

Summit County Board of Developmental Disabilities

MINUTES

Thursday, May 29, 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, May 29, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:00 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Mira Pozna, Director of Fiscal	Lindsay Bachman, Director of MUI
Jean Fish, Director of Adult Services	Joe Eck, Director of Labor Relations
Tom Jacobs, Dir. of Operations/SHDC	Billie Jo David, Director of
Jean Fish, Director of Adult Services	Communications & Quality
Holly Brugh, Director of Children's Svs.	Maggi Albright, Recording Secretary
	and others

I. POLICIES

A review of Summit DD's Human Resource policies determined that clarification and consolidation was warranted. Summit DD is committed to creating and maintaining a high standard of safety in the workplace and is recommending that Policy 2006 – Violence-Free Workplace and Weapons be revised to consolidate current Policy 2005 – Concealed Weapons and then Policy 2005 could be deleted. Summit DD strives to ensure that practices do not create conflicts of interest so it is recommended that Policy 2023 – Nepotism be revised to expand the focus of the policy and reflect best practice. The revised policy also defines various relationships that would be identified as close relatives. Summit DD is committed to providing excellent service and the expectation is that staff report to work sober and free of influence of drugs or alcohol and remain that way during the entire work day. The policy is the umbrella statement and the procedure outlines specific requirements. 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. Mr. Quade asked if the procedure is akin to whistleblower protection if someone reports.

WORK SESSION *(continued)*

I. POLICIES *(continued)*

Mr. Trunk replied that it is and stated the procedure outlines specifics. The May HR/LR Committee recommends approval of revisions to Policies 2006, 2023 and 2028 and also recommends the deletion of Policy 2005.

II. SHERIFF'S CONTRACT FOR SECURITY AND CIMINAL INVESTIGATION SERVICES

The Board has contracted with the Summit County Sheriff's office for the past 20 months for a deputy and vehicle to be responsible to patrol both inside the facility and the outside parking areas at the Howe road campus. Staff continue to assess security protocols at Board facilities. It is recommended that the patrol be expanded to cover all Board facilities on a rotating basis to increase the likelihood of providing a safe working and learning environment for persons served and staff. Employee and person served training have been incorporated into the deputy's duties. Additionally, the Board has contracted for the past 12 months for the use of a dedicated detective to investigate criminal MUIs to increase the number of cases prosecuted and ensure that all potentially criminal cases are reviewed and followed-up. Due to the number of cases that are going forward not only in the Court of Common Pleas but also through municipal court systems, an additional full-time detective is being requested to take on case overload and compensate for time being spent building cases with prosecutors and time spent appearing in court. More than half of the arrests were cases reported to local jurisdictions that chose not to investigate. Prior to contracting with the Sheriff's office, there were 13 criminal cases investigated, 4 arrests and 2 convictions. After entering into the contract, there have been 101 criminal cases investigated, 20 arrests/warrants issued, 21 cases currently open and 17 convictions (7 pending). Training of Summit County law enforcement will begin in May 2014 with the hope that local jurisdictions will begin picking up cases. This training will be ongoing on a quarterly basis. The request is to combine the Sheriff's contract to incorporate both the security and criminal investigative services for a one-year term, for the period June 1, 2014 through May 31, 2015, in an amount not to exceed \$301,474.14. The requested contract amount reflects an increase of \$103,579.57 which represents the expanded security services and the additional detective services. MUI staff and Detective Storad have developed training for the local jurisdictions and the prosecutor's office in the hope that additional training will help identify how the system works and how to better communicate with individuals with disabilities. Mrs. Bachman recently facilitated discussions with all the local police chiefs around this issue. Training needs to be done and the focus should be at all levels. Mr. Briggs commented that he likes the educational aspect not only with law enforcement but also to provide a greater level of confidence for officers when interacting with individuals with disabilities and stated the contract serves a dual purpose. Mr. Quade noted it is incumbent upon the Board to be able to measure the impact of the training component of the contract and also to determine the impact of adding a second detective. Mr. Trunk noted prosecutions have increased as a result of the contract.

