

**Stark County Board of Developmental Disabilities**  
**Board Meeting**  
**December 14, 2021**  
**Minutes**

**Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 14, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

**Roll Call:**

**Present:**

**Absent:**

Board Members:	President Dan Sutter	James Anderson (Excused)
	Dr. Jessica Falvo Lang, Recording Secretary	
	Vice President Carmelita Smith	
	Jim Anderson	
	Maria Heege	
	Jennifer Moff	
	Cindi Sutter	

**Also Attending:**

Bill Green, Superintendent  
Leigh Page, CFO/Business Manager  
Lisa Parramore, Communications Manager  
Connie Poulton, Director of Human Resources  
Diane Sidwell, Transportation Manager  
Ed Lewis, Manager of Provider Compliance & Support  
Amy Anderson, Director of SSA

**In Memoriam:**

A moment of silence was observed for the following: Pamela "Pam" Alexander, age 66, passed away Saturday, October 2, 2021. Under her pen name of Anne M. Angel, Pam wrote and published numerous theological books. She received services from the SSA Department; James Robert McPherson, age 73, passed away on Saturday, October 16, 2021. He received services from the SSA Department; Stacey Ann Lesouski, age 60, passed away on Thursday, October 28, 2021. Stacey received services from the SSA Department; Anthony "Tony" Sylvester Mammone, age 32, passed away on Saturday, October 30, 2021. Tony worked at Nice's Services, and received services from the SSA Department; Randall "Randy" D. Blosser, age 65, passed away on Thursday, November 11, 2021. He received services from the SSA Department; Niesha N. Ross, age 27, passed away on Wednesday, November 17, 2021. She received services from the SSA Department. A previous employee of the Board, Carol Eckroate, age 72, passed away on Wednesday, November 10, 2021. Carol worked for Stark DD for 35 years as a teacher at Eastgate Early Childhood and Family Center.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board meeting minutes of October 26, 2021.

Dr. Jessica Falvo Lang moved for approval. Carmelita Smith seconded.

The Board duly adopted.

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**Recognition of Retirees:**

Connie Poulton, Director of HR, announced that three employees retired at the end of November. Connie recognized Bonnie Klick, a Bus Driver, retiring with 30 years of service. Next, Amy Anderson, Director of SSA, recognized Susan Barillari, SSA, retiring after 24 years of service. Susan was present at the Board meeting, and shared a few words about her years with Stark DD. Lastly, Diane Sidwell, Manager of Transportation, recognized Pamela Fite, Bus Rider, retiring after 24 years of service.

All retirees were wished many years of happiness and health in their retirement. President Sutter offered congratulations and thanks on behalf of the Board for all of their years of service with the Board.

**Public Speaks:**

None.

**President's Report:**

President Sutter welcomed everyone again to the meeting, noting that we have quite an agenda this evening, as is typical for the last meeting of the year. A draft 2022 Board Meeting Schedule is in your Board Books that has us scheduled the last Tuesday of each month, except for December. Please let President Sutter know if you would like to see any adjustments and if there are none we will adopt it during our Organizational Meeting. On other board business, Ketrina will be sending us our Board evaluation as well as our self-evaluations, after the meeting. Please complete and submit to Ketrina Sabeau by Friday, January 14. We will do a review of them during our Annual Organizational Meeting.

Committee assignments stay the same for the first meeting of the year. Finance Committee is to meet on Tuesday, January 18, and Personnel Committee is Friday, January 21. Our Organizational and Board Meetings are scheduled for Tuesday, January 25.

I am sure you may have seen the retirement of Director Jeff Davis – we wish him well in his retirement and we look forward to working with the new Director Kim Hauck. This concluded the President's Report.

**Superintendent's Report:**

Superintendent Green began his report noting many things have occurred this year. When we look back on the year, there has been so much that happened it is a challenge to recount, but let us try.

Most importantly, we served directly 3,680 people. This number is made up of: 629 families touched by our Early Intervention Program, 49 students in our Preschool Program with IEPs, 98 students in our School Age Programs, we transported 161 students, and supported 2,870 supported from our SSA Department of people who are 3 to over 80 years old. The Board approved a new three-year Strategic Plan, of which we have nearly finished year one of it. We enrolled 110 new people on home and community based services waivers providing them a lifetime of services and supports. We investigated 884 MUIs. We completed 93 RN Quality Assessments and 39 provider compliance reviews and issued 84 citations. We provided direct cash support to nearly 500 families through our Family Support Services program for families in need. One of our unique contributions to our community is assisting the Stark County Health Department have a functional location for their vaccination clinics. We had nearly 50 employees come alongside the health department to help in the clinics and had nearly 70,000 people through our doors. Our nurses stood alongside the SCHD nurses, administering vaccines. We continue as a vaccine location, where booster shots are given on Mondays and Fridays.

