

**Stark County Board of Developmental Disabilities
Board Meeting
May 25, 2021
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 25, 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
Vice President Carmelita Smith
Recording Secretary Dr. Jessica Falvo Lang
Maria Heege
Cindi Sutter

Jim Anderson

Also Attending:

Brandon Haney, Information Technology Manager
Ed Lewis, Provider Compliance and Support Manager
Tammy Maney, Early Childhood Director
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: Robert Blain Eisenbrei, age 74, passed away on Wednesday, April 28, 2021. He attended the Cornerstone Day Program, and received services from the SSA Department; Mark Thomas Schillig, age 61, passed away on Saturday, May 1, 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 April 27, 2021.

Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Recognition of Retirees

Connie Poulton, Director of Human Resources, shared a PowerPoint presentation honoring three retirees that are retiring in June and July. Carolyn Keller, an Intervention Specialist Assistant at Southgate with 24 years of service; Joan Lamp, a Follow-Along at Eastgate with 13 years of service; and Lesley Reed, an Intervention Specialist at Southgate with 32 years

of service. We wish them a long and happy retirement, and are so appreciative for all their years of service.

Public Speaks:

None

President's Report:

President Sutter began his report by stating that he has been monitoring the FY 22-23 Ohio Budget Bill and there is legislation that may extend virtual meetings until the end of the year. At this time, virtual meetings are only approved through June. He stated that we will be monitoring this closely and he asked for the Board's feedback, on if there were any thoughts about returning to in-person meetings this year, of course, legislation permitting. If the legislation is not approved to extend virtual meetings, we will return to in person for our August meeting. President Sutter shared that Bill was not present, as he was attending his daughter's high school graduation, so there would be no Superintendent's Report during the meeting. With no Old Business or New Business to report, he shared that Tammy Maney, our Early Childhood Director, would share a presentation highlighting some of the work that is currently taking place within our Preschool Program.

Committee/Department Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: June 22, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: June 25, 2021, at 3:00 p.m.
- C. Ethics Council – No Meeting in April
Next Meeting: June 29, 2021, at 5:45 p.m., if needed.

Old Business:

None

New Business:

None

Preschool Program Presentation

Tammy Maney, Early Childhood Director, shared a PowerPoint presentation on the Preschool Program. Tammy shared that we partner with all 17 school districts in Stark County, as students are referred to us by the school districts. We have preschool classes at two different sites. The first site is at Eastgate Early Childhood and Family Center, and the other at Taft Elementary.

At Eastgate, we have seven classrooms. Three of the classrooms are for children with multiple disabilities. Children in these classrooms have medical, physical and/or cognitive disabilities. The four remaining classrooms are for children with Autism. In each of these

classrooms, we do include several children who are typically developing, and feel very strongly about having those children as role models as part of our program, especially for language and social-emotional role models. At Eastgate, we have full time therapists at all times, and a full time nurse. We also have services to support positive behavior development, such as a behavior specialist, a sensory room, and elements of applied behavior analysis in our Autism rooms.

Our second site is at Taft Elementary in Plain Local School District. This is the location where all Plain Local preschoolers attend, along with a class for preschoolers from all over Stark County that have hearing impairments. There are six preschool classrooms at Taft, one of them being ours. Our class at Taft is designed to serve mainly children with multiple disabilities, but they also have the occasional child with Autism. Our Preschool Therapists from Eastgate also serve the Taft classroom, and our Behavior Specialist is also available to go over to offer consultations and supports to the teachers. Since there is not a full time Nurse on duty, staff at Taft all attend a class on Medication Administration, and our Nurse will then delegate tasks to them including medication administration and tube feeding. Having an embedded class allows us to have the opportunity for integration, for not only our students to integrate with gen-ed students, but also the gen-ed students to come into our program. In a non-Covid year, first graders will have the opportunity to earn the privilege to come to our classroom to read to our class. The Principal at Taft has a program where the children earn "money", so to speak, and what many of them will want to purchase is the right to come and read to our students. There is also a "Science Buddies" program, where students from gen-ed that are working on developing leadership skills will come in and conduct science lessons with our students. We are also able to place our students who will be moving on to kindergarten in the next year into a kindergarten classroom in the second half of the school year a couple of afternoons out of the week so that our students get to see what kindergarten will be like for them. Tammy expressed that we are very fortunate to be a part of this program, and the teacher at Taft that runs it does an amazing job leading the program for us.

