

**SOCIAL SERVICES ADVISORY SPECIAL BOARD MEETING
MINUTES**

August 25, 2004

MEMBERS PRESENT:

Bill Alford
Tom Armstrong
Elizabeth Bartz
Bob Kulinski
James Lawrence
Gene Nixon
Robert Pfaff
Angela Tucker-Cooper
Karen Talbott
Bernett Williams
Elaine Woloshyn

SCDJFS STAFF:

Valorie Austin
Patricia Divoky
Sarah Kisner
Julie Seeley

MEMBERS NOT PRESENT:

Wayne Brennessel
Jeff Heintz
Connie Humble
Vivian Celeste Neal
Dr. Carl Simmers
Randy Zumbar

GUESTS:

Katerina Papas

CALL TO ORDER

Karen Talbott called the meeting to order at 12:15 p.m. at the Urban League offices.

APPROVAL OF MINUTES

The minutes from the July 28, 2004 SSAB Board meeting were unanimously approved.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE MEETING

Karen reported that the Executive Committee met with Karen Doty, legal counsel for Summit County, on July 30th, 2004, to get clarification on the position and process for support of the Summit 2010 project. At the July 30th meeting, the Committee discussed the implications of several scenarios, 1) the SSAB Board hiring a consultant, 2) an individual being hired as an employee of the County, and 3) a contractor hired by the County. Karen Doty confirmed that the SSAB Board would have to amend the codified ordinances for SSAB to contract with a consultant, so that option was dropped from further consideration at this time. Regardless of the option selected, Karen Doty stated that Summit County Council would need to approve the scenario selected. If the position was under contract with the County, the contractor could report to Linda Sowa or Sarah Kisner at the Summit County Job & Family Services, whichever Mr. McCarthy decides. Staff support for the consultant could be included in the Scope of Services. The County

would provide an office, and an RFI could be sent out under the same qualifications as similar positions. Christine Poda, 330-643-2515, at the Ohio Building, maintains a qualification list for Summit County so that those who are qualified could contact Ms. Poda, and then receive a copy of a potential RFI. Karen Talbott reported on the steps for securing the consultant per Karen Doty:

- 1) RFI would be sent out
- 2) Proposals would be reviewed
- 3) Recommendation made to Mr. McCarthy
- 4) The contract would be prepared
- 5) The selection would be presented to the Board of Control
- 6) The proposal would be presented to Summit County Council

Karen Doty suggested that Sarah and some others from SSAB could serve as the selection committee, or whomever Mr. McCarthy would like to select. The selection committee would review the consultants' qualifications, how the consultants' proposal met the Scope of Services and the pricing and general response to the RFI. It is hoped that the consultant could be in place by October.

Karen Talbott asked for any comments or questions from the SSAB Board regarding the draft Scope of Services (previously distributed), which was based on the transition plan that John Begala had presented. There was a question regarding why the person was not being brought on as an employee of the County. If an Executive Director would be needed in the future, that position could possibly be created at that time but the Summit 2010 Project is not a full-time requirement. Karen Doty had indicated that the consultant should not be called an Executive Director. A one year contract with an option to renew, based on availability of funding has been suggested. Sarah stated that deliverables including a timetable, would be included in the contract. The consultant would retain its own support staff as part of the contract, and the current staff support from the Summit County Department of Job and Family Services would also remain.

Tom asked about the draft of a budget for the consultant and Karen noted that it was developed with Mr. McCarthy as a flat amount of \$250,000 per year, covering the consultant, their support staff and miscellaneous expenses. The neighborhood effort, may need some additional funds, but Gene Nixon would be providing in-kind personnel support, via Donna Skoda, who has done an excellent job on the neighborhood piece of the Project. After discussion on the role of the SSAB and the consultant, Gene Nixon suggested that the consultant be given written guidelines as to the authority of the consultant in regards to representing SSAB and the boundaries of the consultant's role and responsibilities be defined. The Board unanimously moved to endorse the Scope of Services and recommend the County hire a consultant as a resource to SSAB, with a recommendation that the consultant report through the Summit County Department of Job and Family Services.

