

Stark County Board of Developmental Disabilities Annual Organizational Meeting January 25, 2022 Minutes

2022 ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 25, 2022, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:03 p.m.

Oath of Office

Commissioner Bill Smith administered the Oath of Office to reappoint Recording Secretary, Dr. Jessica Falvo Lang, and Board Member Maria Heege.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Carmelita Smith
Recording Secretary Dr. Jessica Falvo Lang
Jim Anderson
Maria Heege
Jennifer Moff

Cindi Sutter (excused)

Also Attending:

Bill Green, Superintendent
Brandon Haney, Information Technology Manager
Tammy Maney, Early Childhood Director
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources

Election of Officers:

President Sutter reported that the 2022 Nominating Committee was made up of Maria Heege, Board Member, Personnel Committee Chair, Ethics Council member, and Nominating Committee Chair; Dr. Jessica Falvo Lang, Board member, Finance Committee Chair, and Nominating Committee member; and Cindi Sutter, Board Member, Personnel Committee member, and Nominating Committee member. They proposed the following 2022 slate of officers: President, Dan Sutter; Vice President, Carmelita Smith; and Recording Secretary, Dr. Jessica Falvo Lang.

01-01-22: Resolution to approve the election of proposed 2022 Board Officers

Maria Heege moved for approval of Resolution 01-01-22. Jim Anderson seconded.

The Board duly adopted.

2022 Board Meeting Schedule:

During the organizational meeting, the board meeting schedule is set for the year. A copy of a tentative schedule was in the Board Packet. There were no questions or concerns with the proposed schedule so it was accepted.

Board meetings will be held at 6:00 p.m. on the fourth Tuesday of the month, except in February and December, in the Ernest Cohen Room at Whipple-Dale Centre. The meeting dates are as follows: February 15, 2022, March 22, 2022, April 26, 2022, May 24, 2022, June 28, 2022, August 23, 2022, September 27, 2022, October 25, 2022, and December 13, 2022. There are no Board Meetings in July and November.

Previous discussion took place about holding the first in-person Board training after the April Board Meeting. President Sutter proposed that the second in-person training take place after the September Board meeting. The two additional hours will be through Relias, the Agency's Learning Management System.

Committee Appointments:

The following committee appointments were made: Ethics Council – Jim Anderson and Maria Heege; Personnel Committee – Maria Heege as Chair, Carmelita Smith, Cindi Sutter; Finance Committee – Dr. Jessica Falvo Lang as Chair, Jennifer Moff, and Dan Sutter. The Nominating Committee for 2022 will be Maria Heege as Chair, Dr. Jessica Falvo Lang, and Cindi Sutter. They will meet prior to December 31, 2022, to propose a slate of officers for the 2023 calendar year.

Finance Committee Meetings will be held at 4:00 p.m. in the Superintendent's Conference Room on the Monday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 7, 2022, March 14, 2022, April 18, 2022, May 16, 2022, June 20, 2022, August 15, 2022, September 19, 2022, October 17, 2022, and December 5, 2022.

Personnel Committee Meetings will be held at 3:00 p.m. in the Superintendent's Conference Room on the Friday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 11, 2022, March 18, 2022, April 22, 2022, May 20, 2022, June 24, 2022, August 19, 2022, September 23, 2022, October 21, 2022, and December 9, 2022.

The draft schedules for these meetings were in the Board Packets. President Sutter stated that since there are new assignments, the dates and times could be changed. No comments or suggestions were made, so the schedules were accepted.

Ethical Code of Conduct Declaration and Conflict of Interest Declaration:

President Sutter requested that each of the Board members read the Ethical Code of Conduct Declaration and Conflict of Interest Declaration documents in their Board Packets. These declarations are signed each year. They were to be signed after the Board meeting and returned to Ketrina Sabeau, Executive Assistant. It was noted that these documents could be sent electronically for signature through DocuSign, if preferred.

Annual Board and Individual Board Member Self-Assessments:

President Sutter indicated that the completed Annual Board and Individual Board Member Self-Assessments were inside the Board packet. Upon review of the feedback, it seems the Board is functioning well but also wants to get better. Some of the Board's strengths are what bring a good mix to a governing board. The collective feedback that was received is a great springboard into 2022. President Sutter thanked the Board members for completing the assessments.

