank the Board for the assistance with his daughter Claudia Haverfield. She has been at Prader-Willi Homes of Oconomowoc in Wisconsin since 2016. The physical transformation of Claudia is amazing. Beyond that, she is living a life that he wishes everyone with her condition could have. Mr. Haverfield shared details about the symptoms of Prader-Willi Syndrome (PWS) including food anxiety and hyperphagia. When she went into the group home she was 262 pounds, and is now down to the 145 to 150-pound range. He expressed the improvements that Claudia has experienced mentally and physically since being there, and expressed he and his wife's appreciation for the Board and all they have done.

### **President's Report:**

President Sutter started by stating through state legislature, we are authorized for six more months to meet virtually. Given that approval, President Sutter states he would recommend continuing to meet virtually. President Sutter asked if any of the Board Members had input or thoughts on this idea. Maria Heege states that she thinks it is a great idea, especially since our county is currently purple, and suggested that with the vaccine coming out, the Board could re-evaluate at the end of the first quarter. Dr. Jessica Falvo Lang stated that she agrees, that 3 months is a reasonable amount of time, and hopefully things will be better by then. President Sutter agrees and states that they will continue to take things month-by-month, quarter-by-quarter.

President Sutter states that he had the opportunity to participate on the Strategic Plan Steering Committee. A draft should be out by year's end. He states that there was a good mix on the committee, including clients, advocates, providers and education. This was facilitated by Amy Renkert. President Sutter states that one of the differences is that the last Strategic Plan focused a lot on oversight sustainability, and this time a lot of that work is already engrained in our everyday work, so we can focus on choice and provider relationships.

Kathy Albright, Executive Assistant, and Ketrina Sabean, new Executive Assistant, will be sending Board evaluations as well as self-evaluations after the meeting. Please complete and submit your evaluations to Ketrina Sabean by Friday, January 8, 2021.

This concludes the President's Report.

### **Superintendent's Report:**

Superintendent Green stated that as we close out 2020, he wanted to thank the Board for their flexibility and support. He also extended his gratitude to the people the Board serves, their families, Board employees, and the provider community who worked to ensure people are healthy and safe this year. We are now nine months into the pandemic and there is light at the end of the tunnel with the vaccine arriving for the provider community in approximately two weeks for both people served, and those who are Direct Support Professionals (DSPs) that support them.

We have had 7 deaths and we are deeply saddened by those we have lost. Of those seven, 3 people lived in Nursing Facilities, 1 person lived in an Intermediate Care Facility, and 3 people lived in homes in our community. The age range is from 38 years of age to 78 years old. We have had 64 positive cases reported to us. Three cases who live in Nursing Facilities, 21 cases for people who live in Intermediate Care Facilities, 37 cases for people who live in homes supported by staff, and 3 cases of students in our schools (2 students live in the same household).

Overall we have been fortunate, but we firmly believe the low number of cases are attributed by the precautions that have been taken by families, our employees, and that of our service providers. So the darkest days of the pandemic still may be ahead, but with continuing our strict health protocols, and the vaccine arriving, it is a time for optimism and hope for a better new year.

Within the board packet is a report out on the annual goals we have set for ourselves as well as goals we will pursue for next year. In January, we will report out on our 2017-2020 Strategic Plan and what has been accomplished, and we will also request the Board's approval for a new three-year Strategic Plan. We want to thank the Steering Committee made up of Daniel Sutter, Board member representative, people served, family members, providers, and employees who made up the 16 person steering committee. We met over a four-week time period in two hour sessions. We used the feedback from 100 of our stakeholders who submitted their input as the foundation for the Strategic Plan.

