

**SUMMIT COUNTY DEVELOPMENTAL DISABILITIES BOARD
COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

AGENDA

Administrative Board Room
89 East Howe Road, Tallmadge, OH
Thursday, March 24, 2022
5:30 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

No Discussion Only Items this month.

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

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

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- II. AGENCY LIABILITY INSURANCE RENEWAL
- III. CUYAHOGA FALLS AND BARBERTON RENOVATIONS FUNDING AUTHORIZATIONS
- IV. EARLY INTERVENTION PROGRAM EVALUATION CONSULTING CONTRACT
- V. FEBRUARY FINANCIAL STATEMENTS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. FEBRUARY 24, 2022 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. PROPOSED NEW POLICY 1125 – UNEXPECTED VACANCY IN SUPERINTENDENT POSITION
 - B. AGENCY LIABILITY INSURANCE RENEWAL
 - C. CUYAHOGA FALLS AND BARBERTON RENOVATIONS FUNDING AUTHORIZATIONS
 - D. EARLY INTERVENTION PROGRAM EVALUATION CONSULTING CONTRACT
 - E. FEBRUARY FINANCIAL STATEMENTS
- VII. SUPERINTENDENT’S REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

**Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT**

TOPIC	ISSUE/CONCERN	RECOMMENDATION
New Board Policy to address unexpected vacancy in Superintendent position.	Continuity of Board operations should the Superintendent become temporarily incapacitated and be unable to perform the duties of Superintendent.	Board approves new Policy 1125, as presented.

SUPPORTING DATA FOR RECOMMENDATION

Currently Summit DD has no policy for the continuity of operations should the Superintendent become temporarily incapacitated and unable to perform the Superintendent's necessary duties. Such a situation has arisen in other county boards, where the Superintendent had an unexpected serious medical issue that prevented them from performing their duties and had no written procedure to address the managerial operations during this emergency temporary situation.

The recommendation moving forward is to establish a policy that grants the Summit County Developmental Disabilities 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 as Interim Superintendent for a period not to exceed one hundred eighty (180) days. This emergency appointment shall terminate upon either the return of the Superintendent to their position or until the Board employs a permanent Superintendent pursuant to Ohio Revised Code 5126.0219.

Recommended for approval by the February HR/LR Committee.

Submitted By: Lisa Kamlowsky

For: Superintendent
 Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee

Date: 2/2022

1125 - UNEXPECTED VACANCY IN SUPERINTENDENT POSITION

If the Superintendent position becomes vacant due to an unexpected event, or if the current Superintendent becomes temporarily incapacitated and unable to perform their duties, the Board President is authorized to appoint an Interim Superintendent in order to ensure the continued operation of the Board's business. The person appointed must hold a valid superintendent's certificate issued under the rules of the Ohio Department of Developmental Disabilities. The Interim Superintendent may work under a contract for a period not to exceed one hundred eighty (180) days until either the Superintendent is able to return to their position or the Board employs a permanent Superintendent pursuant to Ohio Revised Code 5126.0219.

DRAFT

Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
Liability Insurance	Summit DD must maintain risk protection for Board operations and property. Current policy expires March 31, 2021.	That the Board approve, for the period April 1, 2022 through March 31, 2023: <ul style="list-style-type: none"> • The purchase of general, property, auto, social service professional, abuse and molestation, and umbrella liability from Selective Insurance Co. in an amount not to exceed \$64,801.

SUPPORTING DATA FOR RECOMMENDATION

Policy	Premium	
	Expiring 2020-21	Renewal 2021-22
General, Property, Auto, Social Service Professional, Abuse & Molestation, Umbrella	\$ 53,414	\$ 64,801

This renewal of liability insurance for Summit DD operations and property features an increase that primarily reflects:

- A \$7.2 million increase in the value of the Cuyahoga Falls building and the improvements to the Barberton building; and
- Growth in the number of professional staff; and
- Industry trends, which for example reflect an average increase of 10.3% relative to commercial property coverage and 16.9% relative to umbrella liability coverage.

Selective Insurance Co. of America has an A.M. Best's rating of "A (Excellent)."

Funds are available in the 2022 budget.