Board In-Services Discussion:

President Sutter reported that to date, we have received the Ohio Department of Developmental Disabilities mandated training topics, and stated the Board would like to, again, do two 1-hour trainings in person. The other two 1-hour trainings would be on Relias, the Agency's online learning management system. The planned first training is after the April Board Meeting, and the second

after the September Board Meeting. The additional two hours will be through Relias. He stated that from the assessments, Board members took interest in, or asked for, training to include knowledge and history of Agency, mission, and values; social and economic trends and issues affecting the Agency; the upcoming levy; and managing thru the workforce crisis. He will direct Superintendent Green and his staff to ensure the feedback within the self-assessments are addressed.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. Jennifer Moff seconded. The meeting was adjourned at 6:13 p.m.

**Stark County Board of Developmental Disabilities
Regular Board Meeting
January 25, 2022
Minutes**

Call to Order:

A regular meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 26, 2021, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:13 p.m.

Roll Call

A roll call was not taken since one was already taken during the Organizational Meeting.

In Memoriam:

A moment of silence was observed for the following: Ralph Oscar Chriss, age 84, passed away on Thursday, November 30, 2021. He received services from the SSA Department; William "Billy" Michael Barone, age 58, passed away on Sunday, December 12, 2021. Billy received services from the SSA Department, and previously attended the Board's Workshop program; Danny Ellis Morris, age 60, passed away on Tuesday, December 14, 2021. Danny previously received services from the Board's Workshop program, and the SSA Department; Shelby Rastle, age 79, passed away on Wednesday, December 22, 2021. She received services from the SSA Department, and previously attended the Board's Workshop program; Anthony David MacLean, age 24, passed away on Thursday, December 23, 2021. He received services from the SSA Department; Richard McCully Sr., age 71, passed away on Thursday, January 6, 2022. He received services from the SSA Department; Mary Ann Meola, age 64, passed away on Thursday, January 6, 2022. She previously attended the SCBDD Workshop Program, and received services from the SSA Department; Heather Marie (Martin) Hostetler, age 27, passed away on Monday, January 10, 2022. She received services from the SSA Department; Jon M. Sommers, age 62, passed away on Friday, January 14, 2022. He received services from the SSA Department; Anne E. Hansen, age 30, passed away on Friday, January 14, 2022. She received services from the SSA Department; Tami Christine Garner, age 54, passed away on Thursday, December 30, 2021. Tami worked for Stark DD for 14 years as a Developmental Specialist in the Early Intervention Department. She was involved in the SCEPTA Union, and served as the Union Treasurer for several years.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Board meeting minutes of December 14, 2021. Maria Heege moved for approval. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Public Speaks:

None

President's Report:

President Sutter began stating he appreciates the feedback provided in the board assessment and self-assessments. He had the opportunity to attend both legislative advocacy meetings and hear the stories that providers are living with right now during this Workforce Crisis. Our service delivery system certainly is fragile and can easily move from a crisis to an emergency. We will continue to

meet with additional legislators to share the multiple issues of the need to enrich rates, as well as simplify our system. This concluded the President's Report.

Superintendent's Report:

Superintendent Green began his report by thanking Dr. Falvo Lang and Maria Heege for their commitment to the Board through taking the Oath of Office to be reappointed for another four years. This evening we do want to point us to our Year One Strategic Plan progress report. He offered thanks to Lisa Parramore for putting together the document, which portrays positive images and information around our successes. He also offered kudos to the departments who worked so diligently to make year one of our Plan a success.

The Plan's framework is made up of three focus areas that are Educate, Advocate, and Provider Relations. We have 11 initiatives that fall under the focus areas, and 47 objectives.