Last week, we had a pre-accreditation preparation survey performed by Mid-East Ohio Regional Council (MEORC). Superintendent Green states that this is an interim report card

to test our systems to ensure our processes are in line with rules and regulations as stipulated by the Ohio Department of Developmental Disabilities. Given remote work, a transition from Gatekeeper to Brittco as our relational database, and the pandemic, the findings found us in really good shape. Of course there were some things that were identified we will need to tighten up on, but that was the purpose of the review to identify blind spots we may have and prepare us for our 2022 accreditation survey. Superintendent Green extended kudos to Early Intervention, Service and Support Administration, Human Resources, Investigative Services, Provider Compliance, and RNQA who were reviewed as a part of the accreditation survey.

Superintendent Green stated they needed to pivot for a review of the MUI rule, which is required for each Board member, and is a topic that is reviewed by accreditation. Tom Vaughn, Investigative Services Manager, presented a quick review.

An MUI Rule Training PowerPoint was presented by Tom Vaughn, Manager of MUI and Investigative Services. Mr. Vaughn covered what constitutes a "Category A" MUI, what constitutes a "Category B" MUI, lastly some of the scenarios that would constitute "Category C" MUIs. He also clarified some of the differences between each of these categories. He shared that if anyone has an incident that may be an MUI, that anyone may contact him or Superintendent Bill Green directly and they will help navigate the reporting process. The MUI Hotline is also available at 330-477-4477, and it is available 24/7; someone will always answer.

#### **Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: January 19, 2021 at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: January 22, 2021, at 3:00 p.m.
- C. Ethics Council – No meeting in October or November  
Next Meeting: January 26, 2021, at 5:45 p.m. (if needed)

#### **Old Business:**

None

#### **New Business:**

None

#### **Presentation of the Table of Organization**

Connie Poulton, Director of Human Resources, shared a PowerPoint slide on the 2020 Table of Organization. In compliance with Policy 4.56, the Table of Organization is presented to the Board each year. The Table contains all full-time, part-time, substitute, and contract positions. It also contains open positions. At this time there are no recommendations for changes to the Table of Organization.

**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 January Board meeting for second reading and Board approval.

Policy 4.12 Personal Days – Reviewed  
Policy 4.16 Work Week and Status – Reviewed

**Financials and Board Resolutions:**

12-44-20: Operating Fund #071

<b>A. Two Payrolls for October</b>	<b>\$1,202,412.51</b>
<b>B. Bills for Payment in October</b>	<b><u>\$5,927,395.04</u></b>
<b>TOTAL</b>	<b><u>\$7,129,807.55</u></b>

12-45-20: Operating Fund #071

<b>A. Two Payrolls for November</b>	<b>\$1,217,574.87</b>
<b>B. Bills for Payment in November</b>	<b><u>\$ 847,413.06</u></b>
<b>TOTAL</b>	<b><u>\$2,064,987.93</u></b>

Roger Gines moved for approval of Resolutions 12-44-20 and 12-45-20. James Anderson seconded.

**Discussion:**

Leigh Page, CFO/Business Manager, reported that during the month of October there was local revenue of \$1.98 million, and we did receive our second half of real estate rollbacks; state revenue was \$217,850; and federal revenue was \$2,458. Total revenue received for October was \$2.2 million.

There were two payrolls for October totaling \$1.2 million; total benefits paid of \$1.13 million; and total other expenditures of \$4.79 million. There was a waiver match payment made during the month for \$4.2 million. Total expenditures for the month exceeded revenues by \$4.9 million.

The unencumbered cash at the beginning of the year was \$49.39 million. At the end of October, there was \$2.7 million in open purchase orders for 2020; cancelled purchase orders from 2019 in the amount of \$453,000. With a positive year to date net change in financial position, October ended with unencumbered cash of \$52.8 million.

Looking at November, total local revenue was \$150,000; state revenue was \$238,000; and federal revenue was \$793,000. Total revenue for November was \$1.18 million. Looking at year to dates, there was an increase in real estate due to pipeline tax collections, also noted is having a cost report settlement in 2019 and not in 2020, gives us the negative variance in federal.



