

MINUTES – combined work session and regular meeting
Thursday, December 15, 2022

Summit County Developmental Disabilities Board

MINUTES

Thursday, December 15, 2022
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, December 15, 2022 at the Fairlawn-Bath Library located at 3101 Smith Road, Akron, Ohio 44333. The **work session** convened at 5:37 p.m. Roll call: Dave Dohnal, Tami Gaugler, Jason Dodson, Meghan Wilkinson, Allyson V. James, and Gregg Cramer.

BOARD MEMBERS PRESENT

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

BOARD MEMBER EXCUSED

Denise Ricks

ALSO PRESENT

Lisa Kamlowsky, Superintendent
Holly Brugh, Asst. Superintendent
Mira Pozna, Director of Fiscal Services
Drew Williams, Asst. Superintendent
Billie Jo David, Director of Communications
& Quality

Danyelle Conner, Director of HR
Joe Eck, Director of Labor Relations &
Risk Management
Russ DuPlain, Director of IT & Facilities
Maggi Albright, Recording Secretary
And Others

I. SUMMIT DD 2023 ACTION PLAN

The Summit DD 2023 Action Plan is the second of a three-year Long-Range Plan (LRP) within which 16 action steps are identified that will move the Agency closer to achieving its LRP objectives. Superintendent Kamlowsky noted at a high level, all of the outcomes we are striving to achieve fall under the four (4) broader priorities of "service innovation", "support for individuals with intensive needs", "support for our provider community", and "cultivating an internal culture of innovation & accountability". Ms. David reviewed highlights of the action plan and identified collaborations with Akron Public Schools, community employment partners, childcare centers, Kent State University and others. Technology is a focus in the plan this year with administrative software transitions of both Brittco and Munis and continued work with landlords on more remote support options that will assist people in living as independently as possible.

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WORK SESSION *(continued)*

I. 2023 SUMMIT DD ACTION PLAN *(continued)*

The Board will continue to support individuals with intensive needs through numerous collaborations with community partners, including the Merakey dual diagnosis treatment team (DDTT) contract. The Board has invested local dollars to support direct service professionals (DSP) retention and recruitment efforts, and this remains a priority. Diversity, equity and inclusion also remains a priority and employees will be working with a consultant to translate the information obtained from listening sessions into action items. Lastly, Summit DD's levy will be on the ballot this year and education around the value of Summit DD funding and support is critical. The 2023 Action Plan has been sent out to solicit public comment and there has been good feedback thus far from providers and the public. Ms. Wilkinson commented on how far inclusive childcare in Summit County has come and it is a much more pleasant experience for families. She noted inclusive childcare services are not as progressive everywhere and she is pleased to see this area in the 2023 Action Plan.

Superintendent Kamlowsky commented that items II.-VIII. on the agenda are contracts that were reviewed in detail with the Board last month and noted there have been no changes to the proposed contracts since last month.

II. CORNERSTONE ON DEMAND CONTRACT

Cornerstone On Demand (CSOD) is a talent management system for end users and administrators for performance, training, recruiting and applicant tracking that Summit DD began utilizing several years ago. The request is to renew a three-year contract for a total cost not to exceed \$145,581.29. The cost will be \$46,407.44 the first year, \$48,495.77 for the second year and \$50,678.08 for the third year of the contract. These rates reflect a progressive 4.5% annual increase. Funds are available in the budget and the Cornerstone contract has been recommended for approval by the November HR/LR and Finance & Facilities Committees.

III. LAMAR ADVERTISING CONTRACT

Summit DD has been utilizing Lamar Advertising for several years. The request is for the Board to approve advertising expenditures with Lamar for a total not to exceed \$82,700 in 2023. This advertising is aimed at increasing familiarity and awareness of Summit DD services. Funds are available in the budget and the Lamar contract has been recommended for approval by the November Finance & Facilities Committee.