Tammy shared that many people do not realize the reviews conducted by the Ohio Department of Education that preschools must go through. There are two types of reviews that occur; one is an annual review, where ODE Inspectors will come in unannounced to inspect our program to make sure we are meeting regulations. There is also a triennial review, when ODE Inspectors come in to inspect the quality of the program we offer. As part of this review, which is for the Step Up To Quality program, all staff members are required to have 30 hours of professional development in Early Childhood every two years. This aspect is monitored very closely, and if one staff member does not have their full hours, our preschool will lose the full five-star rating that we currently hold. ODE wants to make sure that the staff we have working in our preschool, especially with us being a five-star rated preschool, are up to date on information, and are as highly qualified as possible.

What's next for Stark DD Preschool? Tammy stated that some of the things implemented due to Covid, we will want to keep going forward. Early Intervention moved out of Eastgate, which allowed us to spread out, and this way our preschool classes could use more space for Preschool Yoga, nap time, or different kinds of activities. We adjusted to only having one class in the gym or on the playground at a time, which will be increased to two classes at a time next year, to allow for more interaction between classes, but the days are gone of "Open Gyms". Another thing we will be working on will be adding a paper to the annual

packet for parents that will include a headshot of each team member, and their qualifications. This will allow parents to see the team that their child will have during the school year.

Tammy wrapped up her presentation by sharing that the staff and students are what supply the heart and soul of our preschool. She shared a story of a child that had improved so much during the school year, which previous needs assessed, were no longer necessary for the child. The therapists made countless home visits with families facing difficult circumstances to make sure that any help desired was offered. She shared other inspiring stories of employees and children from Eastgate that have grown and improved drastically over the past year. She shared a quote from a Broadway Musical, "you gotta have heart", and stated that to her it is obvious that our Stark DD Preschool has nothing but heart.

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 June Board meeting for second reading and Board approval.

- Policy 2.06 Cash Management – Reviewed
- Policy 2.07 Annual Inventory and Disposition of Property – Reviewed
- Policy 2.18 Behavior Support – Revised
- Policy 3.08 Workplace Violence Prevention – Reviewed
- Policy 4.25 Professional Meeting and Conference Absence – Reviewed
- Policy 5.14 Suspension-Removal-Expulsion of Students – Reviewed
- Policy 6.13 Password – Reviewed
- Policy 6.16 Retention – Reviewed

Financials and Board Resolutions:

05-17-21: Operating Fund #071

A. Two Payrolls for April	\$1,223,735.85
B. Bills for Payment in April	<u>\$1,901,831.34</u>
TOTAL	<u>\$3,125,567.19</u>

Maria Heege moved for approval of Resolution 05-17-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of April 2021, we received our first half real estate distribution of \$17.8 million, with total local revenues totaling \$17.9 million; total state revenue was \$199,970; and total federal revenue was \$6.2 million. Leigh noted that we received two cost report settlements for the 2017 and 2018 cost reports, with total revenue for the month totaling \$24.3 million.

April 2021 expenditures included two payrolls totaling \$1.2 million; total benefits paid of \$1.15 million; and total other expenditures of \$749,826, which puts total expenses for the

month at \$3.13 million. Our revenues exceeded expenses by \$21.2 million. Cash at the beginning of the year was \$53.6 million, with \$1.14 million in 2020 purchase orders carried over, which put unencumbered cash at the beginning of the year at \$52.46 million. At the end of April, we had \$17.5 million in 2021 open purchase orders, taking into account our positive net change in financial position of \$15.6 million, gives us unencumbered cash at the end of April in the amount of \$50.5 million. Leigh noted that the difference can be attributed to the fact that we had not received our first half real estate distribution in May of 2020, which is why there is a noticeable change when comparing 2021 to 2020.

