



MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 26, 2023

Summit County Developmental Disabilities Board

MINUTES

Thursday, January 26, 2023
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 26, 2023 at the Summit DD administrative offices located at 2355 2nd Street, Cuyahoga Falls, Ohio 44221. The **annual organizational meeting** convened at 5:32 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBER EXCUSED

Meghan Wilkinson

ALSO PRESENT

Lisa Kamlowsky, Superintendent
Drew Williams, Assistant Superintendent
Holly Brugh, Assistant Superintendent
James Armstrong, Director of Legal Services
Mira Pozna, Director of Fiscal Services
Maggi Albright, Recording Secretary

Billie Jo David, Director of
Communications & Quality
Joe Eck, Director of Labor Relations
& Risk Management
Russ DuPlain, Director of IT & Facilities
and others

I. ELECTION OF OFFICERS.

Mr. Dohnal thanked the Nominating Committee and asked Mr. Cramer for the slate of officers. Mr. Cramer presented a slate of officer nominations: President: Dave Dohnal, Vice-President: Tami Gaugler, and Secretary: Jason Dodson.

R E S O L U T I O N
No. 23-01-01

Mrs. Ricks moved that the election of Board Officers for 2023 be approved, as follows:

President:	Dave Dohnal
Vice President:	Tami Gaugler
Secretary:	Jason Dodson

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

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ANNUAL ORGANIZATIONAL MEETING (continued)

II. ETHICS COMMITTEE

Ethics Committee is advisory to the Board and its purpose is to review situations where Board employees may be working secondary employment for a provider agency or where there may be a conflict relative to a Board Member's family member receiving services. This committee meets as needed and it was noted the committee did not have occasion to meet in 2022. Superintendent Kamlowsky recommended the same Board Members appointed to serve on Ethics Committee in 2022 serve on this committee in 2023: Allyson V. James, Meghan Wilkinson and Jason Dodson.

RESOLUTION

No. 23-01-02

Mr. Dodson moved that the Board Members appointed to serve on the Ethics Committee in 2023 are as follows:

Meghan Wilkinson, Allyson V. James, and Jason Dodson

The motion, seconded by Mrs. Ricks, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The Finance & Facilities, Services & Supports and HR/LR Committees are advisory committees to the Superintendent. These meetings will continue to be held virtually. Superintendent Kamlowsky proposed 2023 committee membership remain the same as it was in 2022.

- ✓ 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

A 2023 meeting schedule will be developed and distribute as soon as possible.

IV. 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. This is designed to identify any potential conflicts of interest. Best practice recommends this document be reviewed and signed by each Board Member on an annual basis. Additionally, Summit DD Board Members are asked to sign our Code of Ethics and Conduct each year. Board Members were requested to sign and return the documents at their earliest convenience.

The annual organizational meeting adjourned at 5:36 p.m.

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WORK SESSION

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:36 p.m.

I. 2022 SUMMIT DD YEAR END REPORT

Superintendent Kamlowsky noted the 2022 Annual Report and 2023 Action Plan will be combined into one publication. Billie Jo David summarized just a few of the highlights of 2022 achievements.

- ✓ Almost 5,000 individuals were served in 2022, which is a 30% increase. Services continue to grow with no waiting list and a focus on innovation.
- ✓ Completed child-find activities targeting efforts in underserved communities and in partnership with Akron Children's Hospital.
- ✓ Opened a smart home to demonstrate assistive technology and how it can assist people to live more independently.
- ✓ Participated in dementia-friendly training and helped Summit County become recognized as a Dementia-friendly community.
- ✓ Provided DSP appreciation grant funds with local dollars to more than 600 providers in Summit County.
- ✓ Received a three-year accreditation from the Ohio Department of Developmental Disabilities.
- ✓ Successfully completed an internal Summit County audit of Agency policies, processes, and practices.
- ✓ As part of Summit DD Gives Back, about 80 employees contributed 320 hours of volunteer time in the community for approximately twenty organizations.
- ✓ Implemented Core Value awards to reward and recognize exemplary employees.
- ✓ Conducted listening sessions to identify issues of Diversity, Equity and Inclusion that are important to our employees. This work will continue in 2023.

