

County of Summit Board of Mental Retardation
 and Developmental Disabilities

MINUTES

Wednesday, January 14, 2009
 5:00 p.m.

The **annual organizational meeting and the combined work session and regular monthly meeting** of the County of Summit Board of Mental Retardation and Developmental Disabilities was held on Wednesday, January 14, 2009 at the Summit MRDD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:04 p.m.

BOARD MEMBERS PRESENT

Jacqueline S. Cooper
 Joseph Siegfert
 William J. Ginter
 Cynthia Walker
 Randy Briggs

BOARD MEMBER EXCUSED

Linda M. Bordenkircher
 Olivia P. Demas

ALSO PRESENT

Thomas L. Armstrong, Superintendent
 Lisa Kamlowsky, Assist. Superintendent
 Mary Jo Sabetta, Director of Children's
 Services
 Tom Whitfield, CIO/CFO
 Harold Harrison, Director of HR
 Jerilyn George, Director of SSA
 Jean Fish, Dir. of Adult Svs.-Center Based

Billie Jo David, Director of Planning &
 Performance Excellence
 Bill Payne, Sr. Dir. of Board Svs. & Spts.
 Tom Jacobs, Dir. of Operations/SHDC
 Carrie Roberts, Director of Adult Services
 – Community Employment Services
 Maggi Albright, Recording Secretary
 and others

I. WELCOME OF NEW BOARD MEMBERS

Mrs. Cooper noted that Mrs. Bordenkircher is absent on medical leave this month and will return in February. She welcomed Cynthia Walker and Randy Briggs as the newest Summit MRDD Board Members. Both have been appointed by the County Executive and confirmed by County Council to fill terms that expire December 31, 2012.

II. ELECTION OF OFFICERS

Mrs. Cooper called the meeting to order and requested that Mr. Siegfert present the Nominating Committee report. Mr. Siegfert advised that he collected information from Board Members relative to nominations for 2009 Board officers. Mr. Siegfert read the nominations: President – Bill Ginter; Vice President - Jackie Cooper; Secretary - Olivia Demas. Mrs. Cooper called for nominations from the floor. There were no further nominations.

ANNUAL ORGANIZATIONAL MEETING (continued)

II. ELECTION OF OFFICERS (continued)

RESOLUTION

No. 09-01-01

Mr. Siegfert moved that the nomination and election of Board Officers for 2009 be approved, as follows:

President:	<u>Bill Ginter</u>
Vice President:	<u>Jackie Cooper</u>
Secretary:	<u>Olivia Demas</u>

The motion, seconded by Mr. Briggs, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO BOARD COMMITTEES

The Board’s Ethics Committee requires representation of three Board Members. Olivia Demas, Jackie Cooper and Cynthia Walker expressed interest in serving on this committee.

RESOLUTION

No. 09-01-02

Mr. Siegfert moved that the three Board Members appointed to serve on the Board’s Ethics Committee for 2009 be Olivia Demas, Jackie Cooper and Cynthia Walker. The motion, seconded by Mr. Briggs, was unanimously approved.

IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

Mr. Armstrong noted that the Residential Committee was created several years ago and that committee has met its goals so staff are in the process of developing a new committee that will include primarily individuals served and family members. More information about this new committee should be available next month. The following Superintendent Committee assignments were proposed:

Diversity Committee:	Linda Bordenkircher and Randy Briggs
Finance & Facilities Committee:	Jackie Cooper and Joe Siegfert
Government Affairs Committee:	Bill Ginter and Joseph Siegfert
HR/LR Committee:	Bill Ginter and Randy Briggs
Services & Supports Committee:	Olivia Demas and Cynthia Walker

There were no proposed revisions to the Superintendent committee assignments.

V. ASSIGNMENT OF MENTORS

There was dialogue with Board Members that it would be beneficial to have a veteran Board Member as a mentor for new Board Members as someone the new Board Member can consult to get perspective and direction when needed to make a smooth transition. Mentors will be appointed in the near future.

The annual organizational meeting adjourned at 5:11 p.m.

WORK SESSION

The **work session meeting** of the County of Summit Board of Mental Retardation and Developmental Disabilities convened at 5:11 p.m.

