

**SUMMIT COUNTY DEVELOPMENTAL DISABILITIES BOARD
COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

AGENDA

Thursday, September 26, 2019

Administrative Board Room

5:30 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

No Discussion Only Items this month

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

No Action Items Discussed Previously this month

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- I. AUGUST FINANCIAL STATEMENTS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. AUGUST 22, 2019 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. AUGUST FINANCIAL STATEMENTS
- VII. SUPERINTENDENT’S REPORT
- VIII. PRESIDENT’S COMMENTS
 - A. NOMINATING COMMITTEE
- IX. EXECUTIVE SESSION
- X. ADJOURN

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2019 AND 2018

	8/31/2019				8/31/2018			
	2019 ANNUAL BUDGET	2019 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2018 ANNUAL BUDGET	2018 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 51,941,268	\$ 26,456,823	\$ 25,484,445	49.1% 1	\$ 51,456,835	\$ 27,052,478	\$ 24,404,357	47.4%
REIMBURSEMENTS	13,462,254	7,168,157	6,294,097	46.8%	12,301,000	9,195,260	3,105,740	25.2%
GRANTS	1,523,329	928,852	594,477	39.0% 2	1,250,000	1,079,542	170,458	13.6%
CONTRACT SERVICES	120,000	24,659	95,341	79.5%	450,000	62,645	387,355	86.1%
REFUNDS	-	28,442	(28,442)	0.0%	-	22,580	(22,580)	0.0%
OTHER RECEIPTS	96,000	65,700	30,300	31.6%	86,000	159,402	(73,402)	-85.4%
TOTAL REVENUE	\$ 67,142,851	\$ 34,672,633	\$ 32,470,218	48.4%	\$ 65,543,835	\$ 37,571,907	\$ 27,971,928	42.7%
OPERATING EXPENDITURES								
SALARIES	\$ 16,409,804	\$ 10,440,711	\$ 5,969,093	36.4%	\$ 19,083,932	\$ 12,022,436	\$ 7,061,496	37.0%
EMPLOYEE BENEFITS	9,278,922	5,600,264	3,678,658	39.6%	8,611,271	4,634,405	3,976,866	46.2%
SUPPLIES	431,423	222,077	209,346	48.5%	708,020	273,137	434,883	61.4%
TRAVEL AND TRAINING	297,700	203,094	94,606	31.8%	315,350	161,245	154,105	48.9%
DIRECT CONTRACT SERVICES	9,572,233	5,657,031	3,915,202	40.9%	9,310,583	6,453,340	2,857,243	30.7%
INDIRECT CONTRACT SERVICES	1,863,335	1,078,754	784,581	42.1%	2,183,530	1,025,307	1,158,223	53.0%
MEDICAID COSTS	30,390,000	21,512,078	8,877,922	29.2% 3	28,410,000	21,645,155	6,764,845	23.8%
UTILITIES	565,175	328,010	237,165	42.0%	649,175	330,065	319,110	49.2%
RENTALS	8,000	5,385	2,615	32.7%	23,600	19,682	3,918	16.6%
ADVERTISING	145,000	84,946	60,054	41.4%	132,000	58,917	73,083	55.4%
OTHER EXPENSES	311,817	280,812	31,005	9.9%	335,250	255,213	80,037	23.9%
EQUIPMENT	304,000	161,500	142,500	46.9% 4	342,000	199,876	142,124	41.6%
REAL PROPERTY IMPROVEMENTS	300,000	16,290	283,710	94.6%	350,000	10,254	339,746	97.1%
TOTAL EXPENDITURES	\$ 69,877,409	\$ 45,590,952	\$ 24,286,457	34.8%	\$ 70,454,711	\$ 47,089,032	\$ 23,365,679	33.2%
NET REVENUES AND EXPENDITURES	\$ (2,734,558)	\$ (10,918,319)			\$ (4,910,876)	\$ (9,517,125)		
BEGINNING FUND BALANCE		ACTUAL						
PLUS: REVENUE	\$ 50,720,263	\$ 50,720,263						
LESS: EXPENDITURES	67,142,851	34,672,633						
	(69,877,409)	(45,590,952)						
ENDING FUND BALANCE	\$ 47,985,705	\$ 39,801,944						

**Recommended for approval by the September
Finance & Facilities Committee**

SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENT
FOR THE MONTH ENDED AUGUST 31, 2019
(Rounded)

An evenly distributed budget for a one month period
Evenly distributed budget remaining for four months

8.3%
33.3%

Revenue:

1 Property Taxes:

2 Grants:

Annual settlement from Akron Metropolitan Housing Authority (AMHA) for properties they own.

