

**Stark County Board of Developmental Disabilities
Board Meeting
September 26, 2023
Minutes**

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 26, 2023, 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
Maria Heege
Jennifer Moff
Cindi Sutter

Absent:

James Anderson (Excused)

Also Attending:

Bill Green, Superintendent
Leigh Donatella, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources

In Memoriam:

A moment of silence was observed for the following: Katherine "Kathe" Gilbert, age 75, passed away on Sunday, September 3, 2023. She received services from our SSA Department. David Joliet, age 62, passed away on Wednesday, August 30, 2023. He received services from our SSA Department. Lon Konovsky, age 67, passed away on Sunday, August 27, 2023. Lon attended Southgate School and received services from the Board for over 60 years, including services from our SSA Department.

Minutes of the Previous Board Meeting:

President Sutter requested a motion to approve the minutes from the Board meeting held on August 22, 2023.

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

The Board duly adopted.

Public Speaks:

None.

President's Report

Greetings again. I hope everyone is doing well this evening and has been enjoying the beautiful weather we've been having. While this is an abbreviated meeting, I have a few updates to share.

We have an exciting training planned for our board members following our board meeting. We will participate in a board in-service session to learn how to utilize our new electronic board packet system. This initiative aims to streamline our communication and collaboration processes, enabling us to work more effectively and efficiently.

I am delighted to announce that our organization achieved a significant milestone last month by earning a three-year accreditation. This accomplishment reflects our commitment to excellence and dedication to providing the highest quality services to our community and the people we serve. I want to extend my heartfelt gratitude to each person for their hard work and dedication that made this achievement possible.

I had the opportunity to go to Washington, DC, with a contingency of the DD council, the Ohio Provider Resource Association, and the County Board Association. We shared with 12 legislators some important topics about Ohio's DD service delivery system and how the federal legislature could assist.

As we look forward to October, we must highlight that we will celebrate National Disability Employment Awareness Month. This observance is an excellent opportunity for us to recognize and celebrate the contributions of individuals with disabilities in our workforce. We are planning several engaging activities and initiatives to raise awareness and promote inclusivity within our organization. We will also have one of our annual favorite events supporting Special Olympics, the Pumpkin Race, scheduled for October 28.

This concluded the President's Report.

Superintendent's Report:

Superintendent Green started by welcoming attendees once again. Given our abbreviated meeting this evening, my report will be an update on the development of our next strategic plan. Robert McKain said, "Strategic planning will help you fully uncover your available options, set priorities for them, and define the methods to achieve them." We have undergone robust strategic planning processes throughout the years. We typically use an outside facilitator, have stakeholders complete surveys, have a planning committee develop the plan, and then put it out for feedback from our stakeholders, and then it is approved by you.

This three-year plan will be no different, except that the facilitator will work with the planning committee during the kick-off meeting to finalize the survey questions and meet with our partners individually to garner their input. We courted three facilitators and landed on one that StarkMHAR, our brother/sister agency, is using. The firm is GHK Consulting, and Gretchen Kunkel will be our facilitator. She and her firm are out of Akron, and she has over 30 years working to improve the health and well-being of children, families, and communities. She has Master's degrees in Health Administration, Business Administration, and an undergraduate degree in computer science.

To review the framework and timelines, they are as follows:

- Kick-off meeting will be held the third week of October.
- Data collection and 1:1 interviews will be held in late October – 3rd week of November.
- The Stakeholder Planning Committee will meet 4-6 times between November and January.
- The plan will be brought back to you in either January or February for your approval.

This concluded the Superintendent's Report.

Committee/Department Reports:

- A. Finance Committee – Minutes in Board packet
Next Meeting: October 16, 2023, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next Meeting: October 19, 2023, at 3:00 p.m.
- C. Ethics Council – Minutes in Board Packet
Next Meeting: October 24, 2023, at 5:45 p.m., if needed

Old Business/New Business:

None.

Presentation – Self Advocacy

Lisa Parramore, Communications Manager, approached the podium and shared a PowerPoint Presentation. She shared that the Self-Advocacy program started in February of 2022, as a goal from our 2021-2023 strategic plan. The group meets on the third Thursday of each month from 11 AM to 1 PM, comprised of a program of some sort and lunch, with an average of 150 in attendance.

The program is called "Be The Good," a piggyback from the Help For Good name. The group has three priorities:

HELP FOR GOOD. As an advocate in our community, you can help make a better life for yourself and your friends.

SEE THE GOOD. Our group will be a visible part of our community.

SHARE THE GOOD. We will offer various speakers to share information about important topics to you and your life.

In the first meeting in 2022, we held a roundtable to discuss what they were interested in, what they wanted to know more about, and where they wanted to be involved. This is where the content of our program began. Since inception, we have discussed many topics, including Travel accommodations, State IDs and Passports, Voting Rights and How to Vote, Community Service Days, Mental Health Matters, Earth Day, Friendships, and healthy boundaries. Some of our next topics include: So you want a job; and a Food Collection Drive for the Stark County Hunger Task Force. Last week, we held a health and wellness fair, with four stations. We had Aultman come in and talk about Nutrition, Mercy Dental came in and talked about Dental Health, Special Olympics talked about stretching, and our Nurses shared how to do hands-only CPR. Next month is Employment Awareness Month, and we will discuss Employment Skills with OOD. The other part of our Advocacy Program is to host and sponsor Project STIR and Synergy Conferences. We have hosted four project STIR trainings since 2018 and completed the fifth one last week.

