

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

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 23, 2021, at 2950 Whipple Avenue NW, Canton, Ohio and by video teleconference. The meeting was called to order by President Dan Sutter at 6:01 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

None

**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: David "Dave" Richard Thomas – Dave, age 61, passed away on Thursday, February 25, 2021. He received services from the SSA Department; James Edward Seiler, age 65, passed away on Friday, March 5, 2021. He received services from the SSA Department; William "Bill" Edward Gross, age 65, passed away on Tuesday, March 16, 2021, 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 February 23, 2021.

Maria Heege moved for approval. Carmelita Smith seconded.

The Board duly adopted.

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### **Recognition of Retirees**

Connie Poulton, Director of Human Resources, shared a PowerPoint presentation recognizing two employees who are retiring at the end of March: Cindy Bennett, Investigative Services Clerk, with 34 years of service, and Debbie Miller, a custodian at Southgate, with 20 years of service.

### **March Awareness Presentation**

Lisa Parramore shared a PowerPoint presentation celebrating March as Developmental Disabilities Awareness Month. She highlighted activities that sought to bring awareness to the community that have occurred so far this month including: State Advocacy Day and Inclusion Day on March 2, the Virtual Awareness Walk that used the phrase #WeAreHere in which people shared photos as they were out and about in the community. World Down Syndrome Day was on March 21, and we continued the celebration on Monday, March 22, with our staff and community joining in the "Lots of Socks" campaign in support of World Down Syndrome Day. We have been working with Partner Agencies to bring awareness as well, and will continue to do so throughout the rest of the year, we will share blog posts four times per year, with one of them being the March post which highlights Developmental Disabilities Awareness Month. We also shared information and resources for people to participate in the 31 days of Advocacy Activities on social media, each day we posted a link, video, or information to help guide families in joining in the activities. Lisa noted that our 2020 Annual Community Report, as part of our effort to be transparent in everything we do, will be available this Sunday in the Canton Repository.

*Meet our Ambassadors:* We continue to tell stories, and on a separate page on the Stark DD Website, you can find over 30 stories that we have collected about our ambassadors, providers, and employees where you can learn more about each person's story. Lisa shared that our March Ambassadors can be seen on 10 billboards around the County, in the Canton Repository and Alliance Review in print and digital formats, on the radio on WKSU, Facebook, and Instagram, with all stories being permanently housed on the Stark DD Website on the "Our Stories" page.

Lisa introduced the 2021 Ambassadors, who are each from a different age group: Kylan, who receives Early Intervention services; Gemma and Lyla, who are twins receiving Preschool Services; Nictoria who attends Rebecca Stallman Southgate School; Lucas, who attends Canton South High School, whose story shares how Transition Services are helping him prepare for the transition to adulthood; and Julie, who is in the Adulthood Age group, and has been receiving services from Stark DD dating back to preschool.

The families of each Ambassador were invited to speak at the Board Meeting, and the families that were able to attend expressed their gratitude for Stark DD, the excitement of seeing their faces on billboards and in the media, and shared a bit of their experiences so far.

### **Public Speaks:**

None



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

President Sutter started off by thanking Lisa and all of the Ambassadors and their families for sharing their stories with us. With regards to COVID-19, it has now been a year since we have been under this pandemic. It is nice to see the numbers in Stark County decreasing, but that it is important for us to stay vigilant. President Sutter and his wife were able to get their first vaccine shots last week, and he shared that it is amazing the sense of optimism they had in receiving it, and like a lot of people, they referred to it as their "Eventual Freedom Shot".

We are learning that the American Rescue Act will provide additional support for the people we serve, as well as funding for pilot initiatives to the tune of \$200 million for Ohio. This legislation is also increasing our already enhanced FMAP, which is the Federal Medicaid Assistance Percentage, from 6.2% to 10% for the time period of April 1, 2021 through March 31, 2022. I am sure Leigh and Bill will be sharing the positive impact that this money can bring to us in Stark County. President Sutter concluded his report with a reminder for next month, that the meeting will be abbreviated, and the second Board In-Service session will follow.

