

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

Summit County Board of Developmental Disabilities

MINUTES

Thursday, February 25, 2016
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 25, 2016 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:02 p.m.

BOARD MEMBERS PRESENT

Joe Siegerth, President
Dave Dohnal, Vice President
Denise Ricks, Secretary
Randy Briggs
Tom Quade
Meghan Wilkinson

BOARD MEMBER EXCUSED

Jennifer Dwyer

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Billie Jo David, Director of Communications,
Quality & MUI
Diamon Perry, Ombudsman
Tom Jacobs, Director of Operations/SHDC
Drew Williams, Director of Community
Supports & Development

Joe Eck, Director of Labor Relations &
Risk Management
Russ DuPlain, Director of IT & Records
Holly Brugh, Director of SSA & Children's
Children's Services
Mira Pozna, Director of Fiscal
Maggi Albright, Recording Secretary
and others

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.

WORK SESSION *(continued)***I. NON-BARGAINING UNIT PAY STRUCTURE** *(continued)*

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. The revised pay structure has been recommended for approval by the January HR/LR Committee.

II. SUMMIT DD MISSION, VISION & VALUES

The Board and Executive Leadership Team (ELT) worked on revisions to the Agency's Mission Statement, Vision Statement and Core Values at several planning sessions during 2015 and the outcome is reflected in attachment #2.

III. JANUARY 2016 FINANCIAL STATEMENTS

The year started with deficit spending in the amount of \$8,602,663, which ended the month of January with a fund balance of \$46,826,314. The first half tax settlement has not come in yet and will reflect a deficit until it is received; it is expected in March or April. Expenditures for the month include indirect contract services of \$20,200 for payment of licensing fees to Primary Solutions, quarterly Medicaid waiver match in the amount of \$5,633,000, Medicaid Administrative Claiming fees of \$14,000 and the 2015 remaining balance of \$40,000 for the Twinsburg facility.

IV. REVISED POLICY 1124 – LINE OF RESPONSIBILITY

Policy 1124 – Line of Responsibility outlines the responsibilities and oversight in the absence of the Superintendent and Assistant Superintendent. Mr. Trunk commented that he and the Assistant Superintendent try to plan time off so that both are not out of the office at the same time. Mr. Briggs raised a question about absences longer in duration and suggested staff may want to consider creating a policy that speaks to these situations. Mr. Trunk replied that is a good suggestion and stated staff will look into it. Revised Policy 1124 has been recommended for approval by the February HR/LR Committee.

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WORK SESSION *(continued)*

V. REVIEW OF DIRECT SERVICE CONTRACT

When Summit DD employees are also employed by another agency that contracts with the Board, the Board's Ethics Committee reviews the direct service contract to ensure that ethical standards are not violated. Affidavits of Board employees Briana Larry and JaVonnda Merchant, who are both also employed by Ardmore, were reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the Ethics Committee recommends that the Board continue to participate in its contract with Ardmore.

The work session adjourned at 5:16 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:16 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, mentioned she attended the public forum held at the Cuyahoga Falls Natatorium and commented she was disappointed there were not more families in attendance, but noted that the Superintendent's discussion was very informative and he did an excellent job explaining the transition process. She also noted how helpful it is that the Superintendent is visiting work centers and talking with the Speak Up Clubs to answer questions and discuss the transition with individuals served.

II. APPROVAL OF MINUTES

- A. JANUARY 28, 2016 (annual organizational meeting and combined work session and regular meeting)

RESOLUTION No. 16-02-01

Mrs. Wilkinson moved that the Board approve the minutes of the January 28, 2016 annual organizational meeting and combined work session and regular meeting, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING (continued)

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. JANUARY FINANCIAL STATEMENTS

RESOLUTION No. 16-02-02

Mr. Quade moved that the Board approve the January Financial Statements, as presented in attachment #3. The motion, seconded by Mr. Briggs, was unanimously approved.

B. HR/LR COMMITTEE

1. NON-BARGAINING UNIT PAY STRUCTURE

RESOLUTION No. 16-02-03

Mr. Dohnal moved that the Board approve the revised Non-Bargaining Unit Pay Structure, as presented in attachment #1. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. REVISED POLICY 1124 – LINE OF RESPONSIBILITY

RESOLUTION No. 16-02-04

Mrs. Ricks moved that the Board approve revised Policy 1125 – Line of Responsibility, as presented in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

C. OTHER

1. SUMMIT DD MISSION, VISION & VALUES

RESOLUTION No. 16-02-05

Mr. Briggs moved that the Board approve revisions to Summit DD's Mission, Vision & Values, as presented in attachment #2. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

D. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 16-02-06

Mrs. Wilkinson moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Briana Larry and JaVonnda Merchant 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 #5. The motion, seconded by Mr. Dohnal, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. CENSUS

The December 2015 Census was included in packets for review. Mr. Trunk commented there are five things to note:

1. There is a downward trend relative to the number of people supported in day services and transportation from the third to the fourth quarter of 2015, which indicates people are making selections already about alternative providers.
2. Approximately 65% of adult individuals that access day services and employment utilize waivers through providers other than the Board, which is moving in the right direction for the transition. Mr. Briggs asked if this number is increasing. Mr. Trunk replied that the total overall number is increasing and noted that approximately 40 individuals have selected other providers since the third quarter. Mr. Briggs asked if this is due to messaging about the transition. Mr. Trunk replied he believes it is. Mr. Quade asked if staff are tracking the increase to other providers as the number of individuals the Board serves goes down. Mr. Trunk replied that data is being collected relative to the choices individuals are making, along with satisfaction data. Mr. Quade asked if there is a way to track why individuals select one provider over another. Mr. Williams responded that data is being collected through the team process about which providers individuals select and why the selections are made. He noted that approximately 80% of people who have left Akron Center have selected a similar provider or type of service that was provided at Akron. He stated staff are also contacting individuals after they get settled with the new provider to make sure they are satisfied.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. CENSUS *(continued)*

