

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

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, August 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, August 25, 2016 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

Joe Siegfert, President  
Dave Dohnal, Vice President  
Denise Ricks, Secretary  
Randy Briggs  
Tom Quade  
Meghan Wilkinson  
Jennifer Dwyer

### ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowksy, Assistant Superintendent	Lynn Sargi, Director of HR
Diamon Perry, Ombudsman	Russ DuPlain, Director of IT & Records
Billie Jo David, Director of Communications, Quality & MUI	Drew Williams, Director of Community Supports & Development
Mira Pozna, Director of Fiscal Services	Maggi Albright, Recording Secretary and Guests
Holly Brush, Director of SSA and Children's Services	

## I. SUMMIT DD 2017 BUDGET REQUEST

The Summit DD 2017 budget needs to be reviewed and approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2017 budget request is in the amount of \$70,865,623 for the operating fund, \$115,000 for the gifts and donations fund and \$129,405 for the permanent improvement fund. The 2017 budget reflects a 3.0% decrease in overall revenue, primarily due to reduced Medicaid reimbursements as services shift to private providers to eliminate the county board conflict of interest. The 2017 budget also reflects a 3.8% decrease in overall operating expenditures in comparison to the 2016 budget and projects total deficit spending of approximately \$6.6 million dollars. The 2017 budget includes a reduction of 43.5 FTEs from the 2016 budget, offset by anticipated exit cost payouts and an average 2.5% pay increase.

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

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

### **I. SUMMIT DD 2017 BUDGET REQUEST** *(continued)*

Additional projected cost savings for staffing reductions upon the closing of the Southern Center, Ellet Center and Dream Out Loud, along with reduction in transportation routes and phasing out of Community Employment services will be taken into consideration in the 2018 budget. The increase in employee benefits is due to anticipated unemployment costs. The fund balance at the end of 2016 is projected to be approximately \$47,997,881, less deficit spending in 2017, leaving a fund balance of \$41,388,738 at the end of 2017, which is within 5% of the Board's approved Levy plan. Mr. Briggs commented that deficit spending sounds like the Board is not being good stewards of taxpayer dollars and asked the Superintendent to explain, for purposes of the public, what deficit spending means. Mr. Trunk replied that federal revenue has gone down but expenses continue to increase since the Board is serving more individuals, operating costs, etc. so more money is being spent than what is brought in. The fund balance is carried over from year to year and staff continue to try and close the gap. The fund balance allows the Board to meet the demands of those served on a relatively fixed income. If it were not for the fund balance, services may need to be reduced. Mr. Briggs said that it is, in a sense, a rainy day fund. Mr. Trunk said that it is, however, the funds are being used now to cover expenses by necessity. The 2017 budget request has been recommended for approval by the July Finance & Facilities Committee.

### **II. SUMMIT DD 2017 AGENCY CALENDAR**

The Summit DD 2017 calendar identifies holiday and in-service days when the Agency will be closed. In 2016, Summit DD reduced the number of in-service days from eight to six. The proposed 2017 calendar is consistent with Summit DD's holiday procedure and the collective bargaining agreements. The 2017 calendar also includes one allocated for volunteer opportunities for staff. The Summit DD 2017 Agency Calendar has been recommended for approval by the July HR/LR and Services & Supports Committees.

### **III. REVISED POLICY 1121 – PUBLIC RECORDS and DELETION OF POLICY 2016 – MAINTENANCE, AVAILABILITY, RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS**

Policy 1121 outlines the public's rights to access records in accordance with the Sunshine Laws. The Agency also has a procedure detailing how to request a record, as well as the Agency's responsibility in maintaining and producing records. Mr. Quade stated it is important to communicate policy changes to staff and asked if there is a routine way to disseminate information about policy and procedure changes. Mrs. Kamlowsky replied there is an internal process for advising staff of changes and distributing the information electronically. She noted that all records requests are directed to her attention and she oversees the process of completing the requests.

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

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

### III. REVISED POLICY 1121 – PUBLIC RECORDS and DELETION OF POLICY 2016 – MAINTENANCE, AVAILABILITY, RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS *(continued)*

Policy 2016 is requested for deletion since the language contained in this policy has been incorporated into revised Policy 1121.

