

## County of Summit Developmental Disabilities Board

**MINUTES**Wednesday, January 12, 2011  
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 12, 2011 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:02 p.m.

BOARD MEMBERS PRESENT

William Ginter  
Cynthia Walker  
Olivia Demas  
Randy Briggs  
Thomas Quade  
Karen Arshinkoff

BOARD MEMBERS ABSENT

Jacqueline Cooper

ALSO PRESENT

Thomas L. Armstrong, Superintendent  
Lisa Kamlowky, Assist. Superintendent  
Holly Brugh, Director of Children's  
Services  
Tom Whitfield, CIO/CFO  
Joe Eck, Labor Relations Manager  
Jerilyn George, Director of SSA/Medicaid  
Jean Fish, Dir. of Adult Svs.-Center Based  
Maggi Albright, Recording Secretary  
and others

Lindsay Bachman, Director of MUI  
Eldridge Black, 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  
Billie Jo David, Dir. of Quality Assurance

## I. INTRODUCTION OF NEW BOARD MEMBER – KAREN ARSHINKOFF

Karen L. Arshinkoff has been appointed to her first term as a Summit DD Board Member by Judge Spicer. Mrs. Arshinkoff's four year term commenced January 1, 2011 and expires December 31, 2014. She is a Senior Applications Programmer with Summa Health Systems and has been employed with Summa since 1982. Mrs. Arshinkoff attended the University of Akron where she earned her Bachelor of Fine Arts Degree. Mrs. Arshinkoff expressed her gratitude for the opportunity to serve on the Board and indicated that she is looking forward to learning more about the organization and becoming involved.

**ANNUAL ORGANIZATION MEETING** *(continued)*

## II. 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 2011 Summit DD Board officers. Mr. Briggs read the nominations: President – Bill Ginter; Vice President – Tom Quade; Secretary – Cynthia Walker. Mr. Ginter indicated that he spoke with each nominee 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. 11-01-01

Mr. Quade moved that the nomination and election of Board Officers for 2011 be approved, as follows:

|                        |                       |
|------------------------|-----------------------|
| <u>President:</u>      | <u>William Ginter</u> |
| <u>Vice President:</u> | <u>Tom Quade</u>      |
| <u>Secretary:</u>      | <u>Cynthia Walker</u> |

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

## III. ASSIGNMENT OF BOARD MEMBERS TO BOARD COMMITTEES

The Board's Ethics Committee requires representation of three Board Members. Mr. Ginter asked Jackie Cooper, Olivia Demas and Cynthia Walker to serve on this committee and all three agreed.

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

No. 11-01-02

Mr. Quade moved that the three Board Members appointed to serve on the Board's Ethics Committee for 2011 be Jackie Cooper, Olivia Demas and Cynthia Walker. The motion, seconded by Mr. Briggs, was unanimously approved.

## IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

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

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

The annual organizational meeting adjourned at 5:10 p.m.

## **WORK SESSION**

The **work session meeting** of the County of Summit Developmental Disabilities Board convened at 5:10 p.m.

### I. I-DATA PROJECTED PROPOSED EXPENDITURES FOR 2011 AND 2010 EXPENDITURES

The Board periodically uses outside vendors to supplement its MIS staff for specific tasks or projects. I-Data Technologies was used in 2010 for web based development of custom applications and the scope of the projects has grown beyond the Superintendent's spending threshold of \$25,000 due to the various different projects under development. Some of the 2010 projects include; Agency website development and enhancement, development of the Individual Service Plan (ISP), online staff phonebook and staff portal and the provider search portal. Total expenditures in 2010 are \$49,165. Staff developed an overview of projected expenses for 2011 which total \$119,000. Those projects include further Agency website enhancements, MIS technical support for web-based applications, implementation of the Human Resources Performance Evaluation System and online access of the ISP for team members and providers. Mr. Armstrong commented that 2010 expenditures, though budgeted, should have been brought to the Board sooner and apologized for the oversight. He noted that a contract management system is in place and staff will be refining that process so that this does not happen again. The revised contract management process will be reviewed with the Finance & Facilities Committee. The Board responded that this is the first time they can recall staff overspending their authority. The Board expressed their disappointment in the lack of oversight and management of this contract and noted that they won't be inclined to approve expenditures after the fact again in the future. The Board asked about the \$70,000 expense for ISP development over two years. Ms. George replied that the ISP will be available online for easier access for team members with enhancements to the document for easier reading and navigation. It will also shorten the length of the ISP and staff will be able to run aggregate data reports in the future for greater efficiencies. The Board asked if greater efficiencies will be measured. Ms. George replied that this can be accomplished through SSA productivity levels. Funds are available in the budget and the I-Data projected proposed expenditures for 2011 and the 2010 expenditures have been recommended for approval by the January Finance & Facilities Committee.

