

Stark County Board of Developmental Disabilities

October 28, 2025, Board Meeting Minutes

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, October 28, 2025, at 2950 Whipple Avenue NW, Canton, Ohio, and by video teleconference. President Dr. Jessica Falvo Lang called the meeting to order at 6:03 p.m.

Roll Call:

Board Members:

Present:

President Dr. Jessica Falvo Lang
Recording Secretary Cindi Sutter (Virtual)
Vice President Jennifer Moff
Kathy Catazaro Perry
Maria Heege
Carmelita Smith
Crystal Waters

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 in memory of the following: James Poto, 67 years old, passed away on July 25, 2025. He received services from our SSA Department. Susan Waller, 68 years old, passed away on September 15, 2025. She received services from our SSA Department. Timothy Doubleddee, 70 years old, passed away on September 16, 2025. He received services from our SSA Department. Patricia Benson, 55 years old, passed away on September 30, 2025. She received services from our SSA Department. Mary Curlutu, 89 years old, passed away on October 11, 2025. She received services from our SSA Department.

Minutes of the Previous Board Meeting:

President Dr. Falvo Lang requested a motion to approve the minutes from the Board Meeting held on September 23, 2025.

Kathy Catazaro Perry moved for approval. Crystal Waters seconded. The Board unanimously approved and adopted the minutes by roll call vote.

Disability Employment Awareness Month Presentation:

SSA Supervisor of Employment Services, Shawn Glasser, provided a comprehensive presentation highlighting the Employment First initiative, employment service pathways, and current departmental goals. He reviewed Vocational Habilitation, Group Employment, Career Planning, and Individual Employment Supports, describing how each service builds skills and increases readiness for competitive employment. He discussed plans to introduce Employment Office Hours for SSAs, explore a joint 2026 job fair with Opportunities for Ohioans with Disabilities (OOD), and develop assessment tools to support community integration.

Mr. Glasser shared two employment success stories. Jeff, employed at PetSmart since 2001, now works completely independently and values the relationships formed with coworkers and supervisors. He intends to continue working until retirement. Nate, a Stark County Library employee who successfully completed OOD career services, dramatically improved his shelving test scores, secured competitive employment, and now works independently after only a brief period of job coaching. His mother shared additional context regarding budgeting, benefits planning, and the long-term efforts supporting Nate's independence.

Mr. Glasser also noted that 272 individuals were employed in the community as of June 30. Board members asked questions regarding Medicaid eligibility, transitions when employers close, and job-matching procedures. Mr. Glasser explained benefits analyses, career discovery options, and OOD employer partnerships. At the end of the

meeting prior to adjournment, Nate was able to join the Board meeting to share a few positive sentiments about his work at the library and what he enjoys about it.

Public Speaks:

None.

President's Report:

Dr. Falvo Lang shared highlights from the recent Pumpkin Race, praising the exceptional turnout, ideal weather, and enthusiastic participants. She extended heartfelt thanks to event coordinator Lisa Parramore and all volunteers. She shared humorous remarks regarding Superintendent Bill Green's participation in the senior division of the race. With seven days remaining before the ballot issue, Dr. Falvo Lang emphasized the importance of community engagement and encouraged all eligible voters to support Issue 1.

Superintendent's Report

Superintendent Bill Green echoed the positive feedback regarding the Pumpkin Race and highlighted the Assistive Technology Event held on October 16 at Belden Village Mall. The event showcased tools that enhance independence and drew strong participation from people served, families, and providers. He recognized the Tech Collaborative's work, led by Assistant Director Jessica Hoffarth and SSA Supervisor Shawn Glasser. Superintendent Green emphasized the dedication of staff, families, and advocates in sharing Stark DD's mission and the importance of sustained funding to ensure inclusive opportunities across Stark County.

Committee/Department/Other Reports:

- A. Finance Committee – Minutes in Board packet
Tentative Next Meeting: December 8, 2025, at 4:00 p.m.
- B. Personnel Committee – Minutes in the Board packet
Tentative Next Meeting: December 11, 2025, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet
Tentative Next Meeting: December 16, 2025, at 5:45 p.m.

Old and New Business:

None.

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 December Board meeting for second reading and Board approval.

Policy 2.01 Duties of the Superintendent – Reviewed
Policy 2.31 Technology First – Reviewed
Policy 2.18 Behavior Support – Reviewed
Policy 3.01 Safety Program – Revised
Policy 4.20 Full Time, Part Time, Casual, and Substitute Employees – Reviewed
Policy 4.22 Policy Against Harassment – Reviewed
Policy 5.24 School Age Services – Revised
Policy 6.21 Breach Notification – Revised

Financials and Board Resolutions:

10-50-25: Operating Fund #071	
A. Two Payrolls for September	\$1,443,006.84
B. Bills for Payment in September	<u>\$ 565,418.19</u>
TOTAL:	<u>\$2,008,425.03</u>

Cindi Sutter moved to approve Resolution 10-50-25. Crystal Waters seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, reported that for September 2025, total local revenues were \$218,427, state revenues were \$280,488, and federal revenues were \$28,536, resulting in total revenues of \$527,452, for the month. Payroll expenses for September totaled \$1.4 million, which included two payrolls, while benefit expenses were \$267,809. All other operating expenses totaled \$297,608, bringing total expenses for September to \$2.01 million. Expenses exceeded revenues by \$1.48 million for the month.

The Board began the year with \$49.9 million in carryover cash from 2024. At the end of September, there were \$11.2 million in open purchase orders, and year-to-date expenses exceeded revenues by \$18.5 million. This resulted in unencumbered cash of \$20.2 million at month-end, which includes the Board's \$10 million reserve.

Looking at the year-to-date budget versus actuals, total year-to-date revenues were \$33.4 million (63.15% of estimated annual receipts), while total year-to-date expenses were \$51.9 million (74.61% of the annual budget). The available budget at the end of September was \$6.5 million, the majority of which is attributed to personnel costs and waiver match.

Leigh noted that the status of prior-year encumbrances remained unchanged. The Board began the year with \$491,856, in carryover purchase orders from 2024, of which \$367,304 has been paid and \$124,551 has been closed, leaving no remaining obligations from the prior fiscal year.

The Board unanimously approved and adopted the resolution by roll call vote.

Second Readings:

10-51-25: Resolution to approve the Board policies presented for second reading

Kathy Catazaro Perry moved for approval of Resolution 10-51-25. Crystal Waters seconded.

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

- Policy 2.35 Use of Board Facilities – New
- Policy 3.02 Dangerous Weapons and Firearms – Reviewed
- Policy 4.02 Retire- Rehire – Reviewed
- Policy 4.04 Background Checks on Employees – Reviewed
- Policy 4.07 Job Descriptions – Reviewed
- Policy 6.06 IT Encryption – Reviewed

The Board unanimously approved and adopted the resolution by roll call vote.

Adjournment:

President Dr. Falvo Lang requested a motion to adjourn. The Board unanimously approved the motion to adjourn by roll call vote. The Board adjourned at 6:35 p.m.

Note: The next Board meeting is scheduled for Tuesday, December 16, 2025, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.