

# **Stark County Board of Developmental Disabilities**

## **Board Meeting**

### **August 23, 2022**

### **Minutes**

#### **Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, August 23, 2022, at 2950 Whipple Avenue NW, Canton, Ohio. President Dan Sutter called the meeting to order at 6:09 p.m.

#### **Roll Call:**

Board Members:

#### **Present:**

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

#### **Absent:**

James Anderson, *Excused*

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  
Tim Beard, Manager of Maintenance, Grounds, and Food Services

#### **In Memoriam:**

A moment of silence was observed for the following: Jordin M. Andrews, age 23, passed away on Wednesday, June 1, 2022. He received services from our SSA Department; Steven M. Rhodes, age 49, passed away on Friday, July 8, 2022. Steven received services from our SSA Department, and previously attended our Workshop Program; Josiah N. Osteen, age 5, passed away on Friday, July 22, 2022. Josiah previously received services from our SSA and Early Intervention Departments.

Previous Employee Bonita "Bonnie" Carnahan, age 70, passed away on Thursday, July 14, 2022. Bonnie was a 25-year employee of Stark DD, working her way up from answering phones to assisting the Human Resources Director, before retiring in 2012.

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

President Dan Sutter requested a motion for approval of the minutes from the Board meeting held on June 28, 2022.

Dr. Jessica Falvo Lang moved for approval. Carmelita Smith seconded.

The Board duly adopted.

#### **Public Speaks:**

None.

#### **President's Report:**

President Sutter welcomed everyone again to the Board Meeting. Seems like it has been a long time since we have been together. He offered highlights on the Citizens Who Care Golf outing that he was able to participate in on August 1, noting we had over 100 golfers and a beautiful day for the event. I want to thank Lisa Parramore, and her committee of volunteers, for having another well-run and fun outing. We raised

nearly \$25,000, which all goes to our levy campaigns we have and will need. It is hard to believe we are seven months away from early voting, and eight months from Election Day on May 2, 2023. It is obligatory that we get our friends, families, our provider community, employees out to vote on this off year election. Having those that know us and believe in us get out to vote should bring the people we support victory.

Looking to next month, we have planned an abbreviated Board Meeting, and our second in-person Board Training. Unfortunately, I will not be here; however, Carmelita will be chairing the meeting in my absence. The in-service will be recorded, and I will view it upon my return. Our speaker is Clay Weidner, DODD Deputy Director of Finance, and he will be speaking to us virtually about system sustainability, and will provide comparisons of the money Ohio spends on supports for people with disabilities in comparison to other states. It should be an excellent big picture view of our service delivery system. For the final two hours of training we need for the year, we will be assigned two RELIAS trainings that we can take at our leisure between now and December 13.

This concluded the President's Report.

### **Superintendent's Report:**

Superintendent Green began his report by welcoming everyone to the meeting. A lot has happened over the summer, and there has been a flurry of activity, most importantly with us needing to fill so many positions. We had a successful job fair on June 30, which generated 19 job candidates. In total, we hired 42 people over the summer – 24 employees going to our schools, 15 SSAs, and three others here at Whipple-Dale Centre. We already have four new hires for September, and one for October. We are fortunate to have been effective in our recruiting. We are now working to get them on board and get them started. Therefore, lots of work has been done between our Department Heads and our Human Resources Department, who has been leading our New Employee Orientation.

Additionally this summer, we received 100% compliance for our annual bus inspection, and I want to say well done to our Transportation Manager, Diane Sidwell, and our Mechanics, who just do a spectacular job in maintaining our buses. We worked with the Support Staff Union to secure a tentative agreement you will be voting on later. In July, we had a float branded with our "Help for Good" slogan, in the Hall of Fame community parade. We held our annual Citizens Who Care Golf Outing in August with a great turnout. Our Plan of Correction was accepted for our DODD Accreditation Survey, which was great news, and means we can continue to move forward with a laser focus on working with our staff to create stronger plans, and better processes. We kicked off the new school year last week at Southgate with 88 students and 14 classrooms, and preschool began this week with 80 students and 7 classrooms. We also participated in the first Step Into Autism walk held at the McKinley monument in Stark County, where we were one of the main sponsors for the event. We continue to hold our "Be the Good" self-advocacy events each month with over 100 self-advocates in attendance.

