

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

Summit County Board of Developmental Disabilities

MINUTES

Thursday, July 24, 2014
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, July 24, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:05 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, President
Joe Siegerth, Vice President
Denise Ricks, Secretary
Tom Quade
Meghan Wilkinson

BOARD MEMBER EXCUSED

Karen Arshinkoff
Dave Dohnal

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svcs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Jean Fish, Director of Adult Services	Joe Eck, Director of Labor Relations
Tom Jacobs, Dir. of Operations/SHDC	Billie Jo David, Director of Communications & Quality
Eldridge Black, Director of Transportation	Lynn Sargi, Director of HR
Lindsay Bachman, Director of MUI	Russ DuPlain, Director of IT
Melissa Skiljan, Director of SSA	Maggi Albright, Recording Secretary and others
Holly Brugh, Director of Children's Svcs.	

I. SUMMIT DD 2015 BUDGET

The 2015 Summit DD budget request is in the amount of \$76,942,913 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The Summit DD budget requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and to County Council for final approval. The 2015 budget request reflects a .9% increase in overall revenue and a 4.3% decrease in overall operating expenditures, as compared to the 2014 budget. When removing 2014 budgeted Early Retirement Incentive Program (ERIP) costs of approximately \$5.1 million dollars, the total expenditures percentage increases by 2.3% overall. The 2015 budget projects total deficit spending of \$7,871,146. The levy projected fund balance at the end of 2015 will be \$49,612,833, with a fund balance at the end of 2015 of \$48,320,217. Mr. Briggs asked if the 2015 numbers reflect encumbrance of the original ERIP projections.

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WORK SESSION *(continued)*

I. SUMMIT DD 2015 BUDGET *(continued)*

Mr. Trunk replied that they do and stated the ERIP is a perfect example of how some numbers may vary a bit between now and the end of the year. To date, there are 49 staff who have turned in official notification of their intent to utilize the ERIP, with 24 of those who have already exited. The exit costs for those 24 staff were \$940,304. Mr. Trunk noted that 12 of the 49 people were not on the original list of 102 staff identified to be eligible. The 12 staff have been determined eligible based on additional service from other organizations. Projections of total ERIP expenses and number of participants will be available during the third quarter. It is anticipated that ERIP expenses will be closer to \$3 million dollars instead of the \$5 million that was budgeted. The revenue increase is due in part to revenue recognition for the additional responsibilities of administration of the County's Help Me Grow Program, which will be approximately \$518,000. The 2015 budget includes a staffing reduction of 42.5 positions offset by a 27th pay in 2015 and a 2% on average increase. Mr. Trunk noted the extra pay totals approximately one million dollars in payroll. Mr. Briggs asked if staff reductions will be achieved through attrition. Mr. Trunk replied the reductions will be achieved through the ERIP and attrition; layoffs will not be necessary. The increase in contract services expenditures includes an increase in quarterly waiver match costs in addition to anticipated funding for collaboration and innovation efforts for direct services, including the Help Me Grow Program. Mr. Trunk stated that he and Mrs. Pozna met with Brian Nelson, Summit County Director of Finance & Budget, to review the budget process. Mr. Briggs commented he heard good things about the meeting and he is happy with the progress. The 2015 Summit DD budget has been recommended for approval by the July Finance & Facilities Committee.

II. REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES

A review of Human Resource policies resulted in recommendation that Summit DD expand its current Equal Employment Opportunity (EEO) policy to incorporate its diversity philosophy and practices. Revisions to Policy 2012 strive to communicate the Agency's commitment to diversity as well as outline its broad diversity initiative. Revised Policy 2012 has been recommended for approval by the July HR/LR Committee.

III. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST

New Administrative Rules require that county DD boards adopt a policy to address standards in new SSA Rule and Employment First Rule. New Policy 4016 – Employment and Community First addresses requirements in the new Employment First Rule that employment should be the first option for all working-age adults with developmental disabilities and that the Board outlines in its strategic plan with benchmarks and strategies to increase integrated opportunities for those it supports.

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WORK SESSION *(continued)*

III. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST *(continued)*

The new policy addresses requirements in the SSA Rule that the Board use Person Centered Planning to create a path to employment for each individual. Summit DD's intent is to create more community based supports that lead to greater inclusion for all individuals with developmental disabilities in Summit County. The July Services & Supports Committee recommends approval of new Policy 4016.