### IV. REVISED POLICY 3021 – SOCIAL MEDIA

Policy 3021 has been updated to reflect best practices for how employees communicate or post information or content of any sort on the internet as it relates to Summit DD. The policy is meant to include any forum that allows participants to share ideas, comments, views, activities, events and interests within a network. It applies to both Summit DD sponsored social media and employees' personal use as it relates to Summit DD. The policy prohibits the use of Summit DD e-mail addresses to register on social media networks, blogs, media websites or other online tools utilized for personal use and limits personal use of social media to incidental use. The policy establishes that social media accounts and content posted on any Summit DD account is the property of Summit DD and requires written permission of the Superintendent. Mr. Trunk noted there have been no issues around this policy

### V. JULY FINANCIAL STATEMENTS

Revenue for July reflects receipt of the quarterly state subsidy in the amount of \$678,500. Expenditures include quarterly Medicaid waiver administrative fee of \$310,400, quarterly waiver match of \$5,152,500 and annual supplemental waiver match of \$1,291,400. The fund balance at the end of July was \$47,600,794.

The work session adjourned at 5:21 p.m.

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

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:21 p.m.

### **I. CAUCUS – BOARD MEMBERS**

Mr. Briggs commented that the Board and community lost a very good friend, Russ Pry, who passed away recently and was taken much too early. Mr. Pry supported the Board in a way like no other and he will be greatly missed. Mr. Briggs proposed renaming the Barberton Center after Mr. Pry in his honor. He indicated his intention to introduce a resolution during the action items this evening. Mr. Siegfert and Mr. Dohnal concurred with the comments made by Mr. Briggs.

### **II. PUBLIC COMMENT**

Leslie Frank, a parent and Summit DD staff, thanked the Superintendent for continuing to regularly visit the work centers. She also commented that whenever the Board approves new policies or policies/procedures are revised, staff are informed through e-mail notification, along with a copy of the updated document, from Maggi Albright. Ms. Frank also asked if the Bath Center is close to being sold. Mr. Trunk replied the center is still for sale with no buyer at this time. He indicated that an agreement was reached with the City of Fairlawn to temporarily park equipment at that site. Ms. Frank asked about a private provider taking over at the Cuyahoga Falls Center. Mr. Trunk responded that the Board plans to stay in that building and be visible in the community.

### **III. MY STORY - BRAD**

Eric Bailey, Summit DD Communications Coordinator, stated that as part of the many different communication efforts, success stories are shared on blogs and through social media. The "My Stories" are told directly from the individuals. As Mr. Bailey introduced Brad, the person featured in the most recent My Story, and his provider staff from Community Connections, he mentioned that Brad's My Story video has been watched by 40,000 viewers and it has brought about 1,000 people to the Summit DD website. Robin Baccola, Community Connections owner, said that her background is in special education and she decided to go into business as a provider. She opened her business in March 2015 with plans to be an innovative, creative community connector. She has hired other special education teachers through Kent State University. Ms. Baccola explained that Community Connections mirrors experiences that occur in everyday life and the goal is to empower individuals to reach their full potential and their personal goals. She said that Brad was her first customer. Brad introduced himself and said that he attended the Tallmadge Center for many years. He was happy and had made many friends, however, he wanted to try something new. He toured Community Connections, a private provider in Cuyahoga Falls, and a specific plan for Brad was developed.

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

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

### III. MY STORY - BRAD

Brad now volunteers at Habitat for Humanity, Akron Food Bank, Summa Hospital, a local nursing home and at a church on a weekly basis. He has also earned his purple belt in Tae Kwon Do. Brad would like to eventually become full time independently employed. Mr. Trunk commented that there are many shining stars behind the scenes in putting messages together, but in the end, it is Brad's story. These stories allow the community meet exceptional people like Brad and help change perceptions.