We have in year one of the plan:

- Increased the number of people using assistive technology from 66 to 81 people. This is an 18.5% improvement. He offered kudos to Amy Anderson and Jessica Hoffarth, as transitioning people to technology they are unfamiliar with is no easy lift.
- Implemented a public awareness campaign where we are starting to show up all over the county on buses, billboards, and social media.
- We streamlined and updated our Navigation Tool.
- Increased people who are competitively employed, and now have 267 people working in our community.
- Implemented an Outcome Measurement report that is within the last couple pages of the document that is before you. Showing who, how and number of people we are supporting.
- We served the most number of children in the age group of 3-13 years of age than we ever have before.

These are just a few examples of the accomplishments of year one. For more, please peruse the progress report.

For Year 2, we only expect to see more education, more advocacy, and provider support so we can bolster a service delivery system hampered by our nation's workforce crisis and at the same time lay the groundwork for a levy campaign in the Spring of 2023.

We do have our Accreditation survey on the near horizon, which is slated to occur on March 1st through the 3rd. This is our report card on how we are succeeding with our provision of home and community based services. The survey's outcome reflects how we are doing each day, and the processes we have in place to serve people. This survey is just 34 days away.

Expect to see a formal launch of our public awareness campaign on February 1. Our motto, slogan, messaging, and what we provide our community is what we truly are – **HELP FOR Good**, which is our campaign. We are proud of this, and thank Triad Communications for help with advertising, and Lisa Parramore for the positive images that will be seen around the County.

This concluded the Superintendent's Report.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Tentative Next Meeting: February 7, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Tentative Next Meeting: February 11, 2022, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Tentative Next Meeting: February 15, 2022, at 5:45 p.m., if needed

Old Business:

None

New Business:

Connie Poulton shared a PowerPoint Presentation addressing the upcoming changes to our health benefits. Her PowerPoint addressed the current and future costs of utilizing the health benefits within the Council of Governments (COG) and the County's plan. The COG notified us in late November, that there would be changes coming beginning in 2022, and continuing through 2027. Currently, we go out to market for our dental, vision and flexible spending benefit options – which are all optional benefits to employees. However, in order to continue using the COG's health benefits, we must shift and utilize all other benefits through them as well. Changes expected include raising deductibles and coinsurance incrementally through 2027, implementing ER visit copays beginning in 2022, and the requirement to utilize the COG's dental, vision, flexible and dependent care spending accounts. At this time, our options include continuing to stay with the COG, which is inclusive of 160 agencies and 60,000+ lives, go with the County's plan, or submit an RFP and go out to market for our own independent plans.

Connie shared several more slides, offering an apples-to-apples comparison to the County's plans versus the COG's plans in terms of cost to the Board and our employees, items for consideration when choosing between the two, and an overview in differences between the plans. Additionally, she noted that over the years, our benefit plan has been a useful recruiting and retention tool for our staff. She shared with the Board that we would also have to go through a risk assessment to be considered for entry into the County's plan, in which they would look at our historical data, including group claims.

Board members offered questions such as how employees would be impacted as far as their current doctors, and when this decision needs to be made by. Connie shared that the County's plan is Medical Mutual, which is one of the options we currently offer, however the majority of our staff utilize the current AultCare option. She noted that a final decision does not need to be made until we are approaching 2027, however, we are approaching union negotiations, and there is contract language within the contract books regarding our current benefits. Bill shared that there will be an executive session next month, where these items could be discussed more in detail, as we will need to decide if we plan to address this in this round of negotiations, or next.

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 February Board meeting for second reading and Board approval.

Policy 2.10 Risk Management – Reviewed
Policy 4.23 Resignation – Reviewed
Policy 6.14 IT Physical Security – Reviewed
Policy 6.15 IT Remote Access – Reviewed

Financials and Board Resolutions:

01-02-22: Operating Fund #071

A. Two Payrolls for December	\$1,244,435.91
B. Bills for Payment in December	<u>\$1,569,525.49</u>
TOTAL	<u>\$2,813,961.40</u>

James Anderson moved for approval of Resolution 01-02-22. Jennifer Moff seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for December 2021, total local revenue was \$145,549; total state revenue was \$236,160; and total federal revenue was \$253,995. Total revenue received for December was \$635,705.

The variance when looking at the 2021 year to dates compared to 2020, Leigh noted that we did see an increase in local revenue due to excess costs, a real estate tax increase, and a Worker's Compensation reimbursement.