Looking ahead, we have Special Olympic softball regionals here next Sunday. Direct Support Professional week kicking off on September 11, and culminating on September 17, with our annual Recognition Banquet. Project STIR, the Ohio Self Determination Association actually came to us and asked if we would hold a second Project STIR meeting, as our one in the spring went so well. This will be held on September 13-15. Our Board Members will participate in an In-service that will be after the Board meeting on September 27. October is Disability Employment Awareness month, which is always a busy month for us. DODD State Director Kim Hauck is visiting us on October 5, and our Pre-Accreditation Survey is scheduled for October 26 and 27. We expect the provider 6.5% Medicaid Supplement to be paid in October as well.

There has been a lot of activity since June, and we are so excited to have so many new staff, and have the opportunity to create a new work culture, that is tied to our focus of the needs and wants of people with disabilities. It is with a sense of optimism that we are now at a point where we can put some of the bad we have had over the past year behind us, and move towards our future. Lastly, Superintendent Green introduced Ginna St. Clair to the Board, as our new Principal, and welcomed Tom Vaughn, Manager of MUI and Investigative Services, back to our in-person meetings.

This concluded the Superintendent's report.

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**Committee/Department Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: September 19, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: September 23, 2022, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet  
Next Meeting: September 27, 2022, at 5:45 p.m., if needed.

**Old Business:**

None.

**New Business:**

None.

**Presentation – Technology First**

Jessica Hoffarth, Assistant Director of SSA shared a PowerPoint presentation on Technology First.

What is Technology First? In 2018, the State of Ohio was the first to really look into solutions utilizing supportive technology instead of in-person staffing. We really started working on our Technology First program several years ago, and have a collaborative, Tech Matters, however, in April of this year, the State said that County Boards needed to have an actual policy on Technology first, and needed to also take a look at moving forward in the area of technology. Our policy will be presented later in the evening, but we have developed some high points from that policy to share with you. We are really invested in helping people improve and enhance their personal freedoms, and what they can do on their own. It can be something as simple as how they use the remote to change their television, and placing technology would create independence in scenarios like this, where they would not need a staff person to do that for them. Scenarios like this are the focus of the policy, and of course, this will be woven into our ISP Person-Centered Planning process that we use in our department. This will affect all people we serve, from little kids in early intervention upwards through adulthood.

We are committed to helping our staff and our providers learn more about technology. We did a survey about a year ago, and what we found is not surprising – people stated that they were a little fearful of using technology; is it going to work? Will it be as good as a person? Responses like this are the reason that we know educating the community and our providers is going to be very important. We also want to set goals for ourselves to increase the number of people using supportive technology every year. It is really a new way of thinking, and it is coming from the system-level. We want to increase both safety, independence, and control by way of utilizing technology supports. We see this as another way that we can help with the DSP crisis, as we know providers are still struggling to find staff. If we can come up with ways on the team to be creative about using technology, maybe the staff person can be used in a moment where there is physical support needed, as opposed to where some reminders are needed for the person served, that technology could do in place of a staff person. Again, we are trying to interweave it into all age groups. We know that our kids are usually better at technology than we are, so the younger we can start using technology supports, the more comfortable they are.

