

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

Summit County Board of Developmental Disabilities

MINUTES

Thursday, September 25, 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, September 25, 2014 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
Joe Siegferth, Vice President
Denise Ricks, Secretary
Tom Quade
Karen Arshinkoff
Meghan Wilkinson
Dave Dohnal

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Joe Eck, Director of Labor Relations	Tom Jacobs, Dir. of Operations/SHDC
Eldridge Black, Director of Transportation	Lindsay Bachman, Director of MUI
Lynn Sargi, Director of HR	Melissa Skiljan, Director of SSA
Russ DuPlain, Director of IT	Maggi Albright, Recording Secretary and others

I. COMDOC DOCUMENT MANAGEMENT SYSTEM CONTRACT

With the majority of Summit DD's processes being paper-based, the Agency prints and photo copies over 3.5 million pages annually at a cost of over \$100,000 per year. A project team was deployed in 2013 to research options for converting many of Summit DD's paper documents and processes to electronic with the goal of having a document management system that could support document imaging as well as provide the capability for some of the processes to occur systemically instead of being manually routed from one person to the next. The project team reviewed information from eight vendors and received quotes from the top three. The project team determined that ComDoc's solution provided the best balance of features and pricing. The request is to enter into a two-year contract with ComDoc to purchase DocuWare and JobRouter and provide consulting support for implementation, in an amount not to exceed \$304,999. Mr. Briggs asked if the other two top companies are locally based. Mr. DuPlain replied that one of the companies is out of Cleveland.

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WORK SESSION *(continued)*

I. COMDOC DOCUMENT MANAGEMENT SYSTEM CONTRACT *(continued)*

In addition to the cost savings by reducing the amount of documents printed, other expected benefits of implementing the system include:

- Increased efficiency by mapping out and improving processes
- Enabling staff to become more mobile with access to documents from laptops and other mobile devices
- Enhanced compliance with HIPAA and other regulations
- A positive environmental impact via reduced printing

The implementation of a document management system will be a multi-year process. Software would be purchased this year with implementation extending into 2015 and beyond. ComDoc is part of a cooperative purchasing agreement in which Summit County participates so it was not necessary to do a formal Request for Proposal (RFP). Mr. Briggs asked if metrics have been developed to measure progress. Mr. DuPlain replied that metrics have not yet been developed, however, as the system is implemented in each area of the organization, metrics will be developed at that time. Mrs. Arshinkoff commented that she supports document imaging and scanning at her place of employment and staff love the technology. Funds are available in the budget and the contract has been recommended for approval by the September Finance & Facilities Committee.

II. METRO AGREEMENT

Summit DD has held a collaborative agreement with Metro Regional Transit Authority (Metro) for specific rate of payment for transportation services to and from programmatic sites since 2003. The request is to renew a two-year agreement with Metro for the period January 1, 2015 through December 31, 2016 for a total amount not to exceed \$204,700. The Board would continue to pay \$7.50 per person per trip under the agreement and is charged only for services delivered. Summit DD will continue to bill the waiver for the fee to offset 60% of the cost. Scat drivers are trained and background checked. Mr. Dohnal commented that there was discussion in committee about getting this language included in the contract. Mr. Payne replied the contract was updated to include training and background language and has been sent back to Metro for signature. There are currently 26 individuals who receive services under this contract. There was a 7.5% decline in this service in 2014 because four passengers either discontinued service or changed providers. Another rider satisfaction survey will be conducted in 2015. Funds are available in the budget and the agreement has been recommended for approval by the September Finance & Facilities and Services and Supports Committees.

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WORK SESSION *(continued)*

III. BID AWARD RECOMMENDATION TO WHITWORTH BUS SALES FOR THE PURCHASE OF VEHICLES

The request is to purchase three 2015 E450 buses and two 2015 E350 buses from Whitworth Bus Sales in an amount not to exceed \$301,565. Whitworth Bus Sales is part of the State of Ohio ODOT contract. These vehicles will replace eight older vehicles in the fleet which are in poor condition or not running. The old vehicles will be traded in to offset the purchase price of the new buses. New vehicles will improve operating costs and customer service practices, decrease preventative maintenance costs and reduce vehicle insurance by approximately \$2,057 PER year. The new buses allow flexibility to transport individuals who utilize wheelchairs along with additional passengers. Delivery and warranty will be handled through Myers Equipment Corp. Mr. Briggs asked if the new buses will be equipped with cameras. Mr. Trunk responded that they would. There are currently 49 buses used to transport along with 10 other buses for a total of 59 vehicles in the fleet. Funds are available in the budget and the September Finance & Facilities and Services & Supports Committee recommend approval of the bus purchases to be made through Whitworth Bus Sales.

