

**SUMMIT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

AGENDA

Thursday, February 26, 2015
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. REVISED POLICY 2015 – SMOKE AND TOBACCO-FREE POLICY

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- II. CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT

NEW ACTION ITEM FOR BOARD CONSIDERATION

- III. NON-BARGAINING UNIT PAY STRUCTURE
IV. JANUARY FINANCIAL STATEMENTS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. JANUARY 22, 2015 (annual Organizational Meeting and combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT
 - 2. JANUARY FINANCIAL STATEMENTS
 - B. HR/LR COMMITTEE
 - 1. NON-BARGAINING UNIT PAY STRUCTURE
- VII. SUPERINTENDENT'S REPORT
- VIII. PRESIDENT'S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Revision of Board Policy 2015 Non-Smoking.	Expand scope of non-smoking policy.	Approval of revised Policy 2015 – Smoke and Tobacco Free.	<p>Summit DD's current Non-Smoking policy limits smoking, use of other tobacco products and electronic cigarettes to designated outside areas. The proposed revision of Policy 2015 would create smoke and tobacco-free worksites and prohibit the use of tobacco products in Board owned or leased buildings, structures, parking lots, storage areas, garages, and vehicles (including personal vehicles while parked in Summit parking lots.)</p> <p>Summit DD's Life (Wellness) Committee continues to invest significant time, energy and resources to developing programs and creating a work environment that sustains and enhances the general health and well-being of staff. A Smoke and Tobacco Free policy is consistent with these efforts and supports a healthy environment for staff as well as individuals served, volunteers and visitors. Summit DD will continue to offer a (no-cost to employees) smoking cessation program and ensure similar resources are available to persons-served in our facilities.</p> <p>Summit DD recommends that the effective date of this policy be delayed until January 1, 2016, to allow employees, persons-served, and their teams, to prepare for the change in policy and practice.</p>

**Recommended for approval by the
February HR/LR Committee.**

Submitted By: Lynn Sargi For: _____

Date: February 1, 2015

_____ Superintendent / Assistant Superintendent
_____ Finance & Facilities Committee
_____ Services & Supports Committee
_____ X HR/LR Committee

2015 - ~~NON-SMOKING~~ **SMOKE AND TOBACCO-FREE** POLICY

Summit DD recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of individuals served, staff, volunteers and visitors. To meet this commitment, smoking and the use of tobacco products is limited **prohibited**. No smoking **or use of other tobacco products** is permitted in any **area where Summit DD staff is engaged in Summit DD business including** Board owned or leased buildings, **structures, parking lots,** storage areas, garages, and vehicles. ~~Smoking outdoors is permitted only in specific designated areas. Under no circumstances may smokers smoke near building entrances or sidewalks. Areas that are designated as smoking areas will be clearly marked with "smoking permitted" signs. Where smoking is allowed, smokers who choose to smoke may do so before or after work hours, or during regularly scheduled lunch or break periods.~~

SUMMIT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Contract for 2015 with Center for Marketing and Opinion Research (CMOR), LLC for surveying and research needs.	Without the administration of the surveys and research, the Board cannot effectively evaluate the satisfaction of its customers in key service areas and the Agency's progress towards achieving Long Range Plan goals. Data is needed as an input to the annual strategic planning process	<ul style="list-style-type: none"> Approve contract with CMOR in the amount not to exceed \$90,850. 	<p>CMOR is an Akron, Ohio based public opinion research firm specializing in providing research solutions to non-profits, public agencies, health care and academic institutions. The company's principles have been conducting collaborative polls in Summit County since 1999.</p> <p>CMOR is a sole-source provider for collaborative polls, conducting a shared poll for all Summit County levy-funded agencies. CMOR also provides specialized training to facilitate face-to-face interviews with individuals with developmental disabilities. Summit DD did an RFP for this service in 2010 and 2012 and no other provider could conduct training needed to complete face to face interviews with individuals served. CMOR is the research firm of choice for DODD's National Core Indicator project.</p> <p>Services in 2015 include monthly satisfaction survey, provider survey, focus groups and data mapping as needed. Services will be invoiced when utilized and will be contracted for and quoted separately. Quotes for the services are:</p> <ul style="list-style-type: none"> Monthly satisfaction dashboard and quarterly report: Up to \$35,100, providing real-time satisfaction data throughout the year. CMOR will complete up to 75 short phone surveys with parents/guardians and 75 short face to face interviews with persons served after the annual ISP meeting to measure satisfaction in key areas. Summit DD will be charged for the number of surveys actually completed each month, up to 150. Data will be reported using an on-line data dashboard, providing results for the current month, year to date, and last year. Also, a quarterly report will be provided that includes a detailed analysis of results, aggregated by demographics and by provider. Provider satisfaction survey: \$4,750, which includes a web-based survey with 15-20 questions that will be sent to about 200 providers. The survey will measure satisfaction and business practices of providers and will align to National Core Indicator measures.

