

County of Summit Developmental Disabilities Board

**MINUTES**

Wednesday, October 20, 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, October 20, 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  
Cynthia Walker, Secretary  
Jacqueline Cooper  
Olivia Demas  
Randy Briggs

BOARD MEMBERS EXCUSED

Joseph Siegfert, Vice President  
Thomas Quade

STAFF PRESENT

Thomas L. Armstrong, Superintendent  
Lisa Kamlowky, Assist. Superintendent  
Bill Payne, Sr. Dir. of Board Svs. & Spts.  
Holly Brugh, Dir. of Children’s Services  
Harold Harrison, Director of HR  
Tom Whitfield, CIO/CFO  
Kevin McGee, Director of PCR &  
Specialty Businesses

Lindsay Bachman, Director of MUI  
Joe Eck, Labor Relations Manager  
Jerilyn George, Sr. Dir. of SSA/Medicaid  
Tom Jacobs, Dir. of Operations/SHDC  
Jean Fish, Director of Adult Services -  
Facility-Based  
Maggi Albright, Recording Secretary  
and others

I. RESIGNATION OF HR DIRECTOR

Mr. Armstrong announced that Harold Harrison, Summit DD HR Director, submitted his resignation in order to accept an opportunity as the Director of Human Resources for the Cleveland Metro Parks/Cleveland Zoo. The quality improvements Harold has developed and implemented during his time with the Board have made a tremendous impact. Mr. Harrison’s last day will be Monday, November 1<sup>st</sup>. Mr. Armstrong wished Harold well as he embarks on this exciting new opportunity.

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

### II. 2011 FAMILY SUPPORT SERVICES (FSS) PLAN

The Family Support Services (FSS) Plan identifies services and funding for families who do not have other funding resources. The FSS Plan typically funds respite services, environmental accessibility adaptations and adaptive equipment. The maximum award per participant is \$1,100 and 316 individuals utilized the program in 2010. The 2011 contract is in an amount not to exceed \$397,500. In past years, this contract has been administered by a third party but staff are recommending administration of this service again remain with the Board so that the \$40,000 administration fee can be rolled back into services. The Board asked how many individuals were served through this program in 2009. Mr. Armstrong responded that approximately 400 individuals utilized this program last year. The Board asked if anyone has ever been denied services through FSS and if the Finance & Facilities Committee reviews requests for services. Mr. Armstrong replied that although the Finance & Facilities Committee does review and make recommendations relative to the annual FSS Plan, the committee does not review individual requests. Ms. George added that data is now being collected that will track requests, however, it was not collected relative to 2009 requests. Funds are available in the budget and the 2011 FSS Plan has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### III. SUMMIT PSYCHOLOGICAL ASSOCIATES BEHAVIOR SUPPORT PLANS CONTRACT

Behavior support plans that include aversive strategies (i.e., restraint, time out, cost response, etc.) require initial approval, annual approval and 30 day data review for some aversive strategies by a Behavior Support & Human Rights Committee. The Summit DD currently has approximately 300 plans that require such review. The request is to contract with Summit Psychological Associates to review all behavior plans that incorporate aversive strategies. The reviews will assess that behavior support strategies do not include interventions excessive to the maladaptive behavior to be modified, and that such interventions are implemented only in situations in which there is a risk to immediate health, safety and welfare to self or others. The contract period is January 1, 2011 through December 31, 2011 in an amount not to exceed \$65,000. The Board asked if staff are familiar with this provider. Ms. George replied that Summit Psychological Associates has provided psychological services in Summit County for a number of years and staff are pleased with their services. They specialize in providing services for sexual offenders and individuals with behavioral challenges. They also currently have a contract with the Summit County Jail. Mr. Briggs commented that he is familiar with this entity through the Board of Control and Summit County Council and they are well respected in the community. Mr. Armstrong added that although this provider has excellent credentials and has provided quality services, staff will RFP this contract in the future. The Board asked what percentage of contracts are RFP'ed each year. Mr. Armstrong replied that he does not have those statistics tonight but could report back to the Board with that information.

## **WORK SESSION (continued)**

### III. SUMMIT PSYCHOLOGICAL ASSOCIATES BEHAVIOR SUPPORT PLANS CONTRACT (continued)

He noted that there is specific language in statute that permits contracts for services to be awarded, however, most contracts are RFP'ed every other year. The Board asked how long the RFP process takes. Mr. Armstrong replied that it typically takes about 60-90 days. Funds are available in the budget and the contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### IV. CLUSTER FOR YOUTH FUNDING AGREEMENT

