

MINUTES – combined work session and regular meeting
Thursday, April 26, 2018

Summit County Board of Developmental Disabilities

MINUTES

Thursday, April 26, 2018
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, April 26, 2018 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:35 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, Board President
Denise Ricks, Board Secretary
Allyson V. Lee
Tom Quade
Dave Dohnal
Tami Gaugler

BOARD MEMBER EXCUSED

Meghan Wilkinson, Board Vice President

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowisky, Assistant Superintendent
Billie Jo David, Director of Communications
& MUI
Russ DuPlain, Director of IT, Records &
Facilities
Drew Williams, Director of Community
Supports & Development

Joe Eck, Director of Labor Relations &
Risk Management
Lynn Sargi, Director of HR
Mira Pozna, Director of Fiscal
Holly Brugh, Director of SSA & Children's
Services
Maggi Albright, Recording Secretary
and others

I. 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 (JFS). To be eligible to participate, students must be between the ages of 16-24 and live with a family that has an income that is at or below 200% of the federal poverty level. For students who are 19 and older, another minor child must also reside in the home as well. The program runs from June 11th – August 4th, with students working 20 hours/week in local businesses across Summit County. Students are paid \$9.50/hour. In 2017, Summit DD partnered with six providers to serve 40 students. JFS has requested to partner with Summit DD again in 2018 to serve up to 40 eligible students in the TANF Program. JFS has allotted \$140,000 for the TANF Program and Summit DD would contribute an additional \$63,340, for a total of \$203,340.

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WORK SESSION *(continued)*

I. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM *(continued)*

The dollars allocated to Summit DD for this program will cover the cost of an onsite job coach as well as transportation services. Summit DD would partner with six providers to support students in the work experience. The Ardmore contract would be in an amount not to exceed \$20,334, Bridges Rehabilitation Services - \$30,501, Community Connections of Northeast Ohio - \$20,334, Koinonia - \$10,167, Louisa Ridge - \$111,837 and New Avenues - \$10,167. One of the 2018 changes to the program is the minimum age of 16. Last year the minimum age was 14 and, based on feedback, it was decided that age 16 was a more appropriate starting age for this program. Last year, local dollars were not utilized so those funds were reallocated, with the same outcome anticipated this year as well. Mr. Briggs asked if all available slots were filled last year. Mr. Williams responded that they were. Funds are available in the budget and the TANF Summer Youth Work Experience Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

II. SUMMIT DD SUMMER WORK PROGRAM

Summit DD will be administering a summer work program for individuals between the ages of 16-20 who are still enrolled in school or recently graduated. This program would be in addition to the TANF Program. Students who participate would work 20 hours/week for eight weeks and would be paid minimum wage, which is \$8.30/hour. Students will be supported in groups of two with an onsite job coach. The program will run from June 11th – August 18th. The week of June 11th will consist of a three-day orientation. The orientation includes touring the work site, enrolling in payroll services and starting a job readiness curriculum that will be completed throughout the eight week program. Students will work at various community based businesses across Summit County including property management, retail, services to seniors, Akron Parks and Recreation Department and the Akron City summer lunch program. Summit DD will contract with five providers who will provide onsite job coaching and transportation to and from the work site. The Bridges to Rehabilitation Services contract would not exceed \$47,316, Community Connections in Northeast Ohio - \$57,847, Koinonia - \$11,570, Louisa Ridge - \$80,985 and Total Education Solutions - \$33,670, for the total contract amount not to exceed \$231,400. There will be a separate but related Agreement with Minute Men to cover payroll administration of this program. Funds are available in the budget and the Summit DD Summer Work Experience Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

