

**Stark County Board Of Developmental Disabilities
January 27, 2026, Annual Organizational Meeting Minutes**

Oath of Office

Board Attorney, Leslie Iams Kuntz, administered the Oath of Office to the following Board members reappointed to serve an additional term: Dr. Jessica Falvo Lang, Maria Heege, and Jennifer Moff.

Call to Order

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 27, 2026, at 2950 Whipple Avenue NW, Canton, Ohio. President Dr. Jessica Falvo Lang called the Annual Organizational Meeting to order at 6:10 p.m.

Roll Call

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

Resolution 01-01-26 to approve the election of Board Officers

The Nominating Committee presented the following slate of officers for 2026:

President: Dr. Jessica Falvo Lang, Vice President: Jennifer Moff, Recording Secretary: Cindi Sutter. Maria Heege moved for approval. Crystal Waters seconded. A roll call vote was taken, and all members voted in favor.

Following a roll call vote, the Board unanimously approved and adopted the resolution.

Draft Meeting Schedules

At the organizational meeting, we establish the Board meeting schedule for the year. A draft schedule was made available last month and is in our January Board packet, showing that we will meet on the fourth Tuesday of each month, except for December. Finance Committee meetings will be held at 12:00 p.m. on the Monday prior to the monthly board meetings, except when the meeting falls on a holiday. Personnel Committee meetings will be held at 3:00 p.m. on the Thursday before board meetings. With no proposed changes, all schedules were approved.

Committee Assignments

Ethics Council: Cindi to serve as chair, Crystal Waters, and Maria Heege

Personnel Committee: Cindi, Carmelita, and Maria to serve as Chair.

Finance Committee: Jenn Moff to chair, Kathy Catazaro-Perry, and Dr. Falvo Lang.

Nominating Committee for 2026: Maria to Chair, Carmelita, and Cindi. The Nominating Committee will meet prior to December 31, 2026, to propose a slate for the 2026 calendar year.

Ethical Code of Conduct and Conflict of Interest Declarations

President Dr. Jessica Falvo Lang noted that the Ethical Code of Conduct Declaration and Conflict of Interest Declaration are signed annually. She advised that Ketrina would distribute the documents via DocuSign following the meeting and requested that Board members review and sign them electronically.

Dr. Falvo Lang also referenced the combined annual Board and self-assessment results included in the Board packet. She stated that the feedback reflects that the Board is functioning well while also identifying opportunities for continued improvement. She indicated that she will work with Superintendent Bill Green and his staff to ensure appropriate follow-up and that feedback provided through the assessments is addressed. Dr. Falvo Lang thanked Board members for completing the assessments and noted that the results serve as a valuable springboard into 2026.

Board In-Service Discussion

For 2026, we will conduct three in-person trainings and two via RELIAS, the online learning management system, as this approach has been working. Given a brief agenda in February, we could have our first training after the Board meeting in February, the second in April, and the third after the September Board meeting. I'll make sure that Bill also releases the online training so we will have plenty of time to complete.

Please let me know if this proposal works for you. We can also obtain our required training by attending part of the agency's in-service in September, or attending the OACBDD annual conference. If you have any questions or concerns, please let me know.

Adjournment

Maria Heege moved to adjourn. Crystal Waters seconded. The Annual Organizational Meeting adjourned at 6:16 p.m.

**Stark County Board of Developmental Disabilities
Regular Board Meeting Minutes, January 27, 2026**

Call to Order

Immediately following the Annual Organizational Meeting, President Dr. Jessica Falvo Lang called the Regular Board Meeting to order at 6:17 p.m.