### II. AKRON AREA YMCA AKRON ROTARY CAMP CONTRACT

The Akron Area YMCA Akron Rotary Camp Contract would provide summer recreation and transportation for Board eligible individuals ages 6-21. The contract would cover at least 87 campers for six weeks at Hale Farm and Village or eight weeks at Akron Rotary Camp. Campers may also choose three weeks of overnight camp. The total contract would be in the amount of \$157,905 (\$73,080 for camp costs and \$84,825 for transportation) and would be for the period February 1, 2011 through December 31, 2011. The costs reflect a 5% increase in camp costs, which is approximately \$1.00/day, per camper for a total of \$21 per day, per camper. Transportation costs are increasing 11%, which is approximately \$2.88/day, per camper.

## **WORK SESSION (continued)**

### II. AKRON AREA YMCA AKRON ROTARY CAMP CONTRACT (*continued*)

Even though the transportation costs are higher than camp costs, Akron Rotary is able to provide transportation at a less expensive rate than the Board could provide and transportation is a vital part of this program. Additionally, families are asked to pay a co-pay of \$50.00 per week. The Board asked if families can be turned down based on income. Mr. Armstrong advised that every child who wants to attend camp will be able to do so, as a sliding fee scale is applied to fee structures. He commented that if more campers want to attend than the contract can cover, staff will bring a request to increase the contract back to the Board for consideration. Recent satisfaction survey results reflect 96% satisfaction with this summer camp program. Funds are available in the budget and the contract has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.

### III. CATHOLIC CHARITIES COMMUNITY SERVICES SUMFUN CAMP CONTRACT

The Catholic Charities Community Services (formerly CYO & Community Services) contract is for summer recreation and transportation services for Board eligible individuals ages 6-21. The current contract is for a five week program but the request is to approve a contract for an eight week program. With many caregivers returning to the workplace, extending the program to eight weeks will provide a place for children for the entire summer. Camp will run for 40 days during the months of June, July and August and will again be provided at four sites with at least 35 individuals per site. Sites will be located in Twinsburg, Cuyahoga Falls, Akron and Bath. The total contract amount is \$568,080 (\$316,080 for camp and \$252,000 for transportation) for the period February 1, 2011 through December 31, 2011. Approximately 150 campers participated under the 2010 contract and this contract allows for ten additional campers to participate. Families are asked to pay co-payments based on income. Recent satisfaction survey results reflect 96% satisfaction with this service. Funds are available in the budget and the contract has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.

### IV. BLAUGRUND, HERBERT, KESSLER, MILLER, MYERS & POSTALAKIS LEGAL SERVICES CONTRACT

The request is to enter into a contract with Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis in an amount not to exceed \$95,000 for the period January 1, 2011 through December 31, 2011. This firm has expertise working with county boards of developmental disabilities. The contract would cover legal representation related to collective bargaining and associated matters. This firm would represent the Board in grievance arbitration proceedings, unfair labor practice (ULP) proceedings and negotiate with AFSCME relative to a wage re-opener in late 2011 and salary increases for 2012. The hourly rate for services under this contract is \$195.00, which is the same rate paid in 2010. Funds are available in the budget and the contract has been recommended for approval by the November HR/LR Committee.

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

### V. REVISED BOARD PROCEDURES

Board procedures are reviewed by the Board annually to ensure they reflect best practice and meet applicable standards under Ohio law, CARF and Board Policy. Some of the revision include; the addition of electronic distribution of policies and procedures to Board employees, the requirement of an annual review by the Board of its operating procedures and updated language to address public expression at Board Meetings. The revised Board procedures have been reviewed and recommended for approval by the December HR/LR Committee.

### VI. REQUEST TO RFP FOR CANAL PLACE REPLACEMENT FACILITY

A TOPS Team consisting of the Superintendent, two Board Members, parents, persons served, representative from The Arc and staff was commissioned to review the Canal Place facility and it was determined that the current location is isolated, not accessible, not visible, not integrated into the community and does not have adequate restroom or meeting room facilities. The recommendation from the TOPS Team was that a new location should be found for the specialty businesses operating out of Canal Place. After looking at 10-12 sites it was decided that the requests is to generate a RFP for the development of a small facility adjacent to the current Ellet Center. This site meets requirements of approximately 16,000 square feet to serve no more than 50 individuals. There are windows at the entrance, skylights will be incorporated, multiple bathrooms, a lunch area and a loading dock would be shared with the Ellet Center. The location is highly visible with access to the community. There are multiple businesses and restaurants in close proximity. The Board asked if there is a proposed rental agreement being negotiated. Mr. Armstrong replied that Mr. Jacobs is negotiating \$2.00 per square foot with first months rent due December 2011. Square footage cost at Canal Place is currently \$9.50. The Board asked if the proposed facility design has been reviewed by the TOPS Team. Mr. Armstrong advised that it has not, as this is not part of the typical process, however, a number of years ago The Arc gave thorough recommendations with respect to what an adult work facility should look like and the Board has tried to follow those requests when developing new centers or renovating existing facilities. The Arc did look at the site. Funds are available in the budget and the request to RFP for a Canal Place replacement facility has been recommended for approval by the January Finance & Facilities Committee.

