HAMILTON COUNTY DEVELOPMENTAL DISABILITIES SERVICES

Our Mission: Promote and support opportunities for people with developmental disabilities to live, work, learn and fully participate in their communities

VIRTUAL BOARD MEETING
(per provisions within House Bill 197 enacted 03/27/2020)

Tuesday, August 11, 2020

BOARD MEMBERS PRESENT: Mr. Nestor Melnyk, President
Dr. Andy Magenheim, Vice President
Mr. Stephen J. Jones, Secretary
Mr. Alan Abes
Ms. Rene Eisele
Dr. Tasha Faruqui
Ms. Deana Taylor

Mr. Melnyk called the August 11, 2020 meeting to order at 5:02 p.m.

Mr. Melnyk asked for approval of the minutes of the June 9, 2020 meeting.

Mr. Abes moved approval of the minutes of the June 9, 2020 Board meeting as presented. Mr. Jones seconded the motion. The minutes were unanimously approved.

Mr. Melnyk asked for approval of the minutes of the July 28, 2020 Special Board meeting.

Mr. Jones moved approval of the minutes of the July 28, 2020 Special Board meeting as presented. Ms. Taylor seconded the motion. The minutes were unanimously approved.

HEARING THE PUBLIC – By email
None

SUPERINTENDENT’S REPORT – Reported by Ms. Pavey

A. Hamilton County COVID 19 Data

As of July 31, Hamilton County has the following data for people we serve:
• 370 people were tested (reported)
• 74 positive
• 294 negative
• 2 pending (waiting for death certificates)
• 41 average age
• 3 deaths
B. Statewide MUI Data on COVID 19

The Department provides the following weekly MUI updates based on COVID-19 related unanticipated hospitalizations and/or deaths entered into the Incident Tracking System. This data is not all inclusive. It does not include information about people who are suspected of having COVID-19 but not hospitalized, those who tested positive but not hospitalized, people living with their families and those who are hospitalized when there is no provider present at time of hospitalization and COVID testing. For additional information and guidance, please visit DODD COVID-19 Resources.

As of July 31, 2020

- There were 568 people hospitalized and tested for COVID-19, which resulted in a MUI filing. This is an increase of 51 new hospitalizations with COVID testing since the last report issued on Friday, July 24.
- A total of 574 COVID-19 reportable MUIs were filed as 6 individuals were never hospitalized but it was later determined their cause of death was COVID-19.
- There were 63 counties and 3 developmental centers with COVID related MUIs.
- Cuyahoga had the most people hospitalized and tested with 82 followed by Franklin with 70.
- Cuyahoga County had the most people who have tested positive with 38 followed by Franklin with 24.
- A breakdown of the 574 people tested resulted in
  - 377 (66%) people tested negative
  - 12 (2%) people are pending tests results
  - 185 (32%) people tested positive
  - 20 additional people have tested positive since July 24

Demographics

- Males accounted for 60% of those tested and females 40%
- Age range of people tested was 2 to 91 years. The average age was 54 years. The most common age was 64 years.
- The breakdown of people tested by race include:
  - Black or African American-16% (.31 positive testing rate)
  - Other Race -2% (.09 positive testing rate)
  - Unknown-5% (.05 positive testing rate)
  - White/Caucasian 77% (.18 positive testing rate)

COVID-19 Deaths

- Twenty-four (4.5%) of the 574 reported died of COVID-19
- The mortality rate of those passing from COVID-19 (24) and the total people served (98,396) is .024.
- The average age of those who died was 60
- A total of 12 counties and 1 DC have reported COVID-19 deaths. The 24 deaths were reported in Belmont (1), Clark (1), Cuyahoga (1) Franklin (3), Hamilton (2), Lucas (4), Mahoning (2), Miami (1), NODC (4), Ottawa (2) Perry (1), Warren (1) and Wayne (1).
- Lucas county and Northern Ohio Developmental Center (NODC) have the highest number of deaths reported with 4 each.

