

MINUTES – combined work session and regular meeting
Thursday, November 21, 2019

Summit County Developmental Disabilities Board

MINUTES

Thursday, November 21, 2019
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, November 21, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:32 p.m.

Board Members Present

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
Mira Pozna, Director of Fiscal
Russ DuPlain, Director of IT and
Facilities
Danyelle Conner, Director of HR
Supports & Development
Maggi Albright, Recording Secretary

Billie Jo David, Director of
Communications & Quality
Holly Brugh, Director of SSA & Children's
Services
Drew Williams, Director of Community
Joe Eck, Director of Labor Relations and
Risk Management
and others

I. SUMMIT DD 2020 ACTION PLAN

The Ohio Administrative Code requires each county board to adopt by resolution a strategic plan. The Board approved Summit DD's 2019-2021 Long Range Plan in October 2018. The 2020 Action Plan outlines the action items Summit DD will carry out during the second year of the Long Range Plan. The 2020 action items are:

Goal 1: To ensure quality services while we cultivate opportunities for people to feel included.

1. Ensure Early Intervention services meet growing demand for services
2. Increase access and support for multi-system youth
3. Enhance supports for transition-age youth
4. Connect individuals to an array of residential options in the community
5. Partner with providers to enhance services to individuals we support

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WORK SESSION *(continued)*

I. SUMMIT DD 2020 ACTION PLAN *(continued)*

Goal 2: To empower an engaged workforce that achieve the best outcomes for people we support.

6. Recruit a qualified, diverse pool of candidates
7. Implement a performance management system
8. Implement work systems that support the needs of those we support

Goal 3: To ensure that our system is sustainable for future generations.

9. Address the needs of those on the wait list
10. Implement facilities use plan
11. Continue to refine long-term financial forecasts
12. Use data to drive organizational excellence

Feedback from individuals, families/guardians and providers will be gathered over the next month. The 2020 Action Plan has been recommended for approval by the November Finance & Facilities and Services & Supports Committees and will be reviewed by the December HR/LR Committee.

II. FACILITIES RENOVATIONS PROJECT

Summit DD has been planning to transition out of the Howe Road campus since 2016 and conducted a data-driven analysis to determine how to best serve its customers in all geographic areas of the County while maximizing current assets. This resulted in a plan to redevelop the Barberton and Cuyahoga Falls locations. Staff have been collaborating with a consultant, an architect firm and also with the County and the cities of Barberton, Cuyahoga Falls and Tallmadge on various aspects related to future plans. The City of Cuyahoga Falls has purchased property adjacent to the Cuyahoga Falls facility and will be funding and developing parking for use by Summit DD. It is proposed that the Cuyahoga Falls facility be renovated and expanded by 7,262 square feet, which is approximately 50% increase in size, at an estimated cost of \$6,580,000. The data center and associated storage equipment would be installed at the Cuyahoga Falls facility at an estimated cost of \$680,000. This cost includes upgrades and enhancements to current technology to improve employees' abilities to be mobile and to support remote work. The Barberton location would be renovated at an estimated cost of \$3,350,000. Various agreements will be required to develop and implement the proposed renovations at both locations, for a total cost not to exceed \$10,610,000. It is estimated that this project will take approximately 1½-2 years to complete with potential move in dates of September 2021 for Barberton and January 2022 for Cuyahoga Falls. There is an anticipated operational savings of \$600,000/year versus the cost of operating existing facilities. There is currently \$5.89 million dollars in the capital fund with an estimated \$2.24 million dollars in anticipated cost report settlement funds that have been earmarked for the capital fund. Future sale of buildings and assets will feed into the capital fund, which is estimated at \$2.50 million dollars.

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WORK SESSION *(continued)*

II. FACILITIES RENOVATIONS PROJECT *(continued)*

The proposed renovations would reduce the Board's overall building square footage from 250,000 to about 38,000 and would reduce acreage from 43 to 4-5 acres. Relative to operating costs, there is an expected savings of \$600,000/year to operate the renovated facilities versus current operating costs, with return on investment of 17.4 years, not factoring in avoidance costs. The return on investment becomes 10.8 years factoring in repairs needed on the administration building. Mr. Quade asked relative to the initial drawings how the offices at Barberton would be structured. Mr. DuPlain explained offices will be modular and ceilings will be added to some of the offices to ensure privacy. Ms. Wilkinson asked if the ADA restrooms will have accommodations such as adult changing stations for when individuals and families are visiting the building. Mr. DuPlain replied that interior designs are not complete, however, these types of things can certainly be incorporated; he thanked Ms. Wilkinson for her suggestion. Mr. Quade asked about staffing levels and space at the facilities relative to future growth. Mr. Trunk replied the designs reflect seating for about 230 staff which is a model where some staff will have shared space versus every staff person having a dedicated office space. Some staff are more mobile and work remotely since they visit individuals and families. Staff will be provided with alternative drop-in work locations within the community. Mrs. Lee commented that some larger corporations are moving to remote work models and have found it to be very successful and have even noted an increase in productivity. Mr. Briggs asked what method was used to determine the \$2.5 million-dollar value of the administrative campus. Mr. DuPlain responded that an independent real estate appraiser was used. He noted the Howe Road campus may be divided when it comes time to sell, depending on the needs of the buyer. Mr. Quade asked about cost if buildings were to be constructed from ground up. Mr. DuPlain replied that this was part of the analysis and it would be more than the \$10 million proposed for renovation of the two buildings. Also, part of the analysis was consideration of leasing various spaces around the County. The proposed renovations have been recommended for approval by the November Finance & Facilities Committee.

III. SUCCESS4KIDZ THERAPY CONTRACT

Success4Kidz (S4K) has been providing consultative therapy services on behalf of the Board since 2007. Summit DD follows the evidence-based Early Intervention (EI) model recommended by the Ohio Department of Developmental Disabilities (DODD). This model provides consultative, in-home services to families through a coaching approach. S4K staff participate in evaluations to determine eligibility for EI services, they meet weekly with Help Me Grow (HMG) Service Coordinators and Developmental Specialists to ensure that families are supported by one primary service provider who is backed by a team of support professionals and OT and PT staff are added to the team to act as the primary service provider when needed to allow for the best fit for each family.

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III. SUCCESS4KIDZ THERAPY CONTRACT *(continued)*

In the past nine months, S4K has completed 1,902 home visits, which is an average of 211 visits per month; an increase of 16 visits per month over last year. This increase is consistent with the increase in children eligible for EI services. S4K also serves children age 3-5 and staff collaborate with the Inclusion program to help promote inclusion in childcare centers. The recommendation is to enter into a one-year contract for the period January 1, 2020 through December 31, 2020 in an amount not to exceed \$466,500. Costs are billed at an hourly rate of \$75 or \$18.75/unit of service, which is the standard Medicaid rate. Services provided under this contract were RFP in 2017. The intent is to conduct a RFP at the end of the new contract period. Funds are available in the budget and the S4K Contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

IV. SUMMIT COUNTY DEPARTMENT OF JOB & FAMILY SERVICES (DJFS) ONSITE ASSISTANCE CONTRACT

Summit DD receives onsite assistance from a DJFS caseworker who maintains an office at Summit DD's administrative campus. The caseworker provides assistance with Medicaid enrollment, Medicaid waivers, Healthy Start and food assistance programs. Persons served and families are able to work directly with the DJFS staff without going to the Akron DJFS offices. Additionally, Summit DD staff have direct access to this caseworker on a daily basis. The advantage of this arrangement, which has been in effect since 2013, allows for the caseworker to address special issues and barriers that delay Medicaid enrollment. The DJFS caseworker is supporting an average of 32 people per month with Medicaid eligibility as it pertains to a DODD waiver and nine additional people with community Medicaid. The caseworker averages 82 phone calls and 187 e-mails each month. The request is to renew the contract with DJFS for the period January 1, 2020 through December 31, 2020 in an amount not to exceed \$80,000, which is an increase of \$2,000 over the 2019 contract to support a salary increase for the caseworker. Reimbursement would be made to DJFS on a monthly basis. Funds are available in the budget and the JFS Contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

V. NORTHEAST OHIO NETWORK (NEON) CONTRACT – FAMILY ENGAGEMENT PROGRAM

NEON is a Council of Governments (COG) established under the authority of Chapter 167 of the Ohio Revised Code. The primary purpose of NEON is to coordinate the power and duties of the member Boards to better benefit and serve individuals with developmental disabilities. Summit DD contracts with NEON to act as a flow through for reimbursement of funds to individuals and families using the Family Engagement Program (FEP).

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V. NORTHEAST OHIO NETWORK (NEON) CONTRACT – FAMILY ENGAGEMENT PROGRAM *(continued)*

These funds allow individuals ages 0-22, without Medicaid waivers, the ability to access up to \$1,800 of funding which can be used to participate in activities that enhance their lives. These activities include: summer camps, community programs, school activities, therapy, specialized equipment and technology supports. To date, 705 families accessed the FEP, with the majority using funds to pay for both community-based (61) and specialized (223) camps, community clubs/classes (219) and adaptive equipment (59). Families pay for goods/services up front and upon an approved receipt are reimbursed for the expenses. The contract allows NEON to deposit funds directly into a parent/guardian account for reimbursement. The total amount allocated to the FEP is \$605,000. In addition, NEON charges an administrative fee of \$12.50 per transaction, with a cap of \$10,000. This contract also includes Summit DD's annual dues of \$6,000. The request is to renew a contract with NEON for the period January 1, 2020 through December 31, 2020 in an amount not to exceed \$621,000. Funds are available in the budget and the NEON contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

VI. SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL CONTRACT

The Ohio Revised Code (ORC) requires that Family and Children First Councils (FCFC) develop county-specific Service Coordination Mechanism (SCM), which serves as a 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 children age birth through 21 and to ensure that eligible families have access to service coordination. Summit DD has two staff that serve as part of the committee. The Summit County SCM Committee meets weekly to:

- Review and monitor requests for community-based services for children with multi-system needs
- Provide case consultation from a multi-system prospective to staff from agencies dealing with complex youth/families
- Refer families for wrap around/service coordination
- Review individual cases that need of more restrictive placement settings, such as residential treatment and monitoring
- Issue recommendations and/or offering alternatives to better serve youth/families

From January 2019 through the end of October, there have been 71 wraparound/ service coordination referrals, ten involving youth with developmental disabilities; 56 funding requests have been reviewed, with 36 of those involving youth with developmental disabilities (requests included camps, safety items, YMCA memberships, gas cards, structured activities and mentoring);

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VI. SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL CONTRACT *(continued)*

25 requests for out of home placement were received, with nine involving youth with developmental disabilities. Funds for this contract are pooled from other agencies (Summit DD - \$110,700; Summit County Children's Services \$171,245; Juvenile Court \$131,084; ADM Board \$145,431). The request is to renew a contract with the Summit County FCFC for the period January 1, 2020 through December 31, 2020, in an amount not to exceed \$110,700. Funds are available in the budget and the FCFC contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

VII. GARDINER CONTRACT

Summit DD uses Gardiner to provide routine and emergency maintenance on HVAC units at all facilities. The 2020 annual maintenance contract is in the amount of \$49,992. Summit DD has also budgeted an additional \$30,000 for repairs on non-maintainable parts, such as heat exchangers, ductwork, structural supports, drain pipes, replacement of obsolete parts, etc. This is an estimate and is likely to be less, however, due to the age of some of the units, there is increased risk of significant repairs. Funds are available in the budget and the Gardiner contract has been recommended for approval by the November Finance & Facilities Committee.

VIII. PRIMARY SOLUTIONS CONTRACT

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application for tracking individuals supported by the Board and to manage billing activities. The annual license cost for Gatekeeper in 2020 will be \$53,994, which is a .8% decrease over 2019. Summit DD uses OhioDD.com provided by Primary Solutions for tracking billing and utilization of services. The annual 2020 license cost for OhioDD.com will be \$8,810, which is a 2.5% increase over 2019. Summit DD has also budgeted \$5,000 in 2020 for customized work and training from Primary Solutions. The request is to renew a contract in 2020 with Primary Solutions in an amount not to exceed \$67,804. Funds are available in the budget and the Gardiner contract has been recommended for approval by the November Finance & Facilities Committee.

IX. SUMMIT COUNTY SHERIFF'S CONTRACT

The contract with the Summit County Sheriff's office provides an assigned deputy and vehicle to be responsible to patrol inside and outside Summit DD facilities and parking areas as well as take initial criminal notifications and complete initial police reports for major unusual incidents (MUI) of a criminal nature. The contract also provides a detective to investigate criminal cases, including conducting relevant interviews, searching for suspects, gathering evidence, obtaining warrants, courtroom testimony and other duties based on case-specific demands.

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WORK SESSION *(continued)*

IX. SUMMIT COUNTY SHERIFF'S CONTRACT *(continued)*

Additionally, the detective coordinates with the Summit County Prosecutor's office and other law enforcement jurisdictions as needed to educate the community regarding criminal cases involving individuals with developmental disabilities. In 2019 there have been 33 arrests; 20 misdemeanor and 13 felony. The contract includes \$4,000 for security at events that external entities hold at Summit DD buildings. The request is to renew the contract with the Summit County Sheriff's office for the period January 1, 2020 through December 31, 2020 in an amount not to exceed \$246,888.01, which is an increase of \$7,229 over the 2019 contract to cover the cost of salary increases as well as incidental costs for the use of a vehicle. Funds are available in the budget and the Summit County Sheriff's contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

X. ALTURA CONTRACTS

Summit DD's phone system was originally purchased eight years ago and has not been upgraded. The request is to enter into contracts with Altura, the vendor that supports the existing phone system, to configure and install a new phone system and to provide updated licenses and maintenance. Upgrades to the phone system would allow staff to work remotely yet still use their work phone number via a computer or cell phone, enable "twinning" to seamlessly switch calls between a physical desk phone, cell phone and/or computer, leverage more modern technology for call routing and handling, stage Summit DD to be able to move to different buildings without loss of phone system functionality, improve disaster recovery and allow the existing phone system to be used with the new upgraded system, resulting in \$100,000 savings versus purchasing an entire new system. Total costs would not exceed \$105,502. Funds are available in the budget and the Altura contracts have been recommended for approval by the October Finance & Facilities Committees.

XI. OCTOBER FINANCIAL STATEMENTS

October ended in a positive position of \$1,000,090 with a fund balance of \$51,720,353. Revenue in October was the TANF Summer Youth Employment Program reimbursement of \$131,300. Expenditures in October included incremental funding of \$150,000 for the Family Engagement Program; \$38,600 for contracts with providers who participated in the TANF Summer Youth Program; building appraisals and architect fees of \$14,500; and payments to DODD for quarterly waiver match of \$6,142,400 and quarterly administrative fees of \$382,000. The homestead rollback of approximately \$3 million dollars is expected any time. The October Financial Statements have been recommended for approval by the November Finance & Facilities Committee.

The work session adjourned at 6:45 p.m.

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BOARD MEETING

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The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:45 p.m.

I. BOARD MEMBER CAUCUS

Mrs. Lee asked how long the Agency has been part of the Stark County Consortium and if services are satisfactory. Mr. Trunk replied it will be a year in January and staff are very pleased. Two premium holidays have been actualized since the Board prepaid the reserve and the reserve will be paid off in under two years. Staff have expressed satisfaction with services provided under the consortium.

II. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, asked if the coolers/freezers at Bath and Tallmadge would be fixed. Mr. DuPlain replied they will not be repaired. Ms. Frank asked if Blick is still utilized for OT/PT services. Mrs. Brugh responded Blick is used for adults and S4K is used for children. Ms. Frank asked if the Sheriff's contract provides for patrol at Bath Center. Mr. Trunk replied that it does and noted Bath is patrolled periodically. Ms. Frank wished everyone a happy Thanksgiving.

III. APPROVAL OF MINUTES

A. OCTOBER 24, 2019 (combined work session and regular meeting)

R E S O L U T I O N

No. 19-11-01

Mr. Briggs moved that the Board approve the minutes of the October 24, 2019 combined work session and regular meeting, as presented in attachment #12. The motion, seconded by Mr. Quade, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT COUNTY SHERIFF'S CONTRACT

R E S O L U T I O N

No. 19-11-02

Mr. Quade moved that the Board renew a contract with the Summit County Sheriff's office for security and criminal investigation services for the period January 1, 2020 through December 31, 2020, in an amount not to exceed Two Hundred Forty-Six Thousand Eight Hundred Eighty Eight Dollars and One Cent (\$246,888.01), as presented in attachment #9, 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)*

IV. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. ALTURA CONTRACTS

R E S O L U T I O N

No. 19-11-03

Mrs. Lee moved that the Board approve contracts with Altura Communication Solutions for 2019, in an amount not to exceed One Hundred Five Thousand Five Hundred Two Dollars (\$105,502), as presented in attachment #10, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Briggs, was unanimously approved.

3. OCTOBER FINANCIAL STATEMENTS

R E S O L U T I O N

No. 19-11-04

Mrs. Ricks moved that the Board approve October Financial Statements, as presented in attachment #11. The motion, seconded by Mrs. Gaugler, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. OACB ANNUAL CONFERENCE – DELEGATE ASSEMBLY

The OACB Annual Convention will be held December 4-6 at the Hilton Columbus @ Easton with the Delegate Assembly conducted on Wednesday, December 4th at 6:00 p.m. Each county board is to appoint a Delegate and an Alternate for the Assembly meeting. Mr. Dohnal nominated Tami Gaugler to be the Summit DD Delegate. Mrs. Gaugler accepted. Mr. Dohnal will act as the Alternate. Mrs. Lee asked what Delegate responsibilities entail. Mr. Trunk replied that Delegates vote on any resolutions presented and also on new OACB Trustees. He noted there are no resolutions being proposed for the December meeting.

B. MISCELLANEOUS

Mr. Trunk thanked Leslie Frank for testifying at the Cuyahoga Falls City Council meeting. Ms. Frank spoke as a long-time resident of Cuyahoga Falls, as a former Summit DD staff and as a parent about services provided by the Board. Mr. Trunk stated he appreciated Ms. Frank appearing and making comments.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

B. MISCELLANEOUS *(continued)*

Mr. Trunk distributed information relative to Ms. Wilkinson's question last month about the Board's economic impact on the community. The information is broken down into categories. The Board pays local waiver match of \$27,308,212 with federal share of \$46,497,767 for a total of \$73,805,980. The local state allocation and state funded waivers is \$15,853,729 with federal share of \$26,994,188 for a total of \$42,847,917. This equates to \$43,161,942 in total local share, \$73,491,955 in federal share and a grand total of \$116,653,897. There are 1,311 providers in Summit County; 474 agency and 837 independent. 650 providers have service authorizations. Direct services funded with levy dollars in 2018 were \$5,913,593 and other service contracts, such as therapies, Help Me Grow, collaborations, etc. were \$3,428,237. Service contracts in 2018 totaled \$9,341,830. Indirect contracts for things such as building maintenance, consulting, legal fees, IT support, etc. totaled \$1,437,057 in 2018. Inter-governmental contracts (Oriana House, Volunteer Guardian Program, FCFC, etc.) totaled \$524,741. The impact of payroll taxes on a \$16 million-dollar payroll at 2% is \$320,000. The grant total estimated economic impact is \$127,752,784 flowing through Summit DD into the community. Mr. Quade wondered what the impact might be if the levy did not pass. Mr. Trunk replied there would be many contingencies involved. Mrs. Pozna added that mandated versus non-mandated services would need to be considered. Ms. Wilkinson thanked the Superintendent and staff for providing this very valuable information and noted the Board's economic impact is bigger than expected and it is very impressive. It is a compliment to the amazing story about the services the Board provides.

The All Agency In-Service was held on November 18th with breakout sessions at Administration in the morning and a luncheon, keynote speaker and service awards held at Silver Lake Country Club in the afternoon. The keynote speaker was Meghan Wilkinson. Mr. Trunk thanked Danyelle Conner and her staff for putting together a wonderful day for staff and also thanked Ms. Wilkinson for addressing staff as a parent. Staff are still talking about the nice day and how powerful Ms. Wilkinson's speech was.

Mr. Trunk thanked Drew Williams for seeking out a partnership and building a relationship with the new AMHA Director, Brian Gage. Summit DD will be participating in a voucher program with AMHA and will be able to access about 20 housing vouchers with the hope of increasing that number each year. Access to these vouchers will enable people to pay less in rent and retain more money in their pockets.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

B. MISCELLANEOUS *(continued)*

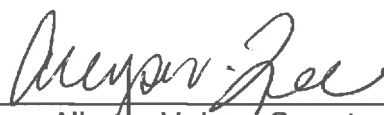
Mr. Trunk thanked Mrs. Pozna for assisting with Summit DD's 2020 budget presentation to County Council recently. He noted the presentation went well and it is anticipated that County Council will approve the \$70 million-dollar budget soon.

Staff from DODD visited Summit DD a few months ago to talk about inclusive activities in Summit County. Those staff took that information back to Director Davis and also talked with Governor DeWine's staff about the activities in Summit County. As a result, Governor DeWine will be visiting Summit DD on December 18th from 1:00-3:00 to see firsthand the innovative things Summit DD has been doing around inclusion. He will tour integrated child care centers and staff will also discuss multi-system grants as well as employment and inclusive libraries and social settings.

VI. PRESIDENT'S COMMENTS

Ms. Wilkinson complimented Danyelle Conner, Kristen Olesky and the rest of the staff involved in putting together the All Agency In-service; it was a wonderful event celebrating staff. She noted the recognition of staff was extraordinarily impressive and she enjoyed being part of the day. Ms. Wilkinson thanked staff for all the hard work they do and stated that each and every person has an important role at Summit DD and is appreciated. She wished all a happy Thanksgiving.

There being no further business, the Board Meeting adjourned at 7:05 p.m.


Allyson V. Lee, Secretary