

County of Summit Developmental Disabilities Board

MINUTESWednesday, July 21, 2010
5:00 p.m.

The **combined work session and regular monthly meeting** of the County of Summit Developmental Disabilities Board was held on Wednesday, July 21, 2010 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:02 p.m.

BOARD MEMBERS PRESENT

William Ginter, President
Jacqueline Cooper
Olivia Demas
Randy Briggs
Thomas Quade

BOARD MEMBERS EXCUSED

Cynthia Walker, Secretary
Joseph Siegfert, Vice President

STAFF PRESENT

Thomas L. Armstrong, Superintendent	Lindsay Bachman, Director of MUI
Lisa Kamlowsky, Assist. Superintendent	Joe Eck, Labor Relations Manager
Bill Payne, Sr. Dir. of Board Svs. & Spts.	Jerilyn George, Director of SSA/Medicaid
Holly Brugh, Director of Children's Services	Harold Harrison, Director of HR
Tom Whitfield, CIO/CFO	Tom Jacobs, Dir. of Operations/SHDC
Jean Fish, Dir. of Adult Svs.-Center Based	Carrie Roberts, Director of Adult Services – Community Employment Services
Billie Jo David, Director of Planning & Performance Excellence & Q.A.	Kevin McGee, Director of PCR & Specialty Businesses
Eldridge Black, Transportation Admin.	Maggi Albright, Recording Secretary and others

I. 2011 SUMMIT DD BUDGET

The 2011 budget continues the Summit DD's aggressive pursuit of Medicaid waiver dollars for the purpose of serving more individuals. Leveraging Medicaid funding reduces the amount of local tax dollars required to fund services and increases the amount of services delivered. The 2011 budget request is in the amount of \$78,538,531 and reflects an overall expenditure increase of 5.4%, which is primarily due to capital expenditures related to potential center replacement and technology updates. Without these one-time costs, the budget increase would be .9%. The 2011 budget reflects an overall revenue decrease of 6.58%, which is primarily due to \$3.5 million dollars of subsidy money being paid directly to NEON on behalf of the Summit DD. Salaries and benefits consist of net FTE decrease of three for the total FTE's in 2011 of 595. Salary increases are based on contractual agreements. The Board asked what was budgeted for non-bargaining salary increases. Mr. Armstrong replied that 3% was budgeted but noted that non-bargaining staff increases are based on merit, and the state of the economy is also considered.

WORK SESSION *(continued)*

I. 2011 SUMMIT DD BUDGET *(continued)*

The carryover balance at the end of 2011 is projected to be \$47,547,109, which begins the deficit spending in the current levy cycle. The 2011 budget reflects 109 new adult entrants, with 4,225 total lives touched, 50 new I/O waivers, 50 new Level I waivers, 50 new residential placements, 109 new day array services and 30 new individuals served in Children's Services. The residential waiting list is currently at 26 and staff hope to eliminate it completely by the end of 2010. The Board asked how the current number of individuals served compares to the Levy Plan. Mr. Armstrong replied that the Levy Plan projected 3,999 lives touched by the end of the Levy cycle, at the end of 2009 the total lives touched was 4,033. It is projected that total lives touched will be 4,225 by the end of 2011 so Levy Plan projections have already been exceeded. The SSAB Budget & Levy Review Committee was previously meeting once per year and this year County Executive Pry suggested that the committee meet quarterly to dialogue about budget challenges. Other county agencies are experiencing larger percentages of cuts from the state but Summit DD's aggressive pursuit of Medicaid dollars has helped the agency offset some of the reductions. Budgeted State subsidies will be reduced by 25% beginning in July 2011 with full impact of the reduction in 2012. This allows planning time to implement another contingency plan if additional cuts are passed along. Mr. Armstrong noted that he attended the SSAB Retreat today and there is some sense among a couple of SSAB Members that the County wants to move to one human services levy, versus each agency having an individual levy, in an effort to consolidate government. If that occurs, this Board would have less autonomy and control over levy dollars. Butler County DD reviewed this model and found that there would be an additional overlay of administrative costs and it becomes less about need and more about politics and not an efficient use of taxpayer dollars. It appears that this model would require changes in the Ohio Revised Code (ORC), although some SSAB members felt that the current charter would allow for this model to occur without ORC changes. The Board asked if it would be worthwhile to invest resources now to research this issue so that staff and the Board are fully informed. Mr. Armstrong replied that he intends to have staff research this issue. The Board asked about the new contingency line item. Mr. Armstrong explained that all requests for internal budget transfers or unanticipated expenditures are now approved through the Superintendent versus department directors trading dollars back and forth. This allows for better budget tracking and forecasting. The 2011 budget has been recommended for approval by the July Finance & Facilities Committee.

