

Stark County Board of Developmental Disabilities Board Meeting March 22, 2022 Minutes

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 22, 2022, at 2950 Whipple Avenue NW, Canton, Ohio, and by video teleconference. The meeting was called to order by President Dan Sutter at 6:00 p.m.

Roll Call:

Board Members:

Present:

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

Absent:

None

Also Attending:

Bill Green, Superintendent
Brandon Haney, Information Technology Manager
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: Sydney Josephine Wickham, age 4, passed away on Wednesday, February 9, 2022. Sydney received services from our Early Intervention and SSA Departments; Brianna Lynn Dice, age 17, passed away on Thursday, February 10, 2022. Brianna was a student at Rebecca Stallman Southgate School, and received services from our SSA Department; Warren "Lee" Bennet Jr., age 46, passed away on Sunday, February 13, 2022. He received services from our SSA Department; Chelsea Mae Diehl, age 25, passed away on Sunday, February 20, 2022. Chelsea graduated from Rebecca Stallman Southgate School, and received services from our SSA Department; Darryl D. Terrell, age 58, passed away on Wednesday, February 23, 2022. Darryl previously attended the West Stark Workshop program, and received services from our SSA Department; Mary Louise F. "Lulu" Haren – Lulu, age 66, passed away on Saturday, March 5, 2022. Lulu previously worked in the Southgate, Cohen-Joliet, and Whipple-Dale Workshop programs, and also received services from our SSA Department.

Minutes of the Previous Board Meeting:

President Dan Sutter requested a motion for approval of the minutes from the Board Meeting held on February 15, 2022.

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

The Board duly adopted.

Recognition of Retirees

Connie Poulton, Director of Human Resources, shared that two school employees would be retiring in March. Rebecca Holthaus, Principal of School Programs, shared sentiments about both retirees and their dedication to their jobs. Daniel Lewitzke, Intervention Specialist Assistant at Southgate, is retiring with over 30 years of service; and Linda Ward, Intervention Specialist at Southgate, is retiring with over 31 years of service. President Sutter thanked both of these employees for their dedication to the Board, and on behalf of the Board, wished them many years of happiness in their retirement.

March Awareness Presentation

Lisa Parramore shared a PowerPoint presentation celebrating March as Developmental Disabilities Awareness Month. She highlighted activities that sought to bring awareness to the community that have occurred so far this month. March kicked off the all-important month with a feature in the Canton Repository, where Superintendent Green wrote a guest editorial, highlighting Stark DD; a watch party with 40 Self Advocates in attendance, occurred on March 2, for State Advocacy Day that is held in Columbus; March 7, was Inclusion Day, where advocates and supporters were urged to wear orange in support of inclusion. On March 17, Stark DD held their monthly Self Advocacy meeting, referenced as the “Be the Good” meetings, with over 100 advocates in attendance, where they discussed the topic of remote supports. World Down Syndrome Day was on March 21, with our staff and community joining in the “Rock Your Socks” campaign in support of World Down Syndrome Day.

Lisa shared that Stark DD was able to participate in a book donation program, where we were able to donate 177 books to all first grade teachers in Stark County. The reading of the book can be found on YouTube, with Superintendent Green reading the book as a form of “Story Time”. On March 30, we will hold the second annual Unified Basketball game at Walsh University. Lisa noted that Stark DD has yard signs available for free to any providers, supporters, families, etc., that are located at all Stark DD buildings, and that the 31 days of Advocacy Activities are available on our Facebook. On social media, Stark DD has worked to share images recognizing 54 employees who received service milestones in 2021.

Meet our Ambassadors: We continue to tell stories, and on a separate page on the Stark DD Website, you can find all stories that we have collected about our ambassadors, providers, and employees where you can learn more about each person’s story. Lisa shared that our March Ambassadors can be seen on 10 billboards around the County, in the Canton Repository and Alliance Review in print and digital formats, on the radio on WKSU, Facebook, and Instagram, with all stories being permanently housed on the Stark DD Website on the “Our Stories” page.

