

## **Stark County Board of Developmental Disabilities December 16, 2025, Board Meeting Minutes**

### **Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, December 16, 2025, at 2950 Whipple Avenue NW, Canton, Ohio. President Dr. Jessica Falvo Lang called the meeting to order at 6:04 p.m.

### **Roll Call:**

Board Members:	<u>Present:</u>	<u>Absent:</u>
	President Dr. Jessica Falvo Lang	Crystal Waters
	Recording Secretary Cindi Sutter (Virtual)	
	Vice President Jennifer Moff	
	Kathy Catazaro Perry	
	Maria Heege	
	Carmelita Smith	

### **In Memoriam:**

A moment of silence was observed in memory of the following: Jerald Garrett, 47 years old, passed away on October 22, 2025. Jerald was a graduate of Southgate School and received services from our SSA Department. Gregory Davenport, 55 years old, passed away on November 8, 2025. He received services from our SSA Department. Willis Radabaugh, 72 years old, passed away on November 17, 2025. He received services from our SSA Department. Jennifer Hooper, 54 years old, passed away on November 21, 2025. She received services from our SSA Department. Donald Chambers, 79 years old, passed away on November 21, 2025. He received services from our SSA Department.

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

Dr. Falvo Lang requested a motion to approve the minutes from the regular Board meeting held on October 28, 2025. Kathy Catazaro Perry moved for approval. Carmelita Smith seconded. The Board approved and adopted the minutes.

### **Recognition of Retirees:**

Two retirees were recognized during the meeting. Cindy Petree was recognized for 32 years of service to the agency. She has been in the Finance Department since 2014 and prior to that served in the Transportation Department. Remarks were shared recognizing her dependability and reliability, and appreciation was expressed for her years of service. Ms. Setter shared brief remarks and appreciation.

Cindy Swanson was recognized for more than 30 years of service to the agency. She was acknowledged for her long-standing work providing skilled nursing care in agency clinics and later serving as the Nurse Educator, helping implement the Registered Nurse Quality Assessment (RNQA) program. Her impact through coordinating and teaching thousands of training sessions for providers and staff was recognized, along with her commitment to the health and safety of the individuals served. Ms. Swanson shared brief remarks and appreciation.

### **Recognition of Levy Chair:**

President Dr. Falvo Lang recognized Dan Sutter for serving as the 2025 Levy Chairperson and presented him with a Certificate of Appreciation for his leadership and commitment to sharing information about services and supports provided by the agency. Mr. Sutter shared remarks expressing appreciation for the community's support throughout Stark County and reflected on the positive engagement experienced during the campaign.

### **Public Speaks:**

None.

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

Dr. Falvo Lang shared that this was the first Board meeting since the levy and expressed appreciation to Board members and stakeholders who helped support the agency. She encouraged Board members to complete the electronic training by the end of the year.

### **Superintendent's Report**

Superintendent Bill Green shared holiday remarks and reflected on the accomplishments and challenges of the year, including the agency's resilience following the Southgate fire and the continued dedication of staff and students through temporary locations. He expressed gratitude to the Stark County community for the passage of the levy and noted upcoming priorities for 2026, including an Ohio Department of Developmental Disabilities Accreditation Review, recognition of staff retirements, completion of the current three-year Strategic Plan, and laying the foundation for the next strategic planning cycle.

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

Committee and department reports are included in the Board packet. There were no additions or deletions.

- 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 Business:**

None.

### **New Business:**

Connie Poulton, Director of Human Resources, presented the 2026 Table of Organization, noting the annual requirement to present the Table of Organization to the Board. The Table includes authorized positions, supervisory lines, current vacancies, and contract positions. No recommendations were made for changes to the 2026 Table of Organization at this time.

The draft 2026 Board Meeting Calendar was reviewed. The schedule reflects Board meetings on the fourth Tuesday of each month, with the December meeting planned for the third Tuesday, and no meetings scheduled in July or November. The calendar will be adopted at the next Board meeting and changes may be made at that time if needed.