IV. BRIDGES TO TRANSITION PROGRAM

Bridges to Transition is a state-wide project managed by the Ohio Association of County Boards of Developmental Disabilities (OACB). The goal of the program is to increase services to youth with developmental disabilities by enhancing career exploration through collaboration with local school districts, students, families, employers and county DD boards. The program breaks down barriers to employment through community work experiences and the development of community-based vocational goals. The program is designed to create a path to community employment prior to graduation. Summit County would use match dollars to continue a transition program aimed at students who are two years prior to graduation. Summit DD joined the Bridges to Transition program in May of 2011. This past year, 59 students participated in the program with six becoming successfully employed. Over the last three years, students have participated in many activities including community-based assessments, job skills training and paid work opportunities. Mr. Quade noted that the program currently serves 59 students with the capacity to serve 80. He asked if the number served will increase. Mr. Trunk replied the intention is to increase the number served to reach the goal of 80. Mr. Briggs commented that the Board has participated in this program for three years and asked about the successes and if there are metrics. Mr. Payne replied there were ten graduates in 2013 and six who are now employed. The employment success rate for those graduates going through the Bridges program exceeds those who do not participate in the program.

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WORK SESSION *(continued)*

IV. BRIDGES TO TRANSITION PROGRAM *(continued)*

Mr. Briggs asked how these numbers compare around the State of Ohio. Mr. Payne replied almost 80 people statewide have attained employment after graduation and there are approximately at least another 100 in the work adjustment and job development services period. Mr. Trunk said the success rate is about twice as good as those who don't participate in the program. Mr. Briggs asked if this program is offered at Tallmadge Schools. Mr. Trunk replied that he is not sure, however, staff will be ensuring there is equal opportunity for all individuals for employment opportunities. The request is to renew a two-year agreement to participate in the Bridges to Transition Program for the period October 1, 2014 through September 30, 2016, providing match dollars not to exceed \$160,000 for the two-year period. Match will provide services for up to 80 individuals per year. \$80,000 in match should draw down \$250,000 in funding per year. Funds are available in the budget and the September Finance & Facilities and Services & Supports Committees recommend approval.

V. AUGUST FINANCIAL STATEMENTS

The August Financial Statements reflect the continuation of deficit spending of \$12,753,802. Revenue for August was \$38,667,247 with expenditures of \$51,421,049. The fund balance was \$55,389,011 at the end of August. The August Financial Statements have been recommended for approval by the September Finance & Facilities Committee.

VI. REVISED POLICY 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION

Policy 2007 is being revised to clarify that sending confidential/HIPAA-protected information to personal e-mail accounts is prohibited, clarify that a chain letter includes chain e-mails, ban the use of streaming music and movies, except when used for the benefit of individuals served, and to modify the list of prohibited activities to match the expanded diversity policy. The revisions make the policy more clear, ensure the proper use of system resources and better match changes that have already been made to other policies. The September HR/LR Committee recommends approval of revised Policy 2007.

VII. REVIEW OF DIRECT SERVICE CONTRACTS

When a Board employee holds secondary employment as an independent waiver provider, the Ethics Committee reviews direct service contracts to assure ethical standards are not violated. The Ethics Committee reviewed the affidavit of Karla Burgess, a Board employee who is also an independent waiver provider certified by the State of Ohio.

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WORK SESSION *(continued)*

VII. REVIEW OF DIRECT SERVICE CONTRACTS *(continued)*

The employee certified that her specific secondary employment situation meets all of the conditions specified in the Ohio Revised Code. Therefore, the August Ethics Committee recommends approval.

