

MINUTES – combined work session and regular meeting
Thursday, September 28, 2017

Summit County Developmental Disabilities Board

MINUTES

Thursday, September 28, 2017
5:00 p.m.

The combined work session and regular monthly meeting of the Summit County Developmental Disabilities Board was held on Thursday, September 28, 2017 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The work session convened at 5:01 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, Board President
Dave Dohnal, Vice President
Denise Ricks, Secretary
Joe Siegfert

BOARD MEMBER EXCUSED

Allyson V. Lee
Tom Quade
Meghan Wilkinson

ALSO PRESENT

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

I. HATTIE LARLHAM NURSING SERVICES CONTRACT

As persons served continue to transition from Summit DD services to private providers, there is still a need for nursing services and oversight is required in the Summit DD centers. Summit DD staff continue to perform delegated nursing tasks such as passing medication, G-tube and J-tube feeding, and other health related activities. Staff who perform these tasks must be overseen by a registered nurse (RN) and participate in regular trainings. In addition, nursing staff have assisted teams and private providers with ensuring a smooth transition for individuals that need support with health related activities. The request is to contract with Hattie Larlham for two RNs and one Licensed Professional Nurse (LPN) for the period January 1, 2018 through December 31, 2018, in an amount not to exceed \$182,492. After the Tallmadge Center transition on June 30th the LPN will no longer be needed. Approximately 120 individuals receive nursing services. Individuals, families and staff continue to be satisfied with nursing services received through Hattie Larlham. Mr. Briggs asked about Hattie Larlham's current transition and if they will be able to continue providing services outlined in this contract.

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WORK SESSION *(continued)*

I. HATTIE LARLHAM NURSING SERVICES CONTRACT *(continued)*

Mr. Trunk replied that he believes Hattie Larlham will be able to provide services and mentioned that he recently met with the Interim Executive Director, John Colecchi. He was very impressed with Mr. Colecchi and noted he has an extensive professional background. Hattie Larlham has consolidated some areas of their programs and have closed other areas. Hattie Larlham will also merge some services with other providers. They plan to retain the long-established name and a good portion of their operations, particularly residential. He also noted this is a one-year contract. Funds are available in the budget and the contract has been recommended for approval by the September Finance & Facilities and Services & Supports Committees.

II. ARAKYTA CONTRACT

Summit DD is working with Arakya 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. Arakya 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. Funds are available in the budget and request has been recommended for approval by the August Finance & Facilities Committee.

III. 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. Funds are available in the budget and the contract has been recommended for approval by the August Finance & Facilities Committee.

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WORK SESSION *(continued)*

IV. 2018 EMPLOYEE HEALTH INSURANCE

The Board has utilized Aetna for health insurance since 2013 and has made no significant plan design changes (i.e., increasing deductibles and out of pocket maximums) since 2012. Summit DD has had favorable claims experiences until the past twelve months. The Board currently has several high claimants totaling 37% of medical only claims, over \$1.5 million dollars in claims paid. This claims experience resulted in Aetna's initial renewal proposal of a 47% increase over 2017 rates. The Board's 2018 budget for health insurance is \$4,552,593 compared to \$4,988,828 in 2017. This amount is the result of the Board expecting to use approximately \$500,000 from the 2017 encumbrance in early 2018, resulting in total available funds of \$5,052,593 for 2018 health insurance costs. The Insurance Committee, comprised of representatives from each of the four bargaining units and management, met three times in August to review historical and comparative information regarding budget and plan design and evaluate plan design and carrier options. As a result, the Insurance Committee reached consensus and recommends the following:

- Changing health insurance carriers from Aetna to Medical Mutual of Ohio (MMO)
- Changing the point of service (POS) plan design from a \$500 single/\$1,000 family deductible to \$1,500/\$3,000 respectively and \$2,500 single/\$5,000 family out of pocket maximum to \$6,000/\$12,000 respectively
- Introduce a Health Savings Account (HAS) plan option with a \$2,750 single/\$5,500 family deductible and a \$4,000 single/\$8,000 family out of pocket maximum

These recommendations result in approximately a 5.8% increase in 2018 rates over 2017. Aetna's final proposal was approximately a 9% increase over 2017 rates. Total costs for 2018 should fall within budgeted amount, although changes associated with open enrollment and staff transitions provide some level of variability. Employees would continue to contribute 15% of the cost of health insurance and the Board would contribute 85%. Monthly rates for employees selecting the POS would be \$102.24 single/\$275.35 family and \$99.76 single/\$267.39 family for the HSA. Mr. Trunk commended Lynn Sargi for her exceptional expertise and guidance in this area. Funds are available in the budget and 2018 employee health insurance through Medical Mutual of Ohio has been recommended for approval by the Insurance Committee and the September HR/LR and Finance & Facilities Committees.

