

**Stark County Board of Developmental Disabilities  
Annual Organizational Meeting  
January 26, 2021  
Minutes**

**2021 ANNUAL ORGANIZATIONAL MEETING**

The Annual Organizational Meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 26, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. 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  
Carmelita Smith

Cindi Sutter (excused)

Also Attending:

Bill Green, Superintendent  
Tim Beard, Buildings/Grounds Maintenance/Food Services Manager  
Brandon Haney, Information Technology Manager  
Ed Lewis, Provider Compliance & Support Supervisor  
Leigh Page, CFO/Business Manager  
Lisa Parramore, Communications Manager  
Connie Poulton, Director of Human Resources

**Oath of Office**

Leslie Iams Kuntz administered the Oath of Office for Board President, Daniel Sutter, to begin his third term on the Board.

**Election of Officers:**

President Sutter reported that the nominating committee was made up of Roger Gines (Chair), Dr. Jessica Falvo Lang, and Carmelita Smith. They proposed the following 2021 slate of officers: President, Dan Sutter; Vice President, Carmelita Smith; and Recording Secretary, Dr. Jessica Falvo Lang.

01-01-21: Resolution to approve the election of proposed 2021 Board Officers

Maria Heege moved for approval of Resolution 01-01-21. Jim Anderson seconded.

The Board duly adopted.

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### **2021 Board Meeting Schedule:**

During the organizational meeting, the board meeting schedule is set for the year. A copy of a tentative schedule in the Board Packet. There were no questions or concerns with the proposed schedule so it was accepted.

Board meetings will be held at 6:00 p.m. on the fourth Tuesday of the month, except in June and December, in the Ernest Cohen Room at Whipple-Dale Centre. The meeting dates are as follows: February 23, 2021, March 23, 2021, April 27, 2021, May 25, 2021, June 29, 2021, August 24, 2021, September 28, 2021, October 26, 2021, and December 14, 2021. There are no Board Meetings in July and November.

Previous discussion took place about holding the first in-person Board training after the February Board Meeting. President Sutter proposed that the second in-person training take place after the April board meeting. The two additional hours will be through Relias, the Agency's Learning Management System.

### **Committee Appointments:**

The following committee appointments were made: Ethics Council – Jim Anderson and Maria Heege; Personnel Committee – Maria Heege as Chair, Carmelita Smith, Cindi Sutter, and Paul Herrera will remain as a community member assigned to the Committee; Finance Committee – Dr. Jessica Falvo Lang as Chair, Jim Anderson, and Dan Sutter. The Nominating Committee for 2021 will be Maria Heege as Chair, Dr. Jessica Falvo Lang, and Cindi Sutter. They will meet prior to December 31, 2021, to propose a slate of officers for the 2022 calendar year.

Finance Committee Meetings will be held at 12:00 p.m. in the Superintendent's Conference Room on the Tuesday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 16, 2021, March 16, 2021, April 20, 2021, May 18, 2021, June 22, 2021, August 17, 2021, September 21, 2021, October 19, 2021, and December 7, 2021.

Personnel Committee Meetings will be held at 3:00 p.m. in the Superintendent's Conference Room on the Friday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 19, 2021, March 19, 2021, April 23, 2021, May 21, 2021, June 25, 2021, August 20, 2021, September 24, 2021, October 22, 2021, and December 10, 2021.

The draft schedules for these meetings were in the Board Packets. President Sutter stated that since there are new assignments, the dates and times could be changed. No comments or suggestions were made, so the schedules were accepted.

### **Ethical Code of Conduct Declaration and Conflict of Interest Declaration:**

President Sutter requested that each of the board members read the Ethical Code of Conduct Declaration and Conflict of Interest Declaration documents in their board packets. These declarations are signed each year. This year, Ketrina sent them through DocuSign. They are to be digitally signed after the board meeting and returned to Ketrina Sabean, Executive Assistant, within the next two weeks.

