

**Stark County Board of Developmental Disabilities
Board Meeting
June 29, 2021
Minutes**

Oath of Office

Commissioner Bill Smith presented the Oath of Office to Jennifer Moff.

President Sutter congratulated Jennifer, and asked her to share a bit about herself. Jennifer Moff, is a proud wife to Alan Moff, and mother to two children: Alex, who is 16 and receives services from the Board, and Kyle, who is 14 and going into 8th grade. When she isn't being a wife and mom at home, she is the Avondale Elementary Principal for Plain Local Schools. She just finished her third year working for Plain Local Schools. Prior to working at Avondale, she was a teacher and principal in Akron Public Schools. She shared that she is excited to have the opportunity to serve in our community as a member of the Board.

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 29, 2021, at 2950 Whipple Avenue NW, Canton, Ohio and by video teleconference. The meeting was called to order by President Dan Sutter at 6:06 p.m.

Roll Call:

Board Members:

Present:

President Dan Sutter
Vice President Carmelita Smith
James Anderson
Maria Heege
Jennifer Moff
Cindi Sutter

Absent:

Recording Secretary Dr. Jessica Falvo Lang

Also Attending:

Bill Green, Superintendent
Brandon Haney, Information Technology Manager
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Kristen Quicci, Director of Early Intervention and Nursing

In Memoriam:

A moment of silence was observed for the following: Patricia "Patty" Lynn Stovall, age 66, passed away on Tuesday, May 11, 2021. Patty attended TWi, and participated in Beyond Our Boundaries, and received services from the SSA Department; Aiden Lee Rickman, age 1 ½, passed away on Monday, May 10, 2021. Aiden received services from the Early Intervention Department.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the Board meeting held on May 25, 2021.

Maria Heege moved for approval. James Anderson seconded.

The Board duly adopted, and Jennifer Moff abstained.

Recognition of Retirees

Bill Green, Superintendent, shared a presentation honoring one retiree that is retiring in July: Frances Mokodean, an Intervention Specialist at Southgate with 22 years of service. Bill offered the Board's appreciation and thanks to Frances, and shared that Frances plans to come back on an as-needed basis as Teacher Substitute following her retirement.

Public Speaks:

None

President's Report:

President Sutter began his report with welcoming everyone again. It Seems like June and December always have a packed agenda, and today is no exception. Regarding Ohio Legislation, if there are no changes in the Budget Bill, the Board will return to in-person meetings in August. Through advocacy of the legislature, the 2% Medicaid Rate increase will be going forward, which will assist providers with the wages they can provide our Direct Support Professionals. The County Board System looks like they will be able to assist as well. The Board continues their attempts to assist in mitigating the workforce crisis that we are seeing. There is just not a DSP crisis, but a workforce crisis, which we can see in almost every industry in our everyday lives. President Sutter thanked Jennifer again for joining the Board, and stated that the Board is looking forward to working with her.

Superintendent's Report:

Bill Green, Superintendent, started off by greeting everyone. He thanked Jennifer, stating we are so glad she has joined the Board, and we look forward to working with and beside you. He shared two documents; one is new, (What We Are Measuring), which will be the cover of our Board Reports each month. The second document is baked into the fabric of what we have been doing for the past 11 years, the 6-month update on Annual Goals.

What We Are Measuring – though we do have many other measures we track departmentally – is an Agency Outcome Report. This is a goal within our present Strategic Plan, as we strive to be more transparent. We are pleased to report that right now we are serving more people and families than ever before in our history – over 4,100 people. This is exciting news as we move forward. This document also captures the perceptions and feedback from people served, families, and the taxpayers who support us, and provides a view into the scope of how and what we do.

The number of people we are serving includes Early Intervention, Preschool, School Age, Eligibility Determinations, etc. Bill pointed out that specifically, the age group 3-13 has jumped from 383 to currently 446 in May. This area is where we hope our message is reaching the school districts, and sends a message to our families that “we are here”.

