

SUMMIT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
**COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

**AGENDA**

Thursday, March 27, 2014  
Administrative Board Room  
**5:00 p.m.**

**WORK SESSION**

**DISCUSSION ONLY ITEMS**

- I. WEAVER INDUSTRIES 2013 SUBSIDY AND INVENTORY REIMBURSEMENT

**ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY**

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

**NEW ACTION ITEM FOR BOARD CONSIDERATION**

- III. FEBRUARY FINANCIAL STATEMENTS  
IV. REVISED POLICY 2025 – FAMILY AND MEDICAL LEAVE ACT (FMLA)

# **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. FEBRUARY 27, 2014 (Work Session and Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE
    - 2. FEBRUARY FINANCIAL STATEMENTS
  - B. HR/LR COMMITTEE
    - 1. REVISED POLICY 2025 – FAMILY AND MEDICAL LEAVE ACT (FMLA)
- VII. SUPERINTENDENT’S REPORT
  - A. CALICO TRANSITION PLAN
  - B. OHIO PUBLIC IMAGE (OPI) AWARDS
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation																
<p>2013 Weaver Industries Subsidy and Inventory Reimbursement Update.</p>	<p>Request authorization of payment for the 2013 subsidy for operating expenses for Specialty Business areas.</p>	<p>The Board approve a payment of \$62,979.07 for 2013 operating subsidy.</p>	<p><i>Service Areas:</i> Specialty Business Areas (Dream Out Loud, Gift Galleries – including traveling art shows, Earthcare and Carpet Cleaning)</p> <p><i># of Individuals Currently Served:</i> 22 (see attached chart)</p> <p><i>Additional # of Individuals Served:</i> 0</p> <p><i>Total Cost:</i> \$62,979.07</p> <p><i>Amount of Increase/Decrease:</i> Decrease of \$1,401.78</p> <p><i>Satisfaction:</i> A high level of satisfaction with services has been maintained through this transition.</p> <p><u>Operating Subsidy</u> Summit DD reimburses Weaver Industries annually for operating expenses that Weaver Industries incurred on behalf of Summit DD. This is the payment history:</p> <table border="1" data-bbox="885 814 1209 1228"> <thead> <tr> <th>Year</th> <th>Net Loss</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>\$62,979.07</td> </tr> <tr> <td>2012</td> <td>\$64,380.85</td> </tr> <tr> <td>2011</td> <td>\$114,017.73</td> </tr> <tr> <td>2010</td> <td>\$121,975.25</td> </tr> <tr> <td>2009</td> <td>\$151,725.09</td> </tr> <tr> <td>2008</td> <td>\$37,127.11</td> </tr> <tr> <td>2007</td> <td>\$5,186.93</td> </tr> </tbody> </table>	Year	Net Loss	2013	\$62,979.07	2012	\$64,380.85	2011	\$114,017.73	2010	\$121,975.25	2009	\$151,725.09	2008	\$37,127.11	2007	\$5,186.93
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Submitted By: Carrie Roberts  
Date: March 2013

For: Superintendent / Assistant Superintendent  
X Finance & Facilities Committee  
X Services & Supports Committee  
     HR/LR Committee

County of Summit Developmental Disabilities Board  
 TOPIC SUMMARY REPORT

Changes in 2013:

1. Conversion of Earthcare to Weaver Industries as a provider.
2. Conversion of the Carpet Cleaning crew over to the Summit DD facilities. This conversion increased the subsidy. Summit DD received \$11,934 in 2013 from SHDC and \$43,758 in 2012. However, the total spent on this service significantly decreased with the savings shown by SHDC.
3. By removing Earthcare and Carpet Cleaning from the mix, this operating subsidy is a much clearer reflection of the art studio and retail operations.
4. Persons-served wages have increased by **\$11,015.78** in 2013. In 2012, \$47,378.75 was spent in direct labor as compared to \$58,394.53.
5. Art sales increased by **\$3,426.37**. \$5409.91 art sold in 2013. \$1983.54 art sold in 2012. (These figures do not include the \$23,873.15 of old product sold in 2012 and \$5,479.43 of the old product sold in 2013.)
6. A new Point of Sale (POS) was adopted. It is easier to use, so several persons-served have been taught to use the system and can sell their own artwork.

