

County of Summit Developmental Disabilities Board

MINUTES

Wednesday, July 17, 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, July 17, 2013 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
Tom Quade, Vice President
Jacqueline Cooper, Secretary
Karen Arshinkoff
Dave Dohnal
Meghan Wilkinson
Denise Ricks

ALSO PRESENT

Thomas L. Armstrong, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Jerilyn George, Senior Director of SSA and Medicaid Services	Billie Jo David, Director of Communications & Quality
Tom Jacobs, Dir. of Operations/SHDC	Jean Fish, Director of Adult Services- Facility-Based
Eldridge Black, Dir. of Transportation	Joe Eck, Director of Labor Relations
Lynn Sargi, Director of HR	Russ DuPlain, Director of Information Technology
Holly Brugh – Director of Children’s Services	Maggi Albright, Recording Secretary and others
Lindsay Bachman, Director of MUI	
Drew Williams, Director of SSA	

I. FUTURE PLANNING: EXPANDING OPPORTUNITIES FOR INCLUSIONARY SERVICES AND SUPPORTS

The Board has been following the dialogue and decisions of the cases in Oregon and Rhode Island relative to the national trends toward full integration of individuals with disabilities and have also been active with the Employment First initiative in order to create more opportunities for adults with developmental disabilities. In looking at the federal and state policy impact, it appears there will be additional effect on how county DD boards conduct business. The Board doesn’t want to wait until conditions are mandated.

WORK SESSION (continued)

I. FUTURE PLANNING: EXPANDING OPPORTUNITIES FOR INCLUSIONARY SERVICES AND SUPPORTS (continued)

The Board wants to get ahead by figuring out ways to create added opportunities for individuals to become more included in their communities not just in the Adult Services program area but for all segments of the population. The Board looks at this as an opportunity to review the system holistically and to gather feedback from stakeholders about how to best meet the needs of those served by the Board now and into the future. There was much dialogue at the recent Board Retreat around this topic so the Board has decided to form a committee.

A. COMMISSION AN AD HOC COMMITTEE WITH BROAD REPRESENTATION FROM PERSONS SERVED/FAMILY MEMBERS; STAKEHOLDERS; AND COMMUNITY PARTICIPATION TO REVIEW SERVICES AND SUPPORTS ON A DD SYSTEM-WIDE BASIS AND THE POTENTIAL FOR INCREASING SERVICE QUALITY, INCLUSIONARY PRACTICES AND COST EFFICIENCIES

This ad hoc committee will review how services can be transformed to create more opportunities for integration and will identify opportunities where current funding can be utilized to more equitably support inclusion across the service delivery system. Mr. Armstrong asked for names to be submitted to him of people potentially interested in participating on the committee. Mr. Briggs reminded everyone that the Mission of Summit DD is inclusion. He acknowledged that steps have been taken in that direction and commended staff for the work that has been done so far, however, there is more work to be done in this area. The Board wants to take the lead, not be followers. Mr. Briggs indicated there needs to be dialogue throughout the community about inclusion to help persons served live a life of inclusion. Mr. Armstrong stated that no decisions have been made about what the end results will look like; the Board wants to figure that out together as an Agency and as a community and the Board has the responsibility to do so in the most efficient way possible.

B. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

One of the key components the Board will be considering is offering an ERIP as it did in 2006/2007. Ms. Kamlowsky indicated 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. It is anticipated there would be a high level of participation. Mr. Briggs asked how the ERIP coincides with the recommendations to County Council and the community relative to the fund balance.

WORK SESSION *(continued)*

I. FUTURE PLANNING: EXPANDING OPPORTUNITIES FOR INCLUSIONARY SERVICES AND SUPPORTS *(continued)*

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

Ms. Kamlowsky replied the impact on the levy plan would be to increase the fund balance by an additional \$4 million dollars. Mr. Armstrong stated that he will be retiring prior to the start of the ERIP and will not benefit from it. Funds are available in the budget and the ERIP has been recommended for approval by the July HR/LR and Finance & Facilities Committees.