C. Schools Update

Margaret B. Rost enrollment – 21 or 22 in person, 7 remote, 2 withdrew (as of today)
Bobbie B. Fairfax enrollment – 27
Duerk and staff have been meeting and planning to start classes virtually Aug. 20 and bring students back to in-person classes Aug. 31. We now have a contact with the Health Department to provide for testing of our staff.

The plans were presented to the Program committee in July. (You will find a flyer with more details about the plan in your packet). Please note that the plan remains fluid so we can adjust as the situation changes.

D. Community Relations

ADA 30 Celebration

We've had a phenomenal response to our virtual celebration of the 30th Anniversary of the Americans with Disabilities Act. Our group has been sharing pictures and details through a variety of methods, but the events are taking place primarily on Facebook. Below are some highlights:

- Our Facebook events reached more than 14,000 people since announcing our plan to go virtual, and nearly 200 people responded on the event pages
- The kick-off proclamation from the city of Cincinnati had more than 1,600 unique viewers on Facebook.
- We had more than 600 people tune in for the live broadcast of the panel, which was moderated by Kevin Flynn. Our panelists included representatives from the University of Cincinnati, Kroger, and the Public Library of Cincinnati & Hamilton County.
- In one week, the panel broadcast had more than 2,100 views. The Cincinnati USA Regional Chamber promoted the panel discussion in their weekly newsletter.
- Many of our partners also hosted honk-and-waves in the community to help increase public awareness of the Americans with Disabilities Act.
- We honored four local organizations as “ADA Champions” for their commitment to accessibility and inclusion. Honorees include Project SEARCH, Cincinnati Accessibility Board of Advisors, the Cincinnati Art Museum, and Disability Cocoon.
- Artists from InsideOut Studio (Easterseals) worked with our committee to create custom glass awards for the recipients. They turned out beautifully!
- We created a recap video for the ADA celebration that turned out really well. [https://youtu.be/xfXDCYplJmg](https://youtu.be/xfXDCYplJmg)
- We've been working with Lucy May from WCPO on a comprehensive story about the 30th Anniversary of the ADA. She interviewed multiple people for this story, including Superintendent Alice Pavey, former Board Member Robert Harris, and SSA Team Lead Donna Noe. The story will run online and on television. [Link to story here](https://...)
• We also had an opportunity for Lisa Danford to give a phone interview for the Fox 19 morning show to discuss the ADA and our Disability Pride Cincinnati celebration. [Link to story here]

The HCDDS Social Media Quarterly Report is included in your packet. The report tracks big-picture trends rather than focusing on the month-to-month fluctuations. Lisa Danford has done a great job summarizing all that has been done during these unusual COVID-19 times.

E. Medicaid, Contracts and SSA

With the pandemic continuing to change the way that we do our work, our management team has been working hard to find more efficient ways to accomplish our work while minimizing the risk to people served and our staff. Some of the latest innovative solutions we have implemented include:

• Expanded use of Sign Now to secure electronic signatures; eliminating the need for in-person meetings to secure inked signatures from people served and providers.
• Implementation of a fully electronic filing system for all paperwork.
• A tracking system, built on our SharePoint platform, to track all incoming paperwork sent through the electronic filing system. This same system incorporates assigning work and allows supervisors to monitor employee productivity.
• A large-scale project for making the My Plan processing fully electronic is nearly complete. This process would eliminate the need for printing My Plans and the associated documents other than sending to individuals/families who cannot accept the plan by email. This system incorporates use of the same tracking system described above and will increase efficiency for SSAs, Supervisors and Secretaries. Four SSA teams will begin testing the new system mid-August.

F. Diversity and Staff Development

• A management training was held in July presented by Make It Plain on Managing Virtual Teams (See presentation attached). This was very appropriate for these times and managers found it to be very helpful.
• The Leadership Development class held its first session in July with 20 participants. The class will learn management principles and techniques and will have local guest speakers on various management topics.
• In August, the diversity council will sponsor a letter writing campaign for seniors in nursing homes throughout several communities and celebrate Women’s Equity Day by highlighting powerful women from all nationalities and professions.