I. CYO SUMMER CAMP CONTRACT

The CYO Summer Camp (SumFun) provides summer recreational program services for eligible children ages 6-21 for 25 days during the summer months of June and July. Camp is provided at five sites throughout Summit County and the proposed two-year contract would serve up to 140 children and includes transportation services. The Board asked how transportation was provided under previous contracts. Mr. Armstrong replied that the Board had previously provided transportation, as well as contracting it out, for the summer camp but it has become increasingly difficult and it is very expensive. Each year of the 2009/2010 contract is in the amount of \$317,078 for a total two-year contract not to exceed \$634,156.00. This represents an 11% increase for the two-year contract due to the addition of transportation services, staffing ratios increasing because of the needs of individuals being served, an increase in the minimum wage and increased hiring costs related to background checks. There has not been an increase to this contract since 2006 and the contract specifies that payment is made for only those children that actually attend. Families are very satisfied with this service and satisfaction ratings are reported at 95%. The Board asked how families become aware of this program. Mr. Armstrong replied that Service and Support Administration (SSA) and Early Intervention (EI) staff disseminate information to families and mailings are conducted, as well as announcements in Outreach. A Request For Proposal (RFP) will be conducted in 2010. Funds are available in the budget and the CYO Summer Camp Contract has been recommended for approval by the January Finance & Facilities Committee and the January Services & Supports Committee.

II. AKRON ROTARY SUMMER CAMP CONTRACT

The Akron Area YMCA Akron Rotary camp provides summer recreational program services for eligible children ages 6-21 for eight weeks during June, July and August. Camp is provided at two sites; Rotary Camp on Turkeyfoot Road and at Hale Farm in Bath. The proposed 2009/2010 two-year contract would serve up to 87 children and includes transportation services. Each year of the contract is in the amount of \$155,950 for a total two-year contract not to exceed \$311,900.00. This represents a 22% increase for the two year contract due to the addition of transportation services, the addition of the second camp site, increased staff ratios due to the needs of individuals being served, an increase to the minimum wage and increased hiring costs related to background checks. There has not been an increase to this contract since 2006 and the contract specifies that payment is made for only those children that actually attend. The Board asked if other users are experiencing a 22% increase. Mr. Armstrong replied that some of the Board's costs were previously subsidized by Rotary Camp. The Board noted a concern relative to the increased family co-payments. Mr. Armstrong responded that staff believe the increases are reasonable and won't present an undue burden.

WORK SESSION *(continued)*

II. AKRON ROTARY SUMMER CAMP CONTRACT *(continued)*

Further, it has been found that families who participate with co-payments are more likely to consistently send their child versus those who don't. The Board asked if there is a discount to the co-payment for families who have multiple children. Mr. Armstrong replied that there is not; the co-payment is calculated per child. Mr. Armstrong acknowledged that this is a critical service for some families and the Board is committed to ensuring services. He noted that both CYO and Akron Rotary Camp are also committed to assisting families who may have difficulty meeting co-payment obligations. Families are very satisfied with this service and the satisfaction rating is reported at 95%. A Request For Proposal (RFP) will be conducted in 2010. Funds are available in the budget and the Akron Rotary Summer Camp Contract has been recommended for approval by the January Finance & Facilities Committee and the January Services & Supports Committee.

III. NON-BARGAINING SALARY SCALES

The Board's goal is to provide salaries that are competitive and comparable to other public sector entities in order to attract and retain qualified employees. In 2006, each non-bargaining employee completed a Comprehensive Position Questionnaire (CPQ) which represented a thorough evaluation of each job based on clearly defined criteria. As a result of the CPQ process, a new salary scale was implemented in 2007. The 2009 labor/wage market survey benchmarked 17 non-bargaining classifications and compared the wages to similar jobs in other similar organizations. The recommendation is to increase the pay scale ranges from 1.4% to 3.7% for 2009. The pay adjustments vary from pay grade to pay grade. Additionally, it is recommended that the SSA Manager positions be reclassified to a higher salary scale. The Board utilizes a performance based merit system for non-bargaining staff and although the salary scales have been reviewed and are recommended for increase, non-bargaining employees' salaries are increased based on individual performance within the calendar year. The Board asked how the non-bargaining employees' increases compare to the collective bargaining increases. Mr. Armstrong replied that the average non-bargaining increase is 2.7% versus 3.25% for WWSA, WEA-I and WEA-II and 3% for AFSCME. The new non-bargaining salary scales have been reviewed and recommended for approval by the January HR/LR Committee.

