

MINUTES – combined work session and regular meeting
Thursday, April 25, 2019

Summit County Board of Developmental Disabilities

MINUTES

Thursday, April 25, 2019
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, April 25, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:36 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowsky, Assistant Superintendent	Mira Pozna, Director of Fiscal
Russ DuPlain, Director of IT, Records & Facilities	Drew Williams, Director of Community Supports & Development and others
Danyelle Conner, Director of HR	
Maggi Albright, Recording Secretary	

I. INTRODUCTIONS

Mr. Trunk introduced Summit DD's new Director of Human Resources, Danyelle Conner, who started this past Monday. Ms. Conner has over 20 years' experience in the HR field and has worked the past few years as HR Director at the Cuyahoga County Court of Common Pleas, Domestic Relations. Prior to that she worked for the City of Cleveland. Ms. Conner has also served as an adjunct lecturer at Cleveland State University.

Mr. Trunk also welcomed a guest, Mary Ann Freedman, who oversees the Volunteer Guardian Program (VGP). He thanked her for attending and mentioned the Board would hear more from Ms. Freedman when the VGP contract is discussed this evening.

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WORK SESSION *(continued)*

II. COMDOC CONTRACTS

ComDoc has been working with Summit DD since late 2014 to provide customized technical support and consulting on a number of projects. There is \$120,000 budgeted for this work in 2019 and approximately \$39,938 has been spent year-to-date. Based on needs for the remainder of the year, the request is to enter into new consulting contracts in the amount of \$79,562.50, which would bring the total consulting portion of the contracts to \$119,500.50. Some reoccurring expenses with ComDoc include annual maintenance for software packages, printer support, existing licenses and additional licensing fees. Total amount of 2019 contracts with ComDoc is anticipated not to exceed \$168,224. Mr. Quade asked about ripple effects to contracts now that the Board is no longer a service provider. Mr. DuPlain replied that for the ComDoc contracts, there will be less user licensing needs but no change is anticipated due to licensing agreements. Mr. Briggs asked if ComDoc is a local company. Mr. DuPlain replied that ComDoc is based out of Uniontown, Ohio. Funds are available in the budget and the ComDoc contracts have been recommended for approval by the April Finance & Facilities Committee.

III. TANF SUMMER WORK EXPERIENCE PROGRAM

Summit County Job & Family Services (JFS) has requested to partner with Summit DD for the fourth year to support between 40-45 students in the TANF Summer Work Experience Program and has allotted \$180,000 to cover the cost of the program. TANF is an eight-week summer work experience program that is administered by JFS. Eligibility for participation includes students between the ages of 14-17 who live with a family that has an income at or below 200% of the federal poverty level. The program runs from June 10th through August 3rd with students working about 20 hours per week at local business across Summit County and earning \$10.25/hour. The JFS funds allotted will cover the cost of an onsite job coach and transportation services. Summit DD will partner with six private providers to support students in this work experience. The six partner providers are Bridges Rehabilitation Services (\$40,665.60); Community Connections of NE Ohio (\$16,608.80); Hattie Larlham (\$8,304.40); Inner Peace Ever Light (\$16,608.80); Koinonia (\$16,608.80); and Louisa Ridge (\$80,558.72). Funds are available in the budget and the TANF Summer Work Experience Program and associated contracts have been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

IV. SUMMIT DD SUMMER YOUTH WORK PROGRAM

Summit DD would like to administer a summer work program for youth between the ages of 16-20 who are enrolled in school or recently graduated. This would be in addition to the TANF Summer Program. Students who participate in the Summit DD Program will work about 20 hours per week for eight weeks, June 10th through August 3rd, and be paid minimum wage of \$8.55/hour.

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WORK SESSION *(continued)*

IV. SUMMIT DD SUMMER YOUTH WORK PROGRAM *(continued)*

Students will be supported in groups of 2-3 with onsite job coaching while they are working. Students will work at various community-based businesses throughout Summit County. Summit DD will contract with five private providers who will provide onsite job coaching and transportation services. The five providers are: Bridges to Rehabilitation Services (\$60,000); Community Connections of NE Ohio (\$16,608.80); Hattie Larlham (\$16,608.80); Koinonia (\$8,304.40); and Total Education Solutions (\$42,086.40). The total amount will not exceed \$143,608.40. A separate Agreement with Minute Men Staffing Services will be presented to the Board for consideration. This Agreement will cover payroll, worker's compensation and other administrative requirements. Last year the Summit DD program supported 40 students in this program. This year the program will support 30 students and will be working with ten additional students who participated last year to assist them in being hired directly by local employers. Funds are available in the budget and the Summit DD Summer Youth Work Program and associated contracts have been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