IV. POLICIES

A review of Summit DD's Human Resource policies determined that clarification and consolidation was warranted. It is recommended that Policy 2006 – Violence-Free Workplace and Weapons be revised to consolidate current Policy 2005 – Concealed Weapons and then Policy 2005 could be deleted. It is recommended that Policy 2023 – Nepotism be revised to expand the focus of the policy and reflect best practice. Mr. Briggs asked if revisions to Policy 2023 will conflict with the Collective Bargaining Agreements. Mr. Eck replied that situations will be addressed on a case by case basis as they arise and noted that management is hopeful there will be appreciation from the Unions about the value statements in this policy and recognize that this policy is about retaining positions. Mr. Quade agreed that this new policy language intends to preserve employment, perhaps in a different position, when situations arise. It is recommended that Policy 2028 – Drug-Free Workplace be revised to better align the language of the policy with the procedure that was updated earlier this year. The May HR/LR Committee recommends approval of the revisions Policies 2006, 2023 and 2028 and also recommends the deletion of Policy 2005.

V. MAY FINANCIAL STATEMENTS

May revenue reflects a 2009 DODD Cost Report settlement in the amount of \$2,678,000. Expenditures reflect ERIP costs for 23 participants. The fund balance at the end of May was \$69,029,850. The May financial statements have been recommended for approval by the July Finance & Facilities Committee.

VI. JUNE FINANCIAL STATEMENTS

June reflects deficit spending of \$1,410,035. Revenue in June reflects the first half personal property reimbursement with the remainder expected in December. Grants for the Bridges to Transition Program have had lower than expected activity. Expenditures reflect ERIP costs for 24 participants. The fund balance at the end of June was \$66,732,778. The June financial statements have been recommended for approval by the July Finance & Facilities Committee.

The work session adjourned at 5:40 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:40 p.m.

I. BOARD MEMBER CAUCUS

Mrs. Wilkinson commented that sometimes it may feel like the work we do isn't making progress so she shared a recent experience that demonstrates the impact of the efforts of the Board and Summit DD staff. She started by saying that in 2009 when her twin boys, Casey and Conner, were born with Downs Syndrome so many thoughts were going through her head; would their lives ever be normal, would the boys have friends.....there were so many unknowns. Now, 4 ½ years later, the Moms of Casey's and Connor's typically developing classmates call for playdates. Mrs. Wilkinson told of one such playdate at the park recently. She said there were three older boys at the park, about 12 years of age she guessed, who were playing a little rougher, as older boys do. One of the older boys knocked down one of the boys' playmates. The older boy immediately bent down and helped him up and made sure he was ok. Casey had been watching from a distance. He walked over to the older boys and his playmate, smiled and said "hi". The older boys returned the greeting. Casey held out his hand for a "fist bump" – all three older boys immediately responded with fist bumps back to Casey and then they all high-fived each other. Connor, who Mrs. Wilkinson described as somewhat awkward, not yet verbal and who can be known to make a lot of facial expressions, came over from across the playground so he could get in on the action too. All three boys took the time to interact with the twins and they treated them with kindness. Mrs. Wilkinson stated that everyone is worthy of five minutes of time. The kindness the older boys showed to her twins comes from awareness and inclusion. She said the inclusion and awareness efforts of Summit DD are what changes lives. Mrs. Wilkinson expressed her gratitude to live in Summit County and to the staff for their dedication. She thanked everyone for making a difference in the lives of the individuals and families served in Summit County.

II. PUBLIC COMMENT

Mr. Briggs introduced Darian Johnson as his friend and a member of the NAACP. Mr. Johnson stated that he believes Mr. Trunk is doing a phenomenal job at Summit DD and engaging the community. Mr. Trunk has been very proactive and the reaction to him has been very positive. Mr. Johnson thanked the Board for their selection of Mr. Trunk as Summit DD's Superintendent.

Leslie Frank, a parent and Summit DD employee, thanked the Board for ratifying the WWSA contract recently. She also mentioned that she attended a meeting at Zane's Foundation last month and was very impressed by Mr. Trunk's attendance at the meeting.