WORK SESSION *(continued)*

II. SHERIFF'S CONTRACT FOR SECURITY AND CRIMINAL INVESTIGATION SERVICES (continued)

He added that staff will develop metrics around the addition of the second detective and the training component with a report back to the Board by the end of the year. Funds are available in the budget and the contract has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

III. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) AGREEMENT

SHDC is a not-for-profit 501-C (3) which owns 80 homes for individuals with developmental disabilities, serving 252 individuals. The relationship between Summit DD and SHDC dates back to 1992. Both Boards recognize the need to have an agreement that outlines the relationship between them, including that SHDC will purchase or construct and hold title to residential property at the request of the Summit DD Board when Summit DD identifies housing needs. SHDC has purchased many properties utilizing state capital funds. The request is to renew a two-year agreement with SHDC for the period July 1, 2014 through June 30, 2016. The April Finance & Facilities Committee has reviewed the agreement and recommends approval.

IV. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) – DEVELOPMENT FUND

In 2012, with the support of Summit DD, SHDC created a development fund to develop new homes and to pay off existing mortgages. When approved by Summit DD, SHDC uses the funds otherwise paid to Summit DD as reimbursement for employee expenses as development fund resources. SHDC is currently paying Summit DD \$195,454 per year for reimbursement of employee salaries based on a contract dated July 2012. The request is to renew the agreement for 2014. The development fund has resulted in lower rent for persons served. SHDC currently owns 80 homes and has debt on 25 homes. In 2013, SHDC completed the purchase of two homes (Hudson and Fairlawn) for cash in the amount of \$356,000. In 2013, total debt reduction for the year was \$215,249. So far in 2014, SHDC has purchased one home for cash in the amount of \$210,000. SHDC recently re-examined the rent template and approved a 5% reduction in rent to all tenants, which equates to \$76,800 annually. As debt continues to be paid off, rent templates will be reviewed to ensure rents are being lowered as debt is diminished. Mr. Briggs asked what percentage rent has decreased since the contract originated. Mr. Jacobs responded the contract has been in place for two years for a total of 12% reduction in rent; 7% last year and 5% this year. The April Finance & Facilities Committee has reviewed the agreement and recommends approval.

V. OSWALD COMPANIES CONSULTING CONTRACT

The Board has contracted with Oswald Companies since 2011 for strategic and tactical plans to structure a health insurance program and a comprehensive wellness/prevention program to meet the Agency's needs and contain costs.

WORK SESSION (continued)

V. OSWALD COMPANIES CONSULTING CONTRACT (continued)

Oswald's assistance has resulted in robust wellness initiatives with over 40% employee participation. In February, a Request For Proposal (RFP) was sent to five firms with only two proposals received. Oswald's quote was the only one that met the Agency's needs. Mr. Briggs noted the other bidder, Grady Enterprises, did not meet the specifications of the bid request and could not provide what the Board needed relative to the Affordable Care Act, in addition to having a learning curve that Oswald does not since Oswald has been working with the Board for a number of years. The contract amount remains \$55,000/year for three years, which is the same rate since 2011. The contract period would be June 1, 2014 through May 31, 2017. Mr. Quade stated it's good to renew contracts for extended periods of time without an increase. He asked how much of the \$55,000 was spent in previous years. Mr. Trunk replied that he would check and get back with the Board. The following day, Mrs. Pozna responded to the question with the following information: 2012 - \$51,000, 2013 - \$55,000 and year-to-date 2014 \$27,500, which is on target for \$55,000. Funds are available in the budget and the contract has been recommended for approval by the April HR/LR Committee.

VI. APRIL FINANCIAL STATEMENTS

April financial statements reflect that the Agency is now in a positive position. Revenue for the month of April reflects receipt of first half property tax settlement in the amount of \$22,600,000 and quarterly state subsidy in the amount of \$695,000. The homestead rollback is expected in June. Mr. Briggs asked how property tax compares to last year. Mrs. Pozna replied it is comparable and indicated that it looks low right now because the homestead rollback has not been received. April expenditures reflect quarterly waiver administrative fees in the amount of \$251,500, quarterly waiver match of \$4,637,100 and quarterly TCM match of \$353,200, as well as fleet/property/liability insurance in the amount of \$106,800 and directors and officers insurance in the amount of \$38,300. The fund balance at the end of April was \$68,877,308.

VII. REVIEW OF DIRECT SERVICE CONTRACT

The Board's Ethics Committee reviews affidavits and direct service contracts of Board employees who hold secondary employment to assure that ethical standards are not violated. The April Ethics Committee reviewed the affidavit of Board employee Shawn Beltz-Cox, who is also an independent waiver provider certified by the State of Ohio. The Ethics Committee determined that Ms. Beltz-Cox has attested that all of the conditions specified in ORC 5126.033 have been met. The April Ethics Committee recommends approval.

