

# **Stark County Board of Developmental Disabilities**

## **June 27, 2023**

### **Board Meeting Minutes**

#### **Call to Order:**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, June 27, 2023, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Sutter at 6:03 P.M.

#### **Roll Call:**

Board Members:

#### **Present:**

President Dan Sutter  
Recording Secretary Dr. Jessica Falvo Lang  
James Anderson  
Maria Heege  
Jennifer Moff

#### **Absent (Excused):**

Vice President Carmelita Smith  
Cindi Sutter

Also Attending:

Bill Green, Superintendent  
Brandon Haney, Information Technology Manager  
Leigh Page, CFO/Business Manager  
Lisa Parramore, Communications Manager  
Connie Poulton, Director of Human Resources  
Denise Frangos, SSA Supervisor

#### **Recognition of Mayor Kathy Catazaro-Perry**

President Sutter and Superintendent Green welcomed Mayor Kathy Catazaro-Perry to the podium. President Sutter shared that on behalf of our seven-member board and the 4,200 people we support, we thank you for your lifetime of advocacy for creating opportunities for youth with disabilities, a staunch advocate for her daughter, creator of the World Elite cheer team for boys and girls with disabilities, co-founder of the Golden Key, a school for students with special needs, chair of the 2023 Stark DD levy campaign, and as Mayor forming the Council of Disabilities to lend a voice to people with disabilities who live in the city of Massillon. We celebrate your accomplishments and commitment as an advocate for people with disabilities.

Mayor Catazaro-Perry shared that she was just at another event, sharing her passion for the special needs world. People don't understand the life of families who have children with disabilities until they are living it, which I didn't understand until we had Vanessa. When we had Vanessa, we knew we would give her the best life possible but that we would also help other families in the same venue. I think the world of Stark DD, and I will chair any event for Stark DD again. I love the kids, I love the parents, they have great big hearts, and they need our help. If you are in a leadership position, you should try to help in any way you can. Any experience that I have, I try to share with families, so I thank you for this honor. Please allow me, if you need any help with helping special needs families and children.

#### **In Memoriam:**

A moment of silence was observed for the following: Amy Marie Sponsler, age 41, passed away on Wednesday, June 7, 2023. She received services from our SSA Department.

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

President Dan Sutter requested a motion to approve the minutes from the Board Meeting held on May 23, 2023.

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

The Board duly adopted.

#### **Public Speaks:**

None.

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

President Sutter offered attendees greetings once again. I know a lot of work is being done to gather all the materials for the accreditation survey in August. Please know that we appreciate the work being done to submit the information. The Board will be meeting on the first day of the Accreditation Survey, August 22, so on behalf of the Board, we thank you in advance for your collective work and hope it brings the three-year accreditation we are planning for. On the State Budget, as expected, the House of Representatives did reject the Senate's amendments, and now it has gone to a Conference Committee to reconcile the differences. It will be interesting to see what does happen with the Senate's Amendments of permitting remote meetings with some caveats, along with the prohibition of the Department of Medicaid promulgating rules that would allow family members who reside with a minor child eligible for County Board services to receive Medicaid payment for providing services to their child. This Amendment was unexpected and an interesting carve out given that it will be possible for all other children, adults, and seniors.

The next few days will clarify both Senate Amendments affecting us. As a reminder, the State Budget must be finalized by Friday, June 30, and signed into law by Governor DeWine. A lot is happening in the next few days. Congratulations to all our Stark County athletes who participated in the state Special Olympic games in Columbus this past weekend. Always an uplifting event and a remarkable show of determination and sportsmanship.

This concluded the President's Report.

### **Superintendent's Report**

Superintendent Green welcomed everyone to the meeting. He began his comments with congratulations to Tammy Maney, Early Childhood Director, Ginna St. Clair, School Age Principal, and Diane Sidwell, Transportation Manager, for a highly successful 2022-23 school year. They are spending the summer readying the schools for the next school year. Congratulations to our athletes; we did have 26 athletes in Columbus; 13 won gold, 12 won silver, nine won bronze, and a sixth-place finisher. All had a great experience.

