

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

Summit County Board of Developmental Disabilities

MINUTES

Monday, August 25, 2014
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Monday, August 25, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:07 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, President
Joe Siegerth, Vice President
Denise Ricks, Secretary
Tom Quade
Karen Arshinkoff
Meghan Wilkinson

BOARD MEMBER EXCUSED

Dave Dohnal

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Jean Fish, Director of Adult Services	Joe Eck, Director of Labor Relations
Tom Jacobs, Dir. of Operations/SHDC	Billie Jo David, Director of
Eldridge Black, Director of Transportation	Communications & Quality
Lindsay Bachman, Director of MUI	Lynn Sargi, Director of HR
Melissa Skiljan, Director of SSA	Russ DuPlain, Director of IT
Holly Brugh, Director of Children's Svs.	Maggi Albright, Recording Secretary
	and others

I. SUMMIT DD 2015 BUDGET

The 2015 Summit DD budget request is in the amount of \$76,942,913 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The Summit DD budget requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and to County Council for final approval. The 2015 budget request projects total deficit spending of approximately \$7.9 million dollars, reflects .9% increase in overall revenue and a 4.3% decrease in overall operating expenditures, as compared to the 2014 budget. When removing 2014 budgeted Early Retirement Incentive Program (ERIP) costs of approximately \$5.1 million dollars, the total expenditures percentage increases by 2.3% overall. The levy projected fund balance at the end of 2015 will be \$49,612,833, with a fund balance at the end of 2015 of \$48,320,217.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

WORK SESSION *(continued)*

I. SUMMIT DD 2015 BUDGET *(continued)*

Projections of total ERIP expenses and number of participants will be available during the third quarter. It is anticipated that ERIP expenses will be closer to \$3 million dollars instead of the \$5 million that was budgeted. The revenue increase is due in part to revenue recognition for the additional responsibilities of administration of the County's Help Me Grow Program, which will be approximately \$518,000. The 2015 budget includes a staffing reduction of 42.5 positions offset by a 27th pay in 2015 and a 2% on average increase. The extra pay totals approximately one million dollars in payroll. Mr. Briggs asked if staff reductions will be achieved through attrition. Mr. Trunk replied the reductions will be achieved through the ERIP and attrition; layoffs will not be necessary. The increase in contract services expenditures includes an increase in quarterly waiver match costs in addition to anticipated funding for collaboration and innovation efforts for direct services, including the Help Me Grow Program. The 2015 Summit DD budget has been recommended for approval by the July Finance & Facilities Committee.

II. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST

New Administrative Rules require that county DD boards adopt a policy to address standards in new SSA Rule and Employment First Rule. New Policy 4016 – Employment and Community First addresses requirements in the new Employment First Rule that employment should be the first option for all working-age adults with developmental disabilities and that the Board outlines in its strategic plan with benchmarks and strategies to increase integrated opportunities for those it supports. The new policy addresses requirements in the SSA Rule that the Board use person centered planning to create a path to employment for each individual. While it is understood that not everyone is employable in today's marketplace, Summit DD's intent is to create a more person-centered approach and provide community based supports that lead to greater inclusion for all individuals with developmental disabilities. The July Services & Supports Committee recommends approval of new Policy 4016.

III. REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES

A review of Human Resource policies resulted in the recommendation that Summit DD expand its current Equal Employment Opportunity (EEO) policy to incorporate its diversity philosophy and practices. Revisions to Policy 2012 strive to communicate the Agency's commitment to diversity, celebrate differences among staff and outline its broad diversity initiatives. Revised Policy 2012 has been recommended for approval by the July HR/LR Committee.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

WORK SESSION *(continued)*

IV. JULY FINANCIAL STATEMENT

The July Financial Statements reflect deficit spending of \$8,248,637. July revenue reflects receipt of the first half homestead and rollback tax settlement in the amount of \$3,083,000 and quarterly state subsidy reimbursement in the amount of \$685,000. July expenditures include Early Retirement Incentive Program (ERIP) costs for 27 participants in the amount of \$261,300, waiver administration fees in the amount of \$5,174,200, quarterly waiver match payment of \$2,091,100 and quarterly TCM match of \$353,100. The fund balance at the end of July was \$59,894,176.