IV. THE ARC OF SUMMIT AND PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT

In November, the recommendation to the Board for The Arc People Together Program was a two-year contract for the period January 1, 2009 through December 31, 2010 in an amount not to exceed \$55,000 for the two year contract with quarterly disbursements; each contract year is not to exceed \$27,500. That contract reflected an increase in the amount of \$4,000 due to the proportional increase in transportation costs and employee wages.

WORK SESSION *(continued)*

IV. THE ARC OF SUMMIT AND PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT *(continued)*

Subsequent to the November Board Meeting, The Arc's Board met and discovered that due to budgetary constraints, the annual cost of the People Together Program would likely exceed available resources so they are proposing to reduce the number of students they could guarantee to serve to 2,200. Since the People Together Program is very worthwhile in the area of awareness and has a proven track record of changing attitudes of school age children, staff are requesting that the Board consider a new proposal in which the funding amount is increased to \$48,700 each year in order to maintain the program at current levels. Between January-June 2008, a total of 101 classes in eleven districts were held at 51 sites with participation by 4,230 students. Pre and post survey questions were revised to include questions relative to interactions between students with disabilities and students without disabilities. While it is difficult to measure the specific number of increased interactions, observations of parents and teachers reflect the effectiveness of the program. If the Board approves increased funding, plans for 2009 and 2010 include offering the program to 4,230 students in 51 settings along with pre and post surveys. The Board asked about the format of this program. Leeanne Saro, Executive Director of The Arc of Summit and Portage Counties, replied that this is a five-day program where each classroom learns about a different aspect of disabilities for about an hour each of the first four days and on the fifth day the classrooms are combined to watch a video followed by a group discussion. The program identifies benchmarks and goals and continues to have a waiting list of schools who want to participate in the program. Funds are available in the budget and the contract has been recommended for approval by the January Finance & Facilities Committee and the January Services & Supports Committee.

V. BID AWARD OF THE NINTH STREET RESPITE HOME CONTRACT

The Ninth Street respite home provides staffing services and supervision twenty four hours per day seven days per week on an emergency basis for individuals without other home placement options. Many individuals in need of emergency services have intensive behavioral needs. The Ninth Street home has the capacity to serve four individuals at one time and, on average, was at capacity approximately 75% of the time. A Request For Proposal (RFP) was conducted for services at the Ninth Street home and the recommendation is to award the contract to Aspen Community Living. The contract would be for the period March 1, 2009 through February 28, 2010 in an amount not to exceed \$300,643.00, which would be 100% occupancy. Funds are available in the budget and the contract has been recommended by the January Finance & Facilities Committee and the January Services & Supports Committee.

WORK SESSION *(continued)*

VI. BID AWARD OF SECURITY EQUIPMENT AND CAMERAS

In September 2007 the Summit MRDD contracted with SACS Consulting & Investigative Services to conduct a security analysis and vulnerability assessment. The results of that analysis found that there is no meaningful access control plan in place for Summit MRDD facilities. A Security Committee was formed in January 2008 to review recommendations from the security assessment. A pilot program was conducted in July 2008 that was very successful with minimal disruption to staff. A Request For Proposal (RFP) was conducted for security equipment and cameras for all facilities and classrooms including a card access control system and cameras for 20 buses. The RFP also specified inclusion of installation, wiring and training. The recommendation is to award the bid to the lowest bidder that met the specifications, Video Systems and Security, for the total cost not to exceed \$215,764.68. The Board asked if there is a policy and procedure in place relative to the use of security equipment and cameras. Mr. Armstrong replied that there is not currently a policy and procedure in place, however, staff are in the process of drafting those documents for the Board's review. He also noted that there has been dialogue with all three labor units relative to the new security system and cameras. Funds are available in the budget and the January Finance & Facilities Committee recommend awarding the contract to Video Systems and Security.

VII. DECEMBER FINANCIAL STATEMENTS

Cash receipts reflect an overall unfavorable variance of \$1,224,369 for the month largely due to the sale of the Bath Center which was budgeted but did not occur. December expenditures reflect an overall unfavorable variance of \$1,665,977 due to prepayment of medical insurance for 2009 and contract services coming in more than budgeted due to waiver match funding. The ending fund balance for December was \$38,691,561 which is a favorable variance of \$14,208,774 year-to-date. The December financial Statements have been recommended for approval by the January Finance & Facilities Committee.

The work session adjourned at 6:07 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Board of Mental Retardation and Developmental Disabilities convened at 6:07 p.m.

