

**Stark County Board of Developmental Disabilities
Board Meeting
April 27, 2021
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, April 27, 2021, 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
Jim Anderson
Cindi Sutter
Recording Secretary Dr. Jessica Falvo Lang

Vice President Carmelita Smith
Maria Heege

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:

Those we serve:

A moment of silence was observed for the following: Annette Rose Pappas, age 77, passed away on Monday, March 22, 2021, she received services from the SSA Department; Charles "Bull" Franklin Carter, age 75, passed away on Friday, April 9, 2021, he received services from the SSA Department; Tammy Margaret Ryen, age 51, passed away on Sunday, April 18, 2021, she received services from the SSA Department.

Employees:

Elizabeth "Beth" Ann Calvo, Beth, age 43, passed away on Wednesday, April 7, 2021. Beth was an Intervention Specialist for the preschool and school age programs. Beth worked at several locations, including Eastgate Early Childhood and Family Center, Avondale Elementary and Southgate School.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the Board meeting held on March 23, 2021.

James Anderson moved for approval. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter began his report by offering a reminder that a Board In-service was scheduled to begin at the conclusion of the regular Board meeting. We each have been provided with a separate link to enter this training. Our presenter for this In-Service is Pete Moore, CEO of the Ohio Provider Resources Association, and he will be sharing information regarding legislative priorities, as well as the work they are doing to address the direct support professional workforce crisis.

Superintendent's Report:

Superintendent Green stated that his report would be brief. He directed the attention to the Department Board Reports that are included within the Board Packet, and that the reports reflect the work and efforts that occur each month within each department. He emphasized that the amount of work done by our department heads and staff for people with disabilities in our community is simply amazing. He reiterated that his report would be brief to allow dedicated time to receive an update from Rebecca Holthaus, our new Principal of School Programs, where she would present on some of the great things that are going on at Southgate.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next meeting: May 18, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: May 21, 2021, at 3:00 p.m.
- C. Ethics Council – No Meeting in March
Next meeting: May 25, 2021, at 5:45 p.m. (If needed)

Old Business:

None

New Business:

None

School Age Program Presentation

Rebecca Holthaus, Principal of School Programs, first expressed her gratitude for the opportunity to work at Southgate. She shared that the children are inspiring, and she feels honored to be a part of the team.

She shared a PowerPoint presentation with the first slide addressing the team's work towards climate and culture, including the changes endured through the pandemic in

regards to remote learning. She shared that currently only 16 children remain remote, and the remaining students are in-person. Many students came back in January when in-person returned to the 5-day schedule, and they saw even more students return to in-person after spring break.

Rebecca shared that she and Tammy Maney have been collaborating on initiatives between Eastgate and Southgate. They are working together on Positive Behavior Intervention Supports (PBIS) program development that will begin at Eastgate and follow through to Southgate. PBIS procedures help to establish the classroom and building expectations of the children in school, and promote positive behavior. They are working to keep them continuous, so that the transition from Eastgate to Southgate is seamless for the students. Tammy and Rebecca are also working with two teams in each of the buildings on the Comprehensive Continuous Improvement Plan (CCIP). These will be the goals moving forward, together with Eastgate, for the next three years.

Beginning in January, the team began working on curriculum planning at Southgate. They are currently focusing on extended state standards, which included more training on the Unique Curriculum that they are currently using, common instructional practices, identifying more curriculum resources, and intentional teacher collaboration through grade bands and team meetings.

In kindergarten through sixth grade classrooms, they began looking at additional programming for the students. Following the additional staff development training in the Unique Curriculum, they explored other options and talked to other DD programs about what is successful with their students, and ultimately ended up keeping the Unique Curriculum. They will begin to use Preschool Units to help with the seamless transition from Eastgate to Southgate. They also worked hard to identify positive common behavioral expectations.

At the beginning of the school year in the middle school classrooms, they will introduce a Novel Study on James and the Giant Peach. They will be working on career exploration, looking into different programming for mathematics, and will be working to develop Interest Inventories with students to find what drives each student and what makes them smile.

In high school classrooms, the teachers and staff will be working on creating transcripts, utilizing the Unique Curriculum that will be shared with the school districts that service the children, focusing on mathematics with a balance between extended state standards and functional skills, and instruction around job-related skills.

