

## County of Summit Developmental Disabilities Board

# MINUTES

Wednesday, November 20, 2013  
5:00 p.m.

The **combined work session and regular monthly meeting** of the County of Summit Developmental Disabilities Board was held on Wednesday, November 20, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:02 p.m.

### BOARD MEMBERS PRESENT

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

### ALSO PRESENT

Thomas L. Armstrong, Superintendent	Joe Eck, Director of Labor Relations
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Billie Jo David, Director of Communications & Quality	Carrie Roberts, Director of Community Employment
Tom Jacobs, Dir. of Operations/SHDC	Jean Fish, Director of Adult Services- Facility-Based
Eldridge Black, Dir. of Transportation	Russ DuPlain, Director of Information Technology
Lynn Sargi, Director of HR	Maggi Albright, Recording Secretary and others
Lindsay Bachman, Director of MUI	
Holly Brugh, Director of Children's Svs.	

## I. UNITED DISABILITY SERVICES (UDS) CONTRACT – TWINSBURG FACILITY

UDS has been the provider for adult day support services at the Twinsburg facility since 2006. The Twinsburg site has a capacity of 50 and is currently serving 49 individuals. UDS bills Medicaid directly for services to persons served funded by a Medicaid Waiver. Summit DD continues to reimburse UDS with local funds for services delivered to persons without a waiver. Local funding for day services is at the UDS usual and customary rate or the Medicaid reimbursement rate, whichever is lower. The request is for the Board to approve a 27 month contract with UDS for the operation of the Twinsburg facility from January 1, 2014 through March 31, 2016, at which point it will be UDS's responsibility to negotiate a successor lease. Total rent cost for the Twinsburg facility is \$176,004 per year.

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

### **I. UNITED DISABILITY SERVICES (UDS) CONTRACT – TWINSBURG FACILITY *(continued)***

UDS pays Summit DD \$45,000 as rent and \$13,726.32 toward utilities. The Board subsidizes \$131,004 of the annual rent. Rent was calculated based upon UDS' cost to operate a facility in Kent with space needs comparable to the Twinsburg site. If the reimbursement UDS receives from Medicaid exceeds the revenue projections upon which the rent was calculated, then the rent amount to be paid to Summit DD will be adjusted. Revenue will be reviewed in February and July of each year of the contract. Revenue was reviewed in July and it did not result in a rate adjustment. Mr. Briggs asked if UDS will take over the lease at the end of the contract. Mr. Armstrong replied that UDS will either negotiate a successor lease or obtain a different facility. Mr. Quade asked if UDS decides to select another site, would it be located in the general area of the current facility. Mr. Armstrong responded he believes it would. Funds are available in the budget and the November Finance & Facilities and Services & Supports Committees recommend approval of the 27 month contract with UDS.

### **II. SUCCESS4KIDZ CONTRACT AMENDMENT**

The Ohio Department of Health (ODH) recently performed an audit of the Summit County Help Me Grow (HMG) Program. Summit DD, as a provider of early intervention services, also participated in the audit process by providing staff interviews and files for review. The outcome of the visit led to several recommendations by ODH, none having to do directly with Summit DD as a service provider. However, as part of the larger system, the Agency will come together with Help Me Grow to improve best practice early intervention services to families. These improvements will include:

- No longer providing funds to the developmental evaluation process but instead the evaluations will be done in-house using staff that are from the child's area of delay. Evaluations were previously completed by Child Family Learning Center using funds from both Summit DD (\$108,000) and Federal Part C dollars (\$78,000).
- Weekly team meetings including the HMG service coordinators, developmental specialists and therapy staff to ensure families are supported by one service provider backed by a team of support staff.
- Adding OT and PT staff to the team of professionals who can serve as primary service providers. This will allow the team to select from not only developmental specialists and speech therapists but also the OT and PT allowing for the best fit for each family.

The improvements will increase the need for PT and OT staff to expand work from 30 hours per week to 48 hours so they can be part of the team, participate in weekly meetings and act as the primary service provider for children where gross or fine motor skills are the only concern. Mr. Quade asked if the increase in hours per week is for each staff or for the group of PT/OT staff. Mr. Armstrong replied the increase is for all staff, not 48 hours per person per week.