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BOARD MEETING (continued)

II. PUBLIC COMMENT (*continued*)

Mrs. Frank thanked Jean Fish and Carrie Roberts for addressing her request to have some of the surplus Clay Crafters and Custom Stitches inventory distributed to work centers for use by persons served. Mrs. Frank asked for an update on the status of the Bath Center. Mr. Trunk replied the intent is still to sell the Bath Center property. There have been several offers but they were way too low and the Board does not want to give the property away. Mr. Trunk noted that all reasonable offers to purchase or lease the property will be considered.

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, thanked the Board and staff for the great work they have done so far this year.

III. APPROVAL OF MINUTES

A. MAY 29, 2014 (combined work session and regular meeting)

RESOLUTION No. 14-07-01

Mr. Quade moved that the Board approve the minutes of the May 29, 2014 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. JUNE 12, 2014 (special Board Meeting)

RESOLUTION No. 14-07-02

Mrs. Ricks moved that the Board approve the minutes of the June 12, 2014 special Board Meeting, as presented in attachment #8. The motion, seconded by Mr. Siegferth, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY FINANCIAL STATEMENTS

RESOLUTION No. 14-07-03

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

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BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. JUNE FINANCIAL STATEMENTS

RESOLUTION No. 14-07-04

Mrs. Wilkinson moved that the Board approve the June Financial Statements, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

B. HR/LR COMMITTEE

1. POLICIES

RESOLUTION No. 14-07-05

Mr. Quade moved that the Board approve revisions to Policy 2006 – Violence-Free Workplace and Weapons; Policy 2023 – Nepotism; and Policy 2028 – Drug-Free Workplace, as presented in attachment #4.

Be it further resolved that the Board approve the deletion of Policy 2005 – Concealed Weapons, as identified in in attachment #4. The motion, seconded by Mr. Siegferth, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. CENSUS

The June 2014 Census reflects Summit DD supporting 4,138 individuals, which is a 5% increase over the same period last year. There are 1,548 persons served in center-based services and 327 individuals in community employment. There are 208 individuals receiving SSA services only (99 children and 109 adults). There are 1,625 individuals receiving residential supports with 1,527 receiving the residential supports in the community, which reflects the Board's commitment to its Mission. There are 1,775 individuals who rely on the Board for transportation supports; 1,200 get transportation through private or public providers. There are 1,800 persons served waiting for I/O waivers and 1,200 persons served waiting for a Level I waiver.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

B. MUI SECOND QUARTER REPORT

The number of MUIs investigated during the second quarter reflects a decreased trend with cases substantiated remaining relatively stable. MUI performance measures continue to exceed goals with 24 hour conformance at 99% (goal of 97%), timely closure of cases at 100% (goal of 95%) and questions answered timely at 100% (goal of 95%). There were 133 cases referred/reviewed by law enforcement (LE)/Children's Services Board (CSB) and 98 cases of LE notification. There are six cases where charges were filed and three cases submitted for review by the Abuser Registry Committee. There are currently 33 open cases. The second Summit County detective will begin working with the MUI Unit at the beginning of August.

C. SECOND QUARTER OPERATING PLAN REPORT

The second quarter Operating Plan Report reflect 14 of the 15 measures are performing within goal levels. Overall, Summit DD scored a 4.7 on a scale of 1-5 on the Pillar Dashboard. Second quarter highlights include:

- 4,138 total individuals supported, representing 5% increase from the second quarter of 2013. Summit DD projected 2% rate of growth through the levy period. Increases are attributed to 19% increase in children supported with Early Intervention (EI) services over this time last year.
- There is no waiting list for day and residential services
- There are currently 339 adults supported through Community Employment, which is 16.5% more than the second quarter of 2013.
- 68 children receive integrated child care at 30 community-based child care settings through the Community Partnership for Inclusion (CPI) Program.
- 39.2% of Summit County residents are familiar with Summit DD services, compared to 33.4% in 2013. 81.7% of residents have heard of Summit DD and 97.4% of residents with an opinion of Summit DD report a favorable opinion, which is the highest rating since we began collecting data in 2005.
- More Summit County residents support inclusion. The Inclusion Index is the percentage of residents who believe individuals with disabilities should have the same rights as everyone else, that individuals with disabilities have the right to live anywhere, including in their neighborhood, the place where they work would be open to hiring someone with a disability, that children with special needs should be educated in public schools with their peers and feel comfortable socializing with individuals with developmental disabilities. The Inclusion Index in 2014 rated at 79.2% compared to 76.9% in 2013.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