V. AUGUST FINANCIAL STATEMENTS

August ended with deficit spending in the amount of \$12,957,134. Revenue for the month included fiscal year 2012 cost report audit settlement in the amount of \$2,750,700, quarterly Medicaid Administrative Claims reimbursement in the amount of \$373,900, quarterly Title XX reimbursement in the amount of \$73,300, TANF Summer Youth Employment Program reimbursement in the amount of \$46,600 and

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WORK SESSION *(continued)*

V. AUGUST FINANCIAL STATEMENTS *(continued)*

inter-agency waiver match reimbursement from CSB and the ADM in the amount of \$115,000. Expenditures for August included quarterly waiver administration fee payment of \$335,700, quarterly waiver match of \$6,280,900, annual supplemental waiver match in the amount of \$2,782,200 and flow-through community capital assistance funding received from DODD on behalf of SHDC for the purchase of three homes in the amount of \$439,680. August ended with a fund balance of \$43,041,225. Mr. Trunk thanked Mira Pozna for helping to prepare for the 2018 budget presentation to the SSAB Budget & Levy Review Committee and noted the 2018 Summit DD budget was approved by the full SSAB Board. The August Financial Statements have been recommended for approval by the September Finance & Facilities Committee.

VI. 2018 SUMMIT DD CALENDAR

The 2018 Summit DD calendar, presented in attachment #6, identifies holidays and in-service days in 2018. It reduces the number of in-service days from six to five and is consistent with Summit DD's holiday procedure and collective bargaining unit agreements. The 2018 Summit DD calendar has been recommended for approval by the September HR/LR Committee.

The work session adjourned at 5:20 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:20 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, thanked IT Help Desk staff for their quick response and assistance with IT issues. She asked about furniture, specifically desks and chairs, from the Ellet Center being used as part of the C-wing renovations instead of purchasing new items. Mr. DuPlain replied that furniture from the centers is not able to be used for the C-wing renovations because it doesn't fit in the cubicles. He mentioned that some of the furniture from the centers will be used for new conference rooms. Ms. Frank commented that she attended the recent provider expo and it went very well. She asked about the Hattie Larlham nursing contract and if the LPN currently at the Barberton and Cuyahoga Falls Centers would still be available. Mr. Williams replied that nursing services will still be provided at the work centers; the nurses will float between facilities. Ms. Frank asked about the differences between flex spending and health savings accounts. Mrs. Sargi responded that a flex spending account can be used for medical purposes and is set up as a use it or lose it account. A health saving account is for high deductible plans and it rolls over from year to year so it is available whenever you have a health care need. Ms. Frank asked for an update of the Bath Center. Mr. Trunk stated there has been no movement relative to the sale of the Bath Center. Ms. Frank mentioned the recent loss of a former Summit DD manager and a program specialist, both long-time employees of the Board.

Dawn Petrick, a Summit DD staff, commented that she attended the Akron Marathon and volunteered in the *Hero Zone* – she said it was a great event and appreciated the opportunity. She added that the Synergy Conference is being held next week. It is an event where everyone comes together – no walls/no titles. This annual conference is scheduled to host about 750 attendees, with Mayor Sarah Drew of Stow as one of the presenters this year.

II. APPROVAL OF MINUTES

A. AUGUST 24, 2017 (combined work session and regular meeting)

RESOLUTION

No. 17-09-01

Mr. Siegferth moved that the Board approve the minutes of the August 24, 2017 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. ARAKYTA CONTRACT

RESOLUTION

No. 17-09-02

Mrs. Ricks moved that the Board approve contracts with Arakyta and other software vendors for licensing and consulting for SharePoint system upgrade, in an amount not to exceed One Hundred Eight Thousand Four Hundred Fifty Five Dollars (\$108,455.00), as presented in attachment #2, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Siegferth, was unanimously approved.

2. OFFICE SPACE RENOVATIONS

RESOLUTION

No. 17-09-03

Mr. Dohnal moved that the Board approve the allocation of funds for renovating classrooms into office space, in an amount not to exceed Fifty Five Thousand Three Hundred Dollars (\$55,300.00), as identified in attachment #3. The motion, seconded by Mrs. Ricks, was unanimously approved.

