

**Stark County Board of Developmental Disabilities  
Board Meeting  
October 25, 2022  
Minutes**

**Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 25, 2022, at 2950 Whipple Avenue NW, Canton, Ohio. President Dan Sutter called the meeting to order at 6:04 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  
Leigh Page, CFO/Business Manager  
Lisa Parramore, Communications Manager  
Connie Poulton, Director of Human Resources

**Minutes of the Previous Board Meeting:**

President Sutter requested a motion for approval of the minutes from the Board meeting held on September 27, 2022.

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

The Board duly adopted.

**Recognition of Retirees**

Connie Poulton, Director of HR, approached the podium and announced that Stark DD would be recognizing three retirees at the meeting.

Diane Sidwell, Transportation Manager, introduced Ann Dearman, a bus driver with over 20 years of service to the Board. Diane shared sentiments about Ann's dedication to her job, her coworkers, and the children and families that she served. Next, Tammy Maney, Early Childhood Director, introduced Regina O'Leary, an Intervention Specialist Assistant, retiring with over 32 years of service with the Board. Tammy shared that Regina had actually been in the DD field for over 35 years, beginning with Stark DD as a Workshop Specialist II, beginning and ending her career at Eastgate. Tammy shared that Regina was a wonderful teammate and support to her coworkers and team, and noted that Regina always celebrated successes of all students – no matter how small the achievement. Regina shared that she felt it had been an honor and a privilege to work with all of the people she has over the years, big and little, young and old. She shared that her original plan was to go to law school, noting that God had other plans for her, and she could not be more thankful for the path she ended up on. Finally, Ginna St. Clair, Principal of School Programs, introduced retiree, Ken Bates, an Intervention Specialist Assistant, who joined the Board in 2018. Ginna shared that Ken was an enormous asset to the program. She shared that anything that would come up, Ken was always ready and willing to help. Ken showed an enormous amount of patience with all students, even in trying times. Ginna concluded that Ken was a blessing to the school.

President Sutter thanked the retirees for their years of service to the Board, and wished them all many years of health and happiness in their retirement, on behalf of the Board.

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### **Diversity and Inclusion Committee Introduction**

Holly Thomas, Shu Lin, and Ed Daniels approached the podium to introduce the Stark DD Diversity and Inclusion Committee, noting that some Committee members were present at the meeting in the audience, as well as the speakers. Holly, an Intervention Specialist and 27-year veteran of the Board, Shu Lin, a Service and Support Administrator with 20 years at Stark DD, and Ed Daniels, Assistant Transportation Manager with 7 years with the Board, shared an overview of the Committee. Holly began the introduction, sharing that this committee actually formed over a year ago, led by Consultant, Tameka Taylor, of Compass Consulting. She shared a PowerPoint presentation, with the first slide being an image of the Committee members. Holly shared the Committee's vision statement with the Board, which is "Build an inclusive workforce that values diversity through education, representation and Advocacy." Each person shared a definition of Diversity, Inclusion, and Equity, definitions of which the committee had defined in their own words. First, Holly shared the Committee's definition of Diversity, which is "Coming together across a variety of stories, and recognizing all differences." Next, Shu shared the definition of Equity, which is "Meeting people where they are by giving them the tools they need to be successful." Last, Ed Daniels shared the definition of Inclusion, "A sense of belonging, by valuing all cultures and abilities, and embracing individuals with dignity and respect." The group concluded the meeting sharing that each of these definitions directly align with Stark DD's mission, of supporting choices and creating opportunities for people with disabilities and their families.

### **Disability Employment Awareness Month Presentation**

Morgan McPhilliamy, SSA Supervisor, approached the podium to kick off the Disability Employment Awareness Month presentation, sharing a PowerPoint. Morgan offered information, including that we currently have 285 people employed, and 92% of people we serve say that they have enough support to work in the community. Morgan shared information about the Stark County Employment Collaborative, which includes agencies such as Stark DD, TWi, Goodwill, IES, Opportunities for Ohioans with Disabilities, the Ohio Department of Developmental Disabilities, You Belong, and Coleman. She also gave an overview of the EPIC program, which stands for Enduring Practices Integrating to the Community, a collaborative between Siffrin, Inc., the Board, and Aultman Hospital, which gives individuals an opportunity to go through an internship-like program, and if successful, be offered a position to work for Aultman Hospital. Lastly, Morgan shared that Stark DD would be recognizing an employer in our community who employs people with disabilities – Sol Pie Pizza. The owners approached the podium and thanked Stark DD for this recognition, noting that the person who they employ is a hard worker, and they are grateful to have him on their team.

