

MINUTES – combined work session and regular meeting  
Thursday, November 19, 2020

## Summit County Developmental Disabilities Board

# MINUTES

Thursday, November 19, 2020  
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, November 19, 2020 via video conference. The **work session** convened at 5:30 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. James

### ALSO PRESENT

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

## I. DISPOSITION OF HOWE ROAD CAMPUS AND BATH CENTER PROPERTIES

The facilities relocation plans included meetings over the past year with representatives from the City of Tallmadge and Summit County to consider the best use of the County-owned Summit DD parcels that will be vacated upon completion of renovations at the Cuyahoga Falls and Barberton buildings. The parties have come to agreements relative to the disposition of the parcels involved, with specifics outlined in the Cooperative Agreement and associated Compensation Agreements in attachment #1. The parties will seek approval from their respective Boards/Councils in November and December. The Howe Road campus is approximately 28 acres and consists of the Tallmadge Center, Administration building and Transportation building. It will be split into four parcels: Eastern split – Transportation area consisting of six acres; Western split – Tallmadge Center consisting of 7 acres; Ballfield split – baseball field behind Administration consisting of 3 acres; Central split – Administration building consisting of 12 acres. The County will pay Summit DD the total amount of \$1,350,000 to retain possession of the Eastern and Western split parcels.

**WORK SESSION** *(continued)***I. DISPOSITION OF HOWE ROAD CAMPUS AND BATH CENTER PROPERTIES** *(continued)*

Compensation will be paid in ten equal installments of \$135,000 with the first payment being made within ten days of the execution of the Compensation Agreement. The remaining nine payments will be made annually by December 31<sup>st</sup>, commencing on December 31, 2021, with the last payment on December 31, 2029. There will be no interest paid. The County intends to use the Eastern parcel for a public safety storage and operations facility. Summit DD will have use of 4,000 square feet of storage space available in that building or elsewhere. The Western parcel is intended to be used as a regional public safety dispatch and training center. The County and the City of Tallmadge will enter into a real estate purchase agreement for the Central and Ballfield parcels for the sum of \$1.00. This will include an adjacent parcel owned by the County which is currently being used as soccer fields. Summit DD will not receive compensation for the Central or Ballfield parcels. The City intends to use the Central parcel for the purpose of economic development and job creation. Summit DD must vacate the Central parcel no later than December 1, 2022. The Ballfield parcel will be retained for recreational purposes. The Compensation Agreement for the Bath Center campus ensures that the County will use reasonable measures to market the property through its economic development efforts and that Summit DD shall receive all net proceeds from any sale for its sole use and benefit. Superintendent Trunk introduced Brian Nelsen, Summit County Chief of Staff, who has been instrumental in assisting with the development of the Agreements. He thanked Mr. Nelsen, Assistant Superintendent Lisa Kamlowsky and Russ DuPlain, Facilities Director, for their hard work and countless hours spent putting these deals together. Mr. Nelsen mentioned the dispatch center concept planned for the Western parcel has been under development since 2017 and could include eighteen communities in Summit County in a consortium for dispatch services. He stated there has been great collaboration and partnership on this project. Mr. Briggs commented that the Board has wanted to sell the Bath Center property for the past twelve years and this Agreement is a good deal. Mr. Nelsen concurred and noted the Agreement provides the flexibility to make other decisions about that property. The Cooperative Agreement and the Compensation Agreements have been recommended for approval by the November Finance & Facilities Committees.

**II. SALE OF SOUTHERN CENTER PROPERTY**

In July 2017 Summit DD entered into a five-year lease with Greater Summit County Early Learning Center (GSCELC - aka: SCOPE Academy) to use the building as a public conversion school serving grades K-4. The facility has worked out well and GSCELC would like to purchase the building for its permanent location. Selling this property aligns with Summit DD's future facilities plans. GSCELC submitted an offer to purchase the property for \$346,000. Each party had the property appraised about a year ago with the average being \$457,000.



## **WORK SESSION** *(continued)*

### II. SALE OF SOUTHERN CENTER PROPERTY *(continued)*

Factoring in the value of lease payments of \$140,000 received to date by Summit DD as well as current commercial real estate market conditions, staff recommend acceptance of the offer as fair and reasonable. Sale proceeds would be added to the Permanent Improvement Fund to offset the costs of renovations to the Barberton and Cuyahoga Falls facilities. Ms. James commented that the sale of all the properties puts the Board in a strong position relative to renovating and relocating to the Cuyahoga Falls and Barberton locations. Mr. Trunk replied the sales will generate base revenue to cover the costs of build outs at the Cuyahoga Falls and Barberton buildings. The November Finance & Facilities Committee recommend approval of the sale.

### III. 2021 SUMMIT DD ACTION PLAN

The Summit DD 2021 Action Plan details items that will be addressed in 2021 to fulfill the goals of the 2019-2021 Long Range Plan. Despite the changing landscape due to the COVID-19 pandemic, Summit DD remained on track to meet the action items outlined in the 2020 Action Plan. While some provider support initiatives shifted to supporting providers through the pandemic and plans to support staff, individuals and families in a more remote fashion were unexpected initiatives, Summit DD remained committed to its Mission and Vision. The pandemic response remains a priority in 2021 and Summit DD will continue to address the needs of those it supports. 2021 action items will be cascaded throughout the Agency with department level action plans monitored through the Performance Management System. Feedback on the 2021 Action Plan will be obtained throughout November via virtual and online methods with options for people to mail or phone in feedback as well.

Long Range Plan Goal 1: To ensure quality services while we cultivate opportunities for people to feel included.

2021 Action Items:

- Enhance multi-system collaboration to support adults and youth with intensive needs
- Collaborate with providers to support adults and youth with intensive needs
- Connect individuals to an array of residential options in the community
- Partner with providers to enhance services to individuals we support
- Support individuals, families and providers with technology

Long Range Plan Goal 2: To empower an engaged workforce that achieve the best outcomes for people we support.

2021 Action Items:

- Design and implement a Leadership Development Program
- Develop a Diversity and Inclusion Program
- Implement Performance Management System
- Implement and evaluate Telework
- Keep employees informed and engaged

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## **WORK SESSION** *(continued)*

### III. 2021 SUMMIT DD ACTION PLAN *(continued)*

Long Range Plan Goal 3: To ensure that our system is sustainable for future generations.

2021 Action Items:

- Implement facilities use plan
- Continue to refine long-term financial forecasts
- Implement Business Intelligence
- Continue to implement and monitor COVID-19 Response Plan
- Maintain staffing levels for core functions

The 2021 Action Plan has been recommended for approval by the November Services & Supports and Finance & Facilities Committees. It has also been reviewed by the HR/LR Committee.

### IV. SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL SERVICE REVIEW COLLABORATIVE AGREEMENT

Summit DD contributes funds to a shared pool which assists children and families involved in multi-systems. As required by the Ohio Revised Code (ORC), Family and Children First Councils must develop a county-specific Service Coordination Mechanism (SCM) which serves as the guiding document for coordination of services in the county. The purpose of the SCM is to streamline and coordinate existing government services for families seeking services for children birth through age 21 and to ensure that eligible families have access to service coordination. A team of professionals meet weekly to:

- Review and monitor requests for community-based services for children with multi-system needs
- Offer case consultation from a multi-system perspective to staff from any agency working with a complex youth/family
- Refer families for wraparound/service coordination
- Review individual cases that need more restrictive placement settings such as residential treatment and monitoring youth in residential treatment
- Issue recommendations and/or offer alternatives to better serve youth and families

Data from January through August 2020 includes:

- ✓ Wraparound/Service Coordination – 45 referrals accepted and opened (12 were DD involved youth)
- ✓ Case consultation – 11 referrals accepted and reviewed (2 were DD involved youth)
- ✓ Funding requests for community-based services – 33 funding requests reviewed (21 were DD involved youth) – requests included camp, safety items, sensory items, Y memberships, structured activities and mentoring
- ✓ Funding requests for out of home placement (i.e., crisis respite home, residential treatment, etc.) – 27 requests (7 were DD involved youth)



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## **WORK SESSION** *(continued)*

### IV. SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL SERVICE REVIEW COLLABORATIVE AGREEMENT *(continued)*

The request is to continue participation in the shared pool agreement in the amount of \$110,700 for the period January 1, 2021 through December 31, 2021. Funds from this contract will be pooled with funds from other county agencies to support various needs of children/families, including residential placements. Contributions to this collaboration in 2020 included Summit DD (\$110,700), Summit County Children's Services Board (\$171,245), Juvenile Court (\$131,084) and the ADM Board (\$145,431). In addition, this group has also received over \$500,000 in state funds to cover the increasing placement costs for eligible youth. This additional funding, along with money from the contributing agencies, has dramatically reduced custody relinquishment in Summit County. Summit DD has two staff who serve as part of the SRC and have access to bring Board-eligible cases to the committee for support and funding recommendations. Funds are available in the budget and the SCFCFC SRC Agreement has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