**Recommended for approval by the March
Finance & Facilities Committee**

Submitted By: Joe Eck, Dir. LR & RM

Date: March 10, 2022

For: _____ Superintendent/Assistant Superintendent
 Finance & Facilities Committee
 _____ Services & Supports Committee
 _____ HR/LR Committee

**Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT**

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
Facilities renovations funding authorizations	The scope of work was expanded to include repair of preexisting conditions as part of the facilities renovations project	Board approve an increase to the total funding approval for contracts as outlined below

SUPPORTING DATA FOR RECOMMENDATION

As we head towards the finish line on our facilities renovation project, there are some increases to funding authorization needed for certain contracts to address requested changes in design and handle the scope of repairs and enhancements to preexisting conditions.

The original funding amount for the vendors listed below was established based on the designs for full renovations of both sites, as well as an expansion to our Cuyahoga Falls location. As the project got underway, changes were made based on supply chain issues and materials available at the time, as well as a variety of other factors. This resulted in changes in scope, costs, and time for architecture, engineering, and construction.

Additionally, there were some preexisting and unanticipated conditions on the roofs at both sites and the patio and ramp system at Cuyahoga falls that needed to be addressed. Resolving these issues was more involved and expensive than initially expected. The resolution of these issues has amounted to additional construction expenses of \$529,147. The cost of these repairs are being covered with General Fund dollars that have been designated for capital repairs.

Handling of preexisting conditions combined with other design changes have also led to additional architecture and engineering expenses of about \$25,000.

Lastly, to ensure the utmost degree of safety for our staff, we are looking to add some emergency call stations with cameras in the parking lot near our site in Barberton. Installing two of these stations will incur a total cost of \$30,985. We have been working with our security vendor, Diligent Security, and the City of Barberton on this effort.

In March 2021, the Board approved funding for Summit Construction to act as the Construction Manager at Risk (CMR) to complete renovations at our Barberton and Cuyahoga Falls locations for an amount not to exceed \$8,493,551 (Board resolution #21-03-02). When combining the original authorized amount of \$8,493,551 with the \$529,147 cost of repairs, the new total amount of requested funding authorization is \$9,022,698.

Also in March 2021, the Board approved funding for Hasenstab Architects to handle design and engineering work to complete renovations at our Barberton and Cuyahoga Falls locations for an amount not to exceed \$525,998 (Board resolution #21-03-03). When combining the original

Submitted By: Russ DuPlain

For: _____ Superintendent/Assistant Superintendent
 Finance & Facilities Committee
 _____ Services & Supports Committee
 _____ HR/LR Committee

Date: March 2022

**Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT**

authorized amount of \$525,998 with up to \$30,000 of additional expenses, the new total amount of requested funding authorization is \$555,998.

In May 2021, the Board approved funding for Diligent Security to install card readers, cameras, and security systems at our Barberton and Cuyahoga Falls locations for an amount not to exceed \$148,585 (Board resolution #21-05-04). When combining the original authorized amount of \$148,585 with the \$30,985 cost for exterior emergency call stations, the new total amount of requested funding authorization is \$179,570.

These increases in authorized funding do not require an increase to the \$10,610,000 of spending from the permanent improvement fund that was authorized by the Board in December 2019 (Resolution #19-12-03).

We recommend approval of funding for contracts with Summit Construction for an amount not to exceed \$9,022,698, with Hasenstab Architects for an amount not to exceed \$555,998, and with Diligent Security for an amount not to exceed \$179,570.

**Recommended for approval by the March
Finance & Facilities Committee**

Submitted By: Russ DuPlain

Date: March 2022

For: Superintendent/Assistant Superintendent
 Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Additional funding directed towards strengthening early intervention systems in Ohio	Use of ARPA funds to enhance quality of EI system in Summit County through a comprehensive program evaluation	Board approve an agreement with consultant Jennifer Musson for the period 4/1/22 through 6/30/23 for EI program evaluation in an amount not to exceed \$150,000