Right now, we have 1,769 people with Home and Community Based Service Waivers, which is a lifelong commitment we have made to those people. Incidentally, we are the seventh largest county in Ohio, but we rank fifth for the number of people we have on Home and Community Based Services waivers, which is a testament to our commitment to serve the people in our community. Additionally, Family Support Services is a category we track where we make direct payments to families who are in need.

He shared that some of the services that we are striving to increase include those using supportive technology. With the workforce crisis, we are working to make more “in-roads” for people who are higher functioning that are able to use remote supports, so that staff are not required to be with them

24-hours a day. The MUI category displays the MUIs we have each month and reflects our Agency outcomes. Each month, we work with the Centers for Marketing Research (CMOR), as they interview families covering 40 survey questions. We are using five of the questions within our outcome measures, though we have access to more information we can draw on regarding people served opinions and feedback about the services and supports they receive.

Additionally, we track the category "Inclusive and Social Activities" which determines the number of people that are being integrated into the community. Bill highlighted the number of people employed in community jobs, stating that currently, 259 people are employed in the community. We have actually seen an uptick in this area due to the workforce crisis. Many of the people we serve have continued to work throughout the Pandemic, and never missed a day of work. These people are reliable employees that businesses know they can count on.

The next area reflects the Provider Support Activities. We want to keep a close handle on the number of providers; right now, we have 149 Agency Providers, 171 Independent Providers, and this covers additional categories such as provider compliance reviews and RNQA. The final page of this document addresses the effectiveness and efficiency of the Agency. Items included within include employee turnover, OSHA Recordable Injuries and Incident Rates, etc. These areas illustrate and serve as performance measures as we move forward. This is a new document, and will continue to be included within the Board Reports and will provide a snapshot of the Agency's standing.

The second document shared was a 6-month annual goal update. Each year, we establish annual goals for the Department Heads. Each Department Head provides an update at the 6-month mark, and the plan is that these goals are accomplished by year's end. Some of these goals are already accomplished, so when we sit down at the Annual Performance Evaluations, we will discuss goals that can be added. The goals range from the WDC resurfacing project, to an HVAC system update, increased Special Olympics and unified sports, the communication refresh on branding to incorporate the 2021-2023 Strategic Plan. There are 58 goals total, which works out to about 3-5 goals per Department Head. We want to show updates, offer transparency, and hold ourselves accountable to the Board, while also being able to hold the Department Heads accountable. These goals are all about the incremental work of our continuous improvement and how we working to improve our efficiencies and effectiveness. We take pride in working to "continuously improving" how we do things so that we can be "the greatest benefit to the greatest number of people."

Maria Heege asked what Bill attributes the increase of individuals being served, is there a trend?

Bill shared that he thinks that it is multi-faceted. Getting the message out at Early Intervention, Preschool, to School Age, he thinks could be considered as one of the trends. Increases can be seen in the 3-13 age group, and the transition age group 14-22. We are finding that families are finding that they have more significant needs, which drives people to us. We are seeing the greatest increases in children.

Maria noted that this shows the importance of marketing and communications, to ensure we are getting our message in the right avenues.

Committee/Department Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: August 17, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: August 20, 2021, at 3:00 p.m.
- C. Ethics Council – No Meeting in May
Next Meeting: August 24, 2021, at 5:45 p.m., if needed.

Old Business:

None

New Business:

None

Early Intervention Presentation

Kristen Quicci, Director of Early Intervention and Nursing Services, shared a PowerPoint presentation on the Early Intervention Program. Kirsten updated the Board that the EI Department was moved from Eastgate to Whipple-Dale in 2020, across from the workshop floor. Early Intervention is providing supports and services to families in order for the families to be able to best support their child. It is a part of IDEA (Individuals with Disabilities Education Act), which is a right for a child to get services if they have a delay/disability prior to age three. In Stark County, there are no fees or costs for EI.

A child is eligible starting at birth through age 2, with a diagnosis that points to high likelihood of causing a developmental delay, or they have a developmental delay in one or more areas as determined by a play-based assessment, or as service providers we can deem them eligible for services through an Informed Clinical Opinion (ICO).

