

MINUTES – combined work session and regular meeting  
Thursday, May 23, 2019

## Summit County Board of Developmental Disabilities

# MINUTES

Thursday, May 23, 2019  
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, May 23, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:26 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 Kamlowky, Assistant Superintendent	Holly Brugh, Director of SSA & Children's Services
Russ DuPlain, Director of IT, Records & Facilities	Drew Williams, Director of Community Supports & Development
Danyelle Conner, Director of HR	Maggi Albright, Recording Secretary and others
Billie Jo David, Director of Communications & Quality	

## I. 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. Briggs commented ComDoc is a local company so funds spent with this vendor stay in the community. Funds are available in the budget and the ComDoc contracts have been recommended for approval by the April Finance & Facilities Committee.

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

### **II. 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 \$179,355.12 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 10<sup>th</sup> through August 3<sup>rd</sup> 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). Mr. Trunk announced that several staff from the providers are present tonight, he introduced Jason Dresden, Workforce Development Manager at Kononia and also Josh Richards and David Barnes of Louisa Ridge and thanked them for attending this evening. Mr. Dresden thanked the Board for consideration of the Kononia contracts and advised that he is the co-chair of the Summit DD Employment Collaborative. He commented that Kononia has had a wonderful, collaborative relationship with Summit DD. Kononia will serve about ten students through the summer youth program and everyone is excited about the direct hire program. Some of the employment opportunities include working with the City of Stow Streets Department, Rockynol, Big Lots on Waterloo Road and Continuing Healthcare. These employers provide opportunities for people to work and learn valuable skills. Mr. Richards from Louisa Ridge said he has worked with the TANF program for three years and it has been a lot of fun watching students build and foster skills and learn about having a job and earning money. He commented on the variety of employment opportunities again this year including with the City of Akron. Mr. Trunk thanked Randy Briggs, who originally opened the door to the City of Akron for these types of work experiences. Mr. Trunk also thanked Jacquie Owens, Summit DD's Manager of Community Supports & Development. He stated Ms. Owens coordinates the summer youth programs and helps everything come together. 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.

### **III. 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.

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

### III. SUMMIT DD SUMMER YOUTH WORK PROGRAM *(continued)*

Students who participate in the Summit DD Program will work about 20 hours per week for eight weeks, June 10<sup>th</sup> through August 3<sup>rd</sup>, and be paid minimum wage of \$8.55/hour. 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 (\$16,608.80); and Total Education Solutions (\$42,086.40). The total amount will not exceed \$151,912.80. 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 about 35 students and will be working with ten additional students who participated last year to assist them in being hired directly by local employers. Mrs. Lee asked about the completion rate

complete the full program so completion rate is about 90%. He noted every year there are students who are offered employment opportunities as a result of the summer work experience. 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.

### IV. 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.

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

### V. APRIL FINANCIAL STATEMENTS

April ended with a balance of \$365,577 and a fund balance of \$51,085,840. Revenue for the month included receipt of the first half property tax settlement of \$23,446,500, quarterly state subsidy of \$660,900 and the fiscal year 2017 waiver match reconciliation of \$322,700. Mr. Trunk noted that homestead and rollback is expected in the next month or so and also mentioned the second half property tax amount is usually more than first half. Expenditures for the month included payment of \$65,000 for the Summit 2020 Quality of Life Project and payments to DODD of \$6,514,300 for the quarterly waiver match and \$319,800 for the quarterly waiver administration fee. Mr. Trunk mentioned the benefits line item reflects a large payment to join the health consortium earlier in the year. The April Financial Statements have been recommended for approval by the May Finance & Facilities Committee.

The work session adjourned at 5:46 p.m.

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## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:46 p.m.

### I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, commented there have been a lot of stories in the news lately about people with disabilities and noted that the increased awareness is positive. She said that she continues to run into people in the community who don't seem to be aware that Summit DD is no longer a service provider. Ms. Frank wished everyone a safe summer and happy 4<sup>th</sup> of July.

