

County of Summit Developmental Disabilities Board

MINUTESWednesday, March 16, 2011
5:00 p.m.

The **combined work session and regular monthly meeting** of the County of Summit Developmental Disabilities Board was held on Wednesday, March 16, 2011 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
Thomas Quade, Vice President
Cynthia Walker, Secretary
Jacqueline Cooper
Olivia Demas
Randy Briggs

BOARD MEMBERS EXCUSED

Karen Arshinkoff

ALSO PRESENT

Thomas L. Armstrong, Superintendent
Lisa Kamlowky, Assist. Superintendent
Bill Payne, Senior Director of Board
Services & Supports
Jerilyn George, Director of SSA/Medicaid
Billie Jo David, Dir. of Quality
Tom Whitfield, CIO/CFO
Jean Fish, Dir. of Adult Svs.-Center Based
Kevin McGee, Director of PCR &
Specialty Businesses

Lindsay Bachman, Director of MUI
Eldridge Black, Transportation Admin.
Holly Brugh, Director of Children's
Services
Joe Eck, Labor Relations Manager
Tom Jacobs, Dir. of Operations/SHDC
Carrie Roberts, Director of Adult Services
– Community Employment Services
Maggi Albright, Recording Secretary
and others

I. NEW POLICY #3021 – SOCIAL MEDIA

There is currently no Board policy that specifically addresses social media use by employees. The proposed new social media policy speaks to employees' use of social networking, social media and other similar communication outlets (i.e., Facebook, Twitter, blogs, etc.). The policy prohibits employees from accessing or posting to their personal social networking sites while at work, unless specifically related to their professional position. It also precludes employees from representing through online media that he/she is a representative of the Agency, unless the employee has proper supervisory authorization. The policy provides guidelines to employees who elect to participate in social networking during their personal time to ensure that those activities fall within other Agency policy requirements. Proposed new Policy #3021 – Social Media has been recommended for approval by the March HR/LR Committee.

WORK SESSION *(continued)*

II. CENTER FOR MARKETING & OPINION RESEARCH (CMOR) CONTRACT

CMOR is a public opinion research firm specializing in providing research solutions to non-profit organizations, public agencies, healthcare and academic institutions. The Summit DD has utilized CMOR's services since 2007 to provide statistically valid comparisons and effectively evaluate the satisfaction of customers. Base questions are retained from year to year for comparison data and benchmarking. The request is to enter into a contract with CMOR for 2011 research and survey needs in an amount not to exceed \$72,375. Costs for CMOR's services have not increased since the Board began contracting with them in 2007. Funds are available in the budget and the CMOR Contract has been recommended for approval by the March Finance & Facilities Committee.

III. RENEWAL OF FLEET, PROPERTY AND DIRECTORS & OFFICERS LIABILITY INSURANCE

The Summit DD needs to maintain risk protection for Board operations and the current policy expires on March 31, 2011. Coverage includes property and liability, automobile/fleet, umbrella and directors and officers liability. Coverage for County owned buildings is provided by Summit County under a separate policy. Rates for the period April 1, 2011 through March 31, 2012 are \$188,605. Seibert Keck Insurance Agency has provided coverage to the Board through Philadelphia Insurance for a number of years. Philadelphia Insurance has an AM Best rating of A+, which is the second highest rating available. KBM Management, the Board's independent insurance consultant, has reviewed the proposed premiums and coverage and recommends renewal. KBM Management has no fiduciary relationship with Seibert Keck or Philadelphia Insurance. The Board requested that each Member receive a copy of the Directors & Officers Policy when available. Funds are available in the budget and the renewal of fleet, property and directors & officers liability insurance has been recommended for approval by the February Finance & Facilities Committee.

IV. THE ARC PEOPLE TOGETHER EDUCATION PROGRAM

The Board has participated in The Arc's People Together Education Program for a number of years. The program has a proven track record in changing the attitudes of school age students and community members. Every six months a detailed report showing the number of students served, number of sites/classrooms visited along with pre and post survey results is submitted to Summit DD staff. The request is for a two-year contract for the period January 1, 2011 through December 31, 2012 in the amount of \$48,700 per year, for a total contract amount not to exceed \$97,400. The contract guarantees to serve at least 4,230 students each year in at least 51 settings. There is conflict of interest language included in the contract that speaks to The Arc's primary role as advocates. The Board funds 42% of this contract with the other 58% of funding provided by other sources. The Board indicated the anecdotal information is good but they would like to see outcomes measured, if possible, relative to actual outcomes for individuals with disabilities.

WORK SESSION (continued)

IV. THE ARC PEOPLE TOGETHER EDUCATION PROGRAM *(continued)*

Mr. Armstrong indicated that staff will work with The Arc to develop survey questions for individuals and their families to better measure inclusion outcomes and will review through the Services & Supports Committee. Funds are available in the budget and The Arc People Together Education Program has been recommended for approval by the February Finance & Facilities and Services & Supports Committees.