**Annual Board and Individual Board Member Self-Assessments:**

President Sutter indicated that the completed Annual Board and Individual Board Member Self-Assessments were inside the board packet. Upon review of the feedback, it seems the board is functioning well but also wants to get better. Some of the board's strengths that bring a good mix as a governing board. Roger Gines best collective group out of his entire 12 years on the Board. The collective feedback that was received is a great springboard into 2021. President Sutter thanked the board members for completing the assessments.

**Board In-Services Discussion:**

President Sutter reported that to date, we have not received the Ohio Department of Developmental Disabilities mandated training topics, but stated the Board would like to again do two 1-hour trainings in person. The other two 1-hour trainings would be on Relias, the Agency's online learning management system. President Sutter stated that the planned first training is after the February Board Meeting, and the second after the April Board Meeting. The additional two hours will be through Relias. He will direct Superintendent Green and his staff to ensure the feedback within the self-assessments are addressed.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Jim Anderson moved for approval. Carmelita Smith seconded. The meeting was adjourned at 6:10 p.m.

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**Stark County Board of Developmental Disabilities  
Regular Board Meeting  
January 26, 2021  
Minutes**

**Call to Order:**

A regular meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 26, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:10 p.m.

**Roll Call**

A roll call was not taken since one was already taken during the Organizational Meeting.

**In Memoriam:**

A moment of silence was observed for the following: Jeffrey “Jeff” Allen Marks, age 63, passed away on Thursday, December 10, 2020. He received services from the SSA Department; John Robert Skala, age 69, passed away on Friday, December 18, 2020. He received services from the SSA Department; Nicholas “Nick” E. Hartshorn, age 42, passed away on Tuesday, December 29, 2020. He received services from the SSA Department; Susan Shay, age 67, passed away on December 13, 2020. She received services from the SSA Department; Andrew Michael “Mick” Royka, age 66, passed away on Friday, January 1, 2021. He received services from the SSA Department; Carol Ann Mazeall, age 69, passed away on Wednesday, December 30, 2020. She received services from the SSA Department; Arnold Stanley Adams, Jr. – Arnold, age 63, passed away on Sunday, January 3, 2021. He attended Echoing Connections, and 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 December 15, 2020. Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

**Recognition of Retirees**

Connie Poulton shared a PowerPoint presentation recognizing two employees that are retiring at the end of January. David Gingerich, an Intervention Specialist Assistant at Eastgate Preschool with 22 years of service; and Valgean Martin, an SSA, with 13 years of service.

**Public Speaks:**

None

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

President Sutter began by thanking the Board Members for their feedback provided in the Board Assessment and self-assessments. He stated that he is hopeful and optimistic for the new year, and what the vaccine may bring for the last half of the year. President Sutter stated that he loves the partnership we have with the Stark County Health Department, Aultman and Mercy Hospitals. He is looking forward to the next week and a half, especially for the vaccinations for the 1,100 people the Board serves who are on the Phase 1B list. He shared that his daughter has been scheduled, and she is excited about it. President Sutter also thanked our nurses and SSA's for their work and follow-ups.

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

Superintendent Green started off by stating that his report will consist of a review of the Strategic Plan Progress Report. A year ago, we did not anticipate the adaptations to the plan that we would have to make; some objectives were suspended altogether.

At the onset of the pandemic, we called each person we serve and/or their parent or guardian, to check on any needs they may have and stayed in contact more than we ever have before. We shopped and delivered countless meals and groceries to the people we serve and their families who were in need. We also took steps to provide support to our provider community by ensuring that they had Personal Protective Equipment (PPE), and provided them financial assistance as well. Initially, we deployed some of our staff to assist providers who needed shifts covered. We then advertised job openings for Direct Support Professionals (DSPs), and paid for them to get their required background checks. We even had graduation ceremonies at family homes to commemorate our students time with us. We pivoted. We adjusted. We adapted. Yes, there was heartbreaking loss and grief. There also was perseverance, strength, and flexibility shown by the people we serve, their families, our employees, and the provider community during a year that proved to be like no other.