When we sum all this all up – what do we know about ourselves? We are a trusted partner that thousands of local families rely on. We provide vital services and high quality support to an ever-increasing number

of people throughout their lifetime. We are continuously in pursuit of new and inventive strategies so we can remain an efficient and responsible community partner.

Superintendent Green offered the annual MUI training review to the Board Members via PowerPoint. All employees and Board Members receive this mandated training once a year. He informed the Board of the definition, categories, and the 19 types of incidents when it comes to MUIs. He shared that all require immediate action, an investigation to determine cause and contributing factors, and a prevention plan to reduce likelihood of future incidents.

He then shared the MUI Trends that can be seen across Ohio, including Stark County. The most reported MUI over the past year has been Unscheduled Hospital Admissions, representing 29% of incidents in Stark County, and a third of incidents State-wide. The second most reported MUI was Significant Injury, and third most was Unapproved Behavior Supports. The following slides represented numbers within Stark County for MUIs in each category that were substantiated. Of special note, he pointed out that State-wide choking relief remains the highest life-saving measure performed.

Superintendent Green shared with the Board that to report an MUI, they could contact the MUI Hotline at 330-477-4477, directly contact him, or any member of Management Team, who will help them get the incident reported. Maria Heege complimented the work that Stark DD does to keep our families safe. Superintendent Green shared that we have a great team that works to do so.

This concluded the Superintendent's Report.

**Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: Tentatively January 18, 2022, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: Tentatively January 21, 2022, at 3:00 p.m.
- C. Ethics Council – No Meetings in October or November  
Next Meeting: January 25, 2022, 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 January Board meeting for second reading and Board approval.

- Policy 2.20 Medicaid HCBS Waiver Waiting List – Reviewed
- Policy 2.21 Non-Residential Waiting Lists – Reviewed
- Policy 4.49 Dress Code – Reviewed
- Policy 4.51 Employee Conflict of Interest – Reviewed
- Policy 4.55 Certification, Licensure, Registration and Permits – Reviewed
- Policy 5.18 Transportation – Reviewed
- Policy 6.21 Breach Notification – Reviewed

**Financials and Board Resolutions:**

12-39-21: Operating Fund #071

<b>A. Two Payrolls for October</b>	<b>\$1,228,391.52</b>
<b>B. Bills for Payment in October</b>	<b><u>\$1,045,860.92</u></b>
<b>TOTAL</b>	<b><u>\$2,274,252.44</u></b>

12-40-21: Operating Fund #071

<b>A. Two Payrolls for November</b>	<b>\$1,232,672.96</b>
<b>B. Bills for Payment in November</b>	<b><u>\$5,591,537.67</u></b>
<b>TOTAL</b>	<b><u>\$6,824,210.63</u></b>

Maria Heege moved for approval of Resolutions 12-39-21 and 12-40-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that during the month of October, there was local revenue of \$2.01 million; state revenue was \$102,885; and federal revenue was \$520,310. Total revenue received for October was \$2.64 million.

There were two payrolls for October totaling \$1.2 million; total benefits paid of \$680,981; and total other expenditures of \$381,650; giving us a total for the month of \$2.27 million.

The unencumbered cash at the beginning of the year was \$52.46 million. At the end of October, there was \$7.6 million in open purchase orders for 2021; we cancelled purchase orders from 2020 in the amount of \$887,764. With a positive year to date net change in financial position of \$14.9 million, October ended with unencumbered cash of \$60.64 million, and with our \$10 million in our reserve balance account, gives us total cash of \$50.64 million.

Looking at the year to date variance: \$54.9 million in YTD revenue, which is 108% of the expected revenue. Year to date we have spent \$39.6 million, which is 76% of the budget. The available budget at the end of October, mostly made up of personnel expenses, was \$5.27 million.

Looking at November, total local revenue was \$258,823; state revenue was \$340,728; and federal revenue was \$625,595. Total revenue for November was \$1.22 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, which we did not receive in 2020; we received a worker's compensation refund in the amount of \$778k.