Lisa Parramore, Communications Director, then approached the podium to begin introducing the Ambassadors. First up, Anne. Anne joined Lisa at the podium, and shared insights to what she does, and where she works. Anne shared that she works at Taco Bell in Hartville, and attends Clearview Developmental Services for her day programming. Coincidentally, Anne's billboard is right next to her day program, which she shared was a big surprise when she went to her day program and saw herself on the billboard! Anne shared that she loves her job, where she cleans, and aspires to learn how to cook as well. She is practicing her culinary skills with Clearview during her three-day program days, and works at Taco Bell two days a week.

The next Ambassador to approach the podium was Corey. Corey graduated from Southgate, and works at Wendy's in Dalton. Corey also works at Midwest for his day programming, in the Mayor's office in Massillon, and helps at the Police and Fire Departments as well. Corey is passionate about safety, and is a member of the Stark DD Safety Committee.

Ambassador, Alyssa, then joined Lisa at the Podium to discuss where she works and what she does. Alyssa's SSA, Kirsten Vaughn, joined as well, sharing that Alyssa is a very determined young woman that will rise up to any challenge she faces. Kirsten shared that Alyssa actually participated in the EPIC program discussed earlier, and following the completion of the program, was hired on at Aultman in Food Services. Alyssa shared that she likes to work at Aultman, and she works very hard there. She works in food services, and her favorite thing to do is scoop the Jell-O.

Ambassador, Robert, a staff member of his and his SSA Kayci Wise, then approached the podium to share his story. Kayci shared that Robert is an extremely hard worker, and is loyal to the companies he works for. Robert spent 19 years at Ponderosa before its closing, 11 years at Denny's up until its closing, and has now spent three years at Arrowhead Golf Course. The majority of Robert's experience has been as a dishwasher, which he enjoys. Since his position with Arrowhead is seasonal due to it being a golf course, Robert shared that he is excited to be starting a new job soon, at Walsh University.

The last Ambassador to present to the board was Timmy. Timmy shared that he has been working at Walsh University for 13 years now in the dish room. When he is not working at Walsh, he works at Gentlebrook in the greenhouse, where he loves to get dirty and plant plants.

Lisa concluded the presentations, noting that all of the Ambassador's stories are available on Starkdd.org, in the Our Stories section of the website. Lisa thanked the ambassadors and their families for attending the meeting, and sharing their stories with the Board.

President Sutter shared that on behalf of the board, he wanted to thank our ambassadors – Anne, Corey, Alyssa, who is his daughter, Robert, and Timmy! He also thanked the families, our SSAs, employers, and all of the support teams that work every day to help individuals working in our community. He then stated that personally speaking, he wanted to thank our SSA at the time, Cortney, and now Kirsten, for their collaboration and creativity to help pursue opportunities for Alyssa. He then offered another thank you to all SSAs and teams that work every day for DD individuals.

### **Public Speaks:**

None.

### **President's Report**

Good evening again. As we approach the end of the year, our board members who were unable to attend the all-employee in-service will need to complete two additional hours of continuing education to fulfill our requirements. Connie and Bill will release a link for the training this week, which we should complete by our December 13 meeting. In addition, I will have Ketrina send out Bill's performance evaluation. Please fill these out and submit them to Ketrina, by December 9. Our collective thoughts will be compiled for us to review during an Executive Session at our December 13 Board meeting.

Looking ahead to the December Board meeting, we will be voting on a resolution requesting the Board of County Commissioners to allow us to go on the May 2023 ballot to renew our 3.3 mill levy. As a reminder, this levy represents two-thirds of our budget. As we know, it is imperative that it passes!

To conclude the Presidents report, I want to give one more shout out to our ambassadors for their insightful stories and work with Disability Employment Awareness month. Also, do not forget the Great Pumpkin Race is this Saturday; it is a lot fun and great way to support our DD individuals in Stark County.

This concluded the Presidents report.

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

Superintendent Green began his report by stating that we deeply appreciate the representatives from our Diversity and Inclusion Committee being here tonight, as well as our five employment ambassadors, and the recognized employer for Disability Employment Awareness month. It is also an honor to recognize our retirees, and thank them for their dedicated service.