II. REQUEST TO PURCHASE NEW TRANSPORTATION VANS

The request is to purchase eight new eleven passenger vans and two new nine passenger wheelchair accessible vans from Montrose Ford through the CUE purchasing program at a cost not to exceed \$286,800 for all the vehicles. This cost is 1.8% over the cost presented to the Board in May since the 2009 pricing originally quoted is no longer available.

WORK SESSION *(continued)*

II. REQUEST TO PURCHASE NEW TRANSPORTATION VANS *(continued)*

Mr. Armstrong advised that an electronic reverse auction was held but did not generate a lower bid than Montrose Ford. Current routing through Versatrans clearly identifies the need for smaller vehicles and the use of vans will decrease costly maintenance and increase fleet occupancy rate. The projected cost to operate the vans is 24.5% less than the cost of operating buses. Feedback suggests persons served in community employment prefer vans. Additional safety features such as roll cages and better braking systems have been included on the new vans. Funds are available in the budget and the request to purchase new Transportation vans has been recommended for approval by the May Finance & Facilities Committee and the May Services & Supports Committee. It should be noted, however, that the May Committees recommended approval of the pricing presented to the Board in May and the pricing increase was not taken through July Committees since staff were just recently made aware of the increase.

III. AFSCME INSURANCE REQUEST

In the 2010 benefit year the Board appropriated funds not to exceed \$400,000 to establish a Health Insurance Reimbursement Allocation (HRA) Fund. The intent was to help transition Board employees to the new plan by assisting them with the reimbursement of documented, in-network, out-of-pocket expenses, such as deductibles and co-payments, incurred during the 2011 benefit year. The AFSCME Local 1229 leadership initiated dialogue with the Superintendent regarding the intent and interpretation of health insurance language that was proposed by the union and eventually agreed upon by all parties during the 2009 contract negotiations. According to AFSCME, their proposal was predicated on the assumption that Medical Mutual of Ohio (MMO) EPO health insurance would be offered in 2011. Subsequent to the tentative agreement, the MMO EPO plan was not a health insurance option in 2011. In the spirit of collaboration and forthright communication, it is recommended that the Board allocate \$95,000 for one year for AFSCME for the purpose of subsidizing AFSCME Local 1229 Summit DD bargaining unit employees. The recommended allocation amount was developed by estimating the per employee and dependent cost multiplied by the number of AFSCME employees with medical single/family plans and eligible dependents. If approved, the HRA would be a tool to further assist AFSCME employees in transitioning to a different health insurance plan. Mr. Armstrong indicated that it should be noted that salary increases of 2% for the first two years of the contract, with a wage re-opener for the second two years of the contract, were negotiated with AFSCME while other bargaining units negotiated 3.5% increases. The Board commented that they appreciate AFSCME's cooperation, honesty and the mutual respect that their representatives demonstrated throughout the negotiation process and during the Insurance Committee deliberations. The request has been recommended for approval by the May HR/LR Committee.

WORK SESSION *(continued)*

IV. REQUEST TO RFP FOR ENGINE PREHEATING SYSTEM FOR BUSES

The request is to conduct a RFP for engine preheating systems for the eleven remaining buses. The preheating systems would allow for reduced vehicle emissions and eliminate unnecessary idling, eliminate cold starts which will extend engine life, accelerate and maintain window defrosting and defogging, provide better fuel consumption, lower operating costs, provide better heating to keep buses warmer which will allow the Board to reduce the number of days it closes transportation due to poor conditions and provide timer controls to activate heaters prior to engine start up. The request to RFP for engine preheating systems has been recommended for approval by the July Finance & Facilities Committee and the July Services & Supports Committee.

