

COUNTY OF SUMMIT DEVELOPMENTAL DISABILITIES BOARD  
**COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

# **AGENDA**

Wednesday, April 24, 2013  
Administrative Board Room  
**5:00 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. AKRON CENTER LEASE RENEWAL
- II. SUMMIT HOUSING DEVELOPMENT CORPORATION DEVELOPMENT FUND

### **ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY**

- III. WEAVER INDUSTRIES SPECIALTY BUSINESSES 2012 OPERATING SUBSIDY AND INVENTORY REIMBURSEMENT
- IV. CMOR SURVEY AND RESEARCH CONTRACT

### **NEW ACTION ITEM FOR BOARD CONSIDERATION**

- V. MARCH FINANCIAL STATEMENTS
- VI. REQUEST TO RFP FOR BUS CAMERAS
- VII. SUMMIT 2020 QUALITY OF LIFE PROJECT

## **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. MARCH 27, 2013 (work session and regular Board Meeting)
  - B. APRIL 16, 2013 (special Board Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. WEAVER INDUSTRIES SPECIALTY BUSINESSES 2012 OPERATING SUBSIDY AND INVENTORY REIMBURSEMENT
    - 2. MARCH FINANCIAL STATEMENTS
    - 3. REQUEST TO RFP FOR BUS CAMERAS
    - 4. SUMMIT 2020 QUALITY OF LIFE PROJECT
  - B. SERVICES & SUPPORTS COMMITTEE
    - 1. CMOR SURVEY AND RESEARCH CONTRACT
- VII. SUPERINTENDENT’S REPORT
  - A. FIRST QUARTER MUI SUMMARY REPORT
  - B. CENSUS
- VIII. PRESIDENT’S COMMENTS
  - A. APPOINTMENT OF MENTOR FOR NEW BOARD MEMBER, DENISE RICKS
- IX. EXECUTIVE SESSION
- X. ADJOURN

# County of Summit Developmental Disabilities Board

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>Renew lease at Akron Center for an additional two (2) years expiring June 30, 2016</li> </ul>	<ul style="list-style-type: none"> <li>Extend the lease an additional two years to allow for additional planning to determine if another smaller site will be needed or whether the system can absorb the individuals served and staff.</li> <li>The Akron Center's capacity is 110; its current enrollment is 91.</li> <li>Services and Supports need to utilize the office space that was vacated with the renovating of the pool area to accommodate growth.</li> </ul>	<ul style="list-style-type: none"> <li>Extend the lease for an additional two years expiring June 30, 2016.</li> <li>Rent will continue at the current rate of \$6.22 per square foot. Total annual rent is \$336,000 per year.</li> </ul>	<p>Service Area: Akron Center</p> <p># of Individuals Currently Served: 91</p> <p>Additional # of Individuals Served:</p> <p>Total Cost: \$672,000</p> <p>Amount of Increase/Decrease: 0</p> <p>Satisfaction:</p> <hr/> <ul style="list-style-type: none"> <li>Additional time is needed to allow for planning to determine if another smaller site will be needed or whether the system can absorb the individuals served and staff.</li> <li>SSA's are in need of appropriate office space to absorb growth</li> <li>The Board needs to maintain a presence in the downtown area of Akron.</li> <li>Lease extension does not require any increase in rent, rent is to remain the same through the extension period.</li> </ul> <p><b>Recommended for approval by the April Finance &amp; Facilities Committee.</b></p>

