

MINUTES –combined work session and regular meeting
Thursday, February 26, 2015

Summit County Board of Developmental Disabilities

MINUTES

Thursday, February 26, 2015
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, February 26, 2015 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 Siegferth, Vice President
Denise Ricks, Secretary
Tom Quade
Dave Dohnal
Jennifer Dwyer

BOARD MEMBER EXCUSED

Meghan Wilkinson

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowksy, Assistant Superintendent
Russ DuPlain, Director of IT
Holly Brugh, Director of Services
Joe Eck, Director of Labor Relations
Eldridge Black, Director of Transportation
Maggi Albright, Recording Secretary

Billie Jo David, Director of Quality,
Communications & MUI
Melissa Skiljan, Director of SSA
Mira Pozna, Director of Fiscal
Tom Jacobs, Dir. of Operations/SHDC
Lynn Sargi, Director of HR
and others

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

Summit DD's Life (wellness) Committee continues to invest significant time, energy and resources into developing programs and creating a work environment that sustains and enhances the general health and well-being of staff. Summit DD's current non-smoking policy limits smoking, use of other tobacco products and electronic cigarettes to designated outside areas. The proposed revisions to the policy would create smoke and tobacco-free worksites and prohibit the use of tobacco products in all Board owned or leased buildings, structures, parking lots, storage areas, garages and vehicles, including personal vehicles, while parked in Summit DD parking lots. A smoke and tobacco-free policy is consistent with the efforts of the Life Committee and supports a healthy environment for staff, persons served, volunteers and visitors. Summit DD would continue to offer a smoking cessation program at no cost to employees as well as similar resources for persons served. Mr. Trunk advised the Board that he has decided to rescind proposed revisions to this policy at this time.

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WORK SESSION *(continued)*

I. REVISED POLICY 2015 – SMOKE AND TOBACCO-FREE POLICY *(continued)*

He explained that there is language in the collective bargaining agreements that would need to be revised if Summit DD were to adopt a smoke and tobacco-free workplace. Mr. Quade commented that he understands there is an appropriate time and place to move forward with the proposed revisions to this policy and noted that the sooner a smoke and tobacco-free workplace can be executed the better since there are clear indications not only to the risks of tobacco but also exposure to second hand smoke. Mr. Briggs suggested that proposed revisions to this policy be vetted through the internal Health Insurance Committee so that group is part of the process.

II. 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 responding that could meet the Board's needs. Mr. Trunk noted Mr. Briggs' suggestion to conduct a RFP toward the end of this year. The request is to approve a contract with CMOR for the period January 1 - December 31, 2015 for surveying and research needs in an amount not to exceed \$90,850. Services 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.

III. NON-BARGAINING UNIT PAY STRUCTURE

In late 2014, Summit DD retained a consultant to assist the Position Evaluation Committee with evaluating job descriptions associated with the reorganization resulting from the functional relationship model and the Early Retirement Incentive Program (ERIP) and conducting an updated market analysis of the non-bargaining unit pay structure to ensure external competitiveness. The last time the pay structure was evaluated was in 2012 using the same consultant. The proposed pay structure reflects several pay grade assignment changes and a 4% structure adjustment to align the structure with current market comparisons. The 4% adjustment does not represent a 4% increase to the approximately 70 non-bargaining staff, it is an adjustment to the pay structure. When non-bargaining staff are eligible to receive merit increases it is based upon their specific performance.

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WORK SESSION (continued)

III. NON-BARGAINING UNIT PAY STRUCTURE (continued)

Mr. Briggs asked about the process for evaluating the pay structure. Mrs. Sargi stated there are benchmark positions in each pay grade that are used for comparison purposes and salaries are compared to other county DD boards of a similar size (i.e., Lucas, Montgomery and Hamilton), as well as other northeast Ohio for-profit and not-for-profit organizations with similar revenues and number of employees.

