

MINUTES – work session and regular meeting
Thursday, March 25, 2021

Summit County Developmental Disabilities Board

MINUTES

Thursday, March 25, 2021
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, March 25, 2021 via video conference. The **work session** convened at 5:32 p.m.

BOARD MEMBERS PRESENT

Tom Quade, Board President
Tami Gaugler, Board Vice President
Jason Dodson, Board Secretary
Meghan Wilkinson
Denise Ricks
Allyson V. James
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. TRIAD GROUP CONTRACT

As Summit DD enters the construction phase of renovating the Barberton and Cuyahoga Falls facilities staff need an owner's representative with expertise in the construction field and familiarity with the project to ensure a successful end result. The principal of the Triad Group was heavily involved in the analysis and planning in 2018 and 2019 and has also been serving as Summit DD's owner's representative in the design and preconstruction phases. The request is to contract with Triad Group to have this organization continue to act as the owner's representative for the remainder of the facilities renovations project. The total amount of the contract would not exceed \$145,200, which includes a 10% contingency. This amount is in line with budgeted expenses for the project and funds are available in the permanent improvement fund. The contract with Triad Group has been recommended by the March Finance & Facilities Committee.

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WORK SESSION *(continued)*

II. SUMMIT CONSTRUCTION CONTRACT INCREASE

In November 2020, per Resolution #20-11-02, the Board approved Summit Construction to act as the Construction Manager at Risk (CMR) to complete renovations at the Barberton and Cuyahoga Falls facilities for an amount not to exceed \$6,120,680. The original funding amount was based on the RFP that was completed using the 2019 fit test design concepts for each site. Summit DD has made significant changes to the designs of the Cuyahoga Falls location based on receiving additional property from the City of Cuyahoga Falls, allowing a greatly improved expansion and entrance design as well as corresponding interior improvements. This impacted the estimated construction costs at Cuyahoga Falls by \$670,439. The cost estimate work at the Barberton facility decreased by \$60,239 from the original estimate.

Additionally, staff would like to include the furniture and cubicle package under the oversight of Summit Construction to ensure proper integration, execution and continuity with the rest of the construction work. This amount was built into the original project budget but was not assigned to any one organization. By assigning this oversight to Summit Construction it adds \$865,399 to the contracted amount with Summit Construction. There are also some pre-existing and unanticipated conditions to the roof at both sites and the patio and ramp at Cuyahoga Falls will need to be updated. These items add \$268,000 to the project total. Mr. Dohnal noted the Cuyahoga Falls and Barberton buildings are about ten years old and asked if the roofing issues may fall under a warranty. Mr. DuPlain replied the roofs have 20-year warranties and he is working with Triad Group to review what aspects of the repairs may be warranty issues. There are also other components to the roof such as how the new roof system will connect to the existing, etc. that are not warranty issues. Mr. DuPlain commented that actual costs will likely be lower than anticipated. Mr. Dohnal asked if the previous roofing contractor is being used in the renovations project. Mr. DuPlain replied they are not. Most of the improvements will be covered with a transfer of general fund dollars that have been designated for building renovations. An 8% contingency of \$629,152 has also been included, bringing the total to \$8,493,551. Funds are within the overall allocated project budget and the Summit Construction contract increase has been recommended for approval by the March Finance & Facilities Committee.

III. HASENSTAB ARCHITECTS CONTRACT INCREASE

In August 2020, per Resolution #20-08-03, the Board approved the selection of Hasenstab Architects to act as the architect and design firm to complete plans for renovations of the Barberton and Cuyahoga Falls facilities for an amount not to exceed \$400,800. The City of Cuyahoga Falls deeded adjacent property to Summit DD which allowed an expanded entrance design as well as corresponding interior improvements, impacting the architect and engineering estimates by \$47,235.

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WORK SESSION *(continued)*

III. HASENSTAB ARCHITECTS CONTRACT INCREASE *(continued)*

Additionally, both sites require improvements to the roofs and the patio and ramp at Cuyahoga Falls needs modifications. The total increase, which includes an 8% contingency, raises the overall cost by \$125,198 bringing the revised total of this contract to \$525,998. Funds are available within the overall allocated project budget and the Hasenstab Architects contract increase has been recommended for approval by the March Finance & Facilities Committee.