The work session adjourned at 5:21 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:21 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, asked if substitute staff are factored into the staffing (FTE) count in the 2015 budget. Mrs. Pozna responded that while dollars are projected in the 2015 budget to cover substitute staffing needs, those substitute staff are not included in the FTE count. Mrs. Frank also noted that the number of program specialists have decreased in the past year and asked if there is a bottom number relative to program specialist positions. Mr. Payne replied that there is not a bottom number or a top number. As the system and needs of individuals are changing, administrators are keeping a close watch on staffing ratios and will respond appropriately to the need. He also noted that when Coventry closes at the end of the year there will be some shift in staffing. Mr. Quade asked if there is a trigger that identifies the need. Mr. Payne responded that the ERIP, the self-directed day at Akron and the start of self-directed day at Cuyahoga Falls have all been triggers to analyze staffing patterns.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

BOARD MEETING (continued)

I. PUBLIC COMMENT (continued)

Darian Johnson, representative of the NAACP, stated Mr. Trunk is doing a phenomenal job articulating Summit DD's vision and mission in the community and has been a very positive role model. He has been highly visible in the community attending events and supporting the rights of citizens. Mr. Johnson also acknowledged Maggi Albright for her efforts in keeping the Superintendent's office running smooth and efficiently.

II. APPROVAL OF MINUTES

A. JULY 24, 2014 (combined work session and regular meeting)

RESOLUTION No. 14-08-01

Mrs. Arshinkoff moved that the Board approve the minutes of the July 24, 2014 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2015 BUDGET

RESOLUTION No. 14-08-02

Mr. Siegferth moved that the Board approve the 2015 Summit DD budget in the amount of Seventy Six Million Nine Hundred Forty Two Thousand Nine Hundred Thirteen Dollars (\$76,942,913.00) for the Operating Fund and One Hundred Fifteen Thousand Dollars (\$115,000.00) for the Gifts and Donations Fund, including changes to the Position Control List, as presented in attachment #1.

Be it further resolved that the Board approve the use of up to Twenty Three Million Eight Hundred Sixty Five Thousand Dollars (\$23,865,000.00) of the 2015 Summit DD budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code (ORC) to pay the non-federal share of the services required by Section 5126.0511 of the ORC for Medicaid expenditures to assure that services will be available in a manner that conforms to all applicable state and federal laws. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Board of Developmental Disabilities. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. JULY FINANCIAL STATEMENTS

RESOLUTION

No. 14-08-03

Mrs. Ricks moved that the Board approve the July Financial Statements, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

B. SERVICES & SUPPORTS COMMITTEE

1. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST

RESOLUTION

No. 14-08-04

Mrs. Wilkinson moved that the Board approve new Policy 4016 – Employment and Community First, as presented in attachment #2. The motion, seconded by Mr. Siegferth, was unanimously approved.

C. HR/LR COMMITTEE

1. REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES

RESOLUTION

No. 14-08-05

Mr. Quade moved that the Board approve revisions to Policy 2012 – Diversity and Equal Employment Opportunities, as presented in attachment #3. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. THE GOOD LIFE PRESENTATION

The Good Life is a simple but powerful principle of 100/0; you take full responsibility for the relationship (the 100) and expect nothing in return (the 0). 80% of life's satisfaction comes from meaningful relationships. The paradox is that often times when you take responsibility for a relationship the other person does too.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. THE GOOD LIFE PRESENTATION (continued)

There are three steps in the Good Life:

Step I - demonstrate respect and kindness whether it is deserved or not

Step II – don't expect anything in return

Step III – be persistent with graciousness and kindness

Summit DD sponsored a team to participate in the Good Life training, which is a 20 week program about a way of thinking and relating to others. The Good Life encourages confidence, respect and self-esteem for both the giver and receiver in any relationship. The Summit DD Good Life Team are: Brooke Wisniewski, Peggy Gates, Tamika Green, Diamon Perry, Patty Nixon, LaRae Caul and Emily Martinez. Once the Team graduates from the training, they will be official Good Life facilitators and will begin teaching the Good Life to Summit DD staff. The Summit DD Good Life Team thanked the Board, Superintendent and administrators for the opportunity to participate in the training and commented they felt it is a privilege to be part of this program. Each team member talked briefly about what the training has meant to them. Patty Nixon talked about how the training embodies person centered planning and focuses on relationships and making connections and how it empowers people. Brooke Wisniewski spoke about the power and strategy of intentional listening. LaRae Caul mentioned the training enhances skills to be intentional about helping people achieve their goals. Tamika Green spoke about the training giving her confidence to initiate conversations that are important but may be difficult. Peggy Gates said she is honored to be part doing what is in her heart. Diamon Perry stated she appreciates this wonderful opportunity and looks at this as a call to action. It has reminded her why she works in this field. She said the training is a person-centered focus, it is refreshing and invigorating. Mr. Trunk thanked the Team for their participation in the training and for tonight's presentation.

