

**Stark County Board of Developmental Disabilities  
Board Meeting  
September 27, 2022  
Minutes**

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 27, 2022, at 2950 Whipple Avenue NW, Canton, Ohio. Vice President, Carmelita Smith, called the meeting to order at 6:01 p.m.

**Roll Call:**

Board Members:

**Present:**

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

**Absent:**

President Dan Sutter (Excused)

Also Attending:

Bill Green, Superintendent  
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: Ronald Lee VanMeter, age 44, passed away on Friday, August 26, 2022. He received services from our SSA Department.

**Minutes of the Previous Board Meeting:**

Vice President Carmelita Smith requested a motion for approval of the minutes from the Board meeting held on August 23, 2022.

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

The Board duly adopted.

**Public Speaks:**

None.

**President's Report**

Vice President Carmelita Smith welcomed everyone to the meeting once again. Although this is an abbreviated meeting, I did want to share that I had the opportunity to attend the Agency's all-employee in-service day. I found the speakers interesting, and it was a nice day to be able to gather again, and be together. At the conclusion of this meeting, we will go up to the second floor for our board in-service.

This concluded the President's Report.

**Superintendent's Report:**

Superintendent Green shared information about the Tech Event that was held recently at Whipple-Dale Centre. He noted that vendors were present with assistive technology devices, allowing attendees to experience the technology in person. The event was a positive experience for both attendees and vendors.

This concluded the Superintendent's report.

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**Committee/Department Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: October 17, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: October 21, 2022, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next Meeting: October 25, 2022, at 5:45 p.m., if needed

**Old Business/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 October Board meeting for second reading and Board approval.

Policy 2.01 Duties of the Superintendent – Revised  
Policy 4.20 Full-Time/Part-Time/Casual/Substitute Employees – Reviewed  
Policy 4.22 Policy Against Harassment – Reviewed  
Policy 5.24 School Age Services – Revised

**Financials and Board Resolutions:**

Resolution 09-47-22: Operating Fund #071

<b>A. Three Payrolls for August</b>	<b>\$1,683,597.91</b>
<b>B. Bills for Payment in August</b>	<b>\$1,121,320.07</b>
<b>TOTAL:</b>	<b><u>\$2,804,917.98</u></b>

Maria Heege moved for approval of Resolution 09-47-22. Jennifer Moff seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of August 2022, total local revenues were \$289,385; total State revenue was \$794,415; and total Federal revenue was \$642,132, with revenue for the month totaling \$1.73 million. In comparing 2022 to 2021 year to date revenues, we saw an increase in 2022 first half real estate collections. There was also a cost report settlement received in 2021 that will not be received in 2022.

August 2022 expenditures included three payrolls totaling \$1.7 million; total benefits paid of \$725,790; and total other expenditures of \$395,530; for a total of \$2.8 million. Expenditures exceeded revenues by \$1.01 million. In comparing 2022 expenses to 2021, there was nothing to note.

Cash at the beginning of the year was \$60.77 million. Currently, we have \$9.12 million in 2022 open purchase orders; we have canceled \$369,044 in 2021 purchase orders; adding in our negative net financial position of \$2.4 million, gives us \$49.64 million in unencumbered cash at the end of August. Leigh noted that with the \$10 million dollars in our Reserve Balance Account, our actual unencumbered cash balance at the end of August is \$39.64 million.

Looking at the August budget versus actual statement, year-to-date we have received \$31.4 million in revenues, which is 63.88% of what we expect to receive. We have spent \$33.8 million, which is 60.39% of total expenditures budgeted, with our target at the end of August being 66.67%. The available budget at the end of August, mostly made up of personnel expenses and waiver match, was \$13.05 million.

The Board carried over purchase orders from 2021 in the amount of \$766,526. To date, we have paid \$397,482, and canceled \$369,044. The outstanding encumbrances from 2021 at the end of August is \$0.

For Resolution 09-47-21, the Board paid three payrolls during the month of August. We paid stipends in the amount of \$6,000, and sick and vacation payouts totaled \$104,000. In the week ending August 7, 2022, the Board paid \$73,000 for OPERS/STRS, \$20,000 for dental, and \$11,000 for the computer refresh. For the week ending August 14, 2022, the Board paid \$16,000 for marketing research. All other expenses were normal operating expenses. For the week ending August 21, the Board paid \$73,000 for OPERS/STRS, \$25,000 for FSS transferred to NEON, and \$450,000 for health insurance.

The Board duly adopted.

Resolution 09-48-22 approves the acceptance of a Bus Bid.

James Anderson moved for approval of Resolution 09-48-22. Dr. Jessica Falvo Lang seconded.

Discussion:

Leigh Page, CFO/Business Manager, shared with the Board that on August 22, and 24, 2022, the Agency placed ads for one (1) yellow bus as part of BID 22-01-2. The Request for Bid was also posted on the Board's website for two weeks prior to the bid opening. Three (3) 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.

Resolution 09-49-22 approves the renewal of Liability and Fleet Insurance.

Jennifer Moff moved for approval of Resolution 09-48-22. Maria Heege seconded.

Discussion:

Leigh Page, CFO/Business Manager, shared with the Board that when necessary, the Board goes out to market through the Schauer Group Incorporated to assess the insurance rates and to maximize the coverage in accordance to the Board's Risk Management Plan. Through this marketing effort, Schauer Group Incorporated has been able to secure rates with a one-year policy (October 2022 through September 2023) that expands coverage to include full collision on all vehicles and adds defense costs outside the limit of liability for additional premiums. The cost is not to exceed \$190,000, for a one-year policy beginning October 1, 2022 through September 30, 2023 secured from Philadelphia Indemnity Insurance Company and the Schauer Group Incorporated.

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 2.18 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

Resolution 09-50-22 approves the Board policies presented for second reading.

Maria Heege moved for approval of Resolution 09-50-22. James Anderson seconded.

The Board duly adopted.

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**Adjournment:**

Vice President Carmelita Smith requested a motion to adjourn. Dr. Jessica Falvo Lang moved for approval. Maria Heege seconded. The Board adjourned at 6:15 p.m.

The next Board meeting is scheduled for Tuesday, October 25, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.