

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

Summit County Board of Developmental Disabilities

MINUTES

Thursday, March 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, March 26, 2015 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:03 p.m.

BOARD MEMBERS PRESENT

Denise Ricks, Secretary
Tom Quade
Dave Dohnal
Meghan Wilkinson

BOARD MEMBERS EXCUSED

Randy Briggs, President
Joe Siegferth, Vice President
Jennifer Dwyer

ALSO PRESENT

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

Billie Jo David, Director of Quality,
Communications & MUI
Tom Jacobs, Dir. of Operations/SHDC
Mira Pozna, Director of Fiscal
Joe Eck, Director of Labor Relations
and others

I. SUMMIT 2020 QUALITY OF LIFE PROJECT – INTERGOVERNMENTAL AGREEMENT

Summit 2020 is a priority collaboration and extension of County Executive Russ Pry's Summit 2010 initiative, which was initiated to ensure that the needs of the most vulnerable citizens of Summit County are addressed consistently, effectively and professionally. Summit 2020 Quality of Life Project is overseen by the Social Services Advisory Board (SSAB) with administration by Summit County Public Health. The collaboration is between Summit County, Children's Services Board, the ADM Board and Summit DD, sharing equally in the cost of the agreement at \$65,000 each over the next two years. Data has been collected for twenty indicators to measure the quality of health and social services in Summit County and a plan with goals has been developed to improve the quality of services and strengthen the public health and social services infrastructure. Mr. Dohnal asked about one of the long-term goals that strives to *decrease the proportion of people living below the official poverty line from 15.8% to 7.8%* and questioned why the goal is not lower than 7.8%, indicating he felt this goal should be zero. Mr. Quade replied that when he was previously employed by the Health Department he was part of this initiative, which dates back to 2002.

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WORK SESSION *(continued)*

I. SUMMIT 2020 QUALITY OF LIFE PROJECT – INTERGOVERNMENTAL AGREEMENT *(continued)*

The initial group was charged with applying a percentage to each goal rather than just indicating there would be a decrease. Mr. Quade echoed Mr. Dohnal's belief that this goal should be zero, however, the 7.8% was the group's attempt to identify an attainable goal. Funds are available in the budget and the Agreement has been recommended for approval by the March Finance & Facilities and Services & Supports Committees.

II. PROPERTY & CASUALTY, AUTOMOBILE, LIABILITY AND DIRECTORS' & OFFICERS INSURANCE

Summit DD needs to maintain risk protection for Board operations. The current insurance policies expire March 31st and the request is to renew property and liability, fleet/automobile and umbrella coverage with Selective Insurance Company in an amount not to exceed \$109,000 and directors and officers (D&O) insurance with Hiscox Insurance in an amount not to exceed \$40,000. At the Board's suggestion, staff are recommending the addition of cyber liability coverage with AIG-Illinois International Insurance Company in an amount not to exceed \$12,000. All coverages would be for the period April 1, 2015 through March 31, 2016. Cyber liability coverage would be a new addition to the insurance policy, with all other coverage amounts the same as last year. Wichert Insurance is the underwriter. Mr. Trunk noted the total insurance request is in an amount not to exceed \$161,000, which is approximately \$10,000 above actual quoted amounts. He stated a small margin was built in to allow for fleet changes and any changes that may occur to the liability portion of the policy (i.e., buildings, etc.). Mr. Quade asked if there has been any impact on the D&O insurance as a result of personnel actions. Mr. Trunk replied there has not. Funds are available in the budget and the March Finance & Facilities Committee recommends approval of insurance renewals.

III. FEBRUARY FINANCIAL STATEMENTS

Summit DD ended February with \$13,354,323 in deficit spending. Revenue for February included quarterly Title XX grant reimbursement of \$101,000. February expenditures included the Oriana House Alternative Environment Program in the amount of \$100,000; payment to NEON for TDD waiver administration in the amount of \$65,000; waiver administration fees of \$281,000; the purchase of a host server in the amount of \$20,500; implementation costs for the document management project in the amount of \$73,400; and building remodeling costs of \$104,100. The fund balance at the end of February was \$48,654,307. The February Financial Statements have been recommended for approval by the March Finance & Facilities Committee.

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WORK SESSION *(continued)*

IV. REVIEW OF DIRECT SERVICE CONTRACT

The Ethics Committee reviewed the affidavit of Board employee Paul Hostetler, who is also employed by Evant, Inc.. Mr. Hostetler certified that his specific secondary employment situation meets all of the conditions specified in Ohio Revised Code (ORC) 5126.033. The February Ethics Committee determined that the direct service contract meets the conditions specified in ORC and recommends that the Board continue to participate in its contract with Evant.

The work session adjourned at 5:17 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:17 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, mentioned that the Cuyahoga Falls Center hosted several ladies who demonstrated Irish dancing and also gave lessons.

Ms. Frank asked how frequently the Ethics Committee meets to review secondary employment situations. Mr. Trunk replied the Ethics Committee meets to review direct service contracts to assure that ethical standards are not violated. The Committee meets directly following Board Meetings, as needed.

