

SUMMIT COUNTY DEVELOPMENTAL DISABILITIES BOARD
ANNUAL ORGANIZATIONAL MEETING AND
COMBINED WORK SESSION/REGULAR MONTHLY MEETING

AGENDA

Thursday, January 23, 2020
Administrative Board Room
5:30 p.m.

ANNUAL ORGANIZATIONAL MEETING

- I. CALL TO ORDER – 2020 ORGANIZATIONAL MEETING
- II. ELECTION OF OFFICERS
 - A. PROPOSED: PRESIDENT
VICE PRESIDENT
SECRETARY
 - B. ELECTION OF OFFICERS
- III. ETHICS COMMITTEE
- IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES
 - A. PROPOSED: FINANCE & FACILITIES COMMITTEE
HR/LR COMMITTEE
SERVICES & SUPPORTS COMMITTEE
- V. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT
- VI. ADJOURN ORGANIZATIONAL MEETING

WORK SESSION

DISCUSSION ONLY ITEMS

No Discussion Only Items this month

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- I. CORNERSTONE CONTRACT – DATA MANAGEMENT SYSTEM

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- II. DECEMBER FINANCIAL STATEMENTS
- III. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2020 MEMBERSHIP DUES

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. DECEMBER 19, 2019 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. CORNERSTONE CONTRACT – DATA MANAGEMENT SYSTEM
 - 2. DECEMBER FINANCIAL STATEMENTS
 - B. OTHER
 - 1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2020 MEMBERSHIP DUES
- VII. SUPERINTENDENT’S REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Human Resources Data Management System	Board approval is required for a contract with Cornerstone, a software management system used by HR that includes applicant tracking, employee performance, and learning modules.	Board approve a three-year contract with Cornerstone, effective January 1, 2020 through December 31, 2022, for the purchase of an HR software suite for the total three-year cost not to exceed \$123,859.17.
SUPPORTING DATA FOR RECOMMENDATION		
<p>Summit DD is proposing to create a “one-stop-tool” for end users and administrators for all HR employee data management needs. Cornerstone on demand is the selected vendor for our talent management software system. The annual cost of this system will be \$39,483.00 the first year, \$41,259.74 the 2nd year, and \$43,116.43 the 3rd year. The total cost of the three-year contract would not exceed \$123,859.17, which is an average annual cost of \$41,286.39. The current HR software systems used by Summit DD have an annual cost of \$47,463; replacing the current software with the Cornerstone software suite results in an annual savings of \$6,176.61 as well as enhanced capabilities, including:</p>		
Current State		Future State
Recruiting		
Many manual processes today including weeding out unqualified candidates and not sourcing to other job boards for a diverse candidate pool.	Automating the recruiting process will save time and increase adoption with a diverse candidate pool.	
Learning		
Epic Tracking system is used to track individual learning but does not talk to the learning management system, resulting in manual data entry.	A system that can easily track, monitor and report on e-Learning and facilitated learning.	
Performance		
Documents and tracks annual appraisals but does not include individual employment development components.	Access to annual appraisals and ongoing employee coaching that can easily be modified to accommodate all employees and bargaining units. Aligns employee performance with developmental tools.	

Summit DD is currently using systems that do not interface with each other, which causes double data entry, decrease of user adoption and management of multiple systems. This system will also integrate the employee badge system with the Agency’s timekeeping system and Microsoft Outlook.

Funds are available in the budget to support this request.

