



Summit County Developmental Disabilities Board

MINUTES

Thursday, April 22, 2021
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, April 22, 2021 via video conference. The **work session** convened at 5:39 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
Russ DuPlain, Director of IT & Facilities	Janice Houchins, FCFC Director
Billie Jo David, Director of Communications & Quality	

I. ADM BOARD COLLABORATIVE FUNDING AGREEMENT

About ten years ago Summit DD and the ADM Board agreed to jointly contribute funds in the amount of \$50,000 per agency into a collaborative funding account to support individuals eligible for services through both organizations. The original \$100,000 has been used for necessary services such as assessments, crisis stabilization, treatment and access to community resources. In 2017, both agencies agreed that funds could also be used for things such as rent, utilities and upkeep for an adult respite home utilized by both agencies. This home serves as short-term residential placement aimed at stabilization and transition back to the original residential setting or into a more appropriate setting. In the past four years, twenty-one individuals have accessed this home with successful transitions back into the community. Continued contribution of funds into the joint account is even more essential, as there are over 1,400 individuals eligible for Summit DD services who also have at least one additional mental health diagnosis.

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WORK SESSION *(continued)*

I. ADM BOARD COLLABORATIVE FUNDING AGREEMENT *(continued)*

The request is to enter into an Agreement to contribute \$50,000 into the joint Summit DD/ADM Board fund. Funds are available in the budget and the ADM Board Collaborative Agreement has been recommended for approval by the April Finance & Facilities Committee.

II. DILIGENT ELECTRONIC SECURITY SYSTEM CONTRACT

Summit DD will need to implement access controls and security systems at the renovated Cuyahoga Falls and Barberton facilities. Staff interviewed several different firms and have been working with a local vendor based in Akron, Diligent Electronic Security Systems, to design the best systems for each location. This will include card reader access for employees, visitor management, video surveillance, active intruder alerting and a burglar alarm system and related monitoring. Working with one vendor will allow integration between systems, which is something Summit DD currently does not have. The request is to enter into agreements with Diligent Electronic Security Systems in an amount not to exceed \$148,585, which includes a 10% contingency. Conducting an RFP was not necessary since this vendor is under state term contract pricing. Cost of these systems is a planned expense within the overall renovations budget and would be funded from the Permanent Improvement fund. Mr. Dohnal asked about the active intruder alerting. Mr. Trunk replied that there will be pull stations, similar to fire alarms, that staff can utilize in the event of an emergency. The Diligent Electronic Security Systems contract has been recommended for approval by the April Finance & Facilities Committee.

III. DELL PURCHASE

Summit DD will be implementing a new data center, also known as a server room, at the Cuyahoga Falls facility as part of the renovations. It will replace the current data operations center located at the Administration building. The majority of existing servers and storage equipment are over ten years and are at or beyond being able to be supported by vendors. The request is to purchase servers, racks, storage appliances, power components and miscellaneous related equipment in an amount not to exceed \$70,050, which includes a 10% contingency. These items are under state term contract pricing so conducting an RFP was not necessary. The cost to implement these systems is a planned expense in the overall renovations budget and would be funded from the Permanent Improvement fund. The requested purchase from DELL has been recommended for approval by the April Finance & Facilities Committee.

WORK SESSION *(continued)*

IV. ADVIZEX AGREEMENTS

Staff have been planning for the implementation of a new data center at Cuyahoga Falls, which would include installation and consulting support. The IT staff interviewed and received pricing estimates from several vendors before selecting Advizex Technologies. The estimated cost to purchase servers, storage, networking and perimeter security equipment is \$362,797, which includes network equipment for both buildings beyond what is needed in the data center. Consulting and implementation fees are \$83,148 and a 10% contingency has been added bringing the total cost of Advizex agreements to \$490,540. The items included in this scope are under state term contract pricing, so an RFP was not necessary. It should be noted that additional vendor discounts beyond that pricing schedule were extended. Costs are part of the overall renovations project and would be funded from the Permanent Improvements fund. The Advizex Agreements have been recommended for approval by the April Finance & Facilities Committee.