As mentioned before, we have a collaborative, Tech Matters, which meets every four to six weeks to talk about how we can continue to spread the word, and provide education. We currently have a few County Board members, the Sharing Solutions Parent Group, and families are all a part of the collaborative. We are hoping to add more family members, and even some people who use technology, to this group so that we can move things even more. On September 27, we are hosting an event that will be combined with our monthly Provider Meeting, where the first part of the meeting will be a vendor of technology who is also a waiver provider, which will come in and talk about how this can help. Following that, we will have a street fair-like setup, where we have invited other vendors of technology to come in and set up, where they can bring in items and people can see them in person, and see how they work; we invite you to stop by and check things out if you are available. We are expecting between 15-20 vendors at this event.

Jessica then shared a video highlighting people who actually use supportive technology, as stories can sometimes help one understand how they work and how they can help. With no questions about her presentation, the Technology First presentation concluded after the videos that Jessica shared.

**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 2.18 Behavior Support – Revised  
Policy 2.31 Technology First – New Policy  
Policy 4.04 Background Checks on Employees – Reviewed  
Policy 4.07 Job Descriptions – Reviewed  
Policy 6.06 IT Encryption – Reviewed

**Financials and Board Resolutions:**

08-37-22: Operating Fund #071

<b>A. Two Payrolls for June</b>	<b>\$1,533,837.06</b>
<b>B. Bills for Payment in June</b>	<b><u>\$ 974,527.67</u></b>
<b>TOTAL:</b>	<b><u>\$2,508,364.73</u></b>

08-38-22: Operating Fund #071

<b>A. Two Payrolls for July</b>	<b>\$1,211,767.90</b>
<b>B. Bills for Payment in July</b>	<b><u>\$5,462,969.22</u></b>
<b>TOTAL:</b>	<b><u>\$6,674,737.12</u></b>

Dr. Jessica Falvo Lang moved for approval of Resolutions 08-37-22 and 08-38-22. Maria Heege seconded.

**Discussion:**

Leigh Page, CFO/Business Manager, reported that for the month of June, total local revenues received were \$60,709, total state revenues of \$199,862, and total federal of \$403,707, giving us total revenue for the month of June of \$664,279. We had two payrolls during the month at \$1.5 million; total benefits paid of \$651,727; total other expenses of \$322,799, giving us total expenses of \$2.5 million. Our expenditures did exceed our revenue by \$1.8 million during the month of June.

Our carry over cash balance was \$60.77 million at the beginning of the year. We canceled \$349,000 in 2021 purchase orders, and about \$20,000 of remaining 2021 purchase orders open, and \$7.8 million in 2022 purchase orders that are currently open. With our year to date positive net change in our financial position of \$4.5 million, our unencumbered cash balance was \$57.8 million at the end of June, minus our \$10 million in the Reserve Balance Account, which gives us an actual unencumbered cash balance of \$47.8 million.

Looking to the budget versus actual statement for June, our year to date revenue is \$28.8 million, which is 58.65% of what we expect to receive this year. Expenses totaled \$24.3 million, which is 43.45% of what we expect to spend, and with being about halfway through the year, the benchmark is about 50%. Our available budget at the end of June is \$23.8 million, mostly made up of personnel expenses and unencumbered waiver match. Going over the 2021 purchase orders of \$766,526, we have paid \$397,482 year to date, canceled \$349,271, and still have \$19,772 remaining.

Total local revenue for the month of July was \$319,517, total state revenue was \$273,001, and total federal revenue was \$253,998. There were two payrolls during the month of July, totaling \$1.2 million, total benefits paid of \$194,064, and total other expenses came in at \$5.3 million. Leigh noted that the Board did pay a waiver match and administrative fee payment in the month of July. Expenses did exceed our revenues by \$5.8 million for the month of July. Our carry-over cash balance at the beginning of the year was \$60.77 million. We have canceled all of our remaining 2021 purchase orders of \$369,044, and therefore \$0 remains open in 2021 purchase orders. We have \$9.7 million in 2022 purchase orders currently open, and a negative financial position of \$1.3 million, giving us an unencumbered cash of \$50.14 million, minus \$10 million for

the Reserve Balance Account, gives us an actual unencumbered cash balance of \$40.14 million at the end of July.