IV. SUMMIT DD LIABILITY INSURANCE

Summit DD must maintain risk protection for Board operations and property and the current policies expire March 31, 2021. Summit DD has typically purchased separate policies to cover general liability, directors and officers/employment practices liability (D&O EPL) and cyber liability insurance. For the past several years the general and D&O EPL policies have been written by Selective Insurance and the cyber liability policy has been written by AIG. For the renewal policy, AIG proposed a 52% premium increase for cyber coverage. Summit DD's broker, Wichert Insurance, sought competitive quotes. Cincinnati Insurance Companies responded with an offer of substantially similar coverage at a lower premium than the Board's current policy. However, Cincinnati Insurance only offers cyber liability coverage in combination with the D&O EPL coverage. Cincinnati's D&O EPL coverage is substantially similar to the Board's existing coverage and offers lower deductibles. Cincinnati's combined premium for cyber and D&O EPL is lower than the combined expiring premiums for those policies. The recommendation is to renew general, property, auto, abuse and molestation, and umbrella liability insurance with Selective Insurance Company for the period April 1, 2021 through March 31, 2022 in an amount not to exceed \$57,951 and to utilize Cincinnati Insurance Companies for D&O EPL and cyber liability insurance for the same period in an amount not to exceed \$39,273 for total liability coverage in the amount of \$97,224. This is a reduction of \$3,210 over the 2020-2021 premiums and there would be no lapse in coverage. Cincinnati Insurance Companies have a Best Rating of A+ and Selective Insurance Company of America has an A Rating. Funds are available in the budget and liability insurance coverage through Cincinnati Insurance Companies and Selective Insurance Company has been recommended for approval by the March Finance & Facilities Committee.

V. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT

The Volunteer Guardianship Program (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. Not all individuals with developmental disabilities or other mental and/or physical impairments require the services of a guardian. Only a small percentage of individuals eligible for Summit DD services require a court-appointed guardian.

WORK SESSION *(continued)*

V. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT *(continued)*

In many cases a ward has no children or other family member to serve as guardian. In those instances, the Probate Court can appoint a volunteer guardian to serve as the legal guardian. The program operates through a contract with the Summit County Combined General Health District and includes the ADM Board, Summit County Public Health, Summit County Probate Court, Summit County DJFS and Summit DD. The request is to renew Summit DD's commitment to the VGP in the amount of \$50,000 for the period April 1, 2021 through March 31, 2022. The agreement allows funds to be used almost exclusively to cover staff costs associated with monitoring cases and recruiting additional volunteer guardians. There are currently 116 volunteer guardians and four professional guardians. Specific deliverables as part of the agreement, beyond recruitment, include accepting referrals, matching volunteer guardians with clients, assuring monthly visits take place and case notes are completed and filed and participating and reporting back to Advisory Committee on a quarterly basis. Funds are available in the budget and the March Finance & Facilities Committee recommended continued participation in the VGP.

VI. FEBRUARY FINANCIAL STATEMENTS

February ended with a deficit of \$9,288,920. Revenue in February included \$67,600 for quarterly Title XX grant reimbursement and \$48,100 incremental reimbursement of expenses associated with the Strong Families Safe Communities grant. Expenditures for the month consisted of \$49,600 for the purchase of HP Elite notebooks and hardware support, \$25,000 for Oriana Alternative Environment Program (AEP), \$110,700 for the FCFC shared pool agreement, \$100,000 to NEON for incremental funding of the Family Engagement Program, \$16,200 to ComDoc for annual licensing, maintenance and support, \$40,400 to Cornerstone for the second of a three-year licensing contract and \$42,300 final payment to Altura Communications Solutions for the phone system upgrade. The fund balance at the end of February was \$48,476,669. Mr. Dohnal asked if the AEP is the program that provides residential and other support to individuals involved with the legal system. Mr. Trunk replied that it is and noted the contract amount has been reduced over the years based on use. Mrs. Brugh added the contract used to be funded at \$50,000 however usage has decreased with only two beds uses in 2020. The \$25,000 is a place holder to ensure that one bed is available when needed and a daily rate is charged when someone utilizes services. The February Financial Statements have been reviewed by the March Finance & Facilities Committee.

