

County of Summit Developmental Disabilities Board

MINUTESWednesday, May 18, 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, May 18, 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
Karen Arshinkoff

ALSO PRESENT

Thomas L. Armstrong, Superintendent	Lindsay Bachman, Director of MUI
Lisa Kamlowsky, Assistant Superintendent	Lynn Sargi, Director of HR
Bill Payne, Senior Director of Board Services & Supports	Holly Brugh, Director of Children's Services
Jerilyn George, Director of SSA/Medicaid	Joe Eck, Labor Relations Manager
Billie Jo David, Director of Quality	Tom Whitfield, CIO/CFO
Jean Fish, Dir. of Adult Svs.-Center Based	Carrie Roberts, Director of Adult Services – Community Employment Services and others
Kevin McGee, Director of PCR	
Maggi Albright, Recording Secretary	

I. UPDATE ON LEVY APPROVAL PROCESS AND PROJECTED TIME FRAMES

The Budget & Levy Review Committee of the Social Services Advisory Board (SSAB) recommended the 4.5 mill renewal levy to the full SSAB and the SSAB voted to endorse the Board's request to go on the ballot this November for a renewal of its 4.5 mill operating levy. Some members of the Budget & Levy Review Committee expressed concerns about the size of the Board's fund balance and Mr. Armstrong attempted to explain the Agency's cost savings measures but there seems to be confusion around the Medicaid redesign, which is a complicated issue. There were also concerns expressed that the levy budget reflects slight salary increases where some committee members felt these numbers should be budgeted at zero. Mr. Armstrong explained that budget projections reflect zero increase over the next two years and modest increases for four years after and noted that the Board has contractual obligations with the unions.

WORK SESSION *(continued)*

I. UPDATE ON LEVY APPROVAL PROCESS AND PROJECTED TIME FRAMES *(continued)*

Salary increases will be analyzed on a year-by-year basis. The other area where questions arose was contract services. There is concern that this area is being overstated. Mr. Armstrong explained that this area has been difficult to project in the past due to Medicaid redesign but data and projections are getting better each year. Mr. Armstrong reported that he and Mr. Whitfield met with Paula Prentice and Gloria Rodgers, who serve on the Health & Human Service Committee, to provide additional information and to try and answer some of the questions around the Board's levy request.

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

The Board has been utilizing legal representation for all grievances pending at the arbitration level since November 2010. The average monthly expenditure for this service has been \$15,026. By applying certain standards and criteria to ensure that only issues of considerable significance are referred for legal services, with the remainder of issues being handled in-house, future expenditures for labor arbitrations may be reduced to a projected \$7,600 per month. The request is to increase the current 2011 contract with Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis by an additional \$50,000, for the total contract amount not to exceed \$145,000. This firm's hourly rate of \$195 has remained unchanged for a number of years. Funds are available in the budget and the contract has been recommended for approval by the May HR/LR Committee.

III. REQUEST TO UPGRADE E-MAIL SYSTEM

The Summit DD relies on e-mail communication to improve the efficiency of services and supports to Board-eligible individuals. The current e-mail system, which is approximately seven years old, is outdated and needs to be replaced. The system has gone from approximately 450 users to 800 users. The request is to approve an expenditure, not to exceed \$127,625, to update the current e-mail system to Microsoft Exchange 2010, the most current e-mail version available. It is anticipated that this upgrade would last approximately four years into the future. The cost to upgrade the system is approximately \$159/user. Mr. Whitfield advised that Barb Solomon, Children's Services Board IT Director, and Gordon Schmidt, retired CIO of Saint-Gobain Performance Plastics, have donated some of their time to assist staff in reviewing the Summit DD's RFP's. The Board commented on the generosity of Ms. Solomon and Mr. Schmidt and asked the Superintendent to write thank you letters to these individuals. Funds are available in the budget and the request to upgrade the e-mail system has been recommended for approval by the May Finance & Facilities Committee.