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WORK SESSION *(continued)*

IV. DEPARTMENT OF JOB & FAMILY SERVICES CASE MANAGER CONTRACT

Summit DD has been contracting with the Summit County Department of Job and Family Services (DJFS) since 2013 for a dedicated case manager whose sole responsibility is to assist Summit DD staff and eligible individuals/families with Medicaid enrollment, Medicaid waivers, food assistance programs and access to various other DJFS programs. The request is to renew a contract with DJFS in an amount not to exceed \$80,000 for the period January 1, 2023 through December 31, 2023. Funds are available in the budget and the DJFS contract has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

V. SUMMIT HOUSING DEVELOPMENT CORPORATION CONTRACT

Summit DD contracts with Summit Housing Development Corporation (SHDC) for payment of rent, utilities and other expenses for four respite homes in Summit County. The request is to renew a contract with SHDC in an amount not to exceed \$67,320 for the period January 1, 2023 through December 31, 2023. It is anticipated that this contract will serve 16 people in 2023. Funds are available in the budget and the SHDC contract has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

VI. MERAKEY CONTRACT

At the end of 2021 Summit DD initiated a new partnership with Merakey to enhance supports for individuals diagnosed with an intellectual and/or developmental disability and co-occurring mental health condition who are struggling to live successfully in their community. Through the Merakey Dual Diagnosis Treatment Team (DDTT), Summit DD has been able to offer comprehensive clinical services that are not widely available. The level of treatment and support provided through this contract enhances typical staffing support available through the Medicaid service system. The request is to renew a contract with Merakey in an amount not to exceed \$1,000,000 for the period January 1, 2023 through December 31, 2023. This would provide funding for up to 20 individuals in 2023. Ms. James asked if this is the most expensive contract the Board supports. Superintendent Kamlowsky replied that it is. Funds are available in the budget and the Merakey contract has been recommended for approval by the November Services & Supports and Finance & Facilities Committees.

VII. PRIMARY SOLUTIONS CONTRACT

Summit DD utilizes the Gatekeeper system provided by Primary Solutions as its main application for tracking data of individuals served and for managing billing activities. Summit DD also uses OhioDD.com/OhioDD.net provided by Primary Solutions for tracking billing and utilization of services.

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WORK SESSION *(continued)*

VII. PRIMARY SOLUTIONS CONTRACT *(continued)*

The request is to enter into contracts with Primary Solutions for 2023 in an amount not to exceed \$66,843. This amount also includes \$5,000 allocated for customized work and training that may be needed, and it represents a 2% increase over 2022. Funds are available in the budget and the Primary Solutions contract has been recommended for approval by the November Finance & Facilities Committee.

VIII. BRITTCO ADDENDUM

Brittco is a competing solution to Gatekeeper that was developed several years ago, and it offers a more modern, cloud-based approach that will better fit the needs of a mobile workforce. The request is to enter into a contract extension for 2023 in an amount not to exceed \$70,200. This is a fixed price that also includes training and support. The intention is to operate dual systems in 2023 during the transition. Funds are available in the budget and the Brittco addendum has been recommended for approval by the November Finance & Facilities Committee.

IX. NOVEMBER FINANCIAL STATEMENTS

November revenue included quarterly Medicaid administrative claims reimbursement of \$573,600 and quarterly Title XX reimbursement of \$91,200. Expenditures for the month included transportation grant awards to providers of \$13,800, payments of \$21,200 to providers participating in the Summit DD sponsored summer work program, \$27,000 payment to Merakey for the DDTT contract, licensing and maintenance fees of \$63,900, and \$15,500 for County audit fees. November ended in a positive position of \$3,307,626 with a fund balance of \$67,030,666.

The work session adjourned at 5:56 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:56 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD employee, submitted comments which were read by Mr. Dohnal: *The 2023 Action Plan is very cohesive and it's great that public input is included. The items being voted on tonight are all terrific, especially the Merakey contract. Congratulations to the Board on all the accomplishments this past year, particularly the opening of the Cuyahoga Falls and Barberton sites; they are so cool! Ms. Frank thanked the Board and employees for their hard work. She added that Superintendent Kamlowksy continues to do a bang-up job and knows her leadership will continue along with Drew Williams and Holly Brugh for many years to come. She also mentioned Maggi Albright does a great job. Ms. Frank wished all a wonderful holiday season and a safe and happy new year; the best is yet to come!*

II. APPROVAL OF MINUTES

A. NOVEMBER 17, 2022 (combined work session and regular meeting)

RESOLUTION No. 22-12-01

Ms. Wilkinson moved that the Board approve the minutes of the November 17, 2022, combined work session and regular meeting. The motion, seconded by Ms. James, was unanimously approved.