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WORK SESSION *(continued)*

VII. REQUEST FOR ENDORSEMENT OF AKRON-SUMMIT COUNTY PUBLIC LIBRARY LEVY

The Akron-Summit County Public Library covers all school districts except Barberton, Cuyahoga Falls, Hudson, Stow-Munroe Falls and Twinsburg. In addition to the main library downtown Akron, there are eighteen branch locations and a mobile services department with two full-size bookmobiles. The library supports and promotes an inclusive environment as well as programs for citizens of all ages and abilities. The library's levy request will be on the May 4th ballot and is seeking a renewal of its current 1.9 mil operating levy for six years. The existing 1.9 mil levy represents about 55% of the library's annual operating revenue. This is not a new tax nor is it a tax increase and it is not based on the new property tax valuations. The Superintendent recommends endorsement of the Akron-Summit County Public Library Levy. Mr. Quade stated the Board has supported and endorsed the library levy in the past and the support has also been reciprocated.

The work session adjourned at 5:59 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:59 p.m.

I. APPROVAL OF MINUTES

A. FEBRUARY 25, 2021 (combined work session and regular meeting)

RESOLUTION

No. 21-03-01

Mrs. Ricks moved that the Board approve the minutes of the February 25, 2021 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Gaugler, was unanimously approved.

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BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS

A. SUMMIT CONSTRUCTION CONTRACT INCREASE

RESOLUTION

No. 21-03-02

Ms. Wilkinson moved that whereas the Board approved expenditures in the amount of Six Million One Hundred Twenty Thousand Eight Hundred Dollars (\$6,120,800) to Summit Construction as Construction Manager at Risk for renovations at the Barberton and Cuyahoga Falls facilities pursuant to Resolution 20-11-02; and

Whereas the reallocation and expansion of services requires an increase in the amount of expenditures allocated to Summit Construction for said services;

Therefore be it resolved that the Board approve an increase in funding to Summit Construction in the amount of Two Million Three Hundred Seventy Two Thousand Seven Hundred Fifty One Dollars (\$2,372,751) for a total contract amount not to exceed Eight Million Four Hundred Ninety Three Thousand Five Hundred Fifty One Dollars (\$8,493,551), as outlined in attachment #1, and authorize the Superintendent to sign all documents necessary to effectuate said increase. The motion, seconded by Mr. Dohnal, was unanimously approved.

B. HASENSTAB ARCHITECTS CONTRACT INCREASE

RESOLUTION

No. 21-03-03

Mr. Dodson moved that whereas the Board approved expenditures in the amount of Four Hundred Thousand Eight Hundred Dollars (\$400,800) to Hasenstab Architects to complete renovation plans for the Barberton and Cuyahoga Falls facilities, pursuant to Resolution #20-08-03; and

Whereas Summit DD has subsequently requested design updates and plan changes that require an increase in the amount allocated to Hasenstab Architects for said services;

Therefore be it resolved that Board approve an increase in funding in the amount of One Hundred Twenty Five Thousand One Hundred Ninety Eight Dollars (\$125,198) for a total contract amount not to exceed Five Hundred Twenty Five Thousand Nine Hundred Ninety Eight Dollars (\$525,998), as outlined in attachment #3, and authorize the Superintendent to sign all documents necessary to effectuate said increase. The motion, seconded by Ms. James, was unanimously approved.

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BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

C. SUMMIT DD LIABILITY INSURANCE RENEWAL

RESOLUTION

No. 21-03-04

Mrs. Gaugler moved that the Board approve a package of insurance for the period April 1, 2021 through March 31, 2022 with coverages through Selective and Cincinnati Insurance Companies, for a total amount not to exceed Ninety Seven Thousand Two Hundred Twenty Four Dollars (\$97,224), as outlined in attachment #4, and that the Superintendent take all action necessary to secure said coverage for Board operations. The motion, seconded by Ms. James, was unanimously approved.

D. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT

RESOLUTION

No. 21-03-05

Ms. James moved that the Board approve a Memorandum of Understanding with the Summit County Combined General Health District, the Summit County Probate Court, the Summit County ADM Board and the Summit County Department of Jobs and Family Services in support of the Volunteer Guardianship Program for the period April 1, 2021 through March 31, 2022, in an amount not to exceed Fifty Thousand Dollars (\$50,000), as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Ms. Wilkinson, was unanimously approved.

E. FEBRUARY FINANCIAL STATEMENTS

RESOLUTION

No. 21-03-06

Ms. James moved that the Board approve the February Financial Statements, as presented in attachment #6. The motion, seconded by Mrs. Ricks, was unanimously approved.

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BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

F. ENDORSEMENT OF AKRON-SUMMIT COUNTY PUBLIC LIBRARY LEVY

R E S O L U T I O N

No. 21-03-07

Ms. James moved that whereas the Akron-Summit County Library is seeking renewal of its 1.9 mil operating Levy that supports the Summit County community; and

Whereas the library supports and promotes an inclusive environment and programs for citizens of all ages and abilities to connect, learn, explore and create;

Therefore be it resolved that the Summit County Developmental Disabilities Board does hereby endorse Issue #10 appearing on the May 4, 2021 ballot and further authorizes the Superintendent to sign any documents necessary to communicate said endorsement. The motion, seconded by Mrs. Gaugler, was unanimously approved.

V. SUPERINTENDENT'S REPORT

Superintendent Trunk noted the annual OACB Spring conference will be held virtually in May. This is an opportunity for Board to earn some of the required four hours of continuing professional development training. Mrs. Albright will provide additional conference information for anyone interested in participating. Mr. Trunk mentioned that Billie Jo David will be presenting a half hour MUI training for Board Members at 5:00 prior to the April 22nd Board Meeting.

Information was received that the Federal Medicaid match relief funds will likely continue for the rest of 2021. There may also be some additional federal funds available, up to \$200M, to enhance home and community-based waiver services (HCBS) for a twelve-month period beginning April 2021. More information will be provided as it becomes available.

More than 1600 people with disabilities in Summit County have already been vaccinated and the benefits of are being realized. New reported positive cases have decreased to 1-2 per week, the number of staff testing positive is down, individuals are slowly considering returning to day services (still at less than 50%) and while the demand is slowing Summit DD continues to distribute PPE to providers, families and the community. Staff are also continuing to assist with coordinating vaccinations for about 400 individuals who have not yet received them.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

Staff are moving forward with transitioning into the role of Administrative Agent for the Summit County Family and Children First Council (FCFC), which will be effective July 1, 2021. This positions Summit DD to play a leading role on this important county-wide collaborative. Superintendent Trunk thanked Lisa Kamlowksy, Holly Brugh and Mira Pozna who have been instrumental in navigating the process.

Mr. Trunk mentioned that he will be meeting with Executive Shapiro and her staff as well as Judge Stormer in the coming weeks to provide updates to those offices on Summit DD.

VII. PRESIDENT'S COMMENTS

Mr. Quade commented that he has two things on which to comment tonight: He thanked staff on behalf of the Board for all their hard work and effort. He noted that the Board does not take for granted the hard work the Superintendent, Executive Leadership Team and staff do and the Board appreciates it. Relative to COVID-19, people still need to continue to do the things necessary to reduce the risk and spread. He urged everyone to continue to be diligent and help slow and stop the spread of the pandemic.

VII. EXECUTIVE SESSION

RESOLUTION No. 21-03-08

Mr. Dodson moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment of a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Ricks.

Roll call: Quade-yes, Wilkinson-yes, Ricks-yes, Dohnal-yes, Gaugler-yes, James-yes and Dodson-yes.

The regular session of the Board Meeting adjourned at 6:22 p.m.

The Board entered Executive Session at 6:23 p.m.

The Board Meeting reconvened at 6:57 p.m.

There being no further business, the Board Meeting adjourned at 6:58 p.m.



Jason Dodson, Secretary