Submitted By: Tom Jacobs

Date: April 11, 2013

For: Superintendent / Assistant Superintendent

X Finance & Facilities Committee

       Services & Supports Committee

       HR/LR Committee

       Ethics Committee

# County of Summit Developmental Disabilities Board

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>In 2012 with the support of Summit DD Board, Summit Housing created a development fund to develop new homes and to pay off existing mortgages with the dollars SHDC pays Summit DD for reimbursement for the use of Board employees.</li> </ul>	<ul style="list-style-type: none"> <li>SHDC pays Summit DD \$195,454 per year for reimbursement of employees' salaries based on a contract dated July 2012.</li> <li>SHDC wants to continue this fund in 2013 for future development of homes and to continue to pay off existing mortgages with the dollars instead of paying Summit DD Board</li> </ul>	<ul style="list-style-type: none"> <li>Board to approve SHDC to apply reimbursement of employees' salaries toward future development and toward paying off existing mortgages.</li> </ul>	<p>Service Area: Summit Housing Development Corp.</p> <p># of Individuals Currently Served: 248</p> <p>Additional # of Individuals Served:</p> <p>Total Cost: \$195,454</p> <p>Amount of Increase/Decrease:</p> <ul style="list-style-type: none"> <li>SHDC presently owns 79 homes</li> <li>SHDC has debt on 26 existing homes</li> <li>In 2012 SHDC paid off 3 existing mortgages in the amount of \$430,368</li> <li>In 2012 SHDC purchased a home for cash in the amount of \$85,000</li> <li>SHDC currently has a home in Hudson in contact in the amount of \$178,000 and is planning on paying cash for the home</li> <li>In 2010 SHDC, in conjunction with Summit DD, created a rent template for all homes, allowing transparency on how rents are determined</li> <li>As debt continues to be paid off, SHDC and Summit DD will continue to review the rent template to ensure rents are being lowered as debt is diminished</li> </ul> <p><b>Recommended for approval by the April Finance &amp; Facilities Committee.</b></p>

Attachment #2

Submitted By: Tom Jacobs

Date: April 11, 2013

For: Superintendent / Assistant Superintendent  
☒ Finance & Facilities Committee  
☐ Services & Supports Committee  
☐ HR/LR Committee  
☐ Ethics Committee

County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation														
2012 Weaver Industries Subsidy and Inventory Reimbursement Update.	Request authorization of payment for:  1) the 2012 subsidy for operating expenses for Specialty Business areas; and  2) update on the transfer of inventory from Weaver Industries to Summit DD for Clay Crafters and Custom Stitches products. (Action taken in 2012.)	The Board approve a payment of \$64,380.85 for 2012 operating subsidy.	<p><i>Service Areas:</i> Specialty Business Areas (Dream Out Loud, Gift Galleries – including traveling art shows, Earthcare and Carpet Cleaning)</p> <p><i># of Individuals Currently Served:</i> 28</p> <p><i>Additional # of Individuals Served:</i> 0</p> <p><i>Total Cost:</i> \$64,380.85</p> <p><i>Amount of Increase/Decrease:</i> Decrease of \$49,636.88</p> <p><i>Satisfaction:</i> A high level of satisfaction with services has been maintained through this transition.</p> <p><u>Operating Subsidy</u> Summit DD reimburses Weaver Industries annually for operating expenses that Weaver Industries incurred on behalf of Summit DD. This is the payment history:</p> <table><tr><th>Year</th><th>Net Loss</th></tr><tr><td>2012</td><td>\$64,380.85</td></tr><tr><td>2011</td><td>\$114,017.73</td></tr><tr><td>2010</td><td>\$121,975.25</td></tr><tr><td>2009</td><td>\$151,725.09</td></tr><tr><td>2008</td><td>\$37,127.11</td></tr><tr><td>2007</td><td>\$5,186.93</td></tr></table> <p>Actions taken to reduce operating subsidies included:</p> <ol style="list-style-type: none"><li>1. The elimination of Gift Gallery Manager and Assistant Manager positions.</li><li>2. Restructuring of Clay Crafters and Custom Stitches into Dream Out Loud Studio.</li></ol>	Year	Net Loss	2012	\$64,380.85	2011	\$114,017.73	2010	\$121,975.25	2009	\$151,725.09	2008	\$37,127.11	2007	\$5,186.93
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Submitted By: Carrie Roberts

Date: March 2013

For:            Superintendent / Assistant Superintendent  
  X   Finance & Facilities Committee  
  X   Services & Supports Committee  
           HR/LR Committee

County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

3. Reducing the number of Gift Gallery retail outlets. We currently operate primarily out the Ellet Gift Gallery.
4. Conversion of Earthcare into an enclave to focus on grounds maintenance of Summit DD buildings only.
5. Conversion of the Carpet Cleaning crew into an enclave to focus on cleaning SDHC homes and Summit DD facilities only.

Funds are in 2013 Budget.

Inventory – Update only

With the restructuring of Clay Crafters and Custom Stitches to the Dream Out Loud Studio, old product inventory was transferred from Weaver Industries to Summit DD. Here is a history of the goods that Weaver Industries carried on behalf of Summit DD. Inventory is only reduced when goods are sold.