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 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 currently vacant. Mr. Briggs stated none of these 29 positions will require layoff. Mr. Armstrong confirmed these are all vacant positions that won't be refilled. 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 asked if anything changed based on the state budget. Ms. Pozna replied there are no changes that will impact the 2014 budget. Mr. Armstrong added the state budget reflects a small increase in waiver rates. The 2014 budget has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

III. 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 old policies as well as information required by the Ohio Department of Developmental Disabilities (DODD), further explanation of inclusionary efforts and it is more expansive. The deletion of these Policies and the adoption of new Policy 4018 have been recommended for approval by the July Services & Supports Committee.

WORK SESSION (continued)

IV. RECOMMENDED NEW POLICIES

Though there are formalized processes in place, Summit DD currently does not have policies covering hiring and selection and discipline. It is recommended the Board adopt these policies, as required by revised CARF standards. Both policies provide more specific information for managers and employees and have correlating procedures. The policies would codify current practices and procedures. The policies recommended for adoption by the Board are:

- Policy #2030 – Hiring and Discipline
- Policy #2031 – Discipline

Both new policies have been recommended for approval by the May HR/LR Committee.

V. MAY FINANCIAL STATEMENTS

The May Financial Statements reflect year-to-date deficit spending of \$2.4 million dollars with a fund balance of \$68,677,999. Relative to Expenditures, the Employee Benefits line item reflects a County chargeback of \$699,000 for 2012 Workers Compensation expense and Contract Services reflects \$228,000 for third quarter state fiscal year 2013 waiver administration fees. The May Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VI. JUNE FINANCIAL STATEMENTS

The June Financial Statements reflect year-to-date deficit spending of \$1.6 million dollars with a fund balance of \$69,482,025. Relative to Revenue, in Personal Property Reimbursement, the first installment of \$76,000 was received with the remainder expected in December so there will be a timing difference for the rest of the year. The June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VII. REQUEST TO RFP FOR THE PURCHASE OF LIGHT TRANSIT VEHICLES

Based on the vehicle replacement schedule, it is recommended to conduct a RFP for the purchase of up to three new light transit vehicles to replace larger capacity vehicles that have reached their usage expectancy. The purchase will reduce maintenance costs for the older vehicles, improve operating and customer service practices. The new vehicles will be able to accommodate 12-20 persons served and up to two wheelchair securement positions. The request to RFP has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

The work session adjourned at 5:22 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:22 p.m.

I. CAUCUS – BOARD MEMBERS

Mr. Dohnal reported on the progress of the Superintendent Search Committee. He stated the Committee met today and reviewed a list of candidates for consideration which was presented by Waverly Partners. Representatives from Waverly Partners will conduct initial meetings and then make recommendations to the Search Committee for interviews. Once the Search Committee conducts interviews, they will then pass along recommendations to the full Board. The full Board will conduct the final interviews. Results of the stakeholder/consumer survey will be incorporated into the interview process and will be a factor in the final decision. Mr. Briggs asked if any interviews have been scheduled yet. Mr. Dohnal replied that there have not. The list of candidates was just reviewed at the Search Committee meeting today and interviews will begin soon.

II. PUBLIC COMMENT

Ms. Schmidt identified herself as a parent and stated she has deep concern about the direction of the Board relative to inclusionary practices and services for adults. She indicated that she is an advocate for her daughter who has attended one of the work centers for 28 years and stated her daughter will not be able to get a job in the community. She doesn't want to see change that will impact her daughter, as she feels her daughter has no place else to go. Mr. Briggs indicated that he could perhaps alleviate some of Ms. Schmidt's concerns by stating the Board has not made any decisions about services; it plans to open a dialogue to explore the best direction to go in order to provide the highest level of inclusion. Mr. Quade added that he has a sister who attends one of the work centers and suspects his sister may be doing similar work to what Ms. Schmidt described her daughter does. Mr. Quade stated his sister is served very well by the work center and indicated that one of the reasons he became active on the Board was to be involved in decision making relative to the future of services. It is a continuum and there is no one perfect fit for everyone. The Board recognizes that not all those served in work centers are able at this point to work competitively.

