

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

Summit County Developmental Disabilities Board

MINUTES

Thursday, July 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, July 23, 2020 via video conference. The **work session** convened at 5:32 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Meghan Wilkinson, Board President

ALSO PRESENT

John J. Trunk, Superintendent
Holly Brugh, Director of SSA & Children's
Services
Danyelle Conner, Director of HR
Drew Williams, Director of Community
Supports & Development
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations &
Risk Management
Billie Jo David, Director of MUI &
Communications
Russ DuPlain, Director of IT &
Facilities

I. 2021 SUMMIT DD BUDGET REQUEST

Summit DD's 2021 budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2021 budget request reflects a revenue decrease of 3.2% and a decrease in operating expenditures of 1.4% as compared to the 2020 approved budget, and projects deficit spending of approximately \$4.3 million dollars. The estimated decrease in revenue is due to a timing difference of cost report audit settlements offset by an increase in property tax collections and Part C (Help Me Grow) reimbursements. The increase in the 2021 salary budget includes an on average 3% wage increase for staff and the addition of seven new staff positions to meet increasing needs. Employee benefit costs budgeted for 2021 include a compounded annual increase of 6% for medical insurance, with no increase to dental insurance, and includes two premium holiday months which is offset by a decrease in estimated unemployment costs. An increase in the 2021 budgeted cost of supplies is largely due to COVID-19 related expenses for additional cleaning supplies and PPE.

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

WORK SESSION *(continued)*

I. 2021 SUMMIT DD BUDGET REQUEST *(continued)*

The majority of the planned decrease in direct contract services is services funded with levy dollars, with the intention of refinancing eligible individuals to waivers. Medicaid costs are budgeted to decrease since there will be an increase in the federal state share. Medicaid used to pay .60 cents on the dollar with county boards paying .40 cents, now Medicaid will pay .70 cents and county boards will pay .30 cents; it is anticipated this new structure will continue through 2021 and possibly into 2022. The 2021 gifts and donations fund request is \$62,4921, the permanent improvement fund request is \$8,944,806 and the Medicaid reserve fund is \$2,914,247. The Medicaid reserve fund is for the direct support professionals (DSP) rate increase scheduled for January 2021 and will be used over the next few years. The budgeted operating fund balance at the end of 2020 is \$49,097,184, less projected 2021 deficit spending results in a projected fund balance of \$44,818,472 at the end of 2021. Mr. Quade asked if there is a certain percentage of the overall budget that is targeted relative to the fund balance. Superintendent Trunk responded the fund balance should cover a quarter of annual expenses, which is approximately \$15-\$16 million dollars, and at least another quarter of annual Medicaid payments for services, which is about \$5 million dollars for a total of \$20 million dollar fund balance. The County is aware that Summit DD is incrementally spending down the fund balance each year. Staff are working on forecasting through the levy cycle. The 2021 budget request has been recommended for approval by the July Finance & Facilities Committee.

II. HASENSTAB ARCHITECT CONTRACT

The Board previously approved a facilities renovation project, per Resolution #19-12-03. An architect is needed in order to move forward with the design phase of the project. A request for quotes (RFQ) was initiated in April to select an architecture firm for the project, with 14 firms responding. After a review and scoring process to evaluate the 14 firms, Hasenstab was the firm that scored the highest. Summit DD contracted with Hasenstab in 2019 for a design concept study and fit test at the two locations and was pleased with the outcomes. Hasenstab's proposal includes interior design services, creation of construction documents and structural and civil engineering services. Mr. Briggs commented that the Hasenstab quote seems below industry standard for this type of service. Funds are available in the budget and the Hasenstab contract has been recommended for approval by the July Finance & Facilities Committee.