Lisa introduced the 2022 Ambassadors, who are each from a different age group: Declan, who receives Early Intervention services, was introduced by one of his Early Intervention Service Providers, Jen Massar; Hudson, who is receiving Preschool Services, who was introduced by Early Childhood Director, Tammy Maney; Tay’A, who attends Rebecca Stallman Southgate School, was introduced by Principal of School Programs, Rebecca Holthaus; Nehemiah, who attends Crenshaw Local Schools; and, Alyssa, who is in the Adulthood Age group.

The families of each Ambassador were invited to speak at the Board Meeting, and the families that were able to attend expressed their gratitude for Stark DD, the excitement of seeing their faces on billboards and in the media, and shared a bit of their experiences and stories. Lisa expressed thanks to all of the Ambassadors and their families, and concluded her presentation.

Public Speaks:

None

President’s Report:

President Sutter started off by thanking Lisa and all of the Ambassadors and their families for sharing their stories with us. We are pleased to hear we had a bidder for the Eastgate parking lot, given the price of oil and gas. It is not surprising that no bids were received for the playground resurfacing. No doubt, everything is costing more given the inflationary pressures caused by oil, as well as ongoing supply chain issues. On another note, it is nice to see our online presence for March Disability Awareness Month, and we appreciated the presentation today highlighting the positive images of people with disabilities and their families.

As a reminder to the Board Members, next month we will have an abbreviated Board meeting and then we will have a Board In-Service thereafter. Bill and his team will work to have the Board In-Service conclude by 7:00 P.M. As discussed during the Organizational Meeting, we will have two of our In-Services in person, and two will be conducted in Relias, the Agency’s electronic learning management system, for a total of four hours, which is our statutory requirement each year.

This concluded the President’s Report.

Superintendent's Report:

Superintendent Green welcomed everyone to the meeting, and provided an update to the Board regarding our Accreditation Survey. He shared that he would like to start off with the positives: that our Early Intervention, Investigative Services, RNQA, Provider Compliance, and Human Resources Departments did excellent in Accreditation, and received no citations. However, our SSA Department did receive seven citations. Please know the outcome is unacceptable and that there is never an excuse not to meet minimum standards. I can ensure you that all hands are on deck working to remedy our system and process issues, to make sure we are adequately assessing people needs and writing a plan that comprehensively addresses those needs. What is clear is we can't do more of the same and expect different results. Focus groups have been conducted with Connie Poulton and myself and solid feedback was received from SSAs about changes they would like to see. There are some systemic actions that can be taken, that will address the issues and concerns. The plan of correction has been written and will be submitted by week's end, which is a comprehensive plan, and goes to our issues. He shared that he will regularly update the Board on the status and outcomes that are being seen.

Superintendent Green offered the Board members more clarity on the proposal noted in the Board's weekly update notification. He shared details about the proposal, a supplemental payment to providers, will work to provide Direct Support Professionals an added one-dollar pay increase. This proposal would be County Board funded, and all 88 Counties need to accept the proposal for it to reach approval. The proposal details that providers would need to opt-in to the program, with the understanding that they will need to provide details and documents that reflect a list of their DSPs, and how the supplemental payment was used, which can be only to increase wages, benefits, or provide additional training. The proposal is outside of the Medicaid Rate, but is believed to be the most efficient and effective way to add a one-dollar increase to the DSP wages. He noted that there is also a County Board funded Medicaid Rate increase that is planned for 2023, but the idea of the supplemental payment program would replace Medicaid increase.

He ended the Superintendents Report with a sentiment, noting how we are proud, and honored, to be able to support nearly 3,700 people and their families.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: April 18, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: April 22, 2022, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Next Meeting: April 26, 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 April Board meeting for second reading and Board approval.

- Policy 2.05 Public Records Request – Revised
- Policy 2.19 Utilizing County Tax Dollars as a Last Resort – Revised
- Policy 4.09 Employee Reasonable Accommodation - Reviewed
- Policy 6.05 IT Email - Reviewed

Financials and Board Resolutions:

03-11-22: Operating Fund #071 (page 53)

A. Two Payrolls for February	\$1,208,371.06
B. Bills for Payment in February	<u>\$5,577,073.83</u>
TOTAL:	<u>\$6,785,444.89</u>

Dr. Jessica Falvo Lang moved for approval of Resolution 03-11-22. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for February 2022, total local revenue was \$124,425; total state revenue was \$243,641; and total federal revenue was \$241,884. Total revenue received for February was \$609,951. In comparing 2022 to 2021 revenues, there is nothing to note, with the exception of the timing of when revenues were received.

For February 2022 expenditures, there were two payrolls totaling \$1.2 million; total benefits paid of \$185,010; and total other expenditures of \$5.39 million. This includes a waiver match payment and administrative fees of \$4.48 million.

For year-to-date cash, we started 2022 with \$60.8 million. We canceled \$28,316 in 2021 purchase orders, which leaves \$355,404 left in 2021 purchase orders, and open 2022 purchase orders totaling \$14.8 million at the end of February. With the net change in financial position of negative \$7.7 million, the month ended with unencumbered cash of \$37.9 million, and with our reserve balance account in the amount of \$10 million, the actual unencumbered cash at the end of February was \$27.9 million.

Looking at the February budget versus actual statement, focusing on year-to-dates, we have received \$1.33 million, which is 2.7% of total revenues that we expect to receive. We have spent a total of \$9.1 million, which is 16.2% of total expenditures budgeted, with a target of 16.7%. The available budget at the end of February was \$31.8 million, made up mostly of personnel and unencumbered waiver match.

In review of prior year encumbrances, the Board carried over \$766,526 in encumbrances carried over from 2021. \$382,805 of the purchase orders have been paid to date, \$28,316 have been canceled, and there is a remaining balance of \$355,404, of 2021 purchase orders.

For Resolution 03-11-22, there were two February payrolls of \$1.21 million. Other non-payroll expenses of \$4.5 million for a waiver match payment and administrative fees in the second week, and \$626,000 for the FSS and annual transfer to NEON.

The Board duly adopted.

03-12-22: Resolution to approve Program Calendars

Maria Heege moved for approval of Resolution 03-12-22. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, informed the Board that the program calendars for the 2022-2023 program year were being presented for approval. These calendars have been reviewed by both unions, which is in compliance with the labor contracts. The Preschool calendars for Eastgate and Taft, and the school-age calendars for Avondale and Southgate comply with the hours required by the ODE, and are in compliance with the Staff work days as written in the labor contracts. The required number of service days for Early Intervention comply with regulations, and are listed on the Administrative Calendar. The resolution also states that the Board has the right to amend the calendars after they are adopted in the event of an unforeseen circumstance, which would include emergency shutdowns, excessive bad weather days, or even a pandemic.

The Board duly adopted.

03-13-22: Resolution to approve an Amendment to the Table of Organization

Carmelita Smith moved for approval of Resolution 03-13-22. Jennifer Moff seconded.

Discussion:

Connie Poulton, Director of Human Resources, informed the Board that The Service and Support Administration (SSA) Trainer is responsible for enhancing the competencies of Service and Support Administrators (SSAs) by designing and conducting training programs which address the core functions of an SSA. This position will be responsible for the development and implementation of a standardized orientation program for new SSAs. Also, the SSA Trainer will oversee the Board's Mentoring Program and utilize the Agency's Learning Management System as well as provide training for current staff on all applicable DODD rules and practices.

The expense associated with the addition of one (1) Service and Support Administrator Trainer position will be added to the 2022 budget. Once the position is approved, it will be assigned a Position Control Number (PCN) and will be placed on the Table of Organization.

The Board duly adopted.

03-14-22: Resolution to approve going out to bid to purchase a bus

Dr. Jessica Falvo Lang moved for approval of Resolution 03-14-22. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, informed the Board that the Agency would like to go out to bid for a yellow bus, with a cost not to exceed \$125,000.00. The Board currently maintains 33 Yellow Buses for Preschool and School Age programs. The Board intends to continue its efforts over the past several years to upgrade the fleet of buses by retiring the older, higher mileage and higher maintenance buses. The Board would like to accept bids for one new bus and retire for trade three of the current fleet.

The Board duly adopted.

03-15-22: Resolution to approve the Board policies presented for second reading

Dr. Falvo Lang moved for approval of Resolution 03-15-22. Carmelita Smith seconded.

Connie Poulton, Director of Human Resources, gave a brief summary of the policies presented for second reading:

- 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

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. Carmelita Smith seconded. The Board adjourned at 6:57 p.m.

Note: The next Board meeting is scheduled for Tuesday, April 26, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.