

County of Summit Developmental Disabilities Board

MINUTES

Wednesday, August 21, 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, August 21, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:03 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS EXCUSED

Jacqueline Cooper, Secretary
Dave Dohnal

ALSO PRESENT

Thomas L. Armstrong, Superintendent
Lisa Kamlowsky, Assist. Superintendent
Jerilyn George, Senior Director of SSA
and Medicaid Services
Tom Jacobs, Dir. of Operations/SHDC
Eldridge Black, Dir. of Transportation
Lynn Sargi, Director of HR
Holly Brugh – Director of Children's
Services
Lindsay Bachman, Director of MUI
Maggi Albright, Recording Secretary

Bill Payne, Sr. Dir. of Board Svs. & Spts.
Mira Pozna, Director of Fiscal
Billie Jo David, Director of
Communications & Quality
Jean Fish, Director of Adult Services-
Facility-Based
Joe Eck, Director of Labor Relations
Russ DuPlain, Director of Information
Technology
Drew Williams, Director of SSA
and others

I. FUTURE PLANNING UPDATE

Mr. Armstrong advised that a structure is being developed for the Transformational Change Committee. The Committee will consist of a manageable number of participants and it is anticipated there will be a number of sub-committees. Mr. Briggs asked if the main committee would be assembled soon. Mr. Armstrong replied the structure should be in place within the next month. He stated that the Assistant Superintendent, acting as the Superintendent's designee, would chair the committee along with the Board President. Mr. Armstrong said that as the committee dialogues, there will be discussion about what type of data should be collected and sub-committees will be developed from there. Mrs. Kamlowsky added that outcomes will be clearly defined.

WORK SESSION *(continued)*

I. FUTURE PLANNING UPDATE *(continued)*

Mr. Armstrong commented that he attended a superintendent's conference recently where the dialogue was around future directions of county boards and what seemed to be driving that dialogue are the national lawsuits around people with developmental disabilities not having opportunities outside of sheltered workshop settings. Although there has been a little dialogue at the statewide level, it seems like Summit DD is trying to get ahead in this area.

II. 2014 BUDGET

The 2014 budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and the County. The 2014 budget request is in the amount of \$80,387,372 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The 2014 budget reflects a 1.1% increase in overall revenue and a 3.3% increase in overall operating expenditures. With the addition of Early Retirement Incentive Program (ERIP) costs of approximately \$5.1 million dollars, the total expenditures would be a 10.4% increase. The 2014 budget projects total deficit spending of approximately \$12 million dollars, which includes ERIP expenses. The revenue increase is due in part to the flow-through grant of \$700,000. The increase in contract services expenditures includes an increase in quarterly waiver match costs and anticipated funding for collaboration and innovation efforts for direct services. The 2014 budget includes a staffing reduction of approximately 29 positions which are all currently vacant. The 2014 ending fund balance is projected to be \$54,006,648 which is less than revised levy projection by \$5.6 million dollars, however, the costs of the ERIP will be recovered in less than three years and will improve the \$18 million dollar fund balance projected in the levy plan. Mr. Briggs noted that the 2014 budget does not reflect much of an increase in employee healthcare benefits over the 2013 budget and asked how staff arrived at the number. Mr. Armstrong replied the reduction of 29 staff is factored into the numbers. Mrs. Sargi added there is 3% built into the levy plan and 2% added for rising healthcare costs. The 2014 budget has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

III. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

The Board is considering offering an ERIP as it did in 2006/2007. The ERIP would be offered for a one-year period (January–December 2014) with the purchase of two years of service credit for eligible employees. Conservative projections reflect the maximum cost to the Board if all eligible staff participate in the ERIP would be \$5,143,037 and that the Board could potentially save \$1,854,362 for positions that would not be replaced beginning in 2015. Projections indicate there are 102 employees who meet the criteria for participation, although the number of eligible participants could be higher based on staff who may have additional service credit that can be purchased. It is anticipated there would be a high level of participation.

