

# **Stark County Board of Developmental Disabilities**

## **April 22, 2025, Board Meeting**

### **Minutes**

#### **Oath of Office**

On Tuesday, April 22, 2025, Board Attorney Leslie Iams-Kuntz administered the oath of office to newly appointed board member Kathy Catazaro Perry. Following the oath, Board President Dr. Jessica Falvo Lang welcomed Ms. Catazaro Perry to the board and invited her to share a bit about herself. Ms. Catazaro Perry briefly introduced herself and expressed her enthusiasm for joining the board and contributing to its mission.

#### **Call to Order**

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, April 22, 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  
Kathy Catazaro Perry  
Maria Heege  
Carmelita Smith  
Crystal Waters

#### **Absent:**

Vice President Jennifer Moff (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: Joel Neuman, age 60, passed away on March 16, 2025. He received services from our SSA Department. Santo Piazza, age 78, passed away on March 18, 2025. He received services from our SSA Department. John Moore, age 68, passed away on March 22, 2025. He received services from our SSA Department. Jermelle Poole, age 29, passed away on March 28, 2025. Jermelle was a 2015 graduate of Southgate, and 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 March 25, 2025.

Maria Heege moved for approval. Crystal Waters seconded. The Board duly adopted.

#### **Public Speaks:**

None.

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

Board President Dr. Jessica Falvo Lang noted that the meeting would be brief due to a scheduled board training session following the agenda. She formally welcomed new Board Member Kathy Catazaro Perry and invited her to consider joining the Finance Committee, noting it as a valuable opportunity to gain insight into the agency's revenue and expenditures. As Ms. Catazaro Perry has expressed interest, she will be included in future Finance Committee correspondence and meeting invitations.

Dr. Falvo Lang also noted that there would be no Superintendent's Report this evening unless there were specific questions or concerns for Superintendent Bill Green.

**Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next Meeting: May 19, 2025, at 4:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next Meeting: May 22, 2025, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next Meeting: May 27, 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 April Board meeting for second reading and Board approval.

Policy 3.07 Transmittable Disease – Revised  
Policy 4.09 Employee Reasonable Accommodation - Reviewed  
Policy 6.05 IT Email – Reviewed

**Financials and Board Resolutions:**

04-22-25: Operating Fund #071

<b>A. Two Payrolls for February</b>	<b>\$1,437,376.08</b>
<b>B. Bills for Payment in February</b>	<b>\$1,872,256.11</b>
<b>TOTAL:</b>	<b><u>\$3,308,632.19</u></b>

Cindi Sutter moved for approval of Resolution 04-22-25. Crystal Waters seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, reported that for March 2025, total local revenue was \$1.44M, total state revenue was \$266,213, and total federal revenue was \$1.86M. Therefore, the total revenue received for March was \$3.57M. For March 2025 expenditures, there were two payrolls totaling \$1.4 million, total benefits paid of \$859,038, and total other expenditures of \$469,545.

For year-to-date cash, we started 2025 with \$49.9 million. We have \$0 in open 2024 purchase orders. Open 2025 purchase orders totaled \$15.33M at the end of March. With the net change in the financial position of negative \$10.27M, the month ended with unencumbered cash of 24.3M, and with our reserve balance account in the amount of \$10 million, the actual unencumbered cash at the end of March was \$14.3 million.

Looking at the March budget versus actual statement, focusing on year-to-date, we have received \$5.9M in revenue, 11.07% of the total revenues we expect to receive. We have spent \$16.1M, 23.5% of the total expenditures budgeted. The available budget at the end of March was \$37.1 million, made up mostly of personnel and unencumbered waiver match.

In reviewing prior-year encumbrances, the Board carried over \$491,856 from 2024. To date, \$367,304 of the purchase orders have been paid, \$124,551 have been canceled, and there is a remaining balance of \$0 for 2024 purchase orders. For Resolution 04-22-25, there were two March payrolls of \$1.4 million, and other non-payroll expenses of \$1.3 million.

The Board duly adopted.

04-23-25: This resolution approves the Transfer of Funds to NEON.

Carmelita Smith moved for approval of Resolution 04-23-25. Maria Heege seconded.

Discussion:

Leigh Donatella, CFO/Business Manager, explained that this resolution authorizes the transfer \$200,000 (two hundred thousand dollars) to the North East Ohio Network for the payment of Board obligations. The North East Ohio Network (NEON), a regional council of governments, was founded in 1996 by six County Boards of Developmental Disabilities. These six counties (Columbiana, Geauga, Medina, Portage, Stark, and Trumbull) created NEON to enhance services to meet the needs of individuals with DD in their respective communities through agency cooperation, collaboration, and coordination. County board superintendents provide direct leadership through their membership and participation on the Council Governing Board. The initial service model focused on assistance to County Boards with Medicaid home and community-based waiver services. Presently, there are 14 County Boards of Developmental Disabilities in northeast Ohio that are members of NEON, and the service delivery model has expanded. NEON currently provides an array of services and 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; Family Support Services – Administration and Invoice Payment. The money transferred will provide the resources to replenish funds needed to continue to pay Board obligations.

The Board duly adopted.