### V. INDOOR AIR QUALITY CONSULTANTS CONTRACT

During the COVID-19 pandemic it is critical that Summit DD support providers with implementing increased cleaning protocols. In August 2020, Summit DD contracted with Indoor Air Quality Consultants (IAQ), an Akron-based commercial cleaning and consulting company, to provide cleaning services to providers. IAQ uses an aerosol-based cleaning method that can quickly clean vehicles, homes and day programs. Summit DD has been offering this service to transportation providers, homes and day programs when people test positive for COVID-19. Summit DD would like to continue to offer this service in 2021 to support individuals and providers. The contract would be for the period January 1, 2021 through December 31, 2021 in an amount not to exceed \$100,000. Superintendent Trunk noted this is an essential service and providers and families have been satisfied with the services provided by IAQ. However, staff will be doing a little more research to see if other businesses offer the same services so that additional quotes can be obtained. The Superintendent thanked Drew Williams and his staff for the nearly \$1M in support to local providers. Funds are available in the budget and the November Services & Supports and Finance & Facilities Committees recommend support of a contract for these services.

### VI. SUMMIT COUNTY DEPARTMENT OF JOBS & FAMILY SERVICES CONTRACT

Summit DD and the Summit County Department of Jobs & Family Services (DJFS) have had a collaborative agreement since 2013. The contract supports a dedicated DJFS worker whose sole responsibility is to assist Summit DD staff and eligible individuals with Medicaid enrollment, Medicaid waivers, food assistance programs and access to various other DJFS programs.



**WORK SESSION** *(continued)*VI. **SUMMIT COUNTY DEPARTMENT OF JOBS & FAMILY SERVICES CONTRACT** *(continued)*

Individuals, families and Summit DD staff have direct access to the DJFS worker and do not have to go through the Akron DJFS office for support. This allows the caseworker to address special issues and barriers that can delay Medicaid enrollment. The dedicated DJFS worker provides over 250 individuals and SSAs with support each month. The request is to enter into a contract with DJFS for the period January 1, 2021 through December 31, 2021 in an amount not to exceed \$84,000, which is an increase of \$2,000 over last years contract to cover the cost of salary increase for the dedicated worker. Reimbursement would be made to DJFS on a monthly basis. Funds are available in the budget and the DJFS contract has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

VII. **NORTHEAST OHIO NETWORK CONTRACT**

Summit DD contracts with Northeast Ohio Network (NEON) to act as a flow through for reimbursement of funds to individuals and families using the Family Engagement Program (FEP). These funds allow individuals ages birth-22, without Medicaid waivers, the ability to access up to \$1,800 of funding which can be used to participate in activities that enhance their lives. Activities can include summer camps, community programs, school activities, therapy, specialized equipment and technology supports. Families pay for the goods/services up front and are reimbursed for their documented expenses. The contract allows NEON to deposit the reimbursement funds directly into a parent/guardian account. To date, 516 families have accessed FEP, with the majority using funds to pay for both community-based (39) and specialized (50) camps, community classes/clubs (130), respite (70) and adaptive equipment (70). In 2020 there has been a decrease of over 150 families, specifically those accessing camp and community classes/clubs, due to COVID-19. The request is to enter into a contract with NEON for the administration of the FEP. The contract also includes \$6,000 for annual membership dues. The contract would be for the period January 1, 2021 through December 31, 2021 in an amount not to exceed \$621,000. Funds are available in the budget and the NEON contract has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

VIII. **SUCCESS4KIDZ CONTRACT**

Summit DD follows an evidence-based early intervention (EI) model recommended by the Ohio Department of Developmental Disabilities (DODD). This model provides consultative, in-home services to families through a coaching approach. Summit DD has contracted with Success4Kidz (S4K) to provide consultative therapy services since 2007, which includes:

- Participating in evaluations to determine eligibility for early intervention services



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## **WORK SESSION** *(continued)*

