

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

Summit County Developmental Disabilities Board

MINUTES

Thursday, August 24, 2017
5:00 p.m.

The combined work session and regular monthly meeting of the Summit County Developmental Disabilities Board was held on Thursday, August 24, 2017 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The work session convened at 4:59 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, Board President
Dave Dohnal, Vice President
Denise Ricks, Secretary
Joe Siegferth
Tom Quade
Meghan Wilkinson
Allyson V. Lee

ALSO PRESENT

John J. Trunk, Superintendent	Holly Brugh, Director SSA & Children's Services
Lisa Kamlowksy, Assistant Superintendent	Russ DuPlain, Director of IT & Facilities
Drew Williams, Director of Community Supports & Development	Lynn Sargi, Director of HR
Billie Jo David, Director of Communications & MUI	Maggi Albright, Recording Secretary and others
Mira Pozna, Director of Fiscal	

I. ARAKYTA CONTRACT

Summit DD is working with Arakyta to provide customized technical support and consulting to migrate from an outdated version of SharePoint to a current version. SharePoint is server-based software that is used for collaboration, file sharing and other department specific uses. The upgrade will migrate from an on-premise installation of SharePoint 2007 to a cloud-based installation of SharePoint 2016, which is part of the Office 365 Suite. Arakyta staff have already completed initial discovery and planning and will use their methodology to perform the upgrade and migration, at a cost of \$55,000. Annual licensing costs for SharePoint online will not exceed \$39,600/year and will be purchased using state-term pricing. ShareGate software will be purchased to help migrate from the old environment to the new, at a cost of \$3,995. The total cost of software, technical work and a 10% contingency will not exceed \$108,455.

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WORK SESSION *(continued)*

I. ARAKYTA CONTRACT *(continued)*

Mr. Briggs asked if this upgrade and migration will result in costs savings in the future. Mr. DuPlain replied there will be cost savings not only relative to staff time but also with current versions of software and security patches as well. Funds are available in the budget and request has been recommended for approval by the August Finance & Facilities Committee.

II. OFFICE SPACE RENOVATIONS

Additional office space is needed at the Administration building to accommodate organizational changes. There are currently several empty classrooms in C-wing that can be converted into office space by renovating into eight cubicles in each room. The total cost to renovate two rooms would not exceed \$55,300, with the majority of this cost (approximately 63%) being applied toward the purchase, assembly and installation of cubicles and desks. Purchasing would be done through a state-wide contract so there is no requirement to RFP. Some of the other work, such as drywall, painting and electrical connections, will be performed by in-house staff. The total cost includes a 10% contingency of \$5,026.84. Mr. Quade asked about renovations that were approved by the Board recently. Mr. DuPlain responded that those renovations were for conversion of classrooms into office space in D-wing. Mrs. Lee asked how often contingency funds are used in projects and what are the typical reasons for accessing those funds. Mr. DuPlain replied that when the D-wing space was renovated, the contingency was \$10,000 and several thousand dollars was used to cover unanticipated costs. He noted this project is expected to be on target without the use of the contingency funds. Funds are available in the budget and the contract has been recommended for approval by the August Finance & Facilities Committee.

III. 2018 BUDGET REQUEST

The 2018 Budget request is in the amount of \$70,454,711 for the Operating Fund, \$115,000 for the Gifts and Donations Fund and \$629,405 for the Permanent Improvement Fund. The 2018 budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2018 budget reflects relatively flat revenue and operating expenditures in comparison to 2017 and projects total deficit spending of approximately \$5.8 million dollars. The 2017 ending fund balance is projected to be \$49,481,267, less projected deficit spending in 2018, resulting in a fund balance at the end of 2018 of approximately \$43,683,886. The 2018 budget includes a reduction of 55.5 FTEs over the 2017 budget, offset by anticipated exit cost payouts and an average pay increase of 2.5%. Cost savings for staff reductions from the closing of the Tallmadge Center and a reduction in Transportation staff will be reflected in the 2019 budget.

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WORK SESSION *(continued)*

III. 2018 BUDGET REQUEST *(continued)*

Revenue projections for Medicaid reimbursements are decreasing as services shift to private providers but is offset with an increase in the reimbursement rate for Targeted Case Management (TCM). Increases in direct services contracts are due to additional resources allocated to innovative programs and community collaborations for children, teens and adults. Increased waiver match is due to individuals selecting private providers in addition to typical waiver growth. The Board will use the portion of its state subsidy allocated to the Family Support Services (FSS) program as match for Medicaid waivers. The FSS program has been replaced with the Family Engagement Program (FEP), which is funded entirely with local tax dollars. Mr. Siegferth asked about the increase in contract services revenue. Mr. Trunk replied it is mostly related to dollars the Board receives from Children's Services Board (CSB) for children who have waivers and residential services and CSB pays the match. The 2018 budget request has been recommended for approval by the July Finance & Facilities Committee.