VIII. ENDORSEMENT OF ISSUE 12

Summit County operates with the lowest percentage of sales tax in Ohio. Issue 12 is a 0.25% additional sales tax that would fund essential improvements in the public radio communications system by replacing the County's outdated emergency radio system and upgrading the 911 dispatch systems to improve first responder times and ensure that every call is answered. It would provide necessary repairs to the roofs of public buildings, walls, windows, security, plumbing, heating and ventilation, computer equipment and voting machines and it would also cover repairs at the Summit County Jail and needed sheriff deputies. 92.5% of the additional revenue will fund public safety, criminal justice and capital needs. Issue 12 is a temporary tax that would be in place for ten years. Any extension of the tax beyond that time would require a new vote by the public. The additional sales tax amounts equate to a quarter for every \$100 spent and is not paid on items such as food and medicine. The additional sales tax would cost the average Summit County taxpayer about \$3.00 per month and those on a fixed income would pay even less. Mr. Briggs commented there has been a good relationship with the Sheriff's Department and he believes Issue 12 is important to not only the Sheriff's office but the community as a whole. He encouraged support of Issue 12. Mr. Dohnal said he wholeheartedly agrees and also encouraged everyone to vote yes on Issue 12.

The work session adjourned at 5:29 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:29 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Board employee, stated she recently had the opportunity to meet with Greg Hodgson, Transportation Manager, through the All 4 One Program and she enjoyed the experience.

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, said he reviewed the bus proposal. He stated the routine maintenance and replacement schedule should continue to be maintained. He also added that since the State changed the rules, monitoring seems to have declined in some areas.

II. APPROVAL OF MINUTES

A. AUGUST 25, 2014 (combined work session and regular meeting)

R E S O L U T I O N

No. 14-09-01

Mrs. Arshinkoff moved that the Board approve the minutes of the August 25, 2014 combined work session and regular meeting, as presented in attachment #9. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. BID AWARD TO WHITWORTH BUS SALES FOR PURCHASE OF VEHICLES

R E S O L U T I O N

No. 14-09-02

Mr. Quade moved that the Board authorize the purchase of three (3) 2015 Ford E450 and two (2) 2015 Ford E350 vehicles from Whitworth Bus Sales, for a total cost not to exceed Three Hundred One Thousand Five Hundred Sixty Five Dollars (\$301,565), as presented in attachment #3, and that the Superintendent be authorized to sign any documents necessary to complete the purchase. The motion, seconded by Mr. Siegferth, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. BRIDGES TO TRANSITION PROGRAM

RESOLUTION No. 14-09-03

Mr. Siegferth moved that the Board approve an agreement with Opportunities for Ohioans with Disabilities to participate in the Bridges to Transition Program for the period October 1, 2014 through September 30, 2016, at a cost not to exceed Eighty Thousand Dollars (\$80,000) per year for the total two-year amount not to exceed One Hundred Sixty Thousand Dollars (\$160,000), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

3. AUGUST FINANCIAL STATEMENTS

RESOLUTION No. 14-09-04

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

B. HR/LR COMMITTEE

1. REVISED POLICY 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION

RESOLUTION No. 14-09-05

Mrs. Wilkinson moved that the Board approve revisions to Policy 2007 – Electronic Communication and System Utilization, as presented in attachment #6. The motion, seconded by Mr. Siegferth, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 14-09-06

Mr. Dohnal moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Karla Burgess 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. Wilkinson, was unanimously approved.

D. OTHER

1. ENDORSEMENT OF ISSUE 12

RESOLUTION

No. 14-09-07

Mrs. Arshinkoff moved that the Board does hereby endorse and support Issue 12, an additional 0.25% sales tax to fund public safety and capital needs for the County of Summit, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. OACB BOARD MEMBER TRAINING FOLLOW-UP

The Ohio Association of County Boards (OACB) of Developmental Disabilities held a free training for Board Members on August 28th in Columbus. Summit DD was represented by Randy Briggs, Joe Siegferth, Tom Quade, Meghan Wilkinson, John Trunk and Lisa Kamlowksy at the training. Topics covered included 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. There was discussion about the future delivery of services and what county boards' role may be, residential services and how to provide those services in integrated community-based settings and conflict of interest relative to county boards being both administrators and providers of services.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. OACB BOARD MEMBER TRAINING FOLLOW-UP *(continued)*