Total revenue for 2022 at the end of July was \$29.6 million, which is 60.37% of what we expect to receive. Total expenditures year to date were \$30.98 million, which is 55.3% of what we expect to spend, with a target of around 58%; therefore, we are running below our targets. Available budget at the end of July is \$15.3 million, now mostly made of personnel expenses. Referencing our prior year carry-over, you can see that we have canceled \$369,000 in 2021 purchase orders year to date, leaving \$0 dollars remaining.

For Resolution 08-37-22, there were two payrolls in June totaling \$1.5 million, and other June non-payroll expenses of \$974,527. For Resolution 08-38-22, there were two payrolls in July, totaling \$1.2 million, and other July non-payroll expenses of \$5.5 million.

The Board duly adopted.

08-39-22: Resolution to approve additional funding for NMT Financial Assistance

Maria Heege moved for approval of Resolution 08-39-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Bill Green, Superintendent, informed the Board that following the approval of Resolution 06-30-22, which authorized the Board to offer financial assistance to NMT Providers, 54 applications were received from those providers for the financial assistance being offered. Unfortunately, this amount of applications would exceed the original amount requested in Resolution 06-30-22, therefore Resolution 08-39-22 would authorize an additional amount of \$43,500, and would allow the Board to provide the financial assistance to all applicants that were in by the due date.

The Board duly adopted.

08-40-22: Resolution to approve Financial Assistance for NMT Providers offering Competitive Employment Transportation in evenings and on weekends.

Carmelita Smith moved for approval of Resolution 08-40-22. Jennifer Moff seconded.

Discussion:

Bill Green, Superintendent, informed the Board that as previously discussed, many NMT providers came forward for financial assistance, and it was identified that very few providers offer NMT transportation in the evenings or on weekends. For this type of unique transportation, the NMT provider usually only transports one person at a time, which with the current rates, is not sustainable for the provider. The people who are being transported during this time are competitively employed, which is more people than have ever been competitively employed before, and we don't want to lose that. This financial assistance will offer some financial relief to help those NMT providers who are ensuring that the people we serve that are competitively employed can remain that way. Superintendent Green also noted that this is being studied and looked at by the State, but that the Board has received 30-day notices from providers who just can't keep up by transporting one person at a time. No changes are expected to occur until 2023.

The Board duly adopted.

08-41-22: Resolution to approve a Capital Housing Agreement.

Dr. Jessica Falvo Lang moved for approval of Resolution 08-41-22. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, informed the Board that this resolution authorizes the Board to enter into an agreement with Hope Homes Foundation, Inc., and the Ohio Department of Developmental Disabilities (DODD), for the purchase of a home at 1121 Overlook Drive SW, Massillon, OH 44647, using

State Community Capital Assistance Funds, in the amount of \$143,200.00. Further, this Resolution authorizes the distribution of County Board funds held at the North East Ohio Network (NEON), to pay the purchase cost of \$143,200, which will be reimbursed by DODD upon the closing of the property and submission of a reimbursement request. Finally, be it resolved that the Board approves the transfer from DODD to NEON to recompense County Board dollars expended for the purchase of the residence at a total reimbursement of \$143,200. Capital Community Housing projects are cost neutral to the Board.

The Board duly adopted.

08-42-22: Resolution to approve Security Upgrades at Eastgate

Maria Heege moved for approval of Resolution 08-42-22. Jennifer Moff seconded.

Discussion:

Tim Beard, Manager of Maintenance, Grounds, and Food Services, shared with the Board that this resolution authorizes the purchase of an Internet Protocol (IP), computer-generated security system with 15 cameras and recording devices at a cost not to exceed \$55,979.00.

Tim explained that Eastgate Early Learning Center has an antiquated analog security system, installed in 2013, that includes 10 cameras and DVR devices that are beginning to present both camera and device failures. The new system will provide high quality views and more coverage throughout the interior and exterior of the building enhancing the level of security of this building. A major advantage of IP based security systems, is that through integrations, the Board will be able to take the intelligence from other systems to enhance operations and get better investigative results. The Board will also be able to integrate with other systems such as access control, fire alarms, intruder management and general building management.