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

### **II. SUCCESS4KIDZ CONTRACT AMENDMENT *(continued)***

The request is to increase the current Success4Kidz contract, which is for the period January 1, 2013 through December 31, 2014, in the amount of \$127,300, for the total contract amount not to exceed \$352,800. The original contract was in the amount of \$225,500. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

### **III. WEAVER INDUSTRIES CONTRACT FOR BUS CLEANING ENCLAVE**

Weaver Industries serves as the employer and payroll administrator for the bus cleaning enclave which employs five persons served. Summit DD Community Employment Department provides the staffing. The contract identifies the roles and responsibilities for the enclave. The request is to renew a contract with Weaver Industries for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$52,942.40, which represents an increase of \$1,229.20 over the previous contract to cover scheduled increases in the minimum wage. The previous contract figures were based on the number of hours individuals were scheduled to work, to include allowances for absences. There is now a body of work history data at this site resulting in the ability to generate more accurate information relative to the number of hours actually worked. The contract is recommended for a one-year renewal to provide the opportunity to explore community based options for this enclave. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

### **IV. METRO REGIONAL TRANSIT AUTHORITY COLLABORATIVE AGREEMENT**

Summit DD has had a collaborative agreement with Metro since 2003 for a specific rate of payment for transportation services to and from Summit DD facility-based programmatic sites. The collaborative agreement includes enhanced services that are not offered to the general public to eligible individuals who receive Summit DD services. The request is to renew the collaborative agreement with Metro for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$102,350, which represents \$7.50 per person, per trip. There are currently 30 individuals who utilize this service and the contract allows for up to five additional riders beyond the 30 riders currently being served. Mr. Quade wanted to confirm that the amount being requested includes the expansion of five additional riders. Mr. Armstrong confirmed that it did and noted that if ridership does not increase then funds would not be utilized since the Board is charged only for actual services delivered. There was a 30% decline in this service in 2013. There were 43 riders in January 2013 and 13 passengers either discontinued attending premium sites or changed to alternate non-medical providers. Summit DD will continue to bill the waiver for the \$7.50 fee to offset the 60% of the cost. Funds are available in the budget and the collaborative agreement has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

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

### **V. BLAUGRUND, HERBERT, KESSLER, MILLER, MYERS & POSTALAKIS LEGAL SERVICES CONTRACT**

The Blaugrund firm has represented the Board in negotiations and other matters for over ten years. The request is to renew a contract with this firm for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$150,000. The rate for services under this contract remains at \$200/hour for the third consecutive year. Fee disputes, if they occur, shall be mediated by the Ohio Bar Association. Legal representation would be utilized when necessary in 2014 for:

- Continuation of negotiations for labor agreements succeeding those that expired December 31, 2012 with WEA I, WEA II and WWSA
- Negotiating a labor agreement succeeding one that expires December 31, 2013 with AFSCME
- Review of grievances that may be arbitrated
- Arbitrating grievances of significant importance
- Advise and represent the Board in other related employment and collective bargaining matters

A request for proposals for legal representation was conducted in May. Results were reviewed by the July HR/LR Committee, which recommended no change in provider. Mr. Briggs noted the contract amount is a decrease from last year. Mr. Armstrong responded that the contract amount from last year included charges for an employment dispute. Funds are available in the budget and the contract has been recommended for approval by the November HR/LR Committee.

### **VI. PRIMARY SOLUTIONS CONTRACT**

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application for tracking and managing activities related to persons served. OhioDD.com, also provided by Primary Solutions, is used for tracking billing and utilization of services. The request is to renew a contract with Primary Solutions for annual maintenance/licensing fees for the Agency's main servicing applications for 2014. The total contract amount would not exceed \$64,736, which would be \$47,357 for annual license cost for Gatekeeper, \$7,379 for annual license cost for OhioDD.com and up to \$10,000 for customized work and technical support beyond what is included in the license agreements. The contract amount is approximately 3% increase over the previous contract. Mr. Briggs asked if there is any room to negotiate relative to the contract cost. Mr. DuPlain responded that these contract costs and increases are typical for the industry. Mr. Briggs asked if staff are satisfied with the services. Mr. DuPlain stated services are meeting the Agency's needs and noted that a change in vendor would represent significant costs. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities Committee.

## **WORK SESSION (continued)**

### **VII. IDATA TECHNOLOGIES CONTRACT**

Summit DD works with iData Technologies to create customized applications as well as providing technical support for previously developed applications. Applications currently in use that were developed by iData include the ISP, provider portal, contract management system and the Summitdd.org website. New applications to be developed in 2014 include the behavior support plan to centrally manage and track activities related to behavior support plans and a Community Employment tracking application to manage employers, available jobs and persons served working in integrated employment settings. The request is to renew a contract with iData Technologies in an amount not to exceed \$81,000 in 2014. Mr. Briggs asked is this is an ongoing contract from year to year. Mr. DuPlain replied that iData provides project maintenance and handles new projects so contracts would be requested as long as support was necessary. Mr. Briggs asked if iData maintains the Agency website. Mr. DuPlain responded that iData assists with application changes and some updates. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities Committee.

