

MINUTES – combined work session and regular meeting
Thursday, February 24, 2022

Summit County Developmental Disabilities Board

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5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, February 24, 2022 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:30 p.m.

BOARD MEMBERS PRESENT

Dave Dohnal, Board President
Tami Gaugler, Board Vice President
Jason Dodson, Board Secretary
Allyson V. James
Gregg Cramer

BOARD MEMBERS EXCUSED

Meghan Wilkinson
Denise Ricks

ALSO PRESENT

Lisa Kamlowsky, Superintendent
Holly Brugh, Director of SSA & EI
Mira Pozna, Director of Fiscal Services
Russ DuPlain, Director of IT & Facilities
Billie Jo David, Director of Communication
& Quality

James Armstrong, Director of Legal Svs.
Danyelle Conner, Director of Human
Resources
Drew Williams, Director of Community
Supports & Development
Maggi Albright, Recording Secretary
and others

I. PROPOSED NEW POLICY 1125 – UNEXPECTED VACANCY IN SUPERINTENDENT POSITION

This policy will provide for the continuation of operations should the Superintendent become temporarily incapacitated and unable to perform the Superintendent's necessary duties. New policy 1125 grants the Summit DD Board President the authority to appoint a person with a valid superintendent's certificate issued under the rules of the Ohio Department of Developmental Disabilities (DODD) as interim superintendent for a period not to exceed 180 days. The emergency appointment would either terminate upon the return of the Superintendent or when the Board employs a permanent superintendent, pursuant to Ohio Revised Code 5126.0219. Superintendent Kamlowsky advised that both Drew Williams and Holly Brugh currently hold superintendent certification. New Policy 1125 has been recommended for approval by the February HR/LR Committee.

WORK SESSION *(continued)*

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. Ms. James asked if Primary Solutions and Brittco systems will be operating in parallel. Mr. DuPlain replied that parallel systems will be operational for most of the year, as there are many layers and modules with each system that will be implemented starting in May. 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 that 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. DODD makes capital assistance funds available to county boards to assist in acquiring housing for individuals receiving community-based support services. 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 request is for the Board to authorize a three-year Administrative Agreement with SHDC for acquisition of residential property, as needed. The Agreement would be effective January 1, 2022 through December 31, 2024. There are no dollars attached to this contract. 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 maintain interest in the property, collaborate relative to the types of homes and locations, work with SHDC relative to home maintenance and improvements so that individuals can maintain the best quality of life. Mr. Cramer commented he has worked with Tom Jacobs and SHDC in the past and stated they are very collaborative and do good work. The agreement has been recommended for approval by the January Finance & Facilities Committees.

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WORK SESSION *(continued)*

IV. JANUARY FINANCIAL STATEMENTS

Revenue for January included Strong Families and Safe Communities Grant reimbursement of \$41,500 and \$10,700 in proceeds from auctioning surplus computer equipment. Approximately 49% of the annual property tax collection is expected in March or April. January is a premium holiday month relative to medical and dental benefits, realizing a savings of \$422,900. Other expenditures for the month included \$19,600 in DSP grant award payments to providers, \$42,400 in annual licensing fees and \$174,400 in real property improvement of the Cuyahoga Falls and Barberton facilities. January ended with deficit spending of \$2,184,414 and a fund balance of \$61,538,626. Mr. Dodson mentioned that some entities have requested and received advanced property tax collection. He said he's not sure if it applies to county board but asked if this is something the Board has considered. Ms. Pozna replied that she was not aware of this option and said the fund balance has been able to cover needed expenses. Superintendent Kamlowisky thanked Mr. Dodson for making staff aware of this potential option and noted staff will research to gather additional information.

The work session adjourned at 5:40 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:40 p.m.

I. BOARD MEMBER CAUCUS

Mr. Dohnal stated that Governor DeWine signed House Bill 51 into law extending the provision to hold public meetings remotely through June 30, 2022. There is also continuing discussion to potentially make virtual meetings a permanent provision. Mr. Dohnal commented he believes public accessibility is important and that persons served, parents, guardians, taxpayers and all stakeholders should have the opportunity to attend meetings in person, see the Board face-to-face and ask questions. He said he realizes people get sick and have other reasons for not being able to attend meetings in person, so the Board needs to determine if a hybrid meeting is something this Board wants to offer. Superintendent Kamlowksy noted one suggestion might be for the Board to continue to meet in person and if a Board Member has a compelling reason for not being able to attend in person, then they could connect to the meeting remotely. She stated that the current quality of audio for Board Members calling in is not ideal and it could be difficult to hear conversations or for the in-person Board Members to hear remote comments. Once staff are moved into the newly renovated facilities in May there will be new equipment that will enable this hybrid option to work more effectively. Ms. James stated the word compelling can mean different things to different people. Mr. Armstrong asked the Board if they would feel more comfortable using *legitimate* instead of *compelling*. Board Members agreed. Mr. Dodson stated he believes there should be a cap on the number of times a Board Member can participate remotely. Superintendent Kamlowksy said she believes the legislature will address this issue on a permanent basis in the future. A hybrid meeting will be made available for Board Members who may need that option.

II. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, commented she is pleased the Board is entering into a contract with SHDC to continue collaboration and further development of residential options in Summit County. Ms. Frank said she attended the Weaver Tribute Open House on January 29th, and she appreciated the opportunity to see former staff, to look at old pictures and tour the building. Ms. Frank congratulated Mira Pozna on her recent contract extension.

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BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

- A. JANUARY 27, 2022 (annual organizational meeting and combined work session and regular meeting)

RESOLUTION No. 22-02-01

Ms. Lee moved that the Board approve the minutes of the January 27, 2022 annual organizational meeting and combined work session and regular meeting. The motion, seconded by Mr. Cramer, was unanimously approved.

IV. BOARD ACTION ITEMS

- A. PRIMARY SOLUTIONS CONTRACT

RESOLUTION No. 22-02-02

Mr. Dodson moved that the Board approve contracts with Primary Solutions for Gatekeeper and OhioDD.com in 2022 in an amount not to exceed Sixty-Eight Thousand Five Hundred Eighty-Eight Dollars (\$68,588), and that the Superintendent be authorized to execute said contracts. The motion, seconded by Mrs. Gaugler, was unanimously approved.

- B. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) ADMINISTRATIVE AGREEMENT

RESOLUTION No. 22-02-03

Mrs. Gaugler moved that the Board approve an Administrative Agreement with Summit Housing Development Corporation for acquisition of residential property for the period January 1, 2022 through December 31, 2024, and that the Superintendent be authorized to sign said agreement. The motion, seconded by Ms. James, was unanimously approved.

- C. JANUARY FINANCIAL STATEMENTS

RESOLUTION No. 22-02-04

Mr. Cramer moved that the Board approve the January Financial Statements. The motion, seconded by Mr. Dodson, was unanimously approved.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT

Superintendent Kamlowsky mentioned the annual All Agency in-service was held today via Zoom with 95% staff participation. Magistrate Jennifer Towell was the keynote speaker. She talked with staff about the support Summit DD has provided to her son and family over the years, personal advocacy and about the many community connections she has made to support her son to be included. It was a wonderful presentation and very well received by staff. Staff with service milestones were recognized and celebrated.

March is Developmental Disabilities (DD) awareness month, and many activities are planned. On March 5th and 6th, the Akron Zoo is again partnering to promote DD awareness by offering free admission to the zoo for anyone wearing orange. On March 7th people are encouraged to wear orange to support DD awareness and share pictures of activities on social media. The City of Cuyahoga Falls will be lighting their clocktower orange as a show of support. Inclusion kits are available again this year and so far over 3,000 kits have been requested. Last year 1,300 kits were distributed. Activities will conclude with an Appreciation Breakfast on March 29th at Quaker Station where community partners and direct support professionals will be honored.

Superintendent Kamlowsky noted Summit DD will be participating in an onsite DODD accreditation review March 22nd – 24th. Drew Williams and his team are leading the internal compliance review process with support from Holly Brugh and her staff and many others. Staff will be highlighting for reviewers some of the Agency's key accomplishments and initiatives. Reviewers will also be interviewing Board Members Dave Dohnal and Tami Gaugler during the process. The exit interview is scheduled for March 24th prior to the Board Meeting.

Superintendent Kamlowsky presented the Board with a 2022 in-service training schedule for the first half of the year. Trainings will begin at 5:00 p.m. directly before Board Meetings and will count toward the four-hour requirement. The first in-service will be held in March with MUI training, which is a required topic.

VI. PRESIDENT'S COMMENTS

Mr. Dohnal remarked that the transition to Superintendent Kamlowsky has been smooth; she is experienced and knowledgeable and he is very optimistic about the coming year. When you strive for excellence, there are will be bumps in the road, but we will get through it together.

There being no further business, the Board Meeting adjourned at 6:00 p.m.



Jason Dodson, Secretary