### VII. NOVEMBER FINANCIAL STATEMENTS

Revenue for the month of November reflects an overall unfavorable variance of \$201,851 primarily due to subsidy dollars paid directly to NEON. Expenditures reflect an overall favorable variance of \$1,107,258 for the month primarily due to contract services less than budgeted. The ending fund balance for November was \$67,761,112, which is a favorable variance of \$10,148,310 year-to-date.

The work session adjourned at 5:45 p.m.

## BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:45 p.m.

### I. APPROVAL OF MINUTES

#### A. DECEMBER 14, 2010 (combined work session and regular meeting)

#### R E S O L U T I O N No. 11-01-03

Mr. Quade moved that the Board approve the minutes of the December 14, 2010 combined work session and regular meeting, as presented in attachment #8. The motion, seconded by Mrs. Demas, was unanimously approved.

### II. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. AKRON AREA YMCA AKRON ROTARY CAMP CONTRACT

#### R E S O L U T I O N No. 11-01-04

Mrs. Arshinkoff moved that the Board approve a contract with Akron Area YMCA Akron Rotary Camp in an amount not to exceed One Hundred Fifty Seven Thousand Nine Hundred Five Dollars (\$157,905.00) for the period February 1, 2011 through December 31, 2011, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Briggs, was unanimously approved.

##### 2. CATHOLIC CHARITIES COMMUNITY SERVICES CAMP CONTRACT

#### R E S O L U T I O N No. 11-01-05

Mrs. Walker moved that the Board approve a contract with Catholic Charities Community Services in an amount not to exceed Five Hundred Sixty Eight Thousand Eighty Dollars (\$568,080.00) for the period February 1, 2011 through December 31, 2011, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

## **BOARD MEETING (continued)**

### II. BOARD ACTION ITEMS (continued)

#### A. FINANCE & FACILITIES COMMITTEE (continued)

##### 3. REQUEST TO RFP FOR CANAL PLACE REPLACEMENT FACILITY

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

###### No. 11-01-06

Mrs. Demas moved that the Board approve the generation of a Request For Proposal (RFP) for the construction of a small facility adjacent to the current Ellet Center located at 2429 Wedgewood Drive, Akron.. The motion, seconded by Mr. Briggs, was unanimously approved.

##### 4. I-DATA 2010 EXPENDITURES

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

###### No. 11-01-07

Mr. Briggs moved that the Board approve the total 2010 expenditures to I-Data Technologies in an amount not to exceed Forty Nine Thousand One Hundred Sixty Five Dollar (\$49,165.00), and that the Superintendent be authorized to execute payment of such. The motion, seconded by Mr. Quade, was unanimously approved.

##### 5. NOVEMBER FINANCIAL STATEMENTS

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

###### No. 11-01-08

Mrs. Arshinkoff moved that the Board approve the November Financial Statements, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

#### B. HR/LR COMMITTEE

##### 1. BLAUGRUND, HERBERT, KESSLER, MILLER, MYERS & POSALAKIS LEGAL SERVICES CONTRACT

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

###### No. 10-01-09

Mr. Quade moved tat the Board approve a contract with Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis in an amount not to exceed Ninety Five Thousand Dollars (\$95,000.00) for the period January 1, 2011 through December 31, 2011, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Briggs, was unanimously approved.

**BOARD MEETING** *(continued)*II. BOARD ACTION ITEMS *(continued)*B. HR/LR COMMITTEE *(continued)*

## 2. REVISED BOARD PROCEDURES

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

No. 10-01-10

Mrs. Walker moved that the Board approve the revised Board Procedures, as presented in attachment \$3. The motion, seconded by Mr. Quade, was unanimously approved.

## III. SUPERINTENDENT'S REPORT

A. CENSUS – 4<sup>th</sup> QUARTER 2010

The year-end census report was included in packets for review. The Board asked what the outlook for I/O and Level I waivers is. Mr. Armstrong replied that it is believed that those dollars are secure. The Board asked if Summit DD has a capacity issue in Adult Services facility based services. Mr. Armstrong noted that individuals and families have free choice of provider and that the Board is leveling out growth in Board-operated center based facilities. There is not waiting list and the Board is serving the appropriate number of individuals for the size of each center.

## B. 2010 BOARD/STRATEGIC PLANNING TEAM RETREAT NOTES

The notes from the 2010 Board/SPT Retreat were included in packets for review. Mr. Armstrong stated that we need to go on the ballot this fall so staff will begin initiating dialogue around the ballot initiative. The focus will be on the Levy Committee and Levy sub-committees. Individual Board Members are encouraged to participate on committees. He indicated that dollars need to be structured to secure services and supports through 2018.

There being no further business, the Board Meeting adjourned at 6:08 p.m.