### IV. APPROVAL OF MINUTES

#### A. JULY 28, 2016 (combined work session and regular meeting)

#### RESOLUTION

##### No. 16-08-01

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

### V. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. SUMMIT DD 2017 BUDGET REQUEST

#### RESOLUTION

##### No. 16-08-02

Mr. Quade moved that the Board approve the 2017 Summit DD budget in the amount of Seventy Million Eight Hundred Sixty Five Thousand Six Hundred Twenty Three Dollars (\$70,865,623.00) for the Operating Fund, One Hundred Fifteen Thousand Dollars (\$115,000.00) for the Gifts and Donations Fund and One Hundred Twenty Nine Thousand Four Hundred Five Dollars (\$129,405.00) for the Permanent Improvement Fund, and authorize positions of employment, as indicated on the HR/LR Staffing Report in attachment #1.

Be it further resolved that the Board approve up to Twenty Four Million Seven Hundred Sixty Five Thousand Dollars (\$24,765,000.00) of the 2017 Summit DD budget to pay the non-federal share of Medicaid expenditures for services under Ohio Revised Code (ORC) Sections 5126.059 and 5126.0510. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Board of Developmental Disabilities. The motion, seconded by Mr. Dohnal, was unanimously approved.

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

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

### V. BOARD ACTION ITEMS *(continued)*

#### A. FINANCE & FACILITIES COMMITTEE *(continued)*

##### 2. JULY FINANCIAL STATEMENTS

###### RESOLUTION No. 16-08-03

Mr. Dohnal moved that the Board approve the July Financial Statements, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

#### B. HR/LR COMMITTEE

##### 1. SUMMIT DD 2017 AGENCY CALENDAR

###### RESOLUTION No. 16-08-04

Mrs. Ricks moved that the Board approve the Summit DD 2017 Agency Calendar, as presented in attachment #2. The motion, seconded by Mr. Briggs, was unanimously approved.

##### 2. REVISED POLICY 1121 – PUBLIC RECORDS and DELETION OF POLICY 2016 – MAINTENANCE, AVAILABILITY, RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS

###### RESOLUTION No. 16-08-05

Dr. Dwyer moved that the Board approve revisions to Policy 1121 – Public Records, as presented in attachment #3.

Be it further resolved that the Board approve the deletion of Policy 2016 – Maintenance, Availability, Retention and Disposal of Administrative Records. The motion, seconded by Mr. Briggs, was unanimously approved.

##### 3. REVISED POLICY 3021 – SOCIAL MEDIA

###### RESOLUTION No. 16-08-06

Mr. Briggs moved that the Board approve revisions to Policy 3021 – Social Media, as presented in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.



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

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

### V. BOARD ACTION ITEMS *(continued)*

#### C. OTHER ITEMS

##### 1. NAMING OF THE SUMMIT DD BARBERTON CENTER

###### RESOLUTION

No. 16-08-07

Mr. Briggs moved that whereas County Executive Russell M. Pry served Summit County for the past nine years; and

Whereas Mr. Pry dedicated his entire career as a public servant to improving the lives of those most in need in our community; and

Whereas under Mr. Pry's leadership, collaboration with community partners, innovation, diversity, equity and inclusion were values he lived by in serving the people of Summit County; and

Whereas Summit DD shares those values as it strives to achieve a community that is built by the abilities of all citizens;

Therefor be it resolved that in recognition and honor of his leadership, the Summit County Board of Developmental Disabilities hereby requests the naming of the "Russ Pry Barberton Center" at the Summit DD property located at 501 West Hopocan Avenue, Barberton, Ohio. The motion, seconded by Mr. Quade, was unanimously approved.

##### 2. RECOGNITION OF VICTOR THOMAS BERRY

###### RESOLUTION

No. 16-08-08

Mr. Siegferth moved that whereas Victor Thomas "Tom" Berry has served as a long-time member of The Arc of Summit and Portage Counties, becoming a Member of The Arc Board in 2002 and providing leadership in a variety of positions including Secretary and Treasurer; and

Whereas Tom graciously volunteered his time and expertise to numerous committees, providing invaluable insights, perspective and guidance to create opportunities for people of all abilities; and

Whereas Tom's tireless commitment as a staunch advocate has improved the lives of individuals with developmental disabilities and their families in Summit County; and

