

MINUTES – annual organizational meeting and combined work session and regular meeting  
Thursday, January 24, 2019

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, January 24, 2019

5:30 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 24, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:34 p.m.

### BOARD MEMBERS PRESENT

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

### BOARD MEMBER EXCUSED

Randy Briggs

### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowsky, Assistant Superintendent  
Holly Brugh, Director of SSA & Children's  
Service  
Billie Jo David, Director of Communications  
& MUI

Joe Eck, Director of Labor Relations &  
Risk Management  
Russ DuPlain, Director of IT, Records &  
Facilities  
Drew Williams, Director of Community  
Supports & Development  
Maggi Albright, Recording Secretary  
and others

## I. ELECTION OF OFFICERS

Mrs. Wilkinson thanked Mr. Quade and Mrs. Ricks for serving as the Nominating Committee and collecting nominations for 2019 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. Mrs. Wilkinson called for additional nominations. Hearing none, Mr. Quade reported the 2019 Summit DD Board Officer nominations are: President: Meghan Wilkinson, Vice-President: Denise Ricks, and Secretary: Allyson V. Lee.

## RESOLUTION

### No. 19-01-01

Mr. Quade moved that the election of Board Officers for 2019 be approved, as follows:

President:	Meghan Wilkinson
Vice President:	Denise Ricks
Secretary:	Allyson V. Lee

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

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

### **II. ETHICS COMMITTEE**

Mrs. Wilkinson stated that an Ethics Committee is needed for 2019.

#### **R E S O L U T I O N** **No. 19-01-02**

Mr. Quade moved that the Board Members appointed to serve on the Ethics Committee in 2019 are as follows:

Tami Gaugler

Randy Briggs

Allyson V. Lee

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

### **III. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES**

The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee: Tom Quade, Dave Dohnal, Allyson V. Lee

HR/LR Committee: Tom Quade, Randy Briggs, Meghan Wilkinson

Services & Supports Committee: Dave Dohnal, Tami Gaugler, Denise Ricks

Mrs. Wilkinson asked Board Members if they are satisfied with the 2019 committee assignments. Hearing no objections, the proposed committee assignments for 2019 stand. Mrs. Albright will develop dates and times of 2019 committee meetings and distribute as soon as possible.

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

Individuals appointed or reappointed to serve on a county developmental disabilities boards 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 5:39 p.m.

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## **WORK SESSION**

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:39 p.m.

### **I. FUTURE FACILITIES PLANNING UPDATE**

Summit DD worked with a consultant and conducted a study using a methodical and data-driven approach to determine how to best serve its customers in all geographic areas of the County while maximizing current assets. Estimated space needs are approximately 45,000 square feet, which may be reduced based on further model design and work concepts. There were six potential scenarios reviewed with the Board last fall and those have been narrowed down to one proposed solution, which includes renovation of both the Barberton and Cuyahoga Falls buildings and possible short-term rental of additional property if needed. Staff have been coordinating with the County and the cities of Tallmadge, Cuyahoga Falls and Barberton on various aspects of the proposed solution. Agreements that further develop and implement the proposed solution will be forthcoming and those agreements are anticipated to have a total spending authority not to exceed \$160,675. Summit DD would be reimbursed the costs of these agreements by the eventual developer of the properties.

### **II. SUMMIT 2020 QUALITY OF LIFE PROJECT CONTRACT**

Summit 2020 Quality of Life Project is a collaboration between Summit County Job & Family Services (SCDJFS) and nonprofit health and social services agencies to serve the most vulnerable citizens of Summit County. Summit 2020 has been in place since 2002 and is a priority of County Executive Ilene Shapiro with oversight of the project delegated to the Social Services Advisory Board (SSAB). The contract is managed by the Summit County Combined General Health District with SCDJFS, Summit DD, Summit County ADM Board and Summit County Children's Services Board (CSB) sharing equally in the cost of the Agreement. The primary indicators and initiatives are:

- Economic stability and prosperity
- Early childhood
- Older adults
- Health and health disparities
- Government efficiencies and effectiveness

Project goals include:

- Collecting data for 22 indicators to measure the quality of health and social services in Summit County
- Developing plans and goals to improve the quality of services, as measured by the 22 indicators
- Implementing plans to strengthen public health and social service infrastructure
- Strengthening collaborations between public health and social service provider and systems

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

### **II. SUMMIT 2020 QUALITY OF LIFE PROJECT CONTRACT *(continued)***

It will be a priority of the directors of the three levy funded agencies (Summit DD, ADM Board, CSB) to integrate more agency priorities into the Summit 2020 Plan and to assure the Plan reflects more initiatives of those agencies. The request is to renew funding support for Summit 2020 for the two-year period of January 1, 2019 through December 31, 2020, for the total contract amount not to exceed \$65,000. Funds are available in the budget and the Summit 2020 contract has been recommended for approval by the December Finance & Facilities Committee.

### **III. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL CONTRACT – SHARED FUNDING POOL**

Family & Children First Councils must develop a county-specific Service Coordination Mechanism (SCM), which serves as the guiding document for coordination of services in the county. The purpose of the SCM is to streamline and coordinate existing government services for families seeking services for their children age birth through 21 and to ensure that eligible families have access to service coordination. Developed through the SCM, a team of professional from child-serving agencies in Summit County meet weekly to:

- Review and monitor requests for community-based services for children with multi-system needs
- Offer case consultation from a multi-system perspective to staff from any agency serving a complex youth/family
- Refer families for wrap around/service coordination
- Review individual cases that are in need of more restrictive placement settings, such as residential treatment and monitoring youth in residential treatment
- Issuing recommendations and/or offering alternatives to better serve youth and families

So far in 2018, there were 60 referrals for wrap around/service coordination, 20 referrals for case consultation, 56 funding requests for community-based services and 13 funding requests for out of home placement. The request is to continue to participate in the shared pool agreement for the period January 1, 2019 through December 31, 2019, in an amount not to exceed \$110,700. Funds for this contract will be pooled from CSB in the amount of \$171,245, the ADM Board in the amount of \$145,431, Juvenile Court in the amount of \$131,084 and Summit DD in the amount of \$110,700. Summit DD will have two staff members who serve as part of the SCFCFC and will have access to bring any Board-eligible child/family case to the committee for support and funding recommendations. Funds are available in the budget and the Summit County Family & Children First Council contract has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.

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

### **IV. DECEMBER FINANCIAL STATEMENTS**

December ended with a balance of \$173,006 and a year-end fund balance of \$50,720,263. Revenue for December reflects quarterly grant reimbursement of \$49,900 for the multi-system youth and \$417,200 for the quarterly Medicaid Administrative Claims (MAC) reimbursement. Expenditures included annual maintenance and licensing fees for networking equipment in the amount of \$11,000. The Gifts and Donations fund ended the year with a balance of \$133,532 and the Permanent Improvement Fund has a balance of \$3,307,563. Relative to year-end variances, revenue was about \$332,686 better than projected mostly due to Cost Report Audit settlement and annual waiver match reconciliations being better than budgeted. Under expenditures, salaries and benefits were also below budgeted amounts. The December Financial Statements have been recommended for approval by the January Finance & Facilities Committee.

### **V. DISPOSAL OF VEHICLES**

Summit DD has vehicles that are no longer needed and requests to dispose of them in accordance with Ohio Revised Code Section 307.12. Summit DD will either sell the vehicles using an online auction, with reserve amounts on several vehicles that still have value or will donate the vehicles identified in attachment #4. The disposal of vehicles has been recommended for approval by the January Finance & Facilities Committee.

### **VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2019 MEMBERSHIP DUES**

The OACB has been in place for 34 years and provides assistance to county boards with federal and state issues, legislative lobbying, advocacy, communication, professional development, policy 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

At the OACB Delegate Assembly in December, members voted for an increase to membership dues.

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

### VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2019 MEMBERSHIP DUES *(continued)*

It has been a number of years since the last time dues were increased. Summit DD's 2019 OACB membership dues are \$92,700. OACB maintains 100% membership from all 88 counties in Ohio. Mr. Quade asked about the size of OACB's budget. Mr. Trunk replied that it is about \$2 million dollars. Funds are available in the budget and Superintendent Trunk recommends that Summit DD continue to participate in OACB membership in 2019.