Lisa welcomed two self-advocates from X-Excel, Kelly, and Anna, who have become a large part of the Self-Advocacy Program. Anna shared that she goes to X-Excel, where she makes chocolates, which helps her learn how to be more organized. She is a Project STIR graduate, where she learned how to be a self-advocate, learned many tools to cope with the world around us, participated in role-playing situations, and learned how to respond. She also attended Kalahari for the Synergy Conference, where she learned many more tools and how to stick up for herself. She thanked Lisa for the opportunities she's been given. Kelly shared that at X-Excel, he makes chocolate candy and works on crafts and home décor. He shared that Project STIR helped him learn about needs versus wants, responsibilities, problem-solving, and communications. Project STIR stands for Steps Towards Independence and Responsibility. I was able to utilize what I learned in a real-life situation with a coworker, and how to advocate for myself. It has taught me how to be a better leader and a positive example to everyone around me. I have learned fun ways to get through stressful situations, and how to make connections. He expressed he was thankful for these opportunities. Kelly and Anna shared their favorite parts of Project STIR and Synergy.

This concluded the presentation.

First Reading of Board Policies:

The Director of Human Resources, Connie Poulton, 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 4.10 Performance Evaluations – Revised

Policy 4.26 Vacation – Revised

Financials and Board Resolutions:

Resolution 09-30-23: Operating Fund #071

A. Three Payrolls for August	\$1,820,736.08
B. Bills for Payment in August	<u>\$1,308,778.39</u>
TOTAL:	<u>\$3,129,514.47</u>

Maria Heege moved for approval of Resolution 09-30-23. Jennifer Moff seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for August 2023, total local revenues were \$394,046, total State revenue was \$319,701, and total Federal revenue was \$1.12 million, with revenue for the month totaling \$1.84 million.

August 2023 expenditures included three payrolls totaling \$1.84 million, total benefits paid of \$857,908, and total other expenditures of \$450,870, for \$3.13 million. Expenditures exceeded revenues by \$1.3 million.

Cash at the beginning of the year was \$61.2 million. We currently have \$0 in 2022 open purchase orders and \$9.7 in current year open purchase orders, adding to our negative net financial position of \$6.9 million and \$44.62 million in unencumbered cash at the end of August. Leigh noted that with the \$10 million in our Reserve Balance Account, our actual unencumbered cash balance at the end of August is \$34.62 million.

Looking at the August budget versus actual statement, year-to-date, we have received \$31.4 million in revenues, which is 57.63% of what we expect to receive. We have spent \$38.2 million, which is 63.84% of total expenditures budgeted. The available budget at the end of August, mostly made up of personnel expenses and waiver match, was \$11.98 million.

The Board carried over purchase orders from 2022 in the amount of \$558,089. To date, we have paid \$333,925 and canceled \$224,163. The outstanding encumbrances from 2022 at the end of August are \$0.

For Resolution 09-30-23, the Board paid three payrolls during August totaling \$1.8 million, and all other expenses totaling \$1.3 million.

The Board duly adopted.

Resolution 09-31-23 approves the acceptance of the renewal of Liability and Fleet Insurance.

Dr. Jessica Falvo Lang moved for approval of Resolution 09-31-23. Carmelita Smith 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 with the Board's Risk Management Plan. Through this marketing effort, Schauer Group Incorporated has secured rates with a one-year policy (October 2023 through September 2024) 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 \$201,000, for a one-year policy beginning October 1, 2023, through September 30, 2024, secured from Philadelphia Indemnity Insurance Company and the Schauer Group Incorporated.

The Board duly adopted.

Resolution 09-32-23 approves the Citrix Upgrade.

Dr. Jessica Falvo Lang moved for approval of Resolution 09-32-23. Carmelita Smith seconded.

Discussion:

Brandon Haney, IT Manager, explained that the IT department utilizes Citrix as part of our remote access strategy to deliver applications to our user's computers, tablets, and mobile devices. Citrix allows our users to access all of our non-web-based applications and files if they are not on our internal network or VPN. Citrix also provides The Board with an efficient way to roll out new software to all users without installing it on each computer. This dramatically reduces the time it takes to roll out a new application. It is an integral part of our remote access strategy.

Our current version of Citrix will end support, so it is time to upgrade it. The new version will support the newer devices and operating systems and increase efficiency and reliability. The \$ 34,800.00 will pay for our consultant to fully set up and configure the new environment to ensure it follows best practices for security and efficiency. This project is included in the 2023 budget.

The Board duly adopted.

Resolution 09-33-23 approves the agreement for Capital Housing Assistance Funds.

Jennifer Moff moved for approval of Resolution 09-33-23. Maria Heege seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, explained 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. The purchase price of the home at 329 55th St. NW, North Canton, OH 44720, is \$240,000. The DODD Community Capital Assistance Funds will pay \$152,520, and Hope Homes Foundation, Inc. will pay the difference of \$87,480.

After the application process is complete, typically, DODD typically sends the funds to the Board, which then passes them through to the nonprofit housing corporation. In this case, Hope Homes Foundation Inc. did not provide the capital outlay of \$152,520, 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 1.04 Appearance and Presentation before the Board - Reviewed
Policy 2.04 Approval of Manuals, Handbooks, and Resource Directories - Reviewed
Policy 2.27 Managing Cost-Effective Residential Support Services - Reviewed

Resolution 09-34-23 approves the Board policies presented for second reading.

Dr. Jessica Falvo Lang moved for approval of Resolution 09-34-23. 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 6:35 p.m.

The next Board meeting is scheduled for Tuesday, October 24, 2023, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.