

MINUTES – combined work session and regular meeting
Tuesday, December 12, 2017

Summit County Developmental Disabilities Board

MINUTES

Tuesday, December 12, 2017
5:00 p.m.

The combined work session and regular monthly meeting of the Summit County Developmental Disabilities Board was held on Tuesday, December 12, 2017 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The work session convened at 5:13 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, Board President
Denise Ricks, Secretary
Tom Quade
Meghan Wilkinson
Allyson V. Lee

BOARD MEMBERS EXCUSED

Dave Dohnal, Vice President
Joe Siegfert

ALSO PRESENT

John J. Trunk, Superintendent
Lynn Sargi, Director of HR
Russ DuPlain, Director of IT &
Facilities

Billie Jo David, Director of Communications
& MUI

Joe Eck, Director of Labor Relations
& Risk Management

Holly Brugh, Director of SSA & Children's
Services

Maggi Albright, Recording Secretary
and others

I. PRIMARY SOLUTIONS CONTRACT

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application for tracking individuals served and managing billing activities. The annual license cost for Gatekeeper will be \$52,296 in 2018, which is a 2.6% increase over the 2017 cost. Summit DD utilizes OhioDD.com provided by Primary Solutions for tracking billing and utilization of services. Annual licensing costs in 2018 will be \$8,304, which is a 3% increase over 2017. Beyond the annual licensing costs, Summit DD has budgeted \$10,000 in 2018 for customized work and training from Primary Solutions. This amount is an estimate and actual costs are likely to be less. Total costs of contracts with Primary Solutions would not exceed \$70,600. Funds are available in the budget and the Primary Solutions contract has been recommended for approval by the November Finance & Facilities Committee.

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WORK SESSION *(continued)*

II. SUMMIT COUNTY SHERIFF'S CONTRACT

Summit DD contracts with the Summit County Sheriff to provide security and criminal investigation services. There are two assigned deputies and vehicles to be responsible for patrolling both inside the facility and outside parking areas at the Administration building and other Summit DD sites. In addition, the deputy will take initial criminal notifications and complete initial police reports for Major Unusual Incidents of a criminal nature. The contract also includes investigation of criminal cases, including conducting relevant interviews, searching for suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimony and other duties based on specific demands. The detective also coordinates with the Prosecutor's office and other law enforcement jurisdictions as needed to educate the community concerning criminal cases involving individuals with developmental disabilities. To date in 2017, there have been 29 arrests (17 misdemeanors and 12 felonies). Since the contract's inception in 2013, there have been 53 misdemeanor arrests and 43 felony arrests that led to 43 indictments. The request is to renew a contract with the Summit County Sheriff's office in 2018 in an amount not to exceed \$232,639.12, which is an increase of \$10,894 over the 2017 contract. The 2018 contract includes up to \$4,000/year to purchase security for events held by external entities in Summit DD facilities, such as Special Olympics and dances as well as wage increases for the two deputies. Mrs. Lee asked if there have been any issues relative to the revision to the Agency's weapons policy. Mr. Trunk replied there have not been any issues or violations of the policy relative to staff or visitors carrying weapons and noted the policy was revised to include language that permits law enforcement to carry weapons on Board properties. Funds are available in the budget and the contract with the Summit County Sheriff has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

III. DEPARTMENT OF JOB & FAMILY SERVICES CONTRACT FOR ONSITE ASSISTANCE

Summit DD contracts with the Department of Job & Family Services (DJFS) for onsite assistance from a DJFS caseworker to maintain an office at the Administration building and provide assistance with Medicaid enrollment, Medicaid waivers, Healthy Start and food assistance programs. Persons served, families and staff are able to work directly with the DJFS caseworker. The caseworker is able to address special issues and barriers that can delay Medicaid enrollment. The request is to renew the contract with DJFS for the period January 1, 2018 through December 31, 2018 in an amount not to exceed \$78,000, which would be paid to DJFS in monthly increments. This cost reflects a \$7,000 increase over the 2017 contract, which includes a 3% salary increase for the caseworker. Mr. Briggs asked if one caseworker is enough. Mrs. Brugh responded that it is and noted there has been no feedback to indicate the current caseworker is not available. Mr. Briggs acknowledged that having an onsite caseworker is a huge asset to families.