### **VIII. NORTHEAST OHIO NETWORK (NEON) CONTRACT – ADMINISTRATION OF TRANSITIONS DEVELOPMENTAL DISABILITIES WAIVER (TDD)**

There are approximately 143 individuals in Summit County on the TDD waiver. TDD services are comparable to current HCBS (Medicaid home and community based services) waiver services (IO, Level 1 and Self) but also include medical/nursing components not currently funded by HCBS waivers. TDD recipients typically have significant medical needs. The Ohio Department of Developmental Disabilities (DODD) pays the local share of waiver match costs for persons currently enrolled on TDD. The request is to approve a contract with NEON to administer the TDD waiver on behalf of Summit DD for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$428,801. Under the contract, NEON would complete assessments related to service plan needs as appropriate, assure the development and maintenance of service plans, coordinate services according to service plans, recommend to Summit DD when changes in services and/or waiver funding may be needed, use a RN to oversee the coordination of these services, enter information into the required database systems, submit TCM case notes to Summit DD for billing (NEON will be reimbursed only for claims approved by DODD) and comply with all DODD related rules and regulations. NEON will be reimbursed by Summit DD for up to \$12,000/year for the administration of the waiver; up to \$24,795 for technology fees and tools through the CareStar Enterprise System; and up to \$392,000 for TCM services. NEON will submit 25,323 units of TCM to Summit DD, billable at a rate of \$15.48/unit. DODD will pay Summit DD \$117,987 for State year 2014 for TCM match for service coordination. Funds are available in the budget and the contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

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

### **IX. NEON CONTRACT – ADMINISTRATION OF QUALITY ASSESSMENT RN, MUI BACK-UP INVESTIGATIONS, PROVIDER COMPLIANCE REVIEWS, PRE-ADMISSION SCREENING AND RESIDENT REVIEW AND ANNUAL DUES**

Summit DD contracts with NEON to provide review services on the Board's behalf for quality assessment RN (QARN), MUI back-up investigations and provider compliance reviews. All of these services are required by the Ohio Administrative Code (OAC). The contract also includes the Board's annual dues and a new service area of pre-admission screening and resident reviews (PASR). The request is to approve a two-year contract for the period January 1, 2014 through December 31, 2015 in an amount not to exceed \$242,650, which is \$121,325 per year. The contract amount remains the same as the previous contract period. Contract amounts by service are: QARN approximately \$61,000/year, MUI appropriately \$3,225/year, provider compliance-regular approximately \$18,000/year, provider compliance-special approximately \$12,000/year, PASR approximately \$23,100/year and annual dues \$4,000/year. The OAC requires persons enrolled on HSBS waivers receiving medication administration by paid staff to have a quality assessment review completed by a registered nurse. Summit DD contracts with NEON to provide this service on its behalf. During the current contract period, a total of 378 reviews were performed from January 1, 2012 through September 1, 2013. The MUI back-up investigations portion of the contract provides for investigations during periods of increased demand. It was not necessary for the Board to utilize this service from NEON in 2013. NEON completes regular and special compliance reviews as determined by Summit DD. A total of 40 reviews have been completed during the current contract period. PASR is an OAC required service for the purpose of determining if an individual is eligible for admission to a nursing facility or is eligible to continue services in a nursing facility. This service is required to be completed within ten days of notification of the referral by the Department of Jobs & Family Services. In 2012, Summit DD completed 94 PASRs. This will be a new service added to the NEON contract for 2014/2015. Funds are available in the budget and the contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### **X. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT**

Summit DD and the Oriana House jointly operate an innovative support alternative option for persons with developmental disabilities who are incarcerated in the Summit County jail. The program is located at the site the Special Housing Adjustment Residential Program (SHARP) is operated and it is tailored for persons with mental health needs who are involved in the criminal justice system. Individuals with disabilities have their own sleeping and service areas than SHARP participants. The program is licensed by the Ohio Department of Rehabilitation & Correction and there is capacity for up to three males and one female at any one time. The program is designed for misdemeanors and class 2, 3, 4 and 5 felonies. Participants must be approved by the courts, Summit DD and Oriana House. Males are served at the Glenwood location and females are served at the Power Street location.

## **WORK SESSION (continued)**

### **X. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT (continued)**

Individuals are required to participate in daily skills development modules including social, household, budgeting, etc. The process may require individuals to stay in jail for up to 48 hours before they transition into Oriana House. For the contract period October 15, 2012 through September 30, 2013, 337 beds were utilized at a total cost of \$188,628. There were five participants, all male. Charges included attempted abduction, assault, disorderly conduct and telecommunication harassment. Three individuals were arrested (one female, two males) but did not participate because the offenses did not meet program criteria. Thirteen other individuals were arrested but were not incarcerated. The renewal contract with Oriana House for the alternative environment program would be for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$156,000. Mr. Briggs asked how the contract would be handled if there was increased usage. Mr. Armstrong replied that if there was a need for increased usage, staff would bring the contract back to the Board for consideration of an increase to the contract. In response to a Board question at the last meeting, Mr. Armstrong noted that Ms. George has had ongoing dialogue the probation department, however, the contract typically involves individuals who may enter the jail system and not when someone is exiting. Ms. George will, however, continue to keep the lines of communication open. Funds are available in the budget and the contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### **XI. HATTIE LARLHAM COMMUNITY SERVICES NURSING SERVICES CONTRACT**