Mr. Briggs asked where Summit DD stands regarding salaries compared to other county DD boards. Mrs. Sargi replied that Summit DD's salary structure is competitive. Mr. Trunk added the goal was not to be the highest but certainly to be competitive. The non-bargaining unit pay structure has been reviewed and recommended for approval by the February HR/LR Committee.

IV. JANUARY FINANCIAL STATEMENTS

Summit DD ended January in a deficit position of \$9,762,219. Revenue for the month of January included the quarterly state subsidy of \$690,000. Expenditures included payment of waiver match in the amount of \$5,174,000, payment of TCM match in the amount of \$380,000, prepayments to Summit Housing Development Corporation (SHDC) for annual facility rents for Akron, Ellet and Twinsburg Centers in the amount of \$612,000, payment of 2015 Ohio Association of County Board of DD (OACB) annual dues in the amount of \$75,000, replacement of three catch basins in the Transportation Department parking lot in the amount of \$48,000 and exit costs for six staff who participated in the Early Retirement Incentive Program (ERIP) in December. The fund balance at the end of January was \$52,282,411.

The work session adjourned at 5:20 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:20 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, thanked the Superintendent for the decision to close last week due to inclement weather and also for making the announcement the day before so people could plan. She also thanked the Superintendent for taking the Smoke and Tobacco-Free policy off the table.

Ms. Frank referenced the closure of Youngstown Developmental Center (YDC) and said she is sorry to hear that news since her daughter has utilized services on several occasions and it was very helpful in her stabilization. She asked where Summit DD would place individuals once YDC is closed. Mr. Trunk replied that the state budget includes a plan to close two of the ten developmental centers in Ohio. Warrensville Developmental Center will be utilized when YDC is closed.

II. APPROVAL OF MINUTES

A. JANUARY 22, 2015 (annual organizational meeting and combined work session and regular meeting)

RESOLUTION No. 15-02-01

Mr. Quade moved that the Board approve the minutes of the January 22, 2015 annual organizational meeting and combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mr. Siegferth, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

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

RESOLUTION No. 15-02-02

Mr. Siegferth moved that the Board approve a contract with the Center for Marketing and Opinion Research for the period January 1, 2015 through December 31, 2015, in an amount not to exceed Ninety Thousand Eight Hundred Fifty Dollars (\$90,850), as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. JANUARY FINANCIAL STATEMENTS

RESOLUTION

No. 15-02-03

Mrs. Ricks moved that the Board approve the January financial statements, as presented in attachment #4. The motion, seconded by Mr. Siegferth, was unanimously approved.

B. HR/LR COMMITTEE

1. NON-BARGAINING UNIT PAY STRUCTURE

RESOLUTION

No. 15-02-04

Dr. Dwyer moved that the Board approve the non-bargaining unit pay structure, as presented in attachment #3. The motion, seconded by Mr. Siegferth, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. 2015 OPERATING PLAN

The 2015 Operating Plan was distributed. This year's Plan design is a playbook so that notes can be written right into the booklet. There were approximately 1,000 copies of the Plan distributed to stakeholders throughout Summit County. Quarterly progress will be reported to the Board.

B. DD AWARENESS MONTH

March is DD awareness month and in addition to numerous billboards and advertisements, there are a number of events/activities planned which include a Facebook photo contest, parent mentor discussion, advocacy day, a Dream Out Loud art show and a toy adaptation workshop. County Council is also issuing a proclamation declaring March DD awareness month in Summit County.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

C. BEST PRACTICES COMMITTEE

Mr. Trunk stated that relative to the Best Practices Committee, he intends to have this group serve as a sounding board for some of the initiatives. Staff have identified a number of individuals to serve on the committee that include representation from individuals supported, families, school superintendents, higher education organizations, the local business community, government agencies, the provider community and advocacy groups. The committee will be diverse and consist of about 20 people to help evaluate Summit DD as a system. Mr. Trunk commented he hopes the group will help take the Board's message out into the community and create advocates. It is anticipated the first meeting of the Best Practices Committee will take place in the second quarter of this year.