Attachment #2

Submitted By: Billie Jo David

Date: 1/6/2015

For:

Superintendent / Assistant Superintendent
 x Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee
 Ethics Committee

County of Summit Board of Developmental Disabilities

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none"> • 2015 Collaborative Poll: \$16,250, which includes a 13-question survey of Summit County residents who are voting age and measures familiarity and favorability of Summit DD and acceptance of inclusion. Summit DD has participated in this poll since 1999. • Additional services, as needed: \$4,250 per focus group of 6-8 participants and \$250 per data map of any data gathered through surveys to plot responses by geographic areas. We expect to complete approximately 8 focus groups in preparation for the 2016 – 2018 Long Range Plan. These services will only incur costs if utilized and will be quoted competitively. <p>Funds for the monthly survey and provider satisfaction survey were encumbered in 2014. Remaining projects total \$51,000 and are allocated in the 2015 budget.</p>
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**Recommended for approval by the January
Finance & Facilities Committee.**

Submitted By: Billie Jo David

Date: 1/6/2015

For: _____ Superintendent / Assistant Superintendent
 x _____ Finance & Facilities Committee
 _____ _____ Services & Supports Committee
 _____ _____ HR/LR Committee
 _____ _____ Ethics Committee

2015 Quote for Services: Summit DD

Monthly Dashboard Service Satisfaction Survey with Quarterly Report

The purpose the Satisfaction Dashboard Survey is to gather general satisfaction data throughout the year. CMOR will conduct up to 75 surveys to measure satisfaction each month. The surveys would be conducted over the phone with parents and guardians and in person for individuals and would contain approximately 10-12 questions (key satisfaction measures). As part of the survey, CMOR will collect email addresses so that future administrations can be completed by email.

Individuals & Parents/guardians of adults receiving services and individuals receiving services will be randomly selected and interviewed after their ISP team meeting. The timeframe for when parents and guardians of children receiving EI or Childcare services has yet to be decided. Each month, Summit DD will provide a list to CMOR of the individuals/parents and guardians that are eligible to be interviewed that month.

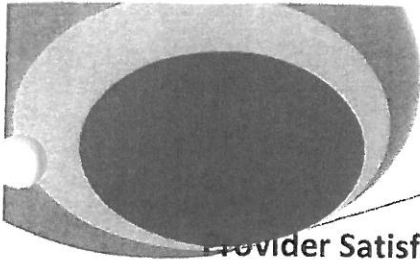
The results of the survey will be reported using an on-line data dashboard. Results will be reported for the following time periods:

- ✓ The Current Month
- ✓ The Past 3 Months
- ✓ The Past 6 Months

QUOTE FOR SERVICES- SERVICE SATISFACTION STUDY	
Completes per month:	75
Monthly set up fee (including survey design)	\$250
Survey Administration-parents/guardians, \$9.00 each	\$675
Survey Administration-individuals, \$20.00 each	\$1,500
Data Analysis and Report	\$500
MAX TOTAL (per month)	\$2,925
MAX TOTAL (12 months)	\$35,100

Summit County Collaborative Poll

	Total # of questions	Cost per Question	Total Cost
Questions Proposed	13	\$1,250	\$16,250



Provider Satisfaction Survey

Summit DD would like to measure the level of satisfaction that providers have with Summit DD and identify areas in which the Board can improve. As such, CMOR recommends conducting a web survey of providers.

Research Plan: All providers will be sent an email invitation to participate in the survey containing a code to be used to access the survey. It is recommended that a communication about the upcoming survey request be sent via email by Summit DD a week prior to CMOR administering the survey. This will act as both a notification and an encouragement to complete. Two additional follow up invitations will be sent via email, encouraging those who have not participated to do so.

Survey Instrument: The questionnaire will be administered via the web and will be designed by CMOR in collaboration with Summit DD staff. The survey will contain 15-20 questions.

Deliverables: Once Data Collection is complete, the professional staff at CMOR will code all open ended responses and clean the final dataset. At the conclusion of the project, the following will be delivered to Summit DD: An executive summary style report, including data tables and graphs and a final cleaned data set. *Professional staff at CMOR will also be available to do presentations of the survey results as requested.*

PROVIDER SATISFACTION SURVEY	
Questionnaire Design	\$750
Administration of Survey	\$2,750
Data Analysis & Report	\$1,250
Total	\$4,750



Key Stakeholder Focus Groups

CMOR will conduct a focus group study for Summit DD to gather perceptions and opinions of key stakeholder groups. Focus Group sessions will be held at CMOR and will last approximately 90 minutes. Some participants will be given a \$50-\$75 incentive for participating while others will be provided lunch. CMOR, in collaboration with representatives from Summit DD, will develop the discussion guides. The focus groups will be moderated by CMOR. CMOR will secure participant releases and hand out incentives.