### 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 Yolanda Mahoney, who is also employed by Total Education Solutions, 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 December Ethics Committee recommends approval.

The work session adjourned at 6:01 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:01 p.m.

### I. PUBLIC COMMENT

Darlene Rose identified herself as a 30-year Board employee and the WWSA Union Representative. She said the past few years have not been easy for staff with the transition. Staff and individuals supported by the Board are one big family and it's hard to see people lose their jobs. She thanked the Board, the Superintendent and his staff, particularly Drew Williams, Joe DiFranco and Joe Eck for their support and compassion during this difficult time. Mrs. Wilkinson thanked Ms. Rose for her comments and said that the Board is very cognizant of the impact on staff.



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## **BOARD MEETING (continued)**

### **I. PUBLIC COMMENT (continued)**

Leslie Frank, an employee and parent, stated that tonight will be her last Board Meeting as an employee, as the temporary SSA position she has been performing ends on February 5<sup>th</sup>. She expressed her gratitude to Joe DiFranco for all of his guidance to families, individuals and staff during the transition and noted that the individual transition sheet he developed was very valuable. She thanked Drew Williams for allowing staff to accompany individuals as they visited and selected new providers. Ms. Frank thanked the Superintendent and his team for the process and manner in which the transition was handled. She stated it has been a smooth process and she appreciates all the supports that were put in place to assist those staff that would be impacted.

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

#### **A. DECEMBER 11, 2018 (combined work session and regular meeting)**

#### **RESOLUTION No. 19-01-03**

Mrs. Lee moved that the Board approve the minutes of the December 11, 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. SUMMIT 2020 QUALITY OF LIFE PROJECT CONTRACT**

#### **RESOLUTION No. 19-01-04**

Mr. Quade moved that the Board renew its funding support for the Summit 2020 Quality of Life Project and approve a two-year contract for the period January 1, 2019 through December 31, 2020, for the total amount not to exceed Sixty Five Thousand Dollars (\$65,000), as presented in attachment #1, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

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

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

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

2. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL CONTRACT - SHARED FUNDING POOL

#### RESOLUTION

No. 19-01-05

Mrs. Ricks moved that the Board approve a contract with the Summit County Family & Children First Council to continue participation in the shared pool agreement for the period January 1, 2019 through December 31, 2019, for the total amount not to exceed One Hundred Ten Thousand Seven Hundred Dollars (\$110,700), as presented in attachment #2 and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

3. DECEMBER 2018 FINANCIAL STATEMENTS

#### RESOLUTION

No. 19-01-06

Mrs. Gaugler moved that the Board approve the December 2018 Financial Statements, as presented in attachment #3. The motion, seconded by Mr. Dohnal, was unanimously approved.

4. DISPOSAL OF VEHICLES

#### RESOLUTION

No. 19-01-07

Mr. Dohnal moved that the Board approve the disposal of certain Summit DD vehicles, identified in attachment #4, in accordance with Ohio Revised Code Section 307.12. The motion, seconded by Mrs. Gaugler, was unanimously approved.



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## **BOARD MEETING (continued)**

### III. BOARD ACTION ITEMS (continued)

#### B. OTHER

1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2019 MEMBERSHIP DUES

#### RESOLUTION

No. 19-01-08

Mrs. Lee moved that the Board approve payment of 2019 membership dues to the Ohio Association of County Boards in the amount of Ninety Two Thousand Seven Hundred Dollars (\$92,700), as presented in attachment #5, and that the Superintendent be authorized to execute said payment. The motion, seconded by Mr. Quade, was unanimously approved.

#### C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

#### RESOLUTION

No. 19-01-09

Mr. Quade moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Yolanda Mahoney and found that 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 Mrs. Ricks, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. 2019 BOARD MEMBER IN-SERVICE SCHEDULE

A draft 2019 Board Member in-service schedule was included in packets. The schedule includes topics of interest identified by the Board. Two months have been left open to incorporate mandatory topics identified by DODD, when that information becomes available.

