

County of Summit Developmental Disabilities Board

MINUTES

Wednesday, March 27, 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, March 27, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:05p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBER EXCUSED

Randy Briggs, President

ALSO PRESENT

Thomas L. Armstrong, Superintendent
Lisa Kamlowsky, Assist. Superintendent
Jerilyn George, Senior Director of SSA
and Medicaid Services
Holly Brugh, Director of Children's
Services
Lynn Sargi, Director of HR
Carrie Roberts, Director of Community
Employment & Specialty Businesses
Jean Fish, Dir. of Adult Svs.-Center Based

Bill Payne, Sr. Dir. of Board Svs. & Spts.
Mira Pozna, Director of Fiscal
Billie Jo David, Director of
Communications & Quality
Tom Jacobs, Dir. of Operations/SHDC
Eldridge Black, Dir. of Transportation
Joe Eck, Director of Labor Relations
Russ DuPlain, Director of Information
Technology
Maggi Albright, Recording Secretary
and others

I. WELCOME – JUDGE ELINORE STORMER

Mr. Armstrong announced there is a distinguished guest present at the Board Meeting tonight; he introduced Summit County Probate Judge Elinore Stormer and several members of her staff and thanked them on behalf of the Board for attending the meeting. He stated staff are pleased to have her and her staff in attendance tonight. Mr. Armstrong reminded everyone that Judge Stormer is the appointing authority responsible for filling two seats on the Summit DD Board. Her predecessor appointed Karen Arshinkoff to serve on the Board in 2011 and Dave Dohnal was appointed to serve on the Board in 2012. Judge Stormer said she looks forward to working with the Summit DD Board and staff.

WORK SESSION (continued)

II. INTRODUCTION OF NEW BOARD MEMBER DENISE RICKS

Summit County Executive Russ Pry recommended to County Council at its March meeting the appointment of Denise Ricks to the Summit DD Board to fill the unexpired term of Olivia Demas. Mrs. Demas had to resign from the Board after she was appointed by Governor Kasich to the University of Akron's Board of Trustees since serving on both Boards would present a conflict of interest. Mrs. Ricks attended the University of Akron and earned her Master's of Science Degree in 2008. She is an Intervention Specialist with the Akron Public School District and is currently in her thirteenth year teaching students with multiple disabilities in grades nine through twelve. Mrs. Ricks has an adult daughter who has Downs Syndrome and is eligible for Board Services.

III. OLIVIA DEMAS' THANK YOU CARD

Mr. Armstrong passed around a thank you card sent by Olivia Demas in appreciation of the framed art the Board gave to her upon her resignation from the Board. She expressed her gratitude to the Board and staff for the time she served on the Board.

IV. 2013 BOARD MEMBER COMMITTEE ASSIGNMENTS

Mr. Armstrong advised that Mr. Briggs has appointed Mrs. Ricks to serve on the Board's Ethics Committee and also on the PAC for 2013. Dave Dohnal, who was originally appointed to these two committees will step off the committees and will begin serving on the Finance & Facilities, Services & Supports and Diversity Committees. These changes are effective immediately. If current meeting dates and times are not convenient for Board Members, they should discuss schedule revisions within the committee so that alterations to the meeting schedule can be made.

V. ASSIGNMENT OF BOARD MENTOR TO NEW BOARD MEMBER

Mr. Armstrong noted that Mr. Briggs will assign a Board Mentor for Mrs. Ricks upon his return next month.

VI. CMOR SURVEY AND RESEARCH CONTRACT

The Center for Marketing and Opinion Research (CMOR) is an Akron-based public opinion research firm specializing in providing research solutions to non-profits, public agencies, healthcare and academic institutions. CMOR is the sole source provider for collaborative polls, conducting a poll for all Summit County levy-funded agencies. The request is to contract with CMOR for surveying and research need in an amount not to exceed \$77,850. Without the administration of surveys and research, the Board cannot effectively evaluate the satisfaction of its customers in key service areas and the Agency's progress toward achieving Long Range Plan goals. The contract includes a service satisfaction survey, monthly satisfaction dashboard, provider satisfaction survey, 2013 collaborative poll, focus groups and data mapping. Funds are available in the budget and the contract has been recommended for approval by the March Services & Supports Committee.

