

MINUTES – work session and regular meeting  
Thursday, May 27, 2021

## Summit County Developmental Disabilities Board

# MINUTES

Thursday, May 27, 2021

5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, May 27, 2021 via video conference. The **work session** convened at 5:33 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
Russ DuPlain, Director of IT & Facilities	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
Billie Jo David, Director of Communications & Quality	

## I. EXTENSION OF POLICY 2036 – FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE (CORONAVIRUS)

The American Rescue Plan Act is an extension of the expanded Families First Coronavirus Response Act (FFCRA). The extension enables certain employers to provide employees with extended paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. In addition, the expanded FFCRA makes subsidized premiums available for employees and their dependents who lost group health coverage during the COVID-19 pandemic. The extension of Policy 2036 incorporates the federal guidelines under the expanded FFCRA by affording eligible employees up to eighty hours of additional emergency paid sick leave for qualifying reasons related to COVID-19. In addition, it expands eligibility for the emergency family and medical leave for qualifying reasons related to COVID-19 to employees who have been employed by Summit DD for at least thirty days prior to their leave request. The extended family and medical leave is concurrent with all other previously used leave.

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

### I. EXTENSION OF POLICY 2036 – FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE (CORONAVIRUS) *(continued)*

Under the American Rescue Plan Act the plan sponsor pays an eligible individual's COBRA premiums for up to six months. In accordance with Summit DD's collective bargaining agreements for COBRA, Summit DD pays up to three months of the employer rate of the premium. If an employee and dependents lost health benefits due to specified COVID-related reasons, Summit DD will pay an additional three months of the employer rate. If the Board approves, these provisions will apply from April 1, 2021 through September 30, 2021. While benefits offered under this policy have been utilized on a limited basis, the Superintendent commented it is nice to be able to offer them to staff if needed. The extension of Policy 2036 has been recommended for approval by the May HR/LR Committee.

### II. 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. 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.

### III. DILIGENT ELECTRONIC SECURITY SYSTEMS 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.

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

### III. DILIGENT ELECTRONIC SECURITY SYSTEMS CONTRACT *(continued)*

The Superintendent explained that these are anticipated costs that have been planned and expenses are within the overall renovations budget and would be funded from the Permanent Improvement fund. Mr. Quade thanked the Superintendent for the explanation. 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. Ms. James asked about how state term pricing is structured relative to multiple bids. Mr. Trunk replied that if a purchase meets a certain financial threshold then three bids are required. However, when state term pricing applies then obtaining three bids is not necessary since state pricing has already gone through the bid process and identified lowest prices/best bidder. The Diligent Electronic Security Systems contract has been recommended for approval by the April Finance & Facilities Committee.

### IV. 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. Mr. Dohnal asked if there is any resale value on any of the equipment. Mr. DuPlain replied that most of the equipment is old and past its useful life so it has little to no value. He also noted it is hard to get technical support for old equipment. The requested purchase from DELL has been recommended for approval by the April Finance & Facilities Committee.

### V. 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.

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

### V. ADVIZEX AGREEMENTS *(continued)*

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.

### VI. ADDITIONAL PERMANENT IMPROVEMENT FUND APPROPRIATION

In December 2019, the Board approved a budget amount not to exceed \$10,610,000 for facilities renovations at the Cuyahoga Falls and Barberton locations. The combined 2020 and 2021 appropriations to execute renovations total \$9,345,606 which is \$1,264,394 less than the approved amount of the projected budget. Project costs are expected to be incurred throughout 2021, therefore, it is necessary to have the additional appropriation available. Upon Board approval, the request will be presented to County Council for approval. Funds are available in the Permanent Improvement Fund and the request has been recommended for approval by the May Finance & Facilities Committee.

### VII. FAMILY AND CHILDREN FIRST COUNCIL (FCFC) ADMINISTRATIVE AGENT CONTRACTS

The FCFC has requested that the Summit DD Board, as the Administrative Agent (AA), approve the following agreements on behalf of the Council.

#### A. MODEL CHILD PLACEMENT SERVICES AGREEMENT TEMPLATE

FCFC funds out of home placements for youth needing intensive out of home treatment services, as approved by the FCFC Service Review Committee (SRC). Contracts are necessary for FCFC to move forward with individual youth placements deemed appropriate. FCFC utilizes the same providers and requires providers to adhere to the same service terms, conditions and per diem rates established through a RFP administered by Summit County Children Services Board. The template would be used for the period July 1, 2021 through April 30, 2022.

#### B. SUMMIT COUNTY JUVENILE COURT SFY 22 SHARED POOL FUNDING AGREEMENT

Several Summit County agencies serving children contribute annually to a shared fund account that is used to pay for direct services and supports for FCFC eligible youth, FCFC annual cross system training and FCFC operational costs, including staff salaries, benefits, travel, training and supplies.

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

### VII. FAMILY AND CHILDREN FIRST COUNCIL (FCFC) ADMINISTRATIVE AGENT CONTRACTS *(continued)*

#### B. SUMMIT COUNTY JUVENILE COURT SFY 22 SHARED POOL FUNDING AGREEMENT *(continued)*

Summit County Juvenile Court contributes on a state fiscal year and will contribute \$131,084 for the period July 1, 2021 through June 30, 2022. The Shared Pool Funding Agreement is necessary to authorize financial contributions.

#### C. SUMMIT COUNTY ADM BOARD SECOND HALF CY 21 SHARED POOL FUNDING AGREEMENT

The Summit County ADM Board contributes to the Shared Pool Funding Agreement on a calendar basis. The ADM Board previously paid its calendar year 2021 contribution to the former FCFC's Administrative Agent, Summit County Public Health. The ADM Board will contribute \$89,165 for the period July 1, 2021 through December 31, 2021.

Mr. Quade stated Family and Children First Councils have been around for many years and it is great that Summit DD is taking a county-wide leadership role by assuming the position of Administrative Agent. Ms. James commented the AA role seems like a huge undertaking; she asked what additional resources, other than staffing, will be needed. Mr. Trunk replied grant dollars support the AA responsibilities and will offset costs. Most of the AA duties are fiscal related and can be supported without increasing staff, along with some in-kind considerations such as space, IT systems support, etc. It is estimated that in-kind costs will be around \$15,000, which will be offset by grant dollars. The May Finance & Facilities Committee recommends approval of these three contracts.

### VIII. APRIL FINANCIAL STATEMENTS

Revenue for April consist of the first half property tax settlement, including house trailer tax, in the amount of \$24,404,000 and \$528,500 for Medicaid Administrative Claims quarterly reimbursement. The total amount of the combined cost report settlement was approximately \$6.2M, of which about \$1.6M was added to the Permanent Improvement Fund. Expenditures in April included \$131,400 for licensing and maintenance agreement for IT and Kronos systems, \$407,900 payment to DODD for quarterly Medicaid waiver administrative fees, \$4,494,200 to DODD for quarterly Medicaid waiver match and \$1,416,600 one-time provider support payment to DODD. April ended in a positive position of \$9,501,547 and a fund balance of \$67,267,136. The April Financial Statements have been recommended for approval by the May Finance & Facilities Committee.



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

### IX. SURPLUS INVENTORY

There is a large amount of surplus items and equipment that are no longer needed, as identified in attachment #9. The items on the list may be sold to other local government entities as surplus assets, donated or offered for sale via an internet auction. Any assets remaining after going through these processes will be disposed of in an environmentally safe manner. The surplus inventory identified in attachment #9 has been recommended for approval by the May Finance & Facilities Committee.

The work session adjourned at 6:08 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:08 p.m.

### I. BOARD MEMBER CAUCUS

Dave Dohnal mentioned he is aware that Board terms for Denise Ricks and Tami Gaugler are expiring at the end of 2021 and that they have been asked if they are interested in being reappointed. He thanked Mrs. Ricks and Mrs. Gaugler for their service on the Board and for agreeing to continue to serve additional terms starting next year. He added that both ladies have demonstrated a high level of commitment and he was very impressed when neither of them paused before agreeing to be reappointed.

Mr. Dohnal commented on the Ball v. DeWine (Kasich) lawsuit that was filed in 2016. The negotiations have been long and intense at times. OACB intervened as a third-party defendant and at one point a settlement was thought to be reached. Part of the settlement included dissemination of information outlining benefits of intermediate care facilities. The settlement, however, was not agreed upon and a hearing in federal court will take place. Mr. Dohnal said he will provide an update when information is available. Mr. Quade thanked Mr. Dohnal for the update.

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

### II. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD employee, submitted comments which were read by Mr. Quade. Ms. Frank said it has been interesting to see the changes at Cuyahoga Falls as renovations move forward and she is excited to see the completed project. She commented that she hopes there will be a community open house. Ms. Frank wished everyone a safe and happy Memorial Day and Fourth of July.

### III. APPROVAL OF MINUTES

#### A. APRIL 22, 2021 (combined work session and regular meeting)

##### RESOLUTION No. 21-05-01

Ms. Wilkinson moved that the Board approve the minutes of the April 22, 2021 combined work session and regular meeting. The motion, seconded by Mrs. Gaugler, was unanimously approved.

### IV. BOARD ACTION ITEMS

#### A. EXTENSION OF POLICY 2036 – FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE (CORONAVIRUS)

##### RESOLUTION No. 21-05-02

Mrs. Ricks moved that the Board approve the extension of Policy 2036 – FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus) through September 30 2021. The motion, seconded by Mr. Dohnal, was unanimously approved.

#### B. ADM BOARD COLLABORATIVE FUNDING AGREEMENT

##### RESOLUTION No. 21-05-03

Ms. James moved that the Board approve a collaborative funding agreement with the Summit County ADM Board to support eligible individuals in the amount of Fifty Thousand Dollars (\$50,000), and that the Superintendent be authorized to sign said Agreement. The motion, seconded by Ms. Wilkinson, was unanimously approved.

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

### IV. BOARD ACTION ITEMS *(continued)*

#### C. DILIGENT ELECTRONIC SECURITY SYSTEMS AGREEMENTS

##### RESOLUTION

No. 21-05-04

Mrs. Gaugler moved that the Board approve expenditures in an amount not to exceed One Hundred Forty-Eight Thousand Five Hundred Eighty-Five Dollars (\$148,585) with Diligent Electronic Security Systems, and that the Superintendent be authorized to effectuate said purchase. The motion, seconded by Mr. Dodson, was unanimously approved.

#### D. DELL PURCHASE APPROVAL

##### RESOLUTION

No. 21-05-05

Mr. Dodson moved that the Board approve the purchase of servers and back-up storage from Dell in an amount not to exceed Seventy Thousand Fifty Dollars (\$70,050), and that the Superintendent be authorized to effectuate said purchase. The motion, seconded by Mrs. Gaugler, was unanimously approved.

#### E. ADVIZEX AGREEMENTS

##### RESOLUTION

No. 21-05-06

Mrs. Ricks moved that the Board approve expenditures in an amount not to exceed Four Hundred Ninety Thousand Five Hundred Forty Dollars (\$490,540) with Advizex to support a new data center, and that the Superintendent be authorized to effectuate said purchase. The motion seconded by Ms. Wilkinson, was unanimously approved.

#### F. APPROVAL OF ADDITIONAL PERMANENT IMPROVEMENT FUND APPROPRIATION

##### RESOLUTION

No. 21-05-07

Mr. Dohnal moved that the Board approve an additional appropriation in the amount of One Million Two Hundred Sixty Four Thousand Three Hundred Ninety Four Dollars (\$1,264,394) for the Permanent Improvement Fund, and that the Superintendent be authorized to take necessary steps to seek approval from Summit County Council. The motion, seconded by Ms. James, was unanimously approved.



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

### IV. BOARD ACTION ITEMS *(continued)*

#### G. FAMILY AND CHILDREN FIRST COUNCIL (FCFC) ADMINISTRATIVE AGENT (AA) CONTRACTS

##### 1. MODEL PLACEMENT CONTRACT

###### R E S O L U T I O N

No. 21-05-08

Mrs. Gaugler moved that the Board, in its capacity as Administrative Agent for FCFC, approve the model Child Placement Services Agreement for the period July 1, 2021 through April 30, 2022, and authorize the Superintendent to take action to effectuate placements as necessary pursuant to said Agreement. The motion, seconded by Mr. Dodson, was unanimously approved.

##### 2. JUVENILE COURT SFY 22 SHARED POOL CONTRACT

###### R E S O L U T I O N

No. 21-05-09

Ms. Wilkinson moved that the Board, in its capacity as Administrative Agent for FCFC, approve a contract with Summit County Juvenile Court to support the shared funding pool in the amount of One Hundred Thirty One Thousand Eighty Four Dollars (\$131,084) for the period July 1, 2021 through June 30, 2022, and authorize the Superintendent to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

##### 3. ADM BOARD SECOND HALF CY 21 SHARED POOL CONTRACT

###### R E S O L U T I O N

No. 21-05-10

Ms. James moved that the Board, in its capacity as Administrative Agent for FCFC, approve a contract with the Summit County ADM Board to support the shared funding pool in the amount of Eighty Nine Thousand One Hundred Sixty Five Dollars (\$89,165) for the period July 1, 2021 through December 31, 2021, and authorize the Superintendent to sign said contract. The motion, seconded by Mr. Dodson, was unanimously approved.

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

### IV. BOARD ACTION ITEMS *(continued)*

#### H. APRIL FINANCIAL STATEMENTS

##### RESOLUTION No. 21-05-11

Mrs. Ricks moved that the Board approve the April Financial Statements. The motion, seconded by Mr. Dodson, was unanimously approved.

#### I. SURPLUS INVENTORY

##### RESOLUTION No. 21-05-12

Mr. Dodson moved that the Board approve the disposal of surplus inventory identified in attachment #9. The motion, seconded by Mrs. Gaugler, was unanimously approved.

### V. SUPERINTENDENT'S REPORT

Superintendent Trunk commented that about 80% of individuals, families and staff have been vaccinated. There have been no COVID-19 hospitalizations in the past several weeks and reported cases of individuals with symptoms and testing positive are fewer than one per week. Currently there are less than 50% of adults utilizing day programs, however, the lifting of restrictions on June 2<sup>nd</sup> will likely result in more day programs reopening and transportation being available. DODD will be issuing guidance relative to reopening and Drew Williams is meeting with providers in early June to discuss reopening plans. Superintendent Trunk stated he is proud of the steps Summit DD has taken during the pandemic to help protect and support individuals, families, providers and staff.

Superintendent Trunk announced that Summit DD's annual golf outing will be held on August 9<sup>th</sup> at Fairlawn Country Club. This is Summit DD's main event that generates funds for the levy. It is anticipated this will be an unrestricted event.

Superintendent Trunk stated he was contacted by Executive Shapiro's office for a recommendation of the reappointments of Denise Ricks and Tami Gaugler. Both are serving terms that expire at the end of 2021 and both are eligible for reappointment to another four-year term. Mr. Trunk said he is thrilled to report that both Mrs. Ricks and Mrs. Gaugler have agreed to serve another term. He thanked Mrs. Ricks and Mrs. Gaugler for their past service and said Summit DD is lucky to have both as part of the team. The Superintendent was happy to submit his recommendation to the Executive endorsing reappointment of both Mrs. Ricks and Mrs. Gaugler.

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

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

Mr. Trunk mentioned the Executive Leadership Team (ELT) has been working on the 2022 draft budget and have also been preparing for the next Long-Range Plan which will be 2022-2024. More information will be provided when available.

Mr. Trunk reminded everyone there is no Board Meeting in June. The next Board Meeting is Thursday, July 22, 2021 @ 5:30 p.m.

### VI. PRESIDENT'S COMMENTS

Mr. Quade thanked the Superintendent, ELT and others involved in keeping the Board well informed. He is aware of how complex and involved things are behind the scenes and the Board has complete confidence that the Superintendent and his team do their due diligence. Information presented is concise, accurate and timely. Mr. Quade said that when the public doesn't hear Board Members asking a lot of questions, it is because the Superintendent and staff do a great job of presenting all pertinent information up front and the Board appreciates it.

Mr. Quade thanked staff for their hard work and efforts around COVID-19 precautions, guidance and all assistance that has been provided. He cautioned everyone to move forward slowly as things begin to reopen. This past year has been a year of learning and staff have developed the ability to adjust quickly and more flexibly than anyone ever thought possible and that is because staff care enough to be flexible and it is evident in the work staff are doing.

There being no further business, the Board Meeting adjourned at 6:40 p.m.



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Jason Dodson, Secretary