

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

Summit County Board of Developmental Disabilities

MINUTES

Thursday, July 23, 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, July 23, 2015 at 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

Randy Briggs, President
Denise Ricks, Secretary
Tom Quade
Dave Dohnal
Jennifer Dwyer

BOARD MEMBER EXCUSED

Joe Siegferth, Vice President
Meghan Wilkinson

ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowsky, Assistant Superintendent	Mira Pozna, Director of Fiscal
Holly Brugh, Director of Services	Billie Jo David, Director of Communications, Quality & MUI
Lynn Sargi, Director of HR	Russ DuPlain, Director of IT
Melissa Skiljan, Director of SSA	Maggi Albright, Recording Secretary and others
Tom Jacobs, Director of Operations	
Eldridge Black, Director of Transportation	

I. SUMMIT DD 2016 BUDGET

The Summit DD 2016 budget request requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and the County. The 2016 budget request is in the amount of \$73,687,849 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The 2016 budget projects total deficit spending of approximately \$7.4 million dollars and reflects 4.1% decrease in overall revenue and 4.2% decrease in overall operating expenditures compared to 2015. The 2016 budget includes staffing reduction of two positions offset by an average pay increase of 2.5%. The decrease in health insurance premiums contributes to most of the reduction in the cost of Employee Benefits and the reduction in revenue is due to a combination of the loss of Tangible Personal Property Tax (TPPT) reimbursement, reduced Medicaid reimbursements as services shift to private providers and a DODD change in the Targeted Case Management (TCM) match methodology. Mr. Trunk explained that the TPPT phase out is complete.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

WORK SESSION (continued)

I. SUMMIT DD 2016 BUDGET (continued)

A formula has been developed to allocate approximately \$20 million dollars over a two-year period to county boards, which is about half of what was collectively collected. Mr. Trunk advised it is anticipated there will be a reduction in health insurance costs in 2016. Mr. Briggs asked if the Wellness Program is a contributing factor in the reduction. Mr. Trunk replied the claims history, reduction in staff due to the Early Retirement Incentive Program (ERIP) and staff participation in the Wellness Program are all contributing factors to the decrease. Mr. Quade asked if a target has been established. Mrs. Sargi replied a target has not been set, however, the goal is to increase participation every year, which has been occurring, and staff are now at almost 50% participation. Mr. Quade responded that 50% participation is great and almost unheard of. Mr. Briggs asked about the 43.3% reduction in Rentals. Mr. Trunk responded the lease for the Akron Center expires in 2016 and won't be renewed. The lease for the Ellet Center expires in 2017 and staff will analyze other options. Mr. Briggs asked about the future of the Dream Out Loud program. Mr. Trunk stated that program model could be replicated at other work centers and perhaps delivered in integrated settings. The fund balance at the end of 2015 is budgeted at \$54,137,484 and after projected 2016 deficit spending the fund balance is anticipated to be approximately \$46,706,388 at the end of 2016, which is within 3% of the Board's approved levy plan. The Summit DD 2016 Budget has been recommended for approval by the July Finance & Facilities Committee.

II. KRONOS CONTRACT

Summit DD utilizes the Workforce Central system provided by Kronos as its main HR servicing application for employee time tracking, personnel management and payroll. The request is to enter into a contract with Kronos in 2015 for an amount not to exceed \$103,515 to cover annual maintenance cost estimated to be up to \$40,800, \$32,890 for upgrading Workforce Central, \$14,000 for adding a new Workforce Mobile module to allow remote management and remote time clocking, \$13,500 for a new version of time clock that provides enhanced interface for employees and \$2,325 to purchase Knowledge Pass, a library of online training classes. Funds are available in the budget and the Kronos Contract has been recommended for approval by the July Finance & Facilities Committee.