Presently, IP security systems are fully installed and operational at the Bus Garage and Rebecca Stallman Southgate School. Although Whipple-Dale has IP security, the number of cameras are planned to be increased.

The Board duly adopted.

08-43-22: Resolution to approve a 3-year Support Staff Union Labor Agreement.

Dr. Jessica Falvo Lang moved for approval of Resolution 08-43-22. Carmelita Smith seconded.

Discussion:

Connie Poulton, Director of Human Resources, shared that the Board and the Support bargaining teams reached a tentative three-year agreement on July 22, 2022. The Support union represents 70 employees who work as accounting clerks, assistant cooks, bus drivers, bus riders, clerks, custodians, file clerks, food service workers, cooks, maintenance workers, mechanics, and truck driver/dock workers. The agreement calls for a wage adjustment of four percent (4.0%) in year one and a three percent (3.0%) in year two, and three percent (3.0%) in year three. A one-time only lump sum of \$1,200 in year one is included. The cost of the 3-year agreement is approximately \$ 276,002 in year one (\$81,600 lump sum and \$194,402 for wages), \$57,181 in year two, and \$58,881 in year three. The total cost of this agreement is \$392,064. Within the labor agreement, the Longevity Program is revised to add a five (5) year Level of Service. The costs of the longevity program are included in the total cost of the agreement.

The Board duly adopted.

08-44-22 Resolution to approve a lump sum distribution to Non-Represented Staff

Maria Heege moved for approval of Resolution 08-44-22. Dr. Jessica Falvo Lang seconded.



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Discussion:

Connie Poulton, Director of Human Resources, shared that the Board strives to ensure that internal equity exists regarding employee pay increases and any lump sum payments. As such, the money being requested for all non-represented employees is in addition to the retention bonus that was approved in May 2022. The Board employs approximately 215 non-represented employees. The expense for this one-time only payment is approximately \$43,000.

The Board duly adopted.

08-45-22: Resolution to approve the replacement and maintenance of the Storage Area Network

Dr. Jessica Falvo Lang moved for approval of Resolution 08-45-22. Jennifer Moff seconded.

Discussion:

Brandon Haney, IT Manager, informed the Board that this resolution will authorize the purchase of a Storage Area Network, or SAN, at a cost not to exceed \$337,401.75. The IT Department utilizes a SAN (Storage Area Network) to store, protect, encrypt, and backup all of The Board's electronic data it houses on site. The current SAN was purchased in 2015 at a cost of \$524,000, with an anticipated 5-year life expectancy. We were able to extend the life of this out to 7 years but it is now going end of life and end of support by the vendor. We expect a 5-to-7-year life cycle from the purchase of the new equipment.

The SAN will be purchased through the state term schedule at a 5.92% interest rate. State Term Schedule (STS) is an alternative procurement method to purchase supplies and services, with contracts negotiated between the Department of Administrative Services (DAS) and vendors for use by all state agencies and authorized political subdivisions, which includes county boards of developmental disabilities. State Term Schedules require the vendor to provide the state with either the manufacturer's Federal GSA pricing or their similarly situated, most favored customer pricing. The SAN acquisition was a planned 2022 purchase and was budgeted in the 2022 budget.

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 2.30 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

08-46-22: Resolution to approve the Board Policies presented for Second Reading

Maria Heege moved for approval of Resolution 08-46-22. Carmelita Smith seconded.

The Board duly adopted.

**Adjournment:**

President Sutter requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. Jennifer Moff seconded. The Board adjourned at 6:54 p.m.

The next Board meeting is scheduled for Tuesday, September 27, 2022, at 6:00 p.m.  
in the Ernest Cohen Room at Whipple-Dale Centre.