CMOR will mail an information packet with session details a week before each focus group including a letter reiterating the purpose of the session for which they have been recruited. The day before each focus group, a CMOR representative can contact each participant to ensure that they have received their packet of information as well as to remind them of the upcoming session. At the end of the study, CMOR will provide a video file of the sessions and a report with key findings across populations.

BUDGET PROPOSAL – PER GROUP OF 6-8 PARTICIPANTS	
Facility/Recording	\$400
Moderator/Discussion Guides	\$500
Recruitment	\$1950
Supplies, Lunch/Refreshments & Incentives	\$900
Videos and Report	\$500
TOTAL	\$4,250

2015 Timeline

2015 TIMELINE	
Quarter 1 Satisfaction Report	By May 8 th
Quarter 2 Satisfaction Report	By August 7 th
Quarter 3 Satisfaction Report	By November 6 th
Quarter 4 Satisfaction Report	By February 5 th , 2016
Summit Poil	Data collection in Feb/March Report in April
Provider Satisfaction	Data collection in May, Report in June
Key Stakeholder Focus Groups	As requested
Key Stakeholder Report	As requested

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> Non-bargaining unit employee compensation system 	<ul style="list-style-type: none"> Update pay structure for non-bargaining unit employees 	<ul style="list-style-type: none"> Adopt updated pay structure for non-bargaining unit employees. 	<p>In 2012 Summit DD retained Belz and Associates, a compensation consultant with extensive public sector experience, to assist Summit DD with updating its non-bargaining unit compensation system. The project included: (1) a compensation strategy/policy statement; (2) adopting a position evaluation methodology that staff can administer to determine internal equity; (3) a market analysis to determine appropriate positions and market comparisons to ensure external competitiveness; (4) a pay structure that reflected the results of the position evaluation and the market analysis input; and (5) pay administration procedures to support the ongoing application and administration of the compensation system.</p> <p>In late 2014 Summit DD again retained Belz and Associates to assist (1) the Position Evaluation Committee with evaluating job descriptions associated with the reorganization (due to the introduction of the Functional Relationship model as well as current staff absorbing duties previously performed by individuals that took advantage of the 2014 Early Retirement Incentive Program); and (2) with conducting an updated market analysis to ensure external competitiveness.</p> <p>The proposed pay structure reflects: several pay grade assignment changes resulting from the work of the Position Evaluation Committee; and (2) a 4% structure adjustment (increasing the minimum, midpoint, and maximum of each pay grade by approximately 4%) to align the structure with current market comparisons. Summit DD uses comparisons from similarly</p>

Submitted By: Lynn Sargi

For: Superintendent / Assistant Superintendent

 Finance & Facilities Committee

 Services & Supports Committee

 X HR/LR Committee

 Ethics Committee

Date: February 1, 2015

TOPIC SUMMARY REPORT

Submitted By: _____ Lynn Sargi _____

Date: _____ February 1, 2015 _____

For: _____ Superintendent / Assistant Superintendent
_____ Finance & Facilities Committee
_____ Services & Supports Committee
_____ X HR/LR Committee
_____ Ethics Committee

SUMMIT DD PAY STRUCTURE 2015

Grade	Minimum	Midpoint	Maximum	Pay Structure Job Title	Vacation	E/NE
1	\$32,800 \$15.77	\$41,000 \$19.71	\$49,200 \$23.65	Assistant I (Fiscal) Coordinator I (Staffing)	A A	NE NE
2	\$36,800 \$17.69	\$46,000 \$22.12	\$55,200 \$26.54	Assistant II (SSA, Services, Assistant Superintendent) Coordinator II (HR/Employment)	A A	NE NE
3	\$40,800 \$19.62	\$51,000 \$24.52	\$61,200 \$29.42	Assistant III (Superintendent) Coordinator III (HRIS, FMLA/Benefits) Systems Analyst I	B B A	E E NE
4	\$46,400 \$22.31	\$58,000 \$27.88	\$69,600 \$33.46	Systems Analyst II, Systems Administrator I Investigative Agent Coordinator IV (HR/Recruiter) Supervisor I (Operations, Payroll)	A B B B	NE E E E
5	\$51,200 \$24.62	\$64,000 \$30.77	\$76,800 \$36.92	Supervisor II (Mechanic, Facilities Management) Manager I (Transportation/Comm. Travel, Records, Risk/Staff Development)	B B	E E
6	\$56,800 \$27.31	\$71,000 \$34.13	\$85,200 \$40.96	Manager II (SSA, IT, IA, Facility, Children's Services Habilitation, Employment/Training, Business Innovations, MUI, Quality, Discovery, HR/Payroll, Fiscal, Medicaid Services, Communications Systems Administrator II	B B	E E
7	\$62,400 \$30.00	\$78,000 \$37.50	\$93,600 \$45.00	Senior Manager (Adult Services, Children's Services) Assistant Director (SSA)	B B	E E
8	\$69,600 \$33.46	\$87,000 \$41.83	\$104,400 \$50.19	Director I (Labor Relations)	C	E
9	\$77,600 \$37.31	\$97,000 \$46.63	\$116,400 \$55.96	Director II (HR, IT, Transportation)	C	E
10	\$85,600 \$41.15	\$107,000 \$51.44	\$128,400 \$61.73	Director III (Operations, Quality/Communications, SSA, Fiscal, Services)	C	E
11	\$92,800 \$44.62	\$116,000 \$55.77	\$139,200 \$66.92	Assistant Superintendent	C	E