There were two payrolls during November totaling \$1.2 million; total benefits paid of \$701,000; and total other expenditures of \$146,000. Total expenditures for the month were \$2.06 million. Expenses exceeded revenues by \$882,000. Noted was the savings and the enhanced rate for the waiver match payment. So far year to date, we have saved \$2.8 million.

We started the year with \$49.39 million in unencumbered cash; \$1.7 million in open purchase orders for 2020; and \$453,000 in cancelled purchase orders for 2019. This results in a positive net change in financial position year to date of \$4.8 million resulted in unencumbered cash at the end of November of \$52.96 million.

Looking at the budget versus actual statements, focusing on the year to dates and available budget: \$47.22 million has been received in, which is 92.99% of the budget. The target was 83.50%, so we are above that target. Year to date we have spent \$41.49 million, which is 81.63% of the budget, and the target was 83.3%. The available budget at the end of October was \$6.6 million, which mostly consists of payroll services which was \$2.8 million, and the unused budget from the waiver match of \$2.4 million.

Looking at November year to dates, \$48.41 million in revenue, which is 95.31% of what was expected. Target is 91.67%. Year to date we have spent \$43.55 million, which is 85.69% of the budgeted expenses for 2020. Our target was 91.67%, so we are below that target mainly due to waiver match expense unspent. The available budget at the end of November was \$5.5 million.

In review of prior year encumbrances, October and November were both the same, there was \$736,000 in purchase orders from 2019 carried over from last year; \$282,000 paid year to date, and \$453,000 cancelled. All of the 2019 purchase orders have been closed, and remain at \$0.

Resolution 12-44-20 shows that there were two payrolls in October totaling \$1,202,412. The total amount for other October monthly obligations was \$5,927,395. It was noted that the waiver match was paid in the week ending October 31, 2020. Resolution 12-45-20 shows that there were two payrolls for November totaling \$1,217,574. The amount for other November monthly obligations was \$847,413.

The Board duly adopted.

12-46-20: Resolution to approve the 2021 Final Budget

Roger Gines moved for approval of Resolution 12-46-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, provided a PowerPoint presentation of the 2021 Budget. Looking at the 2021 revenues, there is an increase projected in the billing of excess costs. Overall projected increase in real estate collections due to the pipeline. State ODE subsidies will remain flat. Federal also expected to remain flat in the years to come. Two cost report settlements that are un-audited totaling about \$5.8 million, are expected to be received in January 2021.

Looking at expenditures for 2021 – board approved wage increases are projected and an increase in benefit costs along with an increase in waiver match just under \$1.0 million. There will be an enhanced rate for waiver match through March of 2021. There will be an additional provider assistance paid through waiver match of \$1.05 million to assist providers during this trying time. Capital investments include resurfacing the parking lot at Whipple-Dale as well as leaving room in the budget for renovations including the additional office space for the Early Childhood Department and SSAs, and for any future renovations as well. Other items built in automatically are building maintenance for HVAC, paging systems for the schools, fence at the bus garage, etc. Also in the IT Department, the computer refresh and IT hardware are budgeted at \$140,000 for 2021.

In the years to come, local revenues are expected to remain flat except for historical increases in real estate collections and a continued increase in excess costs in regards to new students. State ODE subsidies will remain flat. Federal funding is also expected to remain flat. For expenses beyond 2021, this will be the first year that we will pay for the DSP wage increase, and it will extend on through the years. Waiver match expense estimated at an increase of \$900,000 annually. Additional expenses are the annual contributions to NEON through 2023 of about \$400,000-\$500,000 a year. Capital investment includes a budget for optional phases of construction. This does not include impact of other actions of the Strategic Plan. Technology upgrades are included in this budget as well.