Dennis Allen, CEO of Hattie Larlham, stated he appreciates the opportunity to address the Board and that he is not in attendance to express concerns but rather to share good news about the positive results of the collaborative efforts between Hattie Larlham and Summit DD. There has been collaboration over the years in the areas of residential and vocational services and it has been expanded to entrepreneurial opportunities as well. There are a variety of programs in which everyone working receives at least minimum wage, some are employees of Hattie Larlham and all are taxpaying citizens of the community. With freedom of choice offered, the Board has ensured the rights of individuals and Hattie Larlham is doing the same. Mr. Allen expressed appreciation to the Board for its support.

BOARD MEETING (continued)

II. PUBLIC COMMENT (continued)

Mr. Allen read some of the results from a recent survey Hattie Larlham conducted, which included 96% satisfaction in the area of community living; 92% satisfaction with program quality and content; and 95% satisfaction with staff concern for consumer health and safety. He stated that Hattie Larlham has five community employment sites around Northeast Ohio and plans to add four additional programs in the near future. Mr. Allen identified that satisfaction scores in this area ranged from 95-100%. He stated there are approximately 230 persons served in the entrepreneurial program with various levels of capabilities. He shared some anecdotal information collected during the survey that indicated growth in personal ability, confidence and experience. He thanked the Board again for their support of Hattie Larlham, the programs and especially on behalf of the individuals that both organizations collectively serve. Mr. Briggs responded that the Board is pleased to have the type of partnerships it enjoys with Hattie Larlham and the results of the survey certainly speak to the success of the programs.

Darlene Rose identified herself as the Vice President of the Weaver Workshop and Support Association (WWSA) and an employee of the Board for the past 23 years who has held a variety of positions, currently a Production Specialist at the Coventry Center. She stated she believes the Board has a very good program and, as she sees new staff entering into this field, she is hopeful they will be able to make this their lifelong career. She expressed concern about some jobs that were previously handled by the Board now going to private providers and the possibility of staff layoffs. She also stated she serves on the Board's internal Insurance Committee and had hoped that some of the premium savings would have been passed along to staff. Mr. Briggs responded that relative to changes that may occur in the future, the Board is trying to be as transparent as possible and thought everyone should be aware of the direction the Board is going. People can participate on the committee and work together for the future direction of the Agency. There is not going to be one plan that will work 100% for everyone, however, the Board will look at all factors before decisions are made.

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, advised he has regularly attended Summit DD Board Meetings for many years. He thanked the Board for the update relative to the Superintendent Search Committee and said that if the Arc can be of assistance in the process, let them know.

Deb Hallauer introduced herself as an Employment Specialist who has been an employee of the Board for 26 years and is the Chief Stewart of the WWSA. She asked why the portals are closed for Summit DD workshops since this means persons served are going to UDS and Goodwill. Mr. Armstrong asked Ms. Hallauer to submit her question in writing and indicated she was welcome to e-mail him.

BOARD MEETING (continued)

II. PUBLIC COMMENT (continued)

Teddi Dowey, a Board employee, stated she is confused about the term segregation relative to sheltered workshops and suggested branding the term differently to remove that negative label. Mr. Briggs explained the term segregation comes from the Department of Justice. Mr. Quade added that in terms of movement forward, it needs to be recognized that we are trying to stand on the shoulders of the success that brought us this far and it needs to be realized that we are not done yet. Instead of thinking that we are trying to take something away recognize that we are trying to create equity for everyone.

III. APPROVAL OF MINUTES

A. MAY 13, 2013 (special Board Meeting)

RESOLUTION No. 13-07-02

Mrs. Cooper moved that the Board approve the minutes of the May 13, 2013 special Board Meeting, as presented in attachment #7. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

B. MAY 15, 2013 (combined work session and regular Board Meeting)

RESOLUTION No. 13-07-03

Mrs. Cooper moved that the Board approve the minutes of the May 15, 2013 work session and regular Board Meeting, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY FINANCIAL STATEMENTS

RESOLUTION No. 13-07-04

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

BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. JUNE FINANCIAL STATEMENTS

RESOLUTION

No. 13-07-05

Mrs. Wilkinson moved that the Board approve the June Financial Statements, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

3. REQUEST TO RFP FOR THE PURCHASE OF LIGHT TRANSIT VEHICLES

RESOLUTION

No. 13-07-06

Mrs. Ricks moved that the Board approve the generation of a Request For Proposal (RFP) for the purchase of up to three (3) light transit vehicles, as outlined in attachment #6. The motion, seconded by Mr. Dohnal, was unanimously approved.

