

Stark County Board of Developmental Disabilities

Board Meeting

June 28, 2022

Minutes

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 28, 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
James Anderson
Maria Heege
Jennifer Moff
Cindi Sutter

Absent:

Also Attending:

Bill Green, Superintendent
Brandon Haney, Information Technology Manager
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Constance Poulton, Director of Human Resources

In Memoriam:

A moment of silence was observed for the following: Ronald W. Swihart, age 56, passed away on Sunday, May 29, 2022. He previously attended the Stark DD Workshop Program, and received services from the SSA Department; Theresa K. Large, age 67, passed away on Monday, May 23, 2022. She was active in Special Olympics, and received services from the SSA Department; Michael L. Bartlow, age 72, passed away on Tuesday, May 17, 2022. He previously attended the Stark DD Workshop Program, and received services from the SSA Department; Mary Ann Ellis, age 60, passed away on Wednesday, May 11, 2022. She received services from the SSA Department; Ameallia Jeraldine Elizabeth Pierce, age 11, passed away on Sunday, May 29, 2022. She 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 May 24, 2022.

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

The Board duly adopted.

Recognition of Retirees

President Sutter announced that one person would be retiring this month. Connie Poulton, Director of Human Resources, introduced Marie Pettime, Intervention Specialist Assistant, who is retiring after over 42 years of amazing service.

Connie shared sentiments about Marie's dedication, commitment, and service to the Board. Connie also shared words on behalf of School Age Principal, Rebecca Holthaus, who noted that Marie makes every effort to ensure every day is positive, and she is dedicated to inspiring her students to make good choices and work hard, and that Marie will certainly be missed by her students and coworkers. Marie shared a few words about her time with the Board, noting that she enjoyed every moment, and is excited for what her next chapter holds. On behalf

of the Board, President Sutter wished Marie many years of health and happiness in her retirement, and thanked her for her dedicated years of service.

Public Speaks:

None.

President's Report:

For the president's report this evening, it came to mind that in less than a year, we will have a levy on the ballot. Although it is a renewal, I think it is key that we remain diligent and continue to talk with our families and friends about Stark DD, and about the vital services the Board provides to people in our communities – of which I can attest to as a parent.

Encouraging people we know to get out and vote will be imperative. As everyone continues navigating the inflationary pressures of today, we must emphasize that this levy is a renewal – meaning no new taxes. I like to think that every day, there are opportunities to educate people about who we are at Stark DD; how we support over 3,600 people; and that we truly are "Help for Good."

This concluded the President's Report.

Superintendent's Report:

Superintendent Green began his report by welcoming everyone to the meeting. We are halfway through the year and we, by tradition, provide a 6-month update on the Agency's goals. We have 59 goals, which is between three and six goals per department. The goals are very much about improving processes, systems, and training so we can be the greatest benefit to the greatest number of people. As can be seen within the board packet, efforts show progress on all of our goals. While all goals are important, our public awareness campaign of HELP FOR GOOD cannot be overstated. This campaign is laying the groundwork and branding for our 2023 Levy renewal, which is tantamount given that it represents two-thirds of our funding. Our public awareness campaign is a bedrock initiative within our Strategic Plan as well.

Although not a goal, considerable work has been underway to stabilize our workforce with listening sessions, focus groups, stay interviews, and exit interviews. We want to thank Connie Poulton, Director of Human Resources, and Karen Evans, Personnel Officer, for their work with the stay and exit interviews. Also, Connie's efforts to launch our SSA mentoring program for our new SSAs is progressing as planned. The need for training is the resounding message of the SSA feedback received.

As far as this month, it has been full of activities. The track and field state meet occurred, where we sent 33 athletes to the Ohio State University to participate this past weekend. A three-week summer camp is being held at Rebecca Stallman Southgate School for 15 students and ends this Friday. We also provided funding and transportation for a week-long summer camp at Gentlebrook, and they will be having a second session in August we are sponsoring as well. We host a major self-advocates' event the third Thursday of each month, Be the Good, this month it occurred at Whipple-Dale with over 100 self-advocates in attendance. We hosted a community American Red Cross blood drive here at Whipple-dale and had 49 donors. A trio of Early Intervention playgroups were held at different area parks throughout the County. Our monthly provider meeting occurred today, with the topic of outcomes training for SSAs and providers, which also compliments our plan of correction. On Thursday, we have planned for a job fair to recruit for follow alongs, bus drivers and riders, teachers, maintenance, custodial, and SSA positions. Presently, we have six open vacancies for teacher positions at our Stallman Southgate School, and have three vacant SSA positions. In July, we will have a float in the Canton Community parade themed HELP FOR GOOD, and will collaborate with our self-advocates to either be on the float or walking alongside it. The Hall of Fame Community parade this year is on Sunday, July 24.

