

MINUTES –combined work session and regular meeting
Tuesday, December 15, 2015

Summit County Board of Developmental Disabilities

MINUTES

Tuesday, December 15, 2015
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Tuesday, December 15, 2015 at 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
Denise Ricks, Secretary
Tom Quade
Dave Dohnal
Meghan Wilkinson
Jennifer Dwyer

BOARD MEMBER EXCUSED

Joe Siegfert, Vice President

ALSO PRESENT

John J. Trunk, Superintendent
Tom Jacobs, Director of Operations/SHDC
Mira Pozna, Director of Fiscal
Lynn Sargi, Director of HR
Holly Brugh, Director of SSA and Children's Services
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations & Risk Management
Russ DuPlain, Director of IT & Records
Billie Jo David, Director of Communications, Quality & MUI
Drew Williams, Director of Community Supports & Development and others

I. HATTIE LARLHAM DISCOVERY CONTRACT

In January 2015, as part of the Employment First Initiative, Summit DD contracted with seven community providers to conduct Discovery. Discovery is a one-on-one assessment over the course of many weeks to determine the interests and desires of an individual. At the end of the assessment, the provider produces a Positive Personal Profile which details all of the collected information along with recommendations for service options. As part of the contract, providers were trained by Summit DD and were required to follow Summit DD's best practice model for conducting Discovery. Upon completion and review of the Discovery process, providers receive \$600 from Summit DD. It was anticipated that each provider would complete 28 Discovery profiles. Throughout the year, several providers were not able to commit to completing the Discovery process, mostly due to the provider's inability to dedicate staff to conduct assessments. In addition, there were higher than anticipated referrals for Discovery. Hattie Larlham began to accept the overflow of referrals and they have been able to keep up with referrals and produce high quality profiles.

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WORK SESSION *(continued)*

I. HATTIE LARLHAM DISCOVERY CONTRACT *(continued)*

The request is to increase the current contract with Hattie Larlham for the period October 1, 2015 through December 31, 2015 in the amount of \$44,914, for the total contract amount not to exceed \$61,914. The original contract was in the amount of \$17,000 for the completion of 28 profiles. The new contract would allow for 75 additional profiles. Many of the assessments will be completed for individuals attending the Akron Center. Mr. Briggs asked if the additional assessments would be completed by the end of this year. Mr. Trunk replied the assessments are already underway and most will be completed by the end of the year with possibly a few rolling over into next year. Mr. Quade asked if Hattie Larlham is the only provider participating. Mr. Trunk responded there are several other providers, however, Hattie Larlham has dedicated two full-time staff to discovery so they are able to complete a higher number of assessments. Funds to increase this contract would come from encumbered funds from the other Discovery providers who were not able to complete the process. The contract increase has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

II. HATTIE LARLHAM NURSING CONTRACT

The request is to approve a contract with Hattie Larlham for nursing services for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$389,685. The contract would cover adults who attend Summit DD facilities and children in community child care settings. Nursing services are required for both children and adults who need g-tube feeding, aerosol treatments, medication administration and other medical treatments. The current number of staff specified in this contract will be reduced with the closing of Akron Center and the training of direct care staff to perform delegated nursing duties. With the transition of all children into community child care centers, one RN will be available to provide consultative support to child care center staff. Support would fade as child care centers become more comfortable with providing the specialized care. The contract amount would be reduced by approximately \$105,000 over last year's amount; \$60,000 in the Adult Services portion of the contract and \$45,000 in the Children's Services portion of the contract. This contract supports approximately 479 adults and 4-5 children. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

III. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT

Summit DD has partnered with Oriana House since October 2012 to provide a pretrial option that houses individuals with developmental disabilities who are facing certain criminal charges in lieu of awaiting trial/disposition in the Summit County Jail.