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WORK SESSION *(continued)*

III. DEPARTMENT OF JOB & FAMILY SERVICES CONTRACT FOR ONSITE ASSISTANCE *(continued)*

Funds are available in the budget and the JFS contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

IV. NORTHEAST OHIO NETWORK (NEON) CONTRACT

NEON is a Council of Governments (COG) established under the authority of the Ohio Revised Code (ORC) to coordinate the power and duties of member boards to better benefit individuals with developmental disabilities. There are currently fourteen counties in the NEON COG. The request is for Summit DD to contract with NEON to be the fiscal administrator and act as a flow through for reimbursement to families who utilize the Family Engagement Program (FEP). The 2018 contract would be in the amount of \$530,000, which also includes annual dues of \$5,000. The 2018 contract amount reflects a decrease of \$345,000 over the 2017 contract due to a reduction in the respite dollars allocated to the FEP program and bringing the Quality Assessment Nursing Services and Quality Reviews back in house. The FEP is serving approximately 630 individuals and families. Funds can be utilized for camp, to join community programs, participate in school activities and access technology. Last year each individual had access to \$2,000. This year the amount will be \$1,800, with a total family cap of \$2,500. In addition, families using the money for respite will have to use DODD certified providers since those providers have received additional training to work with children. Funding for respite will come directly from the local budget, will be managed in-house and will not be included in the contract amount. NEON will charge a \$12.50 administrative fee per FEP transaction, for the total fee not to exceed \$10,000. Funds are available in the budget and the NEON contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

V. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

Summit DD has partnered with the Oriana House since 2012 to provide a pretrial option that houses individuals with developmental disabilities who are facing certain criminal charges in lieu of those individuals awaiting trial/disposition in the Summit County jail. The contract ensures the availability of two male beds in a restrictive and structured residential environment. Additionally, if a female bed is needed, it would be made available. Funds of \$50,000/year have supported the guaranteed placement of eligible individuals into these beds. In 2016, the number of beds was reduced from four to two, which has proven to be sufficient. In addition, this contract also supports the services to individuals when they are placed in the AEP, which is a cost of \$185.18/day. Some of the services include case management, crisis counseling, social skills group, medication compliance, recreation, hygiene and nutrition.

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WORK SESSION *(continued)*

V. **ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT** *(continued)*

The 2018 contract would be for the period January 1, 2018 through December 31, 2018 with a projection of 243 bed days, in an amount not to exceed \$95,000, which is a decrease of \$42,000 over the 2017 contract, based on usage. Mr. Briggs asked who oversees services for this contract. Mr. Trunk replied the SSA assigned to the person utilizing the program oversees services for the individual. Mrs. Lee asked if SSAs provide legal services for individuals utilizing the AEP. Mrs. Brugh responded that SSAs do not provide legal services, however, they are able to help connect individuals to legal and other necessary services. The AEP is part of the SHARPS Program and it is an alternative environment where individuals can be diverted in lieu of jail while awaiting disposition. The ISP continues to be followed along with reviews and monitoring. Funds are available in the budget and the Oriana House AEP contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