We are two and a half years into our Strategic Plan, and halfway through our Annual Plan, which complements the Strategic Plan. In tonight's report, we will do three things: look at key components of our Strategic Plan, look at our 6-month annual goal update, and then a question will be posed for us to consider. At the end of 2020, we surveyed our stakeholders about what our 2021 – 2023 Strategic Plan should do, and the feedback we received was: *Continue to put people with disabilities at the forefront of everything we do; Have better support and more straightforward methods to get help; Support people's rights and inclusion for all, regards of race, or disability; and Enhance people's lives while maintaining sustainability.* These four themes clearly define everything we do and are the foundation our Strategic Plan is built upon. We are just six short months from this plan coming to a close. As a reminder, the Plan has three focus areas: Education, Advocacy, and Provider Relations. Under each focus area are initiatives we are working on. Our most significant actions taken are improving our processes and streamlining systems, specifically regarding the assessment and completion of the Ohio Individual Service Plan (OISP). We held Kaizen Events to streamline our processes and hired many new staff, to which we worked on an initiative to improve our training for our SSAs. To date, we have completed 1,142 plans in the new format of the OISP. We are leading the way by no longer requiring an annual meeting, but making revisions throughout the year so that each person's plan is a living, breathing document and places our focus on seeing people in their homes and wherever they spend their time. Regarding monitoring, we have our Investigative Services Department, and RNQA, Provider Compliance, which are monitoring for health and safety alongside our SSAs. Our provider support continues to be extensive, funding their background checks, offering free training, and providing direct financial support. Finally, our Help for Good public awareness campaign is undoubtedly a hallmark of this Strategic Plan, and we expect it to continue.

We would also like to update you on our Annual Plan. There are nine Agency Goals in the Annual Plan. This year we plan to:

1. Achieve a three-year accreditation. Our review takes place on August 22 through August 24.
2. Develop a new Strategic Plan. This work will be completed in the final quarter of the new year.
3. Project STIR, which is self-advocacy training. We sponsor so many slots for people in our community each year, but we also hold this state-wide training here in Canton, at the Hilton downtown. STIR stands for Steps Toward Independence and Responsibility.

4. Promote the navigation tool. Our tool on our website was updated in 2022, and we have been marketing it during school resource fairs, and community events, and it appears prominently on our website. The navigation tool is a road map for services and supports by age group.
5. Closely related to the Navigation Tool, we have an annual goal to update our website. Our current website needs to be updated and needs the content updated. The work on this goal will occur in the fourth quarter with an early 2024 launch.
6. Continue to invest in our partnership with Opportunities with Ohioans with Disabilities, the State Agency that helps with employment for people with disabilities. Each year we refer approximately 80 people to them. We have referred 36 people to them thus far in 2023. This agency is central to the assessment and readiness for competitive employment.
7. Invest in two new or renovated homes. We have worked with Hope Homes to build a new SMART home located on Martindale (off of 30<sup>th</sup> Street), and Hope Homes is also renovating another home in Massillon.
8. Improve outcomes for multi-system youth. Youth are involved in multiple systems: children's services, mental health, and/or the courts. Denise Frangos, SSA Supervisor, will be providing us with a presentation on the Service Coordination Collaborative that we are involved in and share how it works.
9. Ensure clear information on the Board's financial condition is provided to the public. We will bring our preliminary budget to you tonight, and Leigh will review our updated forecast with you, similar to what was brought to you in the past year or two.

It would be helpful to take a step back and look at our home and community-based services responsibilities. County boards are responsible for being the funder, assessor of needs, planner, and coordinator of the person-centered and Individual Family Support plans in Early Intervention. We are also responsible for seeing people and ensuring their needs are getting met and their plans implemented. As monitors, we complete Registered Nurse Quality Assessments, Investigate MUIs, provider compliance reviews, and SSA monitoring.

Regarding our funding responsibility, we are fifth in the state regarding funding people, though we are the eighth largest county – surpassing Montgomery and Lucas Counties. This has been a focus to address everyone with an assessed need. Stated differently, we have 1,843 people who have Medicaid waivers – which is lifetime funding. Each year we budget and expend \$1.1 million additional dollars, as well as for the SSA infrastructure, to administer Medicaid waivers, which includes the assessment, writing of the individual service plan, and monitoring to ensure people are healthy, safe, and living the life they want to live. The following slide shared our three funding sources, Federal, State, and Local. Local funds provide about 78% of our funding, including the levy we just passed and three other continuous levies passed in the 1980s. State funding comes in at 7%, and Federal at 15%. Leigh will go into more detail when she shares our preliminary budget.

The question we must consider as we go into our next strategic plan: *If the money we have today is all the money we have for the next ten years, how do we adapt to the needs of a new person entering the system?* We knew that going into this levy, we would need to ask for new money in five years. This question is very relevant; as a Board and Agency, we must keep it at the forefront of our minds as we go into our next Strategic Plan. We clearly need a long-term strategy, as we provide lifelong funding, which could last ten years or 50, 60, or more years. This long-term strategy is based upon three assumptions. Assumption #1: Although the flow of State dollars significantly increases during the biennium to support DSP wages, all other revenue is essentially flat. So our revenue will remain flat unless we pass a new Levy in five years. Assumption #2: New people needing services continue to increase. Assumption #3: Changing our business practices can be slow and painful, as we saw when we had to close Adult Services.