WORK SESSION *(continued)*

IV. OSWALD COMPANIES CONTRACT

Summit DD is one of the largest employers in the County's health insurance program, however, it does not have the appropriate resources to gather, analyze and position itself for plan cost transparency, contribute to plan design/decisions or ensure desired financial results. The request is to expand the consulting relationship with Oswald Companies, for total cost not to exceed \$55,000 for a one-year contract, to assist the Board in creating and implementing strategic and tactical plans to structure a health insurance program to meet agency needs and contain costs. Oswald Companies would collaborate with the County to design a health plan that meets budgetary and plan design requirements, contain costs while working in partnership with the Insurance Committee and the County, measure claims utilization to determine return on wellness/prevention programs and allow the agency to prepare for key health plan decisions based on a predetermined time frame and agreed upon data/underwriting criteria. Target dates for achievement of specific outcomes have been identified in the contract. The Board asked to review the contract goals at the September Board Meeting. Mr. Armstrong added that the consultant would be reviewing the agency's claims history and developing recommendations specific to Board employees. Funds are available in the budget and the contract has been recommended for approval by the April HR/LR Committee.

VI. APRIL FINANCIAL STATEMENTS

Revenue for the month of April reflects an overall unfavorable variance of \$1,138,674 due to property taxes coming in at \$971,880 less than budgeted and day array and targeted case management revenue less than budgeted. Mr. Whitfield advised that he will continue to have dialogue with the County relative to the delinquent property tax collections. Expenditures reflect an overall unfavorable variance of \$1,243,743 for the month primarily due to timing of the waiver match fee expense. The ending fund balance for April was \$69,925,919, which is a favorable variance of \$1,973,676 year-to-date.

VII. REVIEW OF DIRECT SERVICE CONTRACTS

The Ethics Committee reviews direct service contracts and affidavits of Board employee's who hold secondary employment for contract agencies of the Board. Affidavits of Board employees Linda Gaffney and Elizabeth Irvin, who are both also independent waiver providers certified through the State of Ohio, were reviewed. The affidavits of Board employees Libby Wallace, who is also employed by REM-Ohio, and Shawn Beltz-Cox, who is also employed by Siffrin, Inc. were reviewed. Each of the employees has certified that their specific secondary employment situations meet all of the conditions specified in ORC 5126.033. The April Ethics Committee has determined that each direct service contract meets the conditions specified in Ohio Revised Code (ORC) 5126.033 and therefore recommends approval.

The work session adjourned at 5:27 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:27 p.m.

I. APPROVAL OF MINUTES

A. APRIL 20, 2011 (combined work session and regular meeting)

RESOLUTION

No. 11-05-01

Mrs. Cooper moved that the Board approve the minutes of the April 20, 2011 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

II. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. APRIL FINANCIAL STATEMENTS

RESOLUTION

No. 11-05-02

Mrs. Arshinkoff moved that the Board approve the April Financial Statements, as presented in Attachment #8. The motion, seconded by Mr. Briggs, was unanimously approved.

B. HR/LR COMMITTEE

1. OSWALD COMPANIES CONTRACT

RESOLUTION

No. 11-05-03

Mr. Quade moved that the Board approve a contract with Oswald Companies in an amount not to exceed Fifty Five Thousand Dollars (\$55,000.00), as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Demas, was unanimously approved.

BOARD MEETING *(continued)*

II. BOARD ACTION ITEMS *(continued)*

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACTS

RESOLUTION

No. 11-05-04

Mrs. Walker moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Linda Gaffney, Elizabeth Irvin, Libby Wallace and Shawn Beltz-Cox 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 REM-Ohio and Siffrin. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