II. APPROVAL OF MINUTES

A. FEBRUARY 26, 2015 (combined work session and regular meeting)

R E S O L U T I O N

No. 15-03-01

Mrs. Wilkinson moved that the Board approve the minutes of the February 26, 2015 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. PROPERTY & CASUALTY, AUTOMOBILE, LIABILITY AND DIRECTORS' & OFFICERS INSURANCE

RESOLUTION **No. 15-03-02**

Mr. Quade moved that the Board approve the purchase of property, casualty, directors/officers and data security liability insurance, as presented in revised attachment #2, in an amount not to exceed One Hundred Sixty One Thousand Dollars (\$161,000.00), for the period April 1, 2015 through March 31, 2016, and that the Superintendent be authorized to sign documents necessary to execute said contracts. The motion, seconded by Mr. Dohnal, was unanimously approved.

2. FEBRUARY FINANCIAL STATEMENTS

RESOLUTION **No. 15-03-03**

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

B. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION **No. 15-03-04**

Mrs. Wilkinson moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Paul Hostetler 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 #4. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT’S REPORT

A. OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES (DODD) MUI REVIEW

DODD recently conducted a compliance review of Summit DD’s MUI Unit. The Department was onsite for two days and reviewed dozens of files and monitored compliance against the Ohio Administrative Code. The review revealed there were no citations and only a few minor recommendations, resulting in Summit DD receiving a three-year award, which is the highest level available in the MUI area. Mr. Trunk congratulated the Investigative Agents (IAs) and commented that the IAs are an unbelievable team of staff who do a tremendous job. He also thanked retired MUI Director, Lindsay Bachman, since the majority of the reviewed covered the time when she directed the department. He noted that Billie Jo David has taken over the administrative oversight and responsibility of the MUI area.

B. OHIO PUBLIC IMAGE (OPI) AWARDS

Summit DD was recently honored at the annual OPI Awareness Awards by receiving five awards for positively promoting developmental disability awareness through: Overall Public Relations Efforts, an Audio Visual Production, a Broadcast Public Service Announcement, a Special Publication and a Collaborative In-Depth Featured Broadcast for which Summit DD nominated WKYC-TV. Mr. Trunk commented that it is an honor for Summit DD to be recognized for these efforts and noted that Summit DD was the only county to receive more than two awards. He applauded the talented and hard-working staff in the Communications Department and added they do an amazing job of helping to tell our story.

C. DD AWARENESS MONTH

Tricia Perduk, Summit DD’s Communications Manager, explained there was a three-prong approach to March Developmental Disabilities awareness month. In addition to numerous billboards and advertisements, there was paid media, online activities and also events. For the paid media, the goal was to create and enhance awareness so the community connects the message to the great work that Summit DD does. The online activities were designed to get the user engaged. Pandora, Ohio.com and other websites and social media outlets were used to tell and share stories. Events included Dream Out Loud art shows, an adaptive toy workshop, a parent panel discussion and an advocacy day where individuals talked about what advocacy means to them. Billie Jo David reported that 80% of the community has heard of Summit DD and 37% are able to identify what Summit DD does.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT

C. DD AWARENESS MONTH *(continued)*

Statistics show that people are more likely to cast a vote of support if they know what the organization does. The intention is to build a community of advocates. There was a 9% increase in visitors to the Agency website versus this time last year. The target is increase awareness of Summit DD to new stakeholders. There were approximately 5,000 new visitors to the Summit DD website in the month of March, which is a 21% increase over last year. There were 1,300 visitors who viewed Summit DD website through paid media, they spent more time on the site, viewed multiple pages and signed up for the newsletter. Approximately 60% of people who see Summit DD billboards use that information to access the website and also sign up for the newsletter. There is a 51% increase in Facebook fans versus last year. The stretch goal is to get to 10,000 Facebook fans. 63% of people who "liked" us on Facebook interacted with us on the Summit DD webpage.

D. BOARD/ELT RETREAT

Mr. Trunk thanked the Board for taking time out of their schedules to spend the afternoon with the Executive Leadership Team (ELT) to brainstorm and provide support and guidance. He announced that the next retreat will be held in June.

E. COMMUNICATION PLAN

Mr. Trunk stated that a communication plan is being developed to address the system transformation that Ohio is experiencing. The language used and the story staff tell is critical. The system is evolving and individuals, families, staff and stakeholders need to be kept informed of changes with factual information. Communication will be rolled out in a sequential way starting in April. There will be open dialogue about the evolution of the system and the changes that are expected.

V. PRESIDENT'S COMMENTS

Mrs. Ricks commented that she enjoyed the Board/ELT Retreat, particularly the café conversations break-out segment. She noted the interaction with ELT was great. She stated there is a greater level of ownership when all are involved.

There being no further business, the Board Meeting adjourned at 5:46 p.m.



Denise Ricks, Secretary