Quarterly Title XX reimbursement,
Multi-system Youth Grant quarterly reimbursement,
Part C Child Find Grant reimbursement.

\$

24,300

64,100

49,900

44,300

Expenditures:

3 Medicaid Costs:

4 Equipment:

Payment to DODD for quarterly waiver match.

Customized technical support for the document management and Job Router systems with ComDoc.

\$

6,142,500

79,600

Prior Months

Revenue:

Property Taxes:

Reimbursements:

The County's Executive office increased the Property Tax budget to reflect a revised tax collection estimate.

Beginning with the FY 2020 state bi-annual budget, DODD reallocated \$2.3m of the \$2.6m state subsidy to offset waiver match expense which reduces revenue and expenses but results in no net effect to the bottom line. The FSS portion will remain as an annual reimbursement and will be included in revenue.

\$

474,400

The total cost report audit settlement for FY 2015 was \$4,824,252 of which \$2,082,755 was for the MAC program and TCM. Because much of settlement was unbudgeted revenue for 2019, the remaining balance of \$2,741,498 for day program services was deposited into the Building Improvement Fund to be used for future facility renovations.

Expenditures:

Employee Benefits:

Other Expenses:

One-time payment of a reserve requirement to enter into the Stark County Schools benefits consortium and to receive an immediate benefit of premium holidays.

Ohio Association of County Boards (OACB) 2019 annual dues.

Payment to Wichter Insurance Company for the following insurance costs:

Cyber insurance with AIG-Illinois National Insurance,

Director and officers liability insurance with Selective Insurance Company,

Property & casualty, business automobile and umbrella coverage with Selective Insurance Company.

Annual county chargeback for building insurance.

\$

1,584,100

92,700

10,100

32,100

66,300

31,000

MINUTES – combined work session and regular meeting
Thursday, August 22, 2019

Summit County Board of Developmental Disabilities

MINUTES - DRAFT

Thursday, August 22, 2019

5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, August 22, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:31 p.m.

BOARD MEMBERS PRESENT

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

Board Member Excused

Denise Ricks, Board Vice President

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Russ DuPlain, Director of IT, Records & Facilities
Danyelle Conner, Director of HR
Mira Pozna, Director of Fiscal
Billie Jo David, Director of Communications and Quality

Joe Eck, Director of Labor Relations & Risk Management
Holly Brugh, Director of SSA & Children's Services
Drew Williams, Director of Community Supports & Development
Maggi Albright, Recording Secretary and others

I. SUMMIT DD 2020 BUDGET DRAFT

The Summit DD 2020 Budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. Staff are creating an internal budgeting process so that dollars can be tied to specific areas and services and supports versus a line item in the budget. The Summit DD 2020 budget request is in the amount of \$66,803,258 for the Operating Fund, \$89,415 for the Gifts and Donations Fund and \$6,388,386 for the Permanent Improvement Fund. The 2020 budget request reflects a revenue decrease of 5.3% and a decrease in operating expenses of 4.4% in comparison to the 2019 budget. The projected deficit spending in 2020 is \$3.2 million dollars. Revenue is projected to be down in comparison to the 2019 budget largely due to a methodology change at the Ohio Department of Developmental Disabilities (DODD) that has no effect on the bottom line.