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

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities 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 the Board Members for their service and stated he thinks the Superintendent is doing a fine job.

II. APPROVAL OF MINUTES

A. APRIL 24, 2014 (combined work session and regular meeting)

R E S O L U T I O N

No. 14-05-01

Mrs. Wilkinson moved that the Board approve the minutes of the April 24, 2014 combined work session and regular meeting, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SHERIFF'S CONTRACT FOR SECURITY AND CRIMINAL INVESTIGATION SERVICES

R E S O L U T I O N

No. 14-05-02

Mrs. Arshinkoff moved that the Board approve a contract with the Summit County Sheriff's office for security and criminal investigation services in an amount not to exceed Three Hundred One Thousand Four Hundred Seventy Four Dollars and Fourteen Cents (\$301,474.14) for the period June 1, 2014 through May 31, 2015, as outlined in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. SUMMIT HOUSING DEVELOPMENT CORPORATION AGREEMENT

R E S O L U T I O N

No. 14-05-03

Mr. Siegferth moved that the Board approve a two-year agreement with Summit Housing Development Corporation for the period July 1, 2014 through June 30, 2016, as outlined in attachment #3, and that the Superintendent be authorized to sign said agreement. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

3. SUMMIT HOUSING DEVELOPMENT CORPORATION – DEVELOPMENT FUND

R E S O L U T I O N

No. 14-05-04

Mr. Quade moved that the Board waives its entitlement to reimbursement for employees' salaries for the year 2013 pursuant to its contract with Summit Housing Development Corporation (SHDC), and authorizes SHDC to apply said reimbursement in the amount of One Hundred Ninety Five Thousand Four Hundred Fifty Four Dollars (\$195,454) toward future development and paying off existing mortgages, as outlined in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

4. APRIL FINANCIAL STATEMENTS

R E S O L U T I O N

No. 14-05-05

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

B. HR/LR COMMITTEE

1. OSWALD COMPANIES CONSULTING CONTRACT

R E S O L U T I O N

No. 14-05-06

Mr. Dohnal moved that the Board approve a three-year contract with Oswald Companies in an amount not to exceed Fifty Five Thousand Dollars (\$55,000) per year, for the period June 1, 2014 through May 31, 2017, as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 14-05-07

Mrs. Wilkinson moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employee Shawn Beltz-Cox 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, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. ADULT SERVICES SELF-DIRECTED DAY PILOT PROGRAM

Mr. Payne explained that 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. Mr. Briggs asked if this is different than the Board's prior commitment to inclusion. Mr. Payne replied that the Discovery process is more inclusive than what is currently being done. Currently staff are assisting persons served with visiting the community and the goal is to integrate and spend more time in the community and become part of the community. Mr. Payne introduced Drew Williams and Darann Warner, Adult Services Facility Managers, who have been working on a pilot program focusing on a self-directed day, which is underway at the Akron Center.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. ADULT SERVICES SELF-DIRECTED DAY PILOT PROGRAM (continued)

The purpose of the pilot is to create opportunities for persons served to choose experiences throughout the day which are based on their preferences and interests and to assist with moving persons served along the path to employment and increased community inclusion. Staff present options, such as wellness activities, art, music, theater, education, etc., at the beginning of the day and individuals are self-directing their day and the experiences they have. Every hour there are four different experiences within the center. Events and activities are led by Summit DD staff and/or community partners. Services continue to be delivered in accordance with the individual's ISP. There continues to be three areas for persons served who require more support and those individuals are also encouraged to participate in experiences offered. Individuals receiving vocational habilitation services and those individuals that would like to pursue career interests receive support focused on career exploration, volunteerism, job readiness and education, soft skills training, self-advocacy, etc. and they also continue to receive contract work based on availability. Mr. Quade commented that this is a wonderful direction. He asked how day programs work for individuals who have different abilities and more involved needs. Ms. Warner responded that staff support is provided for individuals who have the need for a greater level of support or supervision. Mr. Payne added that there was initial apprehension from some persons served and families about being in the community, particularly around health and safety, however, as persons served are supported in exploring opportunities for community inclusion the initial anxiety is decreasing. Mr. Briggs asked if there have been any tours from employers who already employ persons served. Ms. Warner responded there has and mentioned there was a tour recently that resulted in a volunteering opportunity. Mr. Dohnal noted that persons served volunteer for the Red Cross washing and cleaning the vehicles. He is a volunteer driver for Red Cross and stated that since persons served have been volunteering, the vehicles have never been so clean – they are doing a great job! Mr. Trunk stated the Discovery process is creating new opportunities and more choices for people to engage with others and with their communities. Staff are energized and there is an increased level of involvement. Mr. Quade asked Mr. Berry for his thoughts on this topic. Mr. Berry replied that this is a great direction and something he thought should have been happening for the past 30 years. It will be a process and he wished everyone luck. Mr. Quade asked relative to the four places on the Discovery path where individuals served by the Board fit. Mr. Payne responded that individuals served in center-based services are in #3 and #4, with the majority in #4. Mrs. Ricks commented that it's great that staff are providing opportunities for persons served to get out into the community.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. ADULT SERVICES SELF-DIRECTED DAY PILOT PROGRAM (continued)

