

MINUTES – annual organizational meeting and combined work session and regular meeting  
Thursday, January 25, 2018

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, January 25, 2018  
5:00 p.m.

The **annual organizational meeting, combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, January 25, 2018 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:07 p.m.

### BOARD MEMBERS PRESENT

Randy Briggs  
Denise Ricks  
Tom Quade  
Dave Dohnal  
Meghan Wilkinson  
Allyson V. Lee  
Tami Gaugler

### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowky, Assistant Superintendent  
Mira Pozna, Director of Fiscal  
Russ DuPlain, Director of IT, Records &  
Facilities  
Drew Williams, Director of Community  
Supports & Development

Joe Eck, Director of Labor Relations &  
Risk Management  
Holly Brugh, Director of SSA & Children's  
Services  
Maggi Albright, Recording Secretary  
and others

## I. INTRODUCTION OF NEW BOARD MEMBER – TAMI GAUGLER

Tami Gaugler was welcomed as the newest Member of the Summit DD Board. Mrs. Gaugler is the Assistant Director of Tri-County Independent Living Center and she also serves on a variety of committees in the community. She is a graduate of the University of Akron. Mrs. Gaugler was appointed by Summit County Executive Ilene Shapiro and confirmed by County Council. Her term runs from January 1, 2018 through December 31, 2021.

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## **ANNUAL ORGANIZATIONAL MEETING** *(continued)*

### II. ELECTION OF OFFICERS

Mr. Briggs thanked Mr. Quade and Mr. Dohnal for serving as the Nominating Committee and collecting nominations for 2018 Board Officers. Mr. Quade shared a slate of officers in which one candidate was nominated for each position. He stated that each person nominated has agreed to serve and thanked everyone for their willingness to serve. Mr. Briggs called for additional nominations. Hearing none, Mr. Quade reported the 2018 Summit DD Board Officer nominations are: President: Randy Briggs, Vice-President: Meghan Wilkinson, and Secretary: Denise Ricks.

#### R E S O L U T I O N

##### No. 18-01-01

Mr. Quade moved that the election of Board Officers for 2018 be approved, as follows:

President:	Randy Briggs
Vice President:	Meghan Wilkinson
Secretary:	Denise Ricks

The motion, seconded by Mrs. Ricks, was unanimously approved.

### III. ETHICS COMMITTEE

Mr. Briggs stated that an Ethics Committee is needed for 2018 and called for volunteers.

#### R E S O L U T I O N

##### No. 18-01-02

Mrs. Wilkinson moved that the Board Members appointed to serve on the Ethics Committee in 2018 are as follows:

Tom Quade
Denise Ricks
Allyson V. Lee

The motion, seconded by Mr. Quade, was unanimously approved.

### IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee:	Tom Quade, Dave Dohnal and Allyson V. Lee
HR/LR Committee:	Randy Briggs & Meghan Wilkinson
Services & Supports Committee:	Dave Dohnal, Meghan Wilkinson and Tami Gaugler

Mr. Briggs asked Board Members if they are satisfied with the 2018 committee assignments. Hearing no objections, the proposed committee assignments for 2018 stand. Mrs. Albright will develop dates and times of 2018 committee meetings and distribute as soon as possible.

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## **ANNUAL ORGANIZATIONAL MEETING** *(continued)*

### **V. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT**

Individuals appointed or reappointed to serve on a county developmental disabilities board are required by the Ohio Revised Code (ORC) Section 5126:024 to provide a Declaration of Eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for their signatures and will collect the signed forms at the end of the meeting.

The annual organizational meeting adjourned at 5:18 p.m.

## **WORK SESSION**

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:18 p.m.

### **I. DECEMBER 2017 FINANCIAL STATEMENTS**

Revenue for December included quarterly Title XX reimbursement of \$80,000, quarterly Medicaid Administrative Claims (MAC) reimbursement of \$425,400 and proceeds from the Ellet auction of \$18,900. Expenditures for the month included County chargeback for Internal Audit Department (IAD) follow-up in the amount of \$12,200, payment of quarterly MAC fees of \$12,800 and \$24,600 for the purchase of office furniture and flooring for renovated classrooms. Mrs. Pozna explained the under budget spending and lower revenue is the result of person served selecting other providers quicker than anticipated. She noted that cost projections are improving each year. Mr. Briggs asked if there are any concerns. Mr. Trunk replied there are no concerns, the transition is just moving at a faster rate than anticipated. Mrs. Lee asked about persons served selecting other providers at a faster pace. Mr. Trunk explained that the 2017 budget is constructed in May/June of 2016. At that time, it was anticipated that approximately 200 individuals would transition in 2017, however, there were approximately 400 individuals who transitioned in 2017 and the major portion of the budget variances are in direct contracts and Medicaid line items.