V. SURPLUS INVENTORY

The surplus items listed in attachment #5 have no value or usefulness to the agency and are taking up needed storage space. Many of the items on the list are old furniture and equipment from the Bath Center, which have been replaced with new items. The July Finance & Facilities Committee has reviewed the list and recommends approval to surplus the items listed in attachment #5.

VI. MAY FINANCIAL STATEMENTS

Revenue for May reflects an overall unfavorable variance of \$178,227 primarily due to property taxes coming in less than what was budgeted and subsidy dollars sent to NEON on behalf of the Summit DD. Expenditures reflect an overall favorable variance of \$247,151 for the month due to contract services less than budget. The May fund balance was \$62,225,954, which is a favorable variance of \$3,149,798 year-to-date. The May Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VII. JUNE FINANCIAL STATEMENTS

Even though grants were more than expected, June revenue reflects an unfavorable variance of \$54,890 due to reimbursements coming in less than budgeted for the month. Expenditures reflect an overall favorable variance of \$3,725,793 due to a timing issue relative to waiver match funds that will be expended in July or August. The Board asked why salaries were more than expected in June. Mr. Whitfield replied that he will review that information and report back to the Board. The ending fund balance for June was \$60,053,611, which is a favorable variance of \$6,820,701 year-to-date.

The work session adjourned at 5:36 p.m.

BOARD MEETING

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

I. APPROVAL OF MINUTES

A. MAY 19, 2010 (Combined Work Session and Regular Meeting)

R E S O L U T I O N

No. 10-07-01

Mrs. Cooper moved that the Board approve the minutes of the May 19, 2010 combined Work Session and Regular Meeting, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

II. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. REQUEST TO PURCHASE NEW TRANSPORTATION VANS

R E S O L U T I O N

No. 10-07-02

Mr. Quade moved that the Board approve the purchase of two (2) nine-passenger vans and eight (8) eleven-passenger vans from Montrose Ford, for the total cost not to exceed Two Hundred Eighty Six Thousand Eight Hundred Dollars (\$286,800.00), and that the Superintendent be authorized to sign the necessary documents to complete the purchase. The motion, seconded by Mrs. Demas, was unanimously approved.

2. AFSCME INSURANCE REQUEST

R E S O L U T I O N

No. 10-07-03

Mrs. Demas moved that the Board allocate up to Ninety Five Thousand Dollars (\$95,000) in benefit year 2011 only, and for AFSCME Local 1229 Summit DD employees only, to reimburse certain documented in-network, out of pocket expenses incurred by eligible employees, as outlined in Attachment #3. The motion, seconded by Mr. Briggs, was unanimously approved.

BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

3. REQUEST TO RFP FOR ENGINE PREHEATING SYSTEM FOR BUSES

RESOLUTION

No. 10-07-04

Mr. Briggs moved that the Board approve the generation of a Request For Proposal (RFP) for an engine preheating system, to include local service and support, for eleven Summit DD buses. The motion, seconded by Mr. Quade, was unanimously approved.

4. SURPLUS INVENTORY

RESOLUTION

No. 10-07-05

Mrs. Cooper moved that the Board approve the disposal of the surplus inventory items listed in attachment #5. The motion, seconded by Mrs. Demas, was unanimously approved.

5. MAY FINANCIAL STATEMENTS

RESOLUTION

No. 10-07-06

Mr. Quade moved that the Board approve the May Financial Statements, as presented in attachment #6. The motion, seconded by Mr. Briggs, was unanimously approved.

6. JUNE FINANCIAL STATEMENTS

RESOLUTION

No. 10-07-07

Mrs. Demas moved that the Board approve the June Financial Statements, as presented in attachment #10. The motion, seconded by Mrs. Cooper, was unanimously approved.

III. SUPERINTENDENT'S REPORT

A. CENSUS

The June 2010 Census was included in packets for review.

BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

B. SECOND QUARTER MUI REPORT

The number of MUIs being investigated is trending upward with 657 cases during the first half of 2010 compared to 482 investigations during the first half of 2009. The number of substantiated MUIs is trending downward during the second quarter of 2010 with 59 cases substantiated compared to 93 cases substantiated during the first quarter of 2010. MUI departmental performance measures are trending upward with the 24 reporting requirement up from 72% in the first quarter of 2010 to 89% during the second quarter, with the target goal of 97%. This is a 17% increase in performance in one quarter. Timely closure of cases is at 83% during the second quarter of 2010 which is up from 62% during the first quarter, with a target goal of 95%. Caseloads for Investigative Agents (IA) are currently around 22 cases per month, which reflects an upward trend since caseloads were at approximately 19 per month during the second quarter of 2010 and caseloads of 16 during the second quarter of 2009. The Board asked about caseload sizes for IAs in other counties. Mrs. Bachman replied that colleagues at other county boards report that caseload sizes are around 20-25. Mr. Armstrong noted that under the direction of Lindsay Bachman, new systems and processes within the MUI Department have been developed and implemented and have helped IAs focus on investigations. He noted that he has received several e-mails from the Ohio Department of Developmental Disabilities (ODODD) complimenting the work of Mrs. Bachman and her new staff and the new shift in the way the Summit DD MUI Department is now operating.

C. SECOND QUARTER OPERATING PLAN DASHBOARD

The second quarter Operating Plan reports that 14 of the 15 objectives are meeting or exceeding stated goals. Some of the highlights for the second quarter include; 59 individuals have received new in-home or congregate residential placements and the residential waiting list has now been reduced to 26 individuals, work is available 99% of the time in Summit DD operated facilities, and 89% of adults served are funded on a Medicaid waiver. The area that fell below goal during the second quarter was MUI with regard to reports being submitted to ODODD within 24 hours of discovery. The goal is 95% with current performance at 89%. It should be noted that this area continues to improve, with a 17% improvement over the first quarter of 2010 when reporting was at 72%. With the addition of new staff, a new department director, additional clerical support, process improvements, and greater efficiencies stated goals should be met by the third quarter. The Board asked how many individuals were on the residential waiting list three years ago. Mr. Armstrong replied that the waiting list was at 168 people in 2008. Staff are pleased to report that it is currently at 26 and should be eliminated by the end of the year.

BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

D. ADM BOARD SHARED FUNDING

Individuals with both a developmental disability and mental health needs are sometimes underserved in Summit County. Staff have been collaborating with the ADM Board relative to how to provide better services to these individuals. Mr. Armstrong reported that Bill Harper resigned his position as Executive Director at the ADM Board and Jerry Craig is the Interim Executive Director. Mr. Craig has indicated his desire to continue collaborating relative to joint funding. Mr. Craig and the ADM Board committed to initially contribute \$50,000 to the shared funding pool. The Board approved funding up to \$250,000, however Summit DD will contribute the same amount the ADM Board commits to reserve for the shared funding pool. Mr. Armstrong noted that staff are still investigating other program options and how agencies can work together to serve individuals with dual diagnosis.

E. NORTHWEST OHIO DEVELOPMENTAL CENTER (NODC) TRANSITION PLAN

The individual who the Board was funding to receive treatment at the NODC has returned to Summit County and staff are looking for a roommate for the individual. There have been several minor incidences since the individual has been home but staff continue to work on adjusting the transition plan to keep this individual in his home community.

IV. PRESIDENT'S COMMENTS

Mr. Ginter recognized and congratulated staff for reaching goals in the Operating Plan. The Dashboard report shows what can be accomplished by focusing on the objectives. He noted that 5-10 years ago it would have been inconceivable to address the residential waiting list and today there are only 26 individuals on that list with a goal of getting the list to zero by the end of this year. He expressed how proud he is of how far the agency has come in service provision to individuals in the community.

V. EXECUTIVE SESSION

R E S O L U T I O N

No. 10-07-08

Mrs. moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) for purposes of discussing employment of specific employees. 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, Siegfert-yes, and Demas-yes. The motion was unanimously approved.

BOARD MEETING *(continued)*

The regular session of the Board Meeting adjourned at 5:55 p.m.

The Board entered into Executive Session at 6:05 p.m.

The Board meeting reconvened at 7:05 p.m.

There being no further business, the Board Meeting adjourned at 7:05 p.m.

Cynthia Walker, Secretary