

Summit County Board of Developmental Disabilities

MINUTES

Thursday, January 23, 2014
5:00 p.m.

The **annual organizational meeting and the combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, January 23, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** 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
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. INTRODUCTION OF NEW BOARD MEMBER – JOSEPH SIEGFERTH

Mr. Briggs introduced Joseph Siegferth as the newest member of the Summit DD Board appointed by County Executive Russ Pry to a four year term. He stated Mr. Siegferth has served on the Summit DD Board previously and has held the position of Vice President. He noted that Mr. Siegferth is perhaps the only Board Member appointed by both the probate judge and the County Executive to different terms. He stated that Mr. Siegferth is a welcomed addition to the Board and thanked him on behalf of the Board and staff for volunteering to serve. Mr. Siegferth commented that it is nice to be back on the Board.

ANNUAL ORGANIZATION MEETING (continued)

II. ELECTION OF OFFICERS

Mr. Briggs explained that nominations for 2014 Board officers began after the December Board Meeting with Mr. Dohnal collecting nominations. He announced there is one slate of candidates nominated for each position. Mr. Briggs indicated he spoke with each nominee and they have agreed to serve. He called for additional nominations. Hearing none, Mr. Dohnal reported that 2014 Summit DD Board officer nominations are: President – Randy Briggs; Vice President – Joe Siegfert; and Secretary – Denise Ricks.

RESOLUTION No. 14-01-01

Mr. Quade moved that the election of Board Officers for 2014 be approved, as follows: President: Randy Briggs, Vice President: Joe Siegfert and Secretary: Denise Ricks. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO ETHICS COMMITTEE

The Board's Ethics Committee requires representation of at least three Board Members. Mr. Briggs asked Joe Siegfert, Denise Ricks, Tom Quade and Karen Arshinkoff to serve on the 2014 Ethics Committee and all four agreed.

RESOLUTION No. 14-01-02

Mr. Dohnal moved that the four Board Members appointed to serve on the Board's Ethics Committee for 2014 are Joe Siegfert, Denise Ricks, Tom Quade and Karen Arshinkoff. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

Mr. Trunk stated the Accessibility and Diversity Committees that were previously in place will have agendas, topics and issues presented and discussed at other existing committees. He noted that topics discussed at these committees are of critical importance and will continue to be addressed through other committees for a more efficient use of people's time. The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee:	Joe Siegfert/Dave Dohnal
HR/LR Committee:	Randy Briggs/Meghan Wilkinson
Person Served/Parent Advisory Committee:	Denise Ricks/Tom Quade
Services & Supports Committee:	Dave Dohnal/Meghan Wilkinson

Mr. Briggs asked Board Members if they were satisfied with 2014 committee assignments. Hearing no objections, proposed committee assignments stand. Dates/times for the committee meetings will be established and distributed as soon as possible.

ANNUAL ORGANIZATION MEETING (continued)

V. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT

Individuals appointed or reappointed to serve on a county developmental disabilities board are required by Ohio Revised Code (ORC) Section 5126:024 to provide a declaration of eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each individual Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for their signatures and will collect the signed forms after the meeting tonight.

The annual organizational meeting adjourned at 5:06 p.m.

WORK SESSION

The **work session meeting** of the Summit County Board of Developmental Disabilities convened at 5:06 p.m.

I. SUMMIT COUNTY SHERIFF'S SECURITY SERVICES CONTRACT

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. Summit DD believes having a deputy patrol the complex has heightened awareness of security at the Howe Road campus. The proposed contract with the Summit County Sheriff's office is for the period March 1, 2014 through February 28, 2015 in an amount not to exceed \$94,316.65, which represents no increase from the previous contract amount. Mr. Jacobs is currently in discussions with the Sheriff's office relative to expanding the range of services provided to include other Summit DD locations around the county. Since the contract was under spent in the past, visits to other locations would likely remain within the contract amount. Funds are available in the budget and the contract has been recommended for approval by the January Finance & Facilities Committee. Mr. Briggs commented this contract represents a small part of a larger Agency security plan.