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## **WORK SESSION** *(continued)*

### **I. DECEMBER 2017 FINANCIAL STATEMENTS** *(continued)*

There are currently about 100 individuals still being supported in Summit DD day programs so there won't be as dramatic of a swing in 2018 as there was in 2017 in some of the budget line items. The Gifts and Donations Fund had a balance of \$182,563 at the end of 2017. These funds are used for person served costs and activities. The Permanent Improvement Fund had a balance of \$229,405 at the end of 2017 as a result of the sale of properties. These funds will be used for property improvements. The Escrow Fund had a balance of \$6,602 at the end of 2017 resulting from auction bid deposits and the Southern Center lease deposit. The fund balance at the end of December was \$50,547,257.

### **II. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2018 MEMBERSHIP DUES**

The OACB has been in place for 34 years and provides assistance to county boards with federal and state issues, advocacy, communication, professional development and technical assistance. Some of the accomplishments of the OACB include:

- ✓ Securing a 25% increase in Targeted Case Management (TCM) rates, netting a minimum of \$25 million dollars in additional funds for county boards relative to Medicaid waivers
- ✓ Securing state funds to defray county board costs for TDD waivers
- ✓ Securing state funds to reduce local SSA costs for ICF Exit waivers
- ✓ Streamlined county board levy statutes resulting in more flexibility in managing levy renewal cycles
- ✓ Assisting with the creation and implementation of a short-term admission process for Developmental Centers
- ✓ Assisting the Ohio Treasurer's Office with the creation and launch of STABLE accounts

Summit DD's 2018 OACB membership dues are \$77,250, which is a 3% increase. Dues have not been increased since 2007 and are determined based on the size of the county board and the number of individuals it supports. OACB maintains 100% membership from all 88 counties in Ohio. Funds are available in the budget and Superintendent Trunk recommends that Summit DD continue to participate in OACB membership in 2018.

The work session adjourned at 5:30 p.m.

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## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:30 p.m.

### **I. BOARD MEMBER CAUCUS**

Mr. Quade commented that he is involved with a grant through the American Public Health Association from Special Olympics International regarding the level of intentional inclusivity of individuals with developmental disabilities and healthy lifestyle promotions and programming at all phases, to include planning, delivery and programming. A survey will be sent to state affiliates and local health departments to make sure all individuals benefit from programs. One of the questions on the survey is "*who is a potential partner*". Mr. Quade said he is hoping that Summit DD is identified as a partner. The findings will be presented in Seattle in June at the Special Olympics conference, along with an assessment of the degree of research. He commented that this is a long overdue blending of these two areas. Mr. Trunk replied that he discussed this initiative with Mr. Quade and Drew Williams and Summit DD can be counted on for support.

### **II. APPROVAL OF MINUTES**

#### **A. DECEMBER 12, 2017 (combined work session and regular meeting)**

##### **R E S O L U T I O N**

##### **No. 18-01-03**

Mrs. Wilkinson moved that the Board approve the minutes of the December 12, 2017 combined work session and regular meeting, as presented in attachment #3. The motion, seconded by Mr. Quade, was unanimously approved.

### **III. BOARD ACTION ITEMS**

#### **A. DECEMBER 2017 FINANCIAL STATEMENTS**

##### **R E S O L U T I O N**

##### **No. 18-01-04**

Mrs. Lee moved that the Board approve the December 2017 Financial Statements, as presented in attachment #1. The motion, seconded by Mr. Quade, was unanimously approved.

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## **BOARD MEETING** *(continued)*

### III. BOARD ACTION ITEMS *(continued)*

#### B. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2018 MEMBERSHIP DUES

##### RESOLUTION

No. 18-01-05

Mr. Quade moved that the Board approve payment of 2018 membership dues to the Ohio Association of County Boards in the amount of Seventy Seven Thousand Two Hundred Fifty Dollars (\$77,250.00), as presented in attachment #2, and that the Superintendent be authorized to execute said payment. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

Mr. Trunk thanked Board Members for their participation in the recently completed Board Member Self-Review. He indicated that copies of the compiled results have been distributed to Board Members for their review and subsequent discussion at the February Board Meeting.