### II. APPROVAL OF MINUTES

#### A. APRIL 25, 2019 (combined work session and regular meeting)

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

##### No. 19-05-01

Mr. Briggs moved that the Board approve the minutes of the April 25, 2019 combined work session and regular meeting, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

### III. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. COMDOC CONTRACTS

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

##### No. 19-05-02

Mr. Quade moved that the Board approve expenditures with ComDoc for 2019, in a total amount not to exceed One Hundred Sixty-Eight Thousand Two Hundred Twenty-Four Dollars (\$168,224), as presented in attachment #1, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Briggs, was unanimously approved.

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

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

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

##### 2. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM

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

No. 19-05-03

Mrs. Lee moved that the Board approve a partnership with Summit County Job & Family Services, Louisa Ridge Adult Day Services, Inc., and other providers to support eligible students in summer work experiences for the period June 10, 2019 through August 3, 2019, in a total amount not to exceed One Hundred Seventy Nine Thousand Three Hundred Fifty Five Dollars and Twelve Cents (\$179,355.12), as presented in attachment #2, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Ricks, was unanimously approved.

##### 3. SUMMIT DD SUMMER YOUTH WORK PROGRAM

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

No. 19-05-04

Mrs. Ricks moved that the Board approve a partnership with Bridges to Rehabilitation Services and other providers to support eligible students in a summer work program for the period June 10, 2019 through August 3, 2019, in a total amount not to exceed One Hundred Fifty-One Thousand Nine Hundred Twelve Dollars and Eighty Cents (\$151,912.80), as presented in attachment #3, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Gaugler, was unanimously approved.

##### 4. MINUTE MEN STAFFING SERVICES CONTRACT

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

No. 19-05-05

Mrs. Gaugler moved that the Board approve a contract with Minute Men Staffing Services for administration of the Summit DD Summer Work Program, for the period June 1, 2019 through August 31, 2019, in an amount not to exceed Fifty-Four Thousand Dollars (\$54,000.00), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Briggs, was unanimously approved.



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

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

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

##### 5. APRIL FINANCIAL STATEMENTS

#### RESOLUTION

No. 19-05-06

Mr. Dohnal moved that the Board approve the April Financial Statements, as presented in attachment #5. The motion, seconded by Mr. Briggs, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. NATIONAL POLICE WEEK

Mr. Trunk explained that in 1962 President Kennedy signed a proclamation which designated May 15<sup>th</sup> as Peace Officers Memorial Day and the week in which the date falls as Police Week. He introduced Joe Storad and Matt Petroc, deputies with the Summit County Sheriff's office who work with Summit DD each day. He also introduced Lt. Scott Cottle. Mr. Trunk stated the Board has had a great collaborative relationship with the Sheriff's office since 2013 assisting with security and MUI investigations. Since contracting with the Sheriff's office there have been 70 misdemeanor arrests and 52 felony arrest, all leading to indictments. Deputies Storad and Petroc support the health and safety priority established at Summit DD and they are experts in the field. Both help educate the public, conduct trainings and have done state-level presentations. They are incredible representatives of Summit DD. In honor of National Police Week, the Board passed the following resolution:

#### RESOLUTION

No. 19-05-07

Mrs. Wilkinson moved that whereas in 1962, President John F. Kennedy proclaimed May 15<sup>th</sup> as National Peace Officers Memorial Day and the calendar week in which May 15<sup>th</sup> falls as National Police week; and

Whereas the members of law enforcement agencies of Summit County play an important role in safeguarding the rights of citizens of our community with and without disabilities; and

Whereas the Summit County Sheriff's Office has been a strong partner of Summit Dd in helping to protect the health, safety and dignity of people with disabilities; and

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

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

#### A. NATIONAL POLICE WEEK *(continued)*

Whereas the Summit County Sheriff's Office plays an essential role by investigating crimes against citizens with disabilities and bringing to justice those responsible;

Now therefore be it resolved that the Summit DD Board hereby observes the week of May 13-19 as National Police Week, recognizing dedicated law enforcement officers, past and present, by their faithful and loyal devotion to citizens of every ability. The motion, seconded by Mrs. Ricks, was unanimously approved.