There were two payrolls in December totaling \$1.2 million. Total benefits paid was \$1.1 million, and total other expenses of \$428,451. She noted that the first December payroll included a vacation payout of about \$44,000, and we paid Health and Dental benefits for both November and December months.

In comparing 2021 expenses to 2020, Leigh noted we saw our usual increase in waiver match paid, and we also paid a provider payment in the amount of \$1.2 million. Lastly, we had an increase in other expenditures mainly due to capital housing pass-through dollars we did not incur in the prior year.

Unencumbered cash at the beginning of the year was at \$53.6 million. We ended the year with \$767,000 in 2021 purchase orders, and our canceled 2020 purchase orders in the amount of \$887,000. There is a year-to-date positive variance of revenues over expenses totaling \$7.2 million, which leaves \$59.8 million in unencumbered cash at the end of December. Leigh noted that this cash balance also includes our Reserve Balance Account funds in the amount of \$10 million.

For the budget versus actual year-to-dates, we received a total of \$56.8 million in revenues, which is 111.25% of the revenues we expected to receive. We had \$50 million in expenditures, which is 93.78% of the budgeted expenditures. Our target is 100%, so we came in under budget by 6.22%. The available budget as of 12/31/21 was \$1.9 million, which is mostly the unspent budget in supplies and professional services.

The prior year encumbrance report was reviewed, noting that we carried over \$1.1 million in 2020 purchase orders, to which the Board paid \$255,000 off of the 2020 purchase orders, and canceled \$887,000 in purchase orders, with \$0 remaining for 2020 purchase orders at the end of December.

In review of resolution 01-02-22, there were two payrolls in December, with the first payroll reflecting the vacation payout, and we paid Health and Dental benefits for both November and December months. All other expenses were normal routine operating expenditures. The list of bills was also included within the Board Packet.

The Board duly adopted.

01-03-22: Resolution to approve the transfer of funds to NEON for Family Support Services

Dr. Jessica Falvo Lang moved for approval of Resolution 01-03-22. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, explained that this resolution is to authorize the transfer of the \$212,000 to the North East Ohio Network (NEON) to support obligations for family support services. DODD funding that the board used to receive has been discontinued due to budget cuts, but the Board wants to continue to support them. In years leading up to 2020, the Board received subsidy

funding from the Ohio Department of Developmental Disabilities on a quarterly basis for the purpose of supporting Family Support Services (FSS), however, the previous State Biennium budget cut this funding to County Boards. Even though the funding is no longer available, the Board would like to continue funding the FSS Program. The goals of the FSS program is to promote family unity, to maximize self-sufficiency and to prevent inappropriate institutionalization by offering an array of supports that can be tailored to the unique need of the individual in need of services. The money that would be transferred will provide the resources to replenish funds needed to continue operating the Family Support Services program at NEON. These funds were appropriated in the 2022 budget.

The Board duly adopted.

01-04-22: Resolution to amend the Table of Organization to create three SSA positions

Maria Heege moved for approval of Resolution 01-04-22. Jennifer Moff seconded.

Discussion:

Connie Poulton, Director of Human Resources, shared that this resolution is requesting an amendment to the Table of Organization to add three new SSA positions. The Service and Support Administrator serves as the point of contact to assist the individual with developmental disabilities in coordinating all services they may need to meet their health, safety, and welfare needs. The addition of these three (3) SSA positions are in alignment with our Strategic Plan.

The expense associated with the addition of three (3) Service and Support Administration positions is included in the 2022 budget. Once the positions are approved, each will be assigned a Position Control Number (PCN) and be placed on the Table of Organization, these positions will be added throughout the year, not immediately.

The Board duly adopted.

01-05-22: Resolution to approve the SSA Incentive Program

James Anderson moved for approval of Resolution 01-05-22. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, shared that the Board is requesting to implement an SSA Incentive Program based upon the SSA's individual Targeted Case Management productivity. Targeted Case Management (TCM) is a set of services provided to people with developmental disabilities that helps them gain access to needed medical, clinical, social and educational services to improve the quality of their lives. TCM services are reimbursable through Medicaid. Allowable TCM make up the majority of units billed by SSAs and is an extremely important revenue stream. Allowable services include assessment, care planning, referral and linkage, monitoring and follow-up. A TCM unit is equivalent to fifteen minutes and is defined in OAC 5160-48-01. The current Medicaid reimbursement rate for each unit is \$19.50.