Nursing services are required for individuals who need g-tube feedings, aerosol treatments, medication administration and other medical treatments. The request is to renew a contract with Hattie Larlham Community Services to provide nursing services to Board-eligible children and adults for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$454,685. The contract amount has been reduced due to the decrease in enrollment in Calico. There are approximately 509 adults and 40 children who receive services under this contract. Families and persons served continue to be satisfied with the nursing services received from Hattie Larlham. The contract was put out for bid in 2009, with Hattie Larlham being the most responsive bidder. Over the next year, a needs assessment will be conducted and if it is determined that nursing services for children need to continue past 2014, the contract will go out for bid in accordance with typical Board practices. Funds are available in the budget and the contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### **XII. NEW POLICY 2032 – UNUSED SICK LEAVE**

The request is for the Board to adopt new Policy 2032 – Unused Sick Leave, which would codify the Board's current practices relative to non-bargaining employees' opportunity to convert sick leave to cash on an annual basis and conversion to cash upon retirement. Affected employees are permitted to convert accumulated but unused sick leave to cash on an annual basis at the rate of 50% of its current value.

## **WORK SESSION (continued)**

### **XII. NEW POLICY 2032 – UNUSED SICK LEAVE (continued)**

Non-bargaining employees with ten or more years of service at the time of retirement are permitted to convert sick leave to cash at the rate of 50% of its current value. Conversion requirements for bargaining unit employees are contained in applicable collective bargaining agreements. The proposed new policy has been recommended for approval by the October HR/LR Committee.

### **XIII. OCTOBER FINANCIAL STATEMENTS**

The quarterly State subsidy in the amount of \$689,400 was received. Relative to expenditures, there was a quarterly TCM match payment of \$435,500 and a payment of \$10,800 for a twelve month contract for computer systems intrusion detection monitoring to help prevent systems breaches or loss of data. The Agency is in a positive position at the end of October with approximately \$2.3 million dollars. The October fund balance is \$73,326,552. Mrs. Cooper asked about grants being lower than expected. Mrs. Pozna replied that Title XX dollars and Bridges to Transition have been less than expected so this area will remain lower throughout the remainder of the year. Mr. Armstrong added that it may be necessary to utilize local funds to cover unanticipated shortages. The October Financial Statements have been recommended for approval by the November Finance & Facilities Committee.

### **XIV. POLICIES**

#### **A. REVISED POLICY 4003 – SERVICE & SUPPORT ADMINISTRATION**

Ohio Administrative Code 5123:2-1-11 is expected to be updated in February 2014 and changes to the Rule would require updates to this policy in order to reflect DODD expected service descriptions and process. Revised Policy 4003 has been recommended for approval by the November Services & Supports Committee.

#### **B. REVISED POLICY 4006 – CONFIDENTIALITY OF INDIVIDUAL RECORDS**

Revisions to this policy reflect current practices regarding release of information and the manner in which records are stored. Revised Policy 4006 has been recommended for approval by the November Services & Supports Committee.

#### **C. REVISED POLICY 4013 – CRISIS MANAGEMENT**

Revisions to this policy reflect current practices regarding operation of the emergency response system. Revised Policy 4013 has been recommended for approval by the November Services & Supports Committee.



## **WORK SESSION (continued)**

### **XIV. POLICIES (continued)**

#### **D. REVISED POLICY 4027 – WAITING LIST FOR SERVICES**

Ohio Administrative Code 5123:2-1-08 was changed in November 2011. Revisions to this policy are enhancements to the existing policy and reflect current Rule requirements and Summit DD practices regarding the management of waiver funded waiting lists. Revised Policy 4027 has been recommended for approval by the November Services & Supports Committee.

#### **E. REVISED POLICY 4030 – CAPACITY FOR CENTER BASED ADULT SERVICES**

This policy has been revised to remove target capacity language. The language was necessary when center based programs were experiencing overall growth while reducing the size of individual program sites. Numbers served in each center have declined in the past few years. The revised policy establishes capacities for each program site. Revised Policy 4030 has been recommended for approval by the November Services & Supports Committee.

#### **F. REVISED POLICY 4014 – SAFETY NET**

The revisions to this policy broaden the definition of safety net beyond Summit DD programs and clearly define the SSA and team role in designing what services are needed by an individual who loses employment or is in need of new services. Revised Policy 4014 has been recommended for approval by the November Services & Supports Committee.

