

**Stark County Board of Developmental Disabilities
Board Meeting
August 24, 2021
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, August 24, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:02 p.m.

<u>Roll Call:</u>	<u>Present:</u>	<u>Absent:</u>
Board Members:	President Dan Sutter Recording Secretary Dr. Jessica Falvo Lang James Anderson Maria Heege Jennifer Moff Cindi Sutter	Vice President Carmelita Smith

Also Attending: Bill Green, Superintendent
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: Frances "Frannie" Aiello, age 72, passed away on Tuesday, February 16, 2021. Prior to her move to Indiana, she received services from the SSA Department; Margie Joy Staley, age 71, passed away on Saturday, June 19, 2021. She received services from the SSA Department; Andrea Lynn Potts, age 44, passed away on Sunday, June 6, 2021. Andrea worked at Midwest Innovations, and received services from the SSA Department; Zayvier William Beckley, age 7 months, passed away on July 16, 2021. He received services from our Early Intervention Department; Steven Michael Colucy, age 66, passed away on Saturday, July 24, 2021. He received services from the SSA Department; Denise Anne Mutton, age 51, passed away on Tuesday, August 3, 2021. She received services from the SSA Department; Timothy Lee Kinback, age 68, passed away on Sunday, August 8, 2021. In addition to employment supports, Tim received services from the SSA Department; Joyce A. Ardent, age 75, passed away on Sunday, June 25, 2021. Joyce worked for the Board for nearly 24 years before her retirement in 2014. During her time at Stark DD, she worked as a clerk in Adult Services, and then in the HR department.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the Board meeting held on June 29, 2021.

Maria Heege moved for approval. James Anderson seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter started off his report by welcoming everyone to the meeting. We are, without a doubt, living in interesting times. As we discussed at our last meeting in June, and all year so far, the workforce issues that we are facing within our service delivery system certainly have not gone away. Despite the fact that we are poised better than many other Counties across the state, it is an ongoing struggle, to say the least, for our providers to recruit and retain employees.

It has been confirmed that Medicaid rates will increase by 4% in January, which will be State Funded, and then again in 2023, at which time the County Board System will fund 2% of the rate increase. Although this may seem small, the result of these increases will help keep the rates from getting further behind. There are discussions occurring now about instituting annual rate increases, but this has just begun, and the bigger issue is who will pay for it. The County Boards will definitely be a large part of this discussion.

On a final note, we are in need of two more hours to fulfill our annual Board Member training requirements. When this topic was brought up at the beginning of the year, we were going to have two hours of in-person training, and two hours of Relias training, the Agency's learning management system. In Relias, the trainings can be released as soon as tomorrow, and should be completed by November 30, 2021. Worst case scenario, if issues with Relias were to arise, we can abbreviate the meetings in September and October to have the trainings in-person. As a reminder, there is no Board meeting in November, and this month could be used for the self-study via Relias.

Superintendent's Report:

Superintendent Green started off by greeting everyone, and stating that it is wonderful to see everyone in person again. On a positive note, we were able to partner with Stark County Job and Family Services (JFS) to provide a backpack giveaway to the youth in our community. He shared that the reactions from the kids as they opened their backpacks was heartwarming, and we are grateful to have been a part of it. JFS gave away around 4,100 backpacks, and we were able to provide 875 backpacks to children and young adults that receive our services.

Within the Superintendent's tab of your Board Packet, you will see statistics for our outcome report. Most notable is the number of families we supported within Early Intervention, children and youth supported, as well as the number of people the SSAs supported, which is nearly 3,000 people currently. On the second page of the document, you will notice the number of provider background checks we are paying for and coordinating each month: 183 in June, and 138 in July, which is a symptom of what Dan referenced in his President's report in regards to the workforce crisis. Offering to pay for these background checks is something that is great for our providers.

Our provider support arm, Ed Lewis, and Director of SSA, Amy Anderson, are both regularly interacting with providers and the provider community. To date, although it remains challenging, we are not as affected as the urban areas of Cleveland, Columbus, and Cincinnati; or the rural communities who are struggling to find workers. Through our Provider Support efforts during this time, it has brought to light a need for a specific plan for situations when there is a Residential Crisis. Our team has been working to develop a plan where our employees, who have volunteered to do so, are able to show up to a home at a moment's notice, should a home need staffing support.

For now, and into the future, our service delivery system is going to be addressing the following circumstances we continue to struggle with:

- Addressing the needs of people with intensive and complex needs – with a significant number being children and youth;
- A workforce crisis, where there is difficulty finding workers who are well-trained;

- And establishing a sustainable way to annually address Medicaid Provider Rates to ensure that it keeps pace with other sectors of the economy. Up until four years ago, there was a 13-year span where Medicaid rates remained unchanged, and now the system is attempting to catch up, or more realistically, not lose any ground.

Addressing these issues will entail re-looking at how we authorize services, with a stronger emphasis more so than ever before, on the sharing of services. Please know that we have a team assembled that is up to the task of addressing these complex issues; and that the people we serve and their families, the provider community, and all of us at Stark DD, will need to work closely together, in light of the challenges we face.

Committee/Department Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: September 21, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: September 24, 2021, at 3:00 p.m.
- C. Ethics Council – No Meeting in May
Next Meeting: September 28, 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 September Board meeting for second reading and Board approval.