One surprising metric from our Strategic Plan is the number of people who are competitively employed. I anticipated the number of people employed would have significantly decreased, but it didn't. We went from 209 people employed, to 259 who have jobs in the community. There were many that never missed a day of work, even during the darkest days of March and April.

Bill then shifted to Lisa Parramore, Director of Communications, to share an overview of the Progress Report.

Lisa began by reviewing that the 2017-2020 Strategic Plan had four focus areas, with supporting initiatives and tasks under each one. Advocacy and community integration are central to Focus Area 1: Advocate. Lisa stated that as Bill mentioned, this was more difficult to meet. Some initiatives trended downward while others improved. The color codes indicate initiatives that were slowed down or paused, and a pause symbol is present next to the dots to indicate initiatives that have been paused. While much of the Special Olympics programming was paused, we were able to have a revised intramural softball season in the fall, with the Green Sliders taking the championship. Lisa notes that at the bottom of page

six, a correction is needed regarding the Next Chapter Book Clubs: four book clubs continued to meet through Zoom, not one as reported in the draft.

The second Focus Area was Educate: initiatives here relate to educating those we serve, families, and the community about the role of Stark County Board of Developmental Disabilities. This includes awareness campaigns about how levy dollars are spent, trainings, informational events, and collaborations with community partners and school districts. There were many successes over the four years, yet it is apparent that public awareness and education in a larger scope must remain a priority going forward.

Focus Area 3 was Provider Oversight. When this Strategic Plan started 4 years ago, there was a change in our role from a provider of services, to funding and supporting people in the community. Initiatives in this category historically met great success, and solidified Stark DD's role of supporting provider businesses and Direct Support Professionals (DSPs) caring for those we serve. Highlights in this area include the development of an Employee Resource Network, and the subsequent hiring of a success coach to address the DSP recruitment and retainment.

Finally, in Focus Area 4: Sustainability; we met the greatest overall success during the four years of this Plan. No doubt that the pandemic affected how we supported people in 2020, but as Bill said – we shifted, we reset, and came up with safe but critical methods to keep people safe and healthy.

As Superintendent Green took back over, he shared that what is important to us is that we are better than we were four years ago. We are better than we were a year ago. We want to continue that growth and progress as we move forward this year. This plan did assist and guide us, but we know there is more work to do, which you will hear about shortly as we springboard to our new Strategic Plan.

Before he concluded his report, he stated provided an update on vaccinations. Over the last week, the Board has been contacting everyone that is 16 years of age and older, and registering them for a dedicated clinic on January 28<sup>th</sup>, where 423 people are being scheduled; and another dedicated clinic is scheduled for February 4<sup>th</sup> for the people we serve. We are urging patience, and attempting to manage everyone's expectations because the number of vaccines and clinics are contingent on the number of vaccines our County receives. We are planning that over 1,150 people who are eligible for the vaccine that we serve, will have it available to them in the next two weeks. He urged everyone to stay tuned and wait for the good news, because we do believe it will come.

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

- A. Finance Committee – Minutes in Board packet  
Tentative Next Meeting: February 16, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Tentative Next Meeting: February 19, 2021, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Tentative Next Meeting: February 23, 2021, at 5:45 p.m., if needed

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**Old Business:**

None

**New Business:**

2021-2023 Strategic Plan Overview

Our new strategic plan was developed over four sessions and eight hours of meetings. The Steering Committee was made up of primarily of people served, family members, and the provider community. We did not have our management team involved directly, but they did provide their input into the initiatives that were developed as well. We also sought all of our stakeholders input by putting out a survey where we had about a 100 respondents. The steering committee took that information and then turned it into the Plan that is before you.

To review the focus areas, Lisa Parramore will review the ADVOCATE and EDUCATE areas, and Ed Lewis will share the one on Provider Relations. We will take only a few of your moments to talk about the plan before you and provide you the opportunity to answer any questions you may have.