WORK SESSION *(continued)*

III. AKRON CHILDREN'S HOSPITAL/HELP ME GROW CONTRACT

Early Intervention (Help Me Grow) is Ohio's system for serving children birth to age three who have or are suspected of having a developmental disability. Requirement components of the Part C Early Intervention grant include conducting developmental evaluations to identify delays in areas of adaptive, cognitive, communication, physical and social-emotional development; use of service coordinators to develop Individualized Family Service Plans (IFSP) to address needs of each child; and contract management. Each year the Ohio Department of Developmental Disabilities (DODD) receives Federal Part C Early Intervention (EI) dollars which are then allocated to each county's Family and Children First Council (FCFC). In Summit County, FCFC is housed at the Summit County Public Health Department. FCFC enters into a contract with Summit DD to oversee the contract management and service coordination portion of Part C EI services. Summit DD subcontracts with Akron Children's Hospital (ACH) for these services. In addition to contract management and service coordination, an evaluation for eligibility takes place for each child referred. Summit DD employs four dually certified evaluators to conduct these evaluations. Due to limited Federal grant funds available to administer the Part C program, Summit DD contributes \$131,468 to the salary costs for the employees who perform the evaluations. In fiscal year 2020, additional funding was added to each county's allocation to support local outreach efforts and for the inclusion of two new eligibility categories: neonatal abstinence syndrome (NAS) and elevated blood lead levels (BLLs). The request is to enter into a one-year contract with ACH for the period July 1, 2020 through June 30, 2021, for the provision of contract management and service coordination, in an amount not to exceed \$890,617, which is an increase of \$39,309 over last year. ACH have met or exceeded all expectations as a service provider. In fiscal year 2020, 904 children were served. In fiscal year 2021, 988 children will be served. ACH will continue to absorb any salary increases for service coordinators it employs. ACH will also add an additional service coordinator due to caseload and number of children served. Funds are available in the budget and will be supported by grant funds and the contract has been recommended for approval by the July Finance & Facilities Committee.

IV. COMBINED MAY/JUNE FINANCIAL STATEMENTS

Revenue in June included a revised tax collection estimate of \$1,474,900 and \$2,959,000 in Homestead & Rollback, along with \$105,400 for Title XX reimbursement. Expenditures for the month included \$30,100 for the County's annual chargeback of Worker's Compensation insurance (\$141,593 which was offset by a state refund of \$111,471), \$73,400 for the purchase of mobile devices and docking stations, \$50,000 for COVID-19 related purchases such as person protective equipment (PPE) for providers and Summit DD staff, \$38,400 in DSP staff appreciation grant awards to eligible providers, \$44,300 for enhanced security monitoring of Summit DD's IT systems and \$36,700 for annual County chargebacks for building insurance.

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

WORK SESSION *(continued)*

IV. COMBINED MAY/JUNE FINANCIAL STATEMENTS *(continued)*

June ended with a balance of \$1,697,207 and a fund balance of \$53,983,872. Mr. Quade asked what surplus the Board will have over the amount budgeted relative to Medicaid costs going down. Mr. Trunk replied the surplus could be anywhere from \$3-\$4 million dollars; it is a temporary situation and staff are analyzing ways to develop additional grants to assist local providers in the current budget year and into next year. The combined May/June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

The work session adjourned at 6:06 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:06 p.m.

I. BOARD MEMBER CAUCUS

Mr. Dohnal commented that his daughter recently found a job working 14-20 hours per week at Giant Eagle. He noted staff put in a lot of effort to assist in finding a position that would be a good fit for her and he wants to acknowledge and thank staff for their dedication in reaching this successful outcome.

II. APPROVAL OF MINUTES

A. MAY 28, 2020 (combined work session and regular meeting)

RESOLUTION No. 20-07-01

Mrs. Lee moved that the Board approve the minutes of the May 28, 2020 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

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

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. COMBINED MAY/JUNE FINANCIAL STATEMENTS

RESOLUTION

No. 20-07-02

Mrs. Gaugler moved that the Board approve the combined May/June financial statements, as presented in attachment #4. The motion, seconded by Mrs. Lee, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. MISCELLANEOUS UPDATES

Superintendent Trunk reported on the Agency's recent efforts, grouping them into four major categories:

Support to individuals and families – SSAs, RSSs, Developmental Specialists and other staff continue to provide hundreds of virtual contacts with individuals and families. They are updating ISPs, making service plan changes, tracking individuals' progress and troubleshooting issues. Intake and eligibility determinations continue to grow with 118 newly eligible in the first quarter (68 cases closed resulting in 50 new cases). MUIs are trending slightly below average. The IAs and deputies are busy conducting investigations and providing outreach to individuals and families. There has been lots of traffic on the Agency website and good feedback has been left. Staff are looking at ways to support families in districts where children will not be returning to school or will have varied schedules. Approximately 45 individuals displaying symptoms have been tested for COVID-19 with 22 positive results. Of those positive, there has been one death and five people were hospitalized and released. Statewide 485 individuals have been hospitalized due to COVID-19 with a total of 23 deaths. The positive tests were in three developmental centers and 62 counties with the average age of 52.

Support to the provider community – Drew Williams and his staff are making daily contact with providers and have acquired thousands of PPE which has been distributed to individuals, families, providers and staff. Mr. Williams and his team are also working closely with the Summit County Health Department relative to testing. Summit DD awarded approximately \$100,000 to the local provider community in grant money and staff are developing additional ways to provide support. There have been numerous conversations with providers about restarting day and transportation services. About 400 of the 2,000 adults have gone back to day programs in small groups, which is a good pace. Staffing patterns remain adequate to meet needs. There are constant and continual conversations with providers around testing, social distancing and protocols.

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

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. MISCELLANEOUS UPDATES *(continued)*

Staff have participated in conversations with the County around setting aside local dollars to be used to match funds to support non-profit organizations. Support to Summit DD staff – staff continue to work remotely through Labor Day with the Administration building open three days/week for staff to drop in and pick things up. The building is being thoroughly cleaned multiple times each week. It is anticipated remote work for staff will be extended. The Executive Leadership Team (ELT) will be meeting on July 31st to work on details of when staff return to the buildings, face-to-face meetings and how this will be managed. Weekly updates are provided to staff.

Assuring the infrastructure remains operational and effective – all operations and functions are running smoothly; bills, payroll, provider authorizations, contracts and reports are being processed on time and the Action Plan is reviewed monthly. Technology support has been exceptional. Interview and onboarding processes have continued for essential positions. Collaborations with partners such as ADM Board, CSB, courts and municipalities have continued, and the Superintendent participates in bi-weekly conference calls with the County Executive's office and with Region 6 Superintendents.

Superintendent Trunk stated that staff working from home has been successful because of the flexibility of staff and excellent technology support. Staff productivity is high and ELT is engaged with their teams and collectively. Great partnerships with the County, Health Department and the provider community continue; everyone has really stepped up during this pandemic. The County Executive's office has provided building supplies, CARES funding and lots of very helpful information. The Health Department has provided PPE, testing, policy and protocol guidance and has helped to arrange housing for first responders. Providers have staff to cover all shifts, there is protocol compliance and the response has been incredible. Mr. Quade asked if staff are doing assessments on residential providers relative to exposure, staffing patterns, emergency plans, etc. Mr. Williams responded that his team has been working closely with providers and are monitoring all exposure situations. He stated there was recently a conference call with residential providers with about 50 providers participating. Staff retention rates continue to be higher than average.

Staff are finalizing preparations for Summit DD's golf outing at Fairlawn Country Club on August 10th. The event will be modified this year with about only half of the golfers this event typically draws in and the event will not include a dinner or raffle this year.

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

BOARD MEETING *(continued)*

V. VICE PRESIDENT'S COMMENTS

Mr. Quade thanked the Board, staff, providers and partners for all they are doing during this pandemic. He commented that as things are being considered and plans are developed for having staff return to buildings and individuals to day programs, he urged everyone to consider waiting to see what's going to happen with the school systems. As children go back to school, there could be an increase in COVID-19 cases and the risk should not outweigh the benefits. If quality services can continue remotely, that should be considered. He urged everyone to speak up if they need anything and to take care of each other.

There being no further business, the Board Meeting adjourned at 6:29 p.m.



Tami Gaugler, Secretary