#### **G. OBSOLETE POLICY 3019 – AVERAGE DAILY MEMBERSHIP**

Average daily membership is no longer a requirement of DODD, therefore, the policy can be deleted. Mr. Briggs asked if staff will continue to track membership. Mrs. Kamlowsky replied that tracking would continue. Mr. Quade asked if when policies are revised to reflect current practices, are they being revised to bring the policy language up to date with actual occurrences. Mrs. Kamlowsky confirmed. Policy 3019 has been recommended for deletion by the November Services & Supports Committee.

#### **H. REVISED POLICY 4018 – EARLY INTERVENTION – DESCRIPTION OF SERVICES**

Recent litigation in Ohio resulted in at least one jurisdiction requiring a provider of early intervention services to make available and fund direct therapy services. Counsel for the Ohio Association of County Boards of Developmental Disabilities (OACB) recommends that county boards identify specifically the types of services the county board determines it will provide and fund under the umbrella of the early intervention service array.

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

### **XIV. POLICIES** *(continued)*

#### **H. REVISED POLICY 4018 – EARLY INTERVENTION – DESCRIPTION OF SERVICES** *(continued)*

Policy 4018 has been revised to clarify that Summit DD provides and/or funds certain early intervention services using the evidence based early intervention approach, which is a coaching/consultative model of service as opposed to a traditional direct therapy model of services. Revised Policy 4018 has been recommended for approval by the November Services & Supports Committee.

#### **I. REVISED POLICY 2018 – ETHICAL PRACTICES**

The current policy and procedure outlines ethical practices, business restrictions and reporting requirements that apply to Board Members, employees, volunteers and interns. Revisions to the policy additionally address all of Ohio's whistleblower statutes and protections provided to employees for good faith reporting of allegations of wrongdoing, with the process outlined in the corresponding procedure. Revised Policy 2018 has been recommended for approval by the November HR/LR Committee.

The work session adjourned at 5:25 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:25 p.m.

### **I. CAUCUS - SUPERINTENDENT**

Mr. Armstrong advised the Board that several members of the Executive Leadership Team are not at the meeting tonight because they are meeting with examiners from the Department of Developmental Disabilities (DODD) since the Agency is in the process of its five year accreditation review. He noted the MUI part of the review has been completed and it appears that it went well. There is a general sense at this point that there won't be any citations in this area. He thanked Lindsay Bachman and her staff for their hard work and efforts, as well as the other staff who have devoted so much time and energy around preparing for a successful review. The Services and Support Administration functions are still under review. The final exit interview will be held tomorrow at 3:00 p.m.

### **II. PUBLIC COMMENT**

John Rasinski stated he is present tonight representing his son who has attended summer camp past years. He is concerned about changes in the summer camp programs and indicated he felt the changes were poorly communicated to families and alternatives were not communicated. He requested communication be handled better in 2014. He stated he has talked with a number of parents who experienced similar situations with camps not offering slots or alternatives. He questioned the measures of success from 2012-2013. Mr. Briggs commented he believes these issues are being addressed and things will be better relative to communication and alternative camp options. Mr. Armstrong stated that Mr. Rasinski has some legitimate concerns. He indicated this provider could not support the camp financially, as it did not have as many campers apply in 2013. It was communicated that the Board cut funding, however, that is not correct. It is not about Board dollars, it is about the provider not being able to continue to offer services, however, information could certainly have been communicated better. Mr. Armstrong mentioned the Board has a staff person who manages camps. There used to be three camps offered and now there are approximately 40 across Summit County so there are more options and alternatives and families need to be better connected to that information. Mrs. Cooper asked if communication to families and participants about programs comes from camp providers or from the Board. Mr. Armstrong replied that it is a combination of both. Mrs. Cooper suggested that perhaps the Board could support providers in finding more effective ways to communicate camp information to families. Mr. Rasinski asked how camps are vetted to determine if they are appropriate providers. Mr. Armstrong replied that families have individual choice and the Board cannot dictate which camp a family can attend. The Board does try to provide information whenever possible so that families can make informed choices.

## **BOARD MEETING (continued)**

### **II. PUBLIC COMMENT (continued)**

Darlene Rose identified herself as a Summit DD staff person attending the meeting tonight regarding the legal services contract. She asked why the Board hires a firm out of Columbus instead of from this area. Ms. Rose stated she is also on the WWSA negotiating team, which has only been meeting one time per month because the Board's attorney is only available to meet once a month. She noted the contract has been expired for almost a year and there is still no new contract. She stated that taxpayer dollars are going to another part of the state. She also said she has heard Mr. Blaugrund lives in Arizona but isn't sure if that's accurate. Mr. Briggs commented that he personally is a Summit County attorney and he has addressed this issue. He stated a Request For Proposals (RFP) was conducted recently and there were only several Summit County law firms that responded and none met the specific area of expertise. The Blaugrund firm has the best product at the best cost. Ms. Rose commented that it should not always be about the bottom line, although she does understand about the expertise. She said that perhaps the Board should consider giving a local firm the opportunity to learn in this area. Mr. Quade stated that given the size of the organization and the importance of getting the contract correct for those we serve, it would not be prudent to utilize a firm that does not have expertise in this area. Mr. Armstrong stated there have been struggles on both sides regarding scheduling. Ms. Rose said she disagrees.