Lisa began by first pointing out that the Steering Committee developed a new Mission Statement, which can be found on page 6 of the document. Rather than having a separate vision and mission statement, the Committee through much discussion, settled on one super-statement: "Supporting choices, and creating opportunities for people with disabilities and their families." As we look at the goals, we begin with Education. This focus area strives to help those we serve, their families, our employees, community partners and the greater Stark County community understand the various ways we help people with disabilities to live a meaningful life. This includes providing information and educating people about the changes in the DD industry. Educating the community on who we are and what we do, must be a day in and day out campaign. There are five main initiatives with supporting tasks that will help us with this.

Focus Area 2 is Advocacy. The initiatives here build on the successes on the previous Strategic Plan. Based on the feedback from the surveys and the Steering Committee, advocacy must continue to be of critical focus. As the new mission says, we will work to foster choices and opportunities by working together, while also addressing some of the barriers related to community engagement and participation. This Focus Area has three main initiatives with supporting tasks that train, engage and encourage advocates to work on behalf of themselves and others.

Ed Lewis started by discussing that in the last Strategic Plan, the County Board was transitioning from being a service provider, to being in a position of supporting providers in our community. During this transition, many people were concerned about provider oversight and how we were going to work with our providers. As the Board has grown, we've also transitioned, and this current Strategic Plan shows that transition. We now find ourselves in a position of support, and relationship building. We have found that the best way to ensure quality services, is in joining together and working to improve provider access to the supports we have to offer. You will see within these initiatives, items such as the Employer Assistance Program known as Boost, is a focus. The EAP that we offer to our

own employees is also being offered to the provider community and their employees. Other efforts include the Gold Star Collaborative, Relias trainings being made available to our provider community, and many others, are the highlights of the Provider Relations section of this Plan as we move forward.

Superintendent Green welcomed comments, questions or concerns. Maria Heege shared that she absolutely loves the combined mission and vision statement. She thinks it's a powerful message of support, vision and long-term thinking, and she got goosebumps when it was read. She commended the team on the Strategic Plan, and said it's very focused, and gives a clear path on how we can continue to serve, and continue to empower people. She extended her compliments to all that were involved in the Plan's creation, and said she thinks this is one of the strongest plans she's seen.

President Sutter then shared that he was fortunate to be part of the Strategic Plan's creation. Being on the Board now for eight years, he really felt the connection of the progress and improvements that Stark DD is making. Both myself as an advocate, and the Stark DD system as a whole. He reiterated what he mentioned last month, that in our previous plan we made a special emphasis on full inclusion, sustainability, and provider oversight. For this current plan, we recognize that these things are now ingrained in us, and we have leveraged them into the new Plan. This will allow us to reach new goals, which at the end translates into better choices and more services for individuals we serve.

Superintendent Green concluded the overview of the new Strategic Plan by stating that he couldn't be more appreciative of the Committee that was made up of primarily people served, family members and providers. Though they were always a part of the previous plans, they were the predominant voice here – and we just said tell us what you want us to do, and we will do it. That's the genesis of this plan so kudos to them, and kudos to the real life issues that are driving this. We are very pleased as we go forward and work to accomplish the objectives of this Plan.

### **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 February Board meeting for second reading and Board approval.

Policy 2.28 Enabling Community Employment Through Transportation Support – Reviewed

Policy 2.32 Procurement Card Program – Reviewed

Policy 3.11 Powered Industrial Trucks – Reviewed

Policy 4.08 Outside Employment – Reviewed

Policy 4.13 Anti-Bullying Policy – Reviewed

Policy 4.46 Employee Benefits – Revised

Policy 6.02 Backup Policy - Reviewed

Policy 6.10 Network Access and Authentication – Reviewed



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**Financials and Board Resolutions:**

01-02-21: Operating Fund #071

<b>A. Two Payrolls for December</b>	<b>\$1,230,667.38</b>
<b>B. Bills for Payment in December</b>	<b><u>\$ 989,352.70</u></b>
<b>TOTAL</b>	<b><u>\$2,220,020.08</u></b>

James Anderson moved for approval of Resolution 01-02-21. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for December 2019 total local revenue was \$152,000; total state revenue was \$209,763; and total federal revenue was \$479,000. Total revenue received for December was \$840,945.