Vacaton Plan A - 0-4 years = 2 weeks; > 5 years of service = 3 weeks; > 10 years of service = 4 weeks; > 15 years of service = 5 weeks

Vacation Plan B - 0-9 years = 3 weeks; > 10 years of service = 4 weeks; > 15 years of service = 5 weeks

Vacation Plan C - 5 weeks

1/1/2015

	1/31/2015				1/31/2014			
	2015 ANNUAL BUDGET	2015 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,520,000	\$ -	\$ 50,520,000	100.0%	\$ 50,896,620	\$ -	\$ 50,896,620	100.0%
PERSONAL PROPERTY REIMB	533,981	-	533,981	100.0%	533,981	-	533,981	100.0%
REIMBURSEMENTS	16,395,286	1,015,261	15,380,025	93.8% ¹	15,250,321	1,553,189	13,697,132	89.8%
GRANTS	630,000	-	630,000	100.0%	1,080,000	2,742	1,077,258	99.7%
CONTRACT SERVICES	868,000	18,132	849,868	97.9%	325,000	34,291	290,709	89.4%
REFUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER RECEIPTS	124,500	11,535	112,965	90.7%	350,000	23,887	326,113	93.2%
SALES	-	-	-	0.0%	-	2	(2)	0.0%
TOTAL REVENUE	\$ 69,071,767	\$ 1,044,928	\$ 68,026,839	98.5%	\$ 68,435,922	\$ 1,614,111	\$ 66,821,811	97.6%
OPERATING EXPENDITURES								
SALARIES	\$ 24,512,500	\$ 2,673,731	\$ 21,838,769	89.1%	\$ 25,251,980	\$ 2,847,965	\$ 22,404,015	88.7%
ERIP COSTS	-	83,750	(83,750)	0.0% ²	5,143,037	275,157	4,867,880	94.6%
EMPLOYEE BENEFITS	11,111,902	858,586	10,253,316	92.3%	11,280,271	932,598	10,347,673	91.7%
SUPPLIES	1,502,985	51,050	1,451,935	96.6%	1,492,195	91,781	1,400,414	93.8%
TRAVEL AND TRAINING	390,963	23,671	367,292	93.9%	408,820	28,365	380,455	93.1%
CONTRACT SERVICES	13,070,585	657,582	12,413,003	95.0%	11,589,499	1,222,883	10,366,616	89.4%
MEDICAID COSTS	23,865,000	5,554,246	18,310,754	76.7% ³	21,960,000	5,063,028	16,896,972	76.9%
UTILITIES	701,150	57,564	643,586	91.8%	809,000	80,361	728,639	90.1%
RENTALS	631,022	614,040	16,982	2.7% ⁴	760,740	1,971	758,769	99.7%
ADVERTISING	130,000	17,578	112,422	86.5%	135,000	10,204	124,796	92.4%
OTHER EXPENSES	377,806	82,645	295,161	78.1% ⁵	409,630	9,873	399,757	97.6%
EQUIPMENT	449,000	18,775	430,225	95.8%	647,200	11,000	636,200	98.3%
REAL PROPERTY IMPROVEMENT	200,000	77,929	122,071	61.0% ⁶	500,000	-	500,000	100.0%
TOTAL EXPENDITURES	\$ 76,942,913	\$ 10,771,147	\$ 66,171,766	86.0%	\$ 80,387,372	\$ 10,575,186	\$ 69,812,186	86.8%
NET REVENUES AND EXPENDITURES	\$ (7,871,146)	\$ (9,726,219)			\$ (11,951,450)	\$ (8,961,075)		
	BUDGET	ACTUAL						
BEGINNING FUND BALANCE	\$ 62,008,630	\$ 62,008,630						
PLUS: REVENUE	69,071,767	1,044,928						
LESS: EXPENDITURES	(76,942,913)	(10,771,147)						
ENDING FUND BALANCE	\$ 54,137,484	\$ 52,282,411						

**SUMMIT COUNTY DD BOARD
EXPLANATION OF VARIANCES
FOR THE MONTH ENDED JANUARY 31, 2015
(Rounded)**

An evenly distributed budget remaining for a one month period
Evenly distributed budget remaining for eleven months

