

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, May 24, 2018  
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, May 24, 2018 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:32 p.m.

### BOARD MEMBERS PRESENT

Randy Briggs, Board President  
Meghan Wilkinson, Board Vice President  
Allyson V. Lee  
Tom Quade  
Tami Gaugler

### BOARD MEMBERS EXCUSED

Denise Ricks, Board Secretary  
Dave Dohnal

### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowsky, 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 federal poverty level. For students who are 19 and older, a minor child must also reside in the home. The program runs from June 11<sup>th</sup> – August 4<sup>th</sup>, 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 45 eligible students in the TANF Program. JFS has allotted \$140,000 for the TANF Program and Summit DD would contribute an additional \$78,235, for a total of \$218,235. Additional funds were added to cover the cost of serving five additional individuals.

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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 four providers to support students in the work experience. There were originally five providers that were going to participate in this program, however, one has dropped out. The Bridges Rehabilitation Services contract would be in an amount not to exceed \$30,501, Koinonia - \$20,910, Louisa Ridge - \$143,914 and New Avenues - \$20,910. 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 any of the kids participating received employment. Mr. Williams replied that three kids who participated in TANF last year received employment opportunities. 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 have 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 of \$8.30/hour. Mrs. Lee asked about the difference in hourly rate between the TANF and Summit DD Summer programs. Mr. Trunk replied the Summit DD Summer Work Program has an added cost of the Minute Men contract, which increases costs. Students will be supported in groups of two with an onsite job coach. The program will run from June 11<sup>th</sup> – August 18<sup>th</sup>. The week of June 11<sup>th</sup> 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. There will be 35 kids supported through this program. Summit DD will contract with four 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, Koinonia - \$24,715, Louisa Ridge - \$92,555 and Total Education Solutions - \$33,670, for the total contract amount not to exceed \$198,256. 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, as an additional supporting request, to contract with Minute Men Staffing Services 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 ensuring 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. Approximately 35 individuals would be served under this contract for the total cost per student of \$1,855.88. If a student works the full program length they would earn \$1,427. The contract period would be June 1<sup>st</sup> – August 31, 2018, for the total contract not to exceed \$75,000. 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. APRIL FINANCIAL STATEMENTS**

April ended in a positive position with a balance of \$5,550, 050. Revenue for April included first half property tax settlement in the amount of \$24,039,000, quarterly state subsidy reimbursement of \$673,000 and reimbursement of \$40,300 from Aetna for the 2017 employee wellness program. Mr. Briggs asked if the money reimbursed from the Wellness program is reinvested. Mrs. Pozna replied the reimbursed funds are invested into staff wellness programs. Expenditures for April included payments to the Ohio Department of Developmental Disabilities (DODD) for quarterly waiver match in the amount of \$6,280,900 and quarterly waiver administration fee of \$337,000. The fund balance at the end of April was \$56,097,307. The April Financial Statements have been recommended for approval by the May Finance & Facilities Committee.

### **V. REVISED POLICY 3022 – CHARITABLE CONTRIBUTIONS, EVENT AND VOLUNTEER SUPPORT and REQUEST TO DELETE POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME**

Policy 3022 was adopted in May 2015 and Policy 2035 was adopted in September 2015, becoming effective in January 2016. Staff from the HR and Communications Departments have planned and organized volunteer activities on a designated in-service day – *"Summit DD Give Back Day"*.

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

V. **REVISED POLICY 3022 – CHARITABLE CONTRIBUTIONS, EVENT AND VOLUNTEER SUPPORT and REQUEST TO DELETE POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME** *(continued)*

As the Agency downsizes, both the HR and Communications Departments have eliminated positions resulting in insufficient staff resources to plan and execute a large scale employee activity. The revisions to Policy 3022 maintain support for employees to participate in community efforts in a self-directed way, within specified criteria. Key components of Policy 2035 have been incorporated into revised Policy 3022, therefore it is no longer needed and the request is for deletion. The corresponding Procedure will also be updated and provides supervisors and employees details and guidance when requesting and approving time off for volunteer activities. Revisions to Policy 3022 and the request to delete Policy 2035 have been recommended for approval by the May HR/LR Committee.

VI. **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 John Bacola, who is also employed by Community Connections, 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 Community Connections. The April Ethics Committee recommends approval.

The work session adjourned at 5:48 p.m.

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## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:48 p.m.

### **I. PUBLIC COMMENT**

Leslie Frank, a parent and Summit DD staff, commented that two individuals at Cuyahoga Falls have selected new providers and will be transferring June 1<sup>st</sup>, which leaves 15 individuals at the Center. She noted four individuals expressed their desire to stay until December when Cuyahoga Falls is scheduled to close. Mr. Quade asked, based on how Ms. Frank worded her comments that the four individuals are staying until they are "*kicked out*", if these folks think they are being kicked out of Cuyahoga Falls. Ms. Frank replied she believes they understand the program is changing; they want to stay at Cuyahoga Falls as long as possible since it is familiar and comfortable. Ms. Frank spoke about her daughter and mentioned that Drew Williams was instrumental in obtain placement at Youngstown Developmental Center, which was very helpful. When her daughter turned 18, she petitioned the court to become guardian, with her parents as co-guardians, and things have turned out well.

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

#### **A. APRIL 26, 2018 (combined work session and regular meeting)**

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

##### **No. 18-05-01**

Mrs. Wilkinson moved that the Board approve the minutes of the April 26, 2018 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

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

#### **A. FINANCE & FACILITIES COMMITTEE**

##### **1. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM**

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

##### **No. 18-05-02**

Mr. Quade moved that the Board approve a partnership with Summit County Job & Family Services, Bridges Rehabilitation Services, Koinonia Enterprises, Louisa Ridge, and New Avenues to Independence to support eligible students in summer work experiences for the period June 11, 2018 through August 4, 2018, in an amount not to exceed Seventy Eight Thousand Two Hundred Thirty Five Dollars (\$78,235.00), as presented in attachment #1, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Gaugler, was unanimously approved.