WORK SESSION *(continued)*

II. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER CONTRACT

Mr. Trunk noted this contract will be a discussion only item tonight to give him the opportunity to review the curriculum and program details. Since the contract begins February 1st, he will talk with The Arc about prorated terms. 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 for integration. The Arc has delivered this program for to more than 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 report 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. Portage County DD Board also contributes an equal amount to this contract for programs in Portage County. Funds are available in the budget and the contract has been recommended for approval by the January Services & Supports Committee.

III. COUNTY OF SUMMIT DEPARTMENT OF JOB AND FAMILY SERVICES (DJFS) CONTRACT RENEWAL

Summit DD currently receives on-site assistance from a DJFS case worker to provide assistance with Medicaid enrollment, Medicaid waivers, Healthy Start and food assistance programs. Persons served and families are able to work with the DJFS staff without going to the downtown Akron offices, which provides a level of convenience for families. The advantage to this arrangement allows for one case worker to address special issues and barriers that delay Medicaid enrollment. Mr. Briggs commented this is a unique program and inquired whether other county boards offer this service. Mr. Trunk responded that Lucas, Cuyahoga and Franklin County DD Boards also have similar arrangements and the service is very beneficial. Mr. Quade added the Health Department also has a similar arrangement. Mr. Briggs asked if one staff is sufficient. Mr. Williams replied that one staff is sufficient at this time and having this contract has been very helpful. The contract was in place in 2013 but did not require Board approval since it was for a shorter period of time. The request is to renew the contract with DJFS for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$65,000. Reimbursement would be made to DJFS on a monthly basis in the amount of \$5,417.00. Funds are available in the budget and the contract renewal has been recommended for approval by the December Services & Supports and Finance and Facilities Committees.

WORK SESSION *(continued)*

IV. DECEMBER FINANCIAL STATEMENTS

Mrs. Pozna advised the Board ended the year with deficit spending of \$2,922,121. Revenue for the month of December reflects a one-time County refund of \$661,000 which was funds held on deposit in the County's Insurance Fund for payment of 2012 health insurance claims. Expenditures reflect several budget transfers through an Executive Order to release funds out of most other expenditure areas to be moved into contract services to fund the final quarterly waiver match payment in 2013 and payment of the quarterly waiver match and Medicaid Administrative Claiming (MAC) fees. The December fund balance was \$68,142,813. Mrs. Arshinkoff asked about the \$84,018 shown on page 3 of attachment #4. Mrs. Pozna explained this amount represents the year-end balance of the discretionary fund, which are donations the Agency receives. The January Finance & Facilities Committee recommend approval of the December 2013 Financial Statements.

V. DELETION OF POLICY 7007 – DRUG TESTING AND COMPLIANCE

Policy 7007 – Drug Testing and Compliance is a drug testing policy that only applies to Summit DD employees who hold a Commercial Driver's License (CDL). Since Summit DD adopted a comprehensive drug free workplace policy in 2013 that addresses drug and alcohol use by all employees, including those employees subject to rules under the Department of Transportation, and the elements of Policy 7007 have been incorporated into that policy, it is recommended that Policy 7007 be deleted. The deletion of Policy 7007 – Drug Testing and Compliance has been recommended for approval by the January Services & Supports Committee.

VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) – 2014 MEMBERSHIP DUES

Summit DD's 2014 OACB membership dues are \$75,000.00, which is the same fee charged since 2007. Dues are determined based on the size of the county board and the number of individuals served. Mr. Trunk recommended the Board approve payment of the 2014 OACB membership dues.

The work session adjourned at 5:20 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:20 p.m.

I. PUBLIC COMMENT

Leslie Frank, a Board staff and parent of two children who receive services from the Board, stated that several months ago her daughter was facing challenges and needed to be served out of county. She thanked Drew Williams and SSA staff for assisting with her daughter's placement at Youngstown Developmental Center. She stated the placement has been in place for four months and her daughter has had no behaviors during that time and it has been very positive for her. Ms. Frank also thanked Lindsay Bachman and the MUI staff. She stated the timeliness with which Summit DD MUI staff complete investigations is much appreciated. Ms. Frank also commented that bargaining unit staff are working without contracts and it is frustrating. Mr. Briggs replied that the Board has discussed negotiations with the Superintendent and they are hopeful that everyone can come together soon to get new contracts in place.

