

## County of Summit Developmental Disabilities Board

**MINUTES**

Wednesday, August 18, 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, August 18, 2010 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:00 p.m.

BOARD MEMBERS PRESENT

William Ginter, President  
Joseph Siegfert, Vice President  
Cynthia Walker, Secretary  
Jacqueline Cooper  
Randy Briggs  
Thomas Quade

BOARD MEMBERS EXCUSED

Olivia Demas

STAFF PRESENT

Thomas L. Armstrong, Superintendent	Lindsay Bachman, Director of MUI
Lisa Kamlosky, 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	Eldridge Black, Transportation Admin.
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
Maggi Albright, Recording Secretary	and others

## I. NEW POLICY #3202 – PROCUREMENT CARDS

Procurement cards are designed to allow staff to make small dollar purchases in a manner that reduces paperwork and processing time. The County requires a policy containing language identified in Chapter 198 of the Codified Ordinance of Summit County. There are well defined parameters relative to the use of the cards and to whom cards are issued. The use of procurement cards is currently in pilot with four staff with positive results so far. The Board asked if other counties are using procurement cards. Mr. Whitfield replied that other counties are using the cards and indicated that Summit DD is one of the last entities to implement use of the cards because staff wanted to wait and see how the program worked with other entities/counties first. Mr. Armstrong noted that additional language will be added to the policy that indicates issuance of procurement cards will require approval by the Superintendent. New Policy #3202 – Procurement Cards has been recommended for approval by the August Finance & Facilities Committee.

## **WORK SESSION** *(continued)*

### II. 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 versus being distributed to the Board first. 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 with the bargaining units and non-bargaining salary increases are based on 3%. It was noted, however that actual non-bargaining staff increases are distributed based on merit, and the state of the economy is also considered. 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 IO 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. It is projected that total lives touched will be 4,225 by the end of 2011 so Levy Plan projections have already been exceeded. One of the Board members asked for the definition of "*lives touched*". Mr. Armstrong explained that there are a number of ways to count program participation since individuals come into and go out of the system routinely. Summit DD counts the number of individuals served on an annual basis and since some individuals receive multiple services and others may only receive limited services staff decided upon *lives touched* to represent the number of individuals served year-to-date. The Board commented that staff should use terminology that everyone can understand and indicated that *lives touched* could be interpreted differently than number served. 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. 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 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, however, 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.

## **WORK SESSION** *(continued)*

### II. 2011 SUMMIT DD BUDGET *(continued)*

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 Cultural Competency Committee is working with other organizations to identify individuals in Summit County who are not receiving services and may not know what options are available to them. The Committee hopes to have a 12-month plan in place by February. The Board requested to review the Committee's report when it is available. The 2011 budget has been recommended for approval by the July Finance & Facilities Committee.

### III. NORTHEAST OHIO NETWORK (NEON) CONTRACT AMENDMENT

Summit DD has experienced an unforeseen increase in the number of MUIs reported that require investigations to be conducted. In order to maintain high quality investigations, Summit DD refers some cases to NEON when the agency has high demand. The request is to amend the existing NEON contract with the additional amount not to exceed \$102,000 to cover the cost of the increased demand for the completion of MUI investigations. The contract period is January 1, 2010 through December 31, 2011 and the additional amount requested would bring the total contract amount not to exceed \$404,284.00. NEON's hourly rate for investigations is \$39.50 and Summit DD is charged based on actual work performed. It is anticipated that there will be an additional 198 investigations in 2010. The Board asked if a satisfaction survey has been conducted relative to NEON's services. Mrs. Bachman replied that there has not been a formal survey but noted that there have been no citations from the State on work performed by NEON. She further indicated that NEON has been very responsive, achieves 100% on timely reporting and Summit DD staff are very satisfied with NEON's services. A Board Member asked why the Request For Proposal (RFP) process is not applied to this contract. Mr. Armstrong explained that specific certifications are required to perform MUIs and staff are not aware of other entities that can perform this specialized service other than Board or Council of Government (COG) staff. Summit DD is one of sixteen county boards that is part of the COG served by NEON. That gives to the Summit DD Board governance participation as a member of the NEON Board. Summit DD staff received referrals from other county boards that are also part of the COG and that have utilized NEON's services and were satisfied. Funds are available in the budget and the NEON contract amendment has been recommended for approval by the August Finance & Facilities and Services & Supports Committees.

### IV. JULY FINANCIAL STATEMENTS

Revenue for the month of July reflects an overall unfavorable variance of \$402,188 primarily due to reimbursements coming in less than budgeted. Expenditures reflect an overall favorable variance of \$1,072,344 for the month due to contract services less than budgeted and waiver match funds that will be expended in August.

## **WORK SESSION** *(continued)*

### IV. JULY FINANCIAL STATEMENTS *(continued)*

The ending fund balance for July was \$57,295,397, which is a favorable variance of \$7,530,857 year-to-date. At the July Board Meeting, a question arose relative to salaries being over budget for the month of June. Mr. Whitfield explained that this was due to the additional expense of seasonal employees. The Board asked if there is a trend relative to a further decline in county taxes on levy proceeds. Mr. Whitfield replied that he has been in contact with county representatives and has attended Council meetings and it appears that collections have been flat. The July financial statements have been recommended for approval by the August Finance & Facilities Committee.