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## **BOARD MEETING (continued)**

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

#### **B. MISCELLANEOUS**

The Agency will be participating in an onsite DODD accreditation review January 29<sup>th</sup> – 31<sup>st</sup>. About 82 files have been identified for the review and the surveyors plan to visit most, if not all, individuals at their homes, work sites or day programs. This is a good opportunity to talk about Summit DD's programs and projects. Mr. Trunk thanked Drew Williams and his team for taking the lead on getting the Agency ready. He stated that under Drew's leadership, the Agency is very well prepared for the upcoming review. Part of the review includes meeting with several Board Members, which will be Meghan Wilkinson, Allyson V Lee and Tom Quade. Mrs. Gaugler asked if staff select the files to be reviewed. Mr. Trunk replied that DODD makes the selection and provides staff with a list, which in this review includes individuals with more complex needs.

Mr. Trunk commented the last Board self-review identified a desire for training on Board governance so he is working with a consultant, who has expertise in this area, to plan a Board retreat in the spring to cover this topic. He recommends holding the two-hour training outside of a regular board meeting. More information will follow as it becomes available.

Metro hosted an "art in transit" show where local artists displayed their work at a hub in which 5,000 customers pass through. Some artists with disabilities were invited to display their work at the show and The Reporter ran a nice article on the event. It was a good opportunity to partner with Metro and spotlight the artists.

A new Director of DODD, Jeff Davis, was announced. Mr. Davis is the former Executive Director of OPRA and has worked in the system for about 40 years. Mr. Trunk mentioned he has known Mr. Davis for many years and believes he is a good fit. Mr. Davis has visited Summit DD several times in the past and Mr. Trunk will be extending an invitation for him to visit again. Director Davis has identified some of his top priorities such as fixing the broken technology system right away, customer service and recruitment, training and retention of DSPs (direct service professionals). Mr. Trunk stated he is looking forward to working with Mr. Davis in his new capacity.

Mr. Trunk mentioned that he and Mrs. Pozna met with former DODD Director Martin and secured two state-funded waivers. It may not sound like a lot, however, Summit DD has two young adults who need additional supports and will likely be part of the system for 50 years. These waivers represent about \$2.5 million dollars of local match over that time.

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## **BOARD MEETING (continued)**

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

#### **A. MISCELLANEOUS (continued)**

Mrs. Lee asked about the waiver rate. Mr. Trunk replied that if a county board has the ability to pay the match, waivers are typically approved. These additional waivers represent a very large savings to the Board over time.

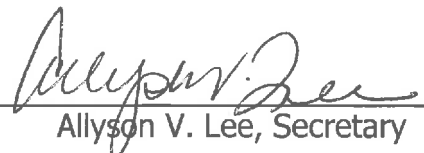
Mr. Trunk mentioned that he is working on completing his 2018 performance evaluation including updating progress on his goals. He will get information out to the Board in the next month or so.

Mr. Trunk noted the County is moving forward with the sale of the Bath Center. He stated the County has committed to directing the proceeds of the sale back to Summit DD. He also said that he is in discussions with the County and the City of Tallmadge relative to the value and future use of the land and three buildings at the Howe Road complex. He will keep the Board updated as things progress.

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

Mrs. Wilkinson thanked her Board colleagues for the opportunity to serve as President. She congratulated Mrs. Ricks and Mrs. Lee as well. Mrs. Wilkinson stated that the last time this Board had a slate of all female officers was in 2008 and it is only the sixth time since 1968. 2019 is a new year and there is a new story to tell. Seven years ago when she began on the Summit DD Board, she never thought she would serve in the capacity of Board President. Mrs. Wilkinson said that she read somewhere *just believe in the magic....* Summit DD enables people to think of possibilities and strive for better and more than you are and this is what it does for individuals with disabilities as well – Summit DD breaks down barriers and helps you achieve more than you thought you could; Summit DD is all about thinking and believing in magic. Mrs. Wilkinson thanked staff for their patience and compassion during the transition and acknowledged that it has been difficult. She wished everyone well and thanked them for their service.

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

  
Allyson V. Lee, Secretary