Our EI staff is split into two teams, where they are split over Stark County. The Teams meet every Thursday for a total of 3.5-4 hours total. Kristen shared an overview of positions within the EI Department, which include Service Coordinators (employed by the Educational Service Center, but live at Stark DD for collaboration purposes), EI Team Leaders, Developmental Specialists, Occupational and Physical Therapists, Speech Language Pathologists. Through DODD, our grant-funded positions include a Hearing Specialist, and a Vision Specialist. An Early Childhood Mental Health Consultant was added about two years ago. The EC Mental Health Consultant sits on the Team Meetings weekly, and collaborates with the Team.

Who is the EI Team? The family of each child is a core part of each team. The team also includes the Service Coordinator, who is responsible for the IFSP, the Primary Service Provider is the team member responsible for delivering services for the team, and the rest of the EI team supports the families and service providers.

Teaming and Coaching Model: This is based on the key Early Intervention principle that "children learn best from familiar people, in familiar places. Gone are the days when Early Interventionists saw children once a month for an hour. Looking at evidence-based Early Intervention, what really works, is working with the families in places where they spend their days. This means that visits are conducted where the child lives, plays and spends their day – a familiar place. The family is coached to use the skills learned into everyday routines. This model also helps to build each families capacity to help their own child.

Previously, Mr. Green had a vision that EI should have virtual and tele-visits as an option. In early 2019, a workgroup was created to build a model that would include virtual and tele-visits for EI where it was discussed how it would work, roadblocks, etc. A conference room was put together at WDC for solely this purpose. When COVID hit, the EI team was ready to conduct all visits virtually beginning in March 2020. Going forward, this will be used as an option for snow days, late visits, when families may be sick, or when a parent requests.

Additionally, the EI Department sends out a monthly newsletter, consisting of several pages that offer families a variety of information and activities for both parents and children, put together by the

El Team Leaders. The newsletter includes activities that will help parents build their capacity to help their child, including details and supply lists for the activities as well. EI holds playgroups each week, which were able to be held virtually throughout the pandemic. Now that people are vaccinated, and being outdoors is an option, playgroups are resuming community-based playgroups throughout Stark County. These playgroups are open to the community, and welcome children with disabilities as well as typically developing children. This gives the opportunity for these children to learn from each other, and for the EI Team to observe children in more environments.

Early Intervention serves an average of 600 families a year (unduplicated), these are families that are seen at least once. At any time, EI has 450 families on their caseload. The number that is reported on the EI Board Report includes children that have actual valid IFSP's (kids we are currently serving). However, EI has about 130-150 kids that are working through the process of determining eligibility. Service providers conduct over 500 visits per month with families, which include virtual and in-person visits. EI Service Providers are resuming in-home visits with great excitement to see the children in person again, and feel that they have gained better coaching skills due to the virtual visits, where they were not able to use hands-on coaching techniques, but rather could only use their voices.

An additional outcome that EI tracks is the number of kids that exit during the year, and the amount that need Part B services, or services in school. In 2020, 123 of the children that exited were able to go mainstream with their school districts. Five kids still need the Stark DD programs, which is what we are here for, and we will continue to work and get them into their local school districts.

Kristen ended referencing the quote "children learn best from familiar people, in familiar places", and shared information on a study conducted by a neuroscientist, where she studied how her child's brain would light up in different environments. This aligns with neuroplasticity, where we believe children can continue to learn for many years, even past 6 years of age. We do what we do to help our families, to help build their capacities, so they can best help their children. Maria Heege offered compliments to Kristen on the presentation, stating that it shows the importance of getting kids to us as soon as possible as it can drastically change their future.

First Reading of Board Policies:

Bill Green, Superintendent, gave the first readings on the following policies. These policies will be presented during the August Board meeting for second reading and Board approval.