MINUTES – combined work session and regular meeting
Thursday, August 22, 2019

WORK SESSION *(continued)*

I. SUMMIT DD 2020 BUDGET DRAFT *(continued)*

DODD moved about \$2.3 million dollars of state subsidy funding out of revenue and included it as an offset against waiver match expense beginning with the 2020 fiscal year state budget. Additionally, the 2019 budget included two years of cost report audit settlements rather than the typical one-year settlement. The 2020 budget includes additional staffing needs of 14 FTEs, as the number of individuals needing service coordination continues to increase at a higher rate than anticipated. In addition to increased staffing, salary costs increased due to a settled Collective Bargaining Agreement in 2019 and an overall 3% increase. Employee benefit costs for 2020 are lower when compared to 2019 due to a reserve payment required to enter into the Stark County Schools consortium, which gives Summit DD two premium holidays in 2020. Unemployment costs will be reduced in 2020 with the completion of Summit DD's transition out of being a direct service provider. Direct Contract Services will have a reduction in 2020 due to a planned three-year phase out of a contract with Summit Housing Development Corporation (SHDC). Indirect Contract Services includes an increase in architect fees for the development of facilities. Medicaid costs will be reduced in 2020 with the shift of the state subsidy funding but will be offset by additional individuals needing services. The revenue portion allocated to the Family Support Services (FSS) program of the state subsidy, which is approximately \$279,000, will be offset against match for Medicaid waivers. The FSS has been replaced with the Family Engagement Program (FEP), which is funded entirely with local levy dollars. The anticipated 2019 ending fund balance of \$47,985,705 less projected deficit spending results in a fund balance of \$44,796,224 at the end of 2020. The Summit DD 2020 budget draft has been recommended for approval by the July Finance & Facilities Committee.

II. AKRON CHILDREN'S HOSPITAL – PART C EARLY INTERVENTION CONTRACT

Early Intervention (Help Me Grow) is Ohio's system for serving children birth to age 3 who have or are suspected of having a developmental disability. Each year in Ohio, the Ohio Department of Developmental Disabilities (DODD) receives federal Part C Early Intervention (EI) dollars which are then allocated to each county's Family & Children First Council (FCFC). FCFC has asked Summit DD to enter into a contract to oversee the contract management and service coordination portion of Part C EI services. Summit DD would then subcontract with Akron Children's Hospital (ACH) for those services. The ACH contract would be for the period July 1, 2019 through June 30, 2020 in an amount not to exceed \$784,667. The request is to contract with Akron Children's Hospital to provide contract management, conduct evaluations to identify delays in the areas of adaptive, cognitive, communication, physical and social-emotional development and to provide service coordination to develop Individualized Family Service Plans (IFSP) to address the individual needs of each child for Part C EI services. In addition, an evaluation for eligibility for services takes place for each child referred.

MINUTES – combined work session and regular meeting
Thursday, August 22, 2019

WORK SESSION *(continued)*

II. AKRON CHILDREN'S HOSPITAL – PART C EARLY INTERVENTION CONTRACT ***(continued)***

Evaluations must be conducted by staff who are either dually certified in two different disciplines or by two staff who each have different certifications or licenses. Summit DD currently employs three dually certified evaluators and will be adding a fourth in the near future. Due to the limited amount of federal grant dollars available, Summit DD would contribute \$229,557 in salary costs for employees who perform the evaluations. ACH will absorb any salary increases for service coordination, however, there is an increase to the contract this year to account for a portion of a Service Coordinator salary that was absorbed by ACH in the 2018 grant period. In 2018, there were 845 children served and about 904 children will be served in 2019. Funds are available in the budget and will be supported by grant funds. The Akron Children's Hospital contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

III. JULY FINANCIAL STATEMENTS

July ended in deficit spending of \$2,713,350 and a fund balance of \$48,006,913. Revenue for July included \$2,082,800 for the Medicaid Administrative Claims and Targeted Case Management portion of the FY 2015 Cost Report audit settlement and \$279,000 for Family Support Services (FSS) portion of the state subsidy. Beginning with FY 2020 state bi-annual budget, DODD reallocated \$2.3 million dollars of the \$2.6 million dollars state subsidy to offset waiver match expense, which reduces revenue and expense but results in no net effect to the bottom line. The FSS portion will remain as an annual reimbursement and will be included in revenue. Expenditures for July included payment of \$110,700 for the shared pool agreement with Summit County Family and Children First Council, an annual contribution of \$50,000 to the Volunteer Guardian Program, \$373,300 quarterly waiver administration fee and \$1,250,900 annual supplemental waiver match. July was the second premium holiday month for health, dental and vision benefits. The cost savings to the Agency for July was approximately \$338,000. The estimated time to recover the remaining amount of the \$1.6 million-dollar reserve payment is about three additional premium holiday months. The Permanent Improvement Fund included an addition of \$2,741,498 for the day program portion of the 2015 cost report audit settlement and \$160,675 in disbursement of DODD Capital Assistance Program funds received in 2018 on behalf of Summit Housing Development Corp. The Permanent Improvement Fund balance was \$5,888,386 at the end of July. The July Financial Statements have been recommended for approval by the August Finance & Facilities Committee.

