

MINUTES – combined work session and regular meeting
Thursday, April 23, 2020

Summit County Developmental Disabilities Board

MINUTES

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

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, April 23, 2020 via video conference. The **work session** convened at 5:31 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowky, Assistant Superintendent	Billie Jo David, Director of MUI & Communications
Holly Brugh, Director of SSA & Children's Service	Drew Williams, Director of Community Supports & Development
Danyelle Conner, Director of HR	Maggi Albright, Recording Secretary and others
Mira Pozna, Director of Fiscal	
Russ DuPlain, Director of IT & Facilities	

I. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT

Summit DD has participated in the Volunteer Guardianship Program (VGP) for a number of years. The VGP assists people, known as wards, who are unable to manage their own affairs due to mental and/or physical impairments or a developmental disability. In many cases a ward has no children or other family member to serve as guardian. Clearly not all individuals with developmental disabilities, or other mental and/or physical impairments, require the services of a guardian. Only a small percentage of those who are SCDD eligible do. However, when family members are not available and a guardian is necessary, the availability of one through the County Probate Court is essential. When that happens, the Probate Court can appoint a volunteer guardian from the VGP to serve as the legal guardian. Stakeholders include Summit DD, the ADM Board, Summit County Public Health, Summit County Probate Court and Summit County DJFS.

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WORK SESSION *(continued)*

I. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT *(continued)*

The request is to renew the Board's commitment to the VGP and enter into a contract, in an amount not to exceed \$50,000, for the period April 1, 2020 through March 31, 2021. This agreement allows funds to be used, almost exclusively, to cover staff costs associated with monitoring the cases and recruiting additional volunteer guardians. There are currently approximately 110 Volunteer Guardians and 271 wards with about 70 individuals who are eligible for Summit DD services. Specific deliverables as part of the agreement, beyond recruiting and training volunteers include: accepting referral of clients needing a guardian, matching volunteer guardians with clients, assuring monthly visits take place and case notes are completed and filed, and participating and reporting back to the Advisory Committee on a quarterly basis. Funds are available in the budget and the Superintendent recommends approval of the Volunteer Guardianship Program Contract.

II. NEW POLICY 2036 – FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE (CORONAVIRUS)

New Policy 2036 has been developed to comply with the Families First Coronavirus Response Act (FFCRA) to assist employees affected by the COVID-19 outbreak with job-protected emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Eligible employees are afforded up to ten (10) days of paid sick leave for qualifying reasons related to COVID-19. In addition, the policy also expands eligibility for family and medical leave for qualifying reasons related to COVID-19 to employees who have been employed by Summit DD for at least thirty (30) days prior to the date of their leave request. After the first ten days, leave is paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. The policy affords employees the option to utilize accrued paid vacation, personal time or sick leave to cover up to one-third of what would otherwise be the employee's leave paid at two-thirds of the employee's regular pay. The Policy would be effective from April 1, 2020 through December 31, 2020. Mr. Briggs asked about the number of staff on leave as a result of COVID-related issues. Mrs. Conner responded there are three staff; one was due to a childcare issue and that staff has resumed working, one staff was previously on leave but has resumed working and one staff is currently out on leave. Staff are working remotely and there have been no requests for FMLA for childcare.

III. COMBINED FEBRUARY AND MARCH FINANCIAL STATEMENTS

The February and March financial statements have been combined and attachment #3 reflects the first three months of 2020. March ended in a deficit position of \$12,511,379, which was largely due to the tax settlement not being received.

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WORK SESSION *(continued)*

III. COMBINED FEBRUARY AND MARCH FINANCIAL STATEMENTS *(continued)*

Revenue included \$338,700 for Medicaid Administrative Claims quarterly reimbursement, \$317,500 for state fiscal year 2018 waiver match reconciliation and \$42,200 for quarterly Title XX grant reimbursement. Expenditures included \$100,000 for the Family Engagement Program (FEP), \$110,700 for Family and Children First Council (FCFC) shared pool, \$31,700 payment to Center for Marketing and Opinion Research (CMOR) for monthly satisfaction surveys, \$76,600 for licensing, maintenance and support for hardware/software applications, \$379,500 quarterly payment to DODD for Medicaid waiver administrative fees, \$6,142,500 for quarterly Medicaid waiver match, and \$92,700 for OACB annual dues. The fund balance at the end of March was \$39,775,286. Mr. Briggs asked what impact COVID-19 will have on the budget and if staff are tracking COVID-related expenses. Mrs. Pozna responded that COVID-related expenses are being monitored and tracked separately. All other expenses are being closely reviewed and it is anticipated that revenue will be down next year as a result of COVID-19.

The work session adjourned at 5:45 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:45 p.m.

I. APPROVAL OF MINUTES

A. FEBRUARY 27, 2020 (combined work session and regular meeting)

RESOLUTION No. 20-04-01

Mrs. Gaugler moved that the Board approve the minutes of the February 27, 2020 combined work session and regular meeting, as presented in attachment #4. The motion, seconded by Mr. Briggs, was unanimously approved.

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BOARD MEETING *(continued)*

- I. APPROVAL OF MINUTES *(continued)*
- B. MARCH 17, 2020 (emergency Board Meeting)

RESOLUTION No. 20-04-02

Mr. Briggs moved that the Board approve the minutes of the March 17, 2020 emergency Board Meeting, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

- II. BOARD ACTION ITEMS
- A. FINANCE & FACILITIES COMMITTEE
1. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT

RESOLUTION No. 20-04-03

Mrs. Ricks moved that the Board approve a contract with the Summit County Combined General Health District for the Volunteer Guardianship Program, for the period April 1, 2020 through March 31, 2021, in an amount not to exceed Fifty Thousand Dollars (\$50,000), as presented in attachment #1, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Lee, was unanimously approved.