Year	Raw Materials	Finished Goods	Total
2011	\$20,649.14	\$60,198.41	\$80,847.55
2010	\$19,496.28	\$72,856.70	\$92,352.98
2009	\$17,885.94	\$55,179.24	\$73,065.18
2008	\$15,036.41	\$43,708.98	\$58,745.39
2007	\$8,788.84	\$20,908.74	\$20,697.58
2006	\$13,557.73	\$40,266.24	\$53,823.97

In July of 2012, the Board agreed to pay Weaver Industries up to \$80,847.55 for the inventory transfer. Part of the agreement was that as products sell in 2012, the profits of those sales will be used to reduce the amount owed to Weaver Industries.

Submitted By: Carrie Roberts

Date: March 2013

For:            Superintendent / Assistant Superintendent  
  X   Finance & Facilities Committee  
  X   Services & Supports Committee  
           HR/LR Committee

County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

		<p><u>UPDATE: Summit DD has made two payments to Weaver Industries. Here is the transaction summary:</u></p> <p>Inventory      \$80,847.55</p> <p>-    \$40,000.00 (First payment)</p> <p>=    \$40,847.55</p> <p>-    \$23,873.15 (Product sales)</p> <p>=    \$16,974.40 (Second payment)</p> <p><b>\$56,974.40 = Total payments</b></p> <p>Summit DD paid Weaver Industries \$56,974.40 for the inventory transfer. This was \$23,873.15 less than \$80,847.55 the originally authorized.</p> <p><b>Recommended for approval by the March Finance &amp; Facilities and Services &amp; Supports Committees.</b></p>
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Submitted By: Carrie Roberts

Date: March 2013

For:            Superintendent / Assistant Superintendent  
  X   Finance & Facilities Committee  
  X   Services & Supports Committee  
           HR/LR Committee

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Contract for 2013 with Center for Marketing and Opinion Research (CMOR), LLC for surveying and research needs.	Without the administration of the surveys and research, the Board cannot effectively evaluate the satisfaction of its customers in key service areas and the Agency's progress towards achieving Long Range Plan goals.  Data is needed as an input to the annual strategic planning process	<ul style="list-style-type: none"> <li>Approve contract with CMOR in the amount not to exceed \$77,850.</li> </ul>	<p>CMOR is an Akron, Ohio based public opinion research firm specializing in providing research solutions to non-profits, public agencies, health care and academic institutions. The company's principles have been conducting collaborative polls in Summit County since 1999.</p> <p>CMOR is a sole-source provider for collaborative polls, conducting a shared poll for all Summit County levy-funded agencies. CMOR also provides specialized training to facilitate face-to-face interviews with individuals with developmental disabilities. Summit DD did an RFP for this service in 2010 and the only willing participant was University of Akron, which came in at twice the cost and did not include face-to-face interviews with persons served. CMOR is the research firm of choice for DODD's National Core Indicator project.</p> <p>Services in 2013 include monthly survey, annual service satisfaction survey, provider survey, focus groups and data mapping. Costs for the services are:</p> <ul style="list-style-type: none"> <li>Service satisfaction survey: \$25,750, which includes 384 family/guardian surveys and 225 person served surveys, providing a 5% and 7% precision rate, respectively. This is a one-time survey providing in-depth data about all service areas and the Board as a whole. Surveys will be completed May-June and the report will be available in August to use in the development of the 2014 Operating Plan.</li> <li>Monthly satisfaction dashboard: Up to \$18,600, providing real-time satisfaction data throughout the year. CMOR will complete up to 175 short phone surveys after the annual ISP meeting to measure satisfaction in key areas and will collect email addresses so future surveys can be completed via email. Summit DD will be charged for the number of surveys actually completed each month, up to 175. Data will be reported using an on-line data dashboard, providing results for the current month, the past three months, and the past six months and will aggregate results by provider. This survey is a new process in 2013, designed to collect real-time data that allows the Board to be more agile and responsive to change.</li> </ul>

Submitted By: Billie Jo David

For:

