

**Stark County Board of Developmental Disabilities
Board Meeting
February 15, 2022
Minutes**

Ethics Council:

Prior to the Regular Board Meeting, the Ethics Council met at 5:45 p.m. The Council discussed and approved an affidavit for a prospective job candidate.

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, February 15, 2022, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

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

Also Attending: Bill Green, Superintendent
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources

In Memoriam:

A moment of silence was observed for the following: Cecil S. Barbe, age 55, passed away on Tuesday, January 18, 2022. He received services from our SSA Department; James P. Sidles, age 62, passed away on Friday, January 21, 2022. He received services from our SSA Department; Amy Sanders, age 62, passed away on Sunday, January 23, 2022. She previously attended our Workshop Program, and also received services from our SSA Department; Kathy S. Brown, age 65, passed away on Monday, January 24, 2022. She received services from our SSA Department; Clara C. Miller, age 82, passed away on Wednesday, February 2, 2022. She received services from our SSA Department; Shaun M. Holmes, age 39, passed away on Monday, January 31, 2022. He received services from the SSA Department.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the Annual Organizational and Regular Board Meetings held on January 25, 2022.

Maria Heege moved for approval. Jim Anderson seconded.

The Board duly adopted.

Public Speaks:

None.

President's Report:

President Sutter started his report offering thanks to all of the employees who are working to prepare for our Accreditation Survey that is scheduled a few weeks from now, from March 1st through the 3rd. Your hard work and diligence is noticed and appreciated. This past week I had the opportunity to sit for a video being prepared for the Accreditation Team, touting our work with the provider community as well as the partnership with the Stark County Health Department's successful Vaccine Clinic.

We are also excited about the roll out of the "Help for Good" campaign. The campaign is very representative of what we do for people and their families, and is the perfect precursor to our levy campaign next year. To conclude his report, President Sutter offered kudos to the Triad Group and our staff for the campaign and raising awareness of what we do in our community.

Superintendent's Report:

Superintendent Green welcomed everyone again to the meeting, stating he would be brief, as there was an executive session at the end of the meeting. We are excited as we are approaching Accreditation, which is just 14 days away. He noted that March 1, we will also begin celebrating, as March is Disability Awareness Month, which is something we look forward to each year. This is celebrated nationally, celebrating people with disabilities, and featuring positive images of the people we serve, and their successes. With that, he concluded his report.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: March 14, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: March 18, 2022, at 3:00 p.m.
- C. Ethics Council – No meeting in January
Next Meeting: March 22, 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, presented the policies slated for first reading. These policies will be presented during the March Board meeting for second reading and Board approval.

- Policy 2.11 Code of Conduct - Reviewed
- Policy 3.07 Transmittable Disease – Revised
- Policy 4.40 Payroll – Reviewed
- Policy 5.01 Early Intervention Program and Services – Revised

Financials and Board Resolutions:

02-09-22: Operating Fund #071:

A. Two Payrolls for January	\$1,123,992.45
B. Bills for Payment in January	<u>\$1,155,592.08</u>
TOTAL	<u>\$2,279,584.53</u>

Jennifer Moff moved for approval of Resolution 02-09-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for January 2022, total local revenue was \$79,972; total state revenue was \$385,970; and total federal revenue was \$250,906. Total revenue received for January was \$716,849. For January 2022 expenditures, there were two payrolls totaling \$1.12 million; total benefits paid of \$656,272; and total other expenditures of \$499,319. Total expenditures for the month were \$2.28 million. Expenses exceeded revenue by \$1.56 million.

Unencumbered cash as of January 1, 2022, we began 2022 with \$60.01 million. There are currently open purchase orders for 2022 of \$20.5 million, plus our canceled purchase orders from 2021 in the amount of \$28,316, and taking our net change in financial position of negative \$1.5 million, the month ended with unencumbered cash of \$37.95 million. Leigh noted that this cash balance also includes our reserve balance account, in the amount of \$10 million.

The January budget versus actual statement shows year-to-date revenues are \$716,849, which is 1.46% of what we expect to receive; total expenses of \$2.28 million, which is 4.07% of what we expect to spend, with our target at 8.3%. The available budget at the end of January was \$33.15 million, consisting of mostly waiver match to be spent, and personnel services.

In review of prior year encumbrances, there was \$766,526 in encumbrances carried over from 2021, \$278,250 was paid in January, cancelled \$28,316 in January, and there is a remaining balance of \$459,959.

For Resolution 02-09-22, there were two January payrolls of \$1.12 million, with nothing out of the ordinary to note, and other non-payroll expenses of \$1.16 million, which was broken down week-to-week in the Board packets.

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

02-10-22: Resolution to approve the Board policies presented for second reading.

Maria Heege moved for approval of Resolution 02-10-22. Jim Anderson seconded.

The Board duly adopted.

Executive Session:

President Sutter called for an executive session for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. (Ohio Revised Code 121.22 (G)(4)). He noted that no action would be taken at this time.

Maria Heege moved for approval. James Anderson seconded.

A roll call vote was taken.

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

The Board went into executive session at 6:15 p.m.

The Board came out of executive session at 7:05 p.m., and no action was taken.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. James Anderson moved for approval. Maria Heege seconded. The Board adjourned at 7:06 p.m.

The next Board meeting is scheduled for Tuesday, March 22, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.