WORK SESSION *(continued)*

III. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP) *(continued)*

Mr. Briggs asked if the ERIP is patterned after the previous program offered by the Board. Mr. Armstrong replied the ERIP follows the guidelines established by the Ohio Public Employees Retirement System (OPERS), which will be similar to the previous program. Funds are available in the budget and the ERIP has been recommended for approval by the July HR/LR and Finance & Facilities Committees.

IV. POLICIES

Information in Policy 4017 - Individual Family Services Plan (IFSP)–Early Intervention and Policy 4025 - Enrollment/Eligibility–Early Intervention (Birth through Age Two) is no longer current. The recommendation is to delete these policies and replace them with new Policy 4018 – Early Intervention–Description of Services. The new policy contains elements of both policies that are being recommended for deletion as well as information required by the Ohio Department of Developmental Disabilities (DODD), and further explanation of inclusionary efforts and it is more expansive. Since the July Board Meeting, updated information was received from Help Me Grow that has resulted in some changes in the Policy. One change in the second paragraph clarifies the Board’s role in supporting the completion of Developmental Evaluations. The second change under Service Delivery in the second paragraph clarifies that team meetings will occur weekly instead of initially or quarterly. The intent and focus of the Policy remains the same. The deletion of policy 4017 and policy 4025 and the adoption of new policy 4018 have been recommended for approval by the July Services & Supports Committee.

V. JULY FINANCIAL STATEMENTS

The July Financial Statements reflect deficit spending of \$8.4 million dollars with a fund balance of \$62,667,098. The first quarter state fiscal year 2014 waiver match was \$4,637,000 and TCM match was \$448,500. Approximately \$2.1 million dollars was received from the Ohio Department of Developmental Disabilities (DODD) for the 2008 cost report settlement, which was transferred to the Northeast Ohio Network (NEON) for payment of the waiver match. Mr. Briggs asked if there are any concerns that should be noted. Mrs. Pozna commented that in the area of contract services, waiver match will be a timing issue for the remainder of the year. Mr. Armstrong indicated that \$5 million dollars deficit spending in 2013 had been budgeted and, with revenue coming in, the Agency should still end the year around that number. The July Financial Statements have been recommended for approval by the August Finance & Facilities Committee.

WORK SESSION *(continued)*

VI. REVISED POLICIES

A review of all Agency policies is being conducted and it is recommended that the following three policies be revised:

- Policy 2001 – Human Resource Development has proposed language that allows Summit DD to require, rather than encourage, attendance at staff development activities. Mr. Briggs asked if staff could be required to attend trainings prior to this update. Mrs. Kamlowsky replied that there is contract language around attendance at in-services, however, it was felt this language should also be clarified in Board policy.
- Policy 2019 – Eligibility for Rehire has minor changes that clarify a person's eligibility to be rehired.
- Policy 2026 – Military Leave proposes language to clarify leave and pay benefits. It is recommended that the policy continue to authorize payment to eligible employees of the difference between the employee's gross monthly salary and the sum of the monthly gross uniformed pay and allowances, which is above the minimum required to be offered under Ohio law.

All three policies have been reviewed and recommended for approval by the August HR/LR Committee.

The work session adjourned at 5:16 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:16 p.m.

I. CAUCUS – SUPERINTENDENT

Mr. Armstrong stated that Mr. Dohnal asked him to give an update on the Superintendent's search. Applicants are still being reviewed. Several dates have been reserved for the Search Committee to conduct first round interviews and several dates have been set aside for the full Board to conduct second round interviews. It is hopeful there will be a recommendation by the end of September.

Mr. Armstrong introduced Drew Williams as the new SSA Director. Mr. Williams began working for Summit DD in September 2008 as an Adult Services Supervisor. In November 2009 he became the Facility Manager at the Ellet Center. Mr. Williams also has six years of experience in residential services. He graduated from Mt. Vernon Nazarene University with a Bachelor of Arts in Psychology and received his Master of Arts from Walsh University.