Tom Berry, a parent and Board Member of The Arc of Summit and Portage Counties, welcomed new Board Member Joe Siegferth back to the Board and thanked him for agreeing to serve. He also welcomed new Superintendent John Trunk and thanked him for coming to Summit DD.

II. APPROVAL OF MINUTES

A. DECEMBER 18, 2013 (combined work session and regular meeting)

R E S O L U T I O N

No. 14-01-03

Mr. Quade moved that the Board approve the minutes of the December 18, 2013 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Siegferth, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. COUNTY OF SUMMIT DEPARTMENT OF JOB AND FAMILY SERVICES (DJFS) CONTRACT RENEWAL

R E S O L U T I O N

No. 14-01-04

Mrs. Arshinkoff moved that the Board approve a contract with the County of Summit Department of Job and Family Services (DJFS) for the period January 1, 2014 through December 31, 2014, in an amount not to exceed Sixty Five Thousand Dollars (\$65,000.00), as presented in attachment #3, and that the Superintendent be authorized to sign said agreement. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. DECEMBER FINANCIAL STATEMENTS

RESOLUTION

No. 14-01-05

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

B. SERVICES & SUPPORTS COMMITTEE

1. DELETION OF POLICY 7007 – DRUG TESTING AND COMPLIANCE

RESOLUTION

No. 14-01-06

Mr. Siegferth moved that the Board approve the deletion of Policy 7007 – Drug Testing and Compliance, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

C. OTHER

1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) – 2014 MEMBERSHIP DUES

RESOLUTION

No. 14-01-07

Mrs. Wilkinson moved that the Board approve payment of 2014 membership dues to the OACB in the amount of Seventy Five Thousand Dollars (\$75,000.00), as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. DATA DASHBOARD AND CENSUS INFORMATION

The December 2013 Data Dashboard and Census Report was included in packets for review. Summit County is a large county with much diversity. Mr. Trunk noted that as the Board plans for future services, it will need to plan for residential needs.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. FOURTH QUARTER 2013 MUI REPORT

The fourth quarter 2013 MUI Report was reviewed. There were over 1,300 incidents investigated in 2013, which is approximately 110/month. Staff are performing at 100% compliance of State standards which is almost unprecedented. Mr. Briggs thanked Lindsay Bachman and her staff for the great job they do and commented that numbers in this department did not used to be this good prior to Mrs. Bachman's leadership. Under her direction, the department has really increased performance. Performance measures have remained stable with 24 hour conformance at 99%, exceeding the goal of 97%, timely closure of cases exceeding the goal at 100% (goal of 95%) and questions answered timely exceeding the goal at 99% (goal of 95%). The number of MUIs investigated and substantiated reflects a decreased trend in the fourth quarter. At the end of the fourth quarter there were 55 cases pending. The MUI Report reflects new category designations, as defined by the new MUI Rule, which clarifies how MUIs are documented.

Mrs. Bachman reported that the provider discussed recently has been arrested on four counts of records tampering and forgery and there are allegations of criminal involvement. The provider has posted bond. The Ohio Department of Developmental Disabilities (DODD) has suspended the provider's license to provide services and revocation is under review. The provider also received a suspension from Medicaid, which means the provider cannot bill for services. The case has been referred to the Attorney General for Medicaid fraud. Mr. Williams noted the SSA Department has been working closely with DODD during the investigation. The provider was operating two homes. The SSA staff worked with families to identify new providers for the homes. The new providers will transition immediately so there will be no interruption of services. Mr. Quade asked how long the provider's misconduct occurred prior to detection and how was the misconduct identified. Mr. Williams responded that the provider has been in the homes since October at which time an MUI was initiated. Mrs. Bachman added that DODD identified areas of concern regarding background checks and when the MUI Unit investigated it found falsification of training documents and areas where the Plan of Correction from DODD has not been implemented. Mr. Trunk stated that staff dropped everything taking immediate action to ensure the safety and security of the individuals served. It was a great effort by staff and good work on the part of DODD.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

