

MINUTES – annual organizational meeting and combined work session and regular meeting  
Thursday, January 28, 2016

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, January 28, 2016

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 28, 2016 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:07 p.m.

### BOARD MEMBERS PRESENT

Randy Briggs  
Joe Siegferth  
Denise Ricks  
Tom Quade  
Dave Dohnal  
Jennifer Dwyer

### BOARD MEMBER ABSENT

Meghan Wilkinson

### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowsky, Assistant Superintendent  
Tom Jacobs, Director of Operations/SHDC  
Mira Pozna, Director of Fiscal  
Drew Williams, Director of Community  
Supports & Development

Joe Eck, Director of Labor Relations &  
Risk Management  
Diamon Perry, Ombudsman  
Lynn Sargi, Director of HR  
Maggi Albright, Recording Secretary  
and others

## I. ELECTION OF OFFICERS

Mr. Quade served as the Nominating Committee and collected nominations for 2016 Board Officers. He announced he was prepared to share a slate of officers in which one candidate was nominated for each position. Mr. Quade indicated each person nominated has agreed to serve. Mr. Siegferth called for additional nominations. Hearing none, Mr. Quade reported that the 2016 Summit DD Board Officer nominations are: President – Joe Siegferth, Vice-President – Dave Dohnal, and Secretary – Denise Ricks.

### RESOLUTION

#### No. 16-01-01

Mr. Quade moved that the election of Board Officers for 2016 be approved, as follows:

President – Joe Siegferth

Vice President – Dave Dohnal

Secretary – Denise Ricks

The motion, seconded by Dr. Dwyer, was unanimously approved.

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## **ANNUAL ORGANIZATIONAL MEETING** *(continued)*

### **II. ASSIGNMENT OF BOARD MEMBERS TO ETHICS COMMITTEE**

The Board's Ethics Committee requires representation of at least three Board Members. Mr. Siegferth asked Denise Ricks, Tom Quade and Jenny Dwyer to serve on the 2016 Ethics Committee in addition to himself. All agreed.

#### **R E S O L U T I O N**

##### **No. 16-01-02**

Mr. Quade moved that the four Board Members appointed to serve on the Board's Ethics Committee for 2016 are:

1. Denise Ricks
2. Tom Quade
3. Jenny Dwyer
4. Joe Siegferth

The motion, seconded by Mr. Dohnal, was unanimously approved.

### **III. 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. Siegferth asked Board Members if they are satisfied with the 2016 committee assignments. Hearing no objections, the proposed committee assignments for 2016 stand. Dates and times of committee meetings will be established and distributed as soon as possible.

### **IV. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT**

Individuals appointed or reappointed to serve on a county developmental disabilities board are required by the 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 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 at the end of the meeting.

The annual organizational meeting adjourned at 5:13 p.m.

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## **WORK SESSION**

The **work session meeting** of the Summit County Board of Developmental Disabilities convened at 5:13 p.m.

### **I. NON-BARGAINING UNIT PAY STRUCTURE**

In 2012 Summit DD retained Belz & Associates, a compensation consultant with extensive public sector experience, to assist Summit DD update its non-bargaining unit compensation system. The project included a compensation policy statement, a position evaluation methodology that staff can administer to determine internal equity, a market analysis to determine appropriate positions and market comparisons to ensure external competitiveness, a pay structure with eleven pay grades that reflect the results of the position evaluation and market analysis input and pay administration procedures. Summit DD retained Belz & Associates again in 2014 to assist the Position Evaluation Committee with evaluating job descriptions associated with the reorganization and with conducting an updated market analysis to ensure external competitiveness. As a result, Summit DD adopted a revised pay structure which included a 4% adjustment applied to each pay grade to align with current market conditions. The 4% was not individual salary increases. The proposed new pay structure reduces the number of pay grades from eleven to nine, collapsing three Director position pay grades into one to give the Superintendent flexibility to shift major and emerging functions based on Agency needs without having to upgrade or downgrade positions to different pay grades. It also reflects a single pay grade with a midpoint that better reflects current market conditions for the variety of skills, knowledge and experience of the director positions. This recommendation adjusts the minimum, midpoint and maximum for pay grades seven through nine. If adopted, the revised pay structure would become effective January 1, 2016 and will have no impact on individual salaries with the exception of one individual whose salary would be increased to bring them to the minimum of the pay grade. Mr. Quade asked about the proportion of staff in the minimum to midpoint and midpoint to maximum range of the pay grades. Mrs. Sargi replied that she believes the majority of staff fall between the minimum and midpoint of the proposed pay grades. The revised pay structure has been recommended for approval by the January HR/LR Committee.

