

County of Summit Developmental Disabilities Board

MINUTESWednesday, January 13, 2010
5:00 p.m.

The **annual organizational meeting and the combined work session and regular monthly meeting** of the County of Summit Developmental Disabilities Board was held on Wednesday, January 13, 2010 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:07 p.m.

BOARD MEMBERS PRESENTWilliam Ginter
Jacqueline Cooper
Olivia Demas
Randy Briggs
Thomas QuadeBOARD MEMBERS ABSENTJoseph Siegfert
Cynthia WalkerALSO PRESENTThomas L. Armstrong, Superintendent
Lisa Kamlowky, Assist. Superintendent
Holly Brugh, Director of Children's
Services
Tom Whitfield, CIO/CFO
Harold Harrison, Director of HR
Jerilyn George, Director of SSA/Medicaid
Jean Fish, Dir. of Adult Svs.-Center Based
Maggi Albright, Recording Secretary
and othersLindsay Bachman, Director of MUI
Nancy Gordon, Transportation Admin.
Bill Payne, Sr. Dir. of Board Svs. & Spts.
Tom Jacobs, Dir. of Operations/SHDC
Carrie Roberts, Director of Adult Services
– Community Employment Services
Kevin McGee, Director of PCR &
Specialty Businesses

I. RECOGNITION OF PEOPLE FIRST – SUMMIT COUNTY DD BOARD NAME CHANGE

Governor Strickland signed Senate Bill 79 into law in July 2009 mandating the removal of the use of the term "*mental retardation*" in the name of county boards and the Ohio Department of Developmental Disabilities. The updated agency names are now the County of Summit Developmental Disabilities Board and the Ohio Department of Developmental Disabilities. The Governor presented county boards with an Executive Proclamation congratulating boards on the name change. The Summit DD Board wishes to recognize and thank People First of Summit County, other self-advocate groups and individuals who were instrumental in affecting this change. The Summit DD Board presented the following resolution to People First. In attendance to accept the resolution on behalf of People First were Jack Carroll, President; Karen Dudock, Vice President; Brian Monroe, Treasurer and Leigh Belvedere of The Arc of Summit and Portage Counties.

ANNUAL ORGANIZATION MEETING *(continued)*

I. RECOGNITION OF PEOPLE FIRST – SUMMIT COUNTY DD BOARD NAME CHANGE *(continued)*

RESOLUTION No. 10-01-01

Mr. Ginter moved that whereas the term “mental retardation” has come to be perceived by many individuals with developmental disabilities as a very negative, degrading term both socially and in various public media; and

Whereas the County of Summit Developmental Disabilities Board wish to promote the identification of individuals receiving services in a positive, accurate, and sensitive manner; and

Whereas individuals with developmental disabilities should be represented to the public in ways embraced by people with disabilities and their families; and

Whereas Ted Strickland, Governor of the State of Ohio, signed Senate Bill 79 on July 7, 2009, which changed the name of the County of Summit Board of Mental Retardation and Developmental Disabilities to the County of Summit Developmental Disabilities Board and the name of the Ohio Department of Mental Retardation and Developmental Disabilities to the Ohio Department of Developmental Disabilities; and

Whereas self-advocates from Summit County and across the State of Ohio deserve credit for the outstanding efforts they made to educate and inform legislators and to gain their support for the name change legislation;

Therefore be it resolved that on behalf of those it serves, the County of Summit Developmental Disabilities Board extends its heartfelt gratitude and appreciation to People First of Summit County and its membership of self-advocates who successfully lobbied to have their concerns and voices heard on behalf of Summit County residents and all individuals with disabilities. The motion, seconded by Mr. Briggs, was unanimously approved.