C. 2013 YEAR-END OPERATING PLAN RESULTS

The Operating Plan Results report the status of 2013 measures. 17 of 19 measures are reported within goal levels and Summit DD scored a 4.6 on a scale of 1-5 (the goal was 4). Several 2013 highlights include:

- 4,243 total individuals were supported, exceeding the projection of 4,135 and representing an increase of 2% over 2012.
- There was no waiting list for day programming or residential services.
- The Community Partnership for Inclusion (CPI) program offered inclusion supports for 61 children, exceeding the goal of 25 children, which is 126% increase over 2012.
- Timely closure of MUI cases continues to be 100%
- 87% of adults receive funding from sources other than local tax dollars, ensuring the long-term sustainability of Summit DD supports.

The two areas below goal are:

- The number of adults employed in integrated employment is currently 329, which is below the goal of 369. There has been a 24% increase in the number of adults employed in the community since the beginning of 2013. Summit DD continues to implement the Employment First initiative to meet this goal.
- Total Medicaid reimbursement to Summit DD for services provided is approximately \$13.1 million dollars, with the goal of \$15.4 million dollars. Billing is still being processed for the fourth quarter and that dollar value is expected to increase as additional reimbursements are received.

Mr. Quade commented the information and data staff are tracking is important and said he continues to take this report back to his staff as an example of good work.

D. DODD ACCREDITATION UPDATE

Mr. Trunk advised that as a follow-up to the recent accreditation survey, staff have submitted a Plan of Correction (POC) to address the issues that arose during the survey. He indicated that by all accounts, the Board is likely to be awarded a four-year accreditation, which would qualify the Board to request a five year accreditation. To achieve the fifth year, staff need to submit the Agency's CARF accreditation and also additional examples of best practices. Mr. Trunk thanked staff for their collaborative teamwork during the process. He noted that the Administrative Rule has been revised and DODD will be going back to a maximum of three year accreditations for county boards in the future.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

E. INCLEMENT WEATHER

Mr. Trunk stated there are a number of factors considered when decisions are being made relative to running transportation and program closures. Air temperature, wind chill, snow fall and road conditions are all assessed in the decision making process. A guiding point identified is a wind chill of 15 degrees below zero. Under extreme circumstances, programs and buildings may be closed, however, in most cases, they would remain open. He noted that the Board did not run its transportation routes yesterday and there were still approximately 180 individuals who attended day programs. The Board will continue to keep its doors open as much as possible so that services can be provided.

F. AGENCY BRANDING UPDATE

Mr. Trunk advised staff have been spending allot of time internally to identify priorities to implement an aggressive campaign to build support of the Agency's systems. Branding, web design, education and strategic communication have all been part of those discussions. Expanded collaborations and partnerships will be needed to accomplish the mission. One of the initiatives will be the "All for One" program designed to have each manager spend time once per month with staff from different areas of the organization as an opportunity for inclusion and to connect. Staff are still in the process of refining this program.


G. MISCELLANEOUS

Mr. Trunk proposed to the Board that there be 10-15 minutes designated each meeting to present to the Board various topics or updates from departments.

V. PRESIDENT'S COMMENTS

Mr. Briggs welcomed everyone to the new year. The Agency has a new Board Member, a new Superintendent and a new vision. 2014 is moving the Agency forward and leading the way for the County and the community. Mr. Briggs commented that he was asked to do an inspirational speech at a graduation ceremony and while doing research for the speech he came across a speech "Use Sun Screen" that made the billboard's top 100 list about 25 years ago. He suggested everyone go online and review the speech; it sets the tone for the year ahead.

There being no further business, the Board Meeting adjourned at 5:53 p.m.


Denise Ricks, Secretary