

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, February 27, 2014

5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, February 27, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:01 p.m.

### BOARD MEMBERS PRESENT

Randy Briggs, President  
Joe Siegferth, Vice President  
Denise Ricks, Secretary  
Tom Quade  
Karen Arshinkoff  
Dave Dohnal  
Meghan Wilkinson

### ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Jerilyn George, Sr. Dir. of SSA/Medicaid	Jean Fish, Director of Adult Services
Drew Williams, Director of SSA	Billie Jo David, Director of
Eldridge Black, Director of Transportation	Communications & Quality
Holly Brugh, Director of Children's Services	Lindsay Bachman, Director of MUI
Lynn Sargi, Director of HR	Tom Jacobs, Dir. of Operations/SHDC
Carrie Roberts, Director of Community Employment & Specialty Businesses	Joe Eck, Director of Labor Relations
Maggi Albright, Recording Secretary	Russ DuPlain, Director of Information Technology
	and others

## I. SUMMIT COUNTY SHERIFF'S SECURITY SERVICES CONTRACT UPDATE

Over the past eighteen months, Summit DD has contracted with the Summit County Sheriff's office for a deputy and vehicle to be responsible to patrol both inside and outside parking areas at the Howe Road campus. The current contract expires at the end of the month and the Superintendent recommends continuation of the relationship. There is currently a verbal agreement to extend and expand the contract to include the presence of a sheriff at other locations. Since the Board also has a contract with Summit County Sheriff's office for an officer to work with the MUI Unit, the intention is to combine the two services into one contract when the Sheriff/MUI contract expires at the end of May.

## **WORK SESSION** *(continued)*

### I. SUMMIT COUNTY SHERIFF'S SECURITY SERVICES CONTRACT UPDATE *(continued)*

The Superintendent would extend the security services contract for three months until such time as the two contracts are able to be combined. During the next few months, staff will evaluate the need for additional MUI support and a schedule for additional security services at other locations will be developed. The work the Sheriff's office has provided the MUI Unit has been very beneficial. Mr. Briggs explained that since more cases are being prosecuted, the detective is spending additional time in court and there may be a need for additional support. Mr. Dohnal asked if the Board will need to take action tonight for the contract extension. Mr. Trunk stated the extension is within the Superintendent's spending authority so no action will be required tonight.

### II. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE

Summit DD needs to maintain risk protection for Board operations. The current policies end March 31, 2014. It is anticipated that the fleet/automobile, property and liability coverage will be approximately \$107,560 and the Directors & Officers insurance will be approximately \$39,633. The request is to renew the fleet/automobile, property and liability insurance coverage with Wichert Insurance in an amount not to exceed \$109,000 and renew directors and officers insurance with Hiscox Insurance Company in an amount not to exceed \$40,000. Actual policy costs should be available by the time the Board takes action at the March meeting. All coverage represents the same levels the Board currently has in place. The premiums represent an approximate 1.9% increase over last year, which is still less than the Board was paying several years ago. Mr. Briggs asked when the last time insurance policies were put out for RFP (Request For Proposal). Mr. Trunk replied it has been several years. The current policies are under a three-year plan and staff intend to RFP this service next year. Funds are available in the budget and the insurance renewal has been recommended for approval by the February Finance & Facilities Committee.

### III. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER CONTRACT

The People Together Program is an education and awareness program administered by The Arc of Summit and Portage Counties to schools and community organizations. The program is designed to increase knowledge and acceptance of integration. The Arc has delivered this program to approximately 4,000 participants at more than 50 sites in each of the five years since the program's inception. The program has a proven track record of changing the attitudes of school age students and community members. Every six months a detailed summary is submitted to Summit DD reporting the number of students served, number of sites and classes along with pre and post evaluation results. The request is to renew a contract with The Arc for the period February 1, 2014 through December 31, 2014 in an amount not to exceed \$61,000. The contract cost reflects a \$6,000 increase primarily due to program expansion and employing individuals with disabilities as public speakers are part of the program.

## **WORK SESSION** *(continued)*

### III. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER CONTRACT *(continued)*

Portage County DD Board also contributes an equal amount to this contract for programs in Portage County. Mr. Trunk reminded the Board that he asked for an additional month prior to approval of this contract to allow more time for him to review the program. He stated he has done so and is confident the program assists the Board in achieving its mission. Mr. Briggs asked about the metrics used for this program. Mr. Trunk replied that beyond the demographic information collected, most of the information is anecdotal, which does talk about attitudinal changes. Mr. Quade commented that past reports usually contain information relative to program impact on participants as well. Funds are available in the budget and the contract has been recommended for approval by the January Services & Supports Committee.

