

**Stark County Board of Developmental Disabilities  
Board Meeting  
September 28, 2021  
Minutes**

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 28, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

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

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: Hayden Chase Kingsley, age 17, passed away on Wednesday, August 18, 2021. Hayden was a student at Perry High School, and received services from the SSA Department; Todd W. Nieb, age 51, passed away on Thursday, September 9, 2021. He received services from the SSA Department; Zanden Yanis Taylor was born on Friday, July 9, 2021, and passed away on Friday, August 27, 2021, at seven weeks old. He received services from the EI Department.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the minutes from the Board meeting held on August 24, 2021.

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

The Board duly adopted.

**Public Speaks:**

None

**President's Report**

President Sutter welcomed everyone to the meeting. He noted that as a reminder for Board Members, the Relias online training has been assigned, and that Board Members should have this online training completed by November 30, 2021. If you need assistance, please contact Connie Poulton or Ketrina Sabean.

The Ohio Department of Developmental Disabilities has informed the Board that our Accreditation Survey will be conducted in March of 2022. Dan stated that the Board members are aware that Bill and his team are readying themselves for this review, which is now 6 months away. He offered appreciation to Stark DD employees; for the work that they do each day to ensure that needs are being met for the people we serve, and for making sure that we are in compliance with the standards set for us. He stated that as Board Members, we do have an appreciation for the host of requirements that Medicaid and the Ohio Department of Developmental Disabilities set, and the Rules and Regulations that must be followed. We know you are living it – and on behalf of the Board, we thank you for working to improve each day.

President Sutter concluded his report with a shout out to Maria Heege; not only because of the work she has done throughout her 41 years with United Way, but also for her service on countless boards that are dedicated to making our community better. Thank you Maria, for your work that has made Stark County a better place.

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

Superintendent Green began his report offering congratulations to Maria Heege on her retirement from the United Way, and that it has been with great pleasure to have the opportunity to work with her over the years.

He shared a document offering guidance that has been formed from listening sessions held throughout the State, with representatives from DODD, OACBDD, and OPRA, in regards to the Workforce Crisis. He stated that we have found the document to be a solid summary of efforts we are taking, and what is being encouraged throughout the State, during this unprecedented time of the need for workers. The document offers “checklists” on how County Board Leadership, SSAs, and the Provider Community can work to mitigate the burdens of the Workforce Crisis. County Boards should work to have a plan in place for emergencies; when providers walk away from homes, or when they simply don't have the staff to provide to cover the home. Bill shared that our team has worked together to comprise a list of employees that have volunteered to go into a home at a moment's notice to assist with these situations. The checklist for SSAs contains items such as working to reduce 2:1 staffing, where safe and appropriate, and reassess needs on an ongoing basis. The Provider Community checklist addresses items such as steps to take in an effort to increase employee retention, and stated that we have also worked to assist the providers with this.

He shared information foreshadowing the preliminary plans for our 2023 Levy Request, and that we will request to renew the 1.9 mill and the 1.4 mill levies in May of 2023. We know if we prophesy into the future, this renewal can only be for five or six years, and there will be a need to request new money; through means of replacing these levies, and requesting additional millage on top of the replacement. With that in mind, we expect that 2028 or 2029 will be a heavy lift, based on the information we have today. Certainly, our situation could change for the better, or for the worst. He stressed that now is the time for fiscal restraint and stewardship, more so than ever before. As a reminder, each year we budget for \$1.1 million increase for the enrollment of people on Home and Community Based Services Waivers, coupled with the budgeting for three new SSAs, adding about \$210,000 to our payroll each year. This year, we have enrolled 77 waivers, and have 18 more pending. We have been enrolling people on IO waivers that have immediate needs, as determined by the waiting list assessment. An immediate need can be categorized as one that creates a risk of substantial harm if action for the person served, their care giver, or another person is not taken within 30 days. We continue to enroll people on Level 1 Waivers largely, but not exclusively, as youth transition from school. Several of us met yesterday to look at processes in place, pertaining to Waiver enrollments, and addressing the rising Waiver costs. We do have a Waiver Utilization Committee in place that will continue to monitor costs versus what we have budgeted, on a quarterly basis. It is important to know that Waiver Match payments and fees will make up about 50% of our budget by 2030; presently it is \$10 million more than the salaries we pay our 380 employees and is near equal

to salaries and benefits. Tonight, Lisa Parramore will be providing us an overview of the Stark County Community Poll, giving us a look into how the Stark County Community perceives Stark DD. Lisa and Bill will meet tomorrow with Triad, a communications firm in Cuyahoga Falls, to discuss a Public Awareness Campaign for 2022. Additionally, initial planning meetings for our Levy Campaign will be held later this Fall. We will attempt to arrive at a strategy that makes sense and is conservative financially, given what our likely ask will be later in the decade, and the cost of running that campaign.

In closing, Bill noted that it is important that when we talk about our service provision challenges with workforce, that we also share what we are systematically attempting to do, as well as working to ensure you are aware what is happening to Stark DD financially, in the short and long term, given our work today.

Maria Heege asked a question in regards to the current events in Washington, and how/if a Federal Government Shutdown would affect us. Bill stated that it would not affect us, as we are in great financial standing today. If it would happen, we could use local dollars in place of federal dollars, if necessary, as it would likely be similar to before, when the dollars were reimbursed by the government once the shutdown would come to an end.