We are regularly evolving and changing to meet the needs of people in our communities. The challenges are that our system continues to work to overcome workforce shortages, State and Federal regulatory changes, and public perceptions of people with disabilities in our community. We keep chopping at the root, but the perceptions of people with disabilities are deeply-engrained. We must remain aggressive, sharing that, as we all know, people with disabilities are just like you and me. To ensure continued support, our next Strategic Plan must engage with our communities about the value we provide to those with lifelong needs. As we move forward and make decisions, we recognize and appreciate the participation of the Board. From our Management Team and our 380 employees, we thank the Board for their decisions to support our staff, and the people we support.

This concluded the Superintendent's Report.

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**Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: August 14, 2023, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: August 17, 2023, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next Meeting: August 22, 2023, at 5:45 p.m., if needed

**Old and New Business:**

None.

**Presentation – Family Council Service Coordination Collaborative**

SSA Supervisor, Denise Frangos, shared a PowerPoint presentation on Multi-System Youth (MSY).

In my unit, our SSAs work with youth, who are not on waivers. I have nine SSAs: six Children's SSAs who work with youth 3-13 years of age, and three Transition SSAs who work with youth at age 14 through graduation. Altogether, we oversee about 780 families. They work with families to help identify and navigate community resources to help make a better life for the family and their children. However, there are cases where SSAs need to meet and work with other entities to meet the family's needs and help secure services to keep the families intact. A Multi-System Youth is a youth with intellectual and/or developmental disabilities and a co-occurring mental illness or behavioral health condition. These children are linked with multiple child-serving agencies, such as with us at Stark DD, Children Services, Family Court, Special Education, various mental health agencies, and Family Council. The needs of MSY children and their families are significant and complicated. Typically, the family is in crisis when we are working with them, and the risk of a child being placed outside the home is a real concern. Supporting MSY requires intensity, funding, and collaboration.

One of our most prominent collaborators is the Stark County Family Council; they are like the glue that holds all child-serving agencies together. FCFC coordinates services between child-serving governmental agencies and non-profit entities to protect and strengthen the well-being of at-risk children and their families. This is done primarily through two services, including Wrap Around, and the Service Review Collaborative, or SRC. Our SSAs work very closely with Family Council on these two services. Wrap Around is a service that is provided for youth and families who are at a level of urgency that requires immediate action and collaboration. A Wrap Around facilitator coordinates team meetings with families and youth, and the multiple child-serving agencies they are involved in to develop a cohesive vision and goals for the child that are both youth and family-centered. These are usually large meetings; schools, Stark DD, mental health, etc., are involved. SRC is Family Council's process for reviewing service requests for children with complex needs. FCFC established the SRC; SRC has a committee comprised of a representative from Mental/Behavioral Health, Juvenile Court, Children Services, Special Education, and Developmental Disabilities, who meet weekly to review service requests for children with complex, multi-system needs, as a group they authorize the purchase of needed services, and review individual cases that may require a more restrictive setting such as residential treatment outside of the home.

OhioRISE is a newer service, coming up on its first anniversary. It is a specialized Managed Care program for youth with complex behavioral and multi-system needs. It is a single, statewide plan that encompasses and provides existing behavioral health services, like Mobile Crisis and Intensive Home Based Therapy (IHBT). They are launching new services like Care Coordination and Psychiatric Residential Treatment Facilities. This part of the program has yet to be launched, but we hope it will launch before 2024. Denise shared that she attends SRC weekly meetings as the Stark DD Representative. Our SSAs currently have 14 families in Wraparound services, which fluctuates throughout the year. We have nine funded requests through SRC, which include requests such as mentoring, camp, and respite care, and 23 families in OhioRISE. This work is challenging, but it is very rewarding to become a part of their support system.

This concluded the Family Council presentation.

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**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 1.02 Powers, Responsibilities, and Prohibitions of Board Members – Reviewed*  
*Policy 4.19 Use of Social Media – Reviewed*  
*Policy 4.24 Delays, Early Dismissals, and Closing Announcements – Reviewed*  
*Policy 4.35 Jury Duty, Court Appearance, Subpoenas, Search Warrants, Investigations, and Other Legal Actions – Reviewed*

**Financials and Board Resolutions:**

06-20-23: Operating Fund #071

<b>A. Two Payrolls for May</b>	<b>\$1,308,992.86</b>
<b>B. Bills for Payment in May</b>	<b><u>\$1,111,567.41</u></b>
<b>TOTAL:</b>	<b><u>\$2,420,560.27</u></b>

Maria Heege moved for approval of Resolution 06-20-23. Jennifer Moff seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for May 2023, total local revenue was \$2.05 million, total state revenue was \$233,272, and total federal revenue of \$740,094, bringing us to total revenue of \$3.03 million.