V. 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 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.

VI. FAMILY AND CHILDREN FIRST COUNCIL ADMINISTRATIVE AGENT AGREEMENT

The Ohio Revised Code (ORC) Section 121.37 directs that each county in Ohio establish a Family and Children First Council (FCFC) to streamline and coordinate services for families and children. FCFC membership includes numerous local agencies that fund, advocate and provide services to children and families. FCFC Executive Committee members include: Summit County Juvenile Court, Summit DD, Summit County ADM Board, Summit County Public Health and Summit County CSB. Each county FCFC must designate an Administrative Agent (AA) from among the member public entities. The designated AA serves as FCFC's appointing authority for council employees and is responsible to ensure that expenditures are handled in accordance with rules applicable to council functions, among other duties.

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WORK SESSION *(continued)*

VI. FAMILY AND CHILDREN FIRST COUNCIL ADMINISTRATIVE AGENT AGREEMENT *(continued)*

The Summit County FCFC approved the transition of AA responsibilities from Summit County Public Health to Summit DD to coincide with state fiscal year 2022. A proposed agreement, attachment #6, identifies the rights and responsibilities of the FCFC and Summit DD as AA. Summit County FCFC employs a Director and two additional staff who provide service coordination functions. These three staff would become employees of Summit DD effective with the transition. The agreement is for the period July 1, 2021 through June 30, 2022. FCFC is about a \$3 million dollar program with a variety of local, state and federal funding sources. All FCFC costs are covered through these grants with the exception of in-kind costs associated with space and administrative support. Mr. Trunk introduced FCFC Director, Janice Houchins, and said that she has been the Summit County FCFC Director for about four years and has done a fantastic job of bringing structure to the system. Ms. Houchin thanked the Superintendent and the Board and said she and her staff are excited to become part of the Summit DD Team! She stated that every Summit DD staff with which she has interacted has been so helpful and supportive. Ms. Houchins stated she has been with FCFC for 23 years. She served 14 years at the state FCFC as regional coordinator, then five years as the Stark County FCFC Director before coming to Summit County about four years ago. FCFC has been around since 1993 with a Council in every county. The Council is a partnership between state and local government, community agencies and families to build a system of care serving individuals from birth through age 21. One of the most important roles is to make sure there is an adequate array of services that are coordinated and streamlined, particularly for families with children involved in multiple systems. The FCFC AA Agreement has been recommended for approval by the April Finance & Facilities Committee.

VII. MARCH FINANCIAL STATEMENTS

Revenue for March included \$421,000 for Medicaid Administrative Claims (MAC) quarterly reimbursement and \$551,900 for State fiscal year 2019 waiver match reconciliation. Expenditures for the month included \$24,400 for licensing, maintenance and support and contract renewals for IT systems and payment of \$92,700 for OACB annual dues. March ended with a deficit of \$10,527,285 and a fund balance of \$47,238,304. Mrs. Pozna noted that yesterday the first half tax settlement was received so that will be reflected on the April financial statements. The March Financial Statements have been recommended for approval by the April Finance & Facilities Committee.

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

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BOARD MEETING

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

I. APPROVAL OF MINUTES

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

RESOLUTION

No. 21-04-01

Mrs. Ricks moved that the Board approve the minutes of the March 25, 2021 combined work session and regular meeting. The motion, seconded by Mrs. Gaugler, was unanimously approved.

II. BOARD ACTION ITEMS

A. TRIAD GROUP CONTRACT

RESOLUTION

No. 21-04-02

Mrs. Gaugler moved that the Board approve a contract with Triad Group for consulting services related to the Cuyahoga Falls and Barberton facilities renovations project in an amount not to exceed One Hundred Forty Five Thousand Two Hundred Dollars (\$145,200), and that the Superintendent be authorized to sign said contract. The motion, seconded by Ms. James, was unanimously approved.

B. FAMILY AND CHILDREN FIRST COUNCIL ADMINISTRATIVE AGENT AGREEMENT

RESOLUTION

No. 21-04-03

Mr. Dohnal moved that whereas Summit County Family and Children First Council (FCFC) is required to designate an Administrative Agent; and

Whereas on January 21, 2021, Summit County FCFC approved Summit DD to serve as its Administrative Agent for SFY 2022;

Therefore be it resolved that the Board agrees to serve as Administrative Agent for the Council for the period July 1, 2021 through June 30, 2022.

Be it further resolved that the Board authorizes the Superintendent to take any action necessary to effectuate the transition of the Administrative Agent responsibilities from Summit County Public Health to Summit DD. The motion, seconded by Mrs. Gaugler, was unanimously approved.

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BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

C. MARCH FINANCIAL STATEMENTS

RESOLUTION

No. 21-04-04

Ms. James moved that the Board approve the March Financial Statements. The motion, seconded by Mrs. Ricks, was unanimously approved.

III. SUPERINTENDENT'S REPORT

Superintendent Trunk reported a total of 201 people have tested positive for COVID-19 with weekly cases holding steady at two for the last month. No one who is fully vaccinated has tested positive or shown symptoms, even when exposed. Vaccines are now readily available at many community sites for people who want them. Summit DD has supplied 21,600 pieces of PPE/cleaning supplies and supported the sanitization of 1,522 vehicles, 20 homes and 8 day-center locations. In 2020 about 671 individuals returned to their day programs with most returning in June or July. So far in 2021 another 146 people have return for a total of 817 people. This is a little less than half of the people who were attending day programs prior to the pandemic. Mr. Quade asked if there is any information about day programming staff relative to getting vaccinated. Mr. Trunk replied providers are reporting that more staff are starting to get vaccinated. Mr. Williams added that day program staff seem more interested in getting the vaccine than residential staff. He noted the availability of the J&J vaccine has prompted more people to get vaccinated. Lots of information and education is being provided so hopefully that will also help people feel comfortable to get vaccinated. The Superintendent thanked Tami Gaugler for bringing to staffs' attention a vaccine education fund that may be available.

Mr. Trunk mentioned the state budget has gone through committees in the House and will now move on to the Senate. Some initiatives, such as Early Intervention and multi-system youth that were included made it through the House, however the Governor-supported 5% wage increase for DSPs was removed. There have been discussions for years among county boards and at the state level about the need for better DSP wages but unfortunately this piece was pulled from the budget.

Mr. Trunk mentioned demolition of interior walls and ceilings has started at the Barberton and Cuyahoga Falls facilities. He noted there will be a groundbreaking ceremony at the Cuyahoga Falls site on Monday, May 3rd. He thanked Lisa Kamlowsky, Russ DuPlain and so many others who have been working over the past few years on this project and said it is exciting to see construction beginning.

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BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

Mr. Trunk recently met with Executive Shapiro and her staff and also Judge Stormer to provide updates on the renovations project, Summit DD initiatives and other general updates as well as what to expect in 2021. He noted that there was full support for the path the Board is on.

The Superintendent will be part of a state-wide panel discussion on May 25th about provider relations and how to support the provider community. He was asked to share some of the successful partnerships in Summit County. It is an open forum that will include several other superintendents, business managers and SSAs from around the state.

Mr. Trunk reminded the Board that the OACB Spring Conference will be conducted virtually this year. There are a variety of session offered over several days with good educational content and the opportunity to earn continuing professional development units (CPDU), which are part of Board Member requirements each year. Please contact Maggi Albright if you need assistance with registration, etc.

IV. PRESIDENT'S COMMENTS

Mr. Quade thanked the Superintendent and staff for continued hard work and commitment. He stated he will continue to recognize the great work and amazing Leadership Team and staff for their efforts. He thanked Billie Jo David for her very thorough and informative MUI in-service training on an important topic. Mr. Quade welcomed Janice Houchins and said she is joining a fantastic team. He said he has been on FCFC Councils in three different counties over the years and knows the good work Councils do. Mr. Quade urged everyone to please be safe and encouraged people to consider getting the vaccine. The vaccine is a supplement, and everyone should be diligent and continue to follow safety guidelines.

There being no further business, the Board Meeting adjourned at 6:26 p.m.


Jason Dodson, Secretary