

MINUTES – combined work session and regular meeting
Thursday, April 27, 2017

Summit County Developmental Disabilities Board

MINUTES

Thursday, April 27, 2017
5:00 p.m.

The combined work session and regular monthly meeting of the Summit County Developmental Disabilities Board was held on Thursday, April 27, 2017 at the 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

Randy Briggs, Board President
Dave Dohnal, Vice President
Denise Ricks, Secretary
Tom Quade
Allyson Lee

BOARD MEMBERS ABSENT

Joe Siegfert
Meghan Wilkinson

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Drew Williams, Director of Community
Supports & Development
Billie Jo David, Director of Communications
& MUI
Lynn Sargi, Director of Human Resources
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations &
Risk Management
Diamon Perry, Ombudsman & Family
Engagement Specialist
Mira Pozna, Director of Fiscal
Russ DuPlain, Director of IT &
Facilities
and others

I. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM

The TANF Summer Youth Work Experience Program is an eight week summer work experience that is administered by the Summit County Department of Job & Family Services (DJFS) and partners with six private providers to support eligible students between the ages of 12-24. Students must live with a family that has an income at or below 200% of the federal poverty level. For students who are age 19 and older, another minor child must also reside in the home as well. The program runs from June 12th through August 5th with students working 20 hours per week in local businesses across Summit County and paid \$9.25/hour. DJFS has requested to partner with Summit DD to support 35 eligible students in the TANF Program. The program has been scaled back a bit since the federal funds were reduced. DJFS would commit \$105,000 and Summit DD would contribute an additional \$80,000, for a total of \$185,000. The monies allocated to Summit DD for this program would cover the cost of an outside job coach and transportation services.

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WORK SESSION *(continued)*

I. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM *(continued)*

The partner providers are: Ardmore, Community Connections of NE Ohio, Koinonia, Louisa Ridge, REM-Ohio and Weaver Industries. In 2016, Summit DD participated in the TANF Program and supported 40 students served by eight private providers. Mr. Briggs commented that both the County and the City are pleased with the Board's participation in this program and commended Drew Williams and his staff for their efforts. He noted that if federal funding for this program is eliminated at some point, it would be worthwhile to see if the Board could support this important program; it is a good collaboration. The TANF Summer Youth Work Experience Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

II. VOLUNTEER GUARDIAN PROGRAM

Guardianships assist people, known as wards, who are unable to manage their own affairs due to mental and/or physical impairments or a developmental disability. In many cases, wards have no children or other family members to serve as guardian so the Probate Court can appoint a volunteer guardian from the Volunteer Guardian Program to serve as a legal guardian. All individuals with developmental disabilities or other mental and/or physical impairments do not require a guardian. Only a small percentage of individuals eligible for Summit DD services require a guardian through the Court, however, when family members are not available and a guardian is necessary, the availability of one through the court is essential. The program is operated through a contract with Jewish Family Services of Akron and stakeholders include Summit DD, the ADM Board, Summit County Public Health, Summit County DJFS and Summit County Probate Court. The request is to renew a Memorandum of Agreement between the stakeholders for the period April 1, 2017 through March 31, 2108 in an amount not to exceed \$50,000. The program currently serves 100 individuals. Referrals are random and cases have increased each year the program has been in existence. The program is expanding since the need is increasing. The agreement allows funds to be used, almost exclusively, to cover staff costs associated with monitoring cases, recruiting additional volunteer guardians, accepting referrals of clients, matching volunteer guardians with clients, assuring monthly visits occur and case notes are completed and filed and participating and reporting back to the Advisory Committee on a quarterly basis. There are currently 80 volunteer guardians in this program and approximately 100 individuals utilizing guardians, 20 of whom are Board eligible. Mr. Briggs commented that this program has exceeded expectations since it began two years ago. There is a great need in the community for this service and it is a good collaboration. He noted that private fundraising is also done to assist with costs of this program and there is a full time attorney who handles the difficult cases. He applauded Judge Stormer for creating this program and stated the Board's participation is vital. Mr. Quade asked if legal counsel is available for consultation.

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WORK SESSION *(continued)*

II. VOLUNTEER GUARDIAN PROGRAM *(continued)*

Mr. Briggs replied the court has personnel for consultative issues. Mr. Trunk complimented Judge Stormer for her progressive views in understanding that not all individuals with disabilities require a guardian and noted the Judge is very sensitive to the delicate balance that can sometimes exist in situations where guardianship is being considered. Funds are available in the budget and the contract to participate in the Volunteer Guardian Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

III. SURPLUS INVENTORY

There is a large amount of surplus equipment that is no longer needed that Summit DD would like to sell to the highest bidder through an internet auction. Any remaining items would be disposed of in an environmentally safe manner. The auction would be conducted by a Summit County vendor that specializes in this area and the surplus items are identified in attachment #3. Notification of the auction will go out to staff, providers, etc. so that interested parties have the opportunity to bid on items. Disposal of the surplus inventory identified in attachment #3 has been recommended for approval by the April Finance & Facilities Committee.