Looking at the 2021 Budget, the projected total local revenues are \$35.4 million, total state revenues of \$6.9 million, and federal revenues of \$8.6 million. It is noted that the cost report settlements that are to be received are not included in the \$8.6 million, as the revenues had been certified to the County Auditor in November, and we just found out about the cost report settlements. Therefore, the federal funds received will be higher than the \$8.6 million. Total revenue for the year is budgeted at \$51.0 million, plus the cost report settlement of \$6.0 million. Total expenditures for the year are budgeted at \$52.89 million; this includes wage increases, and an increase in benefits. Expenses of \$52.89 million will exceed revenues by \$1.8 million, and leave an estimated unencumbered balance of \$49.69 million at the end of 2021. Looking at the Capital Fund and the Cohen Gifts Fund, there is no activity. Therefore, there is \$14,384 in the Capital Fund that will remain there. The Cohen Gifts Fund remains at \$125,450 which will stay as well.

The Board duly adopted.

12-47-20: Resolution to approve the 2021 North East Ohio Network (NEON) Budget

Maria Heege moved for approval of Resolution 12-47-20. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is for approval of the 2021 NEON budget. In summary, \$400,000 is transferred over to NEON. The main fund running through NEON is for Family Support Services and then some other professional services they provide. It is noted that we lost the subsidy from DODD; however, we are still transferring that money over to support the program. Total revenue of \$617,000 is expected. Total expenses at \$638,000. The estimated cash balance of \$502,242 at the end of 2021.

The Board duly adopted.

12-48-20: Resolution to approve the transfer of funds to replenish funds at NEON

James Anderson moved for approval of Resolution 12-48-20. Roger Gines seconded.  
Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the transfer \$400,000 to NEON for the payment of board obligations. Our Council of Governments consists of 14 County Boards of DD. Right now, the board purchases services provided from NEON for local funding of supported living, family support services, administration and invoice payment, and MUI investigations when board employees are involved. This money that will be transferred will provide the resources needed to replenish funds to continue to pay these obligations.

The Board duly adopted.

12-49-20: Resolution to approve the transfer of funds to NEON for capital housing projects

Roger Gines moved for approval of Resolution 12-49-20. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution was done in agreement with Hope Homes Foundation and the Ohio Department of Developmental Disabilities, to pass through capital assistance funds in the amount of \$450,805.48. This resolution also authorizes the transfer of these funds back to NEON to repay dollars expended to purchase a residential house. In order to begin the construction project, the funds were needed up front to Hope Homes Foundation. Therefore, the funds needed were passed through NEON by Hope Homes Foundation. After the application process is complete with Hope Homes Foundation, the Ohio Department of Developmental Disabilities will send the funds to us, and we will then turnaround and reimburse NEON for the \$450,805.48. The Board does hold a promissory note on the property for 15 years, and Hope Homes Foundation becomes the landlord and owner of record.

The Board duly adopted.

12-50-20: Resolution to approve payment of the non-federal share of services required for 2021 Medicaid expenditures

Dr. Jessica Falvo Lang moved for approval of Resolution 12-50-20. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the appropriation of up to \$20.82 million to pay the non-federal share of the 2021 Medicaid expenditures required by the State of Ohio Revised Codes. This amount has been



budgeted for in the 2021 budget. Included is the waiver cost reconciliation, the HPC increase, and administrative fees. This is Stark County Board of DD's ongoing financial commitment to assure that the services for which the Medicaid expenditures are made will conform to all applicable state and federal laws.

The Board duly adopted.

12-51-20: Resolution to approve the 2021 service contracts

Roger Gines moved for approval of Resolution 12-51-20. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution lists out all of the contracts that exceed \$25,000, effective January 1, 2021, through December 31, 2021. The list includes a service contract with the Stark County Sheriff for investigations and related activities to individuals served by Stark County DD. All locally funded individuals that do not have a waiver are included also not to exceed \$550,000; the employee resource network, LifeService EAP, that is available to the provider community; as well as the Information Technology contracts, such as copier maintenance, licenses, as well as Microsoft licenses. All Other Service contracts includes NEON; membership dues; and service contracts with Opportunities for Ohioans with Disabilities and Canton Data Print for postmarking.