There was also discussion about county boards' role relative to monitoring, quality assurance and compliance. Mr. Dohnal stated the system is at a crossroads where changes are inevitable and the outcome will be of benefit to individuals receiving services if the changes are done correctly. The top priority needs to be what is in the best interest of the individuals served and quality cannot be sacrificed for reduced cost. He also commented that parents need tools to make informed decisions about provider selection. Mr. Briggs said it seems like people know how to describe the problem but there doesn't seem to be solutions offered, which is disturbing. Mr. Quade noted that one thing he didn't hear discussed, which is an integral piece, is that there doesn't seem to be a concerted effort relative to equitable pay for providers yet they are expected to provide the same level of quality service. The only advantage to county boards not providing services is to have the ability to recommend quality providers. Boards are designed to provide the best quality services. Mr. Siegferth said he heard that other county boards have indicated families are not in favor of boards moving away from being service providers and that families don't seem to have a voice in the matter. Mr. Trunk stated there was a phone call between DODD and the Center for Medicaid Services (CMS) relative to the conflict of interest issue and he believes DODD has enough feedback from county boards to convey boards' position. Legislators need to be engaged to let them know county boards' viewpoint. The recent edition of the OACB newsletter was just distributed and it continues to talk about these topics. Mr. Trunk will forward it to Board Members.

B. 2015 SUMMIT DD BUDGET PRESENTATIONS

Mr. Trunk reported that he and Mrs. Pozna presented the 2015 Summit DD budget to the Social Services Advisory Board's (SSAB) Budget & Levy Review Committee recently. They took the opportunity to educate the group about what the Board does and why the Board exists. He indicated it was a very positive meeting and there were no questions from the committee members that he and Mrs. Pozna couldn't answer. Mr. Quade asked who chairs the committee. Mr. Trunk replied that Elizabeth Bartz is the chair. The 2015 budget will be presented to the Summit County Council's Health & Human Services Committee on October 6th and then to the full Council on November 3rd. Mr. Quade mentioned that if it is beneficial to have Board Members attend these presentations to let them know. Mr. Briggs stated that he would be attending the November 3rd meeting with County Council.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT’S REPORT *(continued)*

C. CARF ACCREDITATION

Mr. Trunk announced that official notification has been received that Summit DD was awarded a three-year CARF accreditation. He congratulated staff on efforts in achieving this honor and acknowledged all the hard work that goes on behind the scenes in preparing for these types of reviews. He stated this level of accreditation is a reflection of the good things Summit DD is doing.

D. NEW SUMMIT DD WEBSITE

The Summit DD website has been undergoing a complete update. Tricia Perduk, Communications Manager, announced the new website will be launched on October 1st.

E. BILL SPONSORED BY REPRESENTATIVE ANTHONY DEVITIS

Representative Anthony DeVitis will soon be introducing a Bill to set protocol regarding the admission of sex offenders into residential facilities owned by county boards of DD. The Bill proposes that before an individual is admitted as a resident to a facility owned by a county board of DD, the residential facility will have to research to identify if the individual is a sex offender. If the individual is identified as a sex offender, the local law enforcement agencies and the leaders of the community will be notified of the possible admission. Additionally, the Bill will develop a supervision protocol for individuals with developmental disabilities who have been convicted of a sex offense. This includes a residential plan, a medical emergency plan and a community engagement plan. Mr. Trunk advised that staff are strategizing on how to respond to this proposed Bill. The Ohio Department of Developmental Disabilities (DODD) formed a work group about a year ago that put together protocol around this issue. DODD representatives were in contact with Mr. DeVitis’ office throughout the protocol development process, however, Representative DeVitis is moving the Bill forward anyway. There appears to be issues around awareness of individuals with developmental disabilities and perhaps some people may need to be better educated, so staff will reach out in the hope of bridging the gap. Mr. Quade commented this is a good opportunity and that there is not a downside to reaching out to Representative DeVitis relative to his position on this matter. Mr. Briggs stated that we are here to defend the position of individuals with disabilities and their families and this legislation seems to be behind the times and very outdated. There are people who still believe that individuals with disabilities are not equal citizens and don’t have the same rights and the Board cannot let that go and must challenge that position.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

E. BILL SPONSORED BY REPRESENTATIVE ANTHONY DEVITIS *(continued)*

This proposed legislation requires people with disabilities to do things that nobody else is required to do. Mr. Briggs commented that he is shocked that in this day and age this type of legislation would be brought forth. Mr. Dohnal stated he will be contacting the OACB to request intervention. Mr. Trunk added that he will also be contacting the OACB Executive Director regarding this issue.

V. EXECUTIVE SESSION

RESOLUTION

No. 14-09-08

Mrs. Ricks 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 public employee. 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, Siegfert-yes, Briggs-yes, Wilkinson-yes, Dohnal-yes and Ricks-yes.

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

The Board entered Executive Session at 6:15 p.m.

The Board Meeting reconvened at 6:44 p.m.

There being no further business, the Board Meeting adjourned at 6:45 p.m.


Denise Ricks, Secretary