

MINUTES – combined work session and regular meeting
Thursday, August 27, 2020

Summit County Developmental Disabilities Board

MINUTES

Thursday, August 27, 2020
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, August 27, 2020 via video conference. The **work session** convened at 5:34 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	Mira Pozna, Director of Fiscal
Lisa Kamlowksy, Assistant Superintendent	Holly Brugh, Director of SSA & Children's Services
Danyelle Conner, Director of HR	Billie Jo David, Director of MUI & Communications
Drew Williams, Director of Community Supports & Development	Maggi Albright, Recording Secretary
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.

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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. 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. Funds are available in the budget and the Hasenstab contract has been recommended for approval by the July Finance & Facilities Committee.

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.

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WORK SESSION *(continued)*

III. AKRON CHILDREN'S HOSPITAL/HELP ME GROW CONTRACT *(continued)*

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. JULY FINANCIAL STATEMENTS

July ended in deficit spending of \$4,896,739 and a fund balance of \$47,389,926. Expenses for the month included \$31,100 for replacement of aging mobile devices and docking stations, \$24,600 in grant awards to providers, \$100,000 of incremental funding for the Family Engagement Program (FEP), \$320,800 for quarterly Medicaid waiver administrative fees and \$4,494,200 for quarterly Medicaid waiver match. July is the fourth premium holiday month for healthcare benefits since Summit DD joined the consortium. The accumulated cost savings to the Agency is approximately \$1.48M. The estimated time to recover the remaining amount of the \$1.58M reserve payment is less than one additional premium holiday month. Revenue in July is under budget due to a timing difference relative to the budgeted cost report audit settlement.

V. DIRECT SERVICE CONTRACT

The role of the Board's Ethics Committee is to review direct service contracts which result in payment from Summit DD for services to a member of the Board Member's family or to a Summit DD employee or family member of a Summit DD employee.

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WORK SESSION *(continued)*

V. DIRECT SERVICE CONTRACT *(continued)*

The Affidavit of Board employee Angelia Brinson, who is also self-employed as a certified provider of home and community-based waiver services and is providing shared living services to one individual was reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the July Ethics Committee recommends approval.

VI. AKRON ZOO LEVY ENDORSEMENT REQUEST

The Akron Zoo is an economic driver and asset in the Summit County community, supporting over 850 jobs and generating nearly \$8.00 of economic impact for every \$1.00 of public support. Since 2011, the Akron Zoo has added over a half a billion dollars to the Summit County economy. In November, the Akron Zoo is requesting a 0.8 mil renewal with a 0.4 mil increase for ten years to support programs, operations, animal habitats and services to the community. The levy would cost the owner of a \$100,000 home about \$2.92/month. Superintendent Trunk commented that the Akron Zoo has been a great partner collaborating with Summit DD staff on inclusive projects including the Akron Zoo hosting an event in early March to kick off DD Awareness Month by opening its doors to the entire community. The Superintendent recommends the Board approve endorsement of the Akron Zoo levy.

The work session adjourned at 5:56 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:56 p.m.

I. APPROVAL OF MINUTES

A. JULY 23, 2020 (combined work session and regular meeting)

RESOLUTION

No. 20-08-01

Mrs. Ricks moved that the Board approve the minutes of the July 23, 2020 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Lee, was unanimously approved.

II. BOARD ACTION ITEMS

A. 2021 SUMMIT DD BUDGET

RESOLUTION

No. 20-08-02

Mr. Quade moved that the Board approve the Summit DD budget for calendar year 2021 in the amount of Sixty-Four Million One Hundred Forty Five Thousand Five Hundred Fourteen Dollars (\$64,145,514) for the Operating Fund, Sixty Two Thousand Four Hundred Ninety One Dollars (\$62,491) for the Gifts and Donations Fund, Eight Million Nine Hundred Forty Four Thousand Eight Hundred Six Dollars (\$8,944,806) for the Permanent Improvement Fund, Two Million Nine Hundred Fourteen Thousand Two Hundred Forty Seven Dollars (\$2,914,247) for the Medicaid Reserve Fund, and authorize positions of employment, as indicated in the HR/LR Staffing Report, as presented in attachment #1.

Be it further resolved that the Board approve up to Twenty-Four Million Three Hundred Thousand Dollars (\$24,300,000) of the 2021 budget to pay the non-federal share of Medicaid expenditures for services under Ohio Revised Code Sections 5126.059 and 5126.0510. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Developmental Disabilities Board. The motion, seconded by Mrs. Ricks, was unanimously approved.

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BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

B. HASENSTAB ARCHITECT CONTRACT

RESOLUTION

No. 20-08-03

Mrs. Lee moved that whereas on December 19, 2019 the Board approved the facilities development plan for the Cuyahoga Falls and Barberton locations pursuant to Resolution #19-12-03; and

Whereas an award of a contract for architectural services is required to move forward with the design phase of the project;

Therefore be it resolved that the Board approve a contract with Hasenstab Architects for architectural services in an amount not to exceed Four Hundred Thousand Eight Hundred Dollars (\$400,800), as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

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

RESOLUTION

No. 20-08-04

Mr. Briggs moved that the Board approve a contract with Akron Children's Hospital for the period July 1, 2020 through June 30, 2021, for the provision of contract management and service coordination for Federal Part C Early Intervention Services, in an amount not to exceed Eight Hundred Ninety Thousand Six Hundred Seventeen Dollars (\$890,617), as presented in attachment #2, and that the Superintendent is authorized to sign said contract. The motion, seconded by Mrs. Lee, was unanimously approved.

D. JULY FINANCIAL STATEMENTS

RESOLUTION

No. 20-08-05

Mr. Dohnal moved that the Board approve the July financial statements, as presented in attachment #4. The motion, seconded by Mr. Briggs, was unanimously approved.

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BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

E. DIRECT SERVICE CONTRACT

RESOLUTION

No. 20-07-06

Mrs. Ricks moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Angelia Brinson and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be it resolved that the Board adopt the recommendations of the Ethics Committee, as presented in attachment #5. The motion, seconded by Mrs. Gaugler, was unanimously approved.

F. ENDORSEMENT OF AKRON ZOO LEVY

RESOLUTION

No. 20-08-07

Mrs. Gaugler moved that whereas the Akron Zoo is an asset and economic driver in the community supporting over 850 jobs and adding over half a billion dollars to the Summit County economy; and

Whereas the Akron Zoo is seeking a renewal 0.8 mil of its existing Levy with a 0.4 mil increase for ten (10) years to support programs, operations, animal habitats and services to the community;

Resolved that the Summit County Developmental Disabilities Board does hereby endorse the Akron Zoo Levy appearing on the November 2020 ballot, and further authorizes the Superintendent to sign any documents necessary to communicate said endorsement. The motion, seconded by Mr. Briggs, was unanimously approved.

III. SUPERINTENDENT'S REPORT

A. MISCELLANEOUS UPDATES

Superintendent Trunk reported that staff continue to work remotely and he is confident work is getting done on time and that individuals and families are getting what they need. The building is now open three days per week so that staff can stop in and pick up supplies, etc. A few conference rooms have been set-up according to social distancing guidelines so they are available when face-to-face meetings are necessary. A second survey will be going out to staff in the next week or so. Staff have already expressed through the first survey that they like and appreciate working from home.

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BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

A. MISCELLANEOUS UPDATES *(continued)*

Productivity continues to be at a high level with bills being processed and paid on time and work continues to flow seamlessly. The Executive Leadership Team (ELT) are having discussions about how and when staff may be able to return to work in the buildings. There has been outreach to individuals and families with supplies, PPE, information and games/activities. Staff are looking at ways to support families of school-age children who may be remote learning when school resumes in the fall. Holly Brugh and her team are working on a three-tier intervention which will be based on needs.

Approximately 53 individuals with COVID-19 symptoms have been tested, with 29 positive results; five of those individuals were hospitalized and released and there have been two deaths. COVID-19 related costs are being tracked and about \$160,000 in expenses has already been submitted to the County with recovery of approximately \$97,000 so far.

The Superintendent noted that providers have really stepped up during this crisis and continue to deliver quality services. Drew Williams and his staff are in constant contact with providers and have been supporting them through supplying PPE, financial grants, education and training. Summit DD is supportive of providers working on a slow and methodical restart of services to ensure proper protocols are in place and people are safe. The Superintendent thanked Summit DD's provider partners who are working in homes and are delivering amazing services in spite of all the barriers and health risks. Summit County is fortunate to have an incredible network of residential, employment and day service providers in the community that are relied on heavily.

MUIs are seeing a slight increase in peer to peer, which is not out of the ordinary with people spending so much time at home.

The Superintendent recorded a video message to families that will accompany a survey so that feedback can be collected relative to what families need and levels of satisfaction.

Superintendent Trunk announced the County Executive recommended to County Council and Council confirmed the reappointment of Meghan Wilkinson to another term on the Board which will be January 1, 2021 through December 31, 2024. Mr. Trunk thanked Ms. Wilkinson for her past service and willingness to continue serving on the Board. He also noted that Randy Briggs' term expires at the end of this year and he will be term-limited so it will be necessary to find a replacement. Mr. Briggs has brought tremendous value and leadership with his service on the Board and he will be difficult to replace.

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BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

A. MISCELLANEOUS UPDATES *(continued)*

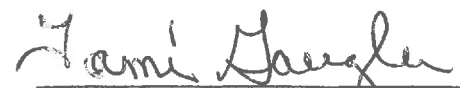
Superintendent Trunk commented that the annual Summit DD golf outing was held on a much smaller scale this year and it was a big success. The weather was good and there were about 75 golfers. The event generated around \$11,000 in net revenue that will go toward the Levy PAC campaign fund. He thanked all the golfers, sponsors and volunteers for their participation in this year's abbreviated event.

Staff continue discussions with the County and the City of Tallmadge relative to future building and property use of the Howe Road complex. The Bath Center is being advertised and marketed but no sale so far. The tenants occupying the Southern Center are interested in a possible purchase. This tenant is currently in year three of a five-year lease and is offering close to the appraised value of the property, inclusive of what has been paid in lease payments.

IV. PRESIDENT'S COMMENTS

Ms. Wilkinson thanked the Superintendent for the updates and also Holly Brugh and her team for addressing issues facing families of school-age children. She noted remote learning can be stressful, and she appreciates staff focusing in this area so that families get the supports they need. Ms. Wilkinson also expressed appreciation for the report on the number of COVID-19 cases and commented that the numbers are relatively low compared to the large number of people the Board serves and the numerous staff interactions. Ms. Wilkinson thanked Randy Briggs for his service on the Board and for his many contributions and the leadership he has provided over the years. She stated it will be a big job to find a replacement for Mr. Briggs but she is confident the Superintendent will find the right person.

There being no further business, the Board Meeting adjourned at 6:23 p.m.


Tami Gaugler, Secretary