As far as updates, we have our pre-accreditation survey that will occur on Thursday. This survey will be a gauge on the continuing progress our service and support administration is making since March, as well as how well our plan of correction is working. We are expecting to see incremental improvement. On Saturday, we have our annual great pumpkin run/walk and we are hearing the weather is going to be beautiful. This event is a major public awareness event for us and will have over 600 people in attendance, whether walking, running, or as spectators. It also will raise money for Special Olympics. If you want to come out, we would love to have you. The annual Ohio Association of County Board of DD convention is scheduled for November 30, through December 2, in Columbus. The keynote of the conference will be Dr. Amy Acton, former director of the Ohio Department of Health. If you are interested in attending, whether one day or all of it, and know day one has a Board member track, please let me know and we will make reservations for you to go down the night before. If needed, you will be able to receive continuing education credits. Looking to December, we would like to prepare you for a resolution that will come before you. As we are aware, in 2023, our 10-year levy will be ending. We have looked at our fiscal projections, and shared them with you as part of a Board in-service earlier in the year, as well as during the June Board meeting when we shared our Preliminary Budget.

Due to increases in home and community based services, and the addition of service and support infrastructure to support people who receive life-long funding, our next levy term can only be for five years. We are unable to make it any farther than that financially, and will need to look at new money in 2028. With that as the introduction, the first step in being on the ballot is for the Board to approve a resolution to proceed. The second step is the Board of County Commissioners approving a resolution for us to be on the ballot, which will tentatively occur in early January.

Finally, we will have to make decisions within our Agency to see what our levy in 2028 will look like. Regardless, we know we will be asking for a levy increase – how large the increase is the only question, but this is a discussion for another date and time. He shared a PowerPoint Presentation, highlighting achievements of Stark DD over the past 10 years, and what the new levy language will look like. He noted that where our attention needs to be now is where it always needs to be, on ensuring we are meeting people needs, accreditation readiness, and preparing for a 2023 levy that is obligatory for us to meet our mission of “supporting choices and creating opportunities of people with disabilities and their families.”

This concluded the Superintendent’s Report.

**Committee/Department Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: December 5, 2022, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: December 9, 2022, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet  
Next Meeting: December 13, 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 December Board meeting for second reading and Board approval.

Policy 2.08 Confidentiality – Reviewed  
Policy 2.12 Incidents Adversely Affecting Health and Safety – Reviewed  
Policy 3.04 Hazardous Communication Program – Reviewed  
Policy 4.18 Resolving Discrimination Complaints – Reviewed

**Financials and Board Resolutions:**

Resolution 10-51-22: Operating Fund #071

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

Maria Heege moved for approval of Resolution 10-51-22. James Anderson seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of September 2022, total local revenues were \$166,275; total State revenue was \$260,882; and total Federal revenue was \$453,929, with revenue for the month totaling \$880,087. In comparing 2022 to 2021 year to date revenues, we have not yet seen the second half real estate collections yet. There was also a cost report settlement received in 2021 that will not be received in 2022.

September 2022 expenditures included three payrolls totaling \$1.6 million; total benefits paid of \$230,940; and total other expenditures of \$849,748; for a total of \$2.7 million. Expenditures exceeded revenues by \$1.8 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 \$8.9 million in 2022 open purchase orders; we have canceled \$369,044 in 2021 purchase orders; adding in our negative net financial position of \$4.2 million, gives us \$48.02 million in unencumbered cash at the end of September. Leigh noted that with the \$10 million dollars in our Reserve Balance Account, our actual unencumbered cash balance at the end of September is \$38.02 million.

Looking at the September budget versus actual statement, year-to-date we have received \$32.3 million in revenues, which is 65.68% of what we expect to receive. We have spent \$36.5 million, which is 65.18% of total expenditures budgeted. The available budget at the end of September, mostly made up of personnel expenses and waiver match, was \$13.05 million.

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

For Resolution 10-51-22, the Board paid two payrolls during the month of September. We paid retroactive increases for the SCEPTA and Support Union members, \$1,200 stipends for support staff, \$200 stipends for non-represented employees, all totaling \$230,000. The Board paid \$15,000 for the Eastgate Security Upgrade, \$99,000 for the Computer Refresh, \$112,000 for the Storage Area Network lease, and \$211,000 for Real Estate Tax Fees. All other expenses were normal operating expenditures.

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 2.01 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

Resolution 10-52-22 approves the Board policies presented for second reading.

Maria Heege moved for approval of Resolution 10-52-22. James Anderson seconded.

The Board duly adopted.

#### **Adjournment:**

President Dan Sutter requested a motion to adjourn. Jennifer Moff moved for approval. Maria Heege seconded. The Board adjourned at 6:59 p.m.

The next Board meeting is scheduled for Tuesday, December 13, 2022, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.