G. Business Services

• Work is in progress on the building modifications related to the safety improvement program at the schools and at the support center. Safe-harbor hardware is being installed on all the doors and the lobbies are being modified for increased security. New doors have been installed in the gym storage area for the safe harbor room.
• The contracts to replace the roof on the Franks Center have been approved by the commissioners and a preconstruction meeting with all interested parties is scheduled for August.
H. Future Events

8/08/20 – Mike Fairbanks School Gymnasium Dedication
8/11-8/25- Zoom Connection Hour, 2-3 p.m. for adults served by HCDDS
8/17/20 – School Opens for staff
8/20/20 – First Day of School for Students
8/31/20 – School In-person classes begin
9/02/20 – Provider Forum
9/07/20 – Labor Day Holiday – All HCDDS offices closed

I. Board in-service

Jen Meadows provided an update on the Bramble and Hand housing developments.

COMMITTEE REPORTS

Back to School Plan
Mr. Zinn discussed the agency’s proposed plan and protocols to return both students and staff safely back to school. Mr. Zinn reported the following considerations-

- No DDS boards have said they are not bringing students back in the Fall.
- We believe our schools are small enough to meet the ODE and Health Department requirements. We will have less than 30 students at each school and 5 students at the satellite.
- Alice polled the school superintendents about back-to-school plans. The majority are still interested and open to sending students to our schools.
- St. Joes does not plan to send students and some parents do feel their students are too compromised to send them back.

School Reopening Flyer
Mr. Zinn reviewed the School Reopening Flyer with the committee. What protocols do we have in place if a teacher or staff person comes in contact with the virus? They will be quarantined for 14 days. Mr. Zinn added this as a fifth bullet point. Dawn also connected us with the Health Department so we can make voluntary testing available for our staff.

We have 8 certified, licensed school personnel at each school who can transport students home if we to. Mr. Zinn will add this clarification about certified drivers to the School Reopening Plan. We were advised after this meeting not have to have students enrolling sign a waiver of liability. We also plan to ask staff and teachers if they plan to return to school.

Tuition
We did not reduce tuition when we went to remote learning. Our plan is to offer remote/virtual learning again and to continue to provide food for virtual students just as we did March-June. We are eligible to get some funding from the Cares Act in the amount of $15,600 for PPE. Dr. Faruqui recommended staff do self-swabs to save on PPE.
All board members were in favor of returning students back to the physical classroom with Hamilton County in a Phase Red COVID status. The tuition for the coming school year will not be reduced.
Annual Plan Updates
Ms. Freudenberg reviewed our progress on forging community partnerships. Some highlights include:

- We have been meeting with the UC Health group to collaborate on shared patients.
- For the new model of care with CCHMC, a contract is in final stages of review by CHMC business manager, Dr. Erickson (lead psychiatrist) and hospital leadership. Team anticipates an early summer start.
- Another new initiative is launching to support better primary health care for people with DD after they age out of the pediatric system. Dr. Lauren Wang, CHMC, received a grant to improve the curriculum at UC College of Medicine to include more training at the medical student level on how to work best with people with DD. Former board member, Cindy Molloy, and her daughter Shannon will be part of the developing training. HCDDS has been asked to partner as this project moves forward.

We have identified some new community partners to engage with. Those partners include the Cincinnati Bar Association Elder Law, Hospice of Cincinnati and Housing Opportunities Made Equal (HOME). We have also connected with the new Chief Advocacy Officer of Aging and Accessibility who is spearheading the current Census outreach efforts. The ALIFE team has connected with a program called Inclusive Schooling that has a model for implementing inclusive practices throughout grade school and high school.

We are working to strengthen our partnership with other DD providers so that newly identified support gaps are addressed. Some of these partnerships include IMPACT Innovation, the University Center of Excellence in DD and the Gold Standard Group.