III. BOARD ACTION ITEMS

A. CORNERSTONE ON DEMAND CONTRACT

RESOLUTION No. 22-12-02

Ms. James moved that the Board approve a contract with Cornerstone On Demand for the period December 20, 2022 through December 19, 2025 in an amount not to exceed One Hundred Forty Five Thousand Five Hundred Eighty One Dollars and Twenty Nine Cents (\$145,581.29), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

B. LAMAR ADVERTISING CONTRACT

R E S O L U T I O N

No. 22-12-03

Mrs. Gaugler moved that the Board approve a contract with Lamar Advertising for the period January 1, 2023 through December 31, 2023, in an amount not to exceed Eighty-Two Thousand Seven Hundred Dollars (\$82,700), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dodson, was unanimously approved.

C. DEPARTMENT OF JOB AND FAMILY SERVICES CASE MANAGER CONTRACT

R E S O L U T I O N

No. 22-12-04

Mr. Cramer moved that the Board approve a contract with the Summit County Department of Job and Family Services for the period January 1, 2023 through December 31, 2023 in an amount not to exceed Eighty Thousand Dollars (\$80,000), and that the Superintendent be authorized to sign said contract. The motion, seconded by Ms. Wilkinson, was unanimously approved with abstention from Mr. Dodson.

D. SUMMIT HOUSING DEVELOPMENT CORPORATION CONTRACT

R E S O L U T I O N

No. 22-12-05

Mr. Dodson moved that the Board approve a contract Summit Housing Development Corporation for the period January 1, 2023 through December 31, 2023 in an amount not to exceed Sixty-Seven Thousand Three Hundred Twenty Dollars (\$67,320), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Cramer, was unanimously approved.

E. MERAKEY CONTRACT

R E S O L U T I O N

No. 22-12-06

Ms. Wilkinson moved that the Board approve a contract with Merakey for the period January 1, 2023 through December 31, 2023 in an amount not to exceed One Million Dollars (\$1,000,000), and that the Superintendent be authorized to sign said contract. The motion, seconded by Ms. James, was unanimously approved.

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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

F. PRIMARY SOLUTIONS CONTRACT

RESOLUTION

No. 22-12-07

Ms. James moved that the Board approve a contract with Primary Solutions for the period January 1, 2023 through December 31, 2023 in an amount not to exceed Sixty-Six Thousand Eight Hundred Forty Three Dollars (\$66,843), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

G. BRITTCO ADDENDUM

RESOLUTION

No. 22-12-08

Mrs. Gaugler moved that the Board approve a contract addendum with Brittco for the period January 1, 2023 through December 31, 2023 in an amount not to exceed Seventy Thousand Two Hundred Dollars (\$70,200), and that the Superintendent be authorized to sign said contract addendum. The motion, seconded by Mr. Cramer, was unanimously approved.

H. NOVEMBER FINANCIAL STATEMENTS

RESOLUTION

No. 22-12-09

Mr. Dodson moved that the Board approve the November Financial Statements. The motion, seconded by Ms. James, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Superintendent Kamlowsky reminded the Board their current committee assignments last through January 2023. Committee assignments for February 2023 through January 2024 will be made at the January Board Meeting. Maggi Albright will email to Board Members requesting preferences for 2023 assignments. A 2023 committee meeting schedule will be developed around Board Member availability and distributed subsequent to the January meeting. Ms. James asked if committees would continue to be held virtually. Superintendent Kamlowsky confirmed.

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BOARD MEETING *(continued)*

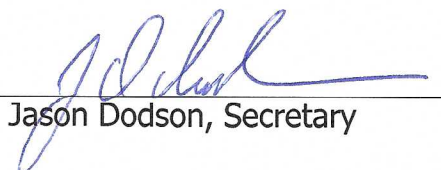
IV. SUPERINTENDENT'S REPORT *(continued)*

Superintendent Kamlowsky commented she cannot believe how fast this past year has gone. She thanked the Board for volunteering their time to serve and acknowledged the time commitment involved in preparing for and attending Board meetings, committee meetings, etc. This Board sets the direction for the Agency from a policy perspective and then trusts the Superintendent to execute. She thanked the Board for the space and support in allowing her and her employees to carry out the Mission of the Board.

V. PRESIDENT'S COMMENTS

Mr. Dohnal thanked the Superintendent and employees for the work they do. He stated the tour of the smart home defies description. The amount of planning, effort and technology that went into the home will be of great benefit to individuals and families and will enable greater independence. Mr. Dohnal said there are so many wonderful features that he wants to tour the home again to see all of them. He thanked everyone involved in bringing this home to reality. Mr. Dohnal wished all a Merry Christmas and happy new year.

There being no further business, the Board Meeting adjourned at 6:12 p.m.



Jason Dodson, Secretary