Superintendent / Assistant Superintendent

Finance & Facilities Committee

x Services & Supports Committee

HR/LR Committee

Ethics Committee

Date: 3/12/2013



## TOPIC SUMMARY REPORT

		<ul style="list-style-type: none"><li>• Provider satisfaction survey: \$7,500, which includes a web-based survey with 15-20 questions that will be sent to about 200 providers. The survey will measure satisfaction and business practices of providers and will align to National Core Indicator measures. The provider satisfaction survey aligns to the Provider Collaboration Pillar of Excellence and is a new survey in 2013.</li><li>• 2013 Collaborative Poll: \$16,250, which includes a 13-question survey of Summit County residents who are voting age and measures familiarity and favorability of Summit DD and acceptance of inclusion. Summit DD has participated in this poll since 1999.</li><li>• Additional services, as needed: \$4,250 per focus group of 6-8 participants and \$250 per data map of any data gathered through surveys to plot responses by geographic areas. These services will only incur costs if utilized.</li></ul> <p><b>Recommended for approval by the March Services &amp; Supports Committee.</b></p>
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Submitted By: Billie Jo David

Date: 3/12/2013

For: \_\_\_\_\_ Superintendent / Assistant Superintendent  
\_\_\_\_ Finance & Facilities Committee  
\_\_\_\_ x \_\_\_\_\_ Services & Supports Committee  
\_\_\_\_ HR/LR Committee  
\_\_\_\_ Ethics Committee



## 2013 Quote for Services: Summit DD- Updated

### Annual Service Satisfaction Study

The 2013 Service Satisfaction Study will follow the same methodology as previous years (without the oversample). CMOR can provide a detailed scope of work as requested by Summit DD.

QUOTE FOR SERVICES- SERVICE SATISFACTION STUDY	
Questionnaire Design	\$2,500
Survey Administration – Family/Guardian – 384 (5% precision)	\$10,500
Survey Administration – Persons served – 225 (7% precision)	\$9,000
Data Analysis and Report	\$3,750
TOTAL FOR ALL SERVICES	\$25,750

### Monthly Satisfaction Dashboard Survey- NEW for 2013

The purpose the Satisfaction Dashboard Survey is to gather general satisfaction data throughout the year. CMOR will conduct up to 175 short surveys to measure satisfaction each month. The surveys would be conducted over the phone and would contain approximately 10-12 questions (key satisfaction measures). As part of the survey, CMOR will collect email addresses so that future administrations can be completed by email.

Parent and guardians of adults receiving services will be interviewed after their ISP team meeting. Persons served who are their own guardians will also be eligible to participate in the survey. The timeframe for when parents and guardians of children receiving EI or Childcare services has yet to be decided. Each month, Summit DD would provide a list to CMOR of the individuals/parents and guardians that are eligible to be interviewed that month.

#### Deliverables:

The results of the survey will be reported using an on-line data dashboard. Results will be reported for the following time periods:

- ✓ The Current Month
- ✓ The Past 3 Months
- ✓ The Past 6 Months

QUOTE FOR SERVICES- SERVICE SATISFACTION STUDY	
Monthly set up fee (including survey design)	\$250
Survey Administration, \$9.00 a case, up to 175 completions*	\$1,575
Data Analysis and Report	\$500
MAX TOTAL (per month)	\$2,325
MAX TOTAL (12 months)	\$27,900

**\*Note:** Summit DD will only be charged for the number of surveys actually completed each month.



## Provider Satisfaction Survey – NEW for 2013

Summit DD would like to measure the level of satisfaction that providers have with Summit DD and identify areas in which the Board can improve. Approximately 200 Summit DD providers will be invited to participate in the survey.

**Research Plan:** All providers will be sent an email invitation to participate in the survey containing a code to be used to access the survey. It is recommended that a communication about the upcoming survey request be sent via email by Summit DD a week prior to CMOR administering the survey. This will act as both a notification and an encouragement to complete. Two additional follow up invitations will be sent via email, encouraging those who have not participated to do so.

**Survey Instrument:** The questionnaire will be administered via the web and will be designed by CMOR in collaboration with Summit DD staff. The survey will contain 15-20 questions.