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

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

#### A. FINANCE & FACILITIES COMMITTEE *(continued)*

##### 2. SUMMIT DD SUMMER WORK PROGRAM

###### RESOLUTION

No. 18-05-03

Mrs. Gaugler moved that the Board approve a partnership with Bridges Rehabilitation Services, Koinonia Enterprises, Louisa Ridge, and Total Education Solutions to support eligible students in a summer work program for the period June 11, 2018 through August 18, 2018, in an amount not to exceed One Hundred Ninety Eight Thousand Two Hundred Fifty Six Dollars (\$198,256.00), as presented in attachment #2, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Quade, was unanimously approved.

##### 3. MINUTE MEN CONTRACT

###### RESOLUTION

No. 18-05-04

Mrs. Lee moved that the Board approve a contract with Minute Men Staffing Services for payroll administration and employer of record for the Summit DD Summer Work Program, for the period June 1, 2018 through August 31, 2018, in an amount not to exceed Seventy Five Thousand Dollars (\$75,000.00), as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

##### 4. APRIL FINANCIAL STATEMENTS

###### RESOLUTION

No. 18-05-05

Mrs. Wilkinson moved that the Board approve the April Financial Statements, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

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

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

#### B. HR/LR COMMITTEE

1. REVISED POLICY 3022 – CHARITABLE CONTRIBUTIONS, EVENT AND VOLUNTEER SUPPORT and REQUEST TO DELETE POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

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

No. 18-05-06

Mr. Quade moved that the Board approve revisions to Policy 3022, as presented in attachment #5.

Be it further resolved that the Board approve the deletion of Policy 2035. The motion, seconded by Mrs. Gaugler, was unanimously approved.

#### C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

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

No. 18-05-07

Mrs. Gaugler moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee John Bacola 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 #6. The motion, seconded by Mr. Quade, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. OACB SPRING CONFERENCE

The recent OACB Spring Conference had an intentional theme around relationship building and collaboration. The keynote speaker talked about trust, loyalty and relationships, which set the tone for the conference. Some tracks focused on families, some on best practice concepts and some centered around assistive technology. There were also sessions around youth services, multi-system youth and school to work transition. Holly Brugh was a presenter for a session about developing alternative supports for children. The conference also included information about building and maintaining relationships with elected officials and the importance of doing so.

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## **BOARD MEETING (continued)**

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

#### **A. OACB SPRING CONFERENCE (continued)**

Mr. Briggs, who also attended the conference, commented there was interesting information about proposed legislation around guardianships where funds can be filtered to county DD boards. Mr. Trunk stated he is very proud of Summit DD and its progression and noted that Summit DD staff are often sought out to present at conferences and training events.

#### **B. GRAHAM ROAD PROJECT**

Mr. Trunk mentioned that he recently met with representatives from DODD, the ADM Board and OHMA to discuss the four bedroom dual diagnosis home currently under construction on Graham Road, which is scheduled to open in September. Collaboration has begun around criteria for identifying occupants for this home and a RFP is being developed for the provider. DODD would like residents of the home to be individuals who are currently living in an institutional setting or who are at risk. The idea is to provide support by well-trained providers to stabilize living situations that, in the long run, will reduce the need for the individuals to be hospitalized or placed back into institutions. Capital funding will pay for the provider and DODD will pay for additional training for the specialized provider that will be needed. Mr. Trunk pointed out this will be the first home of this nature in the State of Ohio and he is honored that Summit County was selected. There is discussion about four additional dual diagnosis homes being developed across the state.

#### **C. TRANSITION UPDATE**

Mr. Trunk reported that by the July Board Meeting services at the Tallmadge Center will be discontinued and the Center will be closed. There are currently 20 individuals still attending that Center, most have already identified alternate providers but have chosen to stay until the Center closes. It is anticipated the final transitions will go smoothly.

#### **D. MISCELLANEOUS**

Mr. Trunk mentioned that there was the possibility of holding a Board Retreat in June, however, that will not occur until later in the year so that staff have time to put together additional information, mostly around the Agency's Long Range Plan. He also reminded everyone that there is no Board Meeting in June.



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## **BOARD MEETING (continued)**

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

Mr. Briggs stated that he attended the OACB Spring Conference and he always leaves feeling very proud of Summit DD. He noted that Dave Dohnal and Superintendent Trunk play an important role across the State of Ohio relative to their involvement in both state and local issues, workgroups and committees; both are very well respected. Their leadership represents Summit County very well and Summit DD is recognized as a leader in the state. Staff work hard and challenge the Board, as well as the Board challenging staff, and that is a great collaboration. He encouraged everyone to keep up the good work!

### **VI. EXECUTIVE SESSION**

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

No. 18-05-08

Mr. Quade 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 Mrs. Wilkinson.

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

The regular session of the Board Meeting adjourned at 6:10 p.m.

The Board entered Executive Session at 6:15 p.m.

The Board Meeting reconvened at 6:25 p.m.

### **VII. ADDITIONAL ACTION ITEM**

#### **A. EMPLOYMENT CONTRACT EXTENSION – RICHARD RYBAK**

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

No. 18-05-09

Mr. Quade moved that the Board approve an extension to the employment contract of Richard Rybak, Facility Manager, for a revised term of November 5, 2017 through March 21, 2019. The motion, seconded by Mrs. Gaugler, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:26 p.m.

  
Denise Ricks, Secretary