### **II. TRANSFER OF 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, who is supportive of the transfer.

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## **WORK SESSION** *(continued)*

### **II. TRANSFER OF SECOND STREET PROPERTY** *(continued)*

If the Summit DD Board agrees, the ADM Board would reimburse Summit DD \$129,405 for the property, which is the appraised value of the property less \$73,595 for required repairs currently needed on the home. The County has requested Board resolutions from both Summit DD and the ADM Board authorizing and accepting the transfer. Upon receipt of both resolutions, the County would proceed with legislation seeking County Council approval of the transfer. The January Finance & Facilities Committee recommends approval.

### **III. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT**

The People Together Program is an education and awareness program administered by the Arc of Summit & Portage Counties to schools and community organizations. The program is designed to increase knowledge and acceptance of integration. The Arc has delivered this program to more than 6,000 participants at more than 50 sites in each of the six years since the program's inception. The program has a proven track record of changing the attitudes of school age students and community members. Every six months a report is submitted to Summit DD outlining the number of students served, the number of sites and classes, along with student pre and post evaluation results. The request is to approve a contract in the amount of \$61,000, which covers approximately 60% of the program costs. The remainder of program costs are subsidized by United Way grants and the Arc's operating expenses. The contract would be for the period February 1, 2016 through December 31, 2016. Funds are available in the budget and the contract has been recommended for approval by the January Finance & Facilities and Services & Supports Committees.

### **IV. DECEMBER FINANCIAL STATEMENTS**

The year ended with deficit spending in the amount of \$6,579,653, taking the fund balance to \$55,428,977. Expenditures for December include a budget transfer in the amount of \$30,000 through an Executive Order releasing funds out of contract services and re-appropriating them into rentals to cover budget deficits and the remaining balance of the annual match requirement for the Bridges to Transition grant in the amount of \$47,000. Revenue for the month includes quarterly Medicaid Administrative Claims reimbursement in the amount of \$281,000, quarterly Title XX reimbursement in the amount of \$93,000 and Help Me Grow reimbursements in the amount of \$158,000. The year ended with a Discretionary fund balance in the amount of \$205,504. The December Financial Statements have been recommended for approval by the January Finance & Facilities Committee.

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## **WORK SESSION** *(continued)*

### **V. REVISED POLICY 2030 – HIRING AND SELECTION**

Proposed revisions to Policy 2030 – Hiring and Selection codify Summit DD's current practice of limiting the responsibility of extending offers to candidates/employees for permanent and temporary positions to designated Human Resources Department staff. Mr. Trunk explained that according to the Ohio Revised Code (ORC), the Board employs one employee, the Superintendent, and the Superintendent is responsible for hiring all other county board employees. However, any management contracts in excess of one year would require Board approval. Mr. Quade asked if revisions to this policy are correcting a problem. Mr. Trunk replied there have been several situations that have been perceived as offers of employment prior to contact from the HR Department. Revised Policy 2030 has been recommended for approval by the January HR/LR Committee.

### **VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2016 MEMBERSHIP DUES**

Summit DD's 2016 OACB membership dues are \$75,000, 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. OACB maintains 100% membership from all 88 counties in Ohio. Funds are available in the budget and the Superintendent recommends approval of the 2016 OACB membership dues.

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

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## **BOARD MEETING**

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

### **I. PUBLIC COMMENT**

Leslie Frank, a parent and Summit DD staff, asked for an update on the sale of the Bath Center. Mr. Trunk said there is nothing new to report at this time. He did talk with folks from the County last week, however, they have not heard anything from the potential buyer.