Deputy Petroc thanked the Board and stated he loves what he does and that it's an honor to work with Summit DD. Mr. Briggs thanked Deputies Storad and Petroc, Lt. Cottle and the Sheriff's Office and said they have gotten more out of this collaboration than the Board. These are the right people, in the right place, at the right time and it has made all the difference. The community knows that there is accountability and that makes a huge impact. There are now over 5,000 people who recognize they are safe and protected because of the work of the Sheriff's office and these Detectives and their service is appreciated.

#### B. 2019 FIRST QUARTER ACTION PLAN UPDATE

Mr. Trunk noted there is a new format for the Action Plan which is easier to read and can be used in a variety of ways such as for presentations. The Plan outlines goals and progress made and provides metrics, achievements and feedback. Some of the achievements in the first quarter include:

*Goal 1 – Ensure quality services while we cultivate opportunities for people to feel included*

- Provider Partnership Pilot – developed action plan with goals with two high priorities to create local solutions for the direct service professionals (DSP) shortage and to increase the levels of support for people with complex needs.
- Secured grant funding for multi-system youth and TANF funding to support summer youth employment.
- Recognized community partners at annual Appreciation Breakfast
- Received positive feedback from DODD on the new ISP. All SSAs have been trained in outcome writing.

Mr. Trunk added that Holly Brugh has been asked to represent Summit DD and participate on a state-wide committee to redesign the ISP.



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

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

#### B. 2019 FIRST QUARTER ACTION PLAN UPDATE *(continued)*

*Goal 2 – Empower an engaged workforce that achieves the best outcomes for people we support.*

- Diversity priority – SSA staff reflect the communities of those the Board supports, including the refugee and immigrant residents.
- Developing a survey to determine baseline levels of factors that impact employee engagement.
- Updated interview questions to ensure that people we hire reflect the core competencies of the Agency's values.

*Goal 3 – Ensure our system is sustainable for future generations.*

- Updated the Payor of Last Resort Policy to reflect the Waiting List Rule and staff are analyzing data to prepare for the 2020 budget process.
- Planning for future facilities use that allows the Agency to serve the community in the most efficient manner.

#### C. MISCELLANEOUS

Mr. Trunk advised that notification was received from DODD that the Agency's Plan of Correction has been accepted. He stated he is proud of achieving a three-year accreditation.

At a recent managers meeting a committee of staff presented on workforce and leadership competencies, the building blocks around relationships and organizational performance. The plan, under Danyelle Conner's leadership, is to weave these competencies into trainings and hiring decisions. Mrs. Conner added that competencies will be build into all position descriptions and noted that if there is a gap, skill development and coaching will take place. Mrs. Lee commented that she understands this is a work in progress. She said the document is easy to read and understand and she is looking forward to what the results may look like. She added that employee ownership is great because of the buy in and it creates a great culture.

Mr. Trunk stated he will be meeting with Barberton Mayor Judge to discuss the Barberton Center and talk about vehicles. He also commented that there is a party showing interest in possibly purchasing the Bath Center. There are still many details to work out. Updates will be provided as things progress.

Relative to the state budget, there is still money allocated for slight increases in Part C Early Intervention, new dollars have been added the first and second year of the budget around multi-system youth needs and increases for DSP wages in the hope of retaining quality staff in the field.

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## **BOARD MEETING (continued)**

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

#### **C. MISCELLANEOUS (continued)**

There is also language that reallocates dollars and also adds new money for reimbursement of transportation services. Money is being shifted away from larger buses and vehicles and moved to supporting use of smaller vehicle. There is also an add-on for providers that must modify vehicles for wheelchair accessibility. There is also an increase in funding for exit and diversion waivers. All these things are a move in the right direction.