I. PUBLIC COMMENT

Tom Berry, parent and Board Member of The Arc of Summit and Portage Counties, offered to participate in developing the policy and procedure for the security system and cameras. Mr. Ginter thanked Mr. Berry and noted that the Superintendent will take his offer under advisement.

II. APPROVAL OF MINUTES

A. DECEMBER 17, 2008 (combined work session and regular meeting)

R E S O L U T I O N

No. 09-01-03

Mrs. Cooper moved that the Board approve the minutes of the December 17, 2008 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Briggs, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. THE ARC OF SUMMIT AND PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT

R E S O L U T I O N

No. 09-01-04

Mr. Siegferth moved that the Board approve a two-year contract with The Arc of Summit and Portage Counties for the period January 1, 2009 through December 31, 2010, for the People Together Program, in an amount not to exceed Forty Eight Thousand Seven Hundred Dollars (\$48,700.00) per year, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Cooper, was unanimously approved.

BOARD MEETING *(continued)*III. BOARD ACTION ITEMS *(continued)*A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. BID AWARD OF THE NINTH STREET RESPITE HOME CONTRACT

R E S O L U T I O N

No. 09-01-05

Mrs. Cooper moved that the Board approve a contract with Aspen Community Living to provide respite care services at the Ninth Street Respite Home for the period March 1, 2009 through February 28, 2010 in an amount not to exceed Three Hundred Thousand Six Hundred Forty Three Dollars (\$300,643.00), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Siegferth, was unanimously approved.

3. BID AWARD OF SECURITY EQUIPMENT AND CAMERAS

R E S O L U T I O N

No. 09-01-06

Mrs. Walker moved that the Board approve a contract with Video Systems and Security in an amount not to exceed Two Hundred Fifteen Thousand Seven Hundred Sixty Four Dollars and Sixty Eight Cents (\$215,764.68), and that the Superintendent be authorized to sign said contract. Installation and use of the security equipment is subject to the Board's approval of a policy outlining the use of said equipment. The motion, seconded by Mrs. Cooper, was unanimously approved.

4. DECEMBER 2008 FINANCIAL STATEMENTS

R E S O L U T I O N

No. 09-01-07

Mrs. Cooper moved that the Board approve the December 2008 Financial Statements, as presented in attachment #8. The motion, seconded by Mr. Siegferth, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. 2008 FOURTH QUARTER MUI REPORT

The fourth quarter MUI Report was included in packets for review. Mr. Armstrong noted that some numbers are higher than previous years due to improved training and reporting. The quarterly reports help identify patterns and trends.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. 2008 FOURTH QUARTER OPERATING PLAN REPORT

The quarterly Operating Plan reports on status of 2008 objectives. Of the eighteen objectives, fourteen are reported as meeting or exceeding stated goals. Some of the 2008 highlights include:

- A decrease in the average number of months to place individuals in community employment from 2.1 months to 1.4 months
- Individuals in Board operated vocational/habilitation services had paid work available an average of 96.3% of the time
- Seven new SHDC homes were established
- The new ISP template was developed and piloted, with approximately 10% of the plans transitioned to the new format
- Board transportation is reported to be 99.5% on time

Goals that were reported below target include:

- Service Utilization – Individuals receiving new residential services; the waiting list process has been revised and now reflects those individuals who actually want/need services and the provider selection process has also been updated. Teams actively review each individual on the congregate service waiting list at the team meeting with the current vacancy report.
- Service Utilization – Individuals that received new IO and Level I waiver services; this goal fell below target due to the State's timing of the release of waiver slots. Summit MRDD staff have completed applications for waivers that the State has not yet processed.
- SSA – Non-traditional referrals; while referrals from non-traditional sources peaked during MRDD awareness month, staff will broaden the scope and intensity of outreach efforts. This goal will carry over to 2009.

C. 2009 BUDGET CONTINGENCY PLAN

Mr. Armstrong advised that in addition to the \$1.3 million dollars in cuts previously indicated by the State of Ohio, it is projected that there may be additional subsidy cuts of \$1.5 million dollars that would equal approximately \$2.8 million dollars in state subsidy cuts to the Summit MRDD from the ODMRDD; this is approximately half of the Summit MRDD's state subsidies. Additionally, the County of Summit has charged its agencies with reducing operating budgets by 5% and although the Summit MRDD Board is not statutorily governed by the County Executive, the Summit MRDD Board has instructed the Superintendent to develop a budget contingency plan that includes a 5% budget reduction. Mr. Armstrong noted that senior staff are working on the budget contingency and will present the contingency plan and recommendations to the Board at the February meeting.