B. HR/LR COMMITTEE

1. NEW POLICIES

RESOLUTION

No. 13-07-07

Mr. Dohnal moved that the Board approve new Policy #2030 – Hiring and Selection and new Policy #2031 – Discipline, as presented in attachment #3. The motion, seconded by Mr. Quade, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. CENSUS

Census was included in packets for review. Mr. Quade asked if there is anything unique in the report of which the Board should be aware.

Mr. Armstrong replied there is nothing out of the ordinary and commented the numbers compare to projections and last year.

BOARD MEETING *(continued)*

VI. PRESIDENT'S COMMENTS

Mr. Briggs thanked everyone for attending the meeting and invited everyone to attend often; the Board needs everyone's involvement and not just when there are special circumstances. He acknowledged there is likely to be some angst and commented that it comes with change. He stated that nothing is absolute and that's why there will be dialogue and discussions. Summit DD is one of the finest Agencies in the State of Ohio and it is because of the dedicated staff and community partners. He thanked everyone on behalf of the Board and the individuals and families served.

VII. EXECUTIVE SESSION

RESOLUTION No. 13-07-08

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

Roll call vote: Arshinkoff-yes; Quade-yes; Briggs-yes; Wilkinson-yes; Ricks-yes; Dohnal-yes and Cooper-yes. The motion was unanimously approved.

The regular session of the Board Meeting adjourned at 5:55 p.m.

The Board entered into Executive Session at 6:00 p.m.

The Board Meeting reconvened at 6:10 p.m.

BOARD MEETING *(continued)*

VIII. ADDITIONAL ACTION ITEMS

A. TRAVEL EXPENSE REIMBURSEMENT TO THOMAS L. ARMSTRONG

R E S O L U T I O N **No. 13-07-09**

Mr. Dohnal moved that whereas the Board acknowledges that Thomas L. Armstrong is a Defendant in a lawsuit captioned McGee v. Armstrong, et al. Case No. 5:11CV2751, and that Armstrong is a Defendant in said lawsuit as a result of his employment as Superintendent of the County of Summit Developmental Disabilities Board; and;

Whereas the Board recognizes that Armstrong's continued cooperation in the defense of said lawsuit and related arbitration/administrative proceedings is beneficial to the Board; and

Whereas the Board's policies provide for reimbursement to its employees for reasonable travel expenses incurred as necessary to participate on behalf of the Board in litigation and/or administrative proceedings; and

Whereas the Board's policies of insurance provide coverage to the Board and Armstrong for matters relating to the McGee litigation, including cost of defense; and

Whereas it is anticipated that the McGee litigation will remain active and related arbitration/administrative proceedings will be initiated following Armstrong's retirement from service as an employee of the Board; therefore be it

Resolved that the Board authorize reimbursement to Armstrong for reasonable travel expenses incurred after his retirement from service as an employee of the Board, when the Board deems such travel necessary for Armstrong's participation in the McGee litigation and/or related administrative proceedings and that Armstrong's defense in the McGee litigation continues to be subject to the coverage afforded under insurance policies applicable to his tenure as Superintendent. The motion, seconded by Mrs. Cooper, was unanimously approved.

B. EMPLOYMENT CONTRACT – JERILYN GEORGE

R E S O L U T I O N **No. 13-07-10**

Mr. Dohnal moved that the Board approve a contract of employment for Jerilyn George, Senior Director of SSA and Medicaid Services, for the period October 15, 2013 through October 14, 2015. The motion, seconded by Mrs. Cooper, was unanimously approved.

BOARD MEETING *(continued)*

VIII. ADDITIONAL ACTION ITEMS *(continued)*

C. EMPLOYMENT CONTRACT – MAGGI ALBRIGHT

RESOLUTION

No. 13-07-11

Mrs. Cooper moved that the Board approve a contract of employment for Maggi Albright, Executive Administrative Assistant to the Superintendent, for the period October 20, 2013 through October 19, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:13 p.m.


Jackie Cooper, Secretary