- Policy 2.17 Medicaid Due Process – Revised
- Policy 4.21 Telecommuting – Revised
- Policy 4.27 Leaves of Absence – Reviewed
- Policy 4.30 Disability Separation – Reviewed
- Policy 4.33 Access, Duplication and Dissemination of Personnel Records – Revised
- Policy 4.47 Holidays – Revised
- Policy 4.52 Tuition Reimbursement – Reviewed
- Policy 4.54 Nepotism – Reviewed
- Policy 6.17 Third Party Connection – Reviewed
- Policy 6.18 Virtual Private Network (VPN) – Reviewed

Financials and Board Resolutions:

06-22-21: Operating Fund #071

A. Two Payrolls for May	\$1,210,232.19
B. Bills for Payment in May	<u>\$6,295,536.31</u>
TOTAL:	<u>\$7,505,768.50</u>

Maria Heege moved for approval of Resolution 06-22-21. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of May 2021, total local revenues were \$3.09 million, noting that we did receive our first half real estate rollbacks from the State; total State revenue was \$209,527; and total Federal revenue was \$262,604, with total revenue for the month totaling \$3.6 million. Leigh noted that in regards to the year-to-dates, we did receive a cost report settlement that we did not receive in 2020, and an increase in our real estate tax distribution, which we have seen for the past few years.

May 2021 expenditures included two payrolls totaling \$1.2 million, with nothing special to note; total benefits paid of \$651,414; and total other expenditures of \$5.6 million, including our paid waiver match fees, and an approved provider one-time payment of \$1.7 million, which puts total expenses for the month at \$7.5 million. Our ending cash balance at the end of May was \$65.3 million. Cash at the beginning of the year was \$52.4 million. Currently we have \$11.6 million in 2021 open purchase orders, we have closed \$744,238 in 2020 purchase orders; adding in our positive net financial position of \$11.7 million. Leigh noted that we now have the Reserve Balance Account with \$10 million dollars, which reduces our unencumbered cash balance as that money is reserved for future operating expenses, so our unencumbered cash balance at the end of May is \$43.23 million.

Looking at the May budget versus actual statement, year-to-date we have received \$34.2 million in revenues, which is 67.03% of what we expect to receive. We have spent just under \$22.5 million, which is 42.5% of total expenditures budgeted, with our target at the end of May being about 42%. Leigh noted that she does expect this to fall off as we get closer to the end of the year since we just paid the Medicaid Match Payment. The available budget at the end of May, mostly made up of personnel expenses, was \$18.71 million. In review of prior year encumbrances, there was \$1.14 million in purchase orders carried over from 2020, \$255,033 have been paid year-to-date, \$744,238 were cancelled, and there is a remaining balance of \$142,525, which is mostly made up of the locally funded purchase orders that we keep for providers.

For Resolution 06-22-21, there were two May payrolls, totaling \$1.21 million, with nothing special to note. Other non-payroll expenses were \$1.9 million.

The Board duly adopted.

06-23-21: Resolution to approve the 2021-2023 TWi Agreement.

James Anderson moved for approval of Resolution 06-23-21. Carmelita Smith seconded.

Discussion:

Bill Green, Superintendent, informed the Board that this agreement is a three year agreement that models the agreement that is just ending. There were minor changes involved, including TWi to vacate the Higgins building either this year or next. The lease at Higgins ends June 30, 2022. TWi is down to leasing six vehicles from us, and they have requested that we bequeath the vehicles to them once the vehicles reach the value of \$2,500. It also delineates the services that the Board will provide TWi as well as services TWi can purchase from the Board. Services that the Board will provide include cost of utilities, not to exceed \$250,000 per year; general maintenance of the buildings; TYCO security and monitoring. Services that TWi can purchase include vehicle rental; maintenance and service; copier rental and printing; and computer rental. The agreement also identifies the responsibilities of TWi.

The Board duly adopted.

06-24-21: Resolution to approve the Preliminary Budget for 2021-2022.

