

MINUTES – Emergency Board Meeting
Tuesday, March 17, 2020

Summit County Developmental Disabilities Board

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Tuesday, March 17, 2020
6:00 p.m.

The **emergency meeting** of the Summit County Developmental Disabilities Board was held on Tuesday, March 17, 2020 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **emergency meeting** convened at 6:02 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS EXCUSED

Denise Ricks
Randy Briggs

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowky, Assistant Superintendent
Russ DuPlain, Director of IT & Facilities

Joe Eck, Director of Labor Relations &
Risk Management

I. CALL TO ORDER

Mrs. Wilkinson called the emergency Board Meeting to order and noted that the Board has two items of business tonight. Mr. Trunk thanked Board Members for rearranging their schedules at the last minute to participate in this important emergency Board meeting.

II. AGENCY LIABILITY INSURANCE PACKAGE

Summit DD must maintain risk protection for Board operations and property. The current policy expires on March 31, 2020 and the request is for the Board to renew liability insurance for the period April 1, 2020 through March 31, 2021. The property and general liability, fleet/automobile liability, abuse and molestation, and umbrella liability insurance would be with Selective Insurance Company in an amount not to exceed \$59,674.

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BOARD MEETING *(continued)*

II. AGENCY LIABILITY INSURANCE PACKAGE *(continued)*

The Directors and officers and employment practices liability insurance would be with Selective Insurance Company in an amount not to exceed \$32,126. The cyber liability insurance would be with AIG, Inc. in an amount not to exceed \$10,550. The total liability insurance package would not exceed \$102,350, which represents a 5.13% increase over 2019 premiums. Mr. Eck explained that the increase is largely driven by industry and legal trends around more abuse and molestation claims and in some cases, states are eliminating statute of limitations; Summit DD policies have no direct relationship to this increase. Selective Insurance and AIG are both A (excellent) companies. Funds are available in the budget and the renewal of the liability insurance package has been recommended for approval by the March Finance & Facilities Committee.

R E S O L U T I O N

No. 20-03-01

Mrs. Lee moved that the Board authorize an expenditure in the amount of One Hundred Two Thousand Three Hundred Fifty Dollars (\$102,350) for comprehensive liability insurance coverage for the period April 1, 2020 through March 31, 2021, as outlined in attachment #1. The motion, seconded by Mr. Quade, was unanimously approved.

III. EMERGENCY READINESS AND PLANNING IN RESPONSE TO THE COVID-19 OUTBREAK

Mr. Trunk advised that the Executive Leadership Team and staff have been working hard to develop strategic positioning for the Board as we navigate these uncharted waters of the pandemic. The Superintendent stated he is very proud of his team and staff for their creative efforts and strong leadership during this uncertain time. He commented he has been on daily conference calls with county officials coordinating efforts and developing plans. Summit DD has identified all of its staff as either essential or non-essential, and whether they can conduct business and complete their job responsibilities from home. All but about ten staff have been identified as essential employees since most staff provide supports or services in some way to individuals, families and providers so that people continue to get what they need without putting staff and others at risk. Russ DuPlain and the IT staff have done a great job in assisting staff to get set-up to work remotely. Billie Jo David and her team have also done a nice job of putting together communication strategies and issuing daily communications to staff. They have also been updating the Agency website regularly to keep the public informed. Drew Williams and his staff have done an unbelievable job supporting the provider network. Directors have put remote work procedures in place for staff. They connect regularly with managers.

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BOARD MEETING *(continued)*

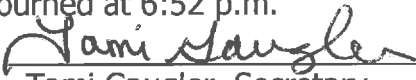
III. EMERGENCY READINESS AND PLANNING IN RESPONSE TO THE COVID-19 OUTBREAK *(continued)*

Managers are connecting regularly with their teams. It was suggested that county boards consider asking boards to pass a resolution to give superintendents additional authority to act under emergency circumstances. The Board reviewed a sample resolution and discussed working of such. Mrs. Lee noted that wording of the resolution is specific to COVID-19 and asked if it should be more universal to cover other emergency situations. Mr. Quade responded that he would feel more comfortable leaving the language specific to the COVID-19 pandemic. This resolution shifts some of the Board's responsibility to the Superintendent and when the emergency passes, the responsibility shifts back to the Board. Wording of this resolution can always be looked at if another emergency arises. Mrs. Lee replied this is a good point. Mr. Dohnal mentioned he wants the Superintendent to be able to do whatever is necessary to react appropriately in an emergency; he proposed adding a spending limit dollar amount. Ms. Wilkinson added that she is very comfortable with this amount. Board Members had more discussion around a spending limit and decided on \$100,000 for purposes of this emergency resolution. Mrs. Lee asked about adding language for the Superintendent to report to the Board relative to expenditures made under this emergency resolution. Mr. Trunk replied this is a good suggestion and language can be added. Mr. Quade suggested adding language into the resolution for Superintendent's designee in case the Superintendent becomes ill or gets quarantined. Ms. Kamlowksy stated that the Board has a policy in place that speaks to the Superintendent's designee having the authority to take action in the absence of the Superintendent. She asked that Board if they are comfortable with utilization of this Policy. Mr. Quade replied that he is; other Board Members agreed. Ms. Kamlowksy mentioned that the draft resolution sent to the Board has a few things that need to be modified. Item #1 has language around sanitization; this is for Boards that still provide direct services so it is not needed. Items #2 and #3 speak to reporting positive results. We have already directed staff in this regard. Item #5 was general in nature. This is where we can modify the language to include the Board's desire for the \$100,000 spending limit.

RESOLUTION No. 20-03-02

Mr. Dohnal moved that the Board authorize, in accordance with attachment #2, certain proactive measures deemed necessary to safeguard the health and well-being of Board employees, providers and individuals served by the Board in regard to the COVID-19 virus epidemic. The motion, seconded by Mrs. Gaugler, was unanimously approved.

There being no further business, the special Board Meeting adjourned at 6:52 p.m.


Tami Gaugler, Secretary