III. ARAKYTA CONTRACT

Arakya is an Ohio-based information technology company that performs upgrades, maintenance and hosting services. Summit DD is working with Arakya to provide customized technical support as the Agency's technical infrastructure is updated. A portion of the upgrades must be completed by November 2015 to ensure the network will remain functional.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

WORK SESSION *(continued)*

III. ARAKYTA CONTRACT *(continued)*

Other work being completed will reduce ongoing support and maintenance costs by combining separate servers into larger consolidated servers, which will reduce future support costs by \$15,000-\$20,000/annually. The backup server and the disaster recovery capabilities will also be enhanced. Total cost of all work will not exceed \$88,000 for 2015. Mr. Briggs asked how long Summit DD has been working with this vendor and how were they identified as a source. Mr. DuPlain replied that staff received recommendations about this vendor through other business relationships and began working with the vendor earlier this year. Arakya initially reviewed the Board's needs and made recommendations at no cost. Funds are available in the budget and the Arakya Contract has been recommended for approval by the July Finance & Facilities Committee.

IV. SUMMIT COUNTY SHERIFF'S CONTRACT

The proposed contract with the Summit County Sheriff's office provides an assigned deputy and vehicle to be responsible to patrol both the facility and outside parking areas at the Administrative building as well as responding to other Summit DD facilities. The deputy may also accompany Summit DD staff to onsite locations, when needed. Additionally, the deputy will take initial criminal notifications and complete initial police reports for Major Unusual Incidents (MUI) of a criminal nature. The contract also provides a sheriff's detective to investigate criminal cases, including conducting relevant interviews, searching for community suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimony and other duties based on case-specific demands. The detective will coordinate with the Summit County Prosecutor's office and other law enforcement jurisdictions as needed to educate the community concerning criminal cases involving individuals with developmental disabilities. The goal is for more local jurisdictions to open and investigate criminal cases. The proposed contract reduces the number of detectives from two to one since the addition of the second detective under the former contract did not substantially increase the number of cases opened or arrests. The proposed contract is for a 16-month term commencing September 1, 2015 through December 31, 2016. Future contracts will follow a calendar year. Funds are available in the budget and the contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

V. NEW POLICY 3023 – ELECTRONIC SIGNATURES

Summit DD has implemented new technology to allow documents to be signed electronically and eliminate the need for printing. The Ohio Revised Code (ORC) contains rules that permit county entities to use electronic signatures in place of hand-written signatures. New Policy 3023 and the related procedure govern the use and management of electronic signatures. New Policy 3023 has been recommended for approval by the July HR/LR Committee.

WORK SESSION (continued)

VI. MAY FINANCIAL STATEMENTS

May ended with deficit spending of approximately \$1.9 million dollars, taking the fund balance to \$60,091,109. The quarterly Title XX reimbursement was \$90,000. The May Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VII. JUNE FINANCIAL STATEMENTS

June ended with deficit spending of \$669,872, taking the fund balance to \$61,338,758. Revenue for June reflects the first half homestead and rollback tax of \$3,000,000 and the first half and final personal property reimbursement of \$267,000. The reimbursement is completely phased out of the current state budget, however, county boards will receive some reimbursement to help offset the lost in revenue, which will most likely be a direct credit against waiver match costs. There was also a quarterly Medicaid Administrative Claims (MAC) reimbursement of \$290,000. Expenditures in June reflect \$65,000 for Summit 2020 Project and \$27,000 for County chargeback for building insurance. The June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VIII. REVISED POLICY 4038 – BEHAVIOR SUPPORT & HUMAN RIGHTS

Policy 4038 is being updated to incorporate recent revisions to the Ohio Administrative Code (OAC) relative to behavioral support strategies that include restrictive measures. Mr. Dohnal asked about revised language in the policy that speaks to *legal sanctions*. Mrs. Kamlowsky responded that this language was added to the revised policy since it is part of the statute. Revised Policy 4038 – Behavior Support & Human Rights has been recommended for approval by the July Services & Supports Committee.

IX. SUMMIT DD AUTHORIZED REPRESENTATIVE FOR NEON

Northeast Ohio Network (NEON) requires a Board resolution to allow superintendents to act on behalf of the Board at meetings and for official business. NEON also requires a Board resolution for staff to act as the superintendent's designee. Mr. Trunk selected Lisa Kamlowsky, Assistant Superintendent, and Mira Pozna, Director of Fiscal, to serve as designee in his absence.