Carol Kilway introduced herself as a member of Tallmadge City Council representing residents of the Whitegate allotment in Tallmadge. She stated she is present tonight to address the situation with regard to the Southeast Ave. group home. She spoke with Representative Devitis' aid who said that the residents of this group home would be relocated. Mr. Armstrong addressed Ms. Kilway and said no disrespect intended, however, that information is incorrect. Mr. Armstrong stated he spoke personally with Director Martin and the Director did commit to establishing protocols regarding supervision but did not commit to relocating residents. Dan Young, a resident of the Whitegate allotment, said the letter dated July 31<sup>st</sup> that was given to the Board as a result of a meeting held in Columbus made it clear that Representative Devitis and his aid, Zach, met with Director Martin and indicated protocol that was discussed was for placement not security. Mr. Armstrong stated he remembers the letter and its content and asserted again that he personally spoke with Director Martin and the Director clearly stated he did not meet with Representative Devitis, that his staff met and had discussions around protocol. Mrs. Young read a portion of the July 31<sup>st</sup> letter. Mr. Armstrong responded saying that Mrs. Young is reading from a letter that came from the Representative's aid, not Director Martin. Mr. Armstrong stated he spoke with Zach, Representative Devitis' aid, and Zach confirmed that Director Martin did not attend the meeting and he also confirmed that the protocol was around supervision and not around removing people from the home. Ms. Kilway requested a meeting with all relevant parties. Mr. Armstrong replied he thought that made allot of sense so that everyone would be in the room at the same time and hear the same information. Ms. Kilway stated she would contact Mr. Armstrong to schedule the meeting.

## **BOARD MEETING (continued)**

### **II. PUBLIC COMMENT (continued)**

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, asked for the Board to consider tabling approval of revisions to Policy 4030 – Capacity for Center Based Adult Services since the Arc has a position statement relative to the size of work centers. He suggested this policy be considered as part of the ad-hoc committee being formed. Mr. Briggs asked the Superintendent if there was any reason why this policy would need passage this evening. Mr. Armstrong replied that there would be no implications of tabling this policy tonight. Mr. Briggs stated the policy will be tabled.

Mr. Berry thanked Superintendent Armstrong for his many years of service and all that he has accomplished to improve the lives of individuals served and their families.

### **III. APPROVAL OF MINUTES**

#### **A. OCTOBER 16, 2013 (work session and regular Board Meeting)**

#### **R E S O L U T I O N**

#### **No. 13-11-01**

Mrs. Cooper moved that the Board approve the minutes of the October 16, 2013 work session and regular Board Meeting, as presented in attachment #18. The motion, seconded by Mr. Quade, was unanimously approved.

### **IV. BOARD ACTION ITEMS**

#### **A. FINANCE & FACILITIES COMMITTEE**

#### **1. NORTHEAST OHIO NETWORK (NEON) CONTRACT – ADMINISTRATION OF TRANSITIONS DEVELOPMENTAL DISABILITIES WAIVER (TDD)**

#### **R E S O L U T I O N**

#### **No. 13-11-02**

Mrs. Arshinkoff moved that the Board approve a contract with NEOM to administer the TDD for the period January 1, 2014 through December 31, 2014, in an amount not to exceed Four Hundred Twenty Eight Thousand Eight Hundred One Dollars (\$428,801.00), and that the Superintendent be authorized to sign said agreement. The motion, seconded by Mr. Quade, was unanimously approved.

## **BOARD MEETING (continued)**

### **IV. BOARD ACTION ITEMS (continued)**

#### **A. FINANCE & FACILITIES COMMITTEE (continued)**

2. NEON CONTRACT – ADMINISTRATION OF QUALITY ASSESSMENT RN, MUI BACK-UP INVESTIGATIONS, PROVIDER COMPLIANCE REVIEWS, PRE-ADMISSION SCREENING AND RESIDENT REVIEW AND ANNUAL DUES

#### **R E S O L U T I O N**

##### **No. 13-11-03**

Mr. Quade moved the Board approve a contract with NEON for administration of quality assessment RN, MUI back-up investigations, provider compliance reviews, pre-admission screening and resident review and annual dues for the two-year period January 1, 2014 through December 31, 2015, in an amount not to exceed One Hundred Twenty One Thousand Three Hundred Twenty Five Dollars (\$121,325.00) per year, for the total contract amount not to exceed Two Hundred Forty Two Thousand Six Hundred Fifty Dollars (\$242,650.00), as presented in attachment #9, and that the Superintendent be authorized to sign said agreement. The motion, seconded by Mrs. Ricks, was unanimously approved.

3. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT

#### **R E S O L U T I O N**

##### **No. 13-11-04**

Mrs. Ricks, moved that the Board approve a contract with Oriana House for the alternative environment program for the period January 1, 2014 through December 31, 2014, in an amount not to exceed One Hundred Fifty Six Thousand Dollars (\$156,000.00), as presented in attachment #10, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

4. HATTIE LARLHAM COMMUNITY SERVICES NURSING SERVICES CONTRACT

#### **R E S O L U T I O N**

##### **No. 13-11-05**

Mrs. Wilkinson moved that the Board approve a contract with Hattie Larlham Community Services for nursing services for the period January 1, 2014 through December 31, 2014, in an amount not to exceed Four Hundred Fifty Four Thousand Six Hundred Eighty Five Dollars (\$454,685.00), as presented in attachment #11, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dohnal, was unanimously approved.

## **BOARD MEETING (continued)**

### **IV. BOARD ACTION ITEMS (continued)**

#### **A. FINANCE & FACILITIES COMMITTEE (continued)**

##### **5. OCTOBER FINANCIAL STATEMENTS**

###### **R E S O L U T I O N**

###### **No. 13-11-06**

Mr. Dohnal moved that the Board approve the October Financial Statements, as presented in attachment #13. The motion, seconded by Mrs. Ricks, was unanimously approved.

#### **B. SERVICES & SUPPORTS COMMITTEE**

##### **1. REVISED POLICIES 4003, 4006, 4013, 4027, 4014 AND 4018**

###### **R E S O L U T I O N**

###### **No. 13-11-07**

Mrs. Cooper moved that the Board approve revised policies 4003 – Service & Support Administration, 4006 – Confidentiality of Individual Records, 4013 – Crisis Management, 4027 – Waiting Lists for Services, 4014 – Safety Net and 4018 – Early Intervention – Description of Services, as presented in attachments #14, #15 and #16. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### **2. DELETION OF POLICY 3019**

###### **R E S O L U T I O N**

###### **No. 13-11-08**

Mrs. Arshinkoff moved that the Board approve the deletion of policy 3019 – Average Daily Membership (ADM), as presented in attachment #15. The motion, seconded by Mr. Quade, was unanimously approved.

#### **C. HR/LR COMMITTEE**

##### **1. NEW POLICY 2032 – UNUSED SICK LEAVE**

###### **R E S O L U T I O N**

###### **No. 13-11-09**

Mr. Quade moved that the Board approve new policy 2032 – Unused Sick Leave, as presented in attachment #12. The motion, seconded by Mrs. Ricks, was unanimously approved.

## **BOARD MEETING (continued)**

### **IV. BOARD ACTION ITEMS (continued)**

#### **C. HR/LR COMMITTEE (continued)**

##### **2. REVISED POLICY 2018 – ETHICAL PRACTICES**

##### **R E S O L U T I O N**

##### **No. 13-11-10**

Mrs. Ricks moved that the Board approve revised policy 2018 – Ethical Practices, as presented in attachment #17. The motion, seconded by Mr. Quade, was unanimously approved.

### **V. SUPERINTENDENT’S REPORT**

#### **A. THIRD QUARTER OPERATING PLAN DASHBOARD**

The Operating Plan Dashboard reports on the status of Plan measures. Overall, Summit DD scored a 4.6 on a scale of 1-5, with a goal of 4. 17 of the 19 measures are performing within goal levels. Third quarter highlights include:

- 4,115 total persons served which is a 2.8% increase from the third quarter 2012
- No waiting list for day or residential services
- Increased Community Partnership for Inclusion (CPI) sites to 26, exceeding the 2013 goal of 20 sites. The program provides inclusive childcare services to 46 children.
- Timely closure of MUI cases continues to be 100%

The two areas below goal are:

- The number of adults employed in integrated employment. There are currently 316 adults employed in community based integrated settings, which is below the goal of 369 adults. In 2014, several initiatives are planned to create partnerships with private providers to increase community based integrated employment outcomes along with the Bridges to Transition increasing positive outcomes.
- Total Medicaid reimbursement to Summit DD for services provided. Approximately \$9.5 million dollars has been received, with a goal of \$11.5 million dollars. Billing is still being processed for the third quarter and that dollar value is expected to increase as additional reimbursements are received.

#### **B. 2014 DRAFT OPERATING PLAN**

The annual Operating Plan identifies goals and objectives to achieve in 2014 that align with the 2013-2015 Long Range Plan. The 2014 Operating Plan provides details how Summit DD will work to build inclusive communities for all. For each Pillar of Excellence identified in the Long Range Plan, the Operating Plan highlights the measures and initiatives in the coming year to work toward achievement of the Long Range Plan objectives.