We are actively communicating our role and supports to families, providers and community partners. Our Community Relations team outreach plan involves targeting families, providers and community partners through radio (The Buzz WDBZ, WVXU, Lincoln Ware show), social media, provider forums, ADA anniversary event, and other key events that draw underserved (SuCasa and Empowering Families Symposium). Ryan will report outreach throughout the year through board reports.

Actively promote community employment opportunities by increasing the number of people in community employment by 10%.

In March, we had 62 people in career discovery, and 43% of vocational service providers had completed their Outcome Tracking System data entry. COVID19 and resulting restrictions resulted in many of these efforts being stalled.

FINANCIAL REPORT – Reported by Mr. Ratterman

Mr. Ratterman reviewed the financial reports for June and July of 2020.

Approval is requested for actual operating expenses of $2,771,732 for the month of June 2020 with cumulative totals amounting to $53,030,006 as confirmed by the Hamilton County Cash Disbursement Journal.

Mr. Jones moved that the Board approve the actual operating expenses for the month of June 2020. Ms. Eisele seconded the motion and it passed unanimously.
Approval is requested for actual operating expenses of $4,451,509 for the month of July 2020 with cumulative totals amounting to $57,482,302 as confirmed by the Hamilton County Cash Disbursement Journal.

Mr. Jones moved that the Board approve the actual operating expenses for the month of July 2020. Ms. Eisele seconded the motion and it passed unanimously.

Approval was requested for estimated operating expenses of $14,066,914 for the month of September 2020, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal.

Mr. Jones moved that the Board approve the tentative operating expenses for the month of September 2020. Ms. Eisele seconded the motion and it passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Starpoint, Inc. Contract Resolution

Mr. Ratterman presented a resolution for Board approval that would allow the agency to enter into a contract for a document imaging and destruction project. HCDDS has historical files and documents that have been accumulated over a period of thirty years in storage at its Northside warehouse. The agency has determined that these files should be electronically imaged and the paper copies destroyed in accordance with the Hamilton County record retention schedule.

The agency issued an ITB for a vendor to provide such services and followed all required procurement rules for purchase of these services. Starpoint, Inc. was selected as the lowest and best cost provider for these services. The cost for this service will be paid from encumbrances, which set aside funds not to exceed $225,000.

The Hamilton County Prosecutor's Office has reviewed and approved the contract for this service as to form and they recommended a resolution be passed by the HCDDS Board before the agency enter into this contract.

Mr. Melnyk asked for a motion to approve the propose Resolution to enter into a contract with Starpoint, Inc. for the purpose of document imaging and destruction of paperwork at Northside.

Mr. Abe made a motion to approve the Resolution for document imaging and destruction. Dr. Magenheim seconded the motion. All were in favor and the Resolution passed unanimously.
2. Announcements

The Superintendent Search Committee discussed the next steps in the process. Eight interviews were conducted. Three finalists were selected from those interviews. Plans are underway to have the finalists meet virtually with some stakeholders. The Board would then like to meet the finalists in person. Shawn will work with the board to move this plan forward.

**INSERVICE**

Jen Meadows gave a PowerPoint presentation on the two new housing developments.

Bramble will be a 16 unit licensed facility with all one bedroom units for individuals who are typically hard to house. Work is underway to secure a provider and to obtain permits for the extensive renovations that are needed. Bramble won't be ready for occupancy until the second half of 2021.

The second development will be a respite home. The home is actually two separate structures facing each other with space for a courtyard area in-between. There will be 4 bedrooms in each building and a common living space for each building. The goal is to open this respite care site by the end of 2020.

Viaquest received a grant for a multi-system youth setting which we hope will be up and running within the next 90 days. This will be a licensed, long-term care facility. We have very few local placement options for multi-system youth. We feel fortunate to have a local option in the Montgomery area.

Finding no further business, Mr. Melnyk asked for a motion to adjourn the meeting and Mr. Abes so moved. Mr. Melnyk declared the meeting adjourned at 6:09 p.m.

Respectfully,

[Signature]

Mr. Nestor Melnyk
President

[Signature]

Mr. Stephen J. Jones
Secretary