James Anderson moved for approval of Resolution 06-24-21. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, informed the Board that the Preliminary Budget going in to 2022 we will not see a lot of variance. We do know that the enhanced F-Map will end due to the pandemic will go away in January 2022, so we will pay the regular 37-38% that we always paid. For local revenues, we see a projected increase in excess costs, but otherwise expect the revenues to remain flat from 2021. We have seen an increase in real estate taxes each year, so we would expect that to continue. We also expect the State and Federal revenues to remain flat from 2021. Our expenses have seen about a 4% increase in our health insurance premiums, and expect wages to increase, based upon contract negotiations and staff increases as we go forward. We also expect to see a \$1 million increase for the issuance of new waivers each year. Leigh shared a chart reflecting our cash balance, where we see a decrease when getting to 2022-23, and we see the cash balance start to go down. Right now, our waiver match is about 40% of our budget, which will continue to go up as we issue new waivers, which is our mandated function, and with revenues expected to mostly remain flat aside from the small incremental increase from real estate taxes, we will see the cash balance continue to dwindle through 2025.

We have about \$36.8 million for our real estate budget, with total local revenues of \$39.4 million, state revenues of \$2.8 million, and federal revenues of \$7.1 million. We are not expecting any cost report settlements. Total revenues of \$49.4 million. Nothing to note regarding expenses, aside from the waiver match payments going back to normal once the eFMAP is no longer, totaling \$56.01 million, with expenses over revenues of \$6.6 million. Taking into consideration the \$10 million for the Reserve Balance Account, we expect to end with an unencumbered cash balance of \$39.58 million at the end of 2022.

We have not seen any activity in our Capital Fund, with a cash balance of about \$14,383. Same with our Cohen Gifts and Donations Fund, no activity, but still remain with a cash balance of \$125,449.

The Board duly adopted.

06-25-21: Resolution to approve the Plain Local Schools Lease.

Maria Heege moved for approval of Resolution 06-25-21. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that the lease covers the time period of August to July 2022, not to exceed \$30,000. This includes one school age classroom at Avondale Elementary, one preschool classroom at Taft Elementary, food service, information technology access, administrative support, custodial services, and utilities. The collaboration is a partnership between the Stark County Educational Service Center (ESC), Plain Local Schools, and the Board of Developmental Disabilities in a step toward ensuring integration during parts of a student's day. Since the embedded classroom was initiated, the Board has returned 15 students back to their school districts. During the 2020-2021 school year unfortunately, no school age child returned to their respective school district. The lease will be paid using Special Education Part B funds allocated to the Board under the Individuals with Disabilities Education Act (IDEA).

The Board duly adopted.

06-26-21: Resolution to approve the Request to Purchase Computers.

James Anderson moved for approval of Resolution 06-26-21. Maria Heege seconded.

Discussion:

Brandon Haney, IT Manager explained that the IT department manages a four-year replacement rotation in order to spread the replacement cost, align with the warrantee program, and even out the manual effort to re-image and replace devices. This plan applies to both desktop and laptop computers that are deployed for regular, consistent use by either staff or by groups of staff within a department or work area and computer labs for individuals served.

This four-year refresh program is consistent with industry practices for computer replacements. Historically, the Board has done the following: In 2017, 41 devices were purchased for \$63,000; in 2018, 83 devices were purchased for \$140,000; in 2019, 83 devices were purchased for \$138,000; and in 2020, 65 devices were purchased for \$119,000.

SCBDD has a computer inventory of 400 devices and 59 of the devices are beyond the warranty period, which consists of a combination of desktop and laptops. The IT department monitors the performance of these devices, especially when they exceed their warranties, in order to accommodate the areas or personnel with the most critical computer needs. The \$103,000.00 is estimated to purchase approximately 59 devices (40 Ultrabooks/17 All in Ones/2 Laptops). Within the 2021 Budget, \$140,000 was appropriated for the replacement of desktops and laptops.

The Board duly adopted.

Second Reading of Board Policies:

Bill Green, Superintendent, gave a brief summary of the policies presented for second reading:

- 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

06-27-21: Resolution to approve the Board policies presented for second reading

Carmelita Smith moved for approval of Resolution 06-27-21-21. James Anderson seconded.

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 6:57 p.m.

The next Board meeting is scheduled for Tuesday, August 24, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre. There is no meeting in July.