

MINUTES – combined work session and regular meeting
Thursday, May 25, 2017

Summit County Developmental Disabilities Board

MINUTES

Thursday, May 25, 2017
5:00 p.m.

The combined work session and regular monthly meeting of the Summit County Developmental Disabilities Board was held on Thursday, May 25, 2017 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The work session convened at 5:05 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, Board President
Denise Ricks, Secretary
Joe Siegferth
Meghan Wilkinson
Allyson V. Lee

BOARD MEMBERS ABSENT

Dave Dohnal, Vice President
Tom Quade

ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Mira Pozna, Director of Fiscal	
Drew Williams, Director of Community Supports & Development	Russ DuPlain, Director of IT & Facilities
Billie Jo David, Director of Communications & MUI	Maggi Albright, Recording Secretary and others

I. AKRON CHILDREN'S HOSPITAL PART C EARLY INTERVENTION CONTRACT

Part C is Ohio's Early Intervention system serving children with developmental disabilities under the age of three (formerly known as Help Me Grow). The primary role is to:

- Conduct developmental evaluations to identify delays in the areas of adaptive, cognitive, communication, physical and social-emotional development
- Use service coordinators to develop Individualized Family Service Plans (IFSP) to address the individual needs of each child and family

Beginning in January 2017, the lead agency for Part C Early Intervention services in Ohio changed from the Ohio Department of Health to the Ohio Department of Developmental Disabilities (DODD). Since the change in lead agencies is so new, there will not be a RFP at the state level. Instead, each county was asked to provide DODD with a written statement of how they will continue to offer Part C Early Intervention services for the next fiscal year. As the lead agency for the Family & Children First Council (FCFC), the local authority over Part C services, Summit County Public Health has contracted with Summit DD for the management of the service coordination of Part C Early Intervention services.

WORK SESSION *(continued)***I. AKRON CHILDREN'S HOSPITAL PART C EARLY INTERVENTION CONTRACT
(continued)**

Summit DD maintains the role of contract manager and, through a RFP process in 2015, selected Akron Children's Hospital to provide service coordination, supporting approximately 800 children in Summit County. The proposed contract, for the period July 1, 2017 through June 30, 2018 in an amount not to exceed \$728,057, continues that role for fiscal year 2017. During this fiscal year, Summit DD will partner with the FCFC coordinator to assess current funding level, case load size and programmatic components in an effort to ensure families in Summit County are receiving the best possible services. Mr. Trunk noted there may be an increase in the amount awarded and if that is the case, he will let the Board know prior to seeking approval of the contract in July. If there is an increase, a decision will be made on how much to pass on to Akron Children's Hospital and what would be retained by Summit DD to offset internal costs. Mr. Briggs asked if the contract limits were met last year. Mr. Trunk replied all conditions were met and nobody was denied services. Funds are available in the budget and the contract with Akron Children's Hospital has been recommended for approval by the May Finance & Facilities and Services & Supports Committees.

II. 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, a 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. 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. Employers such as the City of Akron, the City of Stow, Circle K, Ball Street Rec Center, Marc's, Big Lots and Challenger Golf Course are participating in the program. Mr. Briggs asked how the program compares to last year. Mr. Williams replied it is down a bit, with about ten fewer kids participating. Mr. Briggs asked if there are any employers not participating this year who did so last year. Mr. Williams replied there are not. The TANF Summer Youth Work Experience Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

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WORK SESSION *(continued)*

III. REVISED POLICY 2006 – WEAPONS AND VIOLENCE-FREE WORKPLACE

The current Policy 2006 prohibits possession of firearms in privately owned vehicles on Board property. Revisions to the policy bring it into compliance with Senate Bill (SB) 199. SB 199 became effective March 21, 2017 and it prohibits businesses from having or enforcing a policy that precludes persons who are otherwise authorized to carry firearms from having a firearm and/or ammunition in their privately owned vehicle when it is parked on employer property, subject to specific conditions, which include:

- The firearm and/or ammunition must remain in the vehicle
- The firearm and/or ammunition must be locked in a glove box, trunk or other container inside the vehicle when the person authorized to carry the firearm is outside of the vehicle
- The vehicle must be properly parked in an authorized location