II. 2023 SUMMIT DD ACTION PLAN

The 2023 Action Plan is a summary of the sixteen action items that will be areas of focus this year, all of which are part of the four broader priorities of the Long-Range Plan (LRP). The four LRP priorities are: service innovation, support for individuals with intensive needs, support for the provider community and cultivating an internal culture of innovation and accountability. The 2023 Action Plan continues to focus on expanding technology and remote support options, local collaborations for supports for individuals with intensive needs, continued support to providers around recruitment and retention efforts, internally continuing progress with the DEI initiative and team-based problem solving, providing targeted training for staff and providers to enhance person centered planning, and educating the public on the value of Summit DD services and the impact on local economy.

WORK SESSION

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

Additionally, two major systems are being replaced. The current Fiscal system, Banner, is being replaced by Munis and the Gatekeeper system used for local provider billing and to track person served information is being upgraded to Brittco. The Action Plan has been vetted with individuals, providers, community partners, and employees. Ms. James commented the tour of the smart home was incredible; the smart home is amazing, and she is so excited Summit DD is spotlighting this model.

III. SUMMIT DD CONTRACT TEMPLATES

A number of years ago Summit DD, in conjunction with the prosecutor's office as legal representative, created standardized contract templates that the Agency uses on a regular basis to contract with public and private entities with which the Board does business. Summit DD's contract templates have been updated to reflect current Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) references, service offerings and insurance requirements. The primary substantive change is to bring the insurance coverage requirement in line with the insurance requirements that the Ohio Department of Developmental Disabilities (DODD) has for Ohio certified waiver providers. Previous versions of the contract templates asked for providers to maintain insurance coverage limits that were over and above what the state requires and that made it difficult to find local providers in certain circumstances. All changes were discussed in detail at each of the January Superintendent committees.

Superintendent Kamlowsky suggested to the Board that committee packets include copies of proposed contracts and that those contracts be included in Board packets for first read discussion, but not included in Board packets the following month when seeking approval. There would still be a topic summary report in Board packets for the item/contract and any changes since last month's discussion would be noted. Board Members agreed to this process.

IV. DECEMBER FINANCIAL STATEMENTS

Expenditures in December included provider DSP and transportation grant payments of \$53,500, technology supports for early childhood centers in the amount of \$26,400, incremental funding of the Family Engagement Program (FEP) of \$140,000, payment of \$80,500 for the Adult Guardianship Program, payment to Merakey of \$30,600, annual licensing and maintenance fees of \$44,100 and \$15,000 to purchase iPads for expanding virtual observations in early childhood centers. December was a premium holiday month realizing a cost benefit for medical and dental of \$473,300. December ended in a positive position of \$1,020,261 and a fund balance of \$64,743,301. The following are year-end fund balances: Gifts and Donations \$67,301; Medicaid Reserve \$2,914,247; Escrow/Bid Deposits \$1,602; and Permanent Improvement \$1,307,893.

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WORK SESSION

IV. DECEMBER FINANCIAL STATEMENTS (*continued*)

The Cuyahoga Falls and Barberton renovations project came in under budget. The approved budget was \$10,610,000 with final costs coming in at \$10,387,139. The December financial statements have been recommended for approval by the January Finance & Facilities Committee.

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

BOARD MEETING

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

I. BOARD MEMBER CAUCUS

Gregg Cramer noted he has served on the Board for one year so far and can't say enough about how thorough the information disseminated to the Board is and how well prepared the Superintendent and staff are; it makes the Board better informed, makes the job easier and makes for a stronger Board. Mr. Cramer acknowledged and thanked the Superintendent for the good work she and her team are doing.

II. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, commented she is pleased the 2023 Action Plan includes recruitment and retention efforts for DSPs; it's important the public sees the value Summit DD adds to the community. She also commented she is looking forward to touring the smart home. She wished all Happy Valentine's Day.