V. LEVY CYCLE: JANUARY 1, 2013 – DECEMBER 31, 2018 – NOVEMBER 8TH BALLOT ISSUE

The current levy funding expires December 31, 2012 and the request is for the Board to approve a renewal of the existing 4.5 mill levy to be placed on the ballot in November 2011 for a continuing period of time. A renewal levy would result in no additional tax dollars. This is the only operating levy that funds the Summit DD and given the current economic environment, the Board needs to make existing local funding stretch through another levy cycle. Service and support needs for the majority of 4,000+ individuals served are for their lifetime and, based on current projections and budget assumptions, the Board would end up with a fund balance of approximately \$23,904,914 at the end of 2018. Modest growth is anticipated throughout the next levy period, however, funding generated from this levy would support an additional 108 children and 336 adults projected to receive services. The levy budget projections are based on actual expenditures from 2007-2010 as well as known and projected future budget impactors. Some of those assumptions include:

- Taxes on real property were budgeted with no increase
- Local taxes decreased through 2017 to account for the loss of tangible personal property tax
- Federal Match Assistance Participation (FMAP) returns to 60% in 2011 versus the 70% that it was under the American Reinvestment and Recovery Act
- The amount of subsidy received by the State of Ohio is reduced 41% from subsidies received in 2010
- The reimbursement rate for targeted case management (TCM) increases 50%
- Salary growth projected at 2%, which includes a reduction of 13 FTE's
- Growth in employee benefits is held at 2%

If the Board approves this request, the projected fund balance of \$23,904,914 at the end of 2018 is still short of the recommended carry-over amount of three months operating expenses and six months of Medicaid match dollars. Operational efficiencies will have to be achieved over the next six years to increase the amount of the projected fund balance. Mr. Armstrong advised that he, Mr. Ginter and Mr. Quade met with Executive Pry to discuss the levy request. He noted that he is waiting to hear back from the Elizabeth Bartz relative to when the levy request will be presented to the SSAB. This has since been scheduled with the Budget & Levy Review Committee for April 11th. Typically, the levy request is reviewed by the SSAB in April and the County Fiscal Officer certifies the tax valuation and millage in May. The levy request is then submitted to the County Executive/County Council in May.

WORK SESSION (continued)

V. LEVY CYCLE: JANUARY 1, 2013 – DECEMBER 31, 2018 – NOVEMBER 8TH BALLOT ISSUE (*continued*)

County Council votes on the levy budget in June, the ballot issue is submitted to the Board of Elections by August 10th and election day is November 8, 2011. A renewal levy would renew existing dollars at the same 4.5 millage rate for a six-year period of time. The Board discussed the different levy options including a reduced millage and a continuing levy but decided that a renewal levy would meet the needs of the individuals and families it serves.

VI. REQUEST TO SELL AND/OR DISPOSE OF TWENTY (20) PASSENGER VEHICLES

The request is to sell or dispose of twenty aging passenger vehicles which have been replaced with new, less expensive, more efficient equipment. Current routing through Versa-trans identified the need for smaller vehicles. The sale/disposal of the twenty vehicles will result in a 15% fleet reduction, will decrease costly maintenance and will reduce insurance by approximately \$3,200 per year. The February Finance & Facilities Committee has reviewed the request and recommends approval.

VII. JANUARY FINANCIAL STATEMENTS

Revenue for the month of January reflects an overall unfavorable variance of \$411,285 primarily due to day array revenue billed but not yet received. Expenditures for the month of January reflect an overall favorable variance of \$1,021,230 primarily due to locally funded services expenses less than budgeted and timing of expenses. The ending fund balance for January was \$61,159,248, which is a favorable variance of \$609,945 year-to-date. The January Financial Statements have been recommended for approval by the March Finance & Facilities Committee.

VIII. FEBRUARY FINANCIAL STATEMENTS

Revenue for the month of February reflects an overall favorable variance of \$845,375 primarily due to Medicaid Administrative Claiming (MAC) more than expected. Expenditures for the month of February reflect an overall favorable variance of \$1,834,528 primarily due to the timing of waiver match expenses not yet incurred. The ending fund balance for February was \$58,937,858, which is a favorable variance of \$3,289,848 year-to-date. Mr. Whitfield noted that the area of gifts and donations has been added to the last page of the financial statements as a new item, which has not been included in the report previously. The balance at the end of February for this area is \$81,392. The February Financial Statements have been recommended for approval by the March Finance & Facilities Committee.

WORK SESSION *(continued)*

IX. SICK LEAVE AND VACATION CONVERSION

The Board has an approved sick leave and vacation conversion plan through Ohio Public Employees Retirement System (PERS) that allows affected employees to convert accumulated but unused sick leave to cash at the rate of 50% of its current value and to convert accumulated but unused vacation to cash, limited to half of the employee's yearly allotment, up to a maximum of eighty hours of vacation leave. Allowing employees to convert sick leave and vacation at its current value reduces future liability and allows the Board to better plan for future accumulated leave payouts. The Board was recently notified by PERS that there have been changes to the conversion plan requirements which establish that the maximum amount of converted vacation or sick leave that can be considered earnable income toward PERS is the amount the employee accrues in one calendar year, less any amounts used or converted during the calendar year. To be considered earnable salary the leave must also have been earned in the calendar year it was converted. The sick leave and vacation conversion plan updates have been recommended for approval by the March HR/LR Committee.

The work session adjourned at 5:46 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:46 p.m.

I. APPROVAL OF MINUTES

A. FEBRUARY 16, 2011 (combined work session and regular meeting)

RESOLUTION No. 11-03-01

Mr. Briggs moved that the Board approve the minutes of the February 16, 2011 combined work session and regular meeting, as presented in attachment #9. The motion, seconded by Mrs. Demas, was unanimously approved.

BOARD MEETING (continued)

II. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. RENEWAL OF FLEET, PROPERTY AND DIRECTORS & OFFICERS LIABILITY INSURANCE

R E S O L U T I O N
No. 11-03-02

Mrs. Cooper moved that the Board approve a contract with Philadelphia Insurance for the renewal of fleet, property, umbrella and directors & officers liability insurance for the period April 1, 2011 through March 31, 2012, in an amount not to exceed \$188,605.00 (One Hundred Eighty Eight Thousand Six Hundred Five Dollars), as presented in attachment #3, and that the Superintendent be authorized to approve payment of said expenditure. The motion, seconded by Mr. Quade, was unanimously approved.

2. THE ARC PEOPLE TOGETHER EDUCATION PROGRAM

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

Mrs. Demas moved that the Board approve a two-year contract with The Arc of Summit and Portage Counties for the People Together Education Program for the period January 1, 2011 through December 31, 2012, in an amount not to exceed \$48,700.00 (Forty Eight Thousand Seven Hundred Dollars) each year, for the total contract not to exceed \$97,400.00 (Ninety Seven Thousand Four Hundred Dollars), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Briggs, was unanimously approved.

3. LEVY CYCLE: JANUARY 1, 2013 – DECEMBER 31, 2018 – NOVEMBER 8TH BALLOT ISSUE

R E S O L U T I O N
No. 11-03-04

Mr. Quade moved that the Board approve the request and proposal for a six (6) year renewal tax levy, as presented in the resolution form in attachment #11. The motion, seconded by Mrs. Cooper, was unanimously approved.

BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

4. REQUEST TO SELL AND/OR DISPOSE OF TWENTY (20) PASSENGER VEHICLES

R E S O L U T I O N
No. 11-03-05

Mrs. Walker moved that the Board approve the sale and/or disposal of twenty (20) passenger vehicles, as identified in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

5. JANUARY FINANCIAL STATEMENTS

R E S O L U T I O N
No. 11-03-06

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

6. FEBRUARY FINANCIAL STATEMENTS

R E S O L U T I O N
No. 11-03-07

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

B. HR/LR COMMITTEE

1. SICK LEAVE AND VACATION CONVERSION

R E S O L U T I O N
No. 11-03-08

Mrs. Cooper moved that the Board approve revisions to the sick and vacation leave sections of the Employee Handbook, as presented in attachment #8. The motion, seconded by Mr. Briggs, was unanimously approved.

BOARD MEETING (continued)

III. SUPERINTENDENT'S REPORT

A. OHIO PARTNERSHIP FOR EXCELLENCE (OPE) ON-SITE REVIEW

Mr. Armstrong advised that under the leadership of Billie Jo David, the Agency underwent its second OPE review. The first review was a paper review and the Agency received a Silver award, which is a second level award. The on-site review consisted of six national examiners spending three days at the Agency reviewing processes, department metrics and conducting interviews with the Superintendent and staff. The review team will submit their report to an OPE panel of judges and the Agency will receive a feedback report by the end of May. The on-site review was a good exercise and staff believe it went well. The examiners complimented the organization on the Board's good stewardship of public dollars and appeared impressed by staff and person served involvement in the TOPS Teams process. Mr. Armstrong advised that he will report back to the Board after he receives the final OPE report.

B. BUDGET CONTINGENCY

The Strategic Planning Team (SPT) have been working on a budget contingency plan in anticipation of upcoming state budget cuts. The state budget will be finalized by July 1st. The budget contingency plan will be reviewed through the Finance & Facilities Committee. Mr. Ginter advised that the state budget and its impact on the Agency, along with how the Agency will respond to the budget changes, should be reviewed monthly through the Finance & Facilities Committee with a report to the full Board when available.

C. SENATE BILL 5

Senate Bill 5 pertains to collective bargaining legislation coming out of the Ohio Senate and is currently being discussed and debated at the House. S.B. 5 will apply to all government entities, including the Summit DD. S.B. 5 has created much controversy relative to how the Bill would be carried out, however, the full impact won't be known until the November election.

IV. PRESIDENT'S COMMENTS

Mr. Ginter noted that the meeting with Executive Pry was very positive. He indicated that the Executive was supportive of the Board and its mission. The Board has a strong story but this is the only opportunity for the next six years to secure funding for services and supports for persons served. He asked that everyone commit to working toward the passage of this levy and that no one take anything for granted.

There being no further business, the Board Meeting adjourned at 6:03 p.m.