B. TABLE OF ORGANIZATION REDESIGN – FUNCTIONAL RELATIONSHIPS

In order to meet the challenges and evolving needs of individuals and families Summit DD serves, some revisions to the organizational structure are being implemented to shift from a departmental focus to a functional relationship focus. There are three key concepts used to shape the new structure:

1. Concentrate on a model that looks at function
2. Find efficiencies where ever possible such as reducing management positions through retirement and attrition
3. Use internal talent whenever possible

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. TABLE OF ORGANIZATION REDESIGN – FUNCTIONAL RELATIONSHIPS (continued)

Person-centered planning is at the center of all we do and is the core reason the Board exists. Melissa Skiljan will be taking the lead in this area. Community Services include Summit DD operated and private provider services and supports that individuals and their families rely on for a lifetime. Holly Brugh will take the lead in this area. Quality is important to ensure outcomes for those supported by the Board and to measure supports the Board continually seeks to improve. Billie Jo David will oversee areas such as Accreditation, Provider Compliance, Quality Assurance, Communications and MUI. Areas such as HR, IT, Fiscal and Facilities are also crucial parts of the daily operations. The only change in these areas will be the integration of Records under the IT function. Mr. Briggs thanked the Superintendent for sharing this information with the Board. He noted that it is within the Superintendent's scope of responsibility to make decisions about the Table of Organization and that he is not required to consult the Board. The fact that the Superintendent is sharing this information is a demonstration of transparency and open communication. Mr. Quade added that it bears mention that the Board is familiar with staff names and roles and that doesn't happen everywhere. The Board appreciates the information and the leadership that staff contribute speaks highly of the team.

C. MUI - LAW ENFORCEMENT TRAINING UPDATE

Mrs. Bachman introduced Detective Linda Rinear as the newest Summit County Detective working in partnership with the Summit DD MUI unit. Detective Rinear started August 4th and will work with Detective Storad to review and investigate potentially criminal MUI cases. She has more than 30 years of experience in law enforcement and has specialized in handling sex crimes and child abuse cases. Mrs. Bachman also mentioned that Detective Joe Storad has been nominated for Detective of the Year by the Akron Optimists Club. Detective Storad and Darlene Pido, Summit DD MUI Investigative Agent, in partnership with the Summit County Prosecutor's office, will be conducting law enforcement training beginning in October. The training will educate Summit County law enforcement agencies on how to interact with individuals with disabilities. Adult Protective Services will also participate in the training. Mr. Briggs asked for a copy of the agencies that attend the training once that information is available.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

BOARD MEETING (continued)

V. PRESIDENT'S COMMENTS

Mr. Briggs thanked Billie Jo David and staff who participated on the golf outing committee. He stated it was a fantastic event, very well attended and people seemed to have a good time. He noted the event grows each year and this year approximately \$40,000 was raised. Mr. Briggs commented that Summit DD is one of the best organizations in the county and people respect the organization and rely on the Board to be leaders in the community.

Mr. Briggs also thanked the Summit DD Good Life Team for their presentation and their efforts in participating in the training and then rolling it out to staff.

Board Members challenged each other to take the *Ice Bucket Challenge* which benefits ALS (Amyotrophic Lateral Sclerosis), also known as Lou Gehrig's Disease. ALS is a progressive neurodegenerative disease that affects nerve cells in the brain and the spinal cord. When the motor neurons die, the ability of the brain to initiate and control muscle movement is lost. With voluntary muscle action progressively affected, patients in the later stage of the disease may become totally paralyzed. The progressive degeneration of the motor neurons in ALS eventually leads to death. Although the cause of ALS is not completely understood and there is no cure or treatment that halts or reverses ALS, there is a wealth of new scientific understanding regarding the physiology of the disease. Summit DD Board Members interested in accepting the *Ice Bucket Challenge* will gather outside after the meeting.

VI. EXECUTIVE SESSION

RESOLUTION No. 14-08-06

Mrs. Ricks moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment of a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Wilkinson.

Roll call vote: Arshinkoff-yes, Siegferth-yes, Briggs-yes, Wilkinson-yes, Quade-yes, and Ricks-yes.

The regular session of the Board Meeting adjourned at 6:05 p.m.

The Board entered Executive Session at 6:10 p.m.

The Board Meeting reconvened at 6:31 p.m.

There being no further business, the Board Meeting adjourned at 6:33 p.m.


Denise Ricks, Secretary