**Recommended for approval by the December HR/LR Committee
and the January Finance & Facilities Committee**

Submitted By: _____

For: _____ Superintendent/Assistant Superintendent

Finance & Facilities Committee

Services & Supports Committee

HR/LR Committee

Date: December 2, 2019

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	12/31/2019			12/31/2018			YTD % BUDGET REMAINING	2018 ANNUAL BUDGET	2018 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2019 ANNUAL BUDGET	2019 YTD ACTUAL	YTD \$ BUDGET REMAINING	2018 ANNUAL BUDGET	2018 YTD ACTUAL	YTD \$ BUDGET REMAINING					
OPERATING REVENUE											
PROPERTY TAXES	\$ 51,941,268	\$ 52,210,738	\$ (269,470)	\$ 51,456,835	\$ 51,904,190	\$ (447,355)	-0.5%				-0.9%
REIMBURSEMENTS	13,462,254	11,297,931	2,164,323	12,301,000	11,944,657	356,343	16.1% 1				2.9%
GRANTS	1,523,329	1,335,078	188,251	1,250,000	1,706,696	(456,696)	12.4%				-36.5%
CONTRACT SERVICES	120,000	29,479	90,521	450,000	69,037	380,963	75.4%				84.7%
REFUNDS	-	33,771	(33,771)	-	29,512	(29,512)	0.0%				0.0%
OTHER RECEIPTS	96,000	99,278	(3,278)	86,000	222,429	(136,429)	-3.4%				-158.6%
TOTAL REVENUE	\$ 67,142,851	\$ 65,006,275	\$ 2,136,576	\$ 65,543,835	\$ 65,876,521	\$ (332,686)	3.2%				-0.5%
OPERATING EXPENDITURES											
SALARIES	\$ 16,409,804	\$ 15,830,792	\$ 579,012	\$ 19,083,932	\$ 17,656,473	\$ 1,427,459	3.5%				7.5%
EMPLOYEE BENEFITS	9,278,922	8,008,756	1,270,166	8,611,271	6,998,470	1,612,801	13.7%				18.7%
SUPPLIES	431,423	318,947	112,476	708,020	369,285	338,735	26.1%				47.8%
TRAVEL AND TRAINING	297,700	310,917	(13,217)	315,350	246,451	68,899	-4.4%				21.8%
DIRECT CONTRACT SERVICES	9,565,568	8,316,566	1,249,002	9,301,833	9,341,830	(39,997)	13.1%				-0.4%
INDIRECT CONTRACT SERVICES	1,870,000	1,465,981	404,019	2,198,530	1,437,057	761,473	21.6%				34.6%
MEDICAID COSTS	30,390,000	28,036,558	2,353,442	28,410,000	28,504,362	(94,362)	7.7%				-0.3%
UTILITIES	565,175	417,265	147,910	642,925	472,402	170,523	26.2%				26.5%
RENTALS	8,000	8,284	(284)	23,600	21,706	1,894	-3.6%				8.0%
ADVERTISING	145,000	134,283	10,717	132,000	88,833	43,167	7.4%				32.7%
OTHER EXPENSES	311,817	319,062	(7,245)	335,250	300,698	34,552	-2.3%				10.3%
EQUIPMENT	304,000	210,681	93,319	342,000	232,936	109,064	30.7% 2				31.9%
REAL PROPERTY IMPROVEMENT	300,000	61,781	238,219	350,000	33,012	316,988	79.4% 3				90.6%
TOTAL EXPENDITURES	\$ 69,877,409	\$ 63,439,873	\$ 6,437,536	\$ 70,454,711	\$ 65,703,515	\$ 4,751,196	9.2%				6.7%
NET REVENUES AND EXPENDITURES	\$ (2,734,558)	\$ 1,566,402		\$ (4,910,876)	\$ 173,006						
BEGINNING FUND BALANCE		ACTUAL									
PLUS: REVENUE	\$ 50,720,263	\$ 50,720,263									
LESS: EXPENDITURES	67,142,851	65,006,275									
ENDING FUND BALANCE	(69,877,409)	(63,439,873)									
	\$ 47,985,705	\$ 52,286,665									