## **BOARD MEETING (continued)**

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

#### **B. 2014 DRAFT OPERATING PLAN (continued)**

In 2014, outcomes identified in the dashboard measures of the Plan include:

- Increasing the total number of individuals supported by 42 people, for a total of 4,177
- Maintaining no waiting lists for services
- Transitioning 10 graduates into community employment
- Partnering with an additional 10 private childcare centers to support children in inclusive community childcare
- Supporting an additional 25 children in inclusive childcare centers, for a total of 50 children

Highlights of new 2014 initiatives include:

- Provide support to community programs such as story time or classes at the local YMCA to provide inclusive opportunities for children
- Transition all children receiving childcare at Summit DD into inclusive childcare centers in the community and provide transition support to children age 1-5 when childcare options are not available until appropriate care can be obtained
- Identify best practices and supporting data relative to quality of life outcomes to implement an outcomes management system to monitor the ongoing achievement of person centered outcomes
- Redesign SummitDD.org using best practice content management practices and engage the community. Ensure the Summit DD brand reflects the Agency's vision of being the primary force to build inclusive communities
- Implement an Early Retirement Incentive Program (ERIP) and focus recruitment efforts to attract qualified, diverse staff
- Evaluate Summit DD facilities, both owned and leased, to develop a long term facilities plan to maximize efficiencies and promote the Agency's vision of community inclusion
- Partner with private providers of adult day services to provide technical support and training to develop and implement integrated community employment
- Convene a stakeholder group to plan for transformational change that builds consensus to make Summit County communities inclusive for all
- Collaborate with the Summit County Sheriff's office to train law enforcement detectives and patrol officers about applicable laws working with individuals supported by Summit DD and the MUI process

Mr. Briggs asked how potential changes to the Bridges to Transition Program will impact. Mrs. David replied that staff will look at ways to support locally. Mr. Briggs asked if the Plan contains an initiative relative to meeting with elected officials to provide education, awareness and training about the DD system. Mrs. David replied that it does.

## **BOARD MEETING (continued)**

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

#### **B. 2014 DRAFT OPERATING PLAN (continued)**

A public hearing will be held on December 11<sup>th</sup> and the Plan will be reviewed by the Person Served Advocacy Committee PAC. Mrs. David noted that any comments or feedback from those meetings will be incorporated into the Plan. The November Services & Supports, Finance & Facilities and HR/LR Committees recommend approval of the 2014 Operating Plan.

### **VI. PRESIDENT'S COMMENTS**

#### **A. THANK YOU TO SUPERINTENDENT ARMSTRONG**

A brief video thanking Mr. Armstrong's for his service and highlighting his many accomplishments was shown. After the video, Mr. Briggs presented Mr. Armstrong with a framed banner signed by staff as a memento. Mr. Briggs stated there are no adequate words to express the gratitude for all of the many accomplishments Mr. Armstrong has achieved during his service. He stated that Mr. Armstrong has left his imprint on the community and Summit County for years to come and that he has made a significant difference in the lives of thousands of people; he will definitely be missed! Mr. Armstrong expressed his appreciation of the video and the framed piece. He stated that every person had a part in making all the success happen; nobody does it on their own. He said his time at Summit DD has been an incredible experience and he has enjoyed working with everyone.

#### **B. 2014 BOARD MEETING SCHEDULE**

The 2014 Board Meeting schedule was included in packets. The schedule reflects a change for Board Meetings; they will be held on the fourth Thursday of each month with the exception of the months of May, November and December.

#### **C. OACB ANNUAL CONVENTION – DELEGATE ASSEMBLY**

The OACB Annual Convention will be held December 4-6, 2013 with the Delegate Assembly occurring on the evening of December 4<sup>th</sup>. Mr. Briggs asked Mr. Dohnal if he would represent Summit DD at the Delegate Assembly. Mr. Dohnal accepted. John Trunk, incoming Superintendent, will serve as the alternate.

#### **D. 2013 BOARD SELF-ASSESSMENT RESULTS**

In October, Summit DD Board Members participated in a self-assessment to improve governance and Board performance. The Executive Leadership Team (ELT) also took the same survey to determine alignment in key areas of Board effectiveness.

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

### VI. PRESIDENT'S COMMENTS *(continued)*

#### D. 2013 BOARD SELF-ASSESSMENT RESULTS *(continued)*

Responses were received from 100% of both Board Members and ELT. Results were analyzed for levels of satisfaction, trends over time and alignment to develop priorities for improvement. Numerous areas scored high levels of agreement and favorable trends were noted. There was only slight misalignment, with the main area being a long-term succession plan for Board Members. Mr. Briggs noted the Board and Executive Leadership work very well together and are a very cohesive group.

There being no further business, the Board Meeting adjourned at 6:05 p.m.

  
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Jackie Cooper, Secretary