2. NEW POLICY 2036 – FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE (CORONAVIRUS)

RESOLUTION No. 20-04-04

Mr. Quade moved that the Board approve new Policy 2036 – FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus), as presented in attachment #2. The motion, seconded by Mrs. Gaugler, was unanimously approved.

3. COMBINED FEBRUARY AND MARCH FINANCIAL STATEMENTS

RESOLUTION No. 20-04-05

Mrs. Lee moved that the Board approve the combined February and March Financial Statements, as presented in attachment #3. The motion, seconded by Mr. Quade, was unanimously approved.

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BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT

A. MISCELLANEOUS UPDATES

Mr. Trunk said that efforts around COVID-19 have been grouped into four major areas:

1. Support to individuals and families – there have been hundreds of contacts made with individuals and families. ISPs are being updated and staff productivity remains high and exceeds expectations in some areas. One person served has tested positive for COVID-19 and is hospitalized in stable condition. MUIs are trending slightly lower than average, however, there is not a concern about not reporting.
2. Support to the provider community – staff have been in continuous contact with providers sharing information, supplies, PPE equipment and advice. Summit DD held a Gratitude donation drive thru to collect cleaning supplies, games, toys, etc. There were about 150 cars that drove through the donation area with approximately 1,400 items donated. These items will be distributed to providers and families. Summit DD purchased thousands of gloves, masks and other PPE supplies and has distributed to local providers. Summit DD also developed a mini-grant program for agency providers with \$200,000 allocated. These funds were originally budgeted for the Summer Youth Work Program but have been repurposed. Providers submitted applications for grant dollars. Drew Williams and his staff reviewed the applications and over 40 providers will be awarded funds totaling about \$100,000. There will be a second round of grants offered again in about 45-60 days. There have also been discussions at the state level relative to introducing an emergency, time-limited rate increase for direct care providers, which is something that Superintendent Trunk and other superintendents support.
3. Support to staff – with staff are working remotely, video chats and teleconferencing have been utilized effectively to communicate. Regular status updates are being provided to staff, bi-weekly meetings are held with the Executive Leadership Team (ELT) and the administration building is open on Tuesdays and Thursdays so staff can stop in and get necessary information as needed. To adhere to guidelines, the expectation is that staff stop in and pick up supplies and then leave. The building undergoes a thorough cleaning each Wednesday and Friday. Conversations are beginning relative to when and how to safely resume work in the buildings.
4. Infrastructure – business has continued effectively; payroll, contracts and invoices are being processed and paid on time, payment authorizations for provides are continuing without interruption, technology support has been exceptional thanks to Russ DuPlain and his staff and activities around the facilities renovations project are resuming. Architect proposals are currently being reviewed.

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BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

A. MISCELLANEOUS UPDATES *(continued)*

Mr. Trunk advised he participates in weekly calls with the County Executive's office and conversations are beginning to shift from COVID-19 readiness to the financial impact. The County is expecting large revenue losses that will be realized next year. All agencies have been asked to look at budgets and curtail spending and hiring to the extent possible. The Superintendent advised he suspects it may be necessary to hold the May committee meetings and Board Meeting electronically, however, more information will be provided as we get closer to those dates. Mr. Trunk thanked Russ DuPlain, Billie Jo David, Maggi Albright and staff for enabling the virtual board meeting to occur successfully. Mr. Quade added that it is possible remote work could continue into June/July. He commented that we don't know what the Governor has in store for the May 1st opening but suspects it won't be on a large scale yet. He added there may be a requirement for facemasks to be worn in public and that could present a variety of issues for individuals supported, as well as supply issues. There is a need to get the economy stimulated, however, there should be caution not to rush back into social situations. As more testing is able to be done, there will be more positive results and this could impact staffing for months to come. There is no solid public health data that specifies when the right time to reintegrate and return to the workplace will be. Ms. Wilkinson thanked Mr. Quade for his comments and advised she appreciates his perspective.

IV. PRESIDENT'S COMMENTS

Ms. Wilkinson stated these are challenging times for everyone. People are struggling with job slow-down or loss, children are struggling with distance learning and there is uncertainty when things will get back to our usual lives. Ms. Wilkinson said she appreciates that the Board Meeting was able to be held via video conference and thanked Russ DuPlain and his staff. She also commented that the Superintendent and the ELT have shown great leadership in this interesting time and stated the Board will provide as much support as possible to get through this together.

V. EXECUTIVE SESSION

RESOLUTION No. 20-04-06

Mrs. Gaugler moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (4) to discuss collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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BOARD MEETING *(continued)*

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

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

The Board entered Executive Session at 6:10 p.m.

The Board Meeting reconvened at 6:20 p.m.

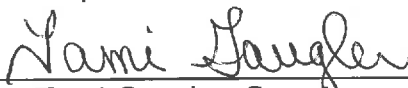
VI. ADDITIONAL ACTION ITEM

A. WEA I LABOR CONTRACT

RESOLUTION No. 20-04-07

Mr. Briggs moved that the Board approve the Tentative Agreement dated March 6, 2020 between Summit DD and Weaver Educational Association I for an agreement effective January 1, 2020 through December 31, 2022. The motion, seconded by Mr. Quade, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:21 p.m.



Tami Gaugler, Secretary