### **First Reading of Board Policies:**

Policy 2.08 Confidentiality – Reviewed  
Policy 3.04 Hazardous Communication Program – Reviewed  
Policy 4.11 Standard Guidelines for Progressive Discipline – Reviewed  
Policy 4.18 Resolving Discrimination Complaints – Revised  
Policy 4.40 Payroll – Revised  
Policy 5.01 Early Intervention Program and Services – Revised  
Policy 5.03 Early Intervention Enrollment and Child Records – Revised

### **Financials and Board Resolutions:**

#### **Resolution 12-52-25: Operating Fund #071**

A. Two Payrolls for October	\$1,487,970.36
B. Bills for Payment in October	<u>\$2,623,256.37</u>
<b>TOTAL:</b>	<b>\$4,111,226.73</b>

#### **Resolution 12-53-25: Operating Fund #071**

A. Two Payrolls for November	\$1,434,522.37
B. Bills for Payment in November	<u>\$8,297,922.02</u>
<b>TOTAL:</b>	<b>\$9,732,444.39</b>

The Board took Resolutions 12-52-25 and 12-53-25 together for approval of October and November expenses. Kathy Catazaro Perry moved for approval. Carmelita Smith seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, reported that for October 2025, total local revenues were \$17.1M, state revenues were \$294,986, and federal revenues were \$663,401, resulting in total revenues of \$18.1M for the month. Payroll expenses for October totaled \$1.49M, which included two payrolls, while benefit expenses were \$1.54M. All other operating expenses totaled \$1.1M, bringing total expenses for October to \$4.11M. Revenues exceeded expenses by \$13.96M.

For November 2025, total local revenues were \$209,365, state revenues were \$267,458, and federal revenues were \$1.06M, resulting in total revenues of \$1.53M for the month. Payroll expenses for November totaled \$1.43M, which included two payrolls, while benefit expenses were \$891,864. All other operating expenses totaled \$7.4M, bringing total expenses for October to \$9.7M. Expenses exceeded revenues by \$8.2M.

The Board began the year with \$49.9 million in carryover cash from 2024. At the end of November, there were \$2.15 million in open purchase orders, and year-to-date expenses exceeded revenues by \$12.76M. This resulted in unencumbered cash of \$35.01M 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 \$53.03M (100.18% of estimated annual receipts), while total year-to-date expenses were \$65.8M (94.50% of the annual budget). The available budget at the end of November was \$1.68M, 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 approved and adopted the resolutions.

**Resolution 12-54-25: Resolution to approve additional 2025 appropriations**

Jennifer Moff moved for approval. Kathy Catazaro Perry seconded.

Discussion:

CFO/Business Manager, Leigh Donatella, explained that 2025 included a 27th pay, which was not included in the budget. Additional appropriations were requested to cover payroll and associated benefits totaling \$920,000.

The Board approved and adopted the resolution.

**Resolution 12-55-25: Resolution to approve the 2026 Final Budget**

Maria Heege moved for approval. Kathy Catazaro Perry seconded.

Discussion:

CFO/Business Manager, Leigh Donatella, presented 2026 budget assumptions and forecast trajectory, noting revenue expectations including levy proceeds and pipeline settlements, estimated increases in waiver match and health insurance, and wage/benefit adjustments. Total estimated revenues for 2026 were \$77.6M and total expenses were \$75.1M, with projected year-end cash of \$37.6M.

The Board approved and adopted the resolution.

**Resolution 12-56-25: Resolution to approve the 2026 North East Ohio Network (NEON) budget**

Kathy Catazaro Perry moved for approval. Jennifer Moff seconded.

Discussion:

CFO/Business Manager, Leigh Donatella, reviewed the 2026 NEON budget, including estimated revenues of \$1.04M (including transfers for NEON expenses and Family Support Services). Total expenses were budgeted at \$971,500, with an estimated year-end cash balance of \$267,445.

The Board approved and adopted the resolution.

**Resolution 12-57-25: Resolution to approve the Transfer of Funds to NEON**

Maria Heege moved for approval. Carmelita Smith seconded.