IV. MARCH FINANCIAL STATEMENTS

The first quarter ended with deficit spending in the amount of \$14,195,721. Revenue for March reflects a refund of fiscal year 2015 waiver match reconciliation in the amount of \$364,000 and flow-through community capital assistance funding in the amount of \$125,000 from DODD on behalf of Summit Housing Development Corporation (SHDC) for the purchase of a home. Trending under budget is a result of a timing difference with the TANF Program, which is expected to begin in the third quarter. Expenditures in March included the replacement of 35 computers at a cost of \$23,700, a contract payment to the Center for Marketing & Opinion Research (CMOR) in the amount of \$61,800, annual maintenance and licensing fees in the amount of \$31,100, bathroom renovations at two buildings in the amount of \$24,000 and \$125,000 flow-through community capital assistance funding received from DODD on behalf of SHDC for the purchase of a home. The fund balance at the end of March was \$41,802,638. The March Financial Statements have been recommended for approval by the April Finance & Facilities Committee.

V. REVISED POLICY 2004- DRIVING POLICY

Policy 2004 has been revised to reflect Ohio Administrative Code Rule which prohibits drivers with six (6) points on their driver's license from transporting individuals with disabilities. It also specifies under what circumstances post-accident drug and alcohol screening is required, which was previously addressed only in the Board's Drug-Free Workplace procedure.

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WORK SESSION *(continued)*

V. REVISED POLICY 2004- DRIVING POLICY *(continued)*

Mr. Trunk noted there were questions in committees relative to points and how they are accumulated. He stated there is a chart that outlines offenses and the amount of points associated with each offense (i.e., 10 mph over the posted speed limit = 2 points, evading the police = 6 points, etc.). There was another question relative to privately owned vehicles and maintaining limits of liability insurance. He stated that minimum limits of liability insurance are outlined in the Ohio Revised Code (ORC) so the Board cannot mandate higher limits for staff. Revisions to Policy 2004 – Driving Policy identified in attachment #5 have been recommended for approval by the April HR/LR Committee.

The work session adjourned at 5:25 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:25 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, asked why staff are not able to specify where they would like to volunteer on *Give Back Day*. Mrs. Sargi replied that there were logistical complications in accommodating specific staff requests and by not pre-selecting sites, it ensures that the Agency has sufficient staff to cover the needs at sites. Ms. Frank commented that she appreciates this great opportunity the Board has provided.

Ms. Frank said she thinks it is a good idea to continue illuminating Summit DD signs at night to show the Board's presence in the community. She noted that one of the signs was not lit recently.

Ms. Frank thanked the Superintendent for his recent meetings with staff to communicate information about the upcoming levy.

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BOARD MEETING (continued)

I. PUBLIC COMMENT (continued)

Ms. Frank stated she toured three day programs recently and commented that there are a lot of choices for individuals and families. She said she will be attending a 30-day review next week and the family have indicated the individual is doing very well with the new provider.

II. APPROVAL OF MINUTES

A. MARCH 23, 2017 (combined work session and regular meeting)

RESOLUTION **No. 17-04-01**

Mr. Dohnal moved that the Board approve the minutes of the March 23, 2017 combined work session and regular meeting, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. VOLUNTEER GUARDIAN PROGRAM

RESOLUTION **No. 17-04-02**

Mrs. Ricks moved that the Board approve a Memorandum of Agreement between Summit DD, Summit County Public Health, Summit County Probate Court, the ADM Board and the Department of Job & Family Services in support of the Volunteer Guardian Program, for the period April 1, 2017 through March 31, 2018, in an amount not to exceed Fifty Thousand Dollars (\$50,000.00), as presented in attachment #2, and that the Superintendent be authorized to sign said Agreement. The motion, seconded by Mr. Dohnal, was unanimously approved.