3. 2018 EMPLOYEE HEALTH INSURANCE

RESOLUTION

No. 17-09-04

Mr. Siegferth moved that the Board adopt the Insurance Committee's recommendation selecting Medical Mutual of Ohio (MMO) as health insurance carrier for eligible employees for the 2018 benefit year, as presented in attachment #4. The motion, seconded by Mr. Dohnal, was unanimously approved.

4. AUGUST FINANCIAL STATEMENTS

RESOLUTION

No. 17-09-05

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

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

B. HR/LR COMMITTEE

1. 2018 SUMMIT DD CALENDAR

RESOLUTION

No. 17-09-06

Mr. Dohnal moved that that the Board approve the 2018 Summit DD Calendar, as presented in attachment #6. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Mr. Trunk noted that he attended the second meeting of the state-wide provider compliance workgroup around county board authority. The purpose of the group is to determine whether, and under what conditions, immediate action is needed, what quality services are necessary beyond minimum, what that would mean at the local level, as well as to clarify the role of county boards and providers when immediate action is necessary. There have been two meetings so far and good progress is being made. The committee is comprised of representatives from county boards, providers, DODD, and parents. Parents have indicated they want more transparency around provider performance and they want more than just minimum standards. Providers are asking for consistency across the state from county to county. The next meeting is scheduled for the end of October.

A job expo was held at Ohio Means Jobs and was very well attended. The expo provided real life opportunities for people to participate in interviews and talk about their skills. There were about 25 employers, 55 persons served, 160 interviews conducted with three individuals being hired on the spot and 24 people invited for follow-up interviews. The expo was a tremendous success and Mr. Trunk thanked Drew Williams, his staff and everyone who participated.

The All Agency In-service will be held on Monday, October 16th at Quaker Station beginning at 8:00 a.m. with a pancake breakfast followed by service awards and a keynote speaker. The second half of the day will be held at the administration building and will offer educational sessions on the new health insurance plans and health savings account plans as well as other activities. All Board Members are welcome to attend.

The Levy is about six weeks from now and activities are underway. Yard signs have been delivered to distribution centers and a variety of promotional materials are being distributed. Providers and the community seem to be very engaged. A meeting has been set up with the Akron Beacon Journal editorial board to seek endorsement and other endorsement opportunities are being pursued.

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BOARD MEETING *(continued)*

V. PRESIDENT'S COMMENTS

Mr. Briggs commented that it is about 30 days before the election and he has received many positive compliments about how the Agency is running the levy campaign. He noted social networking has been a big part of the campaign and staff are doing a good job of getting the message out to the community. He urged everyone to encourage family, friends and neighbors to get out to vote; don't get complacent, let people know we need their vote.

VI. EXECUTIVE SESSION

RESOLUTION

No. 17-09-07

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

Roll call: Siegferth-yes, Briggs-yes, Ricks-yes, and Dohnal-yes.

The regular session of the Board Meeting adjourned at 5:46 p.m.

The Board entered Executive Session at 5:56 p.m.

The Board Meeting reconvened at 6:12 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – HOLLY BRUGH

RESOLUTION

No. 17-09-08

Mr. Dohnal moved that the Board approve a contract of employment for Holly Brugh, Director of SSA & Children's Services, for the period January 3, 2018 through January 2, 2020. The motion, seconded by Mrs. Ricks, was unanimously approved.

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BOARD MEETING *(continued)*

VII. ADDITIONAL ACTION ITEMS *(continued)*

B. EMPLOYMENT CONTRACT – RUSSELL DUPLAIN

R E S O L U T I O N

No. 17-09-09

Mrs. Ricks moved that the Board approve a contract of employment for Russell DuPlain, Director of Information Technology, Records & Facilities, for the period January 3, 2018 through January 2, 2020. The motion, seconded by Mr. Siegferth, was unanimously approved.

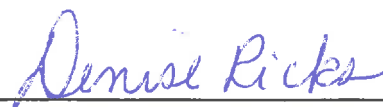
C. EMPLOYMENT CONTRACT – JOHN J. TRUNK

R E S O L U T I O N

No. 17-09-10

Mr. Siegferth moved that the Board approve a contract of employment with John J. Trunk for the position of Superintendent as outlined in attachment #8, for a term commencing January 1, 2018 through February 1, 2020. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:14 p.m.



Denise Ricks, Secretary