		<u>Current Month</u>	
<u>Revenue:</u>			
1	Reimbursements:	Quarterly state subsidy	\$ 690,000
<u>Expenditures:</u>			
2	ERIP Costs:	Exit costs for December participants (6)	
3	Medicaid Costs:	Payment of waiver match and TCM match	5,174,000 380,000
4	Rentals:	Prepayment to Summit Housing Corp. for annual facility rents for the Akron, Ellet and Twinsburg Centers	612,000
5	Other Expenses:	Payment of 2015 Ohio Association of County Boards (OACB) dues	75,000
6	Real Property Improvements:	Replacement of three catch basins on the Transportation Department parking lot to prevent water run-off to the fairgrounds	48,000

8.3%
91.7%

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

Summit County Board of Developmental Disabilities

MINUTES - draft

Thursday, January 22, 2015
5:00 p.m.

The **annual organizational meeting, combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, January 22, 2015 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:04 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, President
Joe Siegfert, Vice President
Denise Ricks, Secretary
Meghan Wilkinson
Dave Dohnal
Jennifer Dwyer

BOARD MEMBER EXCUSED

Tom Quade

ALSO PRESENT

John J. Trunk, Superintendent
Russ DuPlain, Director of IT
Holly Brugh, Director of Services
Joe Eck, Director of Labor Relations
Eldridge Black, Director of Transportation
Melissa Skiljan, Director of SSA

Billie Jo David, Director of Quality and Communications
Mira Pozna, Director of Fiscal
Tom Jacobs, Dir. of Operations/SHDC
Lynn Sargi, Director of HR
Maggi Albright, Recording Secretary
and others

I. INTRODUCTION OF NEW BOARD MEMBER – DR. JENNIFER DWYER

Mr. Briggs introduced Dr. Jennifer Dwyer as Summit DD's newest Board Member. Dr. Dwyer was recently appointed by Probate Judge Elinore Stormer to her first four-year term on the Board commencing January 1, 2015. Dr. Dwyer is currently the medical director of Akron Children's Hospital Pediatrics and a practicing pediatrician in the Barberton area. Dr. Dwyer has over 15 years of experience in working with children and families affected by a variety of medical and developmental challenges, which will bring a unique perspective to the Board. Dr. Dwyer commented that she is excited about the opportunity to serve on the Board and to give back to the community. Mr. Briggs remarked that serving on the Board has been one of the most humbling experiences of his life and he believes that Summit DD makes a huge difference in people's lives. He stated Summit County is one of the best communities in the State of Ohio in which to live.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

ANNUAL ORGANIZATION MEETING *(continued)*

II. ELECTION OF OFFICERS

Mr. Briggs explained that Mrs. Wilkinson has been collecting nominations for 2015 Board officers. He announced there is one slate of candidates nominated for each position. Mr. Briggs indicated each nominee has agreed to serve. He called for additional nominations. Hearing none, Mrs. Wilkinson reported that 2015 Summit DD Board officer nominations are: President – Randy Briggs; Vice President – Joe Siegferth; and Secretary – Denise Ricks.

R E S O L U T I O N **No. 15-01-01**

Mr. Dohnal moved that the election of Board Officers for 2015 be approved, as follows: President: Randy Briggs, Vice President: Joe Siegferth and Secretary: Denise Ricks. The motion, seconded by Mr. Siegferth, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO ETHICS COMMITTEE

The Board's Ethics Committee requires representation of at least three Board Members. Mr. Briggs asked Joe Siegferth, Denise Ricks, Tom Quade and Jenny Dwyer to serve on the 2015 Ethics Committee and all four agreed.

R E S O L U T I O N **No. 15-01-02**

Mr. Dohnal moved that the four Board Members appointed to serve on the Board's Ethics Committee for 2015 are: Joe Siegferth, Denise Ricks, Tom Quade and Jennifer Dwyer. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee:	Joe Siegferth/Dave Dohnal
HR/LR Committee:	Randy Briggs/Meghan Wilkinson
Services & Supports Committee:	Dave Dohnal, Meghan Wilkinson and Jenny Dwyer

Mr. Briggs asked Board Members if they are satisfied with 2015 committee assignments. Hearing no objections, proposed committee assignments stand. Dates/times for committee meetings will be established and distributed as soon as possible.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

ANNUAL ORGANIZATION MEETING *(continued)*

V. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT

Individuals appointed or reappointed to serve on a county developmental disabilities board are required by Ohio Revised Code (ORC) Section 5126:024 to provide a declaration of eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each individual Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for their signatures and will collect the signed forms after the meeting.

The annual organizational meeting adjourned at 5:11 p.m.

WORK SESSION

The **work session meeting** of the Summit County Board of Developmental Disabilities convened at 5:11 p.m.

I. CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT

CMOR is an Akron-based public opinion research firm specializing in providing research solutions for non-profit agencies, health care and academic organizations since 1999. CMOR is a sole-source provider for collaborative polls, conducting a shared poll for all Summit County levy-funded agencies. CMOR provides specialized training to facilitate face-to-face interviews with individuals who have developmental disabilities and is also the research firm of choice for DODD's national core indicator project. Summit DD conducted a Request For Proposal (RFP) for this service in 2010 and 2012 and there were no other providers who responded that could meet the Board's needs.

Mr. Briggs suggested that another RFP be conducted near the end of this contract for due diligence. The request is to approve a 2015 contract with CMOR for surveying and research needs in an amount not to exceed \$90,850. Services in 2015 would include monthly satisfaction surveys, provider survey, focus groups and data mapping, as needed. Funds for the monthly survey and provider satisfaction survey are encumbered in the 2014 budget. Remaining projects total \$51,000 and are allocated in the 2015 budget. The CMOR contract has been recommended for approval by the January Finance & Facilities Committee.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

WORK SESSION *(continued)*

II. SUMMIT DD 2015 OPERATING PLAN

The 2015 Operating Plan provides the framework for how Summit DD will accomplish its mission and achieve its vision. The Pillars of Excellence are: quality services for persons served, customer satisfaction, employee engagement, provider collaboration, sustainability and citizenship. For each Pillar of Excellence identified in the Long Range Plan, the annual Operating Plan highlights the measures and initiatives in the coming year to accomplish long-range goals. In 2015, outcomes identified in the dashboard measures of the Operating Plan include:

- Increasing the total number of individuals supported by 144 people, for a total of 4,261 individuals supported
- Measure outcomes for choice, inclusion and service planning through a monthly survey to individuals and families

Highlights of new 2015 initiatives include:

- SSA Dept. will implement a single assessment that meets the requirements of SSA, Employment First and Center for Medicaid Services (CMS) rules.
- Develop an Employment First strategic plan.
- Introduce a redesigned Individual Service Plan (ISP) that builds on person-centered planning emerging practices.
- Expand Early Intervention services to age six. Summit DD will also develop criteria for extended services and will create a family plan that will help families through this transition using a coaching model.
- Enhance provider support services, including developing provider listening posts, provider on-boarding, technical assistance, training and connecting providers to the community of individuals supported.
- Update the employee performance evaluation process and implement a web-based system.
- Evaluate the volunteer program to analyze needs and opportunities.

Mr. Briggs mentioned there was discussion previously about the Board's direction relative to center-based services and the need to convene a stakeholder group so that community stakeholders could be involved and staff could gather input and demonstrate transparency. He noted this stakeholder group does not appear in the Operating Plan. Mr. Trunk responded by explaining that he is in the process of establishing this stakeholder/best practice group and intends to start meeting this year. Mr. Briggs stated he wants to make sure this important committee does not fall through the cracks. Mr. Trunk assured the Board that this group will serve as an important tool to gather feedback and will also be used as an educational forum. He stated he will make sure this initiative is better identified in the Operating Plan. A Public Hearing for the 2015 Operating Plan was held on December 11th and feedback received has been incorporated into the Plan. The 2015 Operating Plan has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

WORK SESSION *(continued)*

III. DECEMBER FINANCIAL STATEMENTS

The year ended with \$6,134,183 in deficit spending and a fund balance of \$62,008,630. December expenditures include a budget transfer through an Executive Order to release funds out of most expenditure areas and re-appropriate into contract services and rentals. Other expenditures included Early Retirement Incentive Program (ERIP) costs for 69 participants, the purchase of 40 surface computers in the amount of \$47,200, Medicaid Administration Claiming fees of \$14,900 and the purchase of DocuWare and JobRouter document management system in the amount of \$120,000. Mr. Briggs asked if DocuWare and JobRouter have been implemented. Mr. DuPlain responded that the environment is operational and there are several areas that will begin testing soon. It is anticipated the systems will be live within the next few months. Revenue for the month includes the remaining balance of personal property reimbursement in the amount of \$534,000 and a Good Life training grant in the amount of \$25,000. The Discretionary Fund balance was \$173,850 at the end of December. The December Financial Statements have been recommended for approval by the January Finance & Facilities Committee.

IV. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) – 2015 MEMBERSHIP DUES

Summit DD's 2015 OACB membership dues are \$75,000.00, which is the same fee charged since 2007. Dues are determined based on the size of the county board and the number of individuals it serves. For the twelfth consecutive year, OACB has maintained 100% membership from all 88 county DD boards in Ohio. Mr. Trunk recommended that the Board approve payment of the 2015 OACB membership dues.

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

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

BOARD MEETING

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

I. BOARD MEMBER CAUCUS

Mr. Briggs stated he will be bringing forth a motion to the Board tonight that is not currently on the agenda. He will be asking the Board to consider amending the *Superintendent's Committees* procedure to include participation of three Board Members; the procedure currently specifies not to exceed two Board Members.