Mr. Trunk provided a reminder about the upcoming OACB Spring Conference which will be held May 30<sup>th</sup> and 31<sup>st</sup> at the Hilton Columbus @ Easton. There are good sessions planned for both days including an entire track for Board Members on Friday.

The Summit DD golf outing will be held on August 12<sup>th</sup> at Fairlawn Country Club. Viaquest and Summit Housing Development Corporation are the main sponsors this year. The golf outing is the primary fundraiser for the levy. Mr. Trunk invited all to participate.

Mr. Trunk introduced Darian Johnson, a community representative. Mr. Johnson stated that he met with Randy Briggs about five years ago as Summit DD was in the process of hiring a new Superintendent and they talked about being intentional by increasing diversity in staff and leadership of the Agency, not just diversity, but the right fit. Mr. Johnson noted that Superintendent Trunk has done everything he has promised and has helped to make Summit DD the best, well-run organization in the state in terms of helping the community and supporting people. He hears it everywhere he goes; people making positive comments about Summit DD. Mr. Johnson thanked Mr. Trunk for his hard work and noted that he is finding qualified people who do the job well and surrounding himself with good staff. Mrs. Wilkinson thanked Mr. Johnson for attending the meeting and for his feedback and comments.

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

Mrs. Wilkinson commented that she is impressed by the workforce and leadership competencies. She shared that her summer program for her children, all age nine and under, fell through about a week ago. She said she felt transported back in time; when she mentioned her twins have Down Syndrome, people didn't call back. Then she remembered that she has the best organization at her fingertips and she called her sons' SSA. She said staff rallied around to support her and it meant allot. She said the level of customer service she received has upheld the competencies that were discussed tonight.

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

### V. PRESIDENT'S COMMENTS *(continued)*

She received a list of multiple programs that would accept her kids. This is what the Agency does best in this county – finding ways to include all people with their typical peers.

Mrs. Wilkinson said that her boys are graduating from third grade and the school was issuing an “all-parents” call. The call was read by a boy who uses an augmented communication device like her sons. Every family in the school got to hear the message communicated through the communication device which was a great way for adults to hear something different. Mrs. Wilkinson ended by commenting that it is a tremendous honor to serve on the Board along side of these wonderful Board colleagues.

### VI. EXECUTIVE SESSION

#### RESOLUTION

No. 19-05-08

Mrs. Lee moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) to consider the employment of a public employee and to discuss collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

The regular session of the Board Meeting adjourned at 6:28 p.m.

The Board entered Executive Session at 6:40 p.m.

The Board Meeting reconvened at 6:50 p.m.

### VII. ADDITIONAL ACTION ITEMS

#### A. WEAVER EDUCATION ASSOCIATION COLLECTIVE BARGAINING AGREEMENT

#### RESOLUTION

No. 19-05-09

Mr. Quade moved that the Board approve a Collective Bargaining Agreement with the Weaver Education Association (WEA) II, for the term of January 1, 2019 through December 31, 2021, as outlined in the parties' Tentative Agreement dated May 20, 2019. The motion, seconded by Mr. Dohnal, was unanimously approved.

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

### VII. ADDITIONAL ACTION ITEMS *(continued)*

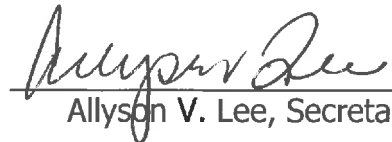
#### B. EMPLOYMENT CONTRACT – DREW WILLIAMS

##### RESOLUTION

No. 19-05-10

Mr. Briggs moved that the Board approve a contract of employment for Drew Williams, Director of Community Supports & Development, for the period September 15, 2019 through September 14, 2021. The motion, seconded by Mr. Quade, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:53 p.m.

  
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Allyson V. Lee, Secretary