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WORK SESSION *(continued)*

III. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT *(continued)*

The request is to renew a contract with Oriana House for the Alternative Environment Program (AEP) for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$181,479.20. There would be \$100,000 dispersed up front and then funds are distributed based on usage. The new contract represents the same rates as the current contract. The contract would ensure the availability of four beds (3 male and 1 female) for eligible individuals in a restrictive, structured residential environment while maintaining continuity of care through programming and treatment services based on the ISP, with a projection of 440 bed days. Services while in the AEP may include case management, crisis counseling, social skills group, medication compliance, recreation, hygiene and nutrition. Summit DD has used 261 bed days through September 28, 2015 (11 males and zero females). Mr. Quade asked if bed day usage is fairly consistent from year to year. Mr. Trunk replied it is and remarked that usage will be analyzed near the end of this proposed contract for potential changes to the 2017 contract, if necessary. Mr. Briggs commented that this is a great program and probably the only one of its kind in the State. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

IV. WEAVER INDUSTRIES ADULT SERVICES CONTRACT

The request is to renew a contract with Weaver Industries for contract procurement, payroll functions, management of benefits, workers compensation and fringe benefits for persons served for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$503,753. This represents a decrease of \$110,753 over the current contract due to reduction in the Workshop Aide Program, reduction in procurement of contract work, elimination of the incentive/disincentive that had been built into previous contracts and the reduction of payroll support needed due to enrollment and the transition out of the Akron Center. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

V. PRIMARY SOLUTIONS (GATEKEEPER) CONTRACT

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application for tracking information on individuals served and to manage billing activities. Annual license cost for Gatekeeper will be \$49,753, which is a 2% increase over 2015. Summit DD uses OhIDD.com, provided by Primary Solutions, for tracking billing and utilization of services. The annual license costs for OhioDD.com will be \$7,828, which is a 3% increase over 2015. Summit DD has also budgeted \$10,000 for customized work and specialized technical support in 2016 beyond what is included in the licensing agreements. The request is to enter into a contract with Primary Solutions in 2016 in an amount not to exceed \$67,581.

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WORK SESSION *(continued)*

V. PRIMARY SOLUTIONS (GATEKEEPER) CONTRACT *(continued)*

Primary Solutions serves approximately 90% of the DD Boards in the State of Ohio. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Committee.

VI. COMDOC CONTRACT

Summit DD has been working with ComDoc, a local company in Uniontown that specializes in customized consulting solution for document management systems, since 2014. In 2015 processes were implemented in several departments to streamline operations. The request is to enter into a contract with ComDoc in 2016 to continue the scope of this work. The total contract amount is not to exceed \$175,000. Mr. DuPlain noted Summit DD is able to set parameters of a retention schedule, including alerts to staff prior to items being automatically deleted. Mr. Quade asked about the target date to be totally paperless. Mr. DuPlain replied the overall plan is four-years and the organization is in the first year. Various work areas/departments within the Agency are brought into the plan systematically as they become ready for the transition. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities Committee.

VII. NORTH EAST OHIO NETWORK (NEON) CONTRACT

North East Ohio Network (NEON) is a Council of Governments (COG) established under the authority of the Ohio Revised Code. The primary purpose of NEON is to coordinate the duties of members to better benefit and serve individuals with developmental disabilities. Summit DD contracts with NEON to administer the TDD Waiver and to conduct reviews on its behalf for QARN and provider compliance reviews, services that are required by the Ohio Administrative Code. The request is to enter into a contract with NEON for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$464,996. The 2016 contract amount would be \$350,996 for TDD Waiver Administration, \$60,000 for QARN reviews, \$50,000 for provider compliance reviews and \$4,000 for annual NEON dues. Mr. Trunk noted the longer term plan is to conduct these services internally. Mr. Briggs asked if these services will be handled internally to gain efficiencies. Mr. Trunk responded that the Board has had a great relationship with NEON and it is due to cost efficiencies that Summit DD staff will perform these functions in the future. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

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WORK SESSION *(continued)*

VIII. 2016 SUMMIT DD ACTION PLAN

The 2016 Action Plan provides the framework for how Summit DD will accomplish its Mission and achieve its Vision. For each goal identified in the Long Range Plan, the Action Plan highlights the measures and action items in the coming year to accomplish the long-range goals. Some of the highlights of the 2016 Plan are:

- Increase connections with local governments, community leaders and civic organizations to become a primary resource for disability issues
- Provide more creative resources and tools for SSAs and teams to offer creative solutions and increase person centered planning
- Provide parent networks and coaching for individuals and families to become greater advocates
- Pilot a new transition framework for school to work
- Promote an array of residential support options
- Create a best practice inclusive day program model
- Expand child care and early intervention supports by increasing the age of individuals supported in those programs
- Implement the conflict free case management by building provider capacity, expanding service monitoring, developing new integrated models, phasing out Akron Center and not accepting any new referrals
- Develop a business plan to remain sustainable through the next levy period
- Develop a variety of approaches to educate and support employees impacted by the transition

A public forum was held on November 11th. Feedback has been incorporated into the Action Plan. The 2016 Summit DD Action Plan has been recommended for approval by the November HR/LR, Finance & Facilities and Services & Supports Committees.