**Deliverables:** Once Data Collection is complete, the professional staff at CMOR will code all open ended responses and clean the final dataset. At the conclusion of the project, the following will be delivered to Summit DD: An executive summary style report, including data tables and graphs and a final cleaned data set. *Professional staff at CMOR will also be available to do presentations of the survey results as requested.*

PROVIDER SATISFACTION SURVEY	
Questionnaire Design	\$1,500
Administration of Survey	\$3,750
Data Analysis & Report	\$2,250
Total	\$7,500

## 2013 Summit County Collaborative Poll

	Total # of questions	Cost per Question	Total Cost
Questions Proposed	13	\$1,250	\$16,250

## Additional Services

Focus Group, 6-8 participants	\$4,250 each
Maps	\$250 each



**SERVICE CONTRACT  
BETWEEN  
COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD  
AND**

This Contract, entered into by and between the County of Summit Developmental Disabilities Board, a Board authorized, created and appointed under the provisions of Chapter 5126 of the Ohio Revised Code, with its principal office at 89 East Howe Road, Tallmadge, Ohio 44278, hereinafter referred to as "Summit DD", and Center for Marketing and Opinion Research (CMOR) with its principal office located at 470 Portage Lakes Dr, Suite 102, Akron, OH 44319, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to CMOR for survey and research services.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties do hereby agree as follows:

**I. SUMMIT DD OBLIGATIONS**

- A. The Summit DD shall monitor the quality of services delivered under this Contract in the following manner: review of the draft research reports prior to publication and review of project timelines. In the event of an adverse finding, the Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by the Summit DD.
- B. Summit DD shall provide CMOR with parent/guardian, person served and provider contact information needed to execute the surveys.

**II. CONTRACTOR OBLIGATIONS**

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Contractor shall complete the services outlined in Attachment A "2013 Quote for Services" maintaining the following timelines:

- i. Annual Service Satisfaction Survey draft report will be completed by August 30, 2013.
  - ii. Monthly satisfaction dashboard data will be available online by the 10<sup>th</sup> of each month for the prior month results.
  - iii. Provider Satisfaction draft report will be completed by June 30, 2013.
  - iv. 2013 Collaborative Poll draft report will be completed by June 30, 2013.
- C. Contractor shall make available to the Summit DD or its designated representative for review all records and data pertaining to payments, claims and services rendered to individuals under this contract. Contractor shall initiate corrective action where necessary to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided.
- D. Contractor shall reply to and cooperate in arranging compliance with an identified program or fiscal audit. Contractor is liable to Summit DD for any adverse findings that result from an action it takes or fails to take in the implementation of its response to adverse audit findings.
- E. Contractor shall comply with all professional licensure and certification requirements, including but not limited to furnishing evidence of the following: Contractor shall conduct criminal background investigations of all staff in accordance with Ohio Revised Code § 5123.081. Contractor shall require that all staff meet the Ohio Department of Developmental Disabilities rules and regulations as applicable to Contractor. Contractor shall employ staff in sufficient numbers and with sufficient academic background and/or experience to meet the training, health, safety, social and personal needs of the individual as such needs are mutually agreed upon by the parties. Contractor shall obtain training, which is acceptable to the Summit DD for all staff providing services under this Contract. Contractor shall comply with all local, state and federal requirements regarding non-discrimination, fair employment practices and wage/hour standards, and shall not discriminate in the provision of services on the basis of race, color, disability, religion, sex or national origin. Contractor shall furnish the Summit DD with evidence of appropriate state licensure and credentials as required for all personnel providing services under this Contract.
- F. The Contractor agrees to submit all such programmatic and financial information as may reasonably be required by the Summit DD:
  - 1. To permit monitoring and evaluation of the faithful performance of services being rendered under this contract; and
  - 2. To allow effective program planning, service coordination and resource development.
- G. Contractor shall give notice of incidents adversely affecting health and safety pertaining to individuals receiving services under this Contract to the Summit DD's Major Unusual Incident (MUI) Unit, and shall provide other additional reports to the Summit DD and to such other persons and/or agencies as is required by applicable state and federal law. "Major Unusual Incidents" and "Unusual Incidents" shall be defined for purposes of this Contract as such term is defined in the Ohio Administrative Code § 5123:2-17-02 and Contractor shall notify the Summit DD's MUI Unit within the

timelines spelled out in said rule. Notification shall be made by submitting same to the Summit DD by electronic mail to [www.muireports@summitdd.org](mailto:www.muireports@summitdd.org) or by facsimile to 330.634.8553.