Mrs. Arshinkoff agreed and said it's great to introduce opportunities to people who may not have been exposed previously and to provide the chance for people to explore their interests. Mr. Trunk stated the Board's role is to prepare persons served and families to be part of their communities and staff are working to connect persons served to their communities, which moves in the direction of the Board's Mission. Mr. Briggs stated that there will be benefit for all involved.

B. MISCELLANEOUS INFORMATION

Mr. Trunk mentioned that at the recent OACB Spring Conference, an entire day was dedicated to presenting information about community employment and the future direction of Adult Services programs. By 2020, Medicaid reimbursement needs to be designed so that systems have been created for persons served to be on the path to employment.

Mr. Trunk reminded the Board that the 2014 Board/ELT Retreat will be held on Thursday, June 12th from 8:30-4:00 at the Sheraton Suites in Cuyahoga Falls. There will be five areas of discussion: Adult Day Services, School-Aged Services, Transportation Services, Provider Services and Residential Services. Mr. Briggs commented he is looking forward to the day and hopes all Board Members will be in attendance for this important planning session.

Mr. Trunk announced that Detective Storad was recently nominated for Summit County Detective of the Year and was honored by receiving that award and recognition.

CARF surveyors will be onsite June 19th and June 20th for the Agency's review. After the entrance meeting on June 19th surveyors would like to meet with several Board Members. Maggi Albright will contact Board Members relative to participation in this meeting.

Mr. Trunk thanked LEEANNE SARO, Executive Director of the Arc of Summit and Portage Counties, for sponsoring a Community Conversations Meet & Greet at Akron Rotary camp to talk about system changes, challenges and other topics. He noted it was well attended and a very worthwhile event.

V. PRESIDENT'S COMMENTS

Mr. Briggs gave the floor to Mr. Quade who commented that in the past the Board has talked about not taking for granted that Summit DD's levy would always pass even though it is overwhelmingly supported. He said he currently resides part time in another county where the DD levy has now failed for the second time.

BOARD MEETING (continued)

V. PRESIDENT'S COMMENTS (continued)

The high rate of approval on Summit DD's recent passage validates the Board's connection to the community, which is very impressive. He urged staff to continue those relationships and keep up the good work. Mr. Briggs added that staff bring a level of commitment to the Board that is commendable. He thanked staff for the wonderful work they do and noted that he continues to hear good comments in the community about Summit DD.

VI. EXECUTIVE SESSION

RESOLUTION No. 14-05-08

Mr. Quade moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (4) to review collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Wilkinson.

Roll call vote: Arshinkoff-yes, Quade-yes, Siegferth-yes, Briggs-yes, Ricks-yes, Wilkinson-yes, and Dohnal-yes

The regular session of the Board Meeting adjourned at 6:07 p.m.

The Board entered into Executive Session at 6:12 p.m.

The Board Meeting reconvened at 6:20 p.m.


VII. ADDITIONAL ACTION ITEM

A. AFSCME CONTRACT

RESOLUTION No. 14-05-09

Mr. Quade moved that the Board approve the collective bargaining agreement between Summit DD and Local 1229 & Ohio Council 8, American Federation of State, County and Municipal Employees (AFL-CIO) for the period January 1, 2014 through December 31, 2016, as documented in the tentative agreement dated April 25, 2014, and that the Superintendent is authorized to execute the Agreement on behalf of the Board. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:21 p.m.


Denise Ricks, Secretary