The variance when looking at the 2020 year to date compared to 2019, Leigh focused on the pipeline revenue that we started receiving in 2020, which explains the positive variance in local revenues. For State revenues, Leigh noted that we lost the DODD funding in 2020, (~\$900,000), as well as a decrease that was seen in ODE funding, which explains the variance. Cost report settlements that were received in 2019, were not received in 2020, which is the reason for the variances when looking at year-to-date revenues.

There were two payrolls in December; the first December payroll included a vacation payout of about \$55,000. Total benefits paid was \$673,000, total other expenses of \$316,000. Total monthly expenses were at \$2.2 million, \$1.4 million was expended over what we brought in for the month of December.

Looking at year-to-dates, Leigh pointed out savings of \$2.9 million in the waiver match that was paid, as well as the enhanced rate that we've been paying since the pandemic started. Unencumbered cash at the beginning of the year was at \$49.39 million. We ended the year with \$1.1 million in 2020 purchase orders. Purchase orders for 2019 totaling \$453,000 were canceled, which adds back to the cash balance. There is a year-to-date positive variance of revenues over expenses totaling 3.4 million, which leaves \$52.18 million in unencumbered cash at the end of December. Leigh noted that one of the reasons for this can be attributed to the savings of the waiver match, which shows the difference in cash when compared to this time last year.

For the budget versus actual year-to-dates, we received 96.97% of the revenues we expected to receive. We spent 90% of the expenses that we expected to receive, again due to the waiver match and the enhanced rate that we were paying for 2020. The prior year encumbrance report has remained unchanged. We carried over \$736,000 from 2019, paid out \$282,000 off of the 2019 purchase orders, and closed \$454,000 in purchase orders, with \$0 remaining for 2019 purchase orders at the end of December.

In review of resolution 01-02-21, there were two payrolls in December, with the first payroll reflecting the vacation payout. The breakdown of the non-payroll that week was \$989,353. The list of bills was also included within the Board Packet.

The Board duly adopted.

01-03-21: Resolution to approve the transfer of funds to NEON for Family Support Services

Maria Heege moved for approval of Resolution 01-03-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the transfer of the \$212,000 to the North East Ohio Network (NEON) to support obligations for family support services. DODD funding that the board used to receive has been discontinued due to budget cuts, but the Board wants to continue to support them. In years leading up to 2020, the Board received subsidy funding from the Ohio Department of Developmental Disabilities on a quarterly basis for the purpose of supporting Family Support Services (FSS), however, the most recent State Biennium budget cut this funding to County Boards. Even though the funding is no longer available, the Board would like to continue funding the FSS Program. The goals of the FSS program is to promote family unity, to maximize self-sufficiency and to prevent inappropriate institutionalization by offering an array of supports that can be tailored to the unique need of the individual in need of services. The money that would be transferred will provide the resources to replenish funds needed to continue operating the Family Support Services program at NEON. These funds were appropriated in the 2021 budget.

The Board duly adopted.

01-04-21: Resolution to approve a request of the Board of County Commissioners to go out to bid for Whipple-Dale parking lot re-*surfacing*

Jim Anderson moved for approval of Resolution 01-04-21. Carmelita Smith seconded.

Tim Beard, Buildings/Grounds Maintenance/Food Services Manager, presented this resolution for the Stark County Board of DD to request that the Board of Stark County Commissioners approve the Whipple-Dale Centre resurfacing project, not to exceed \$170,000, which includes architectural and engineering fees. Maintenance Department shows no record of the entire parking lot being re-surfaced in since the buildings opening in 1989. The parking lot has had multiple patching, seal coats and expansions over the past 30 years. We will bid to mill the entire parking area (excluding the New Lot of 2020) to an average depth of 4", hauling the millings off site, grade where needed and install strength course of #301 hot mix compacted to 2-1/2 inches. We will then install the wearing course of #448-1 Hot mix compacted to 1 ½ inches and Stripe per approved layout.