**Committee/Department Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: October 20, 2021, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: October 22, 2021, at 3:00 p.m.
- C. Ethics Council – No meetings in June or July  
Next Meeting: October 26, 2021, at 5:45 p.m., if needed

**Old Business:**

None

**New Business:**

None

**Presentation – CMOR Poll Results:**

Lisa Parramore shared a PowerPoint Presentation offering a look into the CMOR Poll Results. She stated that this Poll gives us an idea of what people in our community know about Stark DD. We began working with CMOR in 2007, prior to our 2008 Levy Campaign, and conduct polls annually.

Our poll to gain insight on public awareness contains seven survey questions, specific to Stark DD. Over a two-month period, (end of April through the end of June) for this poll, CMOR recorded responses from about 600 people. CMOR makes their calls to people in the evenings, and the seven questions for our poll takes about 22 minutes from start to finish.

When receiving our results, CMOR offered that Stark DD has done pretty well in comparison to other Agencies, as we had an increase in awareness of Stark DD and the services that we provide. She noted a couple of the highlights of the Poll, and let the Board members know that if they desire the full report results, she can provide them with an electronic copy upon request. Lisa noted an interesting find from the Poll results - though newspapers still sit as the number one response for how people hear about Stark DD, the second place response for how people hear about us was word of mouth, or from friends and family.

Lisa concluded her presentation by sharing a slide that she presents in New Employee Orientation. She shared her passion of being an ambassador for Stark DD, and how important it is to talk about what we do, and how we do it. That all Stark DD employees should know that they are an ambassador, and the importance of sharing what we do every day, how we advocate for the people we serve. The importance of educating our friends and families on the services we provide, the value that we bring to families and individuals in our community, and the importance of the work we do to maintain positive provider relations with the providers in our community.

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

- Policy 2.02 Individual Service Planning Process – Reviewed
- Policy 2.03 Functional Departments – Revised
- Policy 2.09 Corporate Compliance Program – Reviewed
- Policy 2.14 Abuse Awareness and Prevention – Revised
- Policy 2.23 Research and Experimental Programs – Reviewed
- Policy 5.19 Non-Routine Use of School Buses – Reviewed
- Policy 5.20 Ohio Pupil Transportation Operation and Safety Rules – Revised
- Policy 6.03 IT Confidentiality Policy – Reviewed

**Financials and Board Resolutions:**

09-33-21: Operating Fund #071

<b>A. Two Payrolls for August</b>	<b>\$1,095,296.57</b>
<b>B. Bills for Payment in August</b>	<b><u>\$7,133,387.74</u></b>
<b>TOTAL</b>	<b><u>\$8,228,684.31</u></b>

Maria Heege moved for approval of Resolution 09-33-21. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of August 2021, total local revenues were \$225,394, total State revenue was \$222,150; and total Federal revenue was \$333,427, with total revenue for the month totaling \$780,972.

August 2021 expenditures included two payrolls totaling \$1.1 million; total benefits paid of \$190,061; and total other expenditures of \$6.9 million. We paid waiver match fees, admin fees, and the fifth invoice for FY21. Expenditures exceeded revenues by \$7.45 million. In comparing 2021 revenues to 2020, we have seen an increase in our real estate tax collections; we also received two cost report settlements that we did not receive in 2020, and received a Worker’s Compensation refund in the amount of \$778,000.

Cash at the beginning of the year was \$52.46 million. Currently we have \$4.3 million in 2021 open purchase orders; we have canceled \$886,764 in 2020 purchase orders; adding in our positive net financial position of \$1.99 million, gives us \$41.1 million in unencumbered cash at the end of August. 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 August is \$31.1 million.

Looking at the August budget versus actual statement, year-to-date we have received \$36.6 million in revenues, which is 71.65% of what we expect to receive. We have spent \$34.6 million, which is 63.36% of total expenditures budgeted, with our target at the end of August being 67%. The available budget at the end of August, mostly made up of personnel expenses, was \$14.1 million.

The Board carried over purchase orders from 2020 in the amount of \$1.14 million. To date, we have paid \$255,033, and canceled \$886,764. The outstanding encumbrances from 2020 at the end of August is \$0.

For Resolution 09-33-21, the Board paid two payrolls during the month of August, which included the Non-Represented Attendance Incentive on the first pay in August, which totaled \$25k. For the week ending August 8, 2021, the Board paid \$6.4 million in waiver match, admin fees, and the FY21 fifth invoice, and \$61k for OPERS. The week ending August 15, 2021 had nothing out of the ordinary. The week ending August 22, 2021, we paid \$8k for taxes, \$75k for STRS/OPERS, and \$16k to the Centers for Marketing and Research. The week ending August 31, 2021, the Board paid \$22k for dental, \$20k for the Computer Refresh, and \$212k for the FSS transfer to NEON. All other expenditures were normal routine operating expenses.

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 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

09-34-21: Resolution to approve the Board policies presented for second reading

Dr. Jessica Falvo Lang moved for approval of Resolution 09-34-21. James Anderson seconded.

The Board duly adopted.

**Adjournment:**

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

The next Board meeting is scheduled for Tuesday, October 26, 2021, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.