### IV. JANUARY FINANCIAL STATEMENTS

Mrs. Pozna reported that Medicaid costs are now shown as a separate line item from contract services. There is a timing difference relative to property tax receipts; approximately 49% of annual property taxes will be received in March or April with 50% annual personal property reimbursement to be received in May. Quarterly state subsidy in the amount of \$689,000 was received. Relative to January expenditures, there was a payment in the amount of \$275,000 to PERS for buy-out costs related to seven staff participating in the ERIP, a quarterly waiver match payment in the amount of \$4,637,000 and a TCM match payment in the amount of \$426,000. The ending fund balance is \$59,181,738. The January Financial Statements have been recommended for approval by the February Finance & Facilities Committee.

The work session adjourned at 5:15 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:15 p.m.

### I. APPROVAL OF MINUTES

- A. JANUARY 23, 2014 (annual organizational meeting and combined work session and regular meeting)

#### RESOLUTION No. 14-02-01

Mrs. Arshinkoff moved that the Board approve the minutes of the January 23, 2014 annual organization meeting and combined work session and regular meeting, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

### II. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

1. JANUARY FINANCIAL STATEMENTS

#### RESOLUTION No. 14-02-02

Mr. Quade moved that the Board approve the January Financial Statements, as presented in attachment #3. The motion, seconded by Mr. Siegferth, was unanimously approved.

#### B. SERVICES & SUPPORTS COMMITTEE

1. THE ARC OF SUMMIT AND PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM

#### RESOLUTION No. 14-02-03

Mr. Siegferth moved that the Board approve a contract with The Arc of Summit and Portage Counties for the People Together Program for the period February 1, 2014 through December 31, 2014 in an amount not to exceed Sixty One thousand Dollars (\$61,000.00), as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

## **BOARD MEETING (continued)**

### III. SUPERINTENDENT'S REPORT

Mr. Trunk advised that Mr. Briggs arranged a meeting for the Superintendent and other Summit DD staff to meet with the Mayor of Economic Development and representatives from an Israeli software development company that produces software to assist children with disabilities by using web-based games as a method to improve communication and functioning. The software is currently geared toward children with the hope of identifying how it can be adapted for adults as well. The company is interested in establishing a U.S. headquarters in Akron.

Mr. Trunk congratulated Dave Dohnal for his reappointment to serve on the Board of Trustees for the Ohio Association of County Boards of Developmental Disabilities (OACB). Mr. Dohnal will serve as the Board Vice President.

#### A. BEST PRACTICE COMMITTEE

As part of the June 2013 Board/ELT Retreat and as referenced in the 2014 Operating Plan, there has been discussion relative to convening a stakeholder group to plan for transformational change that will increase opportunities for full community inclusion of individuals with disabilities. Since this committee has not yet been formed, Mr. Trunk proposed to expand the committee into a Best Practice Committee. Representatives from families and persons served, providers, The Arc, elected officials, business owners, staff and other stakeholders would participate and explore and introduce best practices that the Agency may not have thought of. Mr. Trunk advised he met with Professor Mary Ann Devine of Kent State University, Chair of the Disabilities Studies Programs, and who has done work with both best practices and individuals with developmental disabilities. She indicated her interest in serving on such a committee.

#### B. VOLUNTEER GUARDIANSHIP PROGRAM

The purpose of the Adult Protective Services (APS) is to assist vulnerable and elderly adults in need of protection to prevent or discontinue abuse, neglect or exploitation until intervention is no longer required. The Probate Court may appoint a guardian determined by the court for a person who is unable to manage his/her own affairs due to mental and or physical impairment or developmental disability. A guardian has custody and control of the personal affairs and a guardian of the estate controls and protects the person's assets. A guardian may be appointed for either the person or the estate or may be appointed for both. Historically, Probate Court has relied on the availability of Summit County attorneys to meet the need for over 2,300 court-appointed guardians, however, the need is greater than the pool of available attorneys willing to become guardians. Guardianship needs are expected to increase at a rate of 70 new cases per year for the next five years. It is difficult for one agency to handle all parts of the program from referral to closure.

## **BOARD MEETING** *(continued)*

### III. SUPERINTENDENT'S REPORT *(continued)*

#### B. VOLUNTEER GUARDIANSHIP PROGRAM *(continued)*

In May 2012 the Department of Job and Family Services (DJFS), in partnership with Summit County Public Health (SCPH), launched a community response model with a number of partner agencies where local community agencies provided contracted services to support the needs of the elderly. The proposal is to include the newly formed Volunteer Guardian Program within the existing APS model. APS has a contract with Jewish Family Services, who would be the 501 C-3 agency to assist in establishing the program for individuals who need a guardian and who reside in an extended care facility. The goal of the program is to build a sufficient volunteer guardian roster to allow the Probate Court to assign a qualified guardian for each individual as needed. Summit County Probate Court will establish a Steering Committee to create the Volunteer Guardian Program guidelines and requirements. The committee will be comprised of representatives of Summit County Probate Court, stakeholder agencies and members of the Summit County community at-large. After the program has been implemented, the committee will meet annually to review progress, do annual evaluation of the program and make recommendations. A Volunteer Coordinator will be hired to manage the program, recruit/screen/train volunteers and evaluate the program. The Volunteer Coordinator will hold or be able to become certified by the National Guardianship Association. When requested by Probate Court, the Volunteer Coordinator will serve as guardian for cases initially deemed too complex for a volunteer, with intent to either stabilize the case in order to turn it over to a volunteer or to identify an outside agency to provide guardianship services. DJFS and SCPH have contributed \$25,000, ADM Board has contributed \$25,000, Summit County Probate Court has contributed \$50,000 and Summit DD will contribute \$25,000. There are approximately 1,000 individuals supported by Summit DD who have a guardian. Mr. Trunk advised he will serve on the Steering Committee and has been offered one other seat on the committee.