**Recommended for approval by the
January Finance & Facilities Committee.**

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2019
(Rounded)**

<u>Revenue:</u>			
1	Reimbursements:	Medicaid Administrative Claims (MAC) quarterly reimbursement.	\$ 435,500
		The Medicaid Administrative Claims (MAC) and Targeted Case Management (TCM) portions of the FY 2016 Cost Report audit settlement.	2,044,900
		The total cost report audit settlement for FY 2016 was \$4,283,628 of which \$2,044,919 was for the MAC program and TCM. Because much of settlement was unbudgeted revenue for 2019, the remaining balance of \$2,238,709 for day program services was deposited into the Permanent Improvement Fund to be used for future facility renovations.	
	<u>Expenditures:</u>		
2	Equipment:	Down payment made to Altura Communication Solutions for the phone system upgrade.	\$ 25,100
		Purchase of server software licenses to upgrade servers from a 2008 platform that will no longer be supported.	24,100
3	Real Property Improvement:	New waterline installation at the Tallmadge Center.	19,500

Year End Variances

<u>Revenue:</u>			
	Property Taxes:	In February the County's Executive office increased the property tax budget by \$474,433 to reflect an amended tax certificate. This in addition to the over-budget collections reflected on the statement is a total of \$743,903 more than the originally approved budget.	
	Reimbursements:	Under-budget due to DODD's shift of state subsidy dollars which reduced revenue but offset waiver match expense. In addition, less than budgeted cost report settlement was allocated to the operating fund.	
	Grants:	Overall less than budget.	
	Contract Services:	Under-budget due to an unanticipated decrease in waivers allocated for needs of the Children Services Board as children are granted alternative supports.	
	<u>Expenditures:</u>		
	Employee Benefits:	Under-budget results due to the benefit of receiving two premium holiday months for entering the Stark County Schools Consortium that was not taken into consideration during budget development, lower than anticipated unemployment costs and a state rebate resulting in no Workers' Compensation insurance cost for the year.	
	Supplies:	Overall less spending than budgeted with the majority of the savings in the IT area and building maintenance supplies.	
	Travel and Training:	Timing difference in payment of 2018 staff mileage and travel reimbursements.	
	Direct Contract Services:	Direct services provided by private providers funded with levy dollars was less than budgeted. In addition, much of the costs budgeted for Special O were funded with donated funds and costs for the TANF Summer Youth Program were less than budget.	
	Indirect Contract Services:	Overall less spending than budgeted with the majority of the savings in the areas of consultants and IT supports.	
	Medicaid Costs:	DODD re-allocated State Subsidy out of revenue and included it as an offset of waiver match expense. This shift was not anticipated at the time of budget development.	
	Equipment:	Less than budgeted spending on computers and hardware.	
	Real Property Improvements:	Efforts to reduce spending to a minimum with the anticipation of moving out of the current Administration Building.	

**SUMMIT COUNTY DD BOARD
SUMMARY OF CHANGES IN FUND BALANCE
SCHEDULE OF OTHER FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Gifts and Donations Fund

Fund Balance, 1/1/2019		\$	133,532
Add Revenue:			
Donations			5,737
Interest income			692
			6,429
Less Expenditures			77,460
Ending Fund Balance, 12/31/19		\$	62,501

Medicaid Reserve Fund

The first of two payments from DODD to be used to help offset the increase in waiver match relative to the DSP wage increases.

		\$	1,312,572
Fund Balance, 1/1/2019		\$	1,312,572

Permanent Improvement Fund

Fund Balance, 1/1/2019		\$	3,307,563
Add Revenue:			
Day program portion of the 2015 cost report audit settlement			2,741,498
Day program portion of the 2016 cost report audit settlement			2,238,709
Proceeds from the sale of vehicles			103,065
Flow-thru DODD Capital Assistant funds			160,440
			5,243,712
Less Expenditures:			
Funding for site development at the Cuyahoga Falls location			160,675
Flow-thru DODD Capital Assistant funds to SHDC			160,440
			321,115
Ending Fund Balance, 12/31/19		\$	8,230,160

Escrow Fund - Bid Deposits

Ending Fund Balance, 12/31/19		\$	6,602
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* No activity

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

Summit County Developmental Disabilities Board

MINUTES - DRAFT

Thursday, December 19, 2019
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, December 19, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:33 p.m.

