

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 23, 2020

Summit County Developmental Disabilities Board

MINUTES

Thursday, January 23, 2020
5:30 p.m.

The **annual organizational meeting, combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, January 23, 2020 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:30 p.m.

BOARD MEMBERS PRESENT

Meghan Wilkinson
Denise Ricks
Tom Quade
Dave Dohnal
Tami Gaugler

BOARD MEMBER EXCUSED

Randy Briggs
Allyson V. Lee

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Holly Brugh, Director of SSA & Children’s
Service
Mira Pozna, Director of Fiscal
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations &
Risk Management
Danyelle Conner, Director of Human
Resources
Drew Williams, Director of Community
Supports & Development
and others

I. ELECTION OF OFFICERS

Ms. Wilkinson thanked Mr. Dohnal for serving as the Nominating Committee and collecting nominations for 2020 Board Officers. Mr. Dohnal had requested Board Members, including those who held officer positions in 2019, contact him if they were interested in holding an officer position in 2020. He stated there were three responses and shared a slate of officers in which one candidate was nominated for each position. Ms. Wilkinson called for additional nominations. Hearing none, Mr. Dohnal reported the 2020 Summit DD Board Officer nominations are: President: Meghan Wilkinson, Vice-President: Tom Quade, and Secretary: Tami Gaugler.

RESOLUTION
No. 20-01-01

Mrs. Ricks moved that the election of Board Officers for 2020 be approved, as follows:

President:	Meghan Wilkinson
Vice President:	Tom Quade
Secretary:	Tami Gaugler

The motion, seconded by Mr. Dohnal, was unanimously approved.

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ANNUAL ORGANIZATIONAL MEETING (continued)

II. ETHICS COMMITTEE

An Ethics Committee is needed for 2020 and requires that at least one Board Member who serves on this committee does not have a family member who receives services. The recommendation is for Randy Briggs, Allyson V. Lee and Tami Gaugler to serve on the Ethics Committee in 2020.

RESOLUTION No. 20-01-02

Mr. Quade moved that the Board Members appointed to serve on the Ethics Committee in 2020 are as follows:

Randy Briggs

Allyson V. Lee

Tami Gaugler

The motion, seconded by Mrs. Ricks, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee: Tom Quade, Dave Dohnal, Allyson V. Lee
HR/LR Committee: Tom Quade, Randy Briggs, Meghan Wilkinson
Services & Supports Committee: Dave Dohnal, Tami Gaugler, Denise Ricks

Ms. Wilkinson asked Board Members if they are satisfied with the 2020 committee assignments. Hearing no objections, the proposed committee assignments for 2020 stand. Mrs. Albright will develop a meeting schedule for 2020 committee meetings and distribute as soon as possible.

IV. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT

Individuals appointed or reappointed to serve on a county developmental disabilities boards are required by the Ohio Revised Code (ORC) Section 5126:024 to provide a Declaration of Eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for their signatures and will collect the signed forms at the end of the meeting.

The annual organizational meeting adjourned at 5:36 p.m.

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WORK SESSION

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:36 p.m.

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-tool” 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, facilitated learning, 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. 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. DECEMBER FINANCIAL STATEMENTS

December ended with a balance of \$1,566,402 and a year-end fund balance of \$52,286,665. Revenue in December included \$435,500 for Medicaid Administrative Claims (MAC) quarterly reimbursement and \$2,044,900 for MAC and Targeted case Management portion of the 2016 Cost Report audit settlement. Total 2016 Cost Report settlement was \$4,283,628. \$2,238,709 has been deposited into the Permanent Improvement Fund to be used for future facility renovations. Expenditures in December included \$25,100 as a down payment to Altura Communications for the phone system upgrade, \$24,100 for software licenses and \$19,500 for new water line installation at Tallmadge Center. The Gifts and Donations Fund ended with a balance of \$62,501. The Medicaid Reserve Fund ended with a balance of \$1,312,572 as a result of the first of two payments from DODD which will be used to help offset the increase in waiver match relative to the DSP wage increase. The Permanent Improvement Fund reflects revenue of two cost report settlements, proceeds from the sale of buses and DODD flow-thru capital assistance funds resulting in an ending balance of \$8,230,160. The Escrow Fund has a balance of \$6,602 that includes bid deposits. The year-end variance in property taxes is reflective of the County Executive’s office increasing the property tax budget by \$474,433 for an amended tax certificate, which is in addition to the over budget collections shown on the statement of \$743,903 more than the originally approved budget.