#### C. SUMMIT DD LOGO PENCIL SKETCHES & BRANDING INITIATIVE

The 2014 Operating Plan identifies objectives around increasing Agency brand awareness, redesigning the Agency website and expanding the use of social media to engage the community. A committee was formed to explore these objectives. The current look and feel of the Agency's logo does not match the direction the Board is going. The Agency brand should be a reflection of the services and should move customers from inquiring about Summit DD to becoming advocates. Several pencil sketches of a new logo were developed and shown to a variety of groups and persons served at work centers. It was agreed the sketches did not resonate the look and feel of Summit DD.

## **BOARD MEETING (continued)**

### III. SUPERINTENDENT'S REPORT (continued)

#### C. SUMMIT DD LOGO PENCIL SKETCHES & BRANDING INITIATIVE (continued)

Over 100 persons served were asked about their ideas to gather input for new designs. It was determined that people want the design to represent invisible support for persons served. New sketches are being developed and should be available in March. The new designs will be taken to Superintendent Committees and focus groups for feedback. The new logo design should be in place by April to coordinate with the launch of the Agency's new website redesign.

#### D. 2013 ANNUAL REPORT

The 2013 Summit DD Annual Report was distributed. Mr. Trunk stated the Report is another example of the amazing work of the Communications Department and exemplifies how telling stories in a variety of ways gets people thinking differently about people's abilities.

#### E. ALL 4 ONE

Mr. Trunk explained that All 4 One is a new initiative where every Summit DD manager will spend one hour one time per month meeting with a staff person randomly selected. This hour will be spent talking with staff and getting to know them better, gathering their input about what's important and sharing Agency initiatives. There will also be a question of the month. Staff will have the opportunity to complete a survey about the visit and this process will be built into manager performance reviews. The initiative is being created as a tool to create better communication.

#### F. EXPECTATIONIS OF MANAGEMENT DOCUMENT

Mr. Trunk advised that the Executive Leadership Team (ELT) is working on creating a document of what good leadership/management looks like. The document started as a long list and has been narrowed down to almost one sentence. It is anticipated the document will be complete soon. The document will be a manager's promise that all managers will sign annually. There has been discussion about making it a public declaration. Once the document and details are finalized, it will be shared with the Board.

#### G. OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES (DODD) ACCREDITATION

Mr. Trunk announced that DODD has accepted Summit DD's Plan of Correction with no exceptions and has awarded Summit DD a four-year accreditation plus an additional one year for being CARF accredited for the maximum available of a five year accreditation.

## **BOARD MEETING (continued)**

### IV. PRESIDENT'S COMMENTS

Mr. Briggs congratulated staff on the five year accreditation. He acknowledged that everyone worked hard to achieve this goal. Achieving the maximum accreditation available continues to present the Agency in the best possible way.

Mr. Briggs commented that as we start into the new year, he is excited to see some of the seeds that were planted almost three years ago to move Summit DD towards being the primary force in the community continue to grow. He is happy and proud of the work Mr. Trunk has done engaging with the community in such a short period of time. He believes people have known that Summit DD has been there but now people are starting to listen to the message. Mr. Briggs stated that it's exciting to see the direction the Agency is going.

### V. EXECUTIVE SESSION

#### RESOLUTION No. 14-02-04

Mr. Quade moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) to consider the employment of a public employee and to review collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion, seconded by Mr. Dohnal, was unanimously approved.

Roll call vote: Arshinkoff-yes, Quade-yes, Siegfert-yes, Briggs-yes, Ricks-yes, Wilkinson-yes, and Dohnal-yes

The regular session of the Board Meeting adjourned at 5:43 p.m.

The Board entered into Executive Session at 5:50 p.m.

The Board Meeting reconvened at 6:16 p.m.

### VI. ADDITIONAL ACTION ITEM

#### A. EMPLOYMENT CONTRACT – MIRA POZNA

#### RESOLUTION No. 14-02-05

Mr. Quade moved that the Board approve a contract of employment for Mira Pozna, Director of Fiscal, for the period April 16, 2014 through April 15, 2016. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:17 p.m.

  
Denise Ricks, Secretary