BOARD MEETING *(continued)*

II. PUBLIC COMMENT

Chris Grimm, former Mayor and current resident of Tallmadge, stated that residents of the Whitegate allotment acted upon the Board's recommendation to take their concerns about the sexual offender living in a Southeast Ave. home to the state level since it was beyond the control of the Board. He commented that State Representative Anthony DeVitis held a conference with the residents so that concerns could be expressed. Mr. DeVitis then arranged a meeting with staff at the Ohio Department of Developmental Disabilities (DODD). Dan Young, a resident of Whitegate, further explained that this issue has brought the community together in an effort to keep the neighborhood safe. He attended the meeting in Columbus and stated staff from DODD did not seem to be aware of this issue. Mr. Young read from an e-mail received from Representative DeVitis' Legislative Aide, Craig Swanson, that said the offender in question and the provider have agreed to relocate. The e-mail further indicated that, in an effort to prevent future situations, DODD will be holding meetings in the next several months to establish a new protocol. A follow-up meeting with the Whitegate residents will be scheduled for late October/early November to discuss the changes. Mr. Quade commented that he wonders if the State made any indication what the impact would be the next time neighbors wanted someone to move and if protocols will be changed for all individuals who have offender backgrounds. Mr. Grimm stated residents want to be clear that this is not a statement about how the Board handled the situation; they realize the Board was acting under the limited authority it has in this situation and they don't want the Board to be forced to place sexual offenders into neighborhoods in the future. Attending the meeting tonight was to update the Board on the progress that has been made. Mr. Briggs replied that the Board does not place individuals into homes; people have the right to choose where they want to live and noted the State licenses the homes. Dorene Young commented that there appears to be a disconnect between the State and Summit DD since the representatives at the meeting indicated they were not aware of this situation. Mr. Armstrong replied that staff have not spoken personally with the Department Director, however, they have been working with his staff to address this concern within the guidelines of protocol. Mrs. Young asked for sensitivity when making reference to sexual offenders having the right to choose where they live since it is, in most cases, the taxpayers who pay the bills. Mr. Armstrong commended the residents for the progress that they have been made to impact change.

Leslie Frank introduced herself as a Summit DD employee for 15 years and the parent of an adult daughter who receive services. Mrs. Frank indicated times have been challenging due to her daughter's intensive needs. She wanted the Board to know how grateful she and her family are for the support and level of services the Board, Superintendent and staff have provided. Mrs. Frank also mentioned the MUI Department, indicating her satisfaction with the timeliness and quality of service the investigative agents have provided. She thanked the Board for allocating dollars for her daughter's out-of-county placement so her daughter could receive the care she needs. She also stated appreciation for the work of the SSA Department and her daughter's SSA.

BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

A. JULY 17, 2013 (special Board Meeting)

R E S O L U T I O N

No. 13-08-01

Mr. Quade moved that the Board approve the minutes of the July 17, 2013 special Board Meeting, as presented in attachment #6. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

B. JULY 17, 2013 (combined work session and regular Board Meeting)

R E S O L U T I O N

No. 13-08-02

Mr. Quade moved that the Board approve the minutes of the July 17, 2013 work session and regular Board Meeting, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. 2014 BUDGET

R E S O L U T I O N

No. 13-08-03

Mrs. Wilkinson moved that the Board approve the 2014 Summit DD budget in the amount of Eighty Million Three Hundred Eighty Seven Thousand Three Hundred Seventy Two Dollars (\$80, 387,372.00) for the Operating Fund and One Hundred Fifteen Thousand Dollars (\$115,000.00) for the Gifts and Donations Fund, including changes to the Position Control List, as presented in attachment #1. Be it further

Resolved that the Board approve the use of up to Twenty Million Nine Hundred Sixty Thousand Dollars (\$20,960,000.00) of the 2014 Summit DD budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code (ORC) to pay the non-federal share of the services required by Section 5126.0511 of the OFRC for Medicaid expenditures to assure that services will be available in a manner that conforms to all applicable state and federal laws. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Board of Developmental Disabilities. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

R E S O L U T I O N

No. 13-08-04

Mrs. Ricks moved that the Board authorizes the implementation of an Early Retirement Incentive Program (ERIP) and payment of appropriate contributions under the terms and conditions identified in attachment #2. The motion, seconded by Mr. Quade, was unanimously approved.