As the new Vice President of the Superintendent's Executive Committee (SEC), Mr. Trunk has been invited to participate in monthly meetings with Director Martin and his Executive Team, along with the other SEC officers and Bridget Gargan, Executive Director of OACB. The first meeting was held earlier this week. These meetings will provide the opportunity to talk candidly with the Director about important systemic design issues as well as planning and priorities for the future. There was discussion at the initial meeting relative to the system transition and that some county boards are more progressive and farther along in the process than others. Mr. Briggs asked if there are plans for trainings or mentorships for the counties that are not progressing as quickly. Mr. Trunk replied that OACB does provide training, however, nothing structured has been developed relative to the transition. There was some discussion about training local county council members on the future direction and policy of county boards. Mr. Quade noted that the Ohio Public Health Association offers mentoring relationships that are supported by a program of retired professionals who still want to contribute to the system.

There has been statewide interest between county boards, providers and DODD to explore expanded use of remote technology supports to address staffing and supervision issues, particularly in homes where persons served live. Summit DD has offered to be a pilot county to look at increasing this type of support. OPRA, OACB and DODD are all supportive of this approach and it has real potential to stretch resources and still provide individuals the level of support need.



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## **BOARD MEETING** *(continued)*

### **IV. SUPERINTENDENT'S REPORT** *(continued)*

The Statewide Provider Compliance Workgroup has had three meetings so far. The group is comprised of county board representatives, DODD staff, providers and families and Superintendent Trunk is also a participant. The group is exploring ways to enhance county boards' role and relationships relative to monitoring and providing consistency. The group seems to be in agreement that there is interest in decertifying poor performing providers, pay and retention of quality staff is a consistent issue and timelines need to be shortened when problems arise. To accomplish this, DODD will need to relinquish some of their current responsibilities to county boards. Mrs. Lee asked if there has been any discussion regarding provider training relative to the impact of opiate issues and how that impacts persons served. Mr. Trunk responded that training is offered to providers at the state level around issues that providers have identified. He acknowledged this is an issue that is permeating all levels of our society and it is a rising concern that needs to be addressed.

Mr. Trunk advised that he is working on creating a 2018 in-service training plan for the Board. Trainings will be held directly after a Board Meeting. Mr. Quade asked if these trainings will count toward the requirement of Board Members to earn four credits per year. Mr. Trunk replied that they will and noted DODD has identified some required topics which he will incorporate into the schedule.

Mr. Trunk commented he met with Mayor Judge of Barberton earlier this week to discuss future plans for the Russ Pry Barberton Center. He also has a meeting scheduled with Mayor Kline of Tallmadge to provide an update on the Howe Rd. campus and its future use.

The Impact Group was hired by UDS to complete a study last year relative to individuals with disabilities accessing services in Summit County, particularly around the areas of intake and eligibility. Superintendent Trunk and members of his staff met with UDS staff and representatives from the Impact Group to review the results. Mr. Trunk noted that some clarification relative to the county board's roles and responsibilities may be needed.

### **V. PRESIDENT'S COMMENTS**

Mr. Briggs thanked everyone for Summit DD's success in 2017. He noted that much time and energy was expended as everyone worked hard toward successful passage of the levy. Now is not the time to rest on our laurels; we need to move forward and push the ceiling even higher. He encouraged everyone to keep up the good work.

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## **BOARD MEETING** *(continued)*

### VI. EXECUTIVE SESSION

#### R E S O L U T I O N

No. 18-01-06

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 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, Gaugler-yes, Briggs-yes, Ricks-yes, Quade-yes, Dohnal-yes and Lee-yes.

The regular session of the Board Meeting adjourned at 6:00 p.m.

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

The Board Meeting reconvened at 6:22 p.m.

### VII. ADDITIONAL ACTION ITEM

#### A. EMPLOYMENT CONTRACT – MIRA POZNA

#### R E S O L U T I O N

No. 18-01-07

Mr. Quade moved that the Board approve a contract of employment for Mira Pozna, Director of Fiscal, for the period April 16, 2018 through April 15, 2020. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:23 p.m.

  
Denise Ricks, Secretary