Revisions to this policy include the Board having the right to question staff and visitors to ensure compliance and also authorizes law enforcement and military personnel to be in possession of weapons on Board property. Mr. Trunk noted this policy was taken back through all committees in May for further input. He thanked Mr. Siegfert for providing examples of other policies of this nature. Mr. Briggs asked if there are other Board policies that address violence-free workplace. Mr. Eck responded there are a variety of other policies that are tied to this policy, such as the Workplace Bullying, Non-Discrimination and Harassment Policy, etc. Mr. Trunk added that the procedures outline the reporting structure. Mr. Briggs asked if there is a policy that addresses active shooters. Mr. Eck responded there is not, however, it is covered in the Agency's emergency procedures and trainings are conducted on this topic. Mr. Siegfert noted the revisions to this policy are a reaction to a piece of legislation that specifies business must allow authorized permit holders to have firearms in their privately owned vehicles. Mr. Trunk noted there may be a need to revisit this policy as the legislation is challenged. Revised Policy 2006 has been recommended for approval by the May HR/LR, Finance & Facilities and Services & Supports Committees.

IV. REQUEST FOR ADDITIONAL APPROPRIATION IN REAL PROPERTY IMPROVEMENTS

The Ohio Department of Developmental Disabilities (DODD) makes available community capital assistance funds to assist county boards and non-profit organizations to acquire housing for individuals with developmental disabilities. These funds are distributed to county boards for allocation to non-profits. Summit Housing Development Corporation (SHDC) was awarded community capital assistance funds for the purchase of five homes for a total of \$680,780, of which \$241,100 was absorbed within the budget. An additional budget appropriation in the amount of \$439,680 in Real Property Improvements is needed to distribute the remaining balance. A budget appropriation is needed when unanticipated funds are received. There is no monetary net effect for Summit DD.

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WORK SESSION *(continued)*

V. REQUEST TO DISTRIBUTE COMMUNITY CAPITAL ASSISTANCE PASS-THROUGH FUNDS

DODD makes available community capital assistance funds to assist county boards and non-profit organizations to acquire housing for individuals with developmental disabilities. These funds are distributed to county boards for allocation to non-profits. Summit Housing Development Corporation (SHDC) was awarded community capital assistance funds for the purchase of five homes for a total of \$680,780. The Board has received the funds and it must now be distributed to SHDC. There is no monetary net effect for Summit DD. Mr. Briggs asked if any match money is required. Mr. Trunk replied that it is not.

VI. APRIL FINANCIAL STATEMENTS

April ended in a positive position of \$956,280, largely due to the receipt of the first half property tax settlement in the amount of \$23,100,000. Other revenue for April included quarterly state subsidy in the amount of \$689,800 and quarterly Medicaid Administrative Claims reimbursement in the amount of \$381,800. Expenditures for the month included payment of the inter-governmental agreement for the Summit 2020 Project in the amount of \$65,000, final installment for the Bridges to Transition grant match of \$32,400, payments to DODD for quarterly waiver administration fee of \$323,600, quarterly waiver match of \$5,652,500, and quarterly Medicaid Administrative Claiming fee of \$11,500. There were also payments to cover insurance fees of \$127,100 and renovations to classrooms in the amount of \$48,100. The fund balance at the end of April is \$56,954,639. The April Financial Statements have been recommended for approval by the May Finance & Facilities Committee.

The work session adjourned at 5:27 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:27 p.m.

I. BOARD MEMBER CAUCUS

Mrs. Wilkinson thanked the Board for approving the Family Engagement Program and explained that her family has utilized dollars available through this program to fund karate lessons for her twins who have Downs Syndrome. She stated this program will make a real difference to enhance the lives of families. She also noted the process to access funding has been streamlined and is much easier.

Mr. Briggs stated he is looking into a project in which information on all individuals with disabilities would be entered into a CAD system so that whenever there is any type of emergency, personnel responding to the address would know that there could be someone with special needs at that location. This would help with communication and compliance issues and would also identify the need for specialized equipment for the response. The software already exists but the information needs to be put into the system. A committee will likely be formed to analyze costs, etc. The hope is to have all five dispatch centers in the county participate. This is important information that could be critical to assisting individuals in emergency situations (i.e., someone with hearing impairment may not comply with verbal commands, someone who is non-verbal would not be able to respond, etc.). Mr. Briggs stated he is looking forward to working with the City of Akron on this project and hopes to have it started before the end of the year. Mrs. Wilkinson said that she has registered her address with her local emergency system and did so thinking that if there was a fire in her home, her twins may not respond verbally to emergency personnel. It is a fantastic idea and Mrs. Wilkinson stated she would like to help in any way with this very important and worthwhile project.

II. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, commented that she has noticed the Summit DD signs lit up at night and said it looks very nice and shows a presence in the community – she hopes the signs can continue to be lit at night. She also stated she spoke with some people from the community who did not know the Board has a levy coming up later this year. She explained the need and importance for this renewal levy and said she thinks they are now supportive. Ms. Frank thanked the Board for approving the upcoming Volunteer Day on June 5th and said she is looking forward to volunteering and giving back to the community.

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BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

A. APRIL 27, 2017 (combined work session and regular meeting)

R E S O L U T I O N

No. 17-05-01

Mrs. Wilkinson moved that the Board approve the minutes of the April 27, 2017 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM

R E S O L U T I O N

No. 17-05-02

Mrs. Ricks moved that the Board approve a partnership with Summit County Job & Family Services, Ardmere, Community Connections of Northeast Ohio, Koinonia, Louisa Ridge, REM-Ohio and Weaver Industries to support eligible students in summer work experiences for the period June 12, 2017 through August 5, 2017, in an amount not to exceed Eighty Thousand Dollars (\$80,000.00), as presented in attachment #2, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

2. REQUEST FOR ADDITIONAL APPROPRIATION IN REAL PROPERTY IMPROVEMENTS

R E S O L U T I O N

No. 17-05-03

Mr. Siegferth moved that the Board approve an additional budget request in the amount of Four Hundred Thirty Nine Thousand Six Hundred Eighty Dollars (\$439,680.00) to distribute community capital assistance funding to Summit Housing Development Corporation, as presented in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

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BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

3. REQUEST TO DISTRIBUTE COMMUNITY CAPITAL ASSISTANCE PASS-THROUGH FUNDS

RESOLUTION

No. 17-05-04

Mrs. Lee moved that the Board approve distribution of DODD community capital assistance funds to Summit Housing Development Corporation in an amount not to exceed Six Hundred Eighty Thousand Seven Hundred Eighty Dollars (\$680,780.00), as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

4. APRIL FINANCIAL STATEMENTS

RESOLUTION

No. 17-05-05

Mrs. Wilkinson moved that the Board approve the April Financial Statements, as presented in attachment #6. The motion, seconded by Mr. Siegferth, was unanimously approved.

B. HR/LR COMMITTEE

1. REVISED POLICY 2006 – WEAPONS AND VIOLENCE-FREE WORKPLACE

RESOLUTION

No. 17-05-06

Mrs. Ricks moved that the Board approve revisions to Policy 2006 – Weapons and Violence-Free Workplace, as presented in attachment #3. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. FIRST QUARTER ACTION PLAN UPDATE

The quarterly report provides an update on progress of Action Plan metrics. During the first quarter of 2017, 14 of 21 metrics met or exceeded projections, 3 of 21 metrics were within 5% of projections and 4 metrics are below projections. Below is a summary by area:

Inclusive Community

- 230 children age 0-6 are supported in private community daycare centers, which exceeds projections

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BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

A. FIRST QUARTER ACTION PLAN UPDATE (continued)

Inclusive Community (continued)

- About 16% of adults receive community employment supports, which is below the goal of 25%. Increasing the transition age support to 14-18 year olds will increase community employment options for graduates. Additionally, the Agency is exploring the option to capture individuals with disabilities who work in competitive employment without supports.
- Met with several key influencers such as the SSAB Health & Human Services Committee, Tri-County Independent Living, the Mayor's Association, Akron Chamber of Commerce, Barberton Rotary Club and the Mayor of Green, during the first quarter to familiarize them with Summit DD, the supports offered and the Agency's Mission of community inclusion

Person Centered Planning

- Monthly Satisfaction Survey data shows an adverse trend for persons served for the Service Coordination index and the Choice and Decision Making index. Satisfaction trends for parents/guardians, however, are positive in these two areas. These areas will continue to be monitored to determine root cause and next steps
- All children have been assigned SSAs to ensure more consistency during transition points
- An online provider rating tool driven by parent recommendations is under development