WORK SESSION *(continued)*

VII. WEAVER INDUSTRIES SPECIALTY BUSINESSES 2012 OPERATING SUBSIDY AND INVENTORY REIMBURSEMENT

The Board reimburses Weaver Industries (WI) annually for operating expenses that WI incurs on behalf of Summit DD. The request is to authorize payment of the 2012 operating subsidy for specialty businesses in the amount of \$64,380.85, which is substantially less than the past three year's reimbursements. Some of the actions taken to reduce the operating subsidy include restructuring of Clay Crafters and Custom Stitches into the Dream Out Loud Studio, reducing the number of Gift Gallery retail outlets, converting Earthcare into an enclave to focus on grounds maintenance of Summit DD buildings only and conversion of Carpet Cleaning into an enclave to focus on cleaning Summit Housing Development Corp. (SHDC) facilities only. With the restructuring of Clay Crafters and Custom Stitches to Dream Out Loud Studio, surplus product inventory was transferred from WI to Summit DD. In July 2012, the Board agreed to pay WI up to \$80,847.55 for the inventory transfer. Part of the agreement stated that as products sold in 2012, the profits of those sales would be used to reduce the amount owed to WI. Product sales to date total \$23,873.15, which dramatically reduced the loss, resulting in payment to WI in the amount of \$56,974.40. Mr. Quade noted that given the impressive progress in inventory sales to date, how much inventory does staff anticipate ending up with. Ms. Roberts replied there will be additional surplus sales through the end of 2013 and a decision will be made at that time relative to any remaining inventory. Mrs. Cooper commented that at the April Finance & Facilities Committee there was discussion about taking inventory to events to sell, in addition to the tactics staff are already deploying. Funds are available in the budget for the 2012 operating subsidy payment has been recommended for approval by the March Finance & Facilities and Services & Supports Committees.

VIII. FEBRUARY FINANCIAL STATEMENTS

Year-to-date, the Board is in a \$10 million dollar deficit spending position since the tax settlement dollars have not yet been received. Payment of approximately \$20-25 million dollars is expected around the beginning of April. Revenue for the month of February reflects a favorable variance of \$64,461,112. In January, the third quarter state fiscal year 2013 state subsidy of \$700,000 was received. Expenditures reflect a favorable variance of \$59,470,800 for the month. Payment of the third quarter state fiscal year 2013 waiver match and administrative fee of \$4,871,000 was made. The year-to-date fund balance is \$60,967,786. The February Financial Statements have been recommended for approval by the March Finance & Facilities Committee.

IX. SURPLUS INVENTORY

There is an excess amount of surplus inventory that is either no longer working, too old to be usable or no longer needed. The request is to remove the surplus inventory identified in attachment #4 via the County's surplus inventory process. The surplus inventory has been recommended for disposal by the March Finance & Facilities Committee.

WORK SESSION (continued)

X. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE

Summit DD needs to maintain risk protection for Board operations. The existing policies expire March 31, 2013. The current underwriter for the D&O policy provided notice of non-renewal on March 1st due to claims activity and loss of supporting business. Four proposals were received for comparable coverages with \$5 million dollars shared limit of liability. The recommendation is to use Wichert Insurance, carrier Hiscox Insurance company, who has an "A" rating. The property and liability, fleet/automobile and umbrella coverage is in the amount of \$105,501 and the Directors & Officers and employment practices liability insurance is in the amount of \$37,746 for the total premiums not to exceed \$143,247 for the period April 1, 2013 through March 31, 2014. Coverage is similar to previous years, however, deductibles went from \$50,000 to \$125,000 in employment retention and from \$15,000 to \$25,000 for Directors & Officers. Funds are available in the budget and the fleet, property, liability and directors & officers insurance has been recommended for renewal by the March Finance & Facilities, Services & Supports and HR/LR Committees.

XI. DIRECT SERVICE CONTRACTS

The Board's Ethics Committee reviews direct service contracts when Board employees hold secondary employment with a contract agency of the Board to assure that ethical standards are not violated. The Ethics Committee reviewed the affidavits of Board employees Franshawn Hughes, who is also employed by Kimber Care Homes, and Sheree Clay, who is also employed by Whitehouse Behavioral Health, and determined that each direct service contract meets the conditions specified in Ohio Revised Code (ORC) 5125:033. Therefore, the Ethics Committee recommended at its February meeting that the Board continue to participate in its contracts with Kimber Care Homes and Whitehouse Behavioral Health. The Ethics Committee also reviewed the affidavit of Board employee Brittany Howard, who is also employed by Blick Clinic, however, no action is requested since Ms. Howard is no longer employed by Summit DD.