IX. DEPARTMENT OF JOB & FAMILY SERVICES (DJFS) ONSITE ASSISTANCE CONTRACT

Summit DD receives onsite assistance from a DJFS caseworker who maintains an office at the Board's administrative building. The caseworker provides assistance with Medicaid enrollment, Medicaid waivers, Healthy Start and food assistance programs. Persons served and families are able to work with the DJFS staff without going to the downtown Akron offices. The advantage of this arrangement allows for one caseworker to address special issues and barriers that could delay Medicaid enrollment. Reimbursement is made to DJFS on a monthly basis in the amount of \$5,833.33, not to exceed \$70,000 for the period January 1, 2016 through December 31, 2016. The 2016 contract has been increased by \$5,000 due to DJFS staff salary increases in 2015 and 2016. Funds are available in the budget and the contract has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.

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WORK SESSION *(continued)*

X. FAMILY & CHILDREN FIRST COUNCIL/SUMMIT COUNTY CLUSTER FOR YOUTH FUNDING AGREEMENT

The purpose of this contract is to establish a shared funding pool to support services through Cluster, which provides services to multi-needs children in Summit County. These services include things such as service coordination, placement, food, clothing, medical care, psychological and psychiatric care. The agreement allows Summit DD access to additional funding for services to children that Summit DD would otherwise sustain. Funds from this agreement are used to pay for Cluster services, the cost of two Cluster Coordinators and Cluster Cross Systems training. Summit County Health Department is the administrative fiscal agent and generates the contract as well as providing accounting of funds held in the shared pool. The request is for Summit DD to continue to participate in the shared funding pool through a one-time disbursement in the amount of \$110,700 for the period January 1, 2016 through December 31, 2016. This amount represents a slight increase in the 2016 contract amount based on actual utilization averaged over the past few years. Shared pool contributors include: Children's Services Board in the amount of \$171,245; Juvenile Court in the amount of \$131,084; ADM Board in the amount of \$145,431. Mr. Quade asked if the other contributing organizations are comfortable with each agency's share. Mr. Trunk replied that the executive directors of each organization meet and agree on the dollar amounts. In 2014, 54 children were served through this agreement; eleven were individuals with developmental disabilities. From January-November 2015, 52 children were served; eight were individuals with developmental disabilities. Funds are available in the budget and the contract has been recommended for approval by the December Finance & Facilities and November Services & Supports Committees.

XI. NOVEMBER FINANCIAL STATEMENTS

November reflects deficit spending in the amount of \$3,349,743 with an ending fund balance of \$58,658,887. Expenditures for the month include Relias software fees in the amount of \$30,000, Kronos timekeeping system fees of \$36,700, server fees in the amount of \$20,000 and electronic document management fees of \$26,400. The quarterly waiver administration fee was \$302,000 and there was a County chargeback for CAFR audit fees in the amount of \$32,600. The November Financial Statements have been recommended for approval by the December Finance & Facilities Committee.

The work session adjourned at 5:28 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:28 p.m.

I. BOARD MEMBER CAUCUS

A. 2016 NOMINATING COMMITTEE

Mr. Briggs stated that election of Board officers takes place at the January Organizational Meeting. He asked Mr. Quade to serve as the Board's Nominating Committee. Mr. Quade agreed. Mr. Briggs asked that nominations be submitted to Mr. Quade no later than January 15, 2016. Nominations will also be accepted from the floor at the January 28, 2016 Board Meeting.

II. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, commented she is very pleased that the Board is continuing to participate in the contract/collaboration with Cluster. She mentioned that her daughter has utilized the services provided under this contract and it was extremely beneficial.

Ms. Frank congratulated Holly Brugh, Drew Williams and Patricia Clarke for the recent extension of their contracts. She asked about the 6 month duration of Ms. Clarke's contract. Mr. Trunk explained that after Ms. Clarke's contract expires, her duties will be performed by internal staff.

Ms. Frank wished everyone happy holidays.