There were two payrolls during November totaling \$1.2 million; total benefits paid of \$191,776; and total other expenditures of \$5.40 million. We did pay \$4.9 million in waiver match and administrative fees.

We started the year with \$52.46 million in unencumbered cash; \$2.2 million in open purchase orders for 2021; and \$887,764 in cancelled purchase orders for 2020. This results in a positive net change in financial position year to date of \$9.3 million resulted in unencumbered cash at the end of November of \$60.49 million, taking into account our \$10 million in our reserve balance account, leaves us with cash totaling \$50.49 million.

Looking at the budget versus actual statements, focusing on the year to dates and available budget: \$56.1 million has been received in, which is 110% of the budget. Year to date we have spent \$46.8

million, which is 88.46% of the budget, and the target was 86%. The available budget at the end of October was \$3.9 million.

In review of prior year encumbrances, there was \$1.14 million in purchase orders from 2020 carried over; \$255,000 paid year to date, and \$887,000 cancelled. All 2020 purchase orders have been closed, and remain at \$0.

Resolution 12-39-21 shows that there were two payrolls in October totaling \$1,211,621, with nothing to note. The total amount for other October monthly obligations was \$1,045,862. Resolution 12-40-21 shows that there were two payrolls for November totaling \$1,232,672. The amount for other November monthly obligations was \$5,591,537.

The Board duly adopted.

12-41-21: Resolution to approve the 2022 Final Budget

Dr. Jessica Falvo Lang moved for approval of Resolution 12-41-21. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, provided a PowerPoint presentation of the 2022 Final Budget. There are not a lot of changes going from 2021 to 2022. Looking at the 2021 local revenues, there is an increase projected in the billing of excess costs. Overall projected increase in real estate collections. State revenues are expected to flat. Federal cost report settlements are expected to decrease due to privatization.

Looking at expenditures for 2021 – board approved wage increases are projected and an increase in benefit costs along with an increase in waiver match just under \$1.0 million. We are expecting an increase in real estate taxes based on historical data, and expect cost report settlements to decrease. We expect to see insurance increases, and new waivers. Loss of eFMAP when the National Emergency ends, which is supposed to end in March 2022, which will increase our waiver costs is to be expected as well. Leigh shared a slide of the Cash Balance Forecast.

For Resolution 12-41-21, the projected total local revenues are \$35.5 million, total state revenues of \$6.4 million, and federal revenues of \$7.26 million, giving us total revenues of \$49.15 million. Total expenditures for the year are budgeted at just under \$56 million, and we expect our expenses will exceed revenues by \$6.8 million. We expect to end this year with just under \$60 million, and expect that in 2022 will leave an estimated unencumbered balance of \$53.1 million. Looking at the Capital Fund and the Cohen Gifts Fund, there is no activity. Therefore, there is \$14,384 in the Capital Fund that will remain there. The Cohen Gifts Fund remains at \$125,450 which will stay as well.

The Board duly adopted.

12-42-21: Resolution to approve the 2022 North East Ohio Network (NEON) Budget

Jennifer Moff moved for approval of Resolution 12-42-21. Dr. Jessica Falvo Lang seconded.

Leigh Page, CFO/Business Manager, explained that this resolution is for approval of the 2022 NEON budget. As always, the main fund running through NEON is for Family Support Services at \$212,000. Total other financing includes \$400,000. Total revenue of \$612,000 is expected. Total expenses, mostly made up of Family Support Services, of \$603,000. We expect revenues to exceed expenditures by \$9,000, and the estimated cash balance of \$856,000 at the end of 2022.

The Board duly adopted.

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12-43-21: Resolution to approve Transfer of Funds to NEON

Dr. Jessica Falvo Lang moved for approval of Resolution 12-43-21. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the transfer \$400,000 to NEON for the payment of our Board obligations. NEON, a Regional Council of Governments, founded in 1996, and includes six counties as a part of NEON. Right now, the board purchases services provided from NEON for local funding of supported living, family support services, administration and invoice payment, and MUI investigations when board employees are involved. This money will be transferred to provide the resources needed to replenish funds to continue to pay these obligations.

The Board duly adopted.