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

Superintendent Green started off by recognizing that we always consider March as a celebration, and it is affirming to see our ambassadors and families participate. They represent who we are and what we do as we attempt to come alongside them.

Tonight, we would like to take a step back and look at the big picture as a part of the Superintendent's Report. We have a new mission, which better defines what we do and who we are: *"Supporting choices and creating opportunities for people with disabilities and their families."* I personally did not see our mission ever changing from what it was, *"Supporting people with disabilities and their families"*, but I am so glad that it did. The influence of the feedback that we received from our Stakeholders and the input from the Strategic Plan Steering Committee, is what forged this change. We were pressed over and over again to define what we do and how we do it, which is why our mission has been enhanced. However, our values remain the same. Our values are the filter we must run every decision through.

Superintendent Green then shared an overview of each of our values:

#### *Choice*

We believe people have the right to choose how they will live their lives, where they will live, and with whom. Opportunity, natural supports, and available resources enable people to realize their choices.

#### *Dignity & Respect*

We believe inclusion begins with a core belief that everyone deserves dignity and respect. Dignity and respect focuses on the significance and value of every person as unique. We show our commitment to upholding people's dignity by the ways in which we treat them; fairly, truthfully and with care and compassion. We respect other's views, choices and



decisions and do not make assumptions about what people want, like, or how they want to be treated.

#### *Accountability*

In fulfilling our mission, we will conduct ourselves in a manner that is responsible and answerable to people with disabilities, their families, and to the Stark County community.

#### *Stewardship*

We are responsible for the planning and management of resources entrusted to the Board in order to connect as many people with the services and supports they need. We value the services and supports that respond to the public need by adhering to what we do best, and ensuring that we are using public resources in an efficient and effective way.

#### *Integrity*

We choose to be honest, trustworthy, and ethical in all we do.

He stated that as we take this step back to look at our landscape and the big picture, we ask – who are we?

We are many vital supports. We are a funder of services, we are a planner of services and supports and the single point of accountability as we are mandated to write each person's service plan. We are a monitor of services to make sure people are getting what they want and need. This includes the SSA, RNQA, and Provider Compliance and Support functions. We are an investigator of incidents that adversely affect health and safety. This is our Investigative Services Department. We are here to support our vast provider community made up of over 125 agency providers, and over 120 independent providers. We are Early Intervention; we are there with families teaching them how to support their son or daughter to the tune of over 300 families a month. We are our preschool; supporting 65 preschoolers in an integrated way. We are our School Age Program; supporting 98 students. We are our Transportation Program. We are our Building and Grounds, Human Resources, Information Technology, and Finance Departments. We are all of these things and we must be working in synchronicity, as a team; learning together, to make sure that the people we support are getting what they need. This is who we are and what we do every single day – to make sure that the people we serve are safe, and getting what they want and need.

In closing, as we celebrate Disability Awareness Month, to add to what our Ambassadors and their families shared, and our Disability Awareness Month Presentation that Lisa shared, it is important to look at our mission, to look at our values as we go forward, and to always keep these at the forefront of our mind, as we implement our new Strategic Plan, and every day.

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

- A. Finance Committee – Minutes in Board packet  
Next Meeting: April 20, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: April 23, 2021, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet  
Next Meeting: April 27, 2021, at 5:45 p.m. (if needed)

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

Policy 2.33 Independent Service Providers – Reviewed  
Policy 2.34 Competitive Bidding – Reviewed  
Policy 3.02 Dangerous Weapons and Firearms – Reviewed  
Policy 4.34 Collective Bargaining Agreement(s) – Reviewed  
Policy 5.11 Anti-Harassment, Anti-Intimidation, Anti-Bullying in Schools – Reviewed  
Policy 5.27 Preschool Transitions – Revised  
Policy 6.04 Data Classification – Reviewed  
Policy 6.07 Guest Access – Reviewed  
Policy 6.08 IT Incident Response – Revised