The work session adjourned at 5:43 p.m.

MINUTES – combined work session and regular meeting
Thursday, August 22, 2019

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:43 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, had mentioned last month that her daughter was getting married. She commented that as a result of the marriage, her daughter's social security has been reduced, which is unfortunate. Ms. Frank stated she is happy to hear about the collaboration with the local hospitals relative to mental health conditions; both her son and daughter have spent time in the hospital for mental health issues and this collaboration will be very beneficial for individuals and families. Ms. Frank congratulated Maggi Albright on her employment contract, which was approved by the Board last month.

II. APPROVAL OF MINUTES

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

R E S O L U T I O N

No. 19-08-01

Mr. Briggs moved that the Board approve the minutes of the July 25, 2019 combined work session and regular meeting, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2020 BUDGET

R E S O L U T I O N

No. 19-08-02

Mr. Quade moved that the Board approve the Summit DD budget for calendar year 2020 in the amount of Sixty Six Million Eight Hundred Three Thousand Two Hundred Fifty Eight Dollars (\$66,803,258.00) for the Operating Fund, Eighty Nine Thousand Four Hundred Fifteen Dollars (\$89,415.00) for the Gifts and Donations Fund and Six Million Three Hundred Eighty Eight Thousand Three Hundred Eighty Six Dollars (\$6,388,386.00) for the Permanent Improvement Fund, and authorize positions of employment, as indicated on the HR/LR Staffing Report in attachment #1.

MINUTES – combined work session and regular meeting
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BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

1. SUMMIT DD 2020 BUDGET (continued)

RESOLUTION

No. 19-08-02

Be it further resolved that the Board approve up to Twenty-Eight Million Forty Thousand Dollars (\$28,040,000.00) of the 2020 budget to pay the non-federal share of Medicaid expenditures for services under Ohio Revised Code Sections 5126.059 and 5126.0510. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Developmental Disabilities Board. The motion, seconded by Mr. Briggs, was unanimously approved.

2. AKRON CHILDREN'S HOSPITAL – PART C EARLY INTERVENTION CONTRACT

RESOLUTION

No. 19-08-03

Mrs. Lee moved that the Board approve a contract with Akron Children's Hospital for the period July 1, 2019 through June 30, 2020, for the provision of contract management and service coordination for Federal Part C Early Intervention Services, in an amount not to exceed Seven Hundred Eighty-Four Thousand Six Hundred Sixty-Seven Dollars (\$784,667.00), as presented in attachment #2, and that the Superintendent is authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

3. JULY FINANCIAL STATEMENTS

RESOLUTION

No. 19-08-03

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

MINUTES – combined work session and regular meeting
Thursday, August 22, 2019

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT

A. SARA KLINE, SUPERINTENDENT – CUYAHOGA FALLS PARKS & RECREATION

Superintendent Trunk introduced some special guests from the City of Cuyahoga Falls; Mayor Don Walters, Sara Kline, Kathy Bert and Tara Bartek. Sara Kline is a former Summit DD SSA, past Mayor of the City of Stow and also a past recipient of the Summit DD Russ Pry Award. She is now the Superintendent of the City of Cuyahoga Falls Parks and Recreation Department and is here tonight to talk about some of the exciting opportunities Cuyahoga Falls has to offer. Mayor Walters started by thanking the Board for inviting his staff to the meeting and for its support of the Mobile Rec Unit. He said the best thing that's happened to the City of Cuyahoga Falls in the past 30 years is hiring Sara; she is amazing and has incredible staff as well. Sara and her staff are taking programs to the next level and including all citizens in the community. The Mayor would like to share these programs with all mayors in the hope that all cities offer inclusive programs that invite individuals with disabilities to participate. It is the Mission of the Parks and Recreation Department to serve every person who works, lives and plays in Cuyahoga Falls. Ms. Kline shared that there are 26 parks and four major facilities in Cuyahoga Falls and noted that Lions Lodge will undergo renovations in the near future to become more accessible. The City has been intentional about its hiring and inclusive practices; some of the staff include people who speak different languages, staff fluent in sign language and a consultant on disability issues. Kathy Burt, who is a master aquatics instructor, mentioned that her daughter has been served by the Board for many years. Ms. Burt runs the adaptive aquatics program, which was created as a result of not being able to find an appropriate program for her daughter. The program provides aquatic readiness, safety and swimming skills for students within the school district's special education program. The program identifies, assesses, instructs and coaches individuals with disabilities who desire to participate in aquatic instruction and recreational activities. The program began in 2004 as a way to fulfill the gym credits for individuals on an IEP who were in jeopardy of failing gym. The program now has 4-5 instructors and serves 80-90 kids from Cuyahoga Falls and about 30-70 kids from Woodridge. Tara Bartek works with the programs that provide sensory-friendly opportunities, such as Sensory Zone at Downton on Friday nights throughout the summer, Sensory Trick or Treat, Sensory-Friendly Touch a Truck, Sensory-Friendly Easter Egg Hunt and Adapted Safety Town. Feedback is collected regularly in order to improve and expand events. The City of Cuyahoga Falls also partnered with Summit DD on the Summer Youth Work Experience Program and employed individuals with disabilities over the summer in seasonal jobs. The partnership was a big success and these seasonal workers were instrumental in getting jobs done that the full-time crew has not been able to get to.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. SARA KLINE, SUPERINTENDENT – CUYAHOGA FALLS PARKS & RECREATION ***(continued)***

Ms. Kline also mentioned that the City is available to provide the opportunity for vocational observations and well as volunteer experiences. Cuyahoga Falls offers youth camp for kids whose families cannot afford the YMCA programs. This year about 88 kids attended the camp. 2019 was the first year the City was able to offer camp for a hearing-impaired child by hiring his deaf education teacher. Some other events offered by the City include; Silent Disco, specifically designed for individuals living with Autism or sensory sensitivities, Courage League Sports, which provides adaptive equipment so that participants can join in at their own speed, adaptive music exploration classes, adaptive art and dance, just to name a few. There is such a positive response to the music classes that the City has hired a certified music therapist and will be expanding the program. The Mobile Rec Unit was started by refurbishing an old ambulance with the intent to make recreation affordable and accessible to all. The Mobile Rec Unit is packed full of art supplies and sports equipment and is completely inclusive and interactive. Summit DD staff have assisted in adapting any activity. The City of Cuyahoga Falls staff thanked the Board for the financial support in allowing its staff to participate and support this program. Staff from both entities look forward to continued collaboration. Beginning this Fall, the City will be expanding some of its recreational programs to include adults. Mayor Walters announced a special event on October 20th, Kenny King's 75th birthday party; all are invited to attend. Mr. Dohnal commented that his daughter receives services from the Board and she lives in Cuyahoga Falls. He said her neighbors have gone above and beyond in welcoming her and making her aware that she is part of the community. Mrs. Wilkinson thanked the Mayor, Ms. Kline and her staff for attending the meeting and sharing information about the many programs offered by the City. Superintendent Trunk thanked the Mayor and his staff and said the Board appreciates the partnership and indicated that creating these opportunities is very meaningful.

B. MISCELLANEOUS

Superintendent Trunk thanked all who participated, volunteered or were involved with the Summit DD Golf Outing. It was a very successful event that raised about \$26,000 profit that will go to the PAC for the next Levy campaign.

DODD Director Davis has accepted an invitation to visit Summit DD on September 20th. Staff are in the process of building an agenda which will include topics such as health disparity for individuals with disabilities, retirement benefits and the impact on social security and some of the unique partnerships and collaborations in Summit County.

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BOARD MEETING *(continued)*

V. PRESIDENT'S COMMENTS

Mrs. Wilkinson she went to a conference a few weeks ago that talked about third party validation and building a brand. She said that Summit DD has so many partnerships in the community that validate what the Board does. She has been a resident of Cuyahoga Falls for eleven years and takes advantage of the many wonderful programs offered. She stated it is amazing to live in a community where the focus is on individuals of all abilities being able to live great lives. She remarked that it is an honor to be part of the Summit DD Board and that it directly impacts her family every single day. With all the great things the Board and the City of Cuyahoga Falls are doing, she cannot wait to see the endless opportunities that await her kids as they get older.

There being no further business, the Board Meeting adjourned at 6:30 p.m.

Allyson V. Lee, Secretary