III. APPROVAL OF MINUTES

A. NOVEMBER 17, 2015 (combined work session and regular meeting)

R E S O L U T I O N

No. 15-12-01

Mrs. Wilkinson moved that the Board approve the minutes of the November 17, 2015 combined work session and regular meeting, as presented in attachment #12. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. HATTIE LARLHAM DISCOVERY CONTRACT

RESOLUTION

No. 15-12-02

Mr. Quade moved that the Board approve an increase to the Hattie Larlham Discovery Contract for the total contract amount not to exceed Sixty One Thousand Nine Hundred Fourteen Dollars (\$61,914), for the period October 1, 2015 through December 31, 2015, as presented in attachment #1, and that the Superintendent be authorized to sign said contract amendment. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. HATTIE LARLHAM NURSING CONTRACT

RESOLUTION

No. 15-12-03

Mrs. Ricks moved that the Board approve a contract with Hattie Larlham to provide nursing services to Board eligible children and adults in an amount not to exceed Three Hundred Eighty Nine Thousand Six Hundred Eighty Five Dollars (\$389,685), for the period January 1, 2016 through December 31, 2016, as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Dr. Dwyer, was unanimously approved.

3. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT

RESOLUTION

No. 15-12-04

Dr. Dwyer moved that the Board approve a contract with Oriana House for an Alternative Environment Program in an amount not to exceed One Hundred Eighty One Thousand Four Hundred Seventy Nine Dollars and Twenty Cents (\$181,479.20), for the period January 1, 2016 through December 31, 2016, as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dohnal, was unanimously approved.

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BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

4. WEAVER INDUSTRIES ADULT SERVICES CONTRACT

RESOLUTION

No. 15-12-05

Mr. Dohnal moved that the Board approve a contract with Weaver Industries for contract procurement, payroll functions, management of benefits, workers compensation and fringe benefits for persons served in an amount not to exceed Five Hundred Three Thousand Seven Hundred Fifty Three Dollars (\$503,753), for the period January 1, 2016 through December 31, 2016, as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

5. PRIMARY SOLUTIONS (GATEKEEPER) CONTRACT

RESOLUTION

No. 15-12-06

Mrs. Wilkinson moved that the Board approve a contract with Primary Solutions for annual maintenance and licensing fees for the Gatekeeper system, in an amount not to exceed Sixty Seven Thousand Five Hundred Eighty One Dollars (\$67,581), for the period January 1, 2016 through December 31, 2016, as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

6. COMDOC CONTRACT

RESOLUTION

No. 15-12-07

Mr. Quade moved that the Board approve a contract with ComDoc for consulting services in an amount not to exceed One Hundred Seventy Five Thousand Dollars (\$175,000), for the period January 1, 2016 through December 31, 2016, as presented in attachment #6, 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)

IV. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

7. NEON CONTRACT

RESOLUTION

No. 15-12-08

Mrs. Ricks moved that the Board approve a contract with Northeast Ohio Network for the administration of TDD Waivers, Quality Assessment Registered Nurse Reviews, Provider Compliance Reviews and annual dues, in an amount not to exceed Four Hundred Ninety Six Thousand Nine Hundred Ninety Six Dollars (\$496,996) for the period January 1, 2016 through December 31, 2016, as presented in attachment #7, and that the Superintendent be authorized to sign said contract. The motion, seconded by Dr. Dwyer, was unanimously approved.

8. 2016 SUMMIT DD ACTION PLAN

RESOLUTION

No. 15-12-09

Dr. Dwyer moved that the Board approve the 2016 Summit DD Action Plan, as presented in attachment #8. The motion, seconded by Mrs. Ricks, was unanimously approved.

9. DEPARTMENT OF JOB & FAMILY SERVICES ONSITE ASSISTANCE CONTRACT

RESOLUTION

No. 15-12-10

Mr. Dohnal moved that the Board approve a contract with the Department of Job & Family Services for onsite assistance in an amount not to exceed Seventy Thousand Dollars (\$70,000) for the period January 1, 2016 through December 31, 2016, as presented in attachment #9, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

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BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

10. FAMILY & CHILDREN FIRST COUNCIL/SUMMIT COUNTY CLUSTER FOR YOUTH FUNDING AGREEMENT

RESOLUTION No. 15-12-11

Mrs. Wilkinson moved that the Board approve a contract with the Family & Children First Council/Summit County Cluster For Youth Services for continuation in the shared pool agreement, in an amount not to exceed One Hundred Ten Thousand Seven Hundred Dollars (\$110,700) for the period January 1, 2016 through December 31, 2016, as presented in revised attachment #10, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

