

**SUMMIT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

AGENDA

Thursday, September 22, 2016
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

No Items

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

No Items

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- I. 2017 EMPLOYEE HEALTH INSURANCE
- II. AUGUST FINANCIAL STATEMENTS
- III. DISPOSAL OF SURPLUS COMPUTERS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. AUGUST 16, 2016 (Strategic Planning Meeting)
 - B. AUGUST 25, 2016 (Combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. 2017 EMPLOYEE HEALTH INSURANCE
 - 2. AUGUST FINANCIAL STATEMENTS
 - 3. DISPOSAL OF SURPLUS COMPUTERS
- VII. SUPERINTENDENT’S REPORT
 - A. EMPOWERS CAMPAIGN UPDATE
 - B. CRISIS RESPITE CENTER UPDATE
- VIII. PRESIDENT’S COMMENTS
- IX. ADJOURN

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> 2017 Employee health insurance 	<ul style="list-style-type: none"> Provision of quality health plan for Summit DD employees 	<ul style="list-style-type: none"> Adopt Insurance Committee's recommendation for Aetna's health insurance plan for eligible employees for the 2017 benefit year. 	<p>The Board's 2017 budget for health insurance is \$4,988,828 compared to \$5,319,762 in 2016. This amount is the result of the Board expecting to use approximately \$125,000 from the 2016 encumbrance in early 2017 resulting in total available funds of \$5,113,828 for 2017 health insurance cost.</p> <p>The Board has been with Aetna since 2013 and has had favorable claims experience in the last 24 months. The Insurance Committee (comprised of representatives from each of the four bargaining units and management) reached consensus in August and recommended remaining with Aetna.</p> <p>Aetna's proposal includes:</p> <ul style="list-style-type: none"> A 5% rate increase over 2016 rates. (Aetna provided a 12.4% rate reduction for 2016.) \$50,000 pre-funded wellness dollars to be used at Summit DD's discretion <p>Total 2017 cost should fall within budget although changes associated with an open enrollment, staff transitions, and substitute employee eligibility under the Affordable Care Act provides some level of variability.</p> <p>Two plan options are offered: A \$500/\$1000 single/family deductible and a \$3000/\$6000 single/family deductible.</p>

Submitted By: Lynn Sargi For: Superintendent / Assistant Superintendent
X Finance & Facilities Committee
 Services & Supports Committee
X HR/LR Committee
 Ethics Committee

Date: September 12, 2016

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

Employees contribute 15% of the cost of health insurance; the Board contributes 85%. 2017 rates reflected below are for the \$500/\$1000 deductible plan:

	Monthly Premium		Monthly Employer Share		Monthly Employee Share	
	Single	Family	Single	Family	Single	Family
2017	\$643.65	\$1733.44	\$547.10	\$1473.42	\$ 96.55	\$260.02
2016	\$613.00	\$1650.90	\$521.05	\$1403.27	\$ 91.95	\$247.64
2015	\$699.77	\$1884.59	\$594.80	\$1601.90	\$104.97	\$282.69

Recommended for approval by the September HR/LR and Finance & Facilities Committees.

Submitted By: _____ Lynn Sargi _____

Date: _____ September 12, 2016 _____

For: _____ Superintendent / Assistant Superintendent
 _____ X _____ Finance & Facilities Committee
 _____ _____ Services & Supports Committee
 _____ X _____ HR/LR Committee
 _____ _____ Ethics Committee