We are at the halfway point of the year and it certainly has not been an easy one. With the workforce crisis, inflation, accreditation, we, as an Agency, must remain grounded on what is most important. Of course, our mission is supporting choices and creating opportunities for people with disabilities and their families. We are carrying this out by living our values of **Choice** – that people have the right to choose how they will live their lives, where they will live, and with whom. We value **Dignity and respect** – that focuses on the significance and value of every person as unique. We value **Accountability** – we believe in conducting ourselves in a manner where we are responsible and answerable to the people we support, their families, and to the Stark

County community. We value **Stewardship** – we are responsible for planning and the management of resources entrusted to us in order to connect as many people with the services they need. Finally, we value **Integrity** – we choose to be honest, trustworthy, and ethical in all we do. Keeping our mission and values central – and always people supported first - we know we can continue to weather the challenges that this year has brought us.

This concluded the Superintendent's report.

Committee/Department Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: August 15, 2022, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: August 19, 2022, at 3:00 p.m.
- C. Ethics Council – No Meeting in May
Next Meeting: August 23, 2022, at 5:45 p.m., if needed.

Old Business:

None

New Business:

None

Family Support Services Presentation

Paula Kovach, Assistant Director of SSA, shared a PowerPoint presentation about Family Support Services (FSS). She stated that FSS helps to support individuals and their families in the family home. The program runs on a fiscal year, which is July 1 through June 30. The SSA Department has been preparing for this upcoming fiscal year since about mid-May.

FSS can be used for various things a family needs, and Paula shared some examples that include special equipment or modifications, specialized foods, recreation, counseling, training, therapy services, and even respite care. For someone to apply for FSS Funding, there are some requirements such as, the person must be County Board eligible, the individual must be living in the home with their family, have no other funding stream, and a specific salary limit that the family's income must fall under. Paula shared an overview of how the funds are allocated, and what the amounts are on a quarterly basis. She then shared an overview of the process, sharing that there is a specific department within the SSA Department that focuses on the FSS eligibility determinations, which is situated within the "Intake" department. Once determined approved, families are given coupons and a vendor list that accept the coupons. Families may also choose to pay out of pocket for items needed that are not available within the given vendors, and can submit invoices or receipts for reimbursement.

Paula further shared information about the waiting list for FSS funding, noting that if a family has an emergent need for funds, they can contact the SSA Department, who will work to assist the family with their need as much as possible. She noted that this program touches many lives, and is a very important program to our families. Annually, FSS funds are distributed to between 400 and 500 families.

A couple of questions were asked by Board Vice President, Carmelita Smith, and Board Member, Maria Heege, inquiring if there is an age limit for this program, or if prior approval is needed to purchase items not available on the vendor list. Paula responded that while there is no age limit, as the people we serve transition to adulthood, many adults become waiver-eligible and are placed on waivers, which would make them ineligible for FSS funds. She also shared that families know what they need best, so families do not need to get prior approval for the utilization of their FSS funds. Fund use is not usually under scrutiny, as families may need various things at various times of the year, and we are here to support them and help with their needs.

This concluded the FSS Presentation.

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 August Board meeting for second reading and Board approval.

Policy 2.30 Records Retention – Reviewed
Policy 3.02 Dangerous Weapons and Firearms – Revised
Policy 4.02 Retire Rehire – Revised
Policy 4.41 Compensatory Time – Reviewed
Policy 4.57 Salary Administration – Reviewed
Policy 4.61 Summary of Benefits and Coverage – Reviewed

Financials and Board Resolutions:

06-27-22: Operating Fund #071

| | |
|------------------------------------|------------------------------|
| A. Two Payrolls for May | \$1,210,232.19 |
| B. Bills for Payment in May | <u>\$6,295,536.31</u> |
| TOTAL: | <u>\$7,505,768.50</u> |

Dr. Jessica Falvo Lang moved for approval of Resolution 06-27-22. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of May 2022, total local revenues were \$1.95 million; total State revenue was \$234,095; and total Federal revenue was \$63,090, with total revenue for the month totaling \$2.25 million. May 2022 expenditures included two payrolls totaling \$1.14 million, with nothing special to note; total benefits paid of \$665,318; and total other expenditures of \$5.02 million, including our paid waiver match fees, which puts total expenses for the month at \$6.82 million. Expenses exceeded revenues by about \$4.5 million.