VI. **SUCCESS4KIDZ CONTRACT**

Success4Kidz (S4K) has been providing consultative therapy services for the Board since 2007. Summit DD follows an evidence-based early intervention (EI) model recommended by the Ohio Department of Developmental Disabilities (DODD). This model provides consultative, in-home services to families through a coaching approach. S4K supports this model by participating in evaluations to determine eligibility for EI services, meeting weekly as a team with Help Me Grow (HMG) service coordinators and developmental specialists to ensure that families are supported by one primary service provider who is backed by a team of professionals, and adding OT and PT staff to the team who can serve as the primary service provider. This approach provides services that are the best fit for each individual family. In 2017, S4K has averaged 189 visits/month and have provided a total of 1,706 visits in the past nine months. This is an increase of 300 over last year. S4K acts as the primary service provider for 51 families and the secondary provider for 92 families. They also serve eight 3-5 year olds and collaborate with the CPI program to help promote inclusion in childcare centers. The request is to renew the S4K contract for the period January 1, 2018 through December 31, 2018 in an amount not to exceed \$450,000. Costs are billed at \$75/hour or \$18.75/unit of service. The current Medicaid rate is \$19.50/unit. Funds are available in the budget and the Success4Kidz contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

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WORK SESSION *(continued)*

VII. DISCOVERY ASSESSMENT CONTRACTS WITH HATTIE LARLHAM AND HELP FOUNDATION

Discovery is a process in which a provider conducts a one on one assessment over the course of three months to determine the interests and desires of an individual. As part of the Discovery process, individuals participate in a work and social observation and home visit. Once the assessment part of the Discovery process is complete, the provider, in conjunction with the team, creates a Positive Personal Profile. This profile outlines the individual's interests, goals and potential areas of support. From the profile, action steps and support services to assist the individual in meeting their outcomes are identified. During 2016 and 2017, more than 80 individuals received services to assist them in obtaining community employment and over 200 Discovery assessments have been completed. The request is to contract with Hattie Larlham and The Help Foundation for the completion of Discovery assessments. Each contract is in an amount not to exceed \$60,000 and would be for the period January 1st through December 31, 2018. Funds are available in the budget and the contracts with Hattie Larlham and The Help Foundation have been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

VIII. NOVEMBER FINANCIAL STATEMENTS

Through a Summit County Executive Order, a budget transfer in the amount of \$230,700 releasing funds out of Employee Benefits and appropriating them into Contract Services to cover a budget deficit in Medicaid Costs for Medicaid waiver match was made. There was also an adjustment made by the County for a revision to the Certificate of Tax Levy in the amount of \$39,400. Revenue for the month of November reflects an additional award and reimbursement of \$31,000 for the TANF Summer Youth Employment Program. Expenditures for the month included maintenance and licensing fees for the Kronos timekeeping system in the amount of \$36,100 and for Relias Learning in the amount of \$24,300. Payment of \$6,280,900 for the quarterly Medicaid waiver match was made, which resulted in over-spending in this category as a result of individuals choosing private providers at a faster pace than anticipated at the time the budget was developed. There was also \$32,600 for County chargeback for CAFR (county annual financial audit) fees and a deposit in the amount of \$15,800 for office furniture for renovated classrooms. The fund balance at the end of November was \$53,568,841. Mr. Quade asked if there is a federal shutdown, are there implications to Summit DD. Mr. Trunk replied that he is not aware of any significant impact other than a possible delay in Medicaid reimbursement payments and if that were to happen, it would be in the first quarter of 2018. Mrs. Lee asked if there is an update on the auctions. Mr. DuPlain replied that about \$25,000 was made from the Ellet auction with some of the furniture and equipment being repurposed. He noted that the bus auction is complete and titles have been transferred. Additional auctions will be held in the future.

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WORK SESSION *(continued)*

IX. SUMMIT DD 2018 ACTION PLAN

The 2018 Action Plan provides the framework for how Summit DD will accomplish its Mission and achieve its Vision. The Action Plan highlights the measures and the action items to accomplish the Agency's long range goals. Enrollment growth is projected at 2%, with the following projections for each area:

- Children 0-6: 1,380
- Adults supported with residential supports: 1,896
- Adults supported through day programs: 2,103
- Adults supported with transportation services: 2,011

Summit DD will continue to measure and report satisfaction of individuals and parents/guardians with 95% of individuals and 89% of parents/guardians satisfied. Results will be measured and reported for each service area. Highlights of the 2018 Action Plan include:

- ✓ More access points to Summit DD
- ✓ Expansion of the Summer Youth Program
- ✓ Support local school districts in transition efforts
- ✓ Accreditation from the Ohio Department of Developmental Disabilities (DODD)
- ✓ Develop a long-term facility use plan
- ✓ Update the Agency's long range plan

A Public Hearing was held on December 4th and the draft 2018 Action Plan was reviewed with the provider Executive Council. The Summit DD 2018 Action Plan has been recommended for approval by the November Finance & Facilities, Services & Supports and HR/LR Committees.