Individualized Support

- Summit DD continues to experience a growing demand for services, exceeding first quarter projections in the number of people supported
- Staff are working with local Boys and Girls Clubs to expand options for after school activities
- Transition collaborations with Woodridge and Copley-Fairlawn School Districts are continuing. Summit DD staff also participated on the Akron Public Schools Tactical Team which developed a plan to ensure students with disabilities have the same community based employment services as general education students have. As part of the plan, Summit DD will provide training and consultation to school staff.
- A contract with Total Education Solutions (TES) to provide additional support and resources for children, families and adults with Autism is under development. The Assistant SSA Director is the main point of contact for multi-system youth and adults, which is enhancing relationships with community providers and the judicial system

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

A. FIRST QUARTER ACTION PLAN UPDATE *(continued)*

Quality

- Summit DD continues to receive high levels of satisfaction with individuals and families. Individuals also feel their rights are respected by their direct service staff.
- A provider orientation is being developed to address areas in which providers have identified more support is needed
- Developed an automated process to review random samples of provider Unusual Incident (UI) logs monthly and provide technical support for UI investigations and preventative measures.

Organizational

- Administrative costs continue to be below 10% of the total budget
- Approximately \$25 million dollars of a combination of local tax dollars, federal Medicaid dollars and state dollars was invested into private local service providers to deliver services to more than 2,000 adults. Approximately \$15.6 million of those dollars were federal Medicaid dollars that local tax money draws down as Medicaid match to reinvest into the local economy
- Summit DD continues to experience a loss in projected revenue as a Medicaid service provider as the Agency complies with the Conflict of Interest mandate. The Agency received less than \$500,000 in federal Medicaid revenue during the first quarter, with a projection of \$5.3 million dollars for the year. Mr. Briggs asked if it is anticipated these numbers will start to go up. Mr. Trunk replied that Medicaid reimbursement will continue to go down. Mrs. Lee asked why it is going down faster than anticipated. Mr. Trunk replied that individuals are choosing other providers quicker than expected, which is not a bad thing, it is just faster than the timeline that was developed.
- Efforts to secure a renewal of Summit DD's operating levy continue, with unanimous approval by the SSAB and SSAB Budget & Levy Review Committees. There were also over 400 employees trained on levy messaging
- A space planning committee developed a short-term space use plan, creating more office space in administration

B. MISCELLANEOUS

Mr. Trunk advised he met with the SSAB Budget & Levy Review Committee and presented the levy budget and message. He explained the transition and the progress of *Our Journey Forward*. He thanked Randy Briggs and Allyson Lee for attending. The Committee unanimously approved the levy budget.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

B. MISCELLANEOUS *(continued)*

Regarding the METRO MOU, a one-year agreement has been reached which identifies that individuals with disabilities will receive the same \$2.00 one way trip rate as other riders. Summit DD staff were invited to participate in a Stakeholder Workgroup. Mr. Trunk noted it struck him as unusual that METRO's guiding principles did not include anything about customers. The interim Executive Director indicated an open forum for dialogue and discussion so he intends to follow-up on several things in a more private setting. Mrs. Lee asked if other stakeholders participating on the workgroup pointed out the lack of customer focus. Mr. Trunk replied he decided not to bring it up in the public forum, however, that topic was being discussed in small groups. There was an opportunity to provide written feedback and Mr. Trunk did so.


The State budget moved from the House to the Senate and is expected to be signed by the Governor by June 30th. OACB is watching the reduction in the number of state supported Medicaid waivers since the Senate scaled back from 1,200 to about 400 and OACB is working to have the number increased. There is a proposal to reduce the agricultural tax amount and if that legislation goes through, agricultural property would pay about 30% less.

Mr. Trunk advised that he is part of a state work group working with OACB on trying to expand local Medicaid administrative authority with providers. They are hoping to get legislative language that permits count boards to intervene more quickly and make recommendations to DODD when health and safety situations arise with providers. Mrs. Lee asked how providers are monitored currently and how often. Mr. Trunk replied that providers are monitored no less than every three years and special compliance reviews can also be conducted with reports going back to DODD.

VI. PRESIDENT'S COMMENTS

Mr. Briggs noted that the next time the Board meets will be in late July and the levy will be coming up fast. Everyone needs to get involved and move forward with getting this important renewal levy passed.

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


Denise Ricks, Secretary