II. RECOGNITION OF FORMER BOARD MEMBER – LINDA BORDENKIRCHER

The Board and staff wish to recognize and thank Linda Bordenkircher for her twelve years of tireless service and commitment to individuals with disabilities in Summit County. Mr. Ginter noted that when the system was developed approximately 40+ years ago, it was with the intent that local county boards provide oversight and direction and that boards should consist of families and members of the community. Linda Bordenkircher is exactly the type of person that was intended to serve on the Board. The Summit DD Board and staff are extremely grateful for her dedication, commitment, compassion and service and would like to present the following resolution:

ANNUAL ORGANIZATION MEETING *(continued)*

II. RECOGNITION OF FORMER BOARD MEMBER – LINDA BORDENKIRCHER *(continued)*

R E S O L U T I O N

No. 10-01-02

Mr. Briggs moved that whereas Linda Bordenkircher has served with distinction as a Board Member for twelve years on the County of Summit Developmental Disabilities Board and from January 1998 to December 31, 2009; and

Mrs. Demas moved that whereas she has served in a variety of positions of leadership including President, Vice-President and Secretary of the Board; and

Mr. Quade moved that whereas her tireless commitment to improving the lives of children and adults with developmental disabilities has resulted in an array of services and supports that have improved the lives of thousands of individuals and their families; and

Mrs. Cooper moved that whereas under her tenure as a Board Member the core day services waiting list was eliminated; the residential waiting list was dramatically reduced; and the way in which the Summit DD delivers services in center-based settings became more integrated in the community and more personal through smaller facilities;

Mr. Ginter moved that therefore be it resolved that on behalf of the Summit DD and those it serves, the County of Summit Developmental Disabilities Board extends its heartfelt gratitude and appreciation to Linda Bordenkircher for her exemplary service and leadership and wishes her well in all of her future endeavors. The motion, seconded by Mrs. Cooper, was unanimously approved.

Tom Berry, a parent and Board Member of The Arc of Summit and Portage Counties, expressed his appreciation to Mrs. Bordenkircher for her many years of dedication, commitment and service on behalf of all individuals and families in Summit County.

Mrs. Bordenkircher commented that her twelve years serving as a Summit DD Board Member was longer than she had originally expected to serve but the time went amazingly fast. She said that she did not know what to expect when she was first appointed to the Board and noted that it has far exceeded her expectations. Serving on the Summit DD Board has been exciting, tremendously fulfilling and making a difference in the lives of the individuals served by the Board has been a truly humbling opportunity. She thanked everyone for their contribution in making her time on the Board a rewarding experience.

ANNUAL ORGANIZATION MEETING *(continued)*

III. INTRODUCTION OF NEW BOARD MEMBER – TOM QUADE

Mr. Armstrong introduced Tom Quade as the Summit DD's newest Board Member. His first term began in January and will expire December 31, 2013. Mr. Quade is the legal guardian of his sister who receives services from the Board. He has also served on a variety of Summit DD committees. Mr. Quade has an extensive background in the healthcare and financial fields and his willingness to serve on the Summit DD Board is appreciated. Mr. Quade succeeds Linda Bordenkircher, who is term limited, and completed her third four-year term on the Board at the end of December 2009. Mr. Quade commented that his sister is a consumer of services and he is pleased to serve on the Board and looks forward to this opportunity.

IV. ELECTION OF OFFICERS

Mr. Ginter requested that Mr. Briggs present the Nominating Committee report. Mr. Briggs advised that he collected information from Board Members relative to nominations for 2010 Summit DD Board officers. Mr. Briggs read the nominations: President – Bill Ginter; Vice President – Joe Siegferth; Secretary – Cynthia Walker. Mr. Ginter indicated that he spoke with each nominee since they could not be present tonight and they have agreed to serve. He called for nominations from the floor. There were no further nominations.

R E S O L U T I O N

No. 10-01-03

Ms. Demas moved that the nomination and election of Board Officers for 2010 be approved, as follows:

President:	<u>William Ginter</u>
Vice President:	<u>Joseph Siegferth</u>
Secretary:	<u>Cynthia Walker</u>

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

V. ASSIGNMENT OF BOARD MEMBERS TO BOARD COMMITTEES

The Board's Ethics Committee requires representation of three Board Members. Jackie Cooper, Olivia Demas and Cynthia Walker expressed interest in serving on this committee.

R E S O L U T I O N

No. 10-01-04

Mr. Ginter moved that the three Board Members appointed to serve on the Board's Ethics Committee for 2010 be Jackie Cooper, Olivia Demas and Cynthia Walker. The motion, seconded by Mrs. Demas, was unanimously approved.