Cash at the beginning of the year was \$60.7 million. We have canceled \$348,248 in 2021 purchase orders, with \$20,796 remaining. Currently we have \$7.9 million in open 2022 purchase orders. With our positive net financial position of \$6.4 million, and the Reserve Balance Account with \$10 million dollars, our unencumbered cash balance at the end of May is \$49.6 million.

In review of the May budget versus actual statement, year-to-date we have received \$28.16 million in revenues, which is 57.3% of what we expect to receive. We have spent just under \$21.8 million, which is 38.96% of total expenditures budgeted. The available budget at the end of May, mostly made up of personnel expenses and unencumbered waiver match budget, was \$26.27 million. In review of prior year encumbrances, there was \$776,526 in purchase orders carried over from 2021, \$397,482 have been paid year-to-date, \$348,248 were cancelled, and there is a remaining balance of \$20,796.

For Resolution 06-27-22, there were two May payrolls, totaling \$1.15 million, with nothing special to note. Other non-payroll expenses were \$5.6 million.

The Board duly adopted.

06-28-22: Resolution to approve the Computer Refresh

Maria Heege moved for approval of Resolution 06-28-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Brandon Haney, IT Manager, reported that the IT department manages a four-year replacement rotation in order to spread the replacement cost, align with the warrantee program, and even out the manual effort to re-image and replace devices. This plan applies to both desktop and laptop computers that are deployed for regular, consistent use by either staff or by groups of staff within a department or work area. This four-year refresh program is consistent with industry practices for computer replacements.

SCBDD has a computer inventory of 400 devices and 60 of the devices are beyond the warranty period, which consists of a combination of desktop and laptops. The IT department monitors the performance of these devices, especially when they exceed their warranties, in order to accommodate the areas or personnel with the most critical computer needs. The cost not to exceed of \$128,445.00 is estimated to purchase approximately 60 devices (60 laptops and accessories). Within the 2022 Budget, \$140,000 was appropriated for the replacement of desktops and laptops.

The Board duly adopted.

06-29-22: Resolution to approve amendments to the Table of Organization

James Anderson moved for approval of Resolution 06-29-22. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, the SSA serves as the point of contact to assist the individuals with developmental disabilities in coordinating all services they may need to meet their health, safety, and welfare needs. The addition of five SSA positions are needed to ensure adequate staffing as ongoing turnover occurs. Taking this action to hire additional SSAs will prevent the need for SSAs to receive extra caseload assignments as recruiting for vacancies is conducted. Also, it will eliminate the need for Supervisors to take on caseloads in addition to their supervisory responsibilities.

The SSA Supervisor provides supervision and evaluation of SSAs, as it relates to Individual Service Plan (ISP) administration and duties within assigned supervisory units. The addition of one SSA Supervisor will readjust the number of SSAs overseen by each Supervisor, as well as ensure that SSAs are receiving the needed amount of supports from their Supervisor.

The expense associated with the addition of five (5) Service and Support Administrator positions and one (1) Service and Support Administration Supervisor will be added to the 2022 budget. Once the positions are approved, they will be assigned a Position Control Number (PCN) and will be placed on the Table of Organization.

The Board duly adopted.

06-30-22: Resolution to approve Financial Assistance payments for NMT providers.

Dr. Jessica Falvo Lang moved for approval of Resolution 06-30-22. James Anderson seconded.

Discussion:

Ed Lewis, Director of SSA, reported to the Board that given the significant rise in fuel costs, the Board will provide financial assistance to Non-Medical Transportation providers as is permitted and lawful by the Ohio Revised Code and Ohio Administrative Code. The NMT provider will be required to submit a grant application and financial awards will be tiered based upon the number of people a provider transports. The financial assistance award can be used to pay for vehicle maintenance, vehicle loans, equipment, insurance, employee-training, and other expenses not covered by the Medicaid rate. The Board is prohibited from supplementing the Medicaid rate and paying for any type of stipend or rate to cover hourly wages, salaries, or overtime costs for a direct support professional (DSP) of a provider who is performing NMT. Any NMT provider shall execute a contract with the Board and reimbursement requires appropriate documentation and receipts.

The Board duly adopted.

06-31-22: Resolution to approve the Stark County Family Council Agreement

Carmelita Smith moved for approval of Resolution 06-31-22. Jennifer Moff seconded.

Discussion:

Superintendent Bill Green shared with the Board that the Stark County Family Council is a partnership of government agencies and community organizations committed to improving the well-being of children and their

families. The Family Council does this by coordinating a network of community-based services and supports to meet the challenges of children and youth with complex, multi-system needs. In accordance to Ohio Revised Code 121.37, each county shall have a Family Council, which includes mandated members of which the superintendent of the county board of developmental disabilities is identified. The Board has been a funding partner since the establishment of the Family Council, along with the Stark County Mental Health and Addiction Recovery, Stark County Job and Family Services, Stark County Family Court and the Stark County Educational Service Center. Local funds are pooled to support the core functions of Family Council and the county's service coordination mechanism-wraparound.