Inventory – Update only

In 2013, Summit DD Board paid Weaver Industries \$56,974.40 to transfer all inventory affiliated with Clay Crafters and Custom Stitches. The Board continues to sell these older products and mix them in with the new art line. In 2013, **\$5,479.43** of the old product was sold (often at a reduced rate). The remaining inventory is down to what remains in the storage room at the Ellet Gift Gallery.

Funds are in 2014 Budget.

**Recommended for approval by the March Finance & Facilities and Services & Supports Committees.**

Submitted By: Carrie Roberts  
 Date: March 2013

For: Superintendent / Assistant Superintendent  
 Finance & Facilities Committee  
 Services & Supports Committee  
 HR/LR Committee

## Specialty Business Areas Census 2007-2013

### Average Number of Persons-Served by Year\*

	Earthcare	Dream Out Loud (Formerly Clay Crafters /Custom Stitches)	Carpet Cleaning	Total
2013	0	18 (FTE's on avg)	4	22
		23 total 10 part-time 13 full-time	(ended the year with 0)	
2012	6	18	4	28
2011	27	22	4	53
2010	26	35	4	65
2009	26	37	4	67
2008	31	39	4	74
2007	25	30	N/A	55

\*The reductions in the census figures reflect changes to programming. No one lost services based on these changes. Persons-served are always given the opportunity to choose available services with willing providers based on the vacancy report.

County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation																				
<p>Renew Fleet, Property &amp; Liability insurance</p>	<p>Summit DD needs to maintain risk protection for Board operations.</p> <p>The current policies end March 31, 2014. The effective period for the request is 4/1/14 through 3/31/15.</p>	<p>Board approval of, Property &amp; Liability, Fleet/Automobile, and Umbrella coverage with Wichert Insurance Company in the amount not to exceed \$ 109,000.</p> <p>Directors and Officers insurance with Hiscox Insurance Co. not to exceed \$ 40,000.</p> <p>Same amount of coverage the Board has through March 31, 2014.</p>	<p>Board to award contract for Property &amp; Casualty insurance in an amount not to exceed \$ 109,000, and Directors &amp; Officers insurance in an amount not to exceed \$40,000.</p> <p>Same amount of coverage the Board has through March 31, 2014.</p> <p>Contract to be approved for the period of 2014-2015 with renewal quotes due 60 days prior to end of coverage.</p> <p>Coverage includes property, fleet, general and excess liability policies.</p> <table border="1" data-bbox="600 231 747 1018"> <thead> <tr> <th></th> <th>2012-2013</th> <th>2013-2014</th> <th>2014-2015</th> </tr> </thead> <tbody> <tr> <td>Coverage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Property &amp; Umbrella Liability</td> <td>\$ 49,336</td> <td>\$ 50,647</td> <td>\$ 51,609</td> </tr> <tr> <td>Automobile</td> <td>\$ 54,283</td> <td>\$ 54,908</td> <td>\$ 55,951</td> </tr> <tr> <td></td> <td>\$ 103,619</td> <td>\$ 105,555</td> <td>\$ 107,560</td> </tr> </tbody> </table> <p>\$ Change from prior year \$ 1,936 \$ 2,005 % Change from prior year 1.9% 1.9%</p> <p>D&amp;O Premium \$ 20,658 \$ 37,746 \$ 39,633 Total Premium \$ 124,277 \$ 143,301 \$ 147,193</p> <p>Wichert Insurance underwriter: Selective Group, A+ rating</p> <p>Option for renewal quotes for 3 year commitment (through 2015).</p> <p>Funds are available in the 2014 budget</p>		2012-2013	2013-2014	2014-2015	Coverage				Property & Umbrella Liability	\$ 49,336	\$ 50,647	\$ 51,609	Automobile	\$ 54,283	\$ 54,908	\$ 55,951		\$ 103,619	\$ 105,555	\$ 107,560
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**Recommended for approval by the  
February Finance & Facilities Committee**