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WORK SESSION *(continued)*

III. MINUTE MEN CONTRACT

Summit DD is requesting to administer a summer work program and an additional supporting request to contract with Minute Men Staffing Services is needed to provide payroll administration for the students enrolled in the program. Minute Men would be the employer of record and would verify work eligibility, process various employment-related documents, process payroll and ensure that students are paid weekly and that worker's compensation and other legally required insurances are in place. They will also provide all required tax related information. To provide these services, Minute Men will charge a 30% fee, which will result in Summit DD being billed \$10.79 for every hour a student works. Of that amount, \$8.30 will cover the wages paid to the student and \$2.49 will cover the Minute Men service fee. The total cost per student will be \$1,855.88. If a student works the full program length they would earn \$1,427. The contract period would be June 1st – August 31, 2018, for the total contract not to exceed \$75,000. Mr. Quade asked how kids who work under the TANF Program get paid and if Summit DD is considering partnering for payroll services. Mr. Williams responded that TANF also contracts with a temporary service for payroll services and staff contacted that same organization but were not able to reach an agreement. Mr. Briggs asked if Minute Men is cheaper than the organization utilized by the TANF Program. Mr. Williams replied that Minute Men is less expensive. Mrs. Lee asked if the Summit DD Summer Work Program is new. Mr. Trunk replied that it is a new program and stated that there was such a high interest and participation in the TANF Program so staff wanted to provide an opportunity to serve all who are interested. It is anticipated that all 80 slots in the two programs will be filled. Mr. Quade asked about the difference in the rate of pay between the two programs. Mr. Trunk replied that JFS prescribed the pay rate for TANF and the Summit DD pay rate is a little lower since this is the first year of the program. Mr. Briggs asked how it is decided in which program someone participates. Mr. Williams responded that it is based on income; those below poverty are served through TANF. The Summit DD Summer Work Program eligibility requirements are not as stringent as the TANF Program. Mr. Trunk noted that when a person goes through one of these programs it can build their resume and it they may help to get a job upon graduation. The programs fit into the long-term commitment to get kids involved in the community at an earlier age and it is believed that these programs will have long-term benefits. Funds are available in the budget and the Minute Men contract has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

IV. NON-BARGAINING EMPLOYEE COMPENSATION SYSTEM

The last time the non-bargaining pay structure was updated was in 2016 when pay grades were collapsed from eleven to nine. The 2018 proposed pay structure reduces the number of pay grades from nine to seven and is based on updated market analysis and an evaluation methodology that uses five factors of position responsibilities.

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WORK SESSION *(continued)*

IV. NON-BARGAINING EMPLOYEE COMPENSATION SYSTEM *(continued)*

There are approximately twelve employees whose salaries will fall below the minimum of their assigned pay grade. Those employees would be brought to the minimum, with total adjustments of approximately \$45,000. Mr. Trunk noted that updating the non-bargaining pay structure does not mean automatic increases for all those employees. Pay increases are based on merit and the only adjustments to base salaries will be those twelve that fall below the minimum of the pay grade. If adopted, the revised pay structure would be effective retroactive to January 1, 2018. Mr. Quade asked about where the twelve staff whose salaries will be adjusted fall within the hierarchy. Mrs. Sargi replied that most of the impacted staff are in the middle of the pay structure and are more technical positions (i.e., IT, HR, and a few managers). The pay scales that were collapsed are support positions. Mrs. Lee asked when the last review was conducted. Mr. Trunk replied that 2015 was the last salary adjustment. He added that each review better reflects the organizational size and, as the Agency shrinks, staff are taking on additional responsibilities. He stated the new salary scales better reflect the Agency size and duties which staff are performing and that these salary scales should remain in place for several years. Funds are available in the budget and the updated non-bargaining employee compensation system has been recommended for approval by the March HR/LR Committee.

V. VOLUNTEER GUARDIAN PROGRAM

The Volunteer Guardian Program (VGP) assists people, known as wards, who are unable to manage their own affairs due to mental and/or physical impairments or a developmental disability. In many cases, a ward has no children or other family who can serve as a guardian. When that happens, the Probate Court can appoint a volunteer guardian from the VGP to serve as the legal guardian. Not all individuals with developmental disabilities or other mental and/or physical impairments require the services of a guardian; only a small percentage of those who are eligible for Summit DD services require a guardian. The VGP has been operated through a contract with Jewish Family Services of Akron but will be transferred to Summit County Public Health in April 2018. Stakeholders include Summit County Probate Court, Summit DD, the ADM Board, Summit County Public Health and Summit County Department of Job & Family Services. The request is to renew the partnership Agreement in support of the VGP for the period April 1, 2018 through March 31, 2019. Summit DD's contribution to this Agreement would not exceed \$50,000. There have been 194 cases opened since the inception of the program and the VGP is currently serving 98 people. It is estimated that an additional 30 people will be served under this Agreement. The Agreement allows funds to be used, almost exclusively, to cover staff costs associated with monitoring the cases, recruiting and training additional volunteer guardians, assuring monthly visits take place and case notes are completed and filed and reporting to the Advisory Committee on a quarterly basis. There are currently about 162 volunteer guardians.