Transition Planning, which includes the Community Education Program, they are looking at a curriculum that they plan to initiate next year. It will include lessons based around work-related skills, hygiene skills, job skills, interpersonal relationship skills, and real lessons that students will be able to use once they transition into the community. This will focus on what life looks like for the students once they leave the program. The team is working hard to place a focus on independence for the children, and integrating technology to improve their lives, or make them easier.

She ended her presentation discussing the whole-building initiatives. These initiatives include looking at the PBIS Programming, sensory tool use and sensory breaks, and driving

increased parental involvement. Currently PBIS is building-wide, and the team is looking to take those expectations, and narrow them down for each individual student, which will include common language. Southgate purchased sensory items for each classroom with the CARES Act money that was received. This allows for sensory breaks during the day, helps with intentional movement activities to increase mental alertness, and is a great way to integrate behavior management and academics. This summer, parents will be invited to come for an Open House, where they can go into the classrooms, and bring their children in, meet their teachers, visit their classrooms, in hopes that the beginning of the school year won't be as stressful for the children. Rebecca will continue to send out weekly email blasts to parents, posting on Facebook, and will be initiating monthly meetings where parents will have the opportunity to meet other parents for support, and share their experiences with one another.

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 May Board meeting for second reading and Board approval.

- Policy 2.26 Use of Board Vehicles – Revised
- Policy 4.31 Political Activities – Reviewed
- Policy 5.03 Early Intervention Enrollment and Child Records – Reviewed
- Policy 5.04 Individualized Family Service Plan (IFSP) – Revised
- Policy 5.05 Early Intervention Staffing Ratios – Reviewed
- Policy 5.08 Preschool Program – Reviewed
- Policy 6.09 Mobile Devices – Reviewed
- Policy 6.12 Outsourcing – Reviewed

Financials and Board Resolutions:

04-15-21: Operating Fund #071

A. Three Payrolls for March	\$1,857,038.70
B. Bills for Payment in March	<u>\$1,062,646.99</u>
TOTAL	<u>\$2,919,685.69</u>

Dr. Jessica Falvo Lang moved for approval of Resolution 04-15-21. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for March 2021 total local revenue was \$909,276; total state revenue was \$222,832; and total federal revenue was \$2.8 million. Leigh noted that we received a waiver reconciliation during the month of March in the amount of \$2.8 million, giving us total revenues of \$3.9 million.

March 2021 expenditures included three payrolls, with nothing out of the ordinary to note, totaling \$1.9 million; total benefits paid of \$771,011; and total other expenditures of \$291,635. Total expenses were \$2.9 million, with revenues exceeding expenses by \$1.04

million. Year-to-date there is a negative financial position of \$5.5 million in expenditures over revenues, with unencumbered cash at the end of 2020 totaling \$53.6 million. We carried over \$1.14 million in purchase orders from 2020, which gave us unencumbered cash at the beginning of 2021 of \$52.4 million. At the end of March, we had \$10.64 million in open 2021 purchase orders, and with the negative change in financial position, total unencumbered cash at the end of March was \$36.2 million.

Looking at the March budget versus actual statement, focusing on year-to-dates, we have received \$6.3 million, which is 12.36% of total revenues that we expected to receive. We have spent \$11.8 million, which is 22.45% of total expenditures budgeted, and our target is currently about 25%. The available budget at the end of March, mostly made up of personnel expenses and waiver match that has not been encumbered on a purchase order, was \$30.36 million. In review of prior year encumbrances, there was \$1.14 million in purchase orders carried over from 2020, \$255,033 have been paid, \$718,149 were closed, and there is a remaining balance of \$168,614. For Resolution 04-15-21, there were three March payrolls, with nothing unusual to note, of \$1.86 million. Other non-payroll expenses were \$1.06 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 2.33 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-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

04-16-21: Resolution to approve the Board policies presented for second reading

Dr. Jessica Falvo Lang moved for approval of Resolution 04-16-21. James Anderson seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. James Anderson seconded. The Board adjourned at 6:28 p.m.

The next Board meeting is scheduled for Tuesday, May 25, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.