Board Members Present

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

Board Member Excused

Meghan Wilkinson, Board President
Randy Briggs

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. CORNERSTONE CONTRACT – TALENT MANAGEMENT SYSTEM

Summit DD currently utilizes systems for recruiting, staff continuing education and performance that do not interface with each other. This causes double data entry, decrease in user adoption and the necessity to manage multiple systems. Staff are proposing that Summit DD create a "one-stop-shop" for end users and administrators for all talent management by entering into a three-year contract with Cornerstone, effective January 1, 2020 through December 31, 2022. Cornerstone has an automated recruiting process that will save time and increase user adoption with a diverse candidate pool. The system can easily track, monitor and report on e-learning and facilitated learning and annual appraisals and ongoing staff coaching can be modified to accommodate all staff and bargaining units. The total cost of a three-year contract would not exceed \$123,859.17.

WORK SESSION *(continued)*

I. CORNERSTONE CONTRACT – TALENT MANAGEMENT SYSTEM *(continued)*

The first-year cost would be \$39,483; \$41,259.17 the second year; and \$43,116.43 the third year. This contract would represent an annual savings of \$6,1756.61 over the systems currently used for these functions. Funds are available in the budget and the Cornerstone contract has been recommended for approval by the December HR/LR Committee.

II. 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

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 was gathered and incorporated into the Plan. The 2020 Action Plan has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

III. FACILITIES RENOVATIONS PROJECT

Summit DD has been planning to transition out of the Howe Road campus since 2016. A data-driven analysis was conducted to determine how to best serve 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.

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

WORK SESSION *(continued)*

III. FACILITIES RENOVATIONS PROJECT *(continued)*

The City of Cuyahoga Falls 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 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. 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. Trunk mentioned that a cost report settlement of approximately \$2 million dollars is expected to be received soon and those funds will be added to the capital fund. The proposed renovations have been recommended for approval by the November Finance & Facilities Committee.

IV. 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, 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. 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.

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

WORK SESSION *(continued)*

IV. SUCCESS4KIDZ THERAPY CONTRACT *(continued)*

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.

V. 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.

VI. 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). 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.

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

WORK SESSION *(continued)*

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

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.

VII. 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. 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); 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).

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

WORK SESSION *(continued)*

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

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.

VIII. 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.

IX. 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.

X. NOVEMBER FINANCIAL STATEMENTS

November ended with a balance of \$1,362,972 and a fund balance of \$52,083,235. Revenue for the month included \$2,981,900 for the second half homestead and rollback tax settlement and \$66,000 in quarterly Title XX reimbursement. Some expenditures in November were \$50,000 for incremental funding of the Family Engagement Program and \$25,300 for County chargeback for County Annual Financial Audit (CAFR) fees. A cost report settlement of approximately two million dollars is expected soon and will be reflected on the December financial statements. The November Financial Statements have been recommended for approval by the December Finance & Facilities Committee.

The work session adjourned at 5:49 p.m.

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:49 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, asked if current office furniture and equipment will be used when staff move to the Barberton and Cuyahoga Falls facilities. Mr. DuPlain replied that furniture and supplies will be repurposed to the extent possible and staff will be judicious with expenditures, however, it will largely depend on designs of the renovated spaces. Ms. Frank commented that she is pleased to see a renewal of the DJFS contract, as this service is very helpful and convenient for families. Ms. Frank asked if the Gardiner contract will be reduced once the Bath Center is sold. Mr. Trunk responded that a reduction in the contract is anticipated upon the sale of that facility. Ms. Frank wished everyone a Merry Christmas.

Darlene Rose, a Summit DD staff and WWSA Union President, announced that she is retiring at the end of this year. She thanked the Board and Superintendent for developing and implementing a transition plan and for all the support over her many years of service. She commented that she has held many different positions over the years and Summit DD has been a wonderful place to work. She wished all happy holidays.