The Board duly adopted.

01-05-21: Resolution to approve the 2021-2023 Strategic Plan

Dr. Jessica Falvo Lang moved for approval of Resolution 01-05-21. Carmelita Smith seconded.

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Discussion:

William Green, Superintendent, presented this resolution requesting approval of the 2021-2023 Strategic Plan that was presented during New Business. This Plan does adhere to Ohio Administrative Code 5123:2-1-02(C), that states all County Boards of Developmental Disabilities shall have a Strategic Plan that identifies the vision and mission as well as strategies to address the following: (a) Promoting self-advocacy by individuals served by the County Board; (b) Ensuring that individuals receive services in the most integrated setting appropriate to their needs; (c) Reducing the number of individuals in the County waiting for services; (d) Increasing the number of individuals of working age engaged in community employment; (e) Taking measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the County; and (f) Meeting with each newly certified independent provider within sixty days of the provider being selected to provide services to an individual, for purposes of confirming that the provider understands the individual service plan and the provider's responsibilities and ensuring the provider has contact information for the County Board.

The Board approached the creation of the Plan by assessing Stakeholder input via an electronic and paper survey, and assembled a Strategic Plan Steering Committee that was facilitated by Amy Renkert, Greyledge Consulting LLC, to build a Plan based upon the input from Stakeholders. The Steering Committee met four times in November 2020 in two hour sessions. The Draft Plan was distributed to Stakeholders on January 8, 2021, and public comments were received on the Plan through January 22, 2021.

The Board duly adopted.

01-06-21: Resolution to amend the Table of Organization to create three SSA positions.

Maria Heege moved for approval of Resolution 01-06-21. Jim Anderson seconded.

Discussion:

Connie Poulton, Director of Human Resources, shared that this resolution is requesting an amendment to the Table of Organization to add three new SSA positions. The Service and Support Administrator serves as the point of contact to assist the individual with developmental disabilities in coordinating all services they may need to meet their health, safety, and welfare needs. The addition of these three (3) SSA positions are in alignment with our Strategic Plan.

The expense associated with the addition of three (3) Service and Support Administration positions is included in the 2021 budget. Once the positions are approved, each will be assigned a Position Control Number (PCN) and be placed on the Table of Organization, these positions will be added throughout the year, not immediately.

The Board duly adopted.

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01-07-21: Resolution to extend the COVID-19 Emergency Leave Policy.

Carmelita Smith moved for approval of Resolution 01-07-21. Jim Anderson seconded.

Discussion:

Connie Poulton, Director of Human Resources, explained that this resolution is for approval to extend the COVID-19 Emergency Leave policy effective immediately. The Families First Coronavirus Response Act (FFCRA) enacted on March 1, 2020, required employers to provide 80-hours of emergency paid sick leave or Family and Medical Leave Act leave to employees for qualifying reasons related to COVID-19 through December 31, 2020. Though the new COVID-19 legislation does not contain an extension of this act, qualifying employers can voluntarily provide emergency paid sick leave or Family and Medical Leave Act to employees for COVID qualifying reasons from January 1, 2021, through March 31, 2021.

The sick leave mandate provides two weeks paid sick time (not to exceed 80 hours) and expanded paid Family Medical Leave for qualifying criteria pertaining to the COVID-19 Pandemic. This voluntary extension of paid sick leave does not provide any additional paid leave and would only be for employees who have not already used their 80 hour (two week) entitlement.

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, and noted that Policy 4.12, Personal Days, will be presented again in February as a result of some changes that came up after first reading:

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

01-08-21: Resolution to approve the Board policies presented for second reading

Jim Anderson moved for approval of Resolution 01-08-21. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Maria Heege seconded. The Board adjourned at 6:48 p.m.

The next Board meeting is scheduled for Tuesday, February 23, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.