The work session adjourned at 5:55 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:55 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, asked about the difference in dollar amount on the contract and the Topic Summary Report (TSR) for the DJFS contract. Mrs. Brugh replied that contract had not been received at the time the TSR was prepared so she estimated a bit high. The total amount will not exceed the \$75,000 indicated in the contract. Ms. Frank noted that several additional persons served from Cuyahoga Falls have selected private providers and the transition has gone very well; it seems to be a good fit. She stated the transition form developed by Joe DiFranco is a good tool that gives the new provider a lot of information about the individual. She noted that Cuyahoga Falls has about 24 individuals remaining and asked if the center will remain open. Mr. Trunk replied that it will remain open, as outlined in the Timeline. Ms. Frank commented about the departure of Teresa Malinowski and wished her well. She also wished all happy holidays.

II. APPROVAL OF MINUTES

A. NOVEMBER 14, 2017 (combined work session and regular meeting)

RESOLUTION No. 17-12-01

Mrs. Wilkinson moved that the Board approve the minutes of the November 14, 2017 combined work session and regular meeting, as presented in attachment #10. The motion, seconded by Mrs. Lee, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. PRIMARY SOLUTIONS CONTRACT

RESOLUTION No. 17-12-02

Mrs. Lee moved that the Board authorize an expenditure not to exceed Seventy Thousand Six Hundred Dollars (\$70,600.00) for annual license and maintenance fees and customized work from Primary Solutions, Inc. for the calendar year 2018, as presented in attachment #1, and that the Superintendent be authorized to sign all necessary contracts. 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)*

2. SUMMIT COUNTY SHERIFF'S CONTRACT

RESOLUTION No. 17-12-03

Mrs. Ricks moved that the Board approve a contract with the Summit County Sheriff's office to provide security and criminal investigation services for the period January 1, 2018 through December 31, 2018, in an amount not to exceed Two Hundred Thirty Two Thousand Six Hundred Thirty Nine Dollars and Twelve Cents (\$232,639.12), as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

3. DEPARTMENT OF JOB & FAMILY SERVICES CONTRACT FOR ONSITE ASSISTANCE

RESOLUTION No. 17-12-04

Mr. Quade moved that the Board approve a contract with the Department of Job & Family Services to provide onsite caseworker assistance for persons served and families, for the period January 1, 2018 through December 31, 2018, in an amount not to exceed Seventy Eight Thousand Dollars (\$78,000.00), as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

4. NORTHEAST OHIO NETWORK CONTRACT

RESOLUTION No. 17-12-05

Mrs. Wilkinson moved that the Board approve a contract with the Northeast Ohio Network (NEON) for fiscal administration of the Family Engagement Program (FEP) and annual membership dues, for the period January 1, 2018 through December 31, 2018, in an amount not to exceed Five Hundred Thirty Thousand Dollars (\$530,000.00), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

5. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

RESOLUTION No. 17-12-06

Mrs. Lee moved that the Board approve a contract with Oriana House for the Alternative Environment Program (AEP), for the period January 1, 2018 through December 31, 2018, in an amount not to exceed Ninety Five Thousand Dollars (\$95,000.00), as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

6. SUCCESS4KIDZ CONTRACT

RESOLUTION No. 17-12-07

Mrs. Ricks moved that the Board approve a contract with Success4Kidz to provide consultative therapy services, for the period January 1, 2018 through December 31, 2018, in an amount not to exceed Four Hundred Fifty Thousand Dollars (\$450,000.00), as presented in attachment #6, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