II. PUBLIC COMMENT

Leeanne Saro, Executive Director of the Arc of Summit & Portage Counties, stated that Tom Berry, parent and Arc Board Member, sends his regrets for not being available to attend tonight's meeting. He asked Ms. Saro to thank the Board and staff in advance for the hard work they will be doing in 2015.

Leslie Frank, a parent of two adults with developmental disabilities and a Summit DD staff who works at the Cuyahoga Falls Center, welcomed Dr. Dwyer to the Board and thanked her for volunteering to serve. She stated she feels it is a very cohesive Board that clearly works well together.

Ms. Frank noted there are several new staff at Cuyahoga Falls and she is very pleased to see that long-term substitutes were hired.

Ms. Frank asked for clarification relative to how decisions are made about program closures and decisions not to provide Board transportation. Mr. Trunk replied there are several staff who watch the weather reports and work together to make decisions. Some of the things considered are wind chill that is 15 degrees below zero, temperature, snow that has fallen or that is anticipated, road conditions and any combination of those factors. There is always much debate relative to program closures since many families and providers rely on the Board to be open. The Board's primary obligation is to remain open so that those individuals who want to work are able to do so.

Donna Williams, Summit DD staff and AFSCME representative, stated that she recently attended a meeting in Columbus about the upcoming Centers for Medicare and Medicaid Services (CMS) changes that will impact county boards of developmental disabilities. She commented there were many parents, caregivers and providers in attendance who expressed concerns about the rule changes. Some felt the changes would eliminate choice. She stated it was evident that the majority of people in attendance at this 3½ hour meeting were not in favor of the rule changes and she wanted to bring this to the Board's attention.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

A. DECEMBER 18, 2015 (combined work session and regular meeting)

R E S O L U T I O N **No. 15-01-03**

Mrs. Wilkinson moved that the Board approve the minutes of the December 18, 2015 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2015 OPERATING PLAN

R E S O L U T I O N **No. 15-01-04**

Mr. Siegferth moved that the Board approve the 2015 Operating Plan, as presented in attachment #2. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. DECEMBER FINANCIAL STATEMENTS

R E S O L U T I O N **No. 15-01-05**

Mrs. Ricks moved that the Board approve the December financial statements, as presented in attachment #3. The motion, seconded by Mr. Siegferth, was unanimously approved.

B. OTHER

1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) – 2015 MEMBERSHIP DUES

R E S O L U T I O N **No. 15-01-06**

Dr. Dwyer moved that the Board approve payment of 2015 membership dues to the OACB in the amount of Seventy Five Thousand Dollars (\$75,000), as presented in attachment #4, and that the Superintendent be authorized to execute said payment. The motion, seconded by Mr. Siegferth, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

B. OTHER (continued)

2. REVISION TO BOARD PROCEDURE – SUPERINTENDENT’S COMMITTEES

R E S O L U T I O N

No. 15-01-07

Mr. Briggs moved that the number of Board Members serving on Superintendent committees be revised from two (2) to three (3). The motion, seconded by Mrs. Wilkinson, was unanimously approved.

V. SUPERINTENDENT’S REPORT

A. CENSUS

The December 2014 Census reflects that Summit DD supports 2,204 children and 2,152 adults. Relative to day services, 759 individuals receive services from the Board and 1,383 receive services from private providers. There are approximately 1,560 individuals supported in residential services, most in community settings. Mr. Trunk mentioned the Board should let him know if they would like to see other data or data presented in a different format.

B. FOURTH QUARTER 2015 MUI REPORT

The fourth quarter MUI report reflects that 98% of incidents were reported to the Ohio Department of Developmental Disabilities (DODD) within 24 hours of discovery, the goal is 97%. MUI cases closed on time are 100%, the goal is 95% and 99% of questions from DODD were answered on time, the goal is 95%. Mr. Briggs asked if goals of 100% would be a reasonable expectation. Mrs. David replied that goals are mandated by the state and if a county falls below goal, it can affect accreditation. Mr. Trunk added the expectation is 100% with the goal mandated by the state. There were 1,302 MUIs investigated in 2014 with 295 cases (22.6%) substantiated and 144 cases pending. 52% of cases in 2014 were category A compared to 55% in 2013. Out of the 594 cases referred to law enforcement 154 were opened by the Summit County Sheriff’s office, which is 25% of law enforcement referrals. There were 38 arrests in 2014; 21 misdemeanors and 17 felony arrests. Mr. Briggs asked about the number of convictions. Mrs. David replied that 100% of felony arrests resulted in convictions. Five primary persons of interest (PPI) were added to the Abuser Registry. Mr. Dohnal stated that being placed on the Abuser Registry is something that stays on record for life. A person placed on the Registry can apply for removal after two years, however, that does not happen often.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