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WORK SESSION *(continued)*

V. VOLUNTEER GUARDIAN PROGRAM *(continued)*

Mr. Briggs commented that this is an excellent program and asked all to consider becoming a volunteer guardian, as there is a need for more people. He noted that there are attorneys who serve as volunteer guardians and they take on the more difficult cases. He added that this program has been a real value to the Board's consumers. Mr. Trunk also mentioned this program provides the opportunity to have another set of eyes ensuring health and safety. Funds are available in the budget and the Volunteer Guardian Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

VI. MARCH FINANCIAL STATEMENTS

March ended with deficit spending in the amount of \$9,903,356. Revenue for the month included a refund in the amount of \$743,700 for 2016 waiver match reconciliation and quarterly Medicaid Administrative claims reimbursement of \$333,000. Expenditures in March included a contract payment of \$27,600 to the Center for Marketing & Opinion Research, \$26,000 payment to Gatekeeper for software licensing, along with IT associated payments totaling \$45,600 for things such as e-mail spam filtering software, e-mail encryption software, LastPass software, etc. The fund balance at the end of March was \$40,643,901. The March Financial Statements have been recommended for approval by the April Finance & Facilities Committee.

VII. DIRECT SERVICE CONTRACT

When Summit DD employees are also employed by another agency that contracts with Summit DD, the Board's Ethics Committee reviews the direct service contract(s) to ensure that ethical standards are not violated. The Affidavit of Board employee Christine Gregory, who is also employed by Connections in Ohio, was reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the Ethics Committee recommends that the Board continue to participate in its contract with Connections in Ohio. The March Ethics Committee recommends approval.

The work session adjourned at 5:58 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:58 p.m.

I. BOARD MEMBER CAUCUS

Mrs. Ricks thanked Drew Williams and his staff for the recent presentation held at Akron Public Schools. Jacquie Owens, Summit DD Community Supports & Development Manager, and Jenna Fittings, Summit DD Community Resource Specialist, gave a presentation on how to support students in community based internships and volunteer opportunities, with the focus on strategies and supports. Mrs. Ricks stated it was very informative and that Ms. Owens and Ms. Fittings did a great job.

Mr. Dohnal shared a story about how his daughter had bent the wheel of her bicycle and didn't tell the family. She began walking since the bike was damaged. A local service station business owner noticed one day that she was walking and asked her about her bike. She explained the bike was damaged and the gentleman offered to make the repair. Mr. Dohnal's daughter inquired about cost for the repair. The service station owner fixed the bike and did not charge Mr. Dohnal's daughter.

II. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, commented about Mr. Dohnal's story and said that she also utilizes that service station. She noted the owner has a son with Autism and that they are very nice people. Ms. Frank stated that an individual who had previously transitioned to Medina County and ended up coming back to Summit DD has now transitioned successfully to another day program in Summit County. She noted that the transition form that Joe DiFranco developed has been very beneficial to successful transitions. Ms. Frank commented that she is noticing more print ads and TV commercials featuring individuals with disabilities and she thinks that is great. She also mentioned that the Cuyahoga Falls and Tallmadge Centers have been partnering on some activities and outing and that has worked out nicely. Ms. Frank stated she has attended several of the parent group meeting conducted by Jan Dougherty, Summit DD Community Supports & Development Manager, and they are very beneficial and informative. She stated Ms. Dougherty does a great job with the presentations and that she appreciates the information. Ms. Frank respectfully asked the Board to consider her previous request relative to being able to submit comments in writing when someone cannot be present in person.