2. SURPLUS INVENTORY

RESOLUTION **No. 17-04-03**

Mr. Quade moved that the Board approve the disposal of surplus inventory in accordance with Ohio Revised Code, as identified in attachment #3. 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. MARCH FINANCIAL STATEMENTS

RESOLUTION

No. 17-04-04

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

B. HR/LR COMMITTEE

1. REVISED POLICY 2004 – DRIVING POLICY

RESOLUTION

No. 17-04-05

Mr. Dohnal moved that the Board approve revisions to Policy 2004 – Driving Policy, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. MARCH DD AWARENESS ACTIVITIES UPDATE

In 1987 President Ronald Regan proclaimed March as "*Developmental Disabilities Awareness Month*" and called upon Americans to provide "encouragement and opportunities" necessary for people with developmental disabilities to reach their potential. While Summit DD celebrates the abilities and unique talents of individuals all year, March provides an opportunity to share the Agency's story with a wider audience and to celebrate inclusion. Some of the key activities in March included:

- Advocacy Day (March 7th) held at Mustard Seed Market where individuals talked about the importance of self-advocacy. Approximately 70 people attended this event.
- Movie Night (March 9th) at the Linda Theater where Summit DD partnered with Northeast Ohio Ghostbusters and showed the 1984 movie Ghostbusters. Approximately 100 people attended.
- Inclusion Day (March 16th) – People were encouraged to wear orange to show support for people of all abilities and share pictures on social media. On this date there were 516 people who viewed the Summit DD website, 720 people engaging on the Summit DD Facebook page and 10,000 impressions were created on Facebook.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. MARCH DD AWARENESS ACTIVITIES UPDATE (continued)

- Play for All (March 16th) – Summit DD, the Cleveland Sight Center and Akron Children's Museum created a sensory-friendly, interactive event that was free for families supported by Summit DD.
- Second Annual Appreciation Breakfast and Awards Ceremony (March 30th) which recognizes the achievements of self-advocates, workers, public leaders, partners and volunteers. There were approximately 264 guests representing more than 30 different organizations throughout Summit County as well as multiple media outlets covering the event.
- 5 Success Stories shared on Facebook

Some of the advertising done in March included:

- 21 ads and 7 editorials across 17 different print newspapers, resulting in almost 300 visitors to Summit DD.org
- 3 online ads with 3 different online news sources
- .30 second commercials running on Pandora, Ohio.com and across various websites, resulting in almost 800 visitors to Summit DD.org
- 22 billboards throughout Summit County
- Earned media (unpaid) featured in many of the area's major newspapers

Mr. Trunk thanked Billie Jo David, Tricia Perduk and the Communications Department staff for all the creative ads and stories and for organizing the many events and activities held in March. The Appreciation Breakfast continues to be a great community event with good feedback from those who attend not only on the quality of the event but also on the significance of the message.

B. CENSUS

The quarterly Census report reflects the total number of children and adults supported by Summit DD has grown by 4%, or approximately 160 individuals, versus the same period as last year and the data shows that the Board continues to support more and more individuals each year. The Board continues to connect individuals to providers and opportunities with a shift in services from the Board as a provider to private providers both in day services and transportation services. The number of adults served by the Board last year was 32% of adults and this year it is 20%. Waivers increased by 3% (56 people), many with the introduction of the SELF waiver. The number of waivers continue to grow each year. Mr. Trunk advised that waivers are a lifetime commitment of support and he commended Holly Brugh and her staff for the great job they have done in finding alternate resources prior to authorizing waivers.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. CENSUS (continued)

The number of individuals receiving residential supports has grown 3% (44 individuals) since last year with the Board currently supporting approximately 1,600 people. Mr. Quade asked if staff have looked at other county boards to see if they collect similar data. He noted the trends are interesting and it would be curious to see if other boards of similar size are experiencing that same growth. Mr. Trunk responded the data should be available and it would help put things in context.

C. PROVIDER SELECTION BEST PRACTICES AND TOOLS

A question was brought up previously about what the Board is doing to assist families in the selection of quality providers. Mr. Williams explained that over the past year, staff began meeting with families to gather their input. Discussions with providers were also held to talk about what defines quality services and the common standards that all providers could agree to. Many providers in Summit County participated in these discussions resulting in evidenced-based best practices being identified for many of the program areas, such as employment services, integrated community-based day services, transportation and residential services. The information is meant to empower families. A list of questions that individuals and families can use when selecting providers was also created for each area. A provider rating website, much like *Angie's List*, is under development to allow individuals and families to comment on services received by providers. It also allows providers to post comments as well. This will give families access to real time information. A third party will be contracted to run the website. Mr. Quade commented that this is very good work and it will assist families tremendously. He urged staff to ensure that the technology is user-friendly so that it can be accessed by all. Mr. Williams responded that staff are working with a parent group to demonstrate the site and gather their input and feedback.

D. MISCELLANEOUS

Mr. Trunk advised that Policy 2006 – Weapons and Violence-Free Workplace will be taken back to committees in May for further review and discussion. Proposed revisions will be brought back to the Board in May.