SUPPORTING DATA FOR RECOMMENDATION

Service Area: Early Intervention

of Individuals Currently Served: 652

Amount of Increase/Decrease: New contract

The Ohio Department of Developmental Disabilities (DODD) received one-time funding of \$7M from The American Rescue Plan Act (ARPA) of 2021 to support enhancement of the state's Early Intervention program. This additional funding provides a unique opportunity for Ohio to strengthen its EI system and improve outcomes for children by supporting the following activities:

- Enhanced oversight of EI systems' implementation of Individuals with Disabilities Education Act (IDEA)
- To support the further application of evidence-based EI practices
- To promote the use of technology (as appropriate) for EI service provision and evaluation

These funds were made available as grant opportunities for interested parties and money awarded must be spent no later than June 30, 2023. Summit DD applied for and has been awarded \$306,609 from DODD for these EI enhancements. Summit DD will contract with Jennifer Musson, ECIS, to perform a comprehensive quality evaluation of the Early Intervention program in Summit County, with the goal of identifying gaps and areas of opportunity so that the overall quality of the program can be improved. Using an evidence-based framework, the consultant will identify, describe, and analyze the strengths and difficulties of the program and provide recommendations to the Summit County EI Leadership team. This work will be done in phases to include the initial intake process, use of the Routines Based Interview tool, Individualized Family Service Plan development, the provision of services, teaming, and transition and exit from the program. Feedback and recommendations will be provided by consultant to EI Leadership team at the conclusion of each phase of the project for consideration and implementation.

Ms. Musson has over 10 years' experience as both a provider of EI services and in a leadership role with EI systems. She is known to Summit DD as a former employee and as a parent of a child with a disability. Her hourly rate is \$80.00 and is competitive relative to the knowledge and expertise required for this type of evidence-based, comprehensive quality program evaluation. Contract amount is based on a maximum of 120 work hours per month through the term of the agreement, with an additional \$6,000 budgeted for mileage, materials, and ancillary costs.

Funds are available in the budget. Recommended for approval by March S&S and F&F Committees.

Submitted By: Holly Brugh

For: Superintendent

 X Finance & Facilities Committee

 X Services & Supports Committee

 HR/LR Committee

Date: _____



**INDEPENDENT SERVICES CONTRACT
BETWEEN
SUMMIT COUNTY
DEVELOPMENTAL DISABILITIES BOARD
AND
JENNIFER MUSSON**

This Independent Contractor Agreement (Agreement) is entered into by and between the Summit County Developmental Disabilities Board, a Board authorized, created and appointed under the provisions of Chapter 5126 of the Ohio Revised Code, with its principal office at 89 East Howe Road, Tallmadge, Ohio 44278, hereinafter referred to as "Summit DD", and Jennifer Musson, a consultant, with her principal address at 3484 Charring Cross Drive, Stow, Ohio 44224, hereinafter referred to as "Contractor", recites that:

This Agreement is a contract for services to be performed personally by Contractor or one or more employees of Contractor. Summit DD will provide reimbursement to Contractor for consultation services as more fully set forth below. Contractor will perform services under this Agreement as an independent contractor, and not as an employee of Summit DD. Contractor will be responsible for the payment of all federal, state, and local taxes arising out of Contractor's performance of the services.

1. **Services:** Contractor will provide evaluations, consultation, and evidence based recommendations to Summit DD regarding Summit DD's Early Intervention Program pursuant to a grant received from the Ohio Department of Developmental Disabilities and the American Rescue Plan Act of 2021. Contractor will provide reports, and any further documentation required to properly comply with this contract.
2. **Standards.** Contractor represents and warrants that she will perform services in accordance with the highest ethical and professional standards and any general standards of its industry, and other standards specified by Summit DD.
3. **Qualified Employees.** Contractor represents and warrants that all employees of Contractor are properly trained, licensed, sufficiently experienced and otherwise qualified and capable of performing the services assigned them.
4. **Independent Contractor.** In the performance of the duties and obligations of the parties under this Agreement, Contractor will at all times be acting and performing as an independent contractor, and nothing in this Agreement will be construed or deemed to create a relationship of principal and agent or employer and employee. Contractor certifies that she satisfies the standards necessary to be considered an independent contractor under the laws of the State of Ohio. Contractor further certifies she has or will obtain Major Unusual Incident (MUI) training within the first two months of this Independent Services Contract. Contractor acknowledges that she will have no claim against Summit DD hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or other employee benefits of any kind. Both parties

agree that Contractor's working hours, techniques and methods are exclusively within Contractor's control. Contractor and her employees are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

5. **Compensation.** Pursuant to the limitations of the funding grant, Summit DD agrees to pay Contractor for her consultation services an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00) and shall be invoiced at the rate of Eighty Dollars (\$80.00) per hour for reports and other document preparation, analysis, and consulting services. Contractor shall invoice Summit DD with detailed documentation supporting the amount invoiced. Summit DD agrees to pay properly documented invoices within 45 days of receipt.
6. **Indemnification.** Contractor shall indemnify, save and hold harmless the Summit DD and any agents or employees thereof, from any and all claims, demands, actions, or causes of action of whatsoever nature or character resulting from the performance of Contractor, its agents and/or employees, and shall make good any loss, damage or injury without the loss to the Summit DD.
7. **Insurance.** Contractor shall provide and maintain, in full force and effect, general liability insurance covering the Contractor's activities under this contract in an amount acceptable to Summit DD, and provide proof of said insurance upon Summit DD's request. Contractor shall comply with all applicable Workers' Compensation laws and acquire a certificate of insurance, evidence of which must be produced to the Summit DD upon demand.
8. **Confidentiality.** Contractor shall maintain the confidentiality of any records of individuals receiving service and shall not disclose them except as permitted by law; provided, however, that the laws of Ohio and the requirements of the Summit DD's policies and procedures shall govern this provision. Any information gathered through service delivery is the property of the Summit DD and may not be released without a written authorization signed by the parent/guardian/individual served and Summit DD.
9. **Term of Contract.** The term of this Contract shall be from April 1, 2022 through June 30, 2023. This contract is subject to any requirements pursuant to the terms and conditions of the grant received from the Ohio Department of Developmental Disabilities and the American Rescue Plan Act of 2021.
10. **Termination.** Summit DD may terminate this Agreement immediately upon written notice to Contractor. Upon termination of this Agreement, Contractor must immediately cease all activities relating to the Agreement. Summit DD must pay Contractor for all services satisfactorily rendered prior to and up to the date of notice of termination.
11. **Entire Agreement.** This Agreement constitutes the entire agreement amongst the parties and supersedes any prior understanding or agreement related thereto. This Agreement can only be amended or modified by the prior written consent of all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date signed by Summit DD.

CONTRACTOR:

**SUMMIT COUNTY
DEVELOPMENTAL DISABILITIES
BOARD**

Signature

Signature

Print Name

Print Name

Date

Date

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2022 AND 2021**

	2/28/2022		2/28/2021		2021 ANNUAL BUDGET	2021 YTD ACTUAL	YTD % BUDGET REMAINING	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2022 ANNUAL BUDGET	2022 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING					
OPERATING REVENUE									
PROPERTY TAXES	\$ 53,893,961	\$ -	\$ 53,893,961	100.0%	\$ 53,454,163	\$ -	\$ 53,454,163	100.0%	
REIMBURSEMENTS	8,703,840	784,719	7,919,121	91.0%	6,344,000	548,427	5,795,573	91.4%	
GRANTS	1,805,317	252,025	1,553,292	86.0%	1,683,639	207,005	1,476,634	87.7%	
REFUNDS	-	365	(365)	0.0%	-	2,463	(2,463)	0.0%	
OTHER RECEIPTS	37,932	13,986	23,946	63.1%	85,000	87,135	(2,135)	-2.5%	
TOTAL REVENUE	\$ 64,441,050	\$ 1,051,095	\$ 63,389,955	98.4%	\$ 61,566,802	\$ 845,030	\$ 60,721,772	98.6%	
OPERATING EXPENDITURES									
SALARIES	\$ 20,032,262	\$ 3,130,230	\$ 16,902,032	84.4%	\$ 18,967,852	\$ 2,892,410	\$ 16,075,442	84.8%	
EMPLOYEE BENEFITS	8,067,946	943,737	7,124,209	88.3%	7,816,538	874,847	6,941,691	88.8%	
MEDICAID COSTS	28,400,000	5,987,629	22,412,371	78.9%	24,300,000	4,897,718	19,402,282	79.8%	
DIRECT CONTRACT SERVICES	7,302,641	896,632	6,406,009	87.7%	9,089,940	1,024,914	8,065,026	88.7%	
INDIRECT CONTRACT SERVICES	1,921,331	189,519	1,731,812	90.1%	1,860,242	223,870	1,636,372	88.0%	
SUPPLIES	432,060	38,997	393,063	91.0%	445,602	86,312	359,290	80.6%	
TRAVEL AND TRAINING	297,300	41,159	256,141	86.2%	341,460	9,878	331,582	97.1%	
UTILITIES	348,000	47,015	300,985	86.5%	535,000	53,113	481,887	90.1%	
RENTALS	7,000	-	7,000	100.0%	8,245	999	7,246	87.9%	
ADVERTISING	145,000	14,506	130,494	90.0%	136,000	19,789	116,211	85.4%	
OTHER EXPENSES	335,420	18,735	316,685	94.4%	332,635	857	331,778	99.7%	
EQUIPMENT	65,000	-	65,000	100.0%	112,000	35,845	76,155	68.0%	
REAL PROPERTY IMPROVEMENT	100,000	174,415	(74,415)	-74.4%	200,000	13,398	186,602	93.3%	
TOTAL EXPENDITURES	\$ 67,453,960	\$ 11,482,574	\$ 55,971,386	83.0%	\$ 64,145,514	\$ 10,133,950	\$ 54,011,564	84.2%	
NET REVENUES AND EXPENDITURES	\$ (3,012,910)	\$ (10,431,479)	\$ (11,581,431)		\$ (2,578,712)	\$ (9,288,920)			
BEGINNING FUND BALANCE		ACTUAL							
PLUS: REVENUE	\$ 63,723,040	\$ 63,723,040							
LESS: EXPENDITURES	64,441,050	1,051,095							
ENDING FUND BALANCE	\$ 60,710,130	\$ 53,291,561							

**Recommended for approval by the March
Finance & Facilities Committee**

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENT
FOR THE MONTH ENDED FEBRUARY 28, 2022
(Rounded)**

An evenly distributed monthly budget 8.3%
Evenly distributed budget remaining for ten months 83.3%

<u>Revenue:</u>			
1	Grants:		\$ 50,000
	Initial funding from the DODD Keeping Families Together Grant.		
	The purpose of this grant is to support one to two additional referrals to Merakey, additional support to providers, and resources to families all to help keep multisystem youth in their family homes.		
	Quarterly Title XX grant reimbursement.		
			57,600
	<u>Expenditures:</u>		
2	Medicaid Costs:		
	Payments to DODD for the following costs:		
	Quarterly Medicaid waiver administrative fee,	\$	410,700
	Quarterly Medicaid waiver match.		5,577,000
3	Direct Contract Services:		
	Grants awarded to providers to help offset DSP appreciation and retention activities and COVID costs.		
	Payment of contract with Oriana House for the Alternative Environment Program.		
4	Indirect Contract Services:		
	Payment of an annual contract with United Disabilities Services (UDS) for membership in their Toy Resource Center Consortium in addition to a one time request to help support new developmental toys and equipment.		
	This membership allows families served by Summit DD, as well as staff, access to the UDS Toy Lending Library free of charge.		
			25,000

		<u>Year to Date</u>	
<u>Revenue:</u>	Property Taxes:		
	Approximately 49% of the annual property tax collection is expected in March or April.		
<u>Expenditures:</u>	Employee Benefits:		\$ (422,900)
	January was a premium holiday month realizing a cost benefit for medical and dental costs.		
	Real Property Improvement:		174,400
	Additional cost for patio and roof repairs at the Barberton and Cuyahoga Falls locations.		

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

Summit County Developmental Disabilities Board

MINUTES - DRAFT

Thursday, February 24, 2022

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 Kamlowky, 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 Kamlowky 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.

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

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 Kamlowsky 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.

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

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 Kamlowsky 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 Kamlowsky 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.

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

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. James 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.

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

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