V. MINUTE MEN STAFFING SERVICES CONTRACT

The request is to enter into a contract with Minute Men Staffing Services for the period June 1 through August 31, 2019, in an amount not to exceed \$54,000, to provide payroll administration services and to be the employer of record for Summit DD's Summer Youth Work Program. Minute Men Staffing Services will verify that all students are eligible to work, process payroll, ensure students are paid weekly, that Worker's Compensation and other legally required insurances are in place and that students/families are provided with all required tax-related information. To provide these services, Minute Men Staffing will charge a 30% service fee. This will result in Summit DD being billed \$11.12 per hour that students work. Of that amount \$8.55 will cover wages paid to students and \$2.57 will cover the Minute Men Staffing fee. The total cost per student, including Minute Men fees, will be \$1,792, with the student earning \$1,368. Funds are available in the budget and the Minute Men Staffing Services Contract has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

VI. VOLUNTEER GUARDIAN PROGRAM CONTRACT

Mary Ann Freedman thanked the Superintendent and his staff, stating they work hard to educate and problem solve to ensure the best outcomes for DD wards. She thanked the Board for considering renewal of the VGP contract and talked about the importance of guardians for people when other options aren't available and also discussed ways people can become volunteer guardians. Mr. Briggs commented that Ms. Freedman is the heart and soul of the program and stated the VGP would not be what it is today without her.

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VI. VOLUNTEER GUARDIAN PROGRAM CONTRACT *(continued)*

Mr. Trunk said the VGP grew from a small program to one that now supports more than 235 cases with about 115 volunteers and noted that not many other counties in Ohio have this type of program in place. Mr. Briggs added that Judge Stormer talks with other judges and they don't understand how Summit County accomplishes a program of this nature; it's the collaboration and partnerships that enable these types of agreements. Guardianships assist 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 family members to serve as a guardian. When that happens, the Probate Court can appoint a volunteer guardian from the Volunteer Guardian Program (VGP) to serve as the legal guardian. Not all individuals with developmental disabilities or other mental and/or physical impairments require a guardian. Only a small percentage of those who are eligible for Summit DD services need a guardian. When family members are not available and a guardian is necessary, the availability of one through the Probate Court is essential. The VGP has been in place for five years and was previously operated through a contract with Jewish Family Services from July 2014 until April 2018, at which time it was transferred to the Summit County Combined General Health District. The request is to renew a Memorandum of Agreement between Summit DD, Summit County Combined General Health District (SCPH), Summit County Probate Court, the ADM Board and DJFS in support of the VGP for the period April 1, 2019 through March 31, 2020, in an amount not to exceed \$50,000. This Agreement allows funds to be used, almost exclusively, to cover staff costs associated with monitoring the cases and recruiting additional volunteer guardians. There are currently about 110 volunteer guardians for approximately 219 wards. Of the 219 wards, 56 are eligible for Summit DD services. Referrals are random but the number of cases has increased each year the program has been in operation. Specific deliverables for this Agreement beyond recruiting and training volunteers include; accepting referrals of clients needing a guardian, matching volunteer guardians with clients, assuring monthly visits take place and case notes are completed and filed, and participating and reporting back to the Advisory Committee on a quarterly basis. Mr. Briggs added that Judge Elinor Stormer started this program about four years ago because there was a greater need for guardians than there were wards. In addition to volunteer guardians, there are also guardians who are paid to handle the cases that are more complex. Funds are available in the budget and the Volunteer Guardian Program Contract has been recommended for approval by the March Finance & Facilities Committee.

VII. MARCH FINANCIAL STATEMENTS

March ended with deficit spending in the amount of \$14,330,173 and a fund balance of \$36,390,090. Tax settlement has not been received. About 70% of revenue is from property taxes, which is typically received around the beginning of April and in the fall.

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VII. MARCH FINANCIAL STATEMENTS *(continued)*

Revenue for the month included Medicaid Administrative Claims quarterly reimbursement of \$350,000 and \$49,900 quarterly reimbursement of the multi-system youth grant. Some expenditures for March included \$50,000 for the annual Oriana House contract and \$62,400 for software, licensing and network security monitoring. Mrs. Lee commented that she is still surprised at the amount of annual OACB dues. Mr. Trunk replied that OACB dues are calculated based on the number of individuals supported in the county. He noted that OACB also provides good representation at the legislative level. The March Financial Statements have been recommended for approval by the April Finance & Facilities Committee.

The work session adjourned at 6:02 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:02 p.m.

I. CAUCUS - BOARD MEMBERS

Mr. Quade thanked the Superintendent for providing the Board Member training in March and stated that he has contracted with Ms. Marsh to do a training with his Board.

Mr. Briggs commented that several years ago he approached the Board with the concept of putting all consumer information into a CAD system in conjunction with the *Take Me Home* Program so that law enforcement has information to better assist individuals in emergency situations. He noted the County and the City of Akron are close to implementing a CAD system and he's very excited about moving forward with this project.

Mr. Dohnal noted he saw an article in the Akron Beacon Journal about the Superintendent being the guest speaker at an upcoming Kiwanis event. He mentioned that the Board may want to consider inviting community groups to come to Board Meetings to hear and see what the Board does and suggested that staff could provide information about how contracts are vetted and how business is conducted.

Mr. Trunk thanked Mr. Dohnal for the suggestion and said he hopes to get more people involved.