XII. ETHICS COMMITTEE ASSIGNMENTS

Ethics Committee assignments were addressed during the discussion of 2013 Board Member Committee Assignments earlier in the Work Session.

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. PUBLIC COMMENT

Mr. Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, thanked Judge Stormer for attending the Board Meeting tonight and also thanked Mrs. Ricks for volunteering her time to serve as a Summit DD Board Member.

II. APPROVAL OF MINUTES

A. FEBRUARY 11, 2013 (special Board Meeting)

RESOLUTION No. 13-03-01

Mrs. Cooper moved that the Board approve the minutes of the February 11, 2013 Special Board Meeting, as presented in attachment #7. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

B. FEBRUARY 13, 2013 (combined Work Session and regular Board Meeting)

RESOLUTION No. 13-03-02

Mrs. Ricks moved that the Board approve the minutes of the February 13, 2013 combined Work Session and regular Board Meeting, as presented in attachment #8. The motion, seconded by Mrs. Cooper, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. FEBRUARY FINANCIAL STATEMENTS

RESOLUTION No. 13-03-03

Mrs. Arshinkoff moved that the Board approve the February Financial Statements, as presented in attachment #3. The motion, seconded by Mrs. Cooper, was unanimously approved.

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. SURPLUS INVENTORY

RESOLUTION

No. 13-03-04

Mrs. Wilkinson moved that the Board approve the removal of surplus inventory via the County's inventory process, as identified in attachment #4. The motion, seconded by Mr. Dohnal, was unanimously approved.

3. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS AND OFFICERS INSURANCE

RESOLUTION

No. 13-03-05

Mr. Dohnal moved that the Board approve the renewal of property and liability, fleet/automobile and umbrella and Directors & Officers insurance coverage through Wichert Insurance for the period April 1, 2013 through March 31, 2014 in an amount not to exceed One Hundred Forty Three Thousand Two Hundred Forty Seven Dollars (\$143,247.00), as presented in revised attachment #5. The motion, seconded by Mrs. Cooper, was unanimously approved.

B. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACTS

RESOLUTION

No. 13-03-06

Mrs. Cooper moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Franshawn Hughes and Sheree Clay and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be it resolved that the Board adopt the recommendations of the Ethics Committee, finding that the conditions specified in ORC 5126:033 have been met and that the Board continue to participate in its contracts with Kimber Care Homes and Whitehouse Behavioral Health, as presented in attachment #6. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

B. ETHICS COMMITTEE (continued)

2. ETHICS COMMITTEE ASSIGNMENTS

RESOLUTION

No. 13-03-07

Mrs. Ricks moved that whereas Summit DD Board resolution 13-01-02 appointed Jackie Cooper, Karen Arshinkoff and Dave Dohnal to serve on the Board's Ethics Committee;

Therefore be it resolved that Denise Ricks will replace Dave Dohnal on the Board's Ethics Committee effective immediately. The motion, seconded by Mr. Dohnal, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. OHIO PUBLIC IMAGE (OPI) AWARDS

Mr. Armstrong explained that OPI is a state-wide group that nominates a variety of various media communications and formats about individuals with developmental disabilities presented in a positive way. Billie Jo David and her staff have done a fantastic job of maximizing exposure and presenting stories of persons served and their families. As a result, Summit DD or affiliates were selected for ten OPI awards – six Awards of Excellence:

- Photograph in a Publication with 100,000+ Circulation – Karen Schiely, Akron Beacon Journal
- Public Relations Effort - Office of Communications, Summit DD
- Broadcast Public Service Announcement - Office of Communications, Summit DD
- Annual Report – Office of Communications, Summit DD
- Internet Usage other than a Website – Office of Communications, Summit DD
- Community/Elected Official – Sara Drew, Mayor–City of Stow

Four Awards of Merit were received:

- Print Journalism, Weekly or Monthly Publication – Lynn Lee, The Reporter
- Photograph in a Weekly Publication – Akron Life Magazine, Special Edition
- Overall Awareness Efforts – Office of Communications, Summit DD
- Special Publication – Office of Communications, Summit DD

Mrs. David commented that she and her staff would not have been able to tell such great stories about the individuals and families served in Summit County without the help of the Directors and their staff. She thanked everyone for their assistance in getting these stories into the spotlight and increasing awareness.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES

Mrs. David explained that the theme for DD Awareness Month has been "*Get the Facts*", which is a campaign around dispelling myths. She showed a presentation of some of the TV and radio spots that have been used. She noted that some of the voice over was done Ali Brugh, who is the eleven-year old daughter of Summit DD Director of Children's Services, Holly Brugh. There are three myths/facts presented during the campaign, with additional myths/facts to be added throughout the year:

Myth: I need a special classroom

Fact: Kids are kids

47.4% of Summit County residents don't support integrated classrooms and that needs to be changed. Mr. Armstrong noted that ten years ago, this number was much higher, so progress has been made, however, there is still a long way to go in this area. Mr. Quade indicated that public opinion can vary around age groups and experiences and asked if the 47.4% is an overall number. Mrs. David replied that it is an overall percentage, however, it is broken down by demographics and there was not one demographic area that resulted in a statistically significant difference. Mr. Quade asked about the percentage relative to persons served and their families. Mrs. David replied that the survey did not ask the question, however, that would be a great question that can be included in the survey this year.

Myth: It takes a special person to do your job

Fact: I am fortunate to get to do this job

This fact centers around raising awareness for professionals in the DD field and how they love their jobs. Commercials featured the M.O.V.E program that assists individuals with disabilities by increasing their mobility.

Myth: People feel sorry for me

Fact: I am the lucky one

This myth/fact featured Summit DD Board Member Meghan Wilkinson and her family where Mrs. Wilkinson explains that having children with special needs, people tend to feel sorry for her when in fact people shouldn't because she is the lucky one!

Mrs. David explained that tactics included:

- TV
- Radio
- Billboards
- Print ads
- Online ads
- Website – there were 3,415 first time visitors, which is a 17% increase and included people from all over the world. There were also 200+ unique visitors, which is a 1,600% increase

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES (continued)

- Blog/guest blog – the blog was redesigned and featured guest bloggers, one of which was Sara Drew, Mayor of Stow. There were 1,481 views (384% increase) with 690 visitors (1,013% increase) and 417 clicks
- Metro buses – Summit DD received free advertising on five Metro buses for the entire year
- Social media – Facebook was utilized to start a campaign to eliminate the "R" word and there were 2,904 "likes", which is a 42% increase. Twitter has 25 new followers, 32 re-tweets, 16 mentions, 24 clicks and a Klout score of 42. YouTube had 1,710 views (894% increase), 954 minutes of video were watched (558% increase), and 10 subscribers (900% increase). Flickr had 1,395 views with 12% of lifetime views.

- Resolutions from government entities

Mr. Quade stated that results are great and staff have done an outstanding job. He asked if results will continue to be tracked. Mrs. David replied that they will continue to be monitored and tracked.

1. PROCLAMATIONS FROM GOVERNMENT ENTITIES

Mrs. David explained that cities and government entities were asked to pass resolutions proclaiming March as DD Awareness Month. The resolution includes language that identifies community inclusion for all citizens. So far the cities of Stow, Akron, Twinsburg and Hudson have passed resolutions and the County Executive/County Council also passed a resolution.

2. SUMMIT DD AWARENESS MONTH RESOLUTION

The Summit DD Board decided to pass a resolution officially declaring March as DD awareness month and embracing community inclusion for all citizens.

R E S O L U T I O N

No. 13-03-08

Mr. Quade moved that whereas individuals with developmental disabilities, their families, friends, neighbors and co-workers encourage everyone to focus on the abilities of all people; and

Whereas the most effective way to increase awareness is through everyone's active participation in community activities and the openness to learn and acknowledge each individual's contribution; and

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES (continued)

2. SUMMIT DD AWARENESS MONTH RESOLUTION (continued)

R E S O L U T I O N

No. 13-03-08

Whereas opportunities for citizens with developmental disabilities to function as independently and productively as possible must be fostered in our community; and

Whereas we encourage all citizens to support opportunities for individuals with developmental disabilities in our community that include full access to education, housing, employment and recreational activities; and

Whereas the Summit County Board of Developmental Disabilities has adopted as its Mission to offer a lifetime of services and supports to eligible individuals and families that enable people with developmental disabilities to work, live and learn as equal citizens in their communities with the Board's Vision for Summit DD to be **the** primary community force to ensure people with developmental disabilities receive the highest quality of services and supports; that our communities are ones which support and embrace every individual, regardless of disability; and that each eligible person is provided the opportunity to achieve his/her full potential;