### VIII. SUCCESS4KIDZ CONTRACT *(continued)*

- Meeting weekly with Help Me Grow (HMG) service coordinators and developmental specialists (DS) to ensure families are supported by one primary service provider who is backed by a team of support professionals
- Adding OT and PT staff to the team of professionals who can serve as the primary service provider. This allows the team to select from not only the DS and speech therapist but also the OP and PT, allowing for the best fit for each family
- Providing consultative services to the Inclusion Department for children in childcare centers

In the past nine months, S4K has completed 2,039 home/telehealth visits and evaluations, which is an increase of 117 visits over the same period in 2019, acting as both the primary and secondary service provider. This is an average of 227 visits per month, which is an increase of 16 visits per month over 2019. This increase is consistent with the increase in children eligible for EI services. The recommendation is to enter into a contract with S4K for the period January 1, 2021 through December 31, 2021 in an amount not to exceed \$476,500. Costs are billed hourly at \$75/hour or \$18.75 per unit of service, which is the standard Medicaid rate. Funds are available in the budget and the S4K contract has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

### IX. GARDINER CONTRACT

Summit DD uses Gardiner to provide routine and emergency maintenance on all the aging HVAC units at all facilities. The annual cost for the maintenance contract is \$49,999 for 2021, which is the same cost as 2020. Summit DD has also budgeted \$30,000 in 2021 for repairs that are outside of the maintenance contract such as non-maintainable parts (i.e., heat exchangers, ductwork, structural supports, water/steam/drain piping, wiring, replacement of obsolete equipment, etc.). This \$30,000 may be a high estimate, however, as the HVAC units age, particularly at the Administration building, there is increased risk of needing significant repairs. The combined total of the 2021 contract could not exceed \$79,999. Funds are available in the budget and the Gardiner contract has been recommended for approval by the November Finance & Facilities Committees.

### X. PRIMARY SOLUTIONS CONTRACT

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application for tracking individuals served and managing billing activities. The annual license cost for Gatekeeper will be \$55,383 in 2021, which is a 2% increase over 2020. Summit DD uses OhioDD.com provided by Primary Solutions for tracking billing and utilization of services. The annual license cost for OhioDD.com will be \$9,074 in 2021, which is a 3% increase over 2020.

**WORK SESSION** *(continued)*X. PRIMARY SOLUTIONS CONTRACT *(continued)*

An additional \$5,000 has also been budgeted in 2021 for customized work and training from Primary Solutions that is beyond what is included in the licensing agreements. The total amount of the 2021 contract would not exceed \$69,457. Funds are available in the budget and the Primary Solutions contract has been recommended for approval by the November Finance & Facilities Committees.

## XI. CONSTRUCTION MANAGER AT RISK SELECTION – SUMMIT CONSTRUCTION

The Board approved the Cuyahoga Falls and Barberton facilities renovation project in December 2019 under resolution #19-12-03. In order to move forward with the design and development of the project, a construction manager at risk (CMR) is required. In May, a request for quotation (RFQ) to select the construction management firm for the CMR role was initiated with eleven responders. A review and scoring process was completed to evaluate the responders, which led to the top four firms being selected to go through the request for proposal (RFP) process. Out of the RFP process, Summit Construction as the firm that was selected as the best fit for the project. Summit DD contracted with Summit Construction in 2009 and 2010 for the original construction of the Cuyahoga Falls and Barberton facilities. Summit Construction's proposal includes demolition, construction and all related CMR services at an estimated cost of \$5,829,333. A 5% contingency of \$291,467 has been added for a total cost not to exceed \$6,120,800, which is below the budgeted amount for this portion of the project. Funds are available in the permanent improvement fund and the CMR selection of Summit Construction has been recommended for approval by the October Finance & Facilities Committee.

## XII. OCTOBER FINANCIAL STATEMENTS

October ended in a positive position of \$9,249,727 and a fund balance of \$61,536,392. Revenue in October included \$2,640,000 for second half homestead and rollback tax settlement. Expenditures in October included payment of \$26,500 to Oriana House, \$70,500 paid in grant awards to eligible providers, \$13,700 to Indoor Air Quality Consultants for sanitizing services for providers and families, \$500,000 contribution to the Summit County COVID-19 Non-profit Emergency Relief Grant Program with the Akron Community Foundation, \$4,784,600 for quarterly waiver match (which included \$290,395 for additional support to residential providers), \$391,500 for quarterly waiver administration fee and \$26,500 to purchase HP Elite touchscreen notebooks. The October Financial Statements have been recommended for approval by the November Finance & Facilities Committee.



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## **WORK SESSION** *(continued)*

### XIII. SURPLUS INVENTORY

There is surplus inventory from the Tallmadge Center that is no longer needed or of useful value that is being requested for disposal. Some of the items listed in attachment #13 may be sold to other local governmental entities and the rest will be offered via internet auction by a Summit County vendor who specializes in online auctions. Any remaining items will be disposed of in an environmentally safe manner. The surplus inventory identified in attachment #13 has been recommended for disposal by the November Finance & Facilities Committee.

The work session adjourned at 6:20 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:20 p.m.

### I. APPROVAL OF MINUTES

#### A. OCTOBER 22, 2020 (combined work session and regular meeting)

#### RESOLUTION No. 20-11-01

Mrs. Ricks moved that the Board approve the minutes of the October 22, 2020 combined work session and regular meeting, as presented in attachment #14. The motion, seconded by Mr. Briggs, was unanimously approved.

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## **BOARD MEETING** *(continued)*

### II. BOARD ACTION ITEMS

#### A. CONSTRUCTION MANAGER AT RISK – SUMMIT CONSTRUCTION

##### RESOLUTION

No. 20-11-02

Mrs. Gaugler moved that the Board approve the selection of Summit Construction as the Construction Manager at Risk for renovations at the Cuyahoga Falls and Barberton locations, in an amount not to exceed Six Million One Hundred Twenty Thousand Eight Hundred Dollars (\$6,120,800);

Be it further resolved that Superintendent is authorized to negotiate and execute an Agreement with Summit Construction to perform said services and take all other actions necessary to carry out the transactions contemplated by said Agreement. The motion, seconded by Mr. Dohnal, was unanimously approved.

#### B. OCTOBER FINANCIAL STATEMENTS

##### RESOLUTION

No. 20-11-03

Ms. James moved that the Board approve the October financial statements, as presented in attachment #12. The motion, seconded by Mrs. Gaugler, was unanimously approved.

#### C. SURPLUS INVENTORY

##### RESOLUTION

No. 20-11-04

Mrs. Ricks moved that the Board approve the disposal of surplus inventory, as identified in attachment #13. The motion, seconded by Mr. Briggs, was unanimously approved.

### III. SUPERINTENDENT'S REPORT

#### A. MISCELLANEOUS UPDATES

Superintendent Trunk reported that of the 80 individuals with COVID-19 symptoms, 55 have tested positive with five people hospitalized and released and three deaths. The return of individuals to day programs has been very slow, which is fine given the recent spikes in COVID-19 cases. The Superintendent thanked Drew Williams and his staff for the continued support to Summit County providers. The County is offering \$5M in local funds as grants to non-profit organizations.



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## **BOARD MEETING** *(continued)*

### III. SUPERINTENDENT'S REPORT *(continued)*

#### A. MISCELLANEOUS UPDATES *(continued)*

Summit DD added \$500,000 to this program, which along with previous Summit DD grants to providers, PPE, cleaning supplies, etc., will now exceed \$1M in relief funds Summit DD has provided to the community. Superintendent Trunk also thanked Brian Nelsen and staff in the Executive's office for the support received and the CARES dollars recovered, which is in excess of \$200,000.

The Superintendent gave a special thank you to Judge Elinor Stormer for again hosting an art exhibit in the courthouse. The featured artwork includes artists with disabilities and will be displayed at the courthouse and online. Judge Stormer has been a tremendous partner!

### IV. VICE PRESIDENT'S COMMENTS

Mr. Quade noted the first part of the Board Meeting is referred to as the work session but it's the staff that does the majority of the work. The Board is not complacent when there are no questions asked; it represents confidence in staff and the understanding that there is considerable work and planning that goes into preparing information for the Board. He offered deep and sincere gratitude to staff for conducting due diligence and all the work that goes into preparing detailed presentations and information for the Board.

With the rising number of COVID-19 cases, Mr. Quade reminded everyone to keep health and safety first before anything else. The number of cases continues to increase; cases doubled in September, October numbers doubled those in September and November is on track to double the number of October cases. However high the numbers get, when we work together, we can do amazing things. He urged everyone to be careful, be smart, be thankful and be safe and use technology whenever possible to mitigate risk.

There being no further business, the Board Meeting adjourned at 6:42 p.m.



Tami Gaugler, Secretary