Karen reported that the Executive Committee also discussed with Karen Doty the requirement of public meeting notice for SSAB Board meetings, which was decided will be handled through the Executive's office. The issue of the definition of a quorum for the

purposes of Board meetings will be discussed at an upcoming SSAB Board meeting, as the current definition could be changed, but not without changing the SSAB by-laws per Karen Doty. Karen Talbott reported that Connie Hesske, an attorney in bankruptcy law, was recommended to Summit County Council as a new member of the Social Services Advisory Board. Bennett Williams attended the Personnel Committee meeting of Summit County Council on Monday, August 23rd, in which Connie was presented and reappointments of several current Board members were recommended. An RFI on data sharing was sent out by the County to determine the types of technologies available for sharing of data between multiple agencies. The SSAB will be convening a task force under the auspices of the Summit 2010 project, chaired by Elaine Woloshyn, to discuss what this data sharing might look like. Elaine stated that she is very close to having an agreement for someone to facilitate this group process.

HEALTH AND HUMAN SERVICES COMMITTEE

Bob Pfaff reported that although the Health and Human Services Committee has not met since June, several of the planning teams have met and presentations of the Summit 2010 project are still being conducted. Any Board member who knows of a group that would like a presentation of the Summit 2010 project should contact Julie Seeley. Bennett reported that a letter has been drafted to go to individuals who have been involved in the Summit 2010 Project to update them on the Project.

The Systems, Management & Oversight Sub-committee has met and discussed the data sharing initiative, as well as the liaison relationship with the Court system that Tony O'Leary is taking the lead on. Richard Stahl shared information regarding the HMIS system used to coordinate data sharing between agencies serving the homeless in Summit County. The neighborhood groups for the Summit 2010 project will be convened again in September, and an intern assigned to the Summit County Department of Job and Family Services, Natalie Trachsel-Blakney, will be assisting with the neighborhood project.

BUDGET AND LEVY REVIEW COMMITTEE

Elizabeth Bartz reported that Wayne Brennessel has agreed to serve on the Budget and Levy Review Committee. Connie Hesske will also be asked to serve on the Budget and Levy Review Committee. CSB's levy will be on the November ballot and SSAB is still waiting for information from CSB regarding their marketing campaign for the levy. The Budget and Levy Review Committee will be meeting with each of the levy funded agencies on October 12th from 2-5 p.m. to review their annual budgets and then the recommendations can be presented at the October 20th SSAB Board meeting.

OLD BUSINESS

None

NEW BUSINESS

Karen shared that the Executive Committee of SSAB had written a letter of support for the Healthy Connections Network and that Sherrod Brown had responded to the letter to him, as well as submitting a letter of support himself to the HRSA. He stated in the letter

to the Executive Committee that he would be following the proposal through the HCAP approval process.

Bernett Williams thanked Pat Divoky for her attendance at Monday's Summit County Council's Personnel Committee meeting. Bernett also stated that volunteers of the Urban League would be willing to come to any site to register individuals to vote. The volunteers could come to work places or attend upcoming festivals or events to register individuals. Urban League is also providing transportation to the polls.

Tom Armstrong stated that he had met with the Governor's office regarding Medicaid funding issues, which has a major impact on the MR/DD Boards and their clients.

Sarah Kisner reported on the loss of funding from the State to the County Departments of Job and Family Services, but it appears there will not be funding problems for Summit County in 2005. It is reported that the State used TANF dollars for non-program areas and the State will have to pay money back to the Federal government. It is uncertain regarding the financial impact of the loss of funds for Summit County in 2006. The original one-funding stream has been changed to two funding streams, one for social services and one for the TANF allocation, thus limiting the flexibility of use of the monies received. Summit County has received incentive monies, and lay-offs are not anticipated at this time.

The Center for Non-Profit Excellence has released a quarterly listing of training seminars, and Elaine asked if any Board members were not on the mailing list to let her know.

ADJOURNMENT

The meeting was adjourned at 1:20 p.m.