II. APPROVAL OF MINUTES

A. NOVEMBER 21, 2019 (combined work session and regular meeting)

RESOLUTION

No. 19-12-01

Mr. Quade moved that the Board approve the minutes of the November 21, 2019 combined work session and regular meeting, as presented in attachment #11. The motion, seconded by Mrs. Gaugler, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2020 ACTION PLAN

RESOLUTION

No. 19-12-02

Mrs. Lee moved that the Board approve the Summit DD 2020 Action Plan, as presented in attachment #2. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, December 19, 2019

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. FACILITIES RENOVATIONS PROJECT

R E S O L U T I O N

No. 19-12-03

Mrs. Gaugler moved that the Board approve the request for expenditures in an amount not to exceed Ten Million Six Hundred Ten Thousand Dollars (\$10,610,000) to execute the facilities plan to develop the Barberton and Cuyahoga Falls locations to convert into office space, as presented in attachment #3, and that the Superintendent be authorized to take any action necessary to carry out the purpose of this resolution. The motion, seconded by Mr. Quade, was unanimously approved.

3. SUCCESS4KIDZ THERAPY CONTRACT

R E S O L U T I O N

No. 19-12-04

Mr. Dohnal moved that the Board approve a contract with Success4Kidz to provide consultative therapy services for the period January 1, 2020 through December 31, 2020, in an amount not to exceed Four Hundred Sixty-Six Thousand Five Hundred Dollars (\$466,500), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Lee, was unanimously approved.

4. SUMMIT COUNTY DEPARTMENT OF JOB & FAMILY SERVICES ON-SITE ASSISTANCE CONTRACT

R E S O L U T I O N

No. 19-12-05

Mr. Quade moved that the Board approve a contract with the Department of Job & Family Services to provide onsite assistance for the period January 1, 2020 through December 31, 2020 in an amount not to exceed Eighty Thousand Dollars (\$80,000), as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Lee, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

5. NORTHEAST OHIO NETWORK CONTRACT – FAMILY ENGAGEMENT PROGRAM

RESOLUTION No. 19-12-06

Mrs. Lee moved that the Board approve a contract with Northeast Ohio Network (NEON) for administration of the Family Engagement Program and for annual dues for the period January 1, 2020 through December 31, 2020, in an amount not to exceed Six Hundred Twenty One Thousand Dollars (\$621,000), as presented in attachment #6, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

6. SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL CONTRACT

RESOLUTION No. 19-12-07

Mrs. Gaugler moved that the Board approve a contract with the Summit County Family and Children First Council for participation in the shared pool agreement for the period January 1, 2020 through December 31, 2020, in an amount not to exceed One Hundred Ten Thousand Seven Hundred Dollars (\$110,700), as presented in attachment #7, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dohnal, was unanimously approved.

7. GARDINER CONTRACT

RESOLUTION No. 19-12-08

Mr. Dohnal moved that the Board approve expenditures with Gardiner in 2020 for annual maintenance and HVAC repair costs in an amount not to exceed Seventy-Nine Thousand Nine Hundred Ninety-Two Dollars (\$79,992), as presented in attachment #8, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING *(continued)*III. BOARD ACTION ITEMS *(continued)*A. FINANCE & FACILITIES COMMITTEE *(continued)*

8. PRIMARY SOLUTIONS CONTRACT

R E S O L U T I O N

No. 19-12-09

Mr. Quade moved that the Board approve expenditures with Primary Solutions in 2020 for annual maintenance and licensing fees in an amount not to exceed Sixty-Seven Thousand Eight Hundred Four Dollars (\$67,804), as presented in attachment #9, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Lee, was unanimously approved.