- H. Contractor shall provide and maintain, in full force and effect, general liability insurance covering the Contractor's activities under this contract. This shall include coverage for liability or casualty loss or claims arising from actions by or from the use or occupancy by Contractor of premises used by the Contractor in performance of its duties under this contract. The Summit DD shall be included as an additional insured on the Contractor's liability insurance coverage. The Contractor shall provide the Summit DD with a copy of the Contractor's liability insurance policy before providing services in accordance with the Contract. Such coverage shall be in an amount of no less than \$1,000,000.00/occurrence. Should the policy have a general aggregate limit, such aggregate limit must not be less than \$2,000,000.00.
- I. Contractor shall comply with all applicable Workers' Compensation laws and acquire a certificate of insurance, evidence of which must be produced to the Summit DD upon demand.
- J. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- K. The Contractor shall indemnify, save and hold harmless the Summit DD and any agents or employees thereof, from any and all claims, demands, actions, or causes of action of whatsoever nature or character resulting from the performance of Contractor, its agents and/or employees, and shall make good any loss, damage or injury without the loss to the Summit DD.
- L. Contractor shall name the Summit DD as a source of funding in any audit, literature, brochure or presentation.

### III. CONTRACTOR FINANCIAL OBLIGATIONS

- A. Contractor will disclose for-profit or not-for-profit status on "Exhibit 1" attached hereto and made part of this Contract and a complete list of names and addresses of any individuals or organizations having a direct or indirect ownership or controlling interest of five percent (5%) or more in the Contractor.
- B. The Contractor agrees to keep a regular book of accounts maintained on an accrual basis of accounting and in such form as is consistent with generally accepted accounting principles. The Contractor further agrees to submit an audit of its operation by an independent certified public accountant annually. The Summit DD, or its authorized representative, shall have access to the books and records of the Contractor at any time during the normal business hours of the Contractor.
- C. If the Contractor is a non-federal entity that expends five-hundred thousand dollars (\$500,000) or more per year in federal awards, a single or program-specific audit shall be conducted in accordance with OBM Circular No. A-133. Any audit made in accordance with this paragraph shall be in lieu of any financial audit requirement under this Contract.

#### IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed Seventy Seven Thousand Eight Hundred Fifty Dollars and no/100 (\$77,850.00) and is limited to the Summit DD'S 2013 appropriation.
- B. Payment shall be made as follows:
  1. Annual Service Satisfaction Survey: Eight Thousand Five Hundred Eighty Three Dollars and Thirty Four/100 (\$8,583.34) shall be payable upon approval of this contract. Eight Thousand Five Hundred Eighty Three Dollars and Thirty Three/100 (\$8,583.33) shall be payable upon commencement of face-to-face interviews. Eight Thousand Five Hundred Eighty Three Dollars and Thirty Three/100 (\$8,583.33) shall be payable upon completion of the research report.
  2. Monthly Satisfaction Dashboard: Two Thousand Three Hundred Twenty Five Dollars and no/100 (\$2,325.00) shall be payable upon approval of this contract based on 175 completed surveys. This payment includes the monthly set-up fee and data analysis and reporting. A credit balance will be applied the following month in the event less than 175 surveys are completed. The remaining months shall be paid monthly for the prior month's surveys at a rate of Nine Dollars and no/100 (\$9.00) per case for surveys actually completed. A monthly set-up fee in the amount of Two Hundred Fifty Dollars and no/100 (\$250.00) and a monthly data analysis and reporting fee in the amount of Five Hundred Dollars shall be paid.
  3. Provider Satisfaction Survey: Three Thousand Seven Hundred Fifty and no/100 (\$3,750.00) shall be payable upon commencement of the project, and Three Thousand Seven Hundred Fifty and no/100 (\$3,750.00) shall be payable upon completion of the research report.
  4. Collaborative Poll: Sixteen Thousand Two Hundred and Fifty Dollars and no/100 (\$16,250.00) shall be payable upon commencement of the project.
  5. Additional Services: Additional services as requested by Summit DD shall be paid on a monthly basis in accordance with the fees identified in Attachment A.

#### V. TERM AND TERMINATION

- A. The term of this Contract shall be from April 24, 2013 through December 31, 2013.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing the Contractor with notice in writing not less than ninety (90) days prior to terminating this Contract.
- C. In the event of a breach of any provision of this Contract, the non-breaching party may institute Conciliation Procedures as set forth in "Exhibit 2" attached hereto and made a part of this Contract. If the dispute is not resolved within the timeframes identified in the Conciliation Procedure, then the non-breaching party may terminate this Contract by written notice delivered via certified mail.