Unallowable TCM is not billable and can include such activities as training, intake, eligibility determinations, and conducting Quality Assurance reviews. Allowable and unallowable TCM are measured for the purpose of the SSA Incentive Program and will determine the productivity tier the SSA achieves on a quarterly basis. Both types of TCM are very important as they tell the story of the person being served.

TCM Productivity will be determined at the end of each quarter and be based on a 3-month average of the SSA's productivity as determined by the TCM Report generated by the Board's Finance

Department. The productivity standard in the State of Ohio has been established as 47%, and is based on an 8-hour work day and takes paid time off into consideration. Increased productivity will result in increased revenue and will offset the incentive payouts.

Based on current TCM productivity, the annualized revenue generated above the 55% threshold by twenty-two SSAs is approximately \$173,000.

Dr. Jessica Falvo Lang asked if there are other County Boards that do this type of program. Connie stated that she was not sure, but due to the increased productivity, it is a program that would pay for itself. It is also an attractive recruiting measure to help us stand out, as well as a retention tool. Superintendent Green offered that while they do not use this exact incentive program, many County Boards offer their SSA's some form of incentive for productivity or performance. Board members inquired as to how many SSA's would reach the highest threshold for the incentive, to which Amy Anderson, Director of SSA, stated there were three that reached the highest threshold.

Board member Jennifer Moff inquired as to how their TCM is tracked. Connie shared that it is similar to case noting, and done in a computer system. Leigh Page, CFO/Business Manager offered that TCM is calculated monthly into a report by our finance department, and is tracked throughout the year, comprised of allowable and unallowable, which are monitored. Following the close of a 3-month period, there would be an average to determine SSAs that are eligible for the incentive. President Sutter stated that in theory, this would mean that more productivity would provide opportunity to serve more, to which Superintendent Green confirmed.

The Board duly adopted.

01-06-22: Resolution to approve a request of the Board of County Commissioners to go out to bid for the re-surfacing of the parking lot at the Eastgate Early Childhood Center

Dr. Jessica Falvo Lang moved for approval of Resolution 01-06-22. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager shared that the Eastgate parking lot is long past due to have the entire lot resurfaced, at a cost not to exceed \$200,000. We will bid to mill the entire parking area to an average depth of 4", hauling the millings off site, grade where needed and install strength course of #301 hot mix compacted to 2-1/2 inches. We will then install the wearing course of #448-1 Hot mix compacted to 1 1/2 inches and stripe per approved layout. Maintenance Department shows no record of the entire parking lot being re-surfaced since the building was remodeled in 1996. The parking lot has had multiple patches and seal coats over the past 25 years.

The Board duly adopted.

01-07-22: Resolution to approve a request of the Board of County Commissioners to go out to bid for the re-surfacing of the playground at the Eastgate Early Childhood Center

Jennifer Moff moved for approval of Resolution 01-07-22. James Anderson seconded.

Discussion:

Tammy Maney, Director of Early Childhood, explained that The large playground at Eastgate is long past due to have the entire rubberized surface replaced. She stated that it seems that at this point, there are more patches than there are original playground, of which pieces have come loose, creating a safety issue when it comes to preschoolers putting the pieces in their mouths, etc. Maintenance Department records show that the surface has only been patched since its original install in 1997. We

will bid to have the entire rubberized surface removed down to the original hard surface, hauling the old surface off site.

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, and noted that Policy 4.12, Personal Days, will be presented again in February as a result of some changes that came up after first reading:

- 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

01-08-22: Resolution to approve the Board policies presented for second reading

Maria Heege moved for approval of Resolution 01-08-22. Carmelita Smith seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. James Anderson seconded. The Board adjourned at 6:56 p.m.

The next Board meeting is scheduled for Tuesday, February 15, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.