Submitted By: Mira Pozna

Date: February 14, 2014

Superintendent / Assistant  
 Finance Committee  
 Services and Supports Committee  
 HR/LR Committee

**SUMMIT COUNTY DD BOARD  
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE  
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2014 AND 2013**

	2/28/2014				2/28/2013			
	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
<b>OPERATING REVENUE</b>								
PROPERTY TAXES	\$ 50,896,620	\$ -	\$ 50,896,620	100.0%	\$ 50,513,674	\$ 19,773	\$ 50,493,901	100.0%
PERSONAL PROPERTY REIMB	533,981	-	533,981	100.0%	533,981	-	533,981	100.0%
REIMBURSEMENTS	15,250,321	2,113,567	13,136,754	86.1%	15,092,545	2,986,590	12,105,955	80.2%
GRANTS	1,080,000	121,192	958,808	88.8%	695,200	77,900	617,300	88.8%
CONTRACT SERVICES	325,000	61,141	263,859	81.2%	513,000	97,074	415,926	81.1%
REFUNDS	-	25,901	(25,901)	0.0%	-	2,866	(2,866)	0.0%
OTHER RECEIPTS	350,000	59,356	290,644	83.0%	346,000	61,815	284,185	82.1%
SALES	-	2	(2)	0.0%	15,000	2,270	12,730	84.9%
<b>TOTAL REVENUE</b>	<b>\$ 68,435,922</b>	<b>\$ 2,381,159</b>	<b>\$ 66,054,763</b>	<b>96.5%</b>	<b>\$ 67,709,400</b>	<b>\$ 3,248,288</b>	<b>\$ 64,461,112</b>	<b>95.2%</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES	25,251,980	4,572,263	20,679,717	81.9%	26,428,340	4,090,363	22,337,977	84.5%
ERIP COSTS	5,143,037	352,595	4,790,442	93.1%	-	-	-	0.0%
EMPLOYEE BENEFITS	11,280,271	1,757,417	9,522,854	84.4%	11,237,561	2,075,759	9,161,802	81.5%
SUPPLIES	1,492,195	191,441	1,300,754	87.2%	1,648,015	269,580	1,378,435	83.6%
TRAVEL	408,820	53,573	355,247	86.9%	423,748	57,441	366,307	86.4%
CONTRACT SERVICES	11,589,499	2,172,351	9,417,148	81.3%	11,857,838	1,602,584	10,255,254	86.5%
MEDICAID COSTS	21,960,000	5,337,779	16,622,221	75.7%	18,050,000	4,887,840	13,162,160	72.9%
UTILITIES	809,000	145,395	663,605	82.0%	721,000	109,161	611,839	84.9%
RENTALS	760,740	734,459	26,281	3.5%	828,900	2,912	825,988	99.6%
ADVERTISING	135,000	15,309	119,691	88.7%	195,500	8,208	187,292	95.8%
OTHER EXPENSES	409,630	95,194	314,436	76.8%	327,590	86,397	241,193	73.6%
EQUIPMENT	647,200	19,564	627,636	97.0%	597,744	34,679	563,065	94.2%
REAL PROPERTY IMPROVEMENT	500,000	8,632	491,368	98.3%	500,000	120,512	379,488	75.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,387,372</b>	<b>\$ 15,455,972</b>	<b>\$ 64,931,400</b>	<b>80.8%</b>	<b>\$ 72,816,236</b>	<b>\$ 13,345,436</b>	<b>\$ 59,470,800</b>	<b>81.7%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (11,951,450)</b>	<b>\$ (13,074,813)</b>			<b>\$ (5,106,836)</b>	<b>\$ (10,097,148)</b>		
<b>BEGINNING FUND BALANCE</b>		<b>ACTUAL</b>						
PLUS: REVENUE	\$ 68,142,813	\$ 68,142,813						
LESS: EXPENDITURES	(80,387,372)	(15,455,972)						
<b>ENDING FUND BALANCE</b>	<b>\$ 56,191,363</b>	<b>\$ 55,068,000</b>						

