

**Stark County Board of Developmental Disabilities
Board Meeting
May 24, 2022
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, May 24, 2022, at 2950 Whipple Avenue NW, Canton, Ohio, and by video teleconference. The meeting was called to order by President Dan Sutter at 6:03 P.M.

Roll Call:

Board Members:

Present:

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

Absent (Excused):

Jennifer Moff (Excused)

Also Attending:

Bill Green, Superintendent
Brandon Haney, Information Technology Manager
Rebecca Holthaus, Principal of School Programs
Paula Kovach, Assistant Director of SSA, Specialized Services
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: Kimberly K. Shonk, age 52, passed away Sunday, April 17, 2022. She received services from our SSA Department; Thomas J. King, age 35, passed away on Thursday, April 21, 2022. Thomas received services from our SSA Department; Raymond E. Moore, age 56, passed away on Friday, April 29, 2022. He received services from our SSA Department; William F. Beverley, age 53, passed away on Sunday, April 24, 2022. Bill graduated from Southgate, previously attended Stark DD Workshop programs, and received services from our SSA Department; Daniel W. Sayers, age 59, passed away on Sunday, May 1, 2022. Danny was a resident at Echoing Ridge, and received services from our SSA Department; Alan R. Dorsey, age 38, passed away on Wednesday, May 4, 2022. Alan previously attended Stark DD Day Programs, and received services from the 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 April 26, 2022.

James Anderson moved for approval. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

Recognition of Retirees

Connie Poulton, Director of Human Resources, announced that four retirees would be recognized at the meeting. Rebecca Holthaus, Principal of School Programs, introduced Ron Leonard, Physical Development Specialist, retiring with over 35 years of service; and Karen Stanfill, Intervention Specialist, retiring with over 20 years of service. Paula Kovach, Assistant Director of SSA, introduced Carla Mayberry, Eligibility SSA, who is retiring with over 27 years of service. Lastly, Brandon Haney, IT Manager, was not able to be present, but recorded a video to introduce Michael Barath, Staff Trainer, who retired with over 35 years of service. Each speaker shared sentiments about their respective department's retirees, and thanked them for their service. On behalf of the Board, President Sutter also offered thanks to each retiree for their years of service, and wished them many years of health and happiness in their retirement.

Public Speaks:

Pauline Hlad, a Physical Therapist at Rebecca Stallman Southgate School, approached the podium for Public Speaks. She stated first, that she would like to show support for our retirees, and thanked them for their years of service. Pauline noted that while often we hear about the bad things, she wanted to speak to share some of the good things that have happened. Pauline expressed appreciation to President Sutter, and Board Member Jennifer Moff, for their attendance at the Southgate Graduation ceremony. She shared that she was not able to attend graduation, but upon her return to school, she heard from not only students, but staff as well, how much they appreciated the attendance of President Sutter and Jennifer Moff.

President's Report:

President Sutter welcomed everyone to the meeting, and noted that there would be considerable Board business at the meeting. He first congratulated the eight graduates from our school age program, and the 46 preschoolers who will transition to kindergarten. President Sutter shared that we also have approximately 50 graduates who are eligible for our services graduating from one of our 17 school districts. We wish them all well in their new endeavors.

We know that there are many changes occurring in the SSA department, and we want to congratulate Ed Lewis as the new SSA Director, as well as SSAs who are adapting to the changes that the new state-wide individual service plan will bring.

This concluded the President's Report.

Superintendent's Report:

Superintendent Green began his report noting all of the exciting things that are happening in May. Exceptional Olympics occurred with over 800 people attending, including three of our classrooms at Southgate. Southgate's Graduation Ceremony recognized eight graduates; our self-advocates held their monthly *Be the Good* gathering, where this month Self-Advocates and their Allies participated in a Park Cleanup. This weekend, the North Canton Jaycees/Stark DD Special Olympics Track Meet will occur, and next week Eastgate and Taft graduations will occur. May is always a month packed full of activities.

Since our accreditation, it has been a time of re-assessing what we do, and how we are doing it. Certainly, we cannot keep doing the same things and expect different results. Our plan is a simple one – we are taking a step back from solely focusing on Accreditation to work on stabilizing our workforce. Part of that is to seat a new Director, and found that the right person was right under our nose. Ed Lewis, previously our Manager of Provider Compliance and Support, will take on a new role as the Director of our SSA Department at the end of this month. One of the concerns we heard from focus groups, exit interviews, and stay interviews is that our newest SSAs need more training. With this feedback, we are re-assessing our work policies, procedures and practices to make sure they are employee friendly, and not a barrier to getting things done. We are wrapping training around our new employees with the newly hired SSA Staff Trainer, and an SSA Mentorship Program. The move to the statewide Ohio Individual Service Plan is a big one, and we changed how we are training it; no longer training in a large group, but with small labs of eight SSAs, to deliver the information effectively. We also are investing in technology, and electronic workflows, to reduce the administrative burdens on SSAs that take away from doing their jobs; one of which is moving to electronic signatures for Individual Service Plans, a game changer for families, and for us. We have heard loud and clear from our employees and families on the things that they would like to see improved, and the barriers that need removed to assist them in writing better plans. For our schools, we have a Job Fair planned for June 30, where we hope to recruit substitute teachers, assistants, bus drivers, riders, and follow alongs.