IV. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

The Oriana House AEP is a diversion option, in lieu of county jail, for individuals with developmental disabilities who are awaiting trial or disposition. The request is to increase the current contract with Oriana House by \$50,000, for the total 2017 contract amount not to exceed \$137,036. The increase would reserve two additional beds for the rest of the year. The contract was originally decreased in 2017 by \$94,443 over the 2016 contract based on usage. Increased education about the AEP and improved relationships with the court system have led to unanticipated increased use this year. To date, there have been five individuals involved with the AEP with the length of stay varying from 1-127 days. There are currently two individuals utilizing the program. Funds are available in the budget and the contract increase has been recommended for approval by the August Finance & Facilities and Services & Supports Committees.

V. SURPLUS INVENTORY

There are items from the Southern and Ellet Centers and Transportation that are no longer needed or in useable condition. The request is to hold an internet auction, conducted by a Summit County vendor that specializes in this area, for the items from Southern and Ellet Centers and also conduct closed bids to sell the transportation vehicles to the highest bidder. Any unsold items would be scrapped in an environmentally friendly manner. The list of surplus items identified in attachment #5 have been recommended for approval by the August Finance & Facilities Committee.

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WORK SESSION *(continued)*

VI. JULY FINANCIAL STATEMENTS

July ended with deficit spending in the amount of \$3,857,432. An adjustment was made by the County for a revision to the Certificate of Tax Levy in the amount of \$686,766, along with an additional budget appropriation to pass-through Community Capital Assistance funding to Summit Housing Development Corporation (SHDC) in the amount of \$439,680. Revenue for the month of July reflects quarterly state subsidy in the amount of \$662,000. With persons served selecting private providers at a faster pace than anticipated, Medicaid reimbursements for Board provided services is about 20% under budget to date and will likely continue trending downward. This is offset by approximately 10% better than budgeted reimbursements for targeted case management (TCM), due in part by an unbudgeted rate increase. There was also flow-through Community Capital Assistance funding received from DODD on behalf of SHDC for the purchase of a home in the amount of \$118,800. Expenditures for the month included payment in the amount of \$81,100 for the Oriana House contract. The fund balance at the end of July was \$52,140,927. The July Financial Statements have been recommended for approval by the August Finance & Facilities Committee.

VII. REVIEW OF DIRECT SERVICE CONTRACTS

When Summit DD employees are also employed by another agency that contracts with the Board, the Board's Ethics Committee reviews the direct service contracts to ensure that ethical standards are not violated. Affidavits of Board employees Sheila Watson, who is also self-employed as an individual provider of home and community based waiver services, and Patricia Dean, who is also employed by Hartville Meadows, were reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the July Ethics Committee recommends that the Board continue to participate in its contract with Hartville Meadows.

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

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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, commented that she attended the recent art show at the Akron Art Museum on August 3rd and was very impressed by the abilities of the artists with disabilities. It was very nice to see their work on display.

Ms. Frank noted that several new provider facilities have been toured, however, none mirror the program at the Cuyahoga Falls Center. Mr. Quade asked that when noticing a gap between services at Cuyahoga Falls Center and other providers, does anything stand out other than the nursing components. Ms. Frank replied that Cuyahoga Falls Center offers smaller settings with private rooms and some of the private providers have an open setting, which doesn't always work well for everyone. She observed that some providers have presented services one way and when toured, it was discovered that they offered something different than what was presented.

II. APPROVAL OF MINUTES

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

R E S O L U T I O N

No. 17-08-01

Mrs. Wilkinson moved that the Board approve the minutes of the July 27, 2017 combined work session and regular meeting, as presented in attachment #8. The motion, seconded by Mr. Siegferth, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2018 BUDGET REQUEST

R E S O L U T I O N

No. 17-08-02

Mr. Siegferth moved that the Board approve the 2018 Summit DD budget in the amount of Seventy Million Four Hundred Fifty Four Thousand Seven Hundred Eleven Dollars (\$70,454,711.00) for the Operating Fund, One Hundred Fifteen Thousand Dollars (\$115,000.00) for the Gifts and Donations Fund and Six Hundred Twenty Nine Thousand Four Hundred Five Dollars (\$629,405.00) for the Permanent Improvement Fund, and authorize positions of employment, as indicated on the HR/LR Staffing Report in attachment #3.

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BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

1. SUMMIT DD 2018 BUDGET REQUEST (continued)

Be it further resolved that the Board approve up to Twenty Eight Million Four Hundred Ten Thousand Dollars (\$28,410,000.00) of the 2018 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. Quade, was unanimously approved.

2. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

RESOLUTION

No. 17-08-03

Mr. Dohnal moved that the Board approve an increase of Fifty Thousand Dollars (\$50,000.00) to the Oriana House Contract for the Alternative Environment Program, for the period February 1, 2017 through December 31, 2017, for the total contract amount not to exceed One Hundred Thirty Seven Thousand Thirty Six Dollars (\$137,036.00), as outlined in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

3. SURPLUS INVENTORY

RESOLUTION

No. 17-08-04

Mrs. Ricks moved that the Board approve the disposal of surplus inventory in accordance with the Ohio Revised Code, as identified in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

4. JULY FINANCIAL STATEMENTS

RESOLUTION

No. 17-08-05

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

B. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACTS

RESOLUTION

No. 17-08-06

Mrs. Lee moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Sheila Watson and Patricia Dean and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be resolved that the Board adopt the recommendations of the Ethics Committee, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Superintendent Trunk commented that the Dream Out Loud Art Show on August 3rd, held at the Akron Art Museum, was a tremendous success. He stated that Judge Stormer was instrumental in the process and noted that more than 60 pieces of art produced by individuals with disabilities will be on display throughout the County Court complex. Approximately 20-25 items were sold for a total of about \$2,000, which will go directly to the artists. Mr. Trunk thanked Drew Williams, Jacquie Owens and their staff for organizing the event.

The County's Internal Audit Department (IAD) conducts audits of all county agencies on a rotating basis. IAD was onsite at Summit DD the week of July 31st to conduct a follow-up to the review from last year. Several minor issues around keys were noted for resolution.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

The first meeting of DODD's statewide committee to assure provider health and safety compliance and to identify the role of county boards will be held next week.

Mr. Trunk advised he was asked to serve on this committee along with provider representatives, persons served, family members, representatives from advocacy groups and representatives from other county boards. Mr. Dohnal stated that local authority is a glaring weakness in the system and said that having the Superintendent participate on this work group will be a tremendous benefit and will make a huge impact to persons served in Summit County and across the state.

Summit DD's 2018 Budget request will be presented to the Social Services Advisory Board (SSAB) on September 5th. After approval from the SSAB, the 2018 budget will then go to County Council for approval.

The Levy Committee, which operates outside of the Board, consists of volunteer staff and community members. The Superintendent and members of the Levy Steering Committee gave a presentation to the Greater Akron Chamber (GAC) on August 4th seeking its endorsement. Official endorsement has not been received, however, endorsements are typically announced about 30 days prior to the election. Mr. Trunk thanked Randy Briggs, Allyson Lee and other Steering Committee members for participating in the GAC presentation. Levy sub-committees have been established and are beginning activities. An issue number should be assigned soon.

Relative to the ballot language that was submitted by the Board, approved by County Council and subsequently submitted to the Board of Elections (BOE), the Secretary of State proposed alternative language to the local BOE, which seemed to be dated and not transparent relative to the current system transition. The local BOE elected not to use the Board's ballot language and approved the outdated language submitted by the Secretary of State. The language alludes to the Board as the service provider and the language the Board submitted reflected that private providers deliver services. The vote by the BOE was 3-1 against the Board's proposed language. Mr. Trunk thanked Lisa Kamlowksy for her efforts in trying to get the revised language passed. He commented that staff will need to educate the community about the role of the Board and its private provider partners. Mr. Quade asked if there are implications once the levy passes relative to the way the dollars can be used. Ms. Kamlowksy replied the ballot language tracks the statutory language so there won't be any issue allocating funds. Mr. Briggs commented that he does not believe this will have an impact in the election; it is more of a missed opportunity to be as transparent as the Board would like to be. Mrs. Lee noted the Board and staff still have opportunity to be transparent in the messaging to voters.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

The annual golf outing was a great success with approximately 124 golfers this year. Nearly \$36,000 net was raised, which is the best year so far. Mr. Trunk thanked Billie Jo David and all of the many volunteers for their efforts.

V. PRESIDENT'S COMMENTS

Mr. Briggs congratulated the Golf Committee for a successful event. He noted that everyone seemed to be having a nice time and there was a good cross section of community participation, which is exactly what the Board wants to see. The community recognizes and supports Summit DD. Summit DD is a leader and the organization is becoming the vision he saw when he first began his service on the Board. People respect what Summit DD does because staff are doing a good job, which offers the Board seats at important tables in the County. Mr. Briggs commented that the speeches made by Phil Kaufmann and Bill Considine at the levy presentation to the Greater Akron Chamber were moving and made him feel very proud. He thanked everyone for their hard work and efforts. *"Let's get the levy passed!"*

VI. EXECUTIVE SESSION

R E S O L U T I O N

No. 17-08-07

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 a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.


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

The regular session of the Board Meeting adjourned at 5:56 p.m.

The Board entered Executive Session at 6:00 p.m.

The Board Meeting reconvened at 6:31 p.m.

There being no further business, the Board Meeting adjourned at 6:31 p.m.


Denise Ricks, Secretary