Looking at the April budget versus actual statement, focusing on year-to-dates, we have received \$30.6 million in revenues, which is 60.04% of what we expect to receive. We have spent just under \$15 million, which is 28.36% of total expenditures budgeted, and our target at the end of April is about 33%. The available budget at the end of April, mostly made up of payroll expenses, was \$20.36 million in available budget. In review of prior year encumbrances, there was \$1.14 million in purchase orders carried over from 2020, we paid \$268 in the month of April, \$255,302 have been paid year-to-date, \$730,238 were closed, and there is a remaining balance of \$156,256, which is mostly made up of the locally funded purchase orders that we keep for providers.

For Resolution 05-17-21, there were two April payrolls, with a couple of vacation and sick payouts for employees that retired or left the Agency, totaling \$1.2 million. Other non-payroll expenses were \$1.9 million.

The Board duly adopted.

05-18-21: Resolution to approve SMARTNET Renewal

Dr. Jessica Falvo Lang moved for approval of Resolution 05-18-21. Carmelita Smith seconded.

Discussion:

Brandon Haney, Information Technology Manager, informed the Board that the IT Department is seeking approval to purchase a 5-year SMARTNET maintenance renewal contract at a cost not to exceed \$132,200.00. This contract covers all of the Board's core networks, servers, and phone equipment under maintenance and support agreements to provide access to latest updates and 24/7 support in the case of an outage.

Dr. Jessica Falvo Lang inquired if this cost is for the entire 5-year span, or if the cost is per-year. Brandon Haney confirmed that the not-to-exceed cost is for the entire 5-year contract period.

The Board duly adopted.

05-19-21: Resolution to approve the Provider Competency Rate Add-On Financial Assistance

Maria Heege moved for approval of Resolution 05-19-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Ed Lewis, Provider Compliance and Support Manager, informed the Board that the Provider Compliance and Support Department is seeking approval in support of the Competency Based, Training and Longevity Add-On cost to reimburse providers at a cost not to exceed \$50,000. In July 2018, DODD introduced the Competency Based, Training and Longevity Add-On. This add-on, given to the provider, allows the provider to pay qualified staff an additional \$1.00 per hour for additional services provided. This program that we are looking to begin would allow us to pay \$15/hour for up to 60 hours of training for DSPs, so that the DSPs can access the training, and the providers do not have the financial hardship of the training cost.

The Board duly adopted.

05-20-21: Resolution to approve the establishment of a Reserve Balance Account

Dr. Jessica Falvo Lang moved for approval of Resolution 05-20-21. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is requesting that the Board authorizes the Superintendent or designee to request the Stark County Auditor for the establishment a Reserve Balance Account within the Operating General Fund (071) for purposes of holding funds that are not needed right now to pay for current operating expenses, but that will be needed to pay for operating expenses in the future, in accordance with Ohio Revised Code 5705.222. Furthermore, the amount to be established in the Reserve Balance Account will not exceed \$10,000,000. In accordance with Ohio Administrative Code 5705.222 (C), the Board may request the Stark County Auditor, by resolution, to establish a Reserve Balance Account for purposes of holding those monies that are not needed to pay for current operating expenses but that will be needed to pay for operating expenses in the future. The total balance in the Reserve Balance Account shall not exceed 40% of the Boards preceding year expenditures. Amounts in the Reserve Balance Account shall be considered reasonable and shall not be considered part of the unencumbered balance or revenue of the County under division (A) of section 5705.35 or division (A) (1) of section 5705.36 of the Ohio Revised Code or be taken into consideration by the county budget commission when determining whether to reduce the taxing authority of a county under section 5705.32 of the Ohio Revised Code.

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 2.26 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

05-21-21: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 05-21-21. Carmelita Smith seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. Maria Heege seconded. The Board adjourned at 6:33 p.m.

The next Board meeting is scheduled for Tuesday, June 29, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.