Ms. Frank asked what services would be left after the workshops and transportation are eliminated. Mr. Trunk replied that Early Intervention is a big part of the program that provides services to school-age and transition-age children and will continued to be enhanced, provider development and training will be an area of possible growth, SSA services will continue, quality and compliance and MUI will also be vital areas of the program. Ms. Frank asked if the Inclusion Assistants will remain permanent positions. Mr. Trunk replied that he believes they will.

Ms. Frank asked about public forums. Mr. Trunk responded that three public information meetings will be held in February around the county and staff will continue to conduct public meetings to educate and inform stakeholders. The three upcoming community meetings will be Monday, February 8<sup>th</sup> @ 5:00 p.m. – Akron Public Library; Tuesday, February 9<sup>th</sup> @ 6:00 p.m. – Cuyahoga Falls Natatorium; and Wednesday, February 10<sup>th</sup> @ 6:00 p.m. – Barberton Library.

### **II. APPROVAL OF MINUTES**

#### **A. DECEMBER 15, 2015 (combined work session and regular meeting)**

#### **R E S O L U T I O N**

#### **No. 16-01-03**

Mr. Quade moved that the Board approve the minutes of the December 15, 2015 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.



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## **BOARD MEETING (continued)**

### **III. BOARD ACTION ITEMS**

#### **A. FINANCE & FACILITIES COMMITTEE**

##### **1. TRANSFER OF SECOND STREE PROPERTY**

###### **RESOLUTION**

**No. 16-01-04**

Mrs. Ricks moved that whereas the residential property located at 1770 Second Street, Cuyahoga Falls, Ohio was acquired by the County of Summit with Summit DD funds; and

Whereas Summit DD no longer needs the property located at 1770 Second Street, Cuyahoga Falls, Ohio for its use; and

Whereas the Summit County ADM Board is interested in acquiring said property for its purposes and has agreed to reimburse Summit DD for the same;

Therefore be it resolved that the Summit DD Board authorizes the County of Summit to transfer said property to the Summit County ADM Board in exchange for payment from Summit County ADM Board to Summit DD in the amount of One Hundred Twenty Nine Thousand Four Hundred Five Dollars (\$129,405.00), as presented in attachment #2. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### **2. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT**

###### **RESOLUTION**

**No. 16-01-05**

Dr. Dwyer moved that the Board approve a contract with the Arc of Summit & Portage Counties to administer the People Together Program for the period February 1, 2016 through December 31, 2016 in an amount not to exceed Sixty One Thousand Dollars (\$61,000.00), as presented in attachment #3, 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)**

##### **3. DECEMBER FINANCIAL STATEMENTS**

###### **R E S O L U T I O N No. 16-01-06**

Mr. Dohnal moved that the Board approve the December Financial Statements, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

#### **B. HR/LR COMMITTEE**

##### **1. REVISED POLICY 2030 – HIRING AND SELECTION**

###### **R E S O L U T I O N No. 16-01-07**

Mr. Quade moved that the Board approve revisions to Policy 2030 – Hiring and Selection, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

#### **C. OTHER**

##### **4. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2016 MEMBERSHIP DUES**

###### **R E S O L U T I O N No. 16-01-08**

Mrs. Ricks moved that the Board approve payment of 2016 membership dues to the OACB, in the amount of Seventy Five Thousand Dollars (\$75,000.00), as presented in attachment #6, and that the Superintendent be authorized to execute said payment. The motion, seconded by Dr. Dwyer, was unanimously approved.

### **IV. SUPERINTENDENT'S REPORT**

#### **A. FOURTH QUARTER MUI REPORT**

There were 293 MUIs reported during the fourth quarter of 2015 for a total of 1,299 in 2015, which represents a slight increase from 1,296 in 2014. 97% of MUIs were reported to DODD within 24 hours of discovery and 100% of MUI investigations were completed on time.



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## **BOARD MEETING (continued)**

### **IV. SUPERINTENDENT'S REPORT (continued)**

#### **A. FOURTH QUARTER MUI REPORT (continued)**

Out of 587 cases referred, 108 were opened by the Summit County Sheriff's office, which accounts for 18% of law enforcement referrals. There were 29 total arrests in 2015 (12 misdemeanors and 17 felonies). Thirteen individuals were indicted in 2015 and one open warrant remains. Approximately 44% of cases substantiated were category A, 15% were category B, 36% were category C and 5% of cases are still open investigations.