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WORK SESSION *(continued)*

II. DECEMBER FINANCIAL STATEMENTS *(continued)*

Employee Benefits is under budget due to two premium holiday months that were not taken into consideration during the budgeting process and the lower than anticipated unemployment costs, along with a state rebate resulting in no Workers Compensation insurance costs for the year. Direct Contract Services costs were less than budgeted and there were no Real Property Improvement expenses. Mr. Quade asked if these are one-time occurrences. Mr. Trunk replied that premium holidays should continue, however, the Worker's Compensation rebate may not be offered in 2020. The December Financial Statements have been recommended for approval by the January Finance & Facilities Committee.

III. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2020 MEMBERSHIP DUES

The OACB has been in place for 34 years and provides assistance to county boards with federal and state issues, legislative lobbying, advocacy, communication, professional development, policy development and technical assistance. Over the past year, some of the accomplishments of the OACB include:

- ✓ DSP Wage increase – new state funds in the amount of \$103.4 million have been allocated to support the first meaningful wage increase since 2005
- ✓ Medicaid Reserve Accounts – successfully lobbied the Ohio General Assembly to allow county boards to create Medicaid reserve accounts to implement long-term financial planning strategies
- ✓ County Board Data Exchange – lobbied DODD to permit the exchange of electronic data resulting in a policy shift that will save county boards thousands of employee hours spend double entering information into state and local systems
- ✓ Victims Assistance – coordinated trainings with law enforcement

Summit DD's 2020 OACB membership dues are \$92,700. OACB maintains 100% membership from all 88 counties in Ohio. Funds are available in the budget and Superintendent Trunk recommends that Summit DD continue to participate in OACB membership in 2020.

The work session adjourned at 5:52 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:52 p.m.

I. PUBLIC COMMENT

Shellie Blevins identified herself as a twenty-year employee of the Board and the new WWSA President. She stated she has had the privilege of scrimmaging with the Special Olympics Basketball team for the past few years and it is both exhilarating and inspiring. She said the athletes motivate her to be a better human and a better employee. She talked about the importance of sports and noted it helps to provide discipline, focus and teamwork that extends beyond the court and playing fields. There is a wonderful sense of camaraderie and encouragement among the athletes. She mentioned there will be a Special Olympics athletes versus staff fundraiser on March 14th and encouraged all to attend. She asked about space for the athletes to play once the Board no longer occupies the Howe Road building. Mr. Trunk replied he agrees sports are a large and important part of peoples lives. He stated staff will work with the coaches to coordinate alternate community locations. Mr. Quade suggested athletes participate in that process. Mr. Trunk concurred with the recommendation.

Leslie Frank, a parent and former Summit DD employee, wished everyone a happy new year. She mentioned there have been two recent deaths of former Summit DD staff and offered her condolences to the families. She also commented on the Summit DD full page ad in the Akron Beacon Journal that featured Ms. Wilkinson and her two boys. Ms. Frank congratulated Ms. Pozna and Superintendent Trunk on their recent employment contract extensions.

II. APPROVAL OF MINUTES

A. DECEMBER 19, 2019 (combined work session and regular meeting)

RESOLUTION No. 20-01-03

Mr. Quade moved that the Board approve the minutes of the December 19, 2019 combined work session and regular meeting, as presented in attachment #3. The motion, seconded by Mrs. Ricks, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. CORNERSTONE CONTRACT

RESOLUTION No. 20-01-04

Mrs. Ricks moved that the Board approve a three-year contract with Cornerstone for the purchase of an HR software suite, for the period January 1, 2020 through December 31, 2022, for the total contract amount not to exceed One Hundred Twenty Three Thousand Eight Hundred Fifty Nine Dollars and Seventeen Cents (\$123,859.17), as presented in attachment #1, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

2. DECEMBER 2019 FINANCIAL STATEMENTS

RESOLUTION No. 20-01-05

Mrs. Gaugler moved that the Board approve the December 2019 Financial Statements, as presented in attachment #2. The motion, seconded by Mr. Quade, was unanimously approved.

B. OTHER

1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2020 MEMBERSHIP DUES

RESOLUTION No. 20-01-06

Mr. Dohnal moved that the Board approve payment of 2020 membership dues to the Ohio Association of County Boards in the amount of Ninety-Two Thousand Seven Hundred Dollars (\$92,700), and that the Superintendent be authorized to execute said payment. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT

The Summit DD 2020 Action Plan was distributed. The Plan is a guide to the things staff will accomplish this year. Mr. Trunk noted most of the work to develop, design and layout the Plan is done in-house by Summit DD staff, including the photography and the stories. The Plan has been distributed to county officials and stakeholders.

In October 2019 the State of Ohio and Disability Rights Ohio (DRO) reached agreement on the Ball v. DeWine (formerly Ball v. Kasich) lawsuit. However, the Judge, after hearing parent testimony, has instructed the two parties to go back to the table to address some of the issues around intermediate care facilities (ICF). There should be a final decision soon and it will have state-wide impact.

Freshman legislator Representative Weinstein from District 37 was scheduled to visit Summit DD on January 24th but unfortunately the visit has been postponed. Staff hope to get the visit rescheduled soon.

Mr. Trunk mentioned he will be giving a telephone interview tomorrow to a reporter from Cuyahoga Falls Magazine which is an annual publication produced by Great Lakes Publishing/Cleveland Magazine. The story is highlighting individuals and businesses in the community for "Faces of Cuyahoga Falls" and will include information about the move to Cuyahoga Falls and the expansion of the facility.

Mr. Trunk thanked Mr. Quade for agreeing to participate in a meeting with Dr. Mary Ann Devine, a professor at Kent State University, later this month. Dr. Devine does a lot of work with grants and is a strong advocate for full inclusion. She is interested in collaborating and bringing different disciplines together for a common purpose around community culture and development and analyzing healthcare and health disparities for individuals with disabilities. Mr. Quade stated he is very interested in meeting with Dr. Devine and mentioned the importance of connecting leaders and researchers to create partnerships and sustainability for after the grant support ends.

Mr. Trunk thanked Tami Gaugler for Advancing Independence taking the lead around moving Census 2020 forward. Providing information on the importance of completing Census and how to complete Census is valuable information for the community.

March is DD awareness month and there are many activities and advertisement campaigns planned. Some of the events include:

- March 2nd – Inclusion Day; wear orange to raise awareness/support inclusion
- March 12th – Parent Transition Academy
- March 14th – Special Olympics Athletes vs. Staff Basketball Game
- March 20th – Inclusioneers Annual Adapt-A-Car event
- March 25th – Summit DD Appreciation Breakfast & Awards
- March 25th – BLAST Movie night

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BOARD MEETING (continued)

V. PRESIDENT'S COMMENTS

Ms. Wilkinson stated she has been thinking about change and how far the Board has come in the eight years since she began serving. She said she had no idea of what serving on the Board would entail or how much it would mean to her. The system has undergone much change during this time. Ms. Wilkinson said she feels very fortunate that Summit DD is starting the year in a good position. There are incredible people working at Summit DD and she encouraged everyone to keep up the good work. Ms. Wilkinson is employed by the Great Trails Council and mentioned that she is chairing a project where there will be intentional recruitment of people with disabilities. She stated she would not have had the courage to ask to chair this project if it had not been for her experiences being part of the Summit DD Board. She wished everyone a fantastic 2020.

VI. EXECUTIVE SESSION

RESOLUTION No. 20-01-07

Mrs. Gaugler 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 a public employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Ricks.

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

The regular session of the Board Meeting adjourned at 6:18 p.m.
The Board entered Executive Session at 6:23 p.m.
The Board Meeting reconvened at 6:33 p.m.

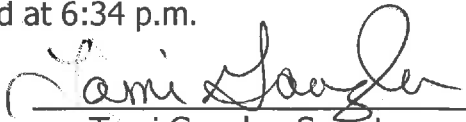
VII. ADDITIONAL ACTION ITEM

A. EMPLOYMENT CONTRACT – DANYELLE CONNER

RESOLUTION No. 20-01-08

Mr. Quade moved that the Board approve a contract of employment for Danyelle Conner, Director of Human Resources, for the period April 22, 2020 through April 21, 2022. The motion, seconded by Mrs. Ricks, was unanimously approved.

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



Tami Gaugler, Secretary