Now therefore be it resolved that the Summit DD Board does hereby proclaim March as Developmental Disabilities Awareness month and recognizes that communities are stronger when everyone participates. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

C. UPDATE ON BUILDING SECURITY MEASURES

Mr. Armstrong advised that Assistant Superintendent Lisa Kamlowsky is leading the internal group working on security measures. Mrs. Kamlowsky reported that approximately five years ago the Board contracted with a consultant to perform a security analysis. Since that time, the Board has initiated a number of the improvements based on the recommendations of the consultant. Some of those improvements include:

- Installation of smart card system for employees that allow programming of specific access to certain buildings during certain timeframes
- Installation of video surveillance cameras, both inside and outside of buildings
- Specific point of entry for all visitors and deliveries
- Separate entrance for Calico and Head Start with lockdown doors

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

C. UPDATE ON BUILDING SECURITY MEASURES (continued)

- Security door at the main entrance to include a vestibule area
- Redesigned traffic patterns in the parking lot by Calico with increased lighting in the parking lot
- Contract with Summit County Sheriff for an on-site Deputy for the Howe Road Complex, including Tallmadge Center and Transportation

Mrs. Kamlowksy advised that staff are working on installation of an Internet Protocol (IP) fully integrated phone system that is an emergency paging system that connects all Board facilities. She is also meeting with a group to identify best practices and training options for staff and persons served relative to violence in the workplace situations that will assist in identifying pre-existing behaviors and how to react in the event of a crisis. Safety areas and emergency plans in all buildings are also being re-reviewed. Mr. Dohnal asked about the ADT system that was installed at all facilities a few years ago.

Mrs. Kamlowksy replied that training was updated approximately two years ago. Mr. Quade asked about maintenance of the security access list and noted that it is critical for this list to be maintained. Mrs. Kamlowksy replied the list was audited in 2012 and updated and will be maintained on an ongoing basis.

V. VICE PRESIDENT'S COMMENTS

Mr. Quade commented that relative to the OPI Awards and the number of awards received, Billie Jo David and her staff did an outstanding job and he is very impressed with what the awards stand for. As a Board Member and the brother of someone who receives services, he thanked staff for their efforts, hard work and dedication and stated he is most grateful to feel confident that the work staff is doing is mission driven.

VI. EXECUTIVE SESSION

R E S O L U T I O N

No. 13-03-09

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 of specific public employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

BOARD MEETING (continued)

The regular session of the Board Meeting adjourned at 6:02 p.m.

The Board entered into Executive Session at 6:10 p.m.

The Board Meeting reconvened at 6:40 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACTS

1. EMPLOYMENT CONTRACT – LINDSAY BACHMAN

R E S O L U T I O N

No. 13-03-10

Mrs. Cooper moved that the Board approve a contract of employment for Lindsay Bachman, Director of MUI, for the period June 1, 2013 through May 31, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

2. EMPLOYMENT CONTRACT – BILLIE JO DAVID

R E S O L U T I O N

No. 13-03-11

Mrs. Cooper moved that the Board approve a contract of employment for Billie Jo David, Director of Communications and Quality, for the period May 3, 2013 through May 2, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

3. EMPLOYMENT CONTRACT – TOM JACOBS

R E S O L U T I O N

No. 13-03-12

Mrs. Cooper moved that the Board approve a contract of employment for Tom Jacobs, Director of Operations/Summit Housing Development Corporation, for the period July 7, 2013 through July 6, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

BOARD MEETING (continued)

VII. ADDITIONAL ACTION ITEMS (continued)

A. EMPLOYMENT CONTRACTS (continued)

4. EMPLOYMENT CONTRACT – LISA KAMLOWSKY

R E S O L U T I O N

No. 13-03-13

Mrs. Cooper moved that the Board approve a contract of employment for Lisa Kamlowksy, Assistant Superintendent, for the period May 29, 2013 through May 28, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

5. EMPLOYMENT CONTRACT – CARRIE ROBERTS

R E S O L U T I O N

No. 13-03-14

Mrs. Cooper moved that the Board approve a contract of employment for Carrie Roberts, Director of Community Employment, for the period May 15, 2013 through May 14, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:50 p.m.


Jackie Cooper, Secretary