A Memorandum of Understanding (MOU) was submitted to METRO with finalization expected soon. Mr. Briggs asked, in the meantime, what rate is being charged to Summit DD riders. Mr. Trunk replied the 18 employed individuals are being charged \$2.00, however, no invoice has been received since the last meeting with METRO.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

D. MISCELLANEOUS (continued)

Mr. Trunk noted staff are prepared to advise individuals to pay \$2.00. He further commented it is staff's understanding that \$2.00 is the agreement, however, that has not been received in writing.

Mr. Trunk advised the Evant transition is almost complete and they will be dissolved as a provider. Evant was operating two models – a group home model federally funded through Medicaid and a supported living waiver program. Empowering People is purchasing the federally funded group home side of the business and the waiver program is being transitioned to other private providers. The 30 individuals in community group homes were given short notice of approximately 30-45 days to go through the process of selecting alternate providers. This story was picked up by the media, however, the focus seemed to be on the number of Evant staff who would be losing their jobs.

A levy committee meeting was held last week with three of the co-chairs, Phil Kaufmann, Ken Babby and Reverend Fowler present. Bill Considine was unable to attend this particular meeting but will also be actively involved in the campaign. Reverend Fowler will assist in delivering the message to the faith-based community and Ken Babby, who is with the Akron Rubber Ducks, will assist with promotional messaging. Mr. Trunk stated that Randy Briggs and Allyson Lee will also be part of the Levy Steering Committee along with Sarah Kline, Mayor of Stow, and Shon Christy, a parent. The Steering Committee will be meeting in the near future to talk about the PAC and the levy budget.

The state budget has gone from the Governor to the House and then it will be passed to the Senate. The process will be watched carefully since some of the positive things originally included in the state budget (i.e., expansion of waivers and new money for paying higher wages to direct service providers) were pulled out of the budget. There is uncertainty whether some of the cuts affecting the DD system were shifted to other areas. Health systems and children's services boards were allocated new dollars.

Mr. Trunk thanked Mrs. Pozna for her assistance in presenting an overview of the 2016 budget to the SSAB. He noted it was a good presentation and he believes it went smoothly. He stated this begins to lay the groundwork for the levy presentation to SSAB which will be held in mid-May.

Mr. Trunk stated he met with all Agency staff through small group staff meetings to talk about the importance of the upcoming levy and their role in its passage. He also gave a presentation to the Barberton Rotary Club and was able to talk about the levy.

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BOARD MEETING (continued)

V. PRESIDENT'S COMMENTS

Mr. Briggs stated he has no comments this evening and opened the floor to other Board Members.

Mr. Quade advised that Marion County received a grant from the National Association of Chronic Disease Directors (NACDD) and the Center for Disease Control and Prevention (CDC). The goal of the grant is to ensure that all policy, system and environmental changes established in the community are accessible to all. This is an intentional process to ensure that those living with disabilities are considered in all community solutions. Marion County Public Health and the Marion County Board of Developmental Disabilities have partnered to pilot this national project with great advances already occurring, including the establishment of a mobile produce pantry that delivers food, with the food packaged and distributed by individuals with disabilities. Infrastructure improvements at Tallgrass Trail to support a Universal Bike Share Program have occurred, as well as disability inclusion policies and health equity education. In an effort to support inclusion in Marion County, a Commitment to Disability Inclusion Statement has been adopted by the Creating Healthy Communities Coalition. Mr. Quade stated this is a great program that did not involve that much planning and great results are already being realized.

VI. EXECUTIVE SESSION

R E S O L U T I O N

No. 17-04-06

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

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

The regular session of the Board Meeting adjourned at 6:05 p.m.

The Board entered Executive Session at 6:10 p.m.

The Board Meeting reconvened at 6:25 p.m.

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BOARD MEETING *(continued)*

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – LISA KAMLOWSKY

RESOLUTION No. 17-04-07

Mr. Dohnal moved that the Board approve a contract of employment for Lisa Kamlowsky, Assistant Superintendent, for the period May 29, 2017 through May 28, 2019. The motion, seconded by Mr. Quade, was unanimously approved.

B. EMPLOYMENT CONTRACT – DIAMON PERRY

RESOLUTION No. 17-04-08

Mrs. Ricks moved that the Board approve a contract of employment for Diamon Perry, Ombudsman, for the period August 11, 2017 through August 10, 2019. The motion, seconded by Mr. Quade, was unanimously approved with abstention from Mrs. Lee.

C. EMPLOYMENT CONTRACT – DREW WILLIAMS

RESOLUTION No. 17-04-09

Mrs. Lee moved that the Board approve a contract of employment for Drew Williams, Director of Community Supports & Development, for the period September 15, 2017 through September 14, 2019. The motion, seconded by Mr. Quade, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:27 p.m.


Denise Ricks, Secretary