The Board duly adopted.

12-52-20: Resolution to approve provider financial assistance

Carmelita Smith moved for approval of Resolution 12-52-20. Roger Gines seconded.

Discussion:

Ed Lewis, Provider Compliance and Support Manager, explained that this resolution is for a second round of assistance that the Board will be giving to providers and the community. This will allow the Board to provide financial assistance to our providers, who will need it for PPE reimbursement and other overhead related to household supplies, groceries and equipment related to safety supplies. In order to receive this reimbursement, providers will be required to complete an application, enter into a service agreement and provide receipts for all allowable expenditures beginning January 1, 2021. It is noted that we are prohibited from supplementing any DSP salaries, or any other direct payment to DSPs. All payments are to be made subject to the Board's funding, and can be in the amounts of \$750-\$6,000. The Board is also continuing to conduct criminal backgrounds and database checks, and will continue to assist providers with recruitment of an alternative workforce based on the guidance that the Board has received from the Ohio Department of Developmental Disabilities.

The Board duly adopted.

12-53-20: Resolution to approve Employee Group Dental Plan agreement

Dr. Jessica Falvo Lang moved for approval of Resolution 12-53-20. Roger Gines seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is an agreement with Aultcare Insurance Company that would begin on January 1, 2021, and conclude on December 31, 2022, for dental insurance for our employees. Currently the Board does provide eligible employees dental coverage. It is a comprehensive plan with four categories: including single, employee and children, employee and spouse, and family coverage. Currently, participating employees pay 50% of the bi-weekly premium through payroll deduction, and the Board pays the other 50%. The Board's share on an annual basis is \$140,000, employees' share of the annual expense is \$140,000.

This fall, the Board utilized GDK Services to obtain several competitive bids on our dental quote. The quote we did secure was a 5.8% premium reduction compared to current premium costs. The COG's dental plan was reviewed and it was determined that this plan would represent a 125% increase, or \$170,000 to the Board and to the employees on an annual basis. To an individual employee, this would equate to \$315-\$970 a month, depending on which of the four categories were chosen. The dental plan is a popular plan; 266 employees (82%) are currently enrolled.

The Board duly adopted.

12-54-20: Resolution to approve the transfer of vehicles to the City of Ravenna

Maria Heege moved for approval of Resolution 12-54-20. Dr. Jessica Falvo Lang seconded.

Discussion:

Diane Sidwell, Manager of Transportation, explained that this resolution is requesting the transfer of titles for three vans to the City of Ravenna. ORC 307.12(D), states that a county may sell or donate county personal property, including motor vehicles, regardless of value, to the federal government, state, or any political subdivision of the state. The City of Ravenna is a political subdivision of the State of Ohio. The 3 passenger vans are being taken out of service and slated for the County Auction. The City of Ravenna will transfer titles to Family & Community Services for the vehicles to be used by the Stark County Veterans' Services Commission to support Honor Home – Stark County. Honor Home is a program for Stark County Veterans that are homeless and are very much in need of vehicles to provide transportation to the veterans.

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

12-55-20: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 12-55-20. James Anderson seconded.

The Board duly adopted.

**Executive Session:**

President Sutter called for an executive session for the purpose of discussing the performance evaluation of the Superintendent.

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>
James Anderson	Yes
Jessica Falvo Lang	Yes
Roger Gines	Yes
Maria Heege	Yes
Carmelita Smith	Yes
Cindi Sutter	Yes
Daniel Sutter	Yes

The Board went into executive session at 7:13 p.m.

The Board came out of executive session at 7:37 p.m. and no action was taken.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Carmelita Smith seconded. The Board adjourned at 7:38 p.m.

The next Board meeting is scheduled for Tuesday, January 26, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.