BOARD MEETING (continued)

IV. SUPERINTENDENT’S REPORT *(continued)*

D. PARENT FEEDBACK/ADVISORY COMMITTEE

Discussed during *Assignment of Board Members to Superintendent Committees.*

V. PRESIDENT’S COMMENTS

Mr. Ginter noted that 2008 was a very productive year and commented that Mrs. Bordenkircher’s tenure and leadership were a key part of achieving the accomplishments. The 2008 customer satisfaction rating is 93% and the employee satisfaction rating is 86%; that speaks to the quality of services being provided and the improved workplace environment. Additionally, the levy plan is ahead of projections relative to both the number of individuals being served and the fund balance. Mr. Ginter reiterated what a great job everyone has done collectively over the past year.

VI. EXECUTIVE SESSION

R E S O L U T I O N No. 09-01-08

Mr. Siegfert moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) for purposes of discussing employment of a specific employee and bargaining unit negotiations. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Cooper.

Roll call vote: Ginter-yes, Walker-yes, Briggs-yes, Cooper-yes and Siegfert-yes. The motion passed unanimously.

The regular session of the Board meeting adjourned at 6:40 p.m.

The Board entered into Executive Session at 6:50 p.m.

The Board meeting reconvened at 7:20 p.m.

BOARD MEETING (continued)

VII. ADDITIONAL ACTION ITEMS

A. NEW POLICY #2510 – MILITARY LEAVE

RESOLUTION No. 09-01-09

Mr. Siegferth moved that the Board adopt new Policy #2510 – Military Leave, as presented in attachment #9. The motion, seconded by Mrs. Cooper, was unanimously approved.

B. PERS PICK-UP PLAN

RESOLUTION No. 09-01-10

Mr. Siegferth moved that whereas pursuant to federal and Ohio laws, certain employees of the Summit County Board of MRDD (Summit MRDD Board) could defer the federal and state income taxes on a portion of their wages or salaries if the Summit MRDD Board would “pick up” (assume and pay) the statutorily required contribution by such covered employees to the Public Employee Retirement System of Ohio; and

Whereas the Summit MRDD Board previously authorized such “pick up” plan for employees Thomas L. Armstrong and Lisa Kamlowky pursuant to Board Resolution Nos. 01-05-07 and 07-08-09; and

Whereas recent Internal Revenue Service rulings require resubmission of the instant Resolution and “pick-up” plan documentation for said employees to the Ohio Public Employees Retirement System; Now therefore be it

Resolved: Section 1: Effective January 1, 2009, the full amount of the statutorily required contributions to the Public Employees Retirement System of Ohio shall be picked up and paid as a fringe benefit by the Summit MRDD Board for each person within the classes established in Section 2 herein. This “pick-up” by the Summit MRDD Board is, and shall be designated as, public employee contributions and shall be in lieu of contributions to the Public Employees Retirement System of Ohio by each person within the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to the Public Employees Retirement System of Ohio directly instead of having it “picked up” by the Summit MRDD Board or of being excluded from the “pick up”. The Summit MRDD Board shall, in reporting and making remittance to the Public Employees Retirement System of Ohio, report that the public employees contribution for each person subject to this “pick up” has been made as provided by applicable statute.

BOARD MEETING (continued)

VII. ADDITIONAL ACTION ITEMS (continued)

B. PERS PICK-UP PLAN (continued)

R E S O L U T I O N No. 09-01-10

Section 2: The "pick up" by the Summit MRDD Board provided by this Resolution shall apply to all persons that currently hold the position of: Superintendent or Assistant Superintendent for the Summit MRDD Board who is a contributing member of the Public Employees Retirement System of Ohio.

Section 3: Under the Fringe Benefit Method of Employer pick-up, salary is not modified; however, the employer will pay the full amount of the employee's statutorily required future contributions to the Public Employees Retirement System of Ohio. The picked-up contributions are not included as federally taxable wages for each person subject to this "pick up."

Section 4: The Summit County Fiscal Officer and/or the Clerk are hereby authorized and directed to implement the provisions of this Resolution to institute the "pick up" of the statutorily required future contributions to the Public Employees Retirement System of Ohio for those persons reflected in Section 2 herein so as to enable them to obtain the result in federal and state tax deferments and other benefits. The motion, seconded by Mr. Briggs, was unanimously approved.

The Board meeting adjourned at 7:30 p.m.

Olivia Demas, Secretary