III. APPROVAL OF MINUTES

A. DECEMBER 15, 2022 (combined work session and regular meeting)

RESOLUTION

No. 23-01-03

Mr. Dodson moved that the Board approve the minutes of the December 15, 2022 combined work session and regular meeting. The motion, seconded by Mrs. Gaugler, was unanimously approved.

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BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS

A. 2023 SUMMIT DD ACTION PLAN

R E S O L U T I O N
No. 23-01-04

Mrs. Ricks moved that the Board approve Summit DD’s 2023 Action Plan. The motion, seconded by Mr. Cramer, was unanimously approved.

B. SUMMIT DD CONTRACT TEMPLATES

R E S O L U T I O N
No. 23-01-05

Ms. James moved that the Board approve the revised Summit DD contract templates. The motion, seconded by Mr. Dodson, was unanimously approved.

C. DECEMBER FINANCIAL STATEMENTS

R E S O L U T I O N
No. 23-01-06

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

V. SUPERINTENDENT’S REPORT

Superintendent Kamlowsky reported that currently the highest priority is gathering information needed to conduct due diligence relative to the levy request that will be on the ballot in November. She thanked Board Members for their willingness to spend a couple hours with the Executive Leadership Team (ELT) at the end of February to review historical data, assumptions and projections under several different funding scenarios. Additional details around the Board/ELT retreat will be forthcoming. The February Board in-service will be an in-depth review of the Agency’s five-year forecast, which will be a good foundation for continued discussions around various scenarios. Regarding timelines, the levy budget is presented to the Board for approval in March, then moved along to the SSAB Budget & Levy Review committee. If that committee concurs with the Board’s determination, it then goes to the full SSAB for approval in April, and to the County Executive and County Council for approval in May.

Superintendent Kamlowsky commented the first Employee Appreciation Breakfast & Core Value Awards, formerly known as All Agency In-service, was held recently at Todaro’s Party Center. The theme was *"Making a Difference"*. Employees were able to nominate in advance fellow co-workers who exemplify Agency core values. A total of 36 staff were nominated and a winner was selected in each category.

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BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

Nominees were announced prior to the event but winners were kept secret and unveiled at the breakfast. A short video of the awards portion of the event was shown to the Board. Employees enjoyed breakfast followed by an amazing keynote speaker, Jason Judy, who is a blind and deaf man advocating for assistive technology. Superintendent Kamlowsky thanked Dave Dohnal and Allyson V. James for attending the event. Ms. James commented about the great staff turnout, the good food and the phenomenal keynote speaker; she particularly enjoyed how Mr. Judy talked about taking his sight for granted; she remarked it was a fantastic event from start to finish.

VI. PRESIDENT'S COMMENTS

Mr. Dohnal thanked Board Members for nominating him to serve another term as President. He said that as he looked through the long list of incredible achievements from the past year two things stood out: the Community Appreciation Breakfast and the Employee Appreciation & Core Values Awards Breakfast. The Community Appreciation Breakfast was a huge success attended by many stakeholders who are impressed with the good work and results achieved to improve the quality of life for citizens of the community. With regard to the Employee Appreciation & Core Values Awards Breakfast, he stated he has been to hundreds of these types of events over the years but this one stood out as a new experience. Arriving at the venue there was a long line of vehicles to get into the parking lot, Mr. Dohnal said he was surprised and delighted to find that all the people were headed to the Summit DD event. The keynote speaker, Jason Judy, was inspiring. He told of becoming very depressed as his eyesight declined and how assistive technology and Summit DD's support have changed the quality of his life. Mr. Dohnal expressed that this was an incredibly proud moment. Mr. Dohnal stated the relationships, the degree of confidence, and the trust and value employees have in each other is amazing to witness.

Mr. Dohnal said the year ahead will be busy with a levy on the ballot, the DSP shortages, funding barriers and other challenges that will likely come up but he has every confidence the challenges will be met and overcome and the people in Summit County will be better because of the good and hardworking Summit DD staff.

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



Jason Dodson, Secretary