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2016 AND 2015

	8/31/2016				8/31/2015			
	2016 ANNUAL BUDGET	2016 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2015 ANNUAL BUDGET	2015 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,543,000	\$ 25,766,904	\$ 24,776,096	49.0%	\$ 50,520,000	\$ 25,971,121	\$ 24,548,879	48.6%
PERSONAL PROPERTY REIMB	-	-	-	0.0%	533,981	266,990	266,991	50.0%
REIMBURSEMENTS	13,915,074	14,553,402	(638,328)	-4.6% 1	16,395,286	9,223,786	7,171,500	43.7%
GRANTS	1,434,473	807,901	626,572	43.7%	630,000	224,705	405,295	64.3%
CONTRACT SERVICES	291,750	84,334	207,416	71.1%	868,000	180,119	687,881	79.2%
REFUNDS	-	31,738	(31,738)	0.0%	-	-	-	0.0%
OTHER RECEIPTS	72,456	129,608	(57,152)	-78.9%	124,500	87,848	36,652	29.4%
TOTAL REVENUE	\$ 66,256,753	\$ 41,373,887	\$ 24,882,866	37.6%	\$ 69,071,767	\$ 35,954,569	\$ 33,117,198	47.9%
OPERATING EXPENDITURES								
SALARIES	\$ 23,384,781	\$ 14,485,706	\$ 8,899,075	38.1%	\$ 24,512,500	\$ 15,278,824	\$ 9,233,676	37.7%
ERIP COSTS	-	-	-	0.0%	-	77,623	(77,623)	0.0%
EMPLOYEE BENEFITS	9,408,874	6,393,499	3,015,375	32.0%	11,111,902	6,762,639	4,349,263	39.1%
SUPPLIES	1,252,728	498,567	754,161	60.2%	1,502,985	806,994	695,991	46.3%
TRAVEL AND TRAINING	382,260	219,008	163,252	42.7%	390,963	203,187	187,776	48.0%
DIRECT CONTRACT SERVICES	9,436,061	6,030,498	3,405,563	36.1% 2	9,325,368	4,730,000	4,595,368	49.3%
INDIRECT CONTRACT SERVICES	3,184,873	1,671,896	1,512,977	47.5%	3,745,217	1,867,381	1,877,836	50.1%
MEDICAID COSTS	24,715,000	18,645,336	6,069,664	24.6%	23,865,000	18,389,233	5,475,767	22.9%
UTILITIES	721,148	413,087	308,061	42.7%	701,150	477,375	223,775	31.9%
RENTALS	357,700	396,700	(39,000)	-10.9%	631,022	618,296	12,726	2.0%
ADVERTISING	127,500	88,162	39,338	30.9%	130,000	93,947	36,053	27.7%
OTHER EXPENSES	383,424	288,665	94,759	24.7%	377,806	301,604	76,202	20.2%
EQUIPMENT	277,500	159,527	117,973	42.5% 3	449,000	494,699	(45,699)	-10.2%
REAL PROPERTY IMPROVEMENT	400,000	28,126	371,874	93.0%	200,000	288,018	(88,018)	-44.0%
TOTAL EXPENDITURES	\$ 74,031,849	\$ 49,318,777	\$ 24,713,072	33.4%	\$ 76,942,913	\$ 50,389,820	\$ 26,553,093	34.5%
NET REVENUES AND EXPENDITURES	\$ (7,775,096)	\$ (7,944,890)			\$ (7,871,146)	\$ (14,435,251)		
BEGINNING FUND BALANCE	\$ 55,428,977	\$ 55,428,977						
PLUS: REVENUE	66,256,753	41,373,887						
LESS: EXPENDITURES	(74,031,849)	(49,318,777)						
ENDING FUND BALANCE	\$ 47,653,881	\$ 47,484,087						

Recommended for approval by the
September Finance & Facilities Committee

SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED AUGUST 31, 2016
(Rounded)

An evenly distributed budget remaining for a one month period 8.3%
Evenly distributed budget remaining for four months 33.3%

		<u>Current Month</u>	
<u>Revenue:</u>			
1	Reimbursements: 2011 Cost Report audit settlement	\$ 2,849,000	
<u>Expenditures:</u>			
2	Direct Contract Services: Payment to Summit County General Health District for the Volunteer Guardianship Program	25,000	
3	Equipment: Purchase of a new Bobcat Skid-Steer Loader for facility maintenance	27,700	
<u>Revenue:</u>			
	Reimbursements: 2010 Cost Report settlement that was expected in 2015	\$ 3,100,000	
	Fiscal year 2014 waiver reconciliation	694,000	
	In prior years this has been recorded as a direct reduction of waiver match cost. During the 2014 county CAFR audit the state auditors determined that this is to be recorded as a revenue. The effect of this change is inflated revenue and Medicaid costs this year and going forward.		
	One time TCM match reconciliation for the change in methodology where match is now netted against TCM reimbursement.	487,500	
<u>Expenditures:</u>			
	Employee Benefits: County annual chargeback for worker's compensation insurance.	\$ 374,400	
	Medicaid Costs: Actual cost to date:		
	Payments made to date for quarterly waiver match, administrative fees and MAC fees	18,645,336	
	Fiscal year 2014 reconciliation refund received	(694,000)	
	Net Medicaid cost to date	<u>17,951,336</u>	
	Rentals: Payment of the 2015 balance remaining for the Twinsburg facility utilizing 2015 funds.	40,000	
	Rental prepayment to Summit Housing Corp. for the Akron, Ellet and Twinsburg facilities.	350,700	
	Other Expenses: Payments to Wichert Insurance Company for the following insurance costs:		
	Cyber insurance with AIG-Illinois International Insurance,	11,100	
	Director and officers liability insurance with Selective Insurance Company,	29,800	
	Property & casualty, business automobile and umbrella coverage with Selective Insurance Company.	91,600	
	County annual chargeback for building insurance.	30,800	