7. DISCOVERY ASSESSMENT CONTRACTS WITH HATTIE LARLHAM AND HELP FOUNDATION

RESOLUTION No. 17-12-08

Mr. Quade moved that the Board approve contracts with Hattie Larlham and Help Foundation for the completion of Discovery Assessments, for the period January 1, 2018 through December 31, 2018, in an amount not to exceed Sixty Thousand Dollars (\$60,000.00) per contract, for the total amount not to exceed One Hundred Twenty Thousand Dollars (\$120,000.00), as presented in attachment #7, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

8. NOVEMBER FINANCIAL STATEMENTS

RESOLUTION

No. 17-12-09

Mrs. Wilkinson moved that the Board approve the November Financial Statements, as presented in attachment #8. The motion, seconded by Mrs. Ricks, was unanimously approved.

9. SUMMIT DD 2018 ACTION PLAN

RESOLUTION

No. 17-12-10

Mrs. Lee moved that the Board approve the Summit DD 2018 Action Plan, as presented in attachment #9. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Mr. Trunk congratulated Tom Quade and Denise Ricks on their reappointment to another term on the Summit DD Board. Both terms will be January 1, 2018 through December 31, 2021. He also noted that Joe Siegferth's term expires at the end of December and County Executive Shapiro is appointing Tami Gaugler to succeed him. There is a County Council meeting tonight and it is anticipated that Ms. Gaugler will be confirmed at that meeting. Ms. Gaugler is the Assistant Director of Tri-County Independent Living. Mr. Trunk expressed his gratitude and appreciation for the many contributions Mr. Siegferth has made over the years serving as a Board Member. His leadership and expertise will be missed.

Mr. Trunk noted that at the recent OACB Conference Dave Dohnal was re-elected to a two-year term as Trustee to the OACB Board. Mr. Dohnal represents Summit County and Ohio with distinction. He also mentioned that Detective Storad was a presenter on the agreement that Summit DD has with the Sheriff's office and how that collaboration works in Summit County at the conference. The presentation was very well received and since then, three Superintendent's have contacted him to discuss this partnership further and how it may be beneficial in their counties.

A Board Member self-evaluation was distributed to Board Members who were asked to complete the document and return it to Maggi Albright by December 21st. Mr. Quade asked if the intent is to take the perspective of an individual Board Member or the Board as an aggregate.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

Mr. Trunk replied there are questions pertaining to both perspectives. Mr. Briggs stated that Board Members should be brutally honest so that the evaluation has meaning, since that is the only way to move forward. Mr. Quade stated evaluations are always good opportunities for improvement.

Mr. Trunk wished all happy holidays!

V. PRESIDENT'S COMMENTS

Mr. Briggs thanked Joe Siegfert for his many years of service to Summit DD and stated he has been a huge asset to the Board. Joe's knowledge of school systems, budgets and the superintendent function has always been insightful and helpful and he has been highly committed to the Mission of the Board. Joe will definitely be missed and we hope to continue to have him involved.

A. 2018 NOMINATING COMMITTEE

Mr. Briggs requested that Tom Quade and Dave Dohnal serve as the 2018 Nominating Committee. Mr. Quade agreed. Mr. Trunk said he would contact Mr. Dohnal. The Nominating Committee will poll Board Members relative to their preferences to serve as a Board officer in 2018. A slate of officers will be proposed at the January Organizational Meeting.

B. 2018 COMMITTEE ASSIGNMENTS

Mr. Briggs advised Board Members to be thinking about their interest in serving on committees in 2018. He asked Maggi Albright to send out a reminder to Board Members to forward their preferences to her as soon as possible so that she can gather the information to pass along to the Board President and Superintendent. Assignments will be made at the January Organizational meeting.

Mr. Briggs wished everyone happy and safe holidays!

There being no further business, the Board Meeting adjourned at 6:15 p.m.


Denise Ricks, Secretary