Mrs. Ricks thanked the Superintendent and staff for the wonderful accreditation celebration at Jilly's Music Room. It was very nice to see staff come together and celebrate this achievement. Mrs. Wilkinson added that she thought it was a fantastic event and it was great to meet staff. She stated Summit DD has the best staff anywhere!

II. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, commented that she is seeing Summit DD billboards all around the County and they look great. She thanked the Superintendent for providing information on the website relative to employment opportunities at Cuyahoga County. Ms. Frank offered condolences to the family of Kathy Dreslinski, a long-time staff who recently passed away after illness. Ms. Frank mentioned a fundraiser for Zane's Foundation, an organization started by a parent, Stacy Youseff. The Foundation assists families with expenses that are not typically covered. Ms. Frank thanked the Board for the great job they are doing.

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BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

A. MARCH 28, 2019 (combined work session and regular meeting)

RESOLUTION

No. 19-04-01

Mr. Briggs moved that the Board approve the minutes of the March 28, 2019 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. VOLUNTEER GUARDIAN PROGRAM

RESOLUTION

No. 19-04-02

Mr. Quade moved that the Board approve the renewal of a Memorandum of Agreement with the Summit County Combined General Health District and other county partners in support of the Volunteer Guardian Program, for the period April 1, 2019 through March 31, 2020, 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 Mr. Briggs, was unanimously approved.

2. MARCH FINANCIAL STATEMENTS

RESOLUTION

No. 19-04-03

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

V. SUPERINTENDENT'S REPORT

A. CENSUS

Mr. Trunk stated staff have been analyzing data and will be presenting census information in a different format next quarter. Giving a two-year perspective, growth in March 2019 compared to March 2017 indicates the Board is supporting 171 more people, which is 2% growth over the past two years. There are 140 more waivers, which is 6% growth in two years and the Agency is supporting 160 more kids ages 3-5 than two years ago.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

A. CENSUS *(continued)*

Staff have been intentional about making connections with kids/families sooner. The Agency is supporting 100 more adults who only require SSA services. Two years ago the Board was providing day services and transportation services to about 450 people, today that number is zero. Mr. Trunk advised that staff will be gathering data and reporting on numbers that better reflect eligibility versus numbers supported. There are currently about 1,000 individuals who are eligible for services that may not be receiving them for a variety of reasons. Mrs. Lee noted that the number of kids not receiving services is an area of importance and critical information to capture.

B. MISCELLANEOUS

Mr. Trunk noted that he had a budget presentation with the SSAB Budget & Levy Review Committee on April 2nd and it went well. The purpose was to compare actual spending to the budgeted amount and also to give a general program update. SSAB Members were impressed by the Agency's smooth transition out of direct services, the ability to manage personnel matters and the forward-thinking fiscal planning.

The three-year accreditation certification was officially received from DODD. Many staff helped achieve this incredible success and Mr. Trunk thanked all involved for their hard work and effort. He stated he has received much positive feedback about the celebration event. He thanked Board Members for their support in attending the event.

Mr. Trunk thanked Tami Gaugler for inviting him to attend an important event about 2020 census. There is \$670 billion dollars in federal funds to be focused on housing, education, transportation and employment which could be at risk if census is not done properly. If people aren't counted those dollars could end up going to another state. Census is important because it results in funds flowing into the State. Mr. Briggs stated that the Agency needs a seat at the table because planning is going on now and we need to be a leader and voice in the community for people with disabilities and make sure that every person gets counted. Mr. Trunk said that staff are assisting providers in how to count people. Mrs. Gaugler added that once actual census forms are received there will be training on how to fill out and submit the information.

Mr. Trunk reminded everyone that the OACB Spring Conference will be held on May 30th and 31st at the Hilton @ Easton in Columbus. He asked the Board to let Mrs. Albright know by May 1st if they plan to attend. He noted that the Board Governance track will be on Friday, May 31st.

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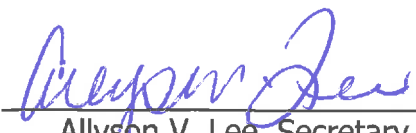
BOARD MEETING *(continued)*

VI. PRESIDENT'S COMMENTS

Mrs. Wilkinson commented that she would like to share two brief stories. The first was about going to her sons' school to watch a lip sync battle in which her boys' class was a finalist. They were raising money for *Relay For Life*. She said that the entire school was supportive, and the kids voted on the winning class by putting money in the fundraising jars. She commented that it was great to see the school supporting kids of all abilities. The second story involved an encounter with a man at her workplace who made a very tasteless joke about people with disabilities.

Mrs. Wilkinson informed the man that her sons are Special Olympians and that she did not appreciate the joke and reminded him that he should think about his words before he speaks. Mrs. Wilkinson said that it struck her how kids are so accepting of others when adults, at times, are not. She encouraged everyone to speak up when they see or hear someone who is being cruel or insensitive. We are teaching our children to accept and include and there is still work to be done with adults. Don't be afraid to encourage acceptance of all.

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



Allyson V. Lee, Secretary