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Disposal of surplus computers	There are an excessive number of surplus computers that are no longer needed by Summit DD	The Board approve the request to dispose of the surplus inventory	<p>Through the process of routine upgrades and giving employees mobile computing devices, there are a large number of surplus computers in inventory.</p> <p>Most of this equipment still has usable life, but is no longer needed by Summit DD. Following the process outlined in Ohio Revised Code Section 307.12, the unneeded computers will be sold or donated to other government or non-profit organizations that are able to make use of the equipment.</p> <p>The surplus inventory consists of:</p> <ul style="list-style-type: none"> • 100 Dell Optiplex desktops, model 3010 (no monitors, keyboards, or mice included) • 9 Dell Latitude laptops, model E5410 <p>It is recommended that the Board approve the request to dispose of the surplus computer inventory.</p>

Attachment #3

Submitted By: Russell DuPlain

Date: September 2016

For: Superintendent / Assistant Superintendent
 X Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee

MINUTES – Strategic Planning Meeting
Tuesday, August 16, 2016

Summit County Board of Developmental Disabilities

MINUTES - draft

Tuesday, August 16, 2016

1:00 p.m.

The **strategic planning meeting** of the Summit County Board of Developmental Disabilities was held on Wednesday, August 16, 2016 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The meeting convened at 1:00 p.m.

BOARD MEMBERS PRESENT

Joe Siegerferth, President
Dave Dohnal, Vice President
Denise Ricks, Secretary
Randy Briggs
Jennifer Dwyer
Meghan Wilkinson

BOARD MEMBER EXCUSED

Tom Quade

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowky, Assistant Superintendent
Mira Pozna, Director of Fiscal
Billie Jo David, Director of Communications,
Quality & MUI
Tom Jacobs, Director of Operations/SHDC
Holly Brugh, Director of SSA and Children's
Services

Joe Eck, Director of Labor Relations &
Risk Management
Lynn Sargi, Director of HR
Russ DuPlain, Director of IT & Records
Drew Williams, Director of Community
Supports & Development
Diamon Perry, Ombudsman
Maggi Albright, Recording Secretary

I. LONG RANGE PLAN

The Summit DD Long Range Plan establishes the Mission, Vision and strategic priorities that guide decisions and direct our journey forward. Each of the five goals were discussed.

Inclusive Communities – Summit DD is cultivating partnerships that offer support and opportunities so individuals with disabilities are able to live fully inclusive lives. Several examples were provided by staff. The need for transparency, education and communication are all key components to achieve this goal. Fear must be alleviated so change can be embraced. Discussion continued around options available if providers and other stakeholders are not supportive of this direction. There was conversation about the need for community support and partnerships, however, the Board and staff should never be afraid to do what is right. Obligations should be spelled out first before taking any necessary legal steps. There was dialogue about possible shift in resources to continue moving forward and creating inclusive opportunities along with the need to develop measures to determine how the needle is being moved.

MINUTES – Strategic Planning Meeting
Tuesday, August 16, 2016

STRATEGIC PLANNING MEETING (continued)

I. LONG RANGE PLAN (continued)

Inclusive Communities (continued)

The Board continues to build capacity, particularly for graduates, so there will be greater access to services and a larger array of providers available. No new enrollment is occurring with some of the legacy programs. There may need to be policy changes to align with the system transition.

Person Centered Planning – Summit DD is committed to active listening to empower individuals to create their own path with individualized supports through a person-centered service plan. Staff gave several examples relative to guardianship issues. When individuals are their own guardians they need to be given the opportunity to make their own choices and it can be a balance between what the individual wants and what the family wants. Staff review risk of choice and consequences of actions. There was discussion around situations when probate court issues orders that the individual or the Board doesn't agree with and the potential for rights restrictions. Several Board Members expressed their view that individuals who are their own guardian have the right to make their own decisions and they will be supported by the Board. Additionally, guardians should be keeping the best interest of the individual in the forefront. Ultimately, the Board wants to continue working with probate court to help them recognize the team process and that the team typically has lots of additional information that is helpful in making decisions.

Individualized Supports – Summit DD uses individualized service plans (ISP) to connect people with disabilities to providers in the community. Summit DD partners with providers to develop service options that meet the needs of individuals supported that afford each person the opportunity to be included in their community. Staff have been working on developing provider relationships and employment options and have been working with school districts on transitional services. It is anticipated that by mid-2017 there will be enough provider capacity to serve all individuals that the Board currently supports. Employment may be a long-term goal and may look different for some individuals, however, Summit DD continues to work toward that goal. There was discussion around engaging school districts and it was suggested to start small and build success to lay a strong foundation. When one school district sees another succeed, more will want to participate and this could eliminate some barriers. The Board will continue to shift away from being a provider and become more of a connector, which will be a different role than the community is used to seeing from Summit DD.