#### VI. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of any records of individuals receiving service and shall not disclose them except as permitted by law; provided, however, that the laws of Ohio and the requirements of the Summit DD's policies and procedures shall govern this provision. Any information gathered through service delivery is the property of the Summit DD and may not be released without a written authorization signed by the parent/guardian/individual served.

## **VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED**

The Contractor shall establish a procedure for affording individuals served due process as appropriate. The Contractor shall utilize this procedure in the event of a disagreement between the Contractor and the individual related to the Contractor's performance of its duties and obligations under this Contract.

## **VIII. MISCELLANEOUS**

### **A. STANDARDS**

All services provided under this Contract shall be in accordance with applicable local, state and federal rules and laws including but not limited to the requirements of Chapter's 5123 and 5126 of the Ohio Revised Code, the rules and regulations of the Ohio Department of Developmental Disabilities and any applicable requirements and regulations of the Summit DD.

### **B. ASSIGNMENT**

Contractor may not assign this Contract or any part thereof without the written consent of the Summit DD.

### **C. ENTIRE CONTRACT**

It is acknowledged by the parties that this Contract supersedes any and all previous written or oral Contracts between the parties concerning the subject matter of this Contract. Exhibits attached hereto are adopted by reference as though fully rewritten herein.

### **D. NOTICES**

Notices required to be given herein shall be in writing and shall be sent via certified mail to the following respective addresses:

TO: County of Summit  
Developmental Disabilities Board  
ATTENTION: Superintendent  
89 East Howe Road  
Tallmadge, Ohio 44278-1099

TO: Center for Marketing and Opinion Research, LLC  
ATTENTION: Michelle Henry  
470 Portage Lakes Dr, Suite 102  
Akron, OH 44319



- E. In the event that any statute, regulation, rule or state or federal law is amended, the requirements of this Contract shall be automatically amended to reflect such modification without any further action by the parties.
- F. This Contract shall be governed by and interpreted in accordance with the laws of Ohio.

**\*\*\*\*\* SIGNATURE PAGE TO FOLLOW \*\*\*\*\***

***SIGNATURES***

IN WITNESS WHEREOF, the parties by their duly authorized representatives have executed this Contract.

**PROVIDER:**

**COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Print Name

Thomas L. Armstrong, Superintendent  
Print Name

\_\_\_\_\_  
Witness / Date

\_\_\_\_\_  
Witness / Date

APPROVED AS TO FORM  
OPINION NO.: 10-095  
MICHAEL D. TODD  
ASSISTANT PROSECUTING ATTORNEY  
SUMMIT COUNTY, OHIO

**EXHIBIT 1:**

Status: \_\_\_\_\_ Not-for-Profit \_\_\_\_\_ For Profit

---

Names and addresses of any individuals or organizations having a direct or indirect ownership or control interest of 5% or more in Contractor.

NAME	ADDRESS


## **EXHIBIT 2**

### **CONCILIATION PROCEDURE**

In the event of disagreement between the parties as to their rights, duties and obligations under the Contractor Agreement, the following procedure shall be implemented, at the written request of either party:

#### **STEP I**

The Superintendent of the Summit DD or Chief Executive Officer of the contract agency shall indicate and detail the specific problem or conflict situation in writing to the other Chief Executive Officer/Superintendent with copies to the respective Board Chairpersons.

A meeting between the Executive Directors shall be scheduled to review the facts presented, obtain additional factual material and agree on a proposed resolution within the context of the established policies of the respective Boards within ten (10) working days after the original presentation of the issue. If no such resolution is achieved, the parties shall move to Step II.

#### **STEP II**

Within ten (10) days of outcome of Step I, written factual materials produced during Step I detailing the problem and the reasons for failure to resolve same shall be presented to the Chairpersons of the respective Boards.

The Chairpersons will schedule within ten (10) working days a meeting which shall include the members of the Executive Committee of the respective Boards or selected Board members to review the facts and to make recommendations for resolution of the problem. Since resolution at this level may require policy modification of one or both Boards, a period of thirty (30) working days will be allowed for final resolution of problems at this level.

Neither party shall initiate any court action unless and until the conciliation procedure set forth in this policy has been completed.