The work session adjourned at 5:41 p.m.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:41 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, expressed concern relative to the closing of Akron Center. She stated there are a substantial number of persons served and staff who will be impacted by this change and asked about capacity at other work centers for individuals not ready for community integration. Mr. Trunk replied there is capacity at some work centers, partner providers also have capacity, some individuals may select community employment and some may choose to receive day services and supports at senior centers. The commitment and goal is to have a smooth transition for persons served, families and staff. Mr. Quade stated that Ms. Frank raised an interesting point relative to the closure of Akron Center. The community may view this as a cost saving measure to move people into the community and the Board does not want to send the wrong message. Mr. Trunk replied that while there is a fiscal impact of closing the Akron Center that is not the driving reason for ending the lease at that facility. The Board's communication plan will focus on the programming and service delivery rationale for leaving the Center.

Ms. Frank mentioned the Cuyahoga Falls Center recently celebrated summer with a red, white and blue themed picnic sponsored by the Employee Council where individuals made t-shirts.

Ms. Frank also thanked the Superintendent for continuing to be very visible at the work centers and for inviting legislators to tour the Cuyahoga Falls Center. She stated it is beneficial that legislators see things firsthand.

Tom Berry, a parent and Board Member of The Arc of Summit & Portage Counties, thanked the Board and staff for their service so far this year.

II. APPROVAL OF MINUTES

A. MAY 28, 2015 (combined work session and regular meeting)

RESOLUTION No. 15-07-01

Mr. Quade moved that the Board approve the minutes of the May 28, 2015 combined work session and regular meeting, as presented in attachment #9. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY FINANCIAL STATEMENTS

RESOLUTION No. 15-07-02

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

2. JUNE FINANCIAL STATEMENTS

RESOLUTION No. 15-07-03

Dr. Dwyer moved that the Board approve the June Financial Statements, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. SERVICES & SUPPORTS COMMITTEE

1. REVISED POLICY 4038 – BEHAVIOR SUPPORT & HUMAN RIGHTS

RESOLUTION No. 15-07-04

Mr. Dohnal moved that the Board approve revised Policy 4038 – Behavior Support & Human Rights, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

C. OTHER

1. SUMMIT DD AUTHORIZED REPRESENTATIVE FOR NEON

RESOLUTION No. 15-07-05

Mr. Quade moved that the Board appoints Superintendent John J. Trunk as its authorized representative at NEON meetings and in all NEON business and approves Assistant Superintendent Lisa Kamlowsky and Director of Fiscal Mira Pozna to serve as the Superintendent's Designee to attend and represent the Summit DD Board at NEON meetings. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT

Mr. Trunk advised the state budget has been finalized and approved and it reflects a significant influx of new money for the DD system. The majority of the new funds are intended to downsize large public and private residential settings, with additional funds available to address waiting lists.

The Center for Medicare and Medicaid Services (CMS) approved a plan that allows county boards until 2024 to eliminate the conflict of interest issue. This means that county boards will have until 2024 to transition out of the direct provider role of adult day, employment and transportation services. Mr. Quade asked if there is baseline data by county relative to the number of opportunities that exist for integrated placement. Mr. Trunk replied there are currently 300 people working in integrated employment. At a recent meeting, it was suggested that 80 individuals per year be shifted to community employment. Mr. Trunk stated that strategies are being initiated to engage the business community about the benefits of hiring individuals with disabilities. He added that Ohio is unique relative to the wide range of needs of the individuals supported.

Mr. Trunk mentioned the first meeting of the Best Practices Advisory Committee was held on June 22nd with a second meeting planned in the fall. The purpose of the committee is to help focus on best practices and provide feedback relative to Summit DD meeting its mission.

Mr. Trunk stated that he and staff met with Executive Pry to continue discussions about the Bath Center. If a buyer is not identified, the County is considering releasing the deed to the Board.

Mr. Trunk thanked staff for their efforts in planning the upcoming Summit DD golf outing to be held on August 17th at Rosemont Country Club. All planning and preparation has taken place on staffs' personal time. Most of the sponsorship spots have been filled and there is a full line-up of golfers.

V. PRESIDENT'S COMMENTS

Mr. Briggs stated that he continues to receive positive comments from members of the community and community leaders about Summit DD so the hard work of staff is certainly paying off. People are listening to the mission – keep up the good work.

There being no further business, the Board Meeting adjourned at 6:07 p.m.


Denise Ricks, Secretary