- Policy 4.11 Program Discipline and Corrective Action – Reviewed
- Policy 4.29 Family Medical Leave – Reviewed
- Policy 4.37 Personnel Records – Revised
- Policy 4.39 Drug-Free Workplace – Revised
- Policy 4.59 Administrative Leave – Reviewed
- Policy 5.13 Food Service – Reviewed
- Policy 6.19 Wireless Access – Reviewed
- Policy 6.23 Electronic Communication – Reviewed

Financials and Board Resolutions:

08-28-21: Operating Fund #071

A. Two Payrolls for June	\$1,208,085.41
B. Bills for Payment in June	\$ 417,440.54
TOTAL	<u>\$1,625,525.95</u>

Maria Heege moved for approval of Resolution 08-28-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of June 2021, total local revenues were \$139,518, total State revenue was \$214,359; and total Federal revenue was \$634,607, with total revenue for the month totaling \$987,485.

June 2021 expenditures included two payrolls totaling \$1.2 million; total benefits paid of \$203,672; and total other expenditures of \$1.6 million. Expenditures exceeded revenues by 638,040. Cash at the beginning of the year was \$52.5 million. Currently we have \$11.4 million in 2021 open purchase orders, we have canceled \$797,719 in 2020 purchase orders; adding in our positive net financial position of \$11.1 million, gives us 52.9 million in unencumbered cash. 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 June is \$42.9 million.

Looking at the June budget versus actual statement, year-to-date we have received \$35.1 million in revenues, which is 68.96% of what we expect to receive. We have spent \$24.13 million, which is 45.62% of total expenditures budgeted, with our target at the end of June being about 50%. The available budget at the end of June, mostly made up of personnel expenses, was \$17.36 million.

The Board duly adopted.

08-29-21: Resolution to approve two July payrolls and other July monthly obligations.

Maria Heege moved for approval of Resolution 08-29-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of July 2021, total local revenues were \$61,345, total State revenue was \$269,815; and total Federal revenue was \$258,219, with total revenue for the month totaling \$589,380.

July 2021 expenditures included two payrolls totaling \$1.17 million; total benefits paid of \$677,890; and total other expenditures of \$358,711, which puts total expenses for the month at \$2.2 million; expenses exceeded revenues by \$1.6 million. Cash at the beginning of the year was \$52.4 million. Currently we have \$10.9 million in 2021 open purchase orders, we have closed \$797,719 in 2020 purchase orders; adding in our positive net financial position of \$9.4 million, gives us \$51.76 million in cash. 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 July is \$41.76 million.

Looking at the July budget versus actual statement, year-to-date we have received \$35.78 million in revenues, which is 70.12% of what we expect to receive. We have spent \$26.3 million, which is 49.8% of total expenditures budgeted, with our target at the end of July being about 58%. The available budget at the end of June, mostly made up of personnel expenses, was \$15.62 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, \$797,719 were cancelled, and there is a remaining balance of \$89,044.

The Board duly adopted.

08-30-21: Resolution to approve a professional services contract with the Stark County Family Council.

James Anderson moved for approval of Resolution 08-30-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, informed the Board this Resolution is to enter into an administrative services agreement beginning July 1, 2021, through June 30, 2022, with a cost not to exceed \$37,000. Stark County Family Council is a partnership of government agencies and community organizations committed to improving the well-being of children and their families. The Family Council does this by coordinating a network of community-based services and supports to meet the challenges of children and youth with complex, multi-system needs. In accordance to Ohio Revised Code 121.37, each County shall have a Family Council, which includes mandated members. The Board has been a funding partner since the establishment of the Family Council, along with the Stark County Mental Health and Addiction Recovery, Stark County Job and Family Services, Stark County Family Court and the Stark County Educational Service Center. Local funds are pooled to support the core functions of Family Council and the County's service coordination mechanism-wraparound.

The Board duly adopted, Maria Heege abstained due to her membership on the Board for Stark County Family Council.

08-31-21: Resolution to approve the additions and revisions to the Strategic Plan.

Dr. Jessica Falvo Lang moved for approval of Resolution 08-31-21. Maria Heege seconded.

Discussion:

Bill Green, Superintendent, informed the Board that although they approved the plan on January 26, 2021; during our MEORC Pre-Accreditation Survey, it was found that a couple of mandated items in accordance to the Ohio Administrative Code 5123:2-1-02(C) were omitted, and we therefore request to make the following additions:

- Advocacy Focus Area revision: Increase the number of people who are competitively employed by 5% each year of the Plan. At the beginning of 2020, we had 259 people working. Through advocacy, career navigation, and collaboration with Opportunity with Ohioans with Disabilities (ODD), we plan to increase this number 5% each year, or about 13 people per year. This is monitored every six months and is recorded on our Agency Dashboard.
- Advocacy Focus Area addition: Reaffirm our ongoing commitment to continue to reduce the number of people waiting for services by planning and budgeting for 95 new Home and Community-Based Services Waivers, and/or addressing needs through local funding and Family Support Services. Our continued commitment to increasing funding for Home and Community Based Services has placed us fifth in terms of home and community based expenditures, though we are the seventh in population. This is the result of intentional planning that began with our 2011-2013 Strategic Plan, and continues unabated. Enrollments are tracked monthly, and recorded on our Agency Dashboard.
- Provider Relations Focus Area addition: We renew our commitment to meet with each newly certified independent provider within sixty (60) days of the provider being selected to provide services. This is monitored via the Provider Compliance and Support Board Report at least 10 times per year.

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 2.17 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

08-32-21: Resolution to approve the Board policies presented for second reading

James Anderson moved for approval of Resolution 08-32-21. Dr. Jessica Falvo Lang 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 6:38 p.m.

The next Board meeting is scheduled for Tuesday, September 28, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.