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BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

A. MARCH 22, 2018 (combined work session and regular meeting)

RESOLUTION

No. 18-04-01

Mrs. Lee moved that the Board approve the minutes of the March 22, 2018 combined work session and regular meeting, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. VOLUNTEER GUARDIAN PROGRAM

RESOLUTION

No. 18-04-02

Mr. Quade moved that the Board approve the renewal of an Agreement between Summit DD, Summit County Public Health, Summit County Probate Court, the ADM Board and the Summit County Department of Job & Family Services to support the Volunteer Guardian Program for the period April 1, 2018 through March 31, 2019, in an amount not to exceed Fifty Thousand Dollars (\$50,000), as presented in attachment #5, and that the Superintendent be authorized to sign said Agreement. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. MARCH FINANCIAL STATEMENTS

RESOLUTION

No. 18-04-03

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

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BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS *(continued)*

B. HR/LR COMMITTEE

1. NON-BARGAINING EMPLOYEE COMPENSATION SYSTEM

R E S O L U T I O N

No. 18-04-04

Mrs. Gaugler moved that the Board adopt the updated pay structure for non-bargaining unit employees, effective January 1, 2018, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

R E S O L U T I O N

No. 18-04-05

Mr. Dohnal moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Christine Gregory and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

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

V. SUPERINTENDENT'S REPORT

A. CENSUS

The March 2018 Census was included in packets for review. As compared to the same period last year, the number of children supported has continued to increase. Feedback from families has been that the extra year of support provided by the Board extending services through age six is invaluable. The number of adults supported has increased with new graduates, and services are now being provided through private providers as a result of the transition. There has been an increase of about 90 in the number of I/O, Level I and SELF waivers. The waiting list currently reflects about 2,400, which is a duplicate count since some people are on both lists. Mr. Trunk commented that staff are continuing to review what information is useful and helpful for planning purposes and hopes to refine this report format by the end of the year.

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BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

A. CENSUS (continued)

Mr. Briggs noted that the number of people participating in quality of life activities has doubled, which is definitely positive. Mr. Trunk stated that the College for Living Program offered through the Blick Center has experienced growth. Mrs. Lee mentioned that at the recent First Things First Steering Committee Mr. Trunk talked about some of the good work the Summit DD team is doing. Others around the table also commented about some of the programs, including the Community Partnership for Inclusion (CPI) Program.

B. MISCELLANEOUS

Mr. Trunk thanked Board Members for attending the recent Summit DD Third Annual Appreciation Breakfast at the end of March. There has been excellent feedback from community stakeholders about the event, which was sold out again this year.

Mr. Trunk noted that groundbreaking of the Graham Road home took place last week. It is projected this four bedroom home that will support individuals with dual diagnosis will be open in September. The project has been in development for two years and is a collaborative effort between multiple agencies. There is an upcoming meeting with staff from the various agencies to develop entrance criteria.

A meeting with county officials was held recently to talk about future use of Summit DD buildings. It was a good conversation and staff will keep in touch with Mayors Kline and Judge about potential plans in order to make good use of the buildings while being sensitive to the impact on communities.

Mr. Trunk commented that Lisa Kamlowsky was recently asked to participate on Executive Shapiro's Diversity Committee. It has been extremely beneficial to have Ms. Kamlowsky as a part of this group in helping move the discussion forward relative to how to extend the conversation community wide. This has been a good platform to educate and influence people to recognize inclusion of individuals with disabilities. Ms. Kamlowsky is also participating in a County group around employing individuals with disabilities. Mr. Trunk stated that Ms. Kamlowsky's influence is making a tremendous difference. He added that, as part of Executive Shapiro's upcoming State of the County Address, she will be challenging local business owners to consider hiring individuals with developmental disabilities and talking about the benefits of such.

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BOARD MEETING *(continued)*

VI. PRESIDENT'S COMMENTS

Mr. Briggs commented that in looking back over the past few years, the hard work, influence and voice given to consumers in this county has made a difference. He challenged staff to keep up the good work and continue sounding the alarm that support is needed from the entire community and the Board's message needs to be heard that Summit DD stands for equity for all.

There being no further business, the Board Meeting adjourned at 6:36 p.m.



Denise Ricks, Secretary