11. NOVEMBER FINANCIAL STATEMENTS

RESOLUTION No. 15-12-12

Mr. Quade moved that the Board approve the November Financial Statements, as presented in attachment #11. The motion, seconded by Dr. Dwyer, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. SECOND STREET PROPERTY

The County purchased property on Second Street in Cuyahoga Falls on behalf of the Board utilizing Summit DD funds and the Board has been maintaining the property since 1977. Originally the property was purchased as a residential setting for Board eligible individuals, however, the home has been utilized by individuals served by the ADM Board. The Board collects rent and has continued to maintain the property. The ADM Board has requested that Summit DD transfer the right of possession to the ADM Board. Mr. Trunk explained this would need to be done through the County process and that he has spoken with the County Executive and he is supportive of the transfer. Mr. Trunk indicated that no official Board action is required at this time, however, he wanted to check with the Board to see if all are in agreement to sell the property. He noted the property is in need of some repairs and that he is working with the ADM Board to reach agreement on a sale price. Board Members indicated they are in agreement with the sale of this property.

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BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

B. OACB ANNUAL CONFERENCE & DELEGATE ASSEMBLY

The annual OACB three-day Conference was held in early December in Columbus and was very well attended and provided information on a variety of relevant topics. The Delegate Assembly took place December 2nd and there was one resolution proposed from the floor relating to OACB establishing a work group to develop local, mission-driven quality standards for private providers that are consistent with state and federal laws that can be implemented and overseen by county boards and that OACB take necessary action to strengthen the SSA function and that this service remain with county boards. Mr. Trunk indicated some in attendance at the Delegate Assembly expressed that the resolution needed stronger language. Mr. Dohnal concurred that he would have liked to have seen stronger language in the resolution as well, however, he believes there is agreement relative to the philosophy and intent of the resolution. Mr. Briggs commented this is a step in the right direction.

C. BEST PRACTICES ADVISORY COMMITTEE

Mr. Trunk reported there have been three meetings of the Best Practices Advisory Committee in 2015 and all have been well attended with good participation. The group is comprised of local government, local business leaders, providers, an individual served, staff and stakeholders. At the most recent meeting, there was good conversation around the Board's services and how stakeholders view the Agency. The 2016 Action Plan was presented and discussed. One of the committee members is an executive with the Greater Akron Chamber and has offered to assist in making community connections with local business leaders. March is DD awareness month and this group will help vet nominations for several awards Summit DD will be presenting. Mr. Trunk stated he is hopeful this group will help take the Board's message out into the community. There will be another meeting of this group in the first quarter of 2016.

D. MISCELLANEOUS

Mr. Trunk advised that he received a call from Leah Jones of U.S. Senator Sherrod Brown's office requesting a meeting to learn more about the services the Board provides. He met with Ms. Jones and believes this will be a good resource in the future.

Mr. Trunk commented that he and Mr. Briggs met with County Executive Russ Pry to update him on the plan for system transition.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

D. MISCELLANEOUS

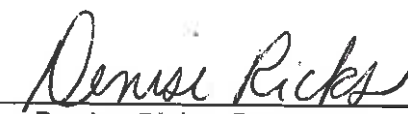
Mr. Trunk noted that Summit DD recently underwent a Summit County Internal Audit and he attended the Audit Committee meeting today where the results and final review were discussed. The Agency had nine items noted as issues. Five of those issues were corrected before the auditors concluded the onsite visit and the other four items were addressed in the Management Action Plan (MAP). The Audit Committee approved the MAP.

VI. PRESIDENT'S COMMENTS

Mr. Briggs announced that while he intends to remain on the Summit DD Board, he does not intend on holding the position of President in 2016. He indicated he believes it is time for new leadership and different perspectives. He thanked everyone for their support and stated he took more away from this experience than he contributed. Mr. Briggs remarked that he has worked with many organizations and political subdivisions and Summit DD has the most committed staff – keep up the good work.

Mr. Briggs wished everyone happy holidays!

There being no further business, the Board Meeting adjourned at 5:57 p.m.


Denise Ricks, Secretary