



MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 28, 2021

Summit County Developmental Disabilities Board

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Thursday, January 28, 2021
5:30 p.m.

The **annual organizational meeting, combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, January 28, 2021 via video conference. The **annual organizational meeting** convened at 5:36 p.m.

BOARD MEMBERS PRESENT

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| Meghan Wilkinson | Tami Gaugler |
| Denise Ricks | Allyson V. James |
| Tom Quade | Jason Dodson |
| Dave Dohnal | |

ALSO PRESENT

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

I. ELECTION OF OFFICERS

Ms. Wilkinson thanked Mr. Dohnal and Mr. Quade for serving as the Nominating Committee to collect nominations for 2021 Board Officers. The Nominating Committee had requested Board Members, including those who held officer positions in 2020, reach out if interested in an officer position in 2021. A slate of officers in which one candidate was nominated for each position was presented. Ms. Wilkinson called for additional nominations. Hearing none, Mr. Dohnal reported the 2021 Summit DD Board Officer nominations are: President: Tom Quade, Vice-President: Tami Gaugler, and Secretary: Jason Dodson.

RESOLUTION No. 21-01-01

Mr. Dohnal moved that the election of Board Officers for 2021 be approved, as follows:

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|-----------------|--------------|
| President: | Tom Quade |
| Vice President: | Tami Gaugler |
| Secretary: | Jason Dodson |

The motion, seconded by Mr. Dodson, was unanimously approved.

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ANNUAL ORGANIZATIONAL MEETING (continued)

II. ETHICS COMMITTEE

An Ethics Committee is needed for 2021 and requires at least one Board Member who serves on this committee does not have a family member who receives services. The recommendation is for Tami Gaugler, Allyson V. James and Jason Dodson serve on the Ethics Committee in 2021. All accepted the recommendation.

RESOLUTION

No. 21-01-02

Mrs. Ricks moved that the Board Members appointed to serve on the Ethics Committee in 2021 are as follows:

Tami Gaugler

Allyson V. James

Jason Dodson

The motion, seconded by Mrs. Gaugler, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee: Tom Quade, Allyson V. James, Jason Dodson

HR/LR Committee: Tom Quade, Meghan Wilkinson

Services & Supports Committee: Tami Gaugler, Denise Ricks, Dave Dohnal

Mr. Quade asked Board Members if they are satisfied with the 2021 committee assignments. Hearing no objections, the proposed committee assignments for 2021 stand. Mrs. Albright will develop a meeting schedule for 2021 committees and distribute as soon as possible.

IV. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT

Individuals appointed or reappointed to serve on county developmental disabilities boards are required by the Ohio Revised Code (ORC) Section 5126:024 to provide a Declaration of Eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for signatures. Please sign and return the documents to her at your earliest convenience.

The annual organizational meeting adjourned at 5:47 p.m.

WORK SESSION

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:47 p.m.

I. SUMMIT HOUSING DEVELOPMENT CORPORATION MASTER AGREEMENT

Summit Housing Development Corporation (SHDC) is a private, not-for-profit corporation with the purpose of developing, acquiring and managing affordable housing for individuals with developmental disabilities. Summit DD and SHDC have a long history of collaboration with a shared purpose of ensuring a variety of affordable residential options are readily available when individuals have housing needs. SHDC currently owns and serves as landlord for approximately 100 homes in Summit County in which individuals with developmental disabilities reside. The Ohio Department of Developmental Disabilities (DODD) makes capital assistance funds available to county boards to assist them in acquiring housing for individuals receiving community-based support services. In order to access state funding, county boards must have a contract with either a non-profit corporation specifically chartered to develop housing for individuals with disabilities or a local housing authority. The contract must include all terms required pursuant to Ohio Administrative Code (OAC) 5123-1-03, including the requirement that the county board maintain a mortgage interest in any housing purchased with the dollars. Under the current rule, state dollars can be used to acquire single family homes, duplex, quadplex, manufactured homes, condominiums or newly constructed housing. Summit DD and SHDC have a good relationship, communicating and exchanging information on a regular basis to ensure alignment relative to housing needs for individuals in Summit County. The request is for the Board to authorize the Master Agreement with SHDC for acquisition of residential property, as needed. The Master Agreement with SHDC has been recommended for approval by the January Finance & Facilities and Services & Supports Committees.

II. SUMMIT HOUSING DEVELOPMENT CORPORATION CONTRACT

Approximately five years ago Summit DD and the ADM Board collaborated to open a respite home for adults who are dually diagnosed with both a developmental disability and also a mental health diagnosis. The purpose of the home is to provide an emergency, short-term placement option for individuals who can no longer reside in their current situation. The intent of the home is to stabilize the individual and then transition them back home or find an alternate long-term residential option. This home has proved to be vital in the emergency placement of many adults in Summit County, often having both bedrooms full. The average stay is about three months and most individuals transition very successfully out of the home. This home is owned by SHDC and currently staffed by ViaQuest. Summit DD and the ADM Board split the rent and utilities of \$1,300/month utilizing money from a shared account into which each agency contributes.

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BOARD MEETING (continued)

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – JOE ECK

RESOLUTION No. 21-01-09

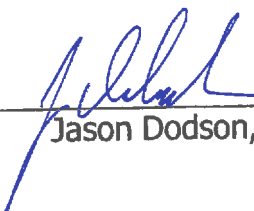
Mrs. Ricks moved that the Board approve a contract of employment for Joe Eck, Director of Labor Relations and Risk Management, for the period April 21, 2021 through April 20, 2023. The motion, seconded by Mrs. Gaugler, was unanimously approved.

B. EMPLOYMENT CONTRACT – BILLIE JO DAVID

RESOLUTION No. 21-01-10

Ms. Wilkinson moved that the Board approve a contract of employment for Billie Jo David, Director of Communications & Quality, for the period May 3, 2021 through May 2, 2023. The motion, seconded by Ms. James, was unanimously approved.

There being no further business, the Board Meeting adjourned at 7:08 p.m.



Jason Dodson, Secretary