**SUMMIT COUNTY DD BOARD**  
**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE THREE MONTHS ENDED MARCH 31, 2013 AND 2012**

	3/31/2013			3/31/2012		
	2013	2013	YTD \$	2012	2012	YTD %
	ANNUAL	YTD	BUDGET	ANNUAL	YTD	BUDGET
	BUDGET	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
<b>OPERATING REVENUE</b>						
PROPERTY TAXES	\$ 50,513,674	\$ 19,773	\$ 50,493,901	\$ 50,961,305	\$ 17,210	\$ 50,944,095
PERSONAL PROPERTY REIMB	533,981	-	533,981	918,042	-	918,042
REIMBURSEMENTS	15,092,545	3,840,158	11,252,387	15,448,172	5,627,095	9,821,077
GRANTS	695,200	121,618	573,582	384,000	101,382	282,618
CONTRACT SERVICES	513,000	112,035	400,965	250,000	211,131	38,869
REFUNDS	-	2,866	(2,866)	-	1,000	(1,000)
OTHER RECEIPTS	346,000	97,995	248,005	327,000	118,426	208,574
SALES	15,000	3,167	11,833	-	4,575	(4,575)
<b>TOTAL REVENUE</b>	<b>\$ 67,709,400</b>	<b>\$ 4,197,612</b>	<b>\$ 63,511,788</b>	<b>\$ 68,288,519</b>	<b>\$ 6,080,819</b>	<b>\$ 62,207,700</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES	26,428,340	6,838,826	19,589,514	26,072,780	6,966,327	19,106,453
EMPLOYEE BENEFITS	11,237,561	2,439,654	8,797,907	11,220,439	2,521,905	8,698,534
SUPPLIES	1,648,015	404,045	1,243,970	1,875,184	360,384	1,514,800
TRAVEL	423,748	82,399	341,349	353,962	100,069	253,893
CONTRACT SERVICES	29,907,838	6,745,619	23,162,219	28,848,471	6,911,138	21,937,333
UTILITIES	721,000	172,323	548,677	898,000	166,697	731,303
RENTALS	828,900	791,476	37,424	955,010	795,738	159,272
ADVERTISING	195,500	26,000	169,500	122,000	60,479	61,521
OTHER EXPENSES	327,590	96,873	230,717	396,795	197,155	199,640
EQUIPMENT	597,744	36,283	561,461	897,920	131,102	766,818
REAL PROPERTY IMPROVEMENT	500,000	117,556	382,444	800,000	104,314	695,686
<b>TOTAL EXPENDITURES</b>	<b>72,816,236</b>	<b>17,751,054</b>	<b>55,065,182</b>	<b>72,440,561</b>	<b>18,315,308</b>	<b>54,125,253</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (5,106,836)</b>	<b>\$ (13,553,442)</b>		<b>\$ (4,152,042)</b>	<b>\$ (12,234,489)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$ 71,064,934</b>	<b>\$ 71,064,934</b>				
<b>PLUS: REVENUE</b>	<b>67,709,400</b>	<b>4,197,612</b>				
<b>LESS: EXPENDITURES</b>	<b>(72,816,236)</b>	<b>(17,751,054)</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 65,958,098</b>	<b>\$ 57,511,492</b>				

**Recommended for approval by the**  
**April Finance & Facilities Committee.**

**SUMMIT COUNTY DD BOARD  
EXPLANATION OF VARIANCES  
FOR THE THREE MONTHS ENDED MARCH 31, 2013  
(Rounded)**

An even distribution of the budget for a one month period 8.3%  
 An evenly distributed budget remaining for a nine month period 75.0%

**Revenue:**

- 1** Property taxes: First half tax settlement due to be received in early April creating a timing difference
- 2** Personal Property Reimb: First portion of reimbursement due to be received in late May or early June creating a timing difference

**Expenditures:**

- 2** Rentals: Twelve months prepayment of property rent to Summit Housing Corporation for the Akron, Coventry, Ellet, Twinsburg, Potomac and Canal Place Centers 789,000
- 3** Other Expenses: Payment of 2013 Ohio Association of County Boards dues per Board Resolution 13-01-09 75,000



**Department of  
Developmental Disabilities**

**Division of Fiscal Administration**

**John R. Kasich, Governor  
John L. Martin, Director**

March 27, 2013

Ms. Kristen M. Scalise, County Fiscal Officer  
Summit County  
175 South Main Street, 3<sup>rd</sup> Floor  
Akron, OH 44308-1306

Dear Ms. Scalise:

The Office of Management and Budget (OMB) Federal Circular A-133, Subpