

# **Stark County Board of Developmental Disabilities Board Meeting April 26, 2022 Minutes**

## **Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, April 26, 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  
Recording Secretary Dr. Jessica Falvo Lang  
Jim Anderson  
Jennifer Moff  
Cindi Sutter

### **Absent (Excused):**

Vice President Carmelita Smith  
Maria Heege

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:

Theresa Ann Polus, age 77, passed away Monday, February 28, 2022. Theresa previously attended Stark DD schools, and received services from our SSA Department; Emma Nicole Parsons, age 20, passed away on Thursday, March 24, 2022. Emma was a student at Rebecca Stallman Southgate School, and also received services from our SSA Department; Michael Paul Shumard, age 58, passed away on Monday, April 11, 2022. He received services from our SSA Department; Pat N. Fehlman passed away on Friday, March 25, 2022. Pat led Stark DD's Office of Public Information, Community Education and Communications, for 19 years until her retirement in 2009.

## **Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the minutes from the Board Meeting held on March 22, 2022.

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, and noted that the agenda would be light due to the Board In-Service following the meeting. President Sutter stated that he did want to note some numbers, pulled from the outcome measurement report and the board report for Early Intervention, that reflect steadily increasing numbers of children and families being served. This is a great service, and we want to acknowledge the department for the work they are doing. The report shows that the number of home visits made reflects that we are serving more people in-person each month, than total during the pandemic. On behalf of the Board, I want to thank all departments for their reports and the work that is being performed.

This concluded the President's Report.

**Superintendent's Report:**

Superintendent Green welcomed everyone to the meeting, noting that we are already four meetings in for our 2022 year. He shared with the Board Members that through collaboration with Triad, our contracted advertising firm, the Board Members photos were present on miniature "Help for Good" billboards as a keepsake, to thank them for their service. Given the Board in-service planned for after the meeting, he shared that his report would be short, with the focus area being on Accreditation.

Currently, we are working to ensure that all trainings, and meetings that need to occur to revise plans, are taking place. Lots of hard work has been occurring, and will continue to occur, through the end of May, as the earliest that DODD could return is in June. Three representatives from the Ohio Association of County Boards of DD will come to Stark DD on May 9 and 10, to meet with SSAs and SSA supervisors, and will provide training on outcomes and monitoring, to complement the significant amount of training and follow-up that has been occurring. We have also contracted with MEORC, to assist us with ensuring inter-Rater Reliability by reviewing six plans for us each month, that have already been reviewed, to make sure that nothing is missed. OACBDD will meet with reviewers, as well as SSA Supervisors and SSAs, to coach and train them to assist this process and show them where we can improve. As mentioned, the earliest that DODD will return would be June of this year, and at that time, if everything is clear, we will have a one-year accreditation that dates back to March 2022. DODD Reviewers will then return in March 2023, to complete a full Accreditation Review on all departments, at which point the expectations would be to achieve a three-year Accreditation.

This concluded the Superintendent's Report.

**Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: May 16, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: May 20, 2022, at 3:00 p.m.
- C. Ethics Council – No Meeting in March  
Next Meeting: May 24, 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 May Board meeting for second reading and Board approval.

- Policy 2.29 Free Choice of Provider – Revised
- Policy 5.21 Preschool Transitions – Revised
- Policy 6.01 IT Acceptable Use – Revised

**Financials and Board Resolutions:**

04-16-22: Operating Fund #071

<b>A. Three Payrolls for March</b>	<b>\$1,883,529.46</b>
<b>B. Bills for Payment in March</b>	<b>\$1,616,021.04</b>
<b>TOTAL:</b>	<b><u>\$3,499,550.50</u></b>

James Anderson moved for approval of Resolution 04-16-22. Dr. Jessica Falvo Lang seconded.

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Discussion:

Leigh Page, CFO/Business Manager, reported that for March 2022, total local revenue was \$706,558; total state revenue was \$248,078; and total federal revenue was \$4.25 million. Leigh noted that we did receive a Waiver Reconciliation in the month of March, with revenue received for March totaling \$5.21 million.

For March 2022 expenditures, there were three payrolls totaling \$1.9 million; total benefits paid of \$1.2 million; and total other expenditures of \$373,412. This gives us total expenses of \$3.5 million for the month of March, resulting in our revenues exceeding our expenses by \$1.7 million. Our ending cash balance at the end of March was \$54.7 million. We then must add back in the canceled \$312,034 in 2021 purchase orders, which leaves \$61,372 remaining in 2021 open purchase orders; and open 2022 purchase orders, which totaled \$13.8 million at the end of March. With the net change in financial position of negative \$6.03 million, the month ended with unencumbered cash of \$41.15 million. Deducting our reserve balance account in the amount of \$10 million, the actual unencumbered cash at the end of March was \$31.15 million.

Looking at the March budget versus actual statement, focusing on year-to-dates, we have received \$6.5 million, which is 13.29% of total revenues that we expect to receive. We have spent a total of \$12.5 million, which is 22.45% of total expenditures budgeted, our target is 25%. The available budget at the end of March was \$29.5 million, made up mostly of personnel and unencumbered waiver match.

In review of prior year encumbrances, the Board carried over \$766,526 in encumbrances from 2021. To date, \$393,119 of the purchase orders have been paid, \$312,034 have been canceled, and there is a remaining balance of \$61,372, for 2021 purchase orders.

For Resolution 04-16-22, Leigh noted that there were three March payrolls totaling \$1.89 million, with nothing to note, and other non-payroll expenses of \$1.62 million.

The Board duly adopted.

04-17-22: Resolution to approve amendments to Program Calendars

James Anderson moved for approval of Resolution 04-17-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, informed the Board that the program calendars for the 2022-2023 program year are being revised. The Stark DD at Avondale 2022-2023 Calendar shall be revised to change the first day for students to Monday, August 22, instead of August 18. The language will be revised on October 28, 2022, to reflect a Staff Work Day, and a line added in October to reflect "Parent Conferences TBA". Monday, March 27, 2023, will be changed to a Staff Work Day, with no school for students. The end of the fourth nine weeks and the last day for students will be changed from May 26, 2023, to May 25, 2023. These changes result in the total student hours being changed from 1,100, to 1,074. Additionally, the Stark DD Preschool at Taft 2022-2023 Calendar will be revised to reflect a Staff Work Day, with no school for students, on Monday, March 27, 2023. This change reflects a one-day subtraction on the Taft calendar.

The changes described above are due to Stark DD's need to align with the Plain Local Schools calendar, for staffing and building availability purposes at Avondale and Taft schools. The hours on both program calendars have been adjusted to reflect the changes, with both Avondale and Taft student hours exceeding the Ohio Department of Education's requirements for student hours.

Jennifer Moff abstained, and the Board duly adopted.

**Second Reading of Board Policies:**

04-18-22: Resolution to approve the Board policies presented for second reading.

Dr. Jessica Falvo Lang moved for approval of Resolution 04-18-22. James Anderson seconded.

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

- 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

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. James Anderson moved for approval. Dr. Jessica Falvo Lang seconded. The Board adjourned at 6:19 p.m.

Note: The next Board meeting is scheduled for Tuesday, May 24, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.