3. JULY FINANCIAL STATEMENTS

R E S O L U T I O N

No. 13-08-05

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

B. SERVICES & SUPPORTS COMMITTEE

1. RECOMMENDED NEW POLICY

R E S O L U T I O N

No. 13-08-06

Mr. Quade moved that the Board approve new Policy 4018 – Early Intervention – Description of Services, as presented in attachment #3. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

2. POLICIES RECOMMENDED FOR DELETION

R E S O L U T I O N

No. 13-08-07

Mrs. Wilkinson moved that the Board approve deletion of Policy 4017 – Individual Family Service Plan (IFSP) – Early Intervention and Policy 4025 – Enrollment/ Eligibility – Early Intervention (Birth Through Age Two), as presented in attachment #3. The motion, seconded by Mrs. Ricks, was unanimously approved.

BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

C. HR/LR COMMITTEE

1. REVISED POLICIES

R E S O L U T I O N

No. 13-08-08

Mrs. Ricks moved that the Board approve revised Policy #2001 – Human Resource Development, revised Policy #2019 – Eligibility for Rehire, and revised Policy #2026 – Military Leave, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. SECOND QUARTER MUI SUMMARY REPORT

The second quarter 2013 MUI Summary Report reflects that performance measures have remained relatively stable. MUIs investigated reflect an increased trend, mostly due to unscheduled hospitalizations and increased reporting by new providers. Mr. Quade asked if there is an interpretation on the new provider reporting. Mrs. Bachman replied that a new provider training was held recently and she believes that is a contributing factor. MUIs substantiated have an unchanged trend. There have been six law enforcement/Children's Services Board (CSB) cases with one case resulting in felonious assault charges being filed. Three cases were requested for review by the Abuser Registry. Mr. Briggs asked about prosecutions. Mrs. Bachman indicated that two have been taken to the grand jury and there is one going to trial.

B. SECOND QUARTER OPERATING PLAN REPORT

The Operating Plan Report provides an update on the status of 2013 Operating Plan measures. Seventeen of the nineteen measures are performing within goal levels. Overall, Summit DD scored a 4.5 on a scale of 1-5, with the goal being 4. Several highlights from the second quarter include:

- 4,027 total persons served, which is a 3.4% increase from the second quarter 2012
- There is no waiting list for residential services
- The Community Partnership for Inclusion (CPI) program has increased to 22 sites, exceeding the 2013 goal of 20 sites. The program is providing inclusive childcare services to 40 children, compared to 26 children during the first quarter.
- 86% of adults receive funding from sources other than local tax dollars

BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

B. SECOND QUARTER OPERATING PLAN REPORT (continued)

The two areas below goal are:

- The number of adults employed in integrated employment. Currently there are 304 adults employed in community based, integrated settings, which is below the goal of 369. Statewide initiatives such as Employment First and review of all the Medicaid rates will help all counties achieve higher rates of integrated employment. This will be an area of focus in 2014 through the Transformational Change Committee. Mr. Quade asked what the number of potential people who might be employed is. Billie Jo David replied there are 1,800 adults served in center-based services and the goal is approximately 20%, which does not include enclaves. Mr. Armstrong commented there has been dialogue with the Educational Service Center (ESC) about developing collaboration around more effective ways to transition children coming out of school. ESC has presented a proposal which is currently being reviewed and updated.
- Total Medicaid reimbursement to Summit DD for services provided. Approximately \$4.8 million dollars has been received, with a goal of \$7.7 million dollars. Billing is still being processed for the second quarter and that dollar value is expected to increase as additional reimbursements are received. Summit DD received approximately \$3.5 million dollars for services provided during the first quarter.

VI. PRESIDENT'S COMMENTS

Mr. Briggs commented that he participated in the Summit DD golf outing and witnessed first-hand the dedicated public servants who work for the Board. He thanked Billie Jo David, her staff and all those who worked to make the golf outing a success and stated they did an excellent job; it was a fantastic event. Mr. Armstrong noted it generally takes about \$225,000-\$250,000 to run a successful levy campaign and the golf outing is the Agency's main fund raiser to support the effort.

There being no further business, the Board Meeting adjourned at 5:52 p.m.


Jackie Cooper, Secretary