This concluded the Superintendent's Report.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: June 20, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: June 24, 2022, at 3:00 p.m.
- C. Ethics Council – No Meeting in March
Next Meeting: June 28, 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 June Board meeting for second reading and Board approval.

Policy 2.24 Travel and Other Expense Reimbursement – Reviewed
Policy 4.45 Work Related Injuries – Reviewed
Policy 4.60 Exit Interview – Reviewed

Financials and Board Resolutions:

05-19-22: Operating Fund #071

A. Two Payrolls for April	\$1,169,711.54
B. Bills for Payment in April	\$1,248,129.65
TOTAL:	<u>\$2,417,841.19</u>

Dr. Jessica Falvo Lang moved for approval of Resolution 05-19-22. Carmelita Smith seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for April 2022, total local revenue was \$18.9 million; total state revenue was \$248,490; and total federal revenue was \$246,902. Total revenue received for April was \$19.38 million. In comparing 2022 to 2021 revenues year-to-date, we saw an increase in the first half of 2022 Real Estate collections. There was also a cost report settlement received in 2021, which will not be received in 2022.

For April 2022 expenditures, there were two payrolls totaling \$1.2 million; total benefits paid of \$632,358; and total other expenditures of \$615,770. Looking at year-to-date cash, we started 2022 with \$60.8 million; and canceled \$346,789 in 2021 purchase orders, which leaves \$24,736 remaining in 2021 open purchase orders. Open 2022 purchase orders total \$13.2 million as of the end of April. With the net change in financial position of positive \$10.9 million, the month ended with unencumbered cash of \$58.8 million, and with our reserve balance account totaling \$10 million, the actual unencumbered cash at the end of April was \$48.8 million.

For the April budget versus actual statement, focusing on year-to-dates, we have received \$25.9 million, which is 52.72% of total revenues that we expect to receive. We have spent a total of \$15 million, which is 26.77% of total expenditures budgeted, our target is 33%. The available budget at the end of March was \$27.7 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, \$395,000 of the purchase orders have been paid, \$346,789 have been canceled, and there is a remaining balance of \$24,736, for 2021 purchase orders.

For Resolution 05-19-22, there were two April payrolls totaling \$1.2 million, and \$9,000 was paid in the first quarter for the SSA TCM Incentive, where 28 SSA's qualified. Other non-payroll expenses totaled \$1.25 million.

The Board duly adopted.

05-20-22: Resolution to Accept a Bus Bid

James Anderson moved for approval of Resolution 05-20-22. Dr. Jessica Falvo Lang seconded.

Discussion:

On April 4, and April 6, 2022, the Agency placed ads for one (1) yellow bus as part of BID 22-01-1. The Request for Bid was also posted on the Board's website for two weeks prior to the bid opening. Three bids were received, and Truck Sales & Service Inc., met the required specifications and was the lowest bid. Payment for the purchase of the one (1) yellow bus has been appropriated in the SCBDD General Fund #071, 2022 Budget.

The Board duly adopted.

05-21-22: Resolution to approve Non-Represented Staff Pay Increase, and One-Time Retention Incentive

Dr. Jessica Falvo Lang moved for approval of Resolution 05-21-22. Carmelita Smith seconded.

Discussion:

In accordance with Policy 4.57 Salary Administration, the Board recognizes that employees are the most important resource the program has in providing services to people with developmental disabilities. It is the Board's intent, within its ability to pay, to maintain a compensation program that will attract and retain the best qualified employees at all levels of responsibility, as well as be externally competitive, internally consistent, and fair. The Superintendent is authorized to develop salary recommendations, based on available resources, and to institute systematic procedures for implementing and maintaining a salary administration program.

The Agency has 144 non-represented employees who represent Service and Support Administrators, Investigative Agents, Payment Authorization Specialists, Provider Compliance Reviewers, administrative employees, supervisors, and management employees. The cost of the three-year wage adjustments is approximately \$318k in year one, \$248k in year two, and \$256k in year three. The total cost of this recommendation is approximately \$822k. All non-represented employees, including substitute employees, are eligible to receive the retention bonus. The total cost of the one-time only payment is approximately \$188k.

The Board duly adopted.