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

## **BOARD MEETING (continued)**

### V. BOARD ACTION ITEMS (continued)

#### C. OTHER ITEMS (continued)

##### 2. RECOGNITION OF VICTOR THOMAS BERRY (continued)

Whereas Tom's greatest achievements were made as a result of his ability to bring a parent's perspective to the discussion;

Therefore be it resolved that on behalf of Summit DD and the individuals and families it serves, the Summit County Board of Developmental Disabilities extends its heartfelt gratitude and appreciation to Victor Thomas Berry for his many contributions and leadership and wishes him well. The motion, seconded by Mr. Quade, was unanimously approved.

Mr. Berry thanked the Board, Superintendent and staff for this recognition.

### VI. SUPERINTENDENT'S REPORT

#### A. SECOND QUARTER ACTION PLAN DASHBOARD

The quarterly report measures the performance of indicators and Action Plan items. During the second quarter, 15 of 24 measures have met or exceeded projections. Three of the 24 measures are within 5% of projections, three of the measures are below projections and three have not been measured.

Mr. Trunk stated he hopes to increase the areas that are below target.

##### Inclusive Community

- Summit DD is currently supporting more than 100 children in community childcare centers.
- Work with local elected officials continues with representation on the City of Stow's Disability Commission, along with partnership in the Summer Youth Employment Program.
- Success stories of individuals supported continue to be published, with the recent *Brad's My Story* reaching more than 40,000 people.
- There is still room to improve the acceptance of integrated classrooms, with 65% of residents believing children with special needs can be successful in an integrated classroom.
- Summit DD is below its goal of 25% of adults working in the community, which is at 19.6% this quarter. There is growth over the first quarter, which was 17.6%.

##### Person Centered Planning

- Parents/guardians experience a high level of choice and involvement in the planning of services with a 95% score on the information and planning index from parents of adults and 91% from parents of children.



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

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

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

#### A. SECOND QUARTER ACTION PLAN DASHBOARD *(continued)*

##### Person Centered Planning *(continued)*

- SSAs have started to attend team meetings to provide coaching and identify best practices. Navigators have been added to serve as a resource to the team.
- Area below goal - individuals need to feel like they have more choice in their supports and services with an 82% on the service coordination index and a 75% on the choice and decision making index.

##### Individualized Supports

- Summit DD has exceed its goal of supporting 4,338 individuals by supporting 4,356 during the second quarter, which represents an 11% increase over the second quarter of 2015.
- Summit DD continues to work with schools to increase transition. There is also a new program in collaboration with the ADM Board, supporting individuals who have dual diagnosis that are in crisis. This program addresses a gap and facilitates access to needed services.

##### Quality

- Satisfaction with Summit DD from individuals and parents/guardians remains high at 97% from individuals and 89% from parents/guardians.
- Provider best practices work groups continue to meet to develop best practice standards for service areas. Provider support and oversight functions have been expanded and the provider website has been launched.

##### Organizational Success

- Summit DD continues to exercise fiscal stewardship with less than 10% administrative costs as a percentage of all expenses.
- 86% of all adults receiving day services are enrolled on Medicaid waivers.
- Summit DD is committed to supporting staff through the transition with the launch of an employee website and providing updates every six months.

#### B. CHILDREN'S SERVICES UPDATE

Mr. Trunk said that several Children's Services staff were invited to attend the meeting tonight and provide an update of the Children's Services program. He mentioned the Board made an intentional commitment to expand supports to children and families. Holly Brugh, Director of Children's Services & SSA introduced Lynette White, Summit DD Inclusion Manager, and Haylee DeSonne, Summit DD Developmental Specialist.

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

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

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

#### B. CHILDREN'S SERVICES UPDATE *(continued)*

She mentioned that the other guest present tonight; Erin Pemberton, Tricia Streharsky and Megan Rowan-Crooks are Inclusion Specialists and Inclusion Assistants. Ms. White explained that Summit DD has the only Community Partnership for Inclusion (CPI) program in the State and other county boards are starting to contact Summit DD to share this best practice model. CPI supports teachers and families so that children can attend childcare centers with their typical peers in their own communities in fully inclusive environments. This program celebrates each child's unique differences. Ms. White explained that prior to coming to Summit DD, she was the owner of one of the first childcare centers to become involved with the CPI program. She sold her business and joined the Summit DD team to help empower families with knowledge, education and information. The Inclusion Specialists and Inclusion Assistants are the first contact with families and they help guide them through the process to assist in finding childcare centers that are a good fit for the child and family. A *My Story* video featuring Joey Towell was shown depicting how Joey, who has Downs Syndrome, was a bit behind and his family enrolled him in one of the CPI childcare centers and in a very short time Joey was thriving and playing with his typical peers. Ms. White went on to explain that several staffing positions have been converted to CPI positions to support childcare centers and she thanked the Board for that option. She also noted that nursing support is provided to childcare centers in partnership with the Department of Job & Family Services (JFS). The nursing staff teach parents and childcare staff what is needed for the children and, as a result, medically fragile children are now able to attend childcare centers in their communities. There are currently 96 childcare sites, 14 Headstart locations and 24 YMCA before/after care programs supported in Summit County. Over 700 childcare staff were trained last year and there are 90 Board-eligible children in the inclusive childcare centers. Ms. White noted that Ohio State University contacted Summit DD to talk about the CPI program. Ms. DeSonne said that she had a desire to do more to support inclusion in the community so she began an inclusive community events and activities workgroup to make activities and events accessible. The approach is to provide coaching and staff support at community events and activities, adapt public facilities if necessary, and modify off the shelf products or design custom products. She explained there are three main partnerships that have been formed – The University of Akron, Akron Children's Museum and The City of Akron/Lock 3. The University of Akron (AU) was engaged to talk about designing adaptive equipment for a particular family and that partnership has grown into now having five AU engineering students working on a variety of projects for adaptive equipment.

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

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

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


#### **B. CHILDREN'S SERVICES UPDATE** *(continued)*

The engineers participate in design review from concept through client acceptance. Ms. Brugh interjected that staff are doing incredible work and the AU project continues with oversight by Air Enterprises. Ms. DeSonne co-wrote a grant with staff from Akron Children's Museum to create an inclusive and accessible museum. The Play for All program invites families to events, during which Summit DD and museum staff are on hand to guide families through play exhibits supporting and empowering children with disabilities and their families so they feel comfortable to return on their own. Lock 3 Winterfest started as part of the mission of inclusion. It is an integrated annual celebration for families. Staff provided recommendations that could be used for the event and Lock 3 staff used the recommendations and continues to collaborate. Staff are currently working with Lock 3 on moving the inclusive playground now located at Summit DD to Lock 3/Children's Museum. These are just a few examples of the many events and activities staff are working on with our community partners. Mrs. Wilkinson thanked staff for the work they are doing to shift the community toward inclusion. She stated that when her twins were born six years ago these options were not available, particularly with regard to childcare. She said that it is not only what people do but also what they say that is very important and leaves a lasting impact. She thanked the staff again for working so hard to change the culture. Mr. Dohnal asked if Challenger Park ball field is being utilized. Ms. DeSonne responded that staff are working on supporting a variety of events and that include putting the word out about the availability of the field. Mr. Dohnal thanked staff for their efforts and stated the work they do is changing lives for the better. Mr. Briggs added that with willpower and determination there's nothing that can't be done. The benefit of these programs in the community is amazing. He expressed his appreciation to staff for their continued efforts to strive for bigger and better things for those we serve. Mr. Trunk stated the community is much more ready than we sometimes give credit. Making these connections increases awareness and inclusion.

### **VII. PRESIDENT'S COMMENTS**

Mr. Siegferth indicated the Board terms of Mr. Briggs and Mrs. Wilkinson expire at the end of this year. He stated he has spoken with each Member and they have expressed their desire to serve another term. He asked the Superintendent to start the process of requesting reappointment. Mr. Trunk replied that he will contact County Executive, Ilene Shapiro, to get the process started.

There being no further business, the Board Meeting adjourned at 6:21 p.m.

  
Denise Ricks, Secretary