04-24-25: Resolution to approve Capital Housing Funds

Maria Heege moved for approval of Resolution 04-24-25. Carmelita Smith seconded.

Discussion:

Leigh Donatella explained that this resolution authorizes the Superintendent/designee to enter into an agreement with Hope Homes Foundation, Inc., and the Ohio Department of Developmental Disabilities (DODD), for the purchase of a home at 1215 14th St., Massillon, Ohio, 44646, using State Community Capital Assistance Funds, for \$152,520. Further, this Resolution authorizes the distribution of County Board funds held at the North East Ohio Network (NEON) to pay the purchase cost of \$152,520 to be distributed to Hope Homes. DODD will reimburse the total purchase cost upon closing the property and submission of reimbursement requests. Once reimbursed, the Board approves the transfer to NEON to recompense County Board dollars expended for the purchase of the residence, for a total reimbursement of \$152,520. Per 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 15 years (180 months). Capital Community Housing projects are cost-neutral to the Board. Typically, after the application process is complete, DODD sends the funds to the Board, who then passes them through to the nonprofit housing corporation. In this case, the Hope Homes Foundation Inc. did not provide the capital outlay, 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.

04-25-25: Resolution to approve the Computer Refresh

Cindi Sutter moved for approval of Resolution 04-25-25. Crystal Waters seconded.

Discussion:

Brian Whitlach, Systems Administrator, explained that this resolution authorizes the Superintendent, and/or his designee, to purchase personal computers in accordance with the Board's refresh program at a cost not to exceed \$139,000. The IT department manages a four-year replacement rotation to spread the replacement cost, align with the warranty program, and even out the manual effort to re-image and replace devices. This plan applies to desktop and laptop computers deployed for regular, consistent use by staff or groups of staff within a department or work area and computer labs for people served. This four-year refresh program is consistent with industry practices for computer replacements. Historically, the Board has done the following: In 2020, 65 devices were purchased for \$119,000; in 2022, 60 devices were purchased for \$128,445; in 2023, 75 devices were purchased for \$131,700; and in 2024 88 devices were purchased for \$139,000. SCBDD has a computer inventory of 400 devices, and 100 are beyond the warranty period. These devices consist of a combination of desktops and laptops. The IT department monitors the

performance of these devices, especially when they exceed their warranties, to accommodate the areas or personnel with the most critical computer needs. The \$139,000.00 is estimated to purchase 100 devices (all-in-one and desktop computers). Within the 2025 Budget, \$140,000 was appropriated for the replacement of desktops and laptops.

The Board duly adopted.

04-26-25: Resolution to approve Phase I Sharepoint

Maria Heege moved for approval of Resolution 04-26-25. Crystal Waters seconded.

Discussion:

Brian Whitlach, Systems Administrator, explained that this resolution approves the purchase professional services to setup Sharepoint Online and Office 365 at a cost not to exceed \$47,700.00. The Board is looking to migrate our Intranet from the legacy version of on premise Sharepoint 2010 to Office 365. The way we conduct business has changed dramatically since our original Intranet was deployed in 2012. Users are spending more time in the field and need real-time access to their data in a more efficient way. Migrating this data to Office 365 will give our users access to this data anywhere they have an internet connection in a secure and efficient manner. These professional services will help us set up the new Office 365 and SharePoint environment and configure the templates, branding, data connectors, and security needed to begin rolling this service out to our users. Funds for this project were budgeted for as part of our 2025 budget.

The Board duly adopted.

04-27-25: Resolution to Amend the Program Calendars

Cindi Sutter moved for approval of Resolution 04-27-25. Crystal Waters seconded.

Discussion:

Connie Poulton, Director of Human Resources, informed the Board that this resolution acknowledges that the 2025-2026 Program Calendar for Rebecca Stallman Southgate School and Eastgate Preschool shall be amended. The 2025-2026 school calendars for Rebecca Stallman Southgate School and Eastgate Preschool have been revised to move the last day of school for staff from May 29, 2026, to May 28, 2026. This change is necessary due to an error on the previous calendars, which listed Good Friday as April 17, 2026, instead of the correct date, April 3, 2026. According to our SCEPTA labor contract, this discrepancy resulted in an additional workday for staff. As a result of this adjustment: Eastgate Preschool has moved the students' last day and preschool graduation back by one (1) day. Rebecca Stallman Southgate School has moved the end of the nine-week term and students' last day up by one (1) day.

The Board duly adopted.

### **Second Readings:**

04-28-25: Resolution to approve the Board policies presented for second reading.

Carmelita Smith moved for approval of Resolution 04-28-25. Crystal Waters seconded.

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

Policy 2.29 Free Choice of Provider – Reviewed  
Policy 4.40 Payroll – Reviewed  
Policy 5.21 Preschool Transitions – Reviewed  
Policy 6.01 IT Acceptable Use – Reviewed  
Policy 6.24 Acceptable AI Use – New

The Board duly adopted.

### **Adjournment:**

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President Dr. Falvo Lang requested a motion to adjourn. Carmelita Smith moved for approval. Cindi Sutter seconded. The Board adjourned at 6:18 p.m.

Note: The next Board meeting is scheduled for Tuesday, May 27, 2025, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre.