

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 27, 2022

Summit County Developmental Disabilities Board

MINUTES

Thursday, January 27, 2022
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 27, 2022 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:35 p.m.

BOARD MEMBERS PRESENT

Meghan Wilkinson	Tami Gaugler
Denise Ricks	Allyson V. James
Jason Dodson	Gregg Cramer
Dave Dohnal	

ALSO PRESENT

Lisa Kamlowsky, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
James Armstrong, Director of Legal Svs.	
Holly Brugh, Director of SSA & EI	Danyelle Conner, Director of Human Resources
Mira Pozna, Director of Fiscal Services	
Russ DuPlain, Director of IT & Facilities	Drew Williams, Director of Community Supports & Development
Billie Jo David, Director of Communication & Quality	Maggi Albright, Recording Secretary and others

I. WELCOME NEW BOARD MEMBER

Mrs. Gaugler introduced and welcomed Summit DD's newest Board Member, Gregg P. Cramer. Mr. Cramer was appointed by County Executive Ilene Shapiro/County Council to his first term effective January 1, 2022 through December 31, 2025. He is the Vice President of Economic Development at the Greater Akron Chamber. Mr. Cramer is a resident of Summit County and is married with two adult children. Mr. Cramer remarked he is pleased to serve on this Board.

II. ELECTION OF OFFICERS.

Mrs. Gaugler thanked Ms. Wilkinson for serving as the Nominating Committee to collect 2022 Board officer nominations. The Nominating Committee had requested Board Members, including those who held officer positions in 2021, reach out if interested in serving in an officer position in 2022.

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ANNUAL ORGANIZATIONAL MEETING *(continued)*

II. ELECTION OF OFFICERS *(continued)*

A slate of officers in which one candidate was nominated for each position was presented. Mrs. Gaugler called for additional nominations. Hearing none, Ms. Wilkinson reported the 2022 Summit DD Board Officer nominations are:
President: Dave Dohnal, Vice-President: Tami Gaugler, and Secretary: Jason Dodson.

RESOLUTION

No. 22-01-01

Mr. Dodson moved that the election of Board Officers for 2022 be approved, as follows:

<u>President:</u>	<u>Dave Dohnal</u>
<u>Vice President:</u>	<u>Tami Gaugler</u>
<u>Secretary:</u>	<u>Jason Dodson</u>

The motion, seconded by Ms. Wilkinson, was unanimously approved.

III. ETHICS COMMITTEE

An Ethics Committee is needed for 2022 and requires that at least one Board Member who serves on this committee does not have a family member who receives services. This committee is advisory to the Board and is limited to reviewing expenditures that might benefit Board Members or their families and staff who hold secondary employment with provider agencies to ensure there is no conflict of interest. The recommendation is for Allyson V. James, Meghan Wilkinson and Jason Dodson to serve on the Ethics Committee in 2022. Ms. Wilkinson asked if she is eligible to serve on this committee since she is the parent of two children who are service recipients. Superintendent Kamlowksy replied that Ms. Wilkinson is eligible to serve on this committee and noted that should any topics that involve payments or funding that would benefit her children/family be reviewed she would abstain from participating. All accepted the recommendation.

RESOLUTION

No. 22-01-02

Mr. Dodson moved that the Board Members appointed to serve on the Ethics Committee in 2022 are as follows:

<u>Meghan Wilkinson</u>
<u>Allyson V. James</u>
<u>Jason Dodson</u>

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

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ANNUAL ORGANIZATIONAL MEETING *(continued)*

IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The Finance & Facilities, Services & Supports and HR/LR Committees are advisory committees to the Superintendent. Board Members were asked to identify their preferences relative to where they were interested in serving in 2022. The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee: Tami Gaugler, Allyson V. James, Jason Dodson

HR/LR Committee: Dave Dohnal, Meghan Wilkinson

Services & Supports Committee: Dave Dohnal, Denise Ricks, Gregg Cramer

Mr. Dohnal asked Board Members if they are satisfied with the 2022 committee assignments. Hearing no objections, the proposed committee assignments for 2022 stand. Mrs. Albright will develop a meeting schedule for 2022 committees and distribute as soon as possible.

V. 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. Board Members were requested to sign and return the documents to her at their earliest convenience.

The annual organizational meeting adjourned at 5:42 p.m.

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WORK SESSION

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:42 p.m.

I. INTRODUCTION OF NEW SUMMIT DD DIRECTOR

Superintendent Kamlowsky introduced James W. Armstrong, Summit DD's new Director of Legal Services and a member of the Executive Leadership Team (ELT). Mr. Armstrong is the former Mayor of the City of Munroe Falls where he was responsible for a \$6.5 million dollar budget and implementation of policies and programs to residents. Mr. Dohnal welcomed Mr. Armstrong on behalf of the Board.

II. PRIMARY SOLUTIONS CONTRACT

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application to manage billing activities and for tracking individuals served by the Board. Summit DD also uses OhioDD.com/OhioDD.net provided by Primary Solutions for tracking billing and utilization of services. The combined annual license cost in 2022 for Gatekeeper and OhioDD.com will be \$60,588, which is a 6% decrease over 2021 costs. Summit DD has also budgeted \$8,000 for customized work and training. The total cost of the 2022 Primary Solutions contract is in an amount not to exceed \$68,588. Funds are available in the budget and the Primary Solutions contract has been recommended for approval by the January Finance & Facilities Committee.

III. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) ADMINISTRATIVE 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 120 homes in Summit County in which about 300 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. 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 a three-year Administrative Agreement with SHDC for acquisition of residential property, as needed.

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WORK SESSION *(continued)*

III. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) ADMINISTRATIVE AGREEMENT *(continued)*

The Agreement would be effective January 1, 2022 through December 31, 2024. This agreement allows both parties to access state capital assistance funding and identifies obligations of both parties. The agreement also includes language that allows the Board to work with SHDC relative to home maintenance and improvements so that individuals can maintain the best quality of life. The agreement has been recommended for approval by the January Finance & Facilities Committees.

IV. 2022 SUMMIT DD ACTION PLAN

The 2022 Action Plan was built around the four priority areas identified in Summit DD's 2022-2024 Long Range Plan, approved by the Board in December. Those priority areas are supporting children and adults with intensive needs, supporting the provider community, innovation of services, and an internal culture of innovation and accountability. There are 28 action items outlined in the 2022 Action Plan, including:

- A program review of Summit County's Early Intervention Program
- Implement the new Ohio Individual Service Plan
- A new pilot to support co-workers as natural supports with a local employer
- A new model home to demonstrate remote supports
- A new curriculum to develop independent living skills
- On demand support for those with the most intensive needs
- Fully deploying the recruitment program for Direct Service Professionals
- A new employee advisory group to promote a sense of belonging for all employees
- A new client information management system to support a mobile workforce

Superintendent Kamlowsky noted an employee advisory group will be formed in 2022 to look at diversity, equity and inclusion (DEI) from a work, community, supervisory and peer perspective. Ms. James asked if the committee will be voluntary.

Superintendent Kamlowsky replied it is currently in the planning stage, however there are 12-15 engaged staff who would like to assist in moving this effort forward.

V. 2022 OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) MEMBERSHIP DUES

The OACB is a 501(c)(6) non-profit organization that provides advocacy, communications, professional development and technical assistance to all 88 county boards of developmental disabilities in Ohio. OACB was founded in 1984 and is governed by a board of trustees comprised of county board members and superintendents. A few highlights of OACB's work in 2021 include:

- Advocacy surrounding the state biennial budget, provider rate increase, vaccine availability, workforce crisis strategies, statewide ISP

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WORK SESSION *(continued)*

V. 2022 OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) MEMBERSHIP DUES *(continued)*

- Communications support in the areas of Covid-19 tracking and reporting, state and federal policy changes, statutory rule changes/impact on county boards
- Technical assistance relative to long-term planning, board member training, accreditation and various trainings targeted to assist SSA staff fulfill their professional duties
- Profession development opportunities offered through a spring conference, annual convention, and health, safety, welfare and abuse awareness/prevention trainings for county boards, providers and individuals with disabilities.

Annual membership dues are allocated to each county based on the number of individuals served in that county. Summit DD is one of the largest counties in the State with 2022 OACB membership dues of \$95,480, which represents an increase of \$2,780 over last years dues. This is the first dues increase since 2019. Dave Dohnal served as an OACB Trustee for a number of years and was recently re-elected to begin serving again in 2022 representing the third largest counties. Mr. Dohnal commented that OACB offers a high value to county boards across the state, staff are fully dedicated and it is not a typical trade association; this is money well spent. Funds are available in the budget and the January Finance & Facilities Committee recommend approval of payment of the 2022 dues.

VI. DECEMBER FINANCIAL STATEMENTS

Expenditures in December included payment of \$181,000 in provider DSP appreciation grants, \$258,100 for patio and roof repairs at the Barberton and Cuyahoga Falls locations, \$42,700 in annual licensing, maintenance and support fees, \$14,500 for County chargebacks for annual internal audit fees and \$22,500 for annual county financial audit fees. Year-end balances for other funds are Gifts and Donations \$58,263, Medicaid Reserve \$2,914,247, Permanent Improvement Fund \$3,144,854, and Escrow/Bid Deposits \$1,602. Mr. Dodson asked about anticipated spenddown of the \$3.1M in the Permanent Improvement Fund. Mrs. Pozna replied that most will be spent and noted funds are being tracked and are on budget relative to renovations of the Barberton and Cuyahoga Falls facilities. Mr. Dodson asked about the buyer and sale price of the Bath Center. Superintendent Kamlowsky replied the sale price is \$900,000. Mr. DuPlain added the buyer is a local engineering company called TKM. This organization is currently working with a lender and no issues are anticipated. December ended with a balance of \$5,957,451 and a fund balance of \$63,723,040. The December financial statements have been recommended for approval by the January Finance & Facilities Committee.

The work session adjourned at 6:00 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:00 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, welcomed Mr. Cramer and Mr. Armstrong to the team and commented Summit DD has a very cohesive, engaged Board. She asked about the SHDC Administrative Agreement. Mr. Williams replied that SHDC homes are rented to individuals with disabilities residing in Summit County and vacancies are filled based on housing needs. Mrs. Frank commented she is pleased there will be an employee advisory group for DEI. She also mentioned the DSP shortage and thanked the Board for its ongoing efforts of support. Mrs. Frank stated she is happy the Board is continuing its participation with OACB; that organization is a wealth of information. She thanked Mira Pozna for her work with the Agency's finances and for explaining them in a way all can understand.

II. APPROVAL OF MINUTES

A. DECEMBER 16, 2021 (combined work session and regular meeting)

RESOLUTION **No. 22-01-03**

Mrs. Wilkinson moved that the Board approve the minutes of the December 16, 2021 combined work session and regular meeting. The motion, seconded by Mrs. Gaugler, was unanimously approved.

III. BOARD ACTION ITEMS

A. 2022 SUMMIT DD ACTION PLAN

RESOLUTION **No. 22-01-04**

Ms. James moved that the Board approve Summit DD's 2022 Action Plan. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. 2022 OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) MEMBERSHIP DUES

RESOLUTION **No. 22-01-05**

Mr. Dodson moved that the Board approve payment of the 2022 OACB annual membership dues in the amount of Ninety-Five Thousand Four Hundred Eighty Dollars (\$95,480) and that the Superintendent be authorized to take steps necessary to effectuate said payment. The motion, seconded by Mrs. Gaugler, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

C. DECEMBER FINANCIAL STATEMENTS

RESOLUTION

No. 22-01-06

Mrs. Gaugler moved that the Board approve the December Financial Statements. The motion, seconded by Ms. Wilkinson, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Superintendent Kamlowsky mentioned that ELT met with Gregg Cramer earlier this week for new board member orientation. She thanked Mr. Cramer for taking time to meet in person and for his commitment to serve on the Board.

Superintendent Kamlowsky advised the Board she has been working with OACB staff to schedule meetings with local legislators to talk about some of the issues facing county boards such as DSP staffing shortages and Medicaid rate reimbursements. A virtual call with Representative Bill Roemer is scheduled for next Friday and others should be scheduled soon.

Superintendent Kamlowsky mentioned that there is language in a Bill passed by the Ohio Senate that could reinstate remote meetings for public entities. If the House passes the Bill in the coming weeks, it would be effective through June 30th. More information will be provided as it becomes available.

On Saturday, January 29th the SSA Department is hosting an open house at the Administration building from 1:00-3:00 as a Weaver Tribute. This will provide an opportunity for anyone in the community to stop in and tour the facility.

On February 24th staff will participate in a virtual all agency in-service where Agency achievements and staff service milestones are celebrated. The guest speaker this year will be Magistrate Jennifer Towell.

Summit DD is sponsoring the 32nd Annual Akron Rotary Chili open to be held at Hale Farm on February 5th from 1:00-3:00. This event raises funds for children with special needs to attend Rotary Camp. The event offers arctic golf, food, beverages, prizes and fun for all.

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BOARD MEETING *(continued)*

V. PRESIDENT'S COMMENTS

Mr. Dohnal remarked he is honored to be nominated as Board President and thanked his colleagues for their confidence in him. He welcomed Mr. Cramer and Mr. Armstrong and stated they will be highly impressed with the skill, dedication and professionalism of the Board and staff; they are some of the most hardworking, dedicated people he has met. Mr. Dohnal commented that he is looking forward to working with Superintendent Kamlowsky. It will be a great year with lots of good work on behalf of individuals with disabilities.

VI. EXECUTIVE SESSION

RESOLUTION

No. 22-01-07

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: Wilkinson-yes, Dohnal-yes, Cramer-yes, Ricks-yes, Gaugler-yes, James-yes and Dodson-yes.

The regular session of the Board Meeting adjourned at 6:12 p.m.

The Board entered Executive Session at 6:15 p.m.

The Board Meeting reconvened at 6:20 p.m.

VI. ADDITIONAL ACTION ITEM

A. EMPLOYMENT CONTRACT – MIRA POZNA

RESOLUTION

No. 22-01-08

Mr. Cramer moved that the Board approve a contract of employment with Mira Pozna, Director of Fiscal Services, for the period April 16, 2022 through April 15, 2024. The motion, seconded by Mr. Dodson, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:22 p.m.



Jason Dodson, Secretary