#### **B. FOURTH QUARTER OPERATING PLAN REPORT**

The fourth quarter Operating Plan report on the quarterly results of the Operating Plan measures. Twelve out of 21 measures have met or exceeded goal, 7 of 21 are within 5% of goal and 2 of 21 measures are below goal.

Highlights for the fourth quarter include:

- 4,369 individuals supported, which exceeds projections
- 23.8 adults are receiving community employment services compared to 19% during the first quarter of 2015
- 92% of parents feel like they receive the information they need to plan for services, compared to the statewide average of 90.8% and more parents (86%) of young children feel they get information from their Developmental Specialist regarding child development compared to 65% in 2014
- 81% of families feel their loved ones are connected to the community
- 85% of adults are funded through federal funds
- In 2015, \$81,494,924 in Medicaid dollars was paid to private providers to support individuals with disabilities (including match)
- Satisfaction with Summit DD continues to be high, with 78% of individuals and 83% of parents/guardians rating Summit DD a 9 or 10 on a scale of 1-10, compared to 76% and 77% respectively in 2014

The two areas for opportunity are:

- The average number of times per month individuals participate in activities such as exercising, shopping, running errands, etc. is 17 compared to the statewide average of 21. Performance in this area continues to increase.
- In 2015, 73.9% of performance evaluations were completed on time compared to the goal of 90%. Summit DD implemented a new electronic evaluation system in the fourth quarter 2015 that should streamline and the process.

Mr. Siegfert asked if there are contributing factors in performance evaluations not being completed on time. Mr. Trunk replied that in most cases it is the number of people a manager has to evaluate.

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## **BOARD MEETING (continued)**

### **IV. SUPERINTENDENT'S REPORT (continued)**

#### **B. FOURTH QUARTER OPERATING PLAN REPORT (continued)**

The new system streamlines the process and the tool is easier to complete but still provides meaningful feedback. Mr. Quade asked if evaluations are on a rotating schedule. Mr. Trunk explained that all non-bargaining unit evaluations are on a calendar year and are due for completion by the end of January each year. Evaluations for bargaining unit staff are tied to the date of hire.

#### **C. MISCELLANEOUS**

Mr. Trunk introduced Diamon Perry as Summit DD's new Ombudsman. Ms. Perry has been employed with the Board since 2001 in a variety of roles such as Floater Assistant, SSA, and most recently as a SSA Manager. The role of Ombudsman will be to empower individuals and assist with navigating the service delivery system. Ms. Perry will serve as a community connector and act as a liaison in helping individuals and families resolve issues and concerns.

At the OACB Delegate Assembly in December, a resolution regarding strengthening the role of SSAs and achieving oversight to ensure quality services as well as health, safety and welfare was passed. A work group was established to develop local, mission-driven quality standards for private providers consistent with state and federal laws and regulations that can be implemented and overseen by county boards of DD. Dave Dohnal was asked to serve on the work group, which will be comprised mainly of county board Superintendents and Board Members.

OACB is considering a pilot program with Summit and Stark Counties that would include county sheriffs and prosecutors and the local courts to expand relationships and offer training to law enforcement, first responders and other personnel relative to interactions with individuals with disabilities. Since Summit and Stark are the only two counties in the State of Ohio that have collaborative relationships with local law enforcement, they were selected to pilot this initiative.

Mr. Trunk presented the 2016 Action Plan and commented that it is another great piece of work coming out of the Communications Department under the direction of Billie Jo David.

Mr. Trunk advised that he and staff continue to meet with labor leadership and Agency staff to provide updates relative to the transition plan. He commented there will be another round of staff meetings next week and three public forums will be held in early February in a continued effort to keep staff, individuals, families and all stakeholders informed as well.

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## **BOARD MEETING** *(continued)*

### V. PRESIDENT’S COMMENTS

Mr. Siegferth thanked Mr. Briggs on behalf of the Board, staff and everyone associated with Summit DD for his service and community leadership. He presented Mr. Briggs with an engraved gavel as a small token of appreciation. Mr. Briggs thanked everyone and commented that it has been his pleasure to serve.

There being no further business, the Board Meeting adjourned at 6:03 p.m.



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Denise Ricks, Secretary