ANNUAL ORGANIZATION MEETING *(continued)*

VI. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

Accessibility Committee:	Bill Ginter/Tom Quade
Diversity Committee:	Jackie Cooper/Randy Briggs
Finance & Facilities Committee:	Joe Sieferth/Randy Briggs
Government Affairs Committee:	Bill Ginter/Joe Sieferth
HR/LR Committee:	Bill Ginter/Randy Briggs
Interventions Oversight Committee:	Cynthia Walker/Tom Quade
Person Served/Parent Advisory Committee:	Cynthia Walker/Tom Quade
Services & Supports Committee:	Cynthia Walker/Olivia Demas

All Board Members agreed to serve on the Superintendent committees, as proposed.

VII. ASSIGNMENT OF MENTOR

There was dialogue with Board Members that it would be beneficial to have a veteran Board Member as a mentor for new Board Members as someone the new Board Member can consult to get perspective and direction when needed to make a smooth transition. A mentor will be appointed in the near future.

The annual organizational meeting adjourned at 5:30 p.m.

WORK SESSION

The **work session meeting** of the County of Summit Developmental Disabilities Board convened at 5:30 p.m.

I. PEDEN & ASSOCIATES CONTRACT – LEADERSHIP TRAINING SERIES

The request is to contract with Peden & Associates to assist the Summit DD with a leadership training series; The Essentials of Leadership Executives. The program would begin in February 2010 and consist of ten days of facilitator based training, one day per month (excluding July and August), and cover the essential areas of leadership training and development. The training model is designed to engage participants via classroom exercises, individual projects, public speaking opportunities and team assignments.

WORK SESSION *(continued)*

I. PEDEN & ASSOCIATES CONTRACT – LEADERSHIP TRAINING SERIES *(continued)*

All management level employees will be required to complete the training program and completion of the program will be linked to the annual performance review process. The contract period with Peden & Associates would be from February 1, 2010 through March 31, 2011 in an amount not to exceed \$47,471.50. Peden & Associates have provided leadership training for other organizations such as: Summa Health Systems, Summa Western Reserve Hospital, Metro Health Medical Center, Kent State University, Ohio State University, University of Notre Dame and the City of Hudson, just to name a few. The 2009 Employee Satisfaction Survey results indicated leadership training for managers as an area for improving the organization. This training series will aid in the enhancement of the skills of leaders relative to their current roles within the organization. Funds are available in the budget and the contract has been recommended for by the December HR/LR Committee and the December Finance & Facilities Committee.

II. DECEMBER FINANCIAL STATEMENTS

Mr. Armstrong noted that due to the January Board Meeting being held a week early, the December Financial Statements were not available for the meeting. They will be presented to the Board at the February Board Meeting along with the January 2010 Financial Statements.

III. BOARD MEMBER DECLARATIONS

Individuals appointed or reappointed to membership on a county developmental disabilities board are required by Ohio law to provide a declaration of eligibility to serve upon appointment or reappointment. The declaration specifies that no circumstances, as described in applicable Ohio Revised Code Section 5126.024, exist that bar the individual from serving on a county board and specifies whether the individual or an immediate family member of the individual has an ownership interest in or is under contract with any agency contracting with the county board. If such ownership interest or contract exists, the identity of the agency and the nature of the relationship to that agency must be disclosed. Best practice recommends that this document be reviewed and signed by each individual board member on an annual basis, versus solely upon appointment or reappointment. The January HR/LR Committee recommends approval of annual declarations for all Summit DD Board Members.

The work session adjourned at 5:35 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:35 p.m.

I. APPROVAL OF MINUTES

A. DECEMBER 16, 2009 (combined work session and regular meeting)

R E S O L U T I O N

No. 10-01-05

Mrs. Cooper moved that the Board approve the minutes of the December 16, 2009 combined work session and regular meeting, as presented in attachment #3. The motion, seconded by Mrs. Demas, was unanimously approved.

II. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. PEDEN & ASSOCIATES CONTRACT – LEADERSHIP TRAINING SERIES

R E S O L U T I O N

No. 10-01-06

Mrs. Demas moved that the Board approve a contract with Peden & Associates for the period February 1, 2010 through March 31, 2011, for the Leadership Training Series, in an amount not to exceed Forty Seven Thousand Four Hundred Seventy One Dollars and Fifty Cents (\$47,471.50), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

B. HR/LR COMMITTEE

1. BOARD MEMBER DECLARATIONS

R E S O L U T I O N

No. 10-01-07

Mr. Quade moved that whereas individuals appointed or reappointed to membership on a county developmental disabilities board are required by Ohio Revised Code Section 5126.024 to provide a declaration of eligibility to serve upon appointment or reappointment; and

Whereas best practice recommendation is that this document be reviewed and signed by the individual board members on an annual basis versus solely upon appointment or reappointment;

Therefore be it resolved that the Summit DD Board require individual board members to provide said declaration on an annual basis. The motion, seconded by Mrs. Cooper, was unanimously approved.

BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT

A. CENSUS

The quarterly census report was included in packets for review. Mr. Armstrong noted that the Agency has exceeded the levy plan relative to the number of individuals the Board committed to serve and we are only half way through the levy cycle. The Board asked if routine communication is provided to the Social Services Advisory Board (SSAB). Mr. Armstrong replied that the Agency's budget is presented to the SSAB once per year and that presentation includes updates relative to the Agency's status of its levy plan. He noted that staff will, however, be meeting with the SSAB again in March to provide additional updates.

B. 2009 OPERATING PLAN DASHBOARD

Mr. Armstrong advised that the Operating Plan dashboard data is being finalized and will be available for presentation at the February Board Meeting.

C. 2009 BOARD/STRATEGIC PLANNING TEAM (SPT) RETREAT – EXECUTIVE OVERVIEW

An Executive Summary of the 2009 Board/SPT Retreat was included in packets. The retreat provided an update of the current levy plan as well as a review of the strategic direction of the Agency. The Agency's core competencies, listed below, were affirmed.

- ▶ Ensuring the health, safety and welfare of persons served
- ▶ Service coordination for persons served
- ▶ Ensuring that cost-effective, quality services are available to all individuals who need them

The Levy Committee will be reinstated during the first quarter of 2010.

Mr. Armstrong mentioned that assignment of a Board Member to the Levy Committee would be beneficial. Mr. Ginter expressed his interest to serve on the Levy Committee.

D. HEALTH INSURANCE REIMBURSEMENT ALLOCATION FUND UPDATE

The Board established a health insurance reimbursement allocation fund in the amount of \$400,000 as a one-year transitional program to assist staff with reimbursement of documented out-of-pocket expenses that are above what would have been covered under the 2009 health plans. The HR Director is working with an independent insurance broker to verify the accuracy of projections and the impact of the projected reimbursement cost and to develop processes for reimbursement. Mr. Armstrong noted that if it appears that reimbursement requests will exceed the \$400,000 allocated, he will bring this topic back to the Board for further consideration.

BOARD MEETING (continued)

III. SUPERINTENDENT'S REPORT *(continued)*

E. 2010/2011 STATE BUDGET UPDATE

Mr. Armstrong noted that the state budget had been delayed but the Senate and House of Representatives have now reached agreement relative to suspension of the last income tax under Ohio income tax statute. The 2010/2011 budget will be a challenge and the 2012/2013 looks like it will be even more difficult. If it is ruled against Ohio using tobacco money to help fund services, particularly for children, there could be a large gap in the state budget. State tax revenues are again meeting projections so hopefully the state budget is stabilized for now.

IV. PRESIDENT'S COMMENTS

Linda Bordenkircher's twelve years of service to the Board and individuals in Summit County brought wisdom, support, dedication and a sense of humor that will be sorely missed. We wish her well in all her future endeavors.

Mr. Ginter commented on the fiscal prudence and success of the Agency and noted that in today's difficult economic times, staff should feel good that positions are not being cut and that staff are not being asked to take furloughs. This is a result of the collective efforts of all involved. He indicated that everyone needs to continue to do the right things for the right reasons and utilize Agency funds with fiscal accountability.

V. EXECUTIVE SESSION

R E S O L U T I O N No. 10-01-08

Mrs. Cooper moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (2). Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Demas.

Roll call vote: Quade-yes, Cooper-yes, Ginter-yes, Briggs-yes and Demas-yes. The motion was unanimously approved.

The regular session of the Board meeting adjourned at 5:45 p.m.

The Board entered into Executive Session at 5:55 p.m.

The Board meeting reconvened at 6:15 p.m.

There being no further business, the Board Meeting adjourned at 6:15 p.m.

Cynthia Walker, Secretary