### V. REVIEW OF DIRECT SERVICE CONTRACTS

The Board's Ethics Committee reviewed affidavits of Board employees Dessie Sponseller, Onika Stallworth, Fran Hughes and Lucy Moye, who are also independent waiver providers certified by the State of Ohio. The Committee also reviewed the affidavits of Sadie Secorro and Rachel Brawell who hold secondary employment with Ardmore; Jennifer Boykin, who holds secondary employment with Blick Clinic; Donna Westren, who hold secondary employment with Focus Services and Christina Ferguson who holds secondary employment with Evant. The Committee found that these secondary employment situations meet all of the conditions specified in Ohio Revised Code (ORC) 5216.033. The Ethics Committee recommends that the Board continue to participate in its contracts with Ardmore, Blick Clinic, Focus Services and Evant.

The work session adjourned at 5:40 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:40 p.m.

### I. CAUCUS - BOARD MEMBERS

Mr. Ginter noted that Executive Session will be added to the agenda tonight for purposes of discussing personnel matters.

**BOARD MEETING** *(continued)*

## II. APPROVAL OF MINUTES

## A. JULY 21, 2010 (Combined Work Session and Regular Meeting)

## R E S O L U T I O N

No. 10-08-01

Mr. Siegferth moved that the Board approve the minutes of the July 21, 2010 combined Work Session and Regular Meeting, as presented in attachment #5. The motion, seconded by Mr. Briggs, was unanimously approved.

## III. BOARD ACTION ITEMS

## A. FINANCE &amp; FACILITIES COMMITTEE

## 1. 2011 SUMMIT DD BUDGET

## R E S O L U T I O N

No. 10-08-02

Mr. Briggs moved that the Board approve the 2011 Summit DD Budget in the amount of Seventy Eight Million Five Hundred Thirty Eight Thousand Five Hundred Thirty One Dollars (\$78,538,531), including the Position Control List changes, as identified in attachment #2. The motion, seconded by Mr. Siegferth, was unanimously approved.

## 2. NORTHEAST OHIO NETWORK (NEON) CONTRACT AMENDMENT

## R E S O L U T I O N

No. 10-08-03

Mrs. Walker moved that the Board approve a contract amendment with NEON for an additional amount of One Hundred Two Thousand Dollars (\$102,000), for the total contract amount not to exceed Four Hundred Four Thousand Two Hundred Eighty Four Dollars (\$404,284), for the period January 1, 2010 through December 31, 2011, as outlined in attachment #3, and that the Superintendent be authorized to sign said contract amendment. The motion, seconded by Mr. Quade, was unanimously approved.

## 3. JULY FINANCIAL STATEMENTS

## R E S O L U T I O N

No. 10-08-04

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

## **BOARD MEETING (continued)**

### III. BOARD ACTION ITEMS (continued)

#### B. ETHICS COMMITTEE

##### 1. DIRECT SERVICE CONTRACTS

#### RESOLUTION

##### No. 10-08-05

Mrs. Cooper moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Dessie Sponseller, Onika Stallworth, Fran Hughes and Lucy Moye, Sadie Securro, Rachel Braswell, Jennifer Boykin, Donna Westren and Christina Ferguson and found that the conditions specified in ORC 5126:033 have been met;

Therefore be it resolved that the Board adopt the recommendations of the Ethics Committee finding that the conditions specified in ORC 5126.033 have been met, and that the Board continue to participate in its contracts with Admore, Blick Clinic, Focus Services and Evant. The motion, seconded by Mr. Quade, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. 2010 BOARD/STRATEGIC PLANNING TEAM (SPT) RETREAT

The primary focus of the 2010 Retreat will be to review and assess the goals of the current levy cycle and talk about goals and objectives for the upcoming levy period. The Board Members will be polled relative to their ability to meet for this one-day retreat. Mr. Ginter commented that the value of past retreats is reflected across the agency and that the alignment between the Board and senior staff is evident.

### V. PRESIDENT'S COMMENTS

Mr. Ginter advised those who may not have received the news that Karen Salerno, long-time Board administrator, passed away recently after a long illness. He acknowledged her many years of service with the Board in a variety of capacities and noted her dedication to persons served and their families. Her loss is a personal loss and a loss for the community. Mr. Ginter advised that the Board would be passing a resolution at the September Meeting honoring Mrs. Salerno for her role with the agency and for her many years of dedicated service.

## **BOARD MEETING** *(continued)*

### VI. EXECUTIVE SESSION

#### RESOLUTION No. 10-08-06

Mrs. Cooper 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 compensation of specific employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Siegferth.

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

The regular session of the Board Meeting adjourned at 5:50 p.m.

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

The Board meeting reconvened at 6:09 p.m.

There being no further business, the Board Meeting adjourned at 6:09 p.m.

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Cynthia Walker, Secretary