Discussion:

CFO/Business Manager, Leigh Donatella, requested approval to transfer \$1,037,000 to NEON to support locally funded obligations and the Family Support Services transfer. Leigh explained that NEON currently provides an array of services, counties purchase services based on their respective needs, and efficiencies and economies of scale are obtained through multi-county participation. The Board presently purchases the following services from NEON: Local Funding and Supported Living-Administration and Invoice Payment and Family Support Services – Administration and Invoice Payment.

The transferred funds will provide the resources needed to replenish funds for continuing to pay Board obligations and to operate the family support services program.

The Board approved and adopted the resolution.

**Resolution 12-58-24: Resolution to approve the payment of the non-federal share of services required for 2026 Medicaid expenditures**

Jennifer Moff moved for approval. Maria Heege seconded.

Discussion:

Leigh Donatella reviewed the 2026 Medicaid match obligation, including waiver administrative fees, budgeted at \$35.95 million. She explained that the Board approved the 2026 Budget with an appropriation of \$35,956,760 to pay waiver match obligations (including administrative fees). It is fully understood that these payments of the nonfederal share represent an ongoing financial commitment of the Stark County Board of Developmental Disabilities. The amount specified is adequate to assure that the services for which the Medicaid expenditures are made will conform to all applicable state and federal laws.

The Board approved and adopted the resolution.

**Resolution 12-59-24: Resolution to approve 2026 Service Contracts**

Kathy Catazaro Perry moved for approval. Jennifer Moff seconded.

Discussion:

CFO/Business Manager, Leigh Donatella, explained that the contracts support a range of operational and program needs, including SSA-related services, investigations/provider compliance, information technology services, administrative supports, and other essential agency services, with all contracts effective January 1, 2026 through December 31, 2026.

The Board approved and adopted the resolution.

**Resolution 12-60-25: Board Policy Book**

Maria Heege moved for approval. Kathy Catazaro Perry seconded.

Discussion:

HR Director Connie Poulton explained that the 2026 policy manual includes 174 policies and is available electronically to employees through the agency intranet and on the public website. The Board Policy Manual has six chapters that include: Governance, Agency Administration, Safety and Facilities, Human Resources, Program Services, and Information Technology.

The Board approved and adopted the resolution.

**Resolution 12-61-25: Table of Organization**

Kathy Catazaro Perry moved for approval. Jennifer Moff seconded.

**Discussion:**

HR Director Connie Poulton requested approval to amend the Table of Organization to add three additional FFAs during 2026 due to increasing home and community-based service waivers. These positions are accounted for in the 2026 budget and would be assigned position ID numbers upon approval.

The Board approved and adopted the resolution.

**Resolution 12-62-25: School Calendar Revision**

Maria Heege moved for approval. Jennifer Moff seconded.

**Discussion:**

HR Director Connie Poulton presented revisions to the South Gate School calendar for the 2025–2026 school year due to the delayed start at the beginning of the school year. Revisions included changing January 9 from an employee in-service day to a regular school day, adding three student days to the end of the year (last student day June 1; last staff day June 2), and adding 15 minutes daily to ensure students receive required instructional hours.

The Board approved and adopted the resolution.

**Second Reading of Board Policies Presented for Adoption:**

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

**Resolution 12-63-25: Resolution to approve the Board policies presented for second reading**

Kathy Catazaro Perry moved for approval. Carmelita Smith seconded.

The Board approved and adopted the resolution.

**Executive Session:**

The Board entered Executive Session for the purpose of discussing the performance evaluation of the Superintendent. A roll call vote was taken and approved. The Board entered Executive Session at 6:45 p.m. The Board came out of Executive Session at 7:30 PM.

**Adjournment:**

President Dr. Falvo Lang requested a motion to adjourn. Maria Heege moved to adjourn. Carmelita Smith seconded.

The Board adjourned at 7:31 PM.

**Next Meeting:**

The next Board meeting is scheduled for January 27, 2026, at 6:00 PM.