12-44-21: Resolution to approve payment of the non-federal share of services required for 2022  
Medicaid Expenditures

Maria Heege moved for approval of Resolution 12-44-21. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the appropriation of up to \$23.35 million to pay the non-federal share of the 2022 Medicaid expenditures required by the State of Ohio Revised Code. This amount has been budgeted for in the 2022 budget. Included is the waiver match obligations, and administrative fees. This is Stark County Board of DD's ongoing financial commitment to assure that the services for which the Medicaid expenditures are made will conform to all applicable state and federal laws.

The Board duly adopted.

12-45-21: Resolution to approve Provider Financial Assistance

Maria Heege moved for approval of Resolution 12-45-21. Jennifer Moff seconded.

Discussion:

Ed Lewis, Provider Compliance and Support Manager, explained that the Board has taken several actions to support the provider community during the COVID pandemic, which includes the leasing of Stark DD employees, providing technical assistance, purchasing supplies, and making PPE available when needed. We have also reimbursed qualified providers for room and board expenses as well as the Competency-Based Training and Longevity Add on during 2021. To support our Provider Community, we would like to continue these efforts as we continue into 2022. Please note that the Board is prohibited from supplementing the Medicaid rate and paying for any type of stipend or rate to cover hourly wages, salaries, or overtime costs for direct support professionals (DSP) of a provider. The Board is and will continue to assist providers with conducting criminal background checks and database checks pursuant to R.C. Section 5123.081 and Ohio Administrative Code rule 5123-2-02. We will continue to assist providers with recruitment of an alternative workforce (even those without a high school diploma or GED), based upon guidance the Board received from the Ohio Department of Developmental Disabilities (DODD). Dr. Jessica Falvo Lang inquired as to how much the Board spent last year on this. Leigh Page, CFO, shared that for the Competency-Based Add-On, we reimbursed the \$50,000 that was approved in 2021. We did not spend as much on PPE in 2021 as we did in 2020. In 2021, we did make a provider payment through DODD. Ed Lewis explained that the Competency-Based add-on is to allow providers to send their DSP's to the 60-hour training that they would be reimbursed for otherwise.

The Board duly adopted.

12-46-21: Resolution to approve 2022 Service Contracts

Dr. Jessica Falvo Lang moved for approval of Resolution 12-46-21. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution lists out all of the contracts that exceed \$25,000, effective January 1, 2022, through December 31, 2022. The list includes a service contract with EPIC Project Search, not to exceed \$75,000, the Stark County Sheriff for investigations and related activities to individuals served by Stark County DD. All locally funded individuals that do not have a waiver are included also not to exceed \$550,000; the employee resource network, LifeService EAP, that is available to the provider community; as well as the Information Technology contracts, such as copier maintenance, licenses, learning management system, payroll management system, Brittco, as well as Microsoft licenses. All Other Service contracts includes NEON not to exceed \$900,000; membership dues for OACBDD not to exceed \$90,000; and service contracts with A1 Background Checks, and our contract with TWi, which is not expected to exceed \$257,000 for 2022.

Carmelita Smith inquired about the Sherriff's Contract, and what the money is used for. Leigh Page clarified that the Deputy is paid through the Sherriff's office, and we reimburse their office for his wages.

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 3.03 Lockout – Tagout Program – Reviewed
- Policy 4.56 Table of Organization – Reviewed
- Policy 5.10 Preschool Program Discipline – Revised
- Policy 5.12 Wellness – Reviewed
- Policy 5.15 Suspensions-Emergency Removals for Adults with DD – Revised
- Policy 5.16 Administration of Medication – Reviewed
- Policy 5.23 Employment First – Reviewed
- Policy 5.28 Food Services Staff Illness Reporting – Reviewed

12-47-21: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 12-47-21. Jennifer Moff seconded.

The Board duly adopted.

**Executive Session:**

President Sutter called for an executive session for the purpose of discussing the performance evaluation of the Superintendent.

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

A roll call vote was taken.

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<u>Roll Call Vote</u>	<u>All in Favor</u>
James Anderson	Absent
Jessica Falvo Lang	Yes
Maria Heege	Yes
Jennifer Moff	Yes
Carmelita Smith	Yes
Cindi Sutter	Yes
Daniel Sutter	Yes

The Board went into executive session at 6:44 p.m.

The Board came out of executive session at 7:18 p.m. and no action was taken.

**Adjournment:**

President Sutter wished everyone a happy and healthy holiday season. He then requested a motion to adjourn. Maria Heege moved for approval. Carmelita Smith seconded. The Board adjourned at 7:19 p.m.

The next Board meeting is scheduled for Tuesday, January 25, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.