Maria Heege abstained, and the Board duly adopted.

06-32-22: Resolution to approve a lease with Plain Local Schools

Maria Heege moved for approval of Resolution 06-32-22. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager informed the Board that this lease covers one school age classroom at Avondale Elementary, one preschool classroom at Taft Elementary, food service, information technology access, administrative support, custodial services, and utilities. The collaboration is a partnership between the Stark County Educational Service Center (ESC), Plain Local Schools, and the Board of Developmental Disabilities in a step toward ensuring integration during parts of a student's day. Since the embedded classroom was initiated, the Board has returned 21 students back to their school districts. During the 2021-2022 school year 6 children returned to their respective school district. The lease will be paid using Special Education Part B funds allocated to the Board under the Individuals with Disabilities Education Act (IDEA).

Jennifer Moff abstained, and the Board duly adopted.

06-33-22 Resolution to approve a three-year labor contract with the SCEPTA Union

James Anderson moved for approval of Resolution 06-33-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Connie Poulton, Director of Human Resources, shared that the Board and the SCEPTA bargaining teams reached a tentative three-year agreement on June 9, 2022. The SCEPTA Union represents 105 employees who work as Intervention Specialists (teachers), Intervention Specialist Assistants (teacher assistants), Developmental Specialists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, Occupational Therapy Assistants, Physical Therapy Assistants, and Nurses. The agreement calls for a wage adjustment of four percent (4.0%) in year one, three percent (3.0%) in year two, and three percent (3.0%) in year three. The cost of the three-year agreement is approximately \$247,842 year one; \$163,939 in year two; and \$167,677 in year three. The total cost of this agreement is \$579,458. Within the labor agreement, the Longevity Program is revised to add a five (5) year Level of Service Award. The costs of the longevity program are included in the total cost of the agreement.

The Board duly adopted.

06-34-22: Resolution to approve the 2023 Preliminary Budget

Carmelita Smith moved for approval of Resolution 06-34-22. Jennifer Moff seconded.

Discussion:

Leigh Page, CFO/Business Manager, informed the Board that there were not a lot of changes going into the 2023 appropriations (Planned Budget). A bit of increase in real estate taxes, wages, and waiver match.

For 2023, we are expecting total local revenues to be \$39.9 million; total State revenue of \$2.8 million; and total Federal revenue of \$7.3 million, for a total revenue of \$50.09 million. Expenditures are expected to be \$58.9 million, made up of salaries and wages at \$17.1 million, benefits \$8.5 million, other expenses of \$28 million, with waiver match making up about \$26 million of that amount.

We are expecting our expenses to exceed revenues by about \$8.9 million. We are expecting to begin 2023 with an unencumbered cash balance of \$57 million, taking into account \$10 million in our reserve account, we are estimating to end 2023 with \$38.3 million in unencumbered cash. In regards to the Capital Fund, Cohen, Gifts and Donations Fund, we do not anticipate any movement.

The Board duly adopted.

06-35-22: Resolution to approve Capital Housing Assistance Agreement

Maria Heege moved for approval of Resolution 06-35-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, informed the Board that in accordance with Ohio Administrative Code 5123:1-03, a County Board of Developmental Disabilities and a nonprofit housing corporation may access State Community Capital Assistance Funds from the Department of Developmental Disabilities (DODD) to purchase property to provide housing for people with developmental disabilities. The Capital Assistance Funds provide the equivalent of a loan that is forgiven over a period of 15 years (180 months). Capital Community Housing projects are cost neutral to the Board.

After the application process is complete, typically DODD sends the funds to the Board, who then passes them through to the nonprofit housing corporation. In this case, the Hope Homes Foundation Inc. did not provide the capital outlay, so the Board receives the reimbursement and transfers the money to the North East Ohio Network and the Stark DD account where the capital outlay originated. Upon completion of the project, Hope Homes Foundation, Inc. becomes the landlord and owner of records. The Board holds a promissory note on the property for the 15 year term.

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

06-36-22: Resolution to approve the Board Policies presented for Second Reading

Maria Heege moved for approval of Resolution 06-36-22. James Anderson seconded.

The Board duly adopted.

Adjournment:

President Sutter requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. James Anderson seconded. The Board adjourned at 6:53 p.m.

The next Board meeting is scheduled for Tuesday, August 23, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre. There is no meeting in July.