C. 2014 YEAR-END OPERATING PLAN RESULTS

Overall, Summit DD scored 4.7 out of 5 on the Pillar Dashboard. Of the 22 measures in the 2014 Operating Plan, 20 are within goal levels. Some of the 2014 highlights include:

- 4,416 individuals supported by Summit DD, which exceeds projections of 4,177 and represents a 4% increase over 2013.
- Summit DD exceeded its goal of adults working in the community with 402 adults, which represents a 22% increase over 2013.
- The Community Partnership for Inclusion (CPI) Program continues to serve more children in their local communities. There are 44 CPI sites compared to 30 sites in 2013 and 8 sites in 2012. These sites support 96 children in inclusive childcare settings – a 57% increase over 2013.
- Employee satisfaction is at an all-time high of 79%, exceeding the goal of 73% and ranking among the top 2% of companies in the benchmarking database.
- MUI reporting remains above goal levels with 98% of MUIs reported on time and 100% of MUI cases closed on time.
- A total of \$46 million federal dollars were paid directly to private providers in Summit County for services provided which were coordinated and authorized through the ISP. Summit DD provided the local match to be able to pull down federal dollars through waiver funding.
- 88% of adults receive federal funding to supplement their services, compared to 52% in 2005.

The two areas that fell below goal are:

- Parent/guardian satisfaction, which is currently 84%, compared to 87.1% in 2013. Summit DD began collecting monthly satisfaction data in 2014 and data is reported as an aggregate measure instead of a percentage of respondents who rated a 6 or higher as it was reported in 2013. Summit DD will continue to monitor these results in 2015.
- Total Medicaid reimbursement to Summit DD for services provided – Summit DD budgeted \$15.2 million dollars in federal reimbursement in 2014 and has collected \$13.7 million dollars to date. As fewer individuals choose Summit DD as a provider, federal reimbursement for services will also decrease as Medicaid match increases. In 2015, Summit DD budgeted \$13.5 million dollars in federal reimbursement.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

D. CMS RULE CHANGES – TRANSITION PLAN

Mr. Trunk reported that there was a public forum sponsored by DODD held in early January in Independence, which was one of five forums held around the State of Ohio, to talk about the new rules issued by CMS and how they will impact the Ohio DD service delivery system. The new rules mandate that Ohio and all states move more aggressively toward helping individuals get into more integrated settings. There is a five year window to get transition plans in place and implement the new rules. Ohio is in the process of submitting a plan. Some counties are moving toward integration more quickly than others. There is much debate around county boards being administrators of Medicaid programs and providers of services. Ohio is one of only a few states that have that dual role. The State's initial plan was for a ten-year transition, however, CMS is requiring a shorter period of time. Ohio is currently negotiating the timeline and conflict of interest issues since it will take some time to shift a system of this size. It is anticipated that a lawsuit will be filed by Disability Rights of Ohio (DRO) to make sure the transition plan is implemented as soon as possible. Mr. Dohnal stated he feels the new rules require too much change too fast and that the system cannot be changed overnight. He noted that community integration is important to the extent that it is in the best interest of the person served, however, it is not a one size fits all solution. The funding in Ohio is unique; it is locally produced and CMS have not recognized that fact. OACB is working toward a solution that will work and be beneficial for everyone. Mr. Briggs commented that it is a philosophical issue relative to who gets to make the decision about how people's lives should be lived – is it the individual served and their family or the state and federal government. Educating stakeholders on this topic will be extremely critical. Mr. Trunk stated staff will be starting the education process with local discussions around the issue so that some of the misinformation being disseminated can be corrected.

E. MISCELLANEOUS ITEMS

Mr. Trunk thanked Dr. Dwyer for agreeing to serve on the Board and for taking the time out of her schedule to go through the new Board Member orientation process. Everyone is looking forward to working with Dr. Dwyer.

Mr. Trunk indicated he is in the process of working on evaluations for staff. He stated he would provide information to the Board in the near future relative to his activities and accomplishments this past year.

MINUTES –combined work session and regular meeting
Thursday, January 22, 2015

BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

E. MISCELLANEOUS ITEMS (continued)

Mr. Trunk announced that there is a need to hold a Board/ELT Retreat in the spring given all that is happening around the state budget and the transition plan. He is hoping to hold the spring retreat in March with the meeting focusing around the state budget, transition plan timelines and the 2016-2018 Long Range Plan. Maggi Albright will contact Board Members relative to their availability to meet in March.

VI. PRESIDENT'S COMMENTS

Mr. Briggs thanked the Superintendent and staff for their hard work in 2014. He commented that there are big issues ahead that need to be overcome so that Summit County can continue to provide the best place to live and work in the State of Ohio.

There being no further business, the Board Meeting adjourned at 6:20 p.m.

Denise Ricks, Secretary