

# **Stark County Board of Developmental Disabilities**

## **September 23, 2025, Board Meeting Minutes**

### **Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, September 23, 2025, at 2950 Whipple Avenue NW, Canton, Ohio, and by video teleconference. President Dr. Jessica Falvo Lang called the meeting to order at 5:59 p.m.

### **Roll Call:**

Board Members:

#### **Present:**

President Dr. Jessica Falvo Lang  
Recording Secretary Cindi Sutter  
Kathy Catazaro Perry  
Crystal Waters

#### **Absent:**

Maria Heege (Excused)  
Vice President Jennifer Moff (Excused)  
Carmelita Smith (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 in memory of Rochelle Edelman, age 71, who received services through the 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 August 26, 2025.

Kathy Catazaro Perry moved for approval. Crystal Waters seconded. The Board duly adopted.

### **Special Olympics State Softball Recognition**

The Board recognized the Stark DD Special Olympics State Softball Championship Team. Paula Gardner, Special Olympics Coordinator, introduced the 2025 State Softball Champions, winning the Northeast Regional Tournament in Canton, then advancing to the Regional Championship, ultimately going on to win the State Championship. Kameron Long, Iziyah Blubaugh, Darnell Meely, Jack Seabolt, Justin Custer, Jordan Oates, Ken Warner, Troy Snyder, Alan Striker, Adam Espley, Eric Pridgen, Mike Woodruff, and Coaches: Marty Vasco & Kristen Liggett. It was also announced that Darnell Meely, Kameron Long, and Iziyah Blubaugh for being selected to Team Ohio's Softball Team, competing in the 2026 USA Games in Minnesota.

### **Public Speaks:**

None.

### **President's Report and Superintendent's Report:**

Due to the abbreviated meeting to allow time for Board Member training, the meeting did not include a President's Report or a Superintendent's Report.

### **Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Tentative Next Meeting: October 20, 2025, at 4:00 p.m.
- B. Personnel Committee – Minutes in the Board packet  
Tentative Next Meeting: October 23, 2025, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Tentative Next Meeting: September 23, 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 August Board meeting for second reading and Board approval.

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)

**Financials and Board Resolutions:**

**09-47-25:** Operating Fund #071

<b>A. Two Payrolls for August</b>	<b>\$1,301,407.92</b>
<b>B. Bills for Payment in June</b>	<b>\$ 970,656.92</b>
<b>TOTAL:</b>	<b>\$2,272,064.84</b>

Cindi Sutter moved for approval of Resolution 09-47-25. Crystal Waters seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, reported that for August 2025, total local revenues were \$358,165, state revenues were \$259,761, and federal revenues were \$439,998, resulting in total revenues of \$1.06 million for the month. Payroll expenses for August totaled \$1.3 million, which included two payrolls, while benefit expenses were \$334,571. All other operating expenses totaled \$636,085, bringing total expenses for August to \$2.3 million. Expenses exceeded revenues by \$1.2 million for the month.

The Board began the year with \$49.9 million in carryover cash from 2024. At the end of August, there were \$10.98 million in open purchase orders, and year-to-date expenses exceeded revenues by \$17.04 million. This resulted in unencumbered cash of \$21.9 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 \$32.9 million (62.15% of estimated annual receipts), while total year-to-date expenses were \$49.9 million (71.73% of the annual budget). The available budget at the end of August was \$8.7 million, the majority of which is attributed to personnel costs.

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 duly adopted.

**09-48-25:** Resolution to Approve Liability Property Insurance Renewal

Kathy Catazaro Perry moved for approval of Resolution 09-48-25. Crystal Waters seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, explained that this resolution authorizes the Superintendent, or his designee, to acquire liability and fleet insurance at a cost not to exceed \$300,000 for a one-year policy beginning October 1, 2025 through September 30, 2026. For this upcoming policy period, the Board has gone 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 is working with

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multiple insurance companies to maximize our plan coverage to include full collision on all vehicles and defense costs outside the limit of liability for additional premiums.

The Board duly adopted.

**Second Readings:**

**09-49-25:** Resolution to approve the Board policies presented for second reading

Kathy Catazaro Perry moved for approval of Resolution 09-49-25. Crystal Waters seconded.

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

Policy 2.30 Records Retention – Reviewed  
Policy 4.12 Personal Days – Revised  
Policy 4.41 Compensatory Time – Reviewed  
Policy 4.57 Salary Administration – Reviewed  
Policy 4.61 Summary of Benefits and Coverage – Reviewed

The Board duly adopted.

**Adjournment:**

President Dr. Falvo Lang requested a motion to adjourn. Cindi Sutter moved for approval. Crystal Waters seconded. The Board adjourned at 6:12 p.m.

Note: The next Board meeting is scheduled for Tuesday, October 28, 2025, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.