9. NOVEMBER FINANCIAL STATEMENTS

R E S O L U T I O N

No. 19-12-10

Mrs. Lee moved that the Board approve November Financial Statements, as presented in attachment #10. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. SUPERINTENDENT'S STAFF RECOGNITION AWARD

Superintendent Trunk stated that Summit DD has staff that do amazing things and he would like to periodically introduce some of those staff to the Board and recognize them for their outstanding accomplishments. Mr. Trunk introduced the first recipient of the Superintendent's Staff Recognition Award, Marianne Coletta. Marianne has worked at Summit DD for the past 4½ years and she is one of the first staff to work in the Behavior Support SSA role. Before beginning her work at Summit DD Marianne was a case manager at Oriana House and also worked at Pastoral Counseling Services as a mental health case manager. Marianne has grown both personally and professionally in the past 4½ years is among the leaders at Summit DD who assist individuals with more challenging behaviors. She has embraced the person-centered approach to the fullest. She is excellent at communicating and collaborating and is able to facilitate difficult conversations. Marianne is adept at assisting people who are exiting developmental centers and has developed some of the best discharge plans; she is a master at helping people live successfully in the community. In one instance, Marianne began working with a man described by some providers as a "troubled soul".

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. SUPERINTENDENT'S STAFF RECOGNITION AWARD *(continued)*

He had his days and nights mixed up and would therefore sleep most of the day and refuse to participate. He was placed in physical restraints regularly and had frequent trips to the time out room at home. He also had a difficult time traveling and required a harness to keep him safe. Greg was eventually admitted into a developmental center. Marianne has been working with the team to develop a new approach and give this man a new start. Today, this gentleman has a new provider, day program and transportation service. He travels safely with just the use of a seatbelt and is actively participating at his day program and in community outings. He is now described as "funny" and he is doing well and getting along with everyone!

B. MISCELLANEOUS

Mr. Trunk congratulated Dave Dohnal on being re-elected to the OACB Board of Trustees. Mr. Dohnal will represent the largest third county as an at-large member.

Representatives from the Governor's office and DODD staff visited a Kindercare childcare center in Cuyahoga Falls this week. That center has done an amazing job welcoming and including children with disabilities and their families. It is a great training model for how inclusive daycare centers can be operated. The hope is that the Governor's staff take information on this best-practice model so that it can be replicated throughout the state. Mr. Trunk stated he is very proud of Drew Williams, Holly Brugh, Lynette Klejka and all the staff who have devoted so much effort to make this model successful.

Mr. Trunk reminded all that the Agency will be closed for winter break beginning December 24, 2019 through January 1, 2020. There will be staff on-call and the MUI hotline will be monitored during the closure.

V. VICE PRESIDENT'S COMMENTS

Mrs. Ricks congratulated Marianne Coletta on receiving the Superintendent's Staff Recognition Award. Mrs. Ricks shared a quote by Tom Clancy that she loves and lives by.....: *fix your eyes forward on what you can do and not on what you cannot change*". Mrs. Ricks wished everyone a Merry Christmas and Happy New Year.

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BOARD MEETING *(continued)*

VI. EXECUTIVE SESSION

RESOLUTION No. 19-12-11

Mr. Quade moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment of public employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

The regular session of the Board Meeting adjourned at 6:10 p.m.

The Board entered Executive Session at 6:15 p.m.

The Board Meeting reconvened at 6:32 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – MIRA POZNA

RESOLUTION No. 19-12-12

Mrs. Gaugler moved that the Board approve a contract of employment for Mira Pozna, Director of Fiscal, for the period April 16, 2020 through April 15, 2022. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. SUPERINTENDENT'S EMPLOYMENT CONTRACT AMENDMENT

RESOLUTION No. 19-12-13

Mr. Quade moved that the Board approve a contract amendment for Superintendent John Trunk for the period January 1, 2018 through December 31, 2021, as presented in attachment #13. The motion, seconded by Mrs. Gaugler, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:34 p.m.

Allyson V. Lee, Secretary