05-22-22: Resolution to approve Substitute Staff Pay Increases

James Anderson moved for approval of Resolution 05-22-22. Dr. Jessica Falvo Lang seconded.

Discussion:

The hourly rates for the positions listed above have not been increased for three (3) plus years. These positions can be difficult to recruit for yet are essential to the efficient operation of our school programs and the transportation department.

The majority of the expense associated with the increase is attributed to the position of Follow Along, as there are 21 staff members working in this role. This expense is approximately \$63,000, and will be reimbursed by each student's home school district. The Board will incur the increased expense of all other Substitute positions, which are approximately \$26,000 annually.

The Board duly adopted.

05-23-22: Resolution to approve amendments to the Longevity Program

Carmelita Smith moved for approval of Resolution 05-23-22. Dr. Jessica Falvo Lang seconded.

Discussion:

The Longevity Program will be included as an element of the Board's Salary Administration Program, and is intended to reward non-represented employees for years of service in five (5) year increments commencing with the employee's date of hire. A longevity category for five (5) years of service through nine (9) years of service will be added. With this addition, the longevity category ten (10) years of service through fourteen (14) years of service will be revised.

It is the Board's intent, within its ability to pay, to maintain a compensation program that will attract and retain the best qualified employees at all levels of responsibility, as well as be externally competitive, internally consistent, and fair. Upon the completion of Five (5) through Nine (9) years of service, \$0.20 per hour; Ten (10) through Fourteen (14) years of service, \$0.30 per hour; Fifteen (15) through Nineteen (19) years of service, \$ 0.40 per hour; Twenty (20) through Twenty-four (24) years of service \$0.60 per hour; Twenty-five (25) through Twenty-nine (29) years of service, \$0.80 per hour; and Thirty (30) years of service, \$1.00 per hour. The Agency has 188 non-represented employees who represent Service and Support Administrators, Investigative Agents, Payment Authorization Specialists, Provider Compliance Reviewers, Substitute Employees, administrative employees, supervisors, and management employees. The additional cost to the Longevity Program to add an additional category, and increase a category, is approximately \$19,500.

The Board duly adopted.

05-24-22: Resolution to approve amendments to the 2021-2022 Program Calendars

Dr. Jessica Falvo Lang moved for approval of Resolution 05-24-22. James Anderson seconded.

Discussion:

The 2021 – 2022 Administrative and Early Intervention Staff calendar has been revised to reflect the Juneteenth holiday. On June 17, 2021, Juneteenth was declared a U.S. Federal Holiday, therefore, Policy 4.47 Holidays, was revised and presented to the Board on June 29, 2021. The Policy was approved by the Board on August 24, 2021, (Resolution 08-32-21), and went into effect on September 24, 2021. This revision also amends the Total Staff Work days reflected on the Administrative and Early Intervention Staff Calendar to 245.5 days. This revision only applies to non-represented Stark DD staff as detailed in Policy 4.47, Section E: Employees represented by a collective bargaining agreement will follow the holiday language in their respective contract.

The 2021 – 2022 Rebecca Stallman Southgate School and Avondale Program Calendars are being revised to establish Friday, June 3, 2022, as the last day of school for staff. The 2021 – 2022 Eastgate Preschool and Taft Preschool Program Calendars will be revised to reflect that Friday, June 3, 2022, is the last day of school for staff. In both cases, the school year is being extended per Article IX, Section 3, Item A of the labor agreement between the Stark County Board of Developmental Disabilities and the Stark County Educators and Professional Trainers Association which states the following: Nine (9) month employees shall work one hundred eighty four (184) days per year. Five (5) calamity days are built into the calendars each year. During the 2021 – 2022 School year, bargaining unit employees had seven (7) calamity days. The school year is being extended by two (2) days in order to comply with the labor agreement.

The Board duly adopted.

05-25-22: Resolution to approve an amendment to the Table of Organization to add a Developmental Specialist position

Carmelita Smith moved for approval of Resolution 05-25-22. James Anderson seconded.

Discussion:

The Developmental Specialist participates as part of multi-disciplinary team in providing evaluations, ongoing assessments, services and coaching to families and caregivers of children eligible for early intervention services. The number of children being served by the Early Intervention Department has increased from 292 at the start of 2021, to 410 in April 2022. This is an increase of over 100 families in the past year. This position will provide direct services to children and their families in their natural environments (home or community settings).

The expense associated with the addition of one (1) Developmental Specialist 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.

Second Reading of Board Policies:

05-26-22: Resolution to approve the Board policies presented for second reading.

Dr. Jessica Falvo Lang moved for approval of Resolution 05-26-22. James Anderson seconded.

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

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

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 6:44 p.m.

Note: The next Board meeting is scheduled for Tuesday, June 28, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.