D. STATE BIENNIUM BUDGET

Mr. Trunk provided an update of the State Biennium Budget and explained that Director Martin outlined the budget into four major categories.

1. Strengthening community resources, which includes a 6% increase for direct care workers in private agencies. There will be new money to support the transition of persons served into community employment.
2. Adding additional services to the Individual Options (IO) waiver. There will be approximately \$95 million dollars in new money to help reduce the waiting list.
3. Modernizing the Intermediate Care Facilities (ICF) program. The number of beds available in ICF's and the reimbursement rate will be reduced.
4. Closure of two Developmental Centers (DC). The average cost to support an individual in a DC is approximately \$200,000/year.

The Director's testimony was very clear in outlining that the new Center for Medicare and Medicaid Services (CMS) rules that fund services specify that county boards are not integrated enough and need to incorporate more community inclusion. County boards have until 2019 to implement a more community-based model. There is also the issue of conflict of interest where county boards are the provider of services and also the administrator of services. The mandate is that at some point in the future county boards need to eliminate this conflict of interest. Mr. Quade asked if there is real evidence that a conflict of interest exists and needs to be corrected. Mr. Trunk replied there are probably several instances. This topic is a philosophical issue and could be debated that individuals need more choices. Mr. Briggs commented that this is a good opportunity to be innovative and think outside the box.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

E. BOARD RETREAT

There will be a Board Retreat on Friday, March 20th to discuss the State budget, the 2016-2018 Long Range Plan and the landscape and future direction of Summit DD.

V. PRESIDENT'S COMMENTS

Mr. Briggs noted there are challenging times ahead and he has confidence that staff will meet those challenges as innovators and leaders. Summit DD is and will continue to be leaders across the state and how staff faces those challenges ahead will demonstrate that.

VI. EXECUTIVE SESSION

RESOLUTION

No. 15-02-05

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

Roll call: Quade-yes, Siegferth-yes, Briggs-yes, Ricks-yes, Dwyer-yes and Dohnal-yes.

The regular session of the Board Meeting adjourned at 5:53 p.m.

The Board entered Executive Session at 6:00 p.m.

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

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – JOE ECK

RESOLUTION

No. 15-02-06

Mr. Quade moved that the Board approve a contract of employment for Joe Eck, Director of Labor Relations, for the period April 21, 2015 through April 20, 2017. The motion, seconded by Mr. Siegferth, was unanimously approved.

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BOARD MEETING *(continued)*

VII. ADDITIONAL ACTION ITEMS *(continued)*

B. EMPLOYMENT CONTRACT – BILLIE JO DAVID

RESOLUTION No. 15-02-07

Mr. Siegferth moved that the Board approve a contract of employment for Billie Jo David, Director of Communications, Quality & MUI, for the period May 3, 2015 through May 2, 2017. The motion, seconded by Mr. Quade, was unanimously approved.

C. EMPLOYMENT CONTRACT – LISA KAMLOWSKY

RESOLUTION No. 15-02-08

Mrs. Ricks moved that the Board approve a contract of employment for Lisa Kamlowky, Assistant Superintendent, for the period May 29, 2015 through May 28, 2017. The motion, seconded by Mr. Quade, was unanimously approved.

D. EMPLOYMENT CONTRACT – MELISSA SKILJAN

RESOLUTION No. 15-02-09


Dr. Dwyer moved that the Board approve a contract of employment for Melissa Skiljan, Director of SSA, for the period June 8, 2015 through June 7, 2017. The motion, seconded by Mr. Quade, was unanimously approved.

E. EMPLOYMENT CONTRACT – ELDRIDGE BLACK

RESOLUTION No. 15-02-10

Mr. Quade moved that the Board approve a contract of employment for Eldridge Black, Director of Transportation, for the period April 28, 2015 through April 27, 2017. The motion, seconded by Mr. Dohnal, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:43 p.m.


Denise Ricks, Secretary