The request is for the Summit DD to continue to participate in the Family and Children First Council (FCFC) Cluster for Youth Funding Agreement in the amount of \$1,000,000 for the period January 1, 2011 through December 31, 2011. Contributing funding amounts have remained unchanged for the past several years and the contract allows the Board to amend the contract if the other contributing agencies do not sign agreements for the amounts identified in the contract. The other contributing agencies are: Children's Services Board (\$120,000), Juvenile Court (\$100,000) and Child Guidance & Family Solutions (\$68,000). The Summit County Health Department is the designated administrative/fiscal agent for the contract. Through September 2010, Cluster served 60 children, nine of whom also receive services from the Summit DD. The Board asked who manages how funds are allocated and what happens if there are funds left over at the end of the contract. Mr. Armstrong replied that the Executive Director of the FCFC takes the point on presenting individual cases to the Cluster. There is also an Executive Committee composed of funding agency executives that determine the amount in the pool and policy. All participating funding agencies are permitted to participate on the committee. He noted that there have not been unused funds in the past and it is not anticipated, due to need, that there would be in the future. Funds are available in the budget and the contract has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### V. CANAL PLACE LEASE EXTENSION

A Canal Place Relocation TOPS Team was formed to explore the possibility of relocating the Specialty Businesses that operate out of Canal Place. Committee members include representation from The Arc, persons served, parents, Board Members and staff. The Committee agreed that a move to another location is needed and are suggesting an extension to the existing Canal Place lease to allow planning and implementation time to locate an alternative site. The lease extension would be for the period January 1, 2011 through December 31, 2011 in an amount not to exceed \$174,096, which represents an increase of \$3,600 (\$300/month) over the current lease.

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

### V. CANAL PLACE LEASE EXTENSION *(continued)*

The Board noted that a decision relative to relocating to another location would need to be approved by the Board by March 2011 in order to be out of this lease extension by the end of its term. Funds are available in the budget and the Canal Place lease extension has been recommended for approval by the October Finance & Facilities Committee.

### VI. METRO MEMORANDUM OF UNDERSTANDING (MOU)

Since 2003, the Summit DD has paid Metro a premium rate of \$5.50 per person, per trip for transportation services to/from programmatic sites. There has been no rate increase and the Board is only charged for services delivered. There are currently 47 individuals being served and the turnover rate in this service area is less than 5%. The contract period is January 1, 2011 through December 31, 2011 in an amount not to exceed \$120,000. Satisfaction with Metro's specialty transportation services has been good and this MOU is an example of two agencies collaborating for the mutual benefit of persons served. Funds are available in the budget and the Metro MOU has been recommended for approval by the October Finance & Facilities and Services & Supports Committees.

### VII. KRONOS CONTRACT

The Kronos HR and timekeeping modules were fully implemented in 2009, which automated the entire payroll process and provided an interface with the Summit County Fiscal Office. The request is to renew the service agreement to support Kronos HR and timekeeping functions in an amount not to exceed \$33,254.16 for the period December 18, 2010 through December 17, 2011. Additionally, staff request to amend the existing contract to include the implementation of the Kronos Attendance Leave module at a cost of \$9,295, bringing the total contract to an amount not to exceed \$42,549.16. Implementation of the Kronos Attendance Leave module will improve workforce productivity and compliance, will automate alerts and eligibility and will track complex compliance requirements such as FMLA. Funds are available in the budget and the KRONOS Contract has been recommended for approval by the October Finance & Facilities and HR/LR Committees.

### VIII. SUMMIT DD UPDATED POLICY MANUAL

The existing Summit DD policy manual is very extensive and some policies are outdated, some are no longer applicable and some conflict with other policies. Staff have been working with consultants from Dublin Management Group to review the policy manual to see where policies could be combined, deleted and updated and to reflect the actual operations of the Board in order to achieve compliance with applicable laws and reflect best practice. Several new policies have also been suggested in order to remain current with Medicaid standards.

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

### VIII. SUMMIT DD UPDATED POLICY MANUAL *(continued)*

A process has been developed where each department director will review policies on a regular basis. The October HR/LR Committee has reviewed the policies and is recommending approval. The Board was provided a link to the website to access the policies prior to final approval which will be requested in November. Mr. Ginter encouraged Board Members to use the link to review the policies prior to the November Board Meeting.

### IX. WEAVER INDUSTRIES BUS CLEANING CONTRACT

The Weaver Industries Bus Cleaning Contract identifies roles and responsibilities for the enclave/workstation at the Summit DD Transportation facility. Weaver Industries is the payroll administrator/contractor and the Summit DD Transportation Department is the employer of five persons served. The two-year contract is in an amount not to exceed \$107,115 for the period January 1, 2011 through December 31, 2012, which represents no increase over the previous contract. The five persons served working at this location all continue to express satisfaction with their jobs. Persons served are earning minimum wage and a 3% annual pay increase has been incorporated into the contract. An evaluation process is being created so that pay increases are based on merit. Some families, however, are concerned about pay increases since it could impact other benefits. Persons served/families would be given the option of opting out of a pay raise if they chose to do so. Funds are available in the budget and the contract has been recommended for approval by the September Finance & Facilities and Services & Supports Committees.

### X. HATTIE LARLHAM COMMUNITY LIVING FOOD SERVICES CONTRACT

The Hattie Larlham Community Living Food Services Contract provides breakfast, lunch and snacks to 120 children in Calico and 170 children in the Head Start Program and also to Head Start staff and the Foster Grandparents Program. The contract also provides employment for up to five persons served to work in the kitchen. The twenty-six month contract, for the period November 1, 2010 through December 31, 2012, will align the contract with the Board's fiscal year. The total contract amount is not to exceed \$438,047 (\$235,872 for the period November 1, 2010 through December 31, 2011 and \$202,175 for the period January 1, 2012 through December 31, 2012). Head Start reimburses the Board approximately \$86,435 per year to cover the cost of meals and employment. A Request For Proposal (RFP) will be conducted toward the end of this contract. The Board asked about the cost per meal. The meal costs are as follows: breakfast .84 each, child lunch \$1.29 each, adult lunch \$3.47 each and snack .66 each. Funds are available in the budget and the contract has been recommended for approval by the September Finance & Facilities and Services & Supports Committees.

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

### XI. SEPTEMBER FINANCIAL STATEMENTS

Revenue for the month of September reflects an overall unfavorable variance of \$465,723 primarily due to reimbursements coming in less than what was budgeted. Expenditures reflect an overall favorable variance of \$323,729 for the month due to locally funded service expenses less than anticipated. The ending fund balance for September was \$71,694,181, which is a favorable variance of \$8,435,826 year-to-date. The Board asked if the fund balance is being factored when accessing the next levy plan. Mr. Armstrong replied that it is and noted that the residential waiting list has been eliminated two years earlier than planned and the fund balance will be used to enhance internal program, fund future needs and to get through the next levy period without additional resources.

The work session adjourned at 5:48 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:48 p.m.

### I. APPROVAL OF MINUTES

#### A. SEPTEMBER 15, 2010 (Combined Work Session and Regular Meeting)

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

#### No. 10-10-01

Mrs. Cooper moved that the Board approve the minutes of the September 15, 2010 combined Work Session and Regular Meeting, as presented in attachment #10. The motion, seconded by Mr. Briggs, was unanimously approved.

**BOARD MEETING** *(continued)*

## II. BOARD ACTION ITEMS

## A. FINANCE &amp; FACILITIES COMMITTEE

## 1. WEAVER INDUSTRIES BUS CLEANING CONTRACT

R E S O L U T I O N  
No. 10-10-02

Mr. Briggs moved that the Board approve a two-year contract with Weaver Industries for the bus cleaning enclave for the period January 1, 2011 through December 31, 2012, in an amount not to exceed One Hundred Seven Thousand One Hundred Fifteen Dollars (\$107,115.00), as presented in attachment #8, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Walker, was unanimously approved.

## 2. HATTIE LARLHAM COMMUNITY LIVING FOOD SERVICES CONTRACT

R E S O L U T I O N  
No. 10-10-03

Mrs. Walker moved that the Board approve a twenty-six month (26) food services contract with Hattie Larlham Community Living for the period November 1, 2010 through December 31, 2012, in an amount not to exceed Four Hundred Thirty Eight Thousand Forty Seven Dollars (\$438,047.00), as outlined in attachment #9, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Demas, was unanimously approved.

## 3. SEPTEMBER FINANCIAL STATEMENTS

R E S O L U T I O N  
No. 10-10-04

Mrs. Demas moved that the Board approve the September Financial Statements, as presented in attachment #12. The motion, seconded by Mrs. Cooper, was unanimously approved.

## III. SUPERINTENDENT'S REPORT

## A. CENSUS

September Census was included in packets for review.

## **BOARD MEETING (continued)**

### III. SUPERINTENDENT'S REPORT (continued)

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

The 2010 Board/SPT will be held on Friday, November 19<sup>th</sup> from 8:30 a.m. – 4:00 p.m. at Greystone Hall. The agenda is being finalized and will be sent to the Board in the next few weeks.

#### C. OHIO ASSOCIATION OF COUNTY BOARDS (OACB) ANNUAL CONFERENCE

The OACB Annual Conference will be December 1-3 at the Columbus Hilton @ Easton. Mr. Ginter was nominated and has been selected to receive the *Distinguished Service Award* at a luncheon on December 1<sup>st</sup>. Mr. Armstrong commented that this award is a tremendous honor and one that Mr. Ginter genuinely deserves.

### IV. PRESIDENT'S COMMENTS

Mr. Ginter acknowledged Mr. Harrison's resignation and stated that there are certainly conflicting feelings with this news. On behalf of the Board and staff, we wish Mr. Harrison well as he embarks on this exciting new career opportunity but we are certainly not happy to be losing such a quality professional who has contributed so much during his tenure with the Board. We wish Mr. Harrison the best of luck as he transitions to this new position.

Mr. Ginter noted that October is Developmental Disability Employment Awareness month and the awareness efforts can be seen across Summit County with the numerous billboards in addition to television ads. This indicates that staff are conscious of what they are doing and that helps persons served become employed and stay employed. He thanked staff for doing a good job in promoting awareness in the community.

There being no further business, the Board Meeting adjourned at 5:55 p.m.

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Cynthia Walker, Secretary