III. SUPERINTENDENT'S REPORT

A. 2010 MUI SUMMARY REPORT

The 2010 MUI Summary Report was included in packets for review. In 2010, provider trainings were conducted resulting in better reporting and higher number of incidents. Providers have also received additional positive intervention training and are holding more staff meetings. Additionally, the MUI Department implemented an intake process so cases are no longer being "ruled out". SSA staff are now ensuring implementation of preventative measures are documented in the ISP and followed-up. It appears that some areas are already trending down, as the first quarter 2011 indicated that peer-to-peer has gone down by 10% and there has only been one incident of verbal abuse as compared to 24 in 2010. The Board asked about several providers who have higher number of incidents. Mrs. Bachman replied that these two providers are going through reorganization and noted that providers serve different numbers of individuals and different populations which can result in higher number of incidents. For example, a provider who serves offenders may have higher number of incidents. The Board asked if providers are physically visited at service locations. Mrs. Bachman replied that they are and noted that providers must submit preventative measures which are reviewed by the MUI Department and the Ohio Department of Developmental Disabilities (DODD) before a case can be closed so there are three levels of review. She also indicated that Quality Assurance (QA) reviews are performed and noted that there is currently an open QA review on one of the providers in question. The Board asked to see a summary of actions taken to monitor and reduce ViaQuest MUIs.

BOARD MEETING *(continued)*

III. SUPERINTENDENT'S REPORT *(continued)*

B. 2011 FIRST QUARTER OPERATING PLAN REPORT

The 2011 First Quarter Operating Plan Report provides status on 2011 objectives. Of the 15 objectives, 14 are reported as meeting or exceeding stated goals. Some of the highlights include:

- Nine new individuals received congregate placement
- There are no individuals waiting for congregate residential placement
- 97% of MUI's are reported to DODD within 24 hours of discovery
- Substantiated protocol MUI cases have decreased from an average of seven per 100 individuals served in 2010 to two per 100 individuals served in 2011
- 85% of adults served are funded through a Medicaid waiver

The objective reported below the stated goal was:

- Individuals receiving new in-home supports - 40 individuals were projected to request/need in-home supports in 2011. Four individuals requested or were identified as having a need for in-home supports and all four were provided those services/supports.

C. OHIO PARTNERSHIP FOR EXCELLENCE (OPE)

The Ohio Partnership For Excellence (OPE) is a non-profit statewide organization that utilizes nationally recognized Baldrige criteria to improve the performance of government, healthcare, education and business sectors in Ohio. OPE awards organizations at bronze, silver, gold or platinum levels. The Summit DD was recognized by OPE at a very high silver level. It was felt that the Board did not have enough consistent trend and comparative data at this time to receive the gold level award. OPE identified several areas of strength as the Agency's culture of person served first, continuous quality improvement and particularly noted the Agency's TOPS process and financial stewardship of taxpayer dollars.

D. NEIGHBORHOOD DEVELOPMENT SERVICES - REFLECTION PARK

The Neighborhood Development Services (NDS) owns property located at Third Street and Hopocan in Barberton and indicated they want to donate that parcel to the Board so that it can be used as a memorial park. There is also a \$25,000 grant available through Home Depot to help fund the park and the Barberton Historical Society have indicated they want to donate a cannon for display at the park. With these donations, the Board would spend less dollars on this project. The park would need to be completed by June 2nd. The green space previously approved by the Board would still be developed but with the donation of this park, the Board would not need to create as extensive a green space as previously identified. The Board expressed gratitude and appreciation of the donated land and the grant to beautify that space and agreed to accept these generous donations.

BOARD MEETING *(continued)*III. SUPERINTENDENT'S REPORT *(continued)*D. NEIGHBORHOOD DEVELOPMENT SERVICES - REFLECTION PARK *(continued)*

Given that this is a levy year, the Board does not want to risk confusing voters about the need for the levy and cannot expend funds on this project.

Mr. Armstrong assured the Board that staff are not seeking Board dollars beyond minimal costs; this project will be realized through donations. He did, however, clarify that the Board would need to maintain the park and that will, hopefully, be accomplished through the Earthcare program.

IV. EXECUTIVE SESSION

R E S O L U T I O N

No. 11-05-05

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 the employment and compensation of a specific employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Demas.

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

The regular session of the Board Meeting adjourned at 6:15 p.m.

The Board entered into Executive Session at 6:20 p.m.

The Board meeting reconvened at 7:45 p.m.

There being no further business, the Board Meeting adjourned at 7:45 p.m.

Cynthia Walker, Secretary