For May 2023 expenditures, there were two payrolls totaling \$1.3 million, total benefits paid of \$710,462, and total other expenditures of \$401,104, totaling \$2.4 million for April, which resulted in our revenues exceeding our expenses by \$605,465. As a result, our ending cash balance at the end of May was \$65.6 million. Adding back in 2022 purchase orders of \$2,417, \$7.9 million in current year open purchase orders, and our net change in the financial position of positive \$4.5 million, the month ended with unencumbered cash of \$57.8 million. Deducting our reserve balance account of \$10 million, the actual unencumbered cash at the end of April was \$47.8 million.

Looking at the May budget versus actual statement, focusing on year-to-date, we have received \$28.18 million in revenue, which is 56.68% of the total revenues we expect. We have spent \$23.7 million, which is 39.57% of the total expenditures budgeted. At the end of May, the available budget was \$28.3 million, made up mostly of personnel expenses and unencumbered waiver match.

In the review of prior year encumbrances, the Board carried over \$558,089 in encumbrances from 2022. To date, \$333,925 of the purchase orders have been paid, \$221,746 have been canceled, and a remaining balance of \$2,417 for 2022 purchase orders.

For Resolution 06-20-23, Leigh noted two May payrolls totaling \$1.3 million, with nothing to report, and other non-payroll expenses of \$1.1 million.

The Board duly adopted.

06-21-23 Resolution to Approve the 2024 Preliminary Budget

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

Discussion:

Leigh Donatella, CFO/Business Manager, informed the Board that only a few changes were going into the 2024 appropriations (Planned Budget)—a bit of an increase in real estate taxes, wages, and waiver match.

For 2024, we expect total local revenues to be \$40.6 million; total State revenue of \$3.3 million; and total Federal revenue of \$6.4 million, for total revenue of \$50.41 million. Expenditures are expected to be \$60.6 million, made

up of salaries and wages at \$17.6 million, benefits at \$8.8 million, and other expenses of \$34.2 million, with waiver match making up about \$29 million of that amount.

We are expecting our expenses to exceed revenues by about \$10.2 million. We expect to begin 2024 with an unencumbered cash balance of \$56 million; taking into account \$10 million in our reserve account, we are estimating to end 2024 with \$36 million in unencumbered cash. We anticipate that the Capital Fund, Cohen, Gifts, and Donations Fund will remain the same.

The Board duly adopted.

Resolution 06-22-23 approves an agreement with the Stark County Family Council.

Dr. Falvo Lang moved for approval of the resolution. Jennifer Moff seconded.

Discussion:

Superintendent Green shared that this resolution provides approval to enter into an administrative services agreement from July 1, 2023, through June 30, 2024, at a cost not to exceed \$102,000. 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 with 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 the Family Council and the county's service coordination mechanism-wraparound.

Maria Heege abstained, and the Board duly adopted.

Resolution 06-23-23 approves the Computer Refresh

Maria Heege moved for approval of the resolution. James Anderson seconded.

Discussion:

Brandon Haney, IT Manager, reported that the IT department manages a four-year replacement rotation to spread the replacement cost, align with the warranty program, and even out the manual effort to re-image and replace devices. This plan applies to desktop and laptop computers deployed for regular, consistent use by staff or 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 70 of the devices are beyond the warranty period, which consists of a combination of desktops and laptops. The IT department monitors the performance of these devices, especially when they exceed their warranties, to accommodate the areas or personnel with the most critical computer needs. The cost not to exceed of \$131,700.00 is estimated to purchase approximately 75 devices (laptops and accessories). Within the 2023 Budget, \$140,000 was appropriated to replace desktops and laptops.

The Board duly adopted.

### **Second Reading of Board Policies:**

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

*Policy 2.16 Administrative Resolution of Complaints - Reviewed*  
*Policy 4.14 Layoff of Management Employees – Reviewed*  
*Policy 4.42 Visitors – Reviewed*  
*Policy 4.53 Criminal Offense – Reviewed*

06-24-23: Resolution to approve the Board policies presented for second reading.

James Anderson moved for approval of Resolution 06-24-23. Dr. Jessica Falvo Lang seconded.

The Board duly adopted.

**Adjournment:**

President Sutter requested a motion to adjourn. Maria Heege moved for approval. Jennifer Moff seconded. The Board adjourned at 6:52 p.m.

**Note:** The next Board meeting is scheduled for Tuesday, August 22, 2023, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.