In Memoriam

A moment of silence was observed in memory of individuals served by the agency who passed away since the last meeting: Robert Bossart, age 60, passed away on December 2, 2025. He received services from our SSA Department. Ernest Wheeler, age 65, passed away on December 14, 2025. He received services from our SSA Department. Brian Rushe, age 51, passed away on December 22, 2025. He received services from our SSA Department. Charles Covington, age 49, passed away on December 20, 2025. He received services from our SSA Department. Noah Maple, age 12, passed away on January 2, 2026. Noah received services from our SSA Department. Kristoffer Dotson, age 32, passed away on January 8, 2026. He received services from our SSA Department. David Huntsman, age 43, passed away on January 10, 2026. He received services from our SSA Department. Renee Carpenter, age 45, passed away on January 13, 2026. She received services from our SSA Department.

Minutes of the Previous Board Meeting

President Dr. Jessica Falvo Lang requested a motion to approve the minutes from the December 16, 2025, meeting. Maria Heege moved for approval. Crystal Waters seconded. Following a roll call vote, the Board approved and adopted the minutes.

Public Speaks

None.

President's Report

President Dr. Jessica Falvo Lang reflected on the accomplishments of the past year, noting that progress under the Strategic Plan and 2025 annual goals demonstrates meaningful impact for the people served and their families. She encouraged Superintendent Bill Green and his team to build on this momentum in the year ahead, citing a strong foundation and clear direction.

Dr. Falvo Lang expressed appreciation for the continued support of Stark County residents, acknowledged improvements in individual service plans, and conveyed the Board's confidence as the agency prepares for its upcoming accreditation review. She thanked staff for their dedication and commitment and encouraged continued focus on progress, collaboration, and impact.

Superintendent's Report

Superintendent Bill Green presented a high-level overview of the 2025 Strategic Plan Progress Report, highlighting meaningful progress across all four strategic goals. He noted expanded partnerships, strengthened community engagement, increased access to assistive and remote supports, and continued investment in a stable, high-quality workforce.

Mr. Green summarized key accomplishments related to services for children, early intervention, transition-aged youth, equity and inclusion efforts, public awareness, and advocacy. He also highlighted workforce development initiatives, operational improvements, and continued progress toward paperless workflows.

He concluded by reviewing the agency's fiscal health and sustainability efforts, including successful levy passage, budget forums, and ongoing planning to ensure supports align with assessed needs. Mr. Green stated that the agency is well-positioned for continued success in 2026 and offered to address any questions from the Board.

Committee/Department/Other Reports

1. Finance Committee – Minutes in Board packet
Tentative Next Meeting: February 16, 2026, at 12:00 p.m.
2. Personnel Committee – Minutes in Board packet
Tentative Next Meeting: February 19, 2026, at 3:00 p.m.
3. Ethics Council – Minutes in Board packet
Tentative Next Meeting: February 24, 2026, at 5:45 p.m., if needed.

Old/New Business

None.

First Reading of Board Policies

The following policies were presented by Human Resources Director, Connie Poulton, for first reading:

- Policy 1.06 Superintendent Performance Evaluation and Compensation – Reviewed
- Policy 1.07 Superintendent Succession Planning – Reviewed
- Policy 2.15 Target Case Management Documentation – Reviewed
- Policy 2.22 Health Insurance Portability and Accountability Act of 1996 – Reviewed
- Policy 3.10 Employee Building Access – Revised
- Policy 5.09 Preschool Typical Peer Program – Revised

Financials and Board Resolutions

Resolution 01-02-26: Operating Fund #071 December 2025 Expenditures

Jennifer Moff moved for approval. Carmelita Smith seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, presented the December 2025 financial report. She reported total revenues for the month of approximately \$2.8 million, including \$283,363 in local revenues, \$280,553 in state revenues, and \$2.24 million in federal revenues.

Total expenditures for December were approximately \$4.6 million, consisting of three payrolls totaling \$2.16 million, benefit expenses of \$1.6 million (including two months of health insurance and dental payments to close out the calendar year), and other operating expenses of \$750,218. Expenses exceeded revenues by approximately \$1.75 million for the month.