2. *(continued)* Approximately 65 individuals have already made alternate provider choices utilizing 18 different providers. Mrs. Brugh added that staff will also be analyzing data for graduates. Mr. Briggs asked if geography factors into decisions. Mr. Williams replied there are a wide array of transportation providers so location has not been an issue, although most individuals are selecting supports close to their home.
3. Early Intervention for ages 3-5 – Mr. Trunk recapped that some staff positions were repurposed to add additional support to extend early intervention services to include the 3-5 age group. December Census reflect Summit DD has supported 54 additional children as a result.
4. There are approximately 2,003 waivers, including Level I, I/O and the SELF waiver.
5. There are approximately 2,500 individuals waiting for I/O and Level I waivers. Mr. Trunk noted staff have been working to identify needs of individuals who are on the waiting list and have made significant progress getting the list cleaned up to reflect actual need and timing of needs. He also noted there are no new graduates on the waiting list.

B. MISCELLANEOUS

Mr. Trunk commented that he and staff completed another round of three public forums to discuss the transition in early February. He has also been meeting with all staff and persons served at each facility to bring everyone up to date on details of the transition. There were approximately 100 people who participated in the three public meetings, with a mix of families, providers and staff at the sessions. Mr. Trunk said he has received feedback that people are appreciative of the transparency and of the advance notice to afford time to plan. Families have expressed desire to learn more about how to connect to providers so staff are working on a plan. He indicated he is also hearing concerns about passage of the levy next year. He noted the need to deploy a re-education campaign and stated staff are working on a plan to inform the public about all the services and supports provided by the Board. He also stated staff are working to make sure that individuals with complex needs don't fall through the cracks. Staff will ensure that all people transition to a program that is best for each individual.

Mr. Trunk noted there will be an Executive Council meeting next week to discuss the transition. Typically, approximately 20-30 provider agencies are represented at these meetings. He noted that Drew Williams has created about 3-4 provider work groups.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

B. MISCELLANEOUS *(continued)*

Mr. Trunk commented there are a number of activities planned in March to celebrate DD Awareness month. Mrs. David outlined several of the activities and events to raise awareness and promote inclusion, including ads in local media as well as billboards around the county; engagement on social media – website traffic typically increases from 3,000 to 10,000 hits per month in March; on March 8th there is an Advocacy Day event modeled after the event held at the statehouse. The Advocacy event will be held at Ohio Means Jobs and there will be two self-advocates presenting as well as the Superintendent and Judge Stormer as keynote speakers; March 16th is inclusion day pride where everyone is encouraged to wear orange to represent inclusion and there will be buttons and social media postings to promote inclusion as well; March 29th is Summit DD's first annual Appreciation and Awards Breakfast to be held at Quaker Square. Local businesses, community leaders, providers and individuals will be awarded. More than 200 tickets have already been reserved for the event. The keynote speaker at this event will be County Executive, Russ Pry. Summit DD has also partnered with the Akron Rubber Ducks to offer discount tickets to the June 19th game.

Mr. Trunk stated he attended a recent Summit Housing Development Corporation (SHDC) Board Meeting and will also be attending their retreat in March. SHDC is working on their long range plan and goals and will be reviewing the relationship as it relates to roles and responsibilities between SHDC and the Board.

V. PRESIDENT'S COMMENTS

Mr. Siegfert commented that he appreciates staff looking into a new policy to address potential long-term absences of the Superintendent.

Mr. Siegfert remarked that he appreciates the emphasis on keeping persons served, families, staff and stakeholders informed on the transition process and stated the importance of transparency.

Mr. Siegfert noted that all the activities and awareness efforts planned in March are great!

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BOARD MEETING *(continued)*

VI. EXECUTIVE SESSION

RESOLUTION

No. 16-02-07

Mrs. Ricks moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (3) to consider the employment of a public employee and bargaining unit negotiations. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

Roll call: Wilkinson-yes, Quade-yes, Dohnal-yes, Siegfert-yes, Ricks-yes, and Briggs-yes.

The regular session of the Board Meeting adjourned at 5:53 p.m.
The Board entered Executive Session at 5:58 p.m.
The Board Meeting reconvened at 6:15 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – MIRA POZNA

RESOLUTION

No. 16-02-08

Mr. Quade moved that the Board approve a contract of employment for Mira Pozna, Director of Fiscal, for the period April 16, 2016 through April 15, 2018. The motion, seconded by Mr. Briggs, was unanimously approved.

B. EXTENSION OF WWSA COLLECTIVE BARGAINING AGREEMENT

RESOLUTION

No. 16-02-09

Mr. Dohnal moved that whereas the Board previously approved by Resolution 14-11-13 an extension of the collective bargaining agreement dated January 1, 2013 to December 31, 2015 between Summit DD and WWSA for the period January 1, 2016 through December 31, 2018;

Therefore be it resolved that the Board approve an additional extension of said collective bargaining agreement for the period January 1, 2019 through December 31, 2019, as documented in the parties' Tentative Agreement dated February 10, 2016. The motion, seconded by Mr. Quade, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:18 p.m.


Denise Ricks, Secretary