

**Stark County Board of Developmental Disabilities
Board Meeting
February 23, 2021
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, February 23, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

Roll Call:

Present:

Absent:

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

Also Attending: Bill Green, Superintendent
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources

In Memoriam:

A moment of silence was observed for the following: Dixie Mayle, age 76, passed away on Monday, January 25, 2021. She received services from the SSA Department; Tyrone Eitresz Marsh, age 56, passed away on Friday, January 15, 2021. He attended the REM Day Program, and received services from the SSA Department; Caroline Denise Foster, age 53, passed away on Tuesday, January 19, 2021. Caroline previously attended the Stark DD Workshop program, and also received services from the SSA Department; James Cupp, age 64, passed away on Monday, January 25, 2021. James attended the Gentle Brook day program, and received services from the SSA Department; Harry William Shiltz, age 55, passed away on Sunday, January 24, 2021. He was involved with the SSA Department for many years; William "Billy" Aaron Dovicsak, age 45, passed away on Tuesday, February 2, 2021. He worked at the North Canton Acme for 25 years, and received services from the SSA Department; Betty Jean Buck, age 66, passed away on Saturday, February 13, 2021. She received services from the SSA Department, and worked at the SCBDD Workshops; Dallas Howard Stacy, age 79, passed away on Tuesday, January 12, 2021. He received services from the SSA Department; Enrico Roberto Caruso, age 71, passed away on Tuesday, February 16, 2021. He received services from the SSA Department; Graycee Jael Wilson, age 21, passed away on Wednesday, February 17, 2021. She received services from the SSA Department; Cheryl A. Lovejoy, age 64, passed away on Sunday, January 31, 2021. Cheryl worked for Stark DD for 30 years before retiring in April 2020. She began as part of the custodial crew, and then oversaw Central Records until her retirement; Barbara Emilie Royer, age 70, passed away on Sunday, January 31, 2021. Barbara worked for the Board in Adult Services at the Lester Higgins workshop for 25 years before retiring in 2014.

Recognition of Retirees

Connie Poulton, Director of Human Resources, shared a PowerPoint presentation recognizing Judy Palmer, a Clerk in the SSA Department with 20 years of service, who is retiring on February 26, 2021.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Annual Organizational and January 26, 2021, Board meetings.

Maria Heege moved for approval. Jim Anderson seconded.

The Board duly adopted.

Public Speaks:

None.

President's Report:

President Sutter started off by stating that the Board meeting would be abbreviated as a reminder, due to the In-Service following the regular meeting. He shared with the audience that the In-Service is a Board training, provided by Jeff Davis, State Director of the Ohio Department of Developmental Disabilities.

Superintendent's Report:

Superintendent Green shared that we are very excited that March is knocking on the door, which is Disability Awareness Month. He shared that our Ambassadors will be highlighted at the next meeting, and Lisa Parramore will share a presentation highlighting people with disabilities next month as well. We will conclude March with our Community Report, which will be published in the Canton Repository. Superintendent Green ended his report by sharing that the Board In-Service Training following the regular Board meeting would be presented by State Director Jeff Davis at 6:20 P.M.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: March 16, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: March 19, 2021, at 3:00 p.m.
- C. Ethics Council – No Meeting in January
Next Meeting: March 23, 2021, 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 March Board meeting for second reading and Board approval.

Policy 2.13 Family Support Services – Revised
Policy 3.01 Safety Program – Revised
Policy 3.09 Photography Documenting Injuries of Individuals – Reviewed
Policy 4.12 Personal Days – Revised
Policy 4.17 Equal Employment Opportunity and Affirmative Action Policy Statement – Reviewed
Policy 5.10 Preschool Program Discipline – Reviewed
Policy 5.22 Bus Engine Idling – Reviewed
Policy 6.11 Network Security – Reviewed
Policy 6.22 Electronic Signatures – Reviewed

Financials and Board Resolutions:

02-09-21: Operating Fund #071

| | |
|--|------------------------------|
| A. Two Payrolls for January | \$1,181,606.52 |
| B. Bills for Payment in January | \$1,389,976.79 |
| TOTAL | <u>\$2,571,583.31</u> |

Jim Anderson moved for approval of Resolution 02-09-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for January 2021 total local revenue was \$619,265; total state revenue was \$214,210; and total federal revenue was \$257,932. Total revenue received for January was \$1.09 million.

For January 2021 expenditures, there were two payrolls totaling \$1.18 million; total benefits paid of \$179,395; and total other expenditures of \$1.21 million. Total expenditures for the month were \$2.57 million. Expenses exceeded revenue by \$1.48 million.

Unencumbered cash as of January 1, 2021, we began 2021 with \$53.6 million, carried over \$1.14 million in 2020 purchase orders, leaving a balance of \$52.46 million. There are open purchase orders of \$16.5 million for 2021. With the net change in financial position of negative \$1.5 million, the month ended with unencumbered cash of \$34.5 million. Leigh notes that any variances can be attributed to E-FMAP benefits due to the health emergency.

For the January budget versus actual statement, year-to-date revenues are \$1.09 million, which is 2.14% of what we expect to receive, total expenses of \$2.57 million which is 4.86% of what we expect to receive. The available budget at the end of January was \$33.8 million, consisting of mostly waiver match to be spent, and personnel services.

In review of prior year encumbrances, there was \$1.14 million in encumbrances carried over from 2020, \$208,821 was paid in January, cancelled \$266,171 in January, and there is a remaining balance of \$666,805.

For Resolution 02-09-21, there were two January payrolls of \$1.18 million, with nothing out of the ordinary to note, and other non-payroll expenses of \$1.38 million.

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 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

02-10-21: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 02-10-21. Jim Anderson seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Jim Anderson moved for approval. Dr. Jessica Falvo Lang seconded. The Board adjourned at 6:15 p.m.

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