Ms. Donatella reported that year-to-date expenses exceeded revenues by approximately \$14.5 million. The Board began 2025 with \$49.9 million in carryover cash. At December 31, 2025, there were \$495,029 in open 2025 purchase orders, resulting in an ending cash balance of \$34.9 million, which includes the Board's \$10 million reserve.

Reviewing the year-to-date budget versus actuals, Ms. Donatella noted \$55.8 million in year-to-date revenues and \$70.3 million in year-to-date expenses, bringing expenditures just under 100% of the annual budget. The available budget reflected a negative balance of approximately \$303,158, primarily due to 2024 expenses paid in 2025 that were properly obligated in the prior fiscal year but not included in the 2025 budget.

Ms. Donatella also reviewed the prior-year encumbrance report, noting that the Board carried over \$491,856 in 2024 purchase orders, of which \$367,304 were paid and \$124,551 were closed, leaving no remaining prior-year obligations.

The Board reviewed payroll and non-payroll expenditures totaling approximately \$4.6 million and, following a roll call vote, approved and adopted Resolution 01-02-26.

Resolution 01-03-26: Resolution to Approve a Request to Go Out to Bid for a Bus

Jennifer Moff moved for approval. Crystal Waters seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, presented Resolution 01-03-26, which authorizes the agency to go out to bid for the purchase of a 2027 school bus. She reported that the estimated cost, after the trade-in of four buses, will not exceed \$185,000.

Ms. Donatella explained that extended manufacturing and delivery timelines have impacted recent bus purchases, including a bus ordered in 2024 that has not yet been received. Due to these ongoing delays and fleet replacement needs, she recommended proceeding with the bid at this time to help mitigate future delays.

She also reviewed the status of recent bus purchases, noting that one purchase order remains outstanding and that while two buses were received last year, one experienced significant delivery delays. Information regarding the current number of yellow buses in the fleet was provided for Board review.

Following brief discussion, the Board took a roll call vote, and unanimously approved and adopted Resolution 01-03-26.

Resolution 01-04-26: Resolution to Approve a Contract with Coleman Health Services, Inc.

Jennifer Moff moved for approval. Carmelita Smith seconded.

Discussion:

Superintendent Bill Green presented Resolution 01-04-26, explaining the need for a formal contract with Coleman Health Services, Inc. to provide guardianship services for individuals served by the Board who lack a family member, friend, or other natural support able to assume legal guardianship. He reported that 57 individuals currently require guardianship to ensure their health, safety, and overall well-being.

Mr. Green explained that Coleman Health Services has historically provided guardianship services for this population through a collaborative arrangement involving the Probate Court and the Guardianship Oversight Council. However, changes requested by the newly appointed Probate Court Judge resulted in the Court and Guardianship Advisory Committee no longer serving as intermediaries. He further noted that the previous Memorandum of Understanding and funding structure did not adequately reimburse Coleman for the actual cost of services, creating sustainability concerns and risking continuity of care.

Mr. Green stated that entering into a direct contract with Coleman Health Services is necessary to ensure consistent, high-quality, and legally required guardianship services for individuals without natural supports. He emphasized that the contract stabilizes a critical service, fulfills the Board's ethical and legal responsibilities, and protects vulnerable individuals by ensuring long-term continuity of care.

Following discussion, the Board took a roll call vote. Kathy Catazaro Perry abstained. The Board approved and adopted Resolution 01-04-26.

Second Reading of Board Policies Presented for Adoption

Director of Human Resources, Connie Poulton, provided the Board with an overview of the policies slated for second reading.

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

Resolution 01-05-26: Board Policies for Second Reading

Maria Heege moved for approval. Jennifer Moff seconded. The Board unanimously approved and adopted the resolution.

Adjournment

Dr. Falvo Lang requested a motion to adjourn. Maria Heege moved to adjourn. Crystal Waters seconded. The Regular Board Meeting adjourned at 6:58 p.m.

The next Board meeting is scheduled for Tuesday, February 24, 2026, at 6:00 p.m.