C. SECOND QUARTER OPERATING PLAN REPORT *(continued)*

➤ MUI conformance remains favorable with 99% of cases reported on time and 100% of cases closed on time

➤ 86% of adults receive funding through sources other than local tax dollars

The area below goal is Medicaid reimbursement to Summit DD for services provided, which is below budgeted amount. This is primarily due to a decrease in the number of adults served by Summit DD as a provider. As a result, Medicaid dollars are paid directly to private providers and Summit DD's Medicaid match expenses have also increased.

D. DISCOVERY PRESENTATION

Mr. Trunk introduced Jan Dougherty, Summit DD Discovery Manager, to present information on Discovery efforts. The new employment rule requires teams to utilize a person-centered planning approach to put individuals on the path to employment. The Discovery process involves four places on the path to employment and inclusion:

#1 – The individual is already engaged in community employment and needs support for job stabilization and improvement or career advancement.

#2 – The individual expresses a desire to obtain community employment but is not currently employed and needs support to obtain employment or identify career options and opportunities.

#3 – The individual is unsure about community employment and needs support to identify career options and employment opportunities and the economic impact of the decision not to work.

#4 – The individual does not express a desire to work and needs support to learn more about careers and employment opportunities and the economic impact of the decision not to work.

The idea is that no matter where a person is on the path, progress is being made in a positive direction. Ms. Dougherty shared several stories about how Discovery has impacted lives. The first story involved John, who had spent the first 40 years of his life in Applecreek Developmental Center. The past 30 years, John lived in a group home and attended a work center. At age 70, John decided he wanted to get a job. John's team used the Discovery process and he began working a few hours a week. The second story involved Amy, a recent high school graduate who went directly into a work center after graduation. Amy wanted to get a job. She and her family identified that she loves to work with computers. Through the Discovery process and through the use of adaptive equipment and job coaching, Amy now volunteers in an office at a local hospital doing data entry. The next step is for Amy to transition into a paying position.

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BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

D. DISCOVERY PRESENTATION (continued)

Both stories demonstrate good examples of the person-centered planning approach. Mr. Payne stated the Discovery process is a different approach and is based on the interests and goals of individuals in order to create opportunities to assist with moving persons served along the path to employment and increased community inclusion. Staff started working in the spring with four providers to do Discovery training under Summit DD's model. Two of the providers have completed the training, one provider had to put the training on hold but will participate in the next session and one provider dropped out. The next training will begin in August and includes three providers plus the provider from the first session. Mr. Quade asked what is being done to develop employers and management of businesses to embrace the process. Mr. Payne replied there are Discovery partners and staff are collaborating to build and develop employer relationships and collaborating around areas such as job development and follow-along services. Mr. Trunk added the priority is around employment and noted that County Executive, Russ Pry, has also identified employment as a priority. Meetings with public and private organizations have been held to identify strategies for approaching businesses to determine employer needs and to provide education about the benefits of hiring individuals with disabilities.

E. MISCELLANEOUS INFORMATION

Mr. Trunk presented a draft document to the Board that outlined organizational changes that are being proposed relative to the internal Table of Organization. The ERIP provides an opportunity to gain efficiencies and the proposed changes will focus on reducing costs in the salaries line item of the budget. The new structure will focus on functional clusters rather than departments. The intent is to look at internal talent and only hire externally when necessary.

The Ohio Association of County Boards (OACB) of Developmental Disabilities is offering a free training for Board Members on August 28th in Columbus. The training will cover topics such as the new federal Centers for Medicare and Medicaid Services (CMS) Rules, the Disability Rights Ohio (DRO) letter to Governor Kasich and the Olmsted and U.S. Department of Justice actions. If you would like to attend, please advise Maggi Albright for registration purposes.

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BOARD MEETING *(continued)*

VI. PRESIDENT'S COMMENTS

Mr. Briggs reminded everyone that the Summit DD golf outing will be held on Monday, August 18th at Rosemont Country Club. He encouraged everyone to support the event. Mrs. David reported that as of today, golf is sold out for the event.

The Board Meeting reconvened at 6:25 p.m.



Denise Ricks, Secretary