**Financials and Board Resolutions:**

03-11-21: Operating Fund #071 (page 53)

<b>A. Two Payrolls for February</b>	<b>\$1,294,034.74</b>
<b>B. Bills for Payment in February</b>	<b><u>\$5,088,498.67</u></b>
<b>TOTAL</b>	<b><u>\$6,382,533.41</u></b>

Maria Heege moved for approval of Resolution 03-11-21. Dr. Falvo Lang seconded.

**Discussion:**

Leigh Page, CFO/Business Manager, reported that for February 2021, total local revenue was \$127,998; total state revenue was \$228,469; and total federal revenue was \$891,371. Total revenue received for February was \$1.24 million.

For February 2021 expenditures, there were two payrolls totaling \$1.29 million; total benefits paid of \$687,434; and total other expenditures of \$4.4 million. This includes a waiver match payment and administrative fees of \$4.1 million. Due to the E-FMAP, we will continue to see a decrease in waiver match due to enhanced rate.

For year-to-date cash, we started 2021 with \$53.6 million, ending February with \$46.9 million. We carried over \$1.1 million in 2020 purchase orders, which gave us unencumbered cash at the beginning of the year of \$52.4 million. There are open 2021



purchase orders of \$11.6 million at the end of February. With the net change in financial position of negative \$6.6 million, the month ended with unencumbered cash of \$34.18 million.

Looking at the February budget versus actual statement, we received \$2.39 million, which is 4.5% of total revenues that we expected to receive, and spent 17% of total expenditures budgeted, which puts us on target. The available budget at the end of February was \$32.2 million.

In review of prior year purchase orders, there was \$1.14 million in encumbrances carried over from 2020, \$250,082 of the purchase orders has been paid, \$405,908 was canceled, and there is a remaining balance of \$484,807 of 2020 purchase orders.

For Resolution 03-11-21, there were two February payrolls of \$1.29 million that included the non-represented increase in the second pay of February. Other non-payroll expenses of \$4.4 million included: a waiver match payment and administrative fees in the first week.

The Board duly adopted.

03-12-21: Resolution to transfer funds to NEON for Capital Housing

Dr. Falvo Lang moved for approval of Resolution 03-12-21. Carmelita Smith seconded.

Discussion:

This resolution is to payback NEON for capital assistance funds that were provided up front by NEON, in the amount of \$27,898, to Hope Homes Foundation. This was one of Hope Homes Foundation's projects at the end of 2020. Once the Board receives the funds from DODD, we will then transfer the \$27,898 back to NEON as a payback.

The Board duly adopted.

03-13-21: Resolution to approve Program Calendars

Maria Heege moved for approval of Resolution 03-13-20. James Anderson seconded.

Discussion:

Connie Poulton, Director of Human Resources, informed the Board that the program calendars for the 2021-2022 program year were presented for approval. These calendars have been reviewed by both unions, which is in compliance with the labor contracts. The Preschool calendars for Eastgate and Taft, and the school-age calendars for Avondale and Southgate comply with the hours required by the ODE, and are in compliance with the Staff work days as written in the labor contracts. The required number of service days for Early Intervention comply with regulations, and are listed on the Administrative Calendar. The resolution also states that the Board has the right to amend the calendars after they are adopted in the event of an unforeseen circumstance, which would include emergency shutdowns, excessive bad weather days, or even a pandemic.

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The Board duly adopted.

03-14-21: Resolution to approve the Board policies presented for second reading

Carmelita Smith moved for approval of Resolution 03-14-21. Dr. Falvo Lang seconded.

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

- 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

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. James Anderson seconded. The Board adjourned at 6:42 p.m.

The next Board meeting is scheduled for Tuesday, April 27, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.