**SUMMIT COUNTY DD BOARD  
EXPLANATION OF VARIANCES  
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2014  
(Rounded)**

An evenly distributed budget remaining for a one month period 8.3%  
 Evenly distributed budget remaining for ten months 83.3%

Current Month

<b><u>Revenue:</u></b>		
<b>1</b>	Property Taxes and Personal Property Reimb:	Timing differences - Approximately 49% of annual property taxes to be received in March or April, and 50% of annual personal property reimbursement to be received in May
<b><u>Expenditures:</u></b>		
<b>2</b>	ERIP Costs:	Payment of PERS buy-out costs and exit costs for eight participants
<b>3</b>	Medicaid Costs:	Payment of quarterly waiver administration fee <span style="float: right;">\$ 275,000</span>
<b>4</b>	Rentals:	Prepayment to Summit Housing Corp. for annual facility rents for the Akron, Coventry, Ellet and Twinsburg Centers, and six months for the Potomac center <span style="float: right;">729,000</span>
<b>5</b>	Other Expenses:	Payment of 2014 Ohio Association of County Boards (OACB) dues <span style="float: right;">75,000</span>

**Recommended for approval by the  
March Finance & Facilities Committee**



## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Revision of Board Policy 2025, Family &amp; Medical Leave Act.</p>	<p>The FMLA Policy requires clarification regarding use of paid time off.</p>	<p>Approval of revised Policy 2025 as presented.</p>	<p>A review of Summit DD's FMLA Policy determined a clarification was warranted regarding the use of paid time off for FMLA as it relates to work-related injuries that have been allowed by the Ohio Bureau of Workers' Compensation.</p> <p style="text-align: center; margin-top: 20px;">Recommended for approval by the March HR/LR Committee.</p>

Submitted By: Lynn Sargi For: Superintendent / Assistant Superintendent  
Finance & Facilities Committee  
Services & Supports Committee  
 HR/LR Committee

Date: March 8, 2014

**COUNTY OF SUMMIT**  
**DEVELOPMENTAL DISABILITIES BOARD**

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**2025 - FAMILY AND MEDICAL LEAVE ACT (FMLA)**

It is the policy of the County of Summit Developmental Disabilities Board to provide leave in accordance with the Public Law 103-3, Family and Medical Leave Act (FMLA) of 1993. Eligible employees shall be provided up to twelve (12) weeks of leave during a rolling twelve (12) month period in connection with any of the following reasons:

1. Incapacity due to pregnancy, prenatal medical care or child birth.
2. Care for the employee's child after birth, or placement for adoption or foster care.
3. Care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
4. Serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. To address any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the covered employee is on "covered active duty" or called to covered active duty status.

Military Family Leave - Eligible employees are entitled to receive up to 26 weeks of leave during a twelve (12) month period to care for an Armed Forces family member who has a serious injury or illness incurred while in active duty. This military leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. The "single twelve (12) month period" begins on the first day the eligible employee takes FMLA for this reason and ends 12 months after the date.

Employees who are on an approved leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave.

An employee's FMLA leave may be either paid or unpaid. However, before unpaid FMLA leave may be authorized, the employee will be required to exhaust any appropriate accrued paid leave **with the exception of a leave for a work-related injury that has been allowed by the Ohio Bureau of Workers' Compensation.** An employee requesting leave for a qualifying exigency for a service member being deployed must use all accrued vacation or personal leave as part of the approved leave period.

**COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD**

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**2025 - FAMILY AND MEDICAL LEAVE ACT (FMLA)  
(continued)**

Any other use of FMLA leave requires the use of all accrued paid sick leave followed by all other available paid leave accruals as part of the approved leave period.

Employees shall be provided employment in an equivalent position with equivalent conditions of employment upon the return from family or medical leave, in accordance with applicable laws. The Board shall maintain records of the utilization of family or medical leave in compliance with requirements of the Department of Labor- United States Wage and Hour Division.

MINUTES –combined work session and regular meeting  
Thursday, February 27, 2014

## Summit County Board of Developmental Disabilities

### MINUTES - DRAFT

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, Siegferth-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.

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Denise Ricks, Secretary