Quality – Summit DD is committed to quality and best practice services that are innovative and that promote health and safety. The Board wants to ensure the same quality services are delivered from private providers as individuals and families are accustomed to through Summit DD. Staff have been meeting with a core group of providers to identify best practices that providers can commit to, along with developing a training curriculum to infuse best practice standards. There needs to be accountability if expectations are not met. Staff will also be working with families to get input on their view of quality.

MINUTES – Strategic Planning Meeting
Tuesday, August 16, 2016

STRATEGIC PLANNING MEETING (continued)

I. LONG RANGE PLAN (continued)

Quality (continued)

The Board commented that trust is a big consideration for parents and indicated that provider certifications, reviews, training and implementation of training, customer feedback and accessibility are all very important. The Board also noted a desire to have a parent network where parents can talk with each other about their experiences with providers. Staff can work with providers and coach on how to present their positive statistics (i.e., no citations, minimal MUIs, participation in county board trainings, etc.) to families that are interviewing for a new provider. There was some discussion about using another organization, such as The Arc, to share information about providers since the Board is not permitted to endorse.

Organizational Success – Summit DD strives to develop innovative solutions to complex problems in a service delivery system that is undergoing transformation. The challenge is to achieve long-term sustainability in order to provide a lifetime of supports to individuals with disabilities. Resources need to be shifted to meet the needs of the changing system and staff will need to measure what is being done differently. There was discussion around implications of current Summit DD policies and whether some policies would need to be revised, such as Policy 1119 – Board Payor of Last Resort. The Board commented they are committed to transparency and want the opportunity for people to be heard so it is their hope that when sensitive decisions are being discussed that the opposition appear before the Board to express their point of view so that the Board has a clear understanding of both sides of the issue and a fair decision can be made.

II. LEVY PLANNING

With the levy coming up in fifteen months, November 2017, it provides the opportunity to talk with the community about the Board's Mission and Vision. The previous 90% passage rate indicates the community has a greater understanding of how the Board supports individuals. In order to achieve success people in the community outside of employees will need to become involved in the campaign so that everyone is talking about the Board's message. A company called Impact Group has been hired to assist with the levy campaign. They are a very experienced firm that has run levy campaigns for DD boards and school districts previously and have done work in Summit County. Internal staff will craft the levy messages. Key messages will include – *not a new tax, empowering adults and kids to lead engaged and inclusive lives, health and safety*, and more. There will be a variety of committees to spearhead particular aspects of the campaign and committee coordinators will be needed for each one. The role of each committee was reviewed. The hope is to have community members, particularly those with influence and recognition, serve as committee coordinators in lieu of staff. The role of levy campaign chair also needs to be filled. The committee coordinators along with the levy committee chair will make up the levy committee.

MINUTES – Strategic Planning Meeting
Tuesday, August 16, 2016

STRATEGIC PLANNING MEETING (continued)

II. LEVY PLANNING (continued)

There is currently approximately \$190,000 in the levy account with one more golf outing to go next year. The goal is to run the campaign for \$185,000. The previous levy campaign cost \$210,000, however, staff believe there are cost effective measures that can be taken to reduce the amount needed. The Board asked if there are any other issues that will be on the ballot at the same time. Mr. Trunk replied that when Summit DD is on the ballot next fall, there should not be any other issues at that time. The Roadmap to the Ballot timeline was discussed. It outlines target deadlines for various mile markers. There was discussion about engaging the support and assistance of providers. Mrs. Kamlowsky commented that AFSCME has made a commitment to help with passage of the levy and understands the impact on the community if it does not.

III. FISCAL FORECAST

If the levy passes, the Board would begin collecting dollars in 2019 and tax dollars would remain fairly flat for the next 7-8 years. The budget for salaries would decrease and other line items reflect decreases beginning in 2019. The Medicaid line item will increase since more dollars will be spent in contract services and Medicaid match. The fund balance at the end of 2024 is projected to be \$3,315,062. Mrs. Pozna noted that in 2016 there are several one-time reimbursements expected which will make the revenue higher than projected. There was much discussion around what the ideal fund balance should be. It was noted that in future planning years the Board may want to build a budget around a percentage of revenue. The next levy will be in 2023 and at that time the Board may need to request new revenue since the Agency will have operated on renewal dollars for about eleven years.

The strategic planning meeting adjourned at 4:00 p.m.

Denise Ricks, Secretary

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

Summit County Board of Developmental Disabilities

MINUTES - draft

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 Siegferth, 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 Kamlowsky, 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. Siegferth 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.

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BOARD MEETING *(continued)*

V. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. JULY FINANCIAL STATEMENTS

R E S O L U T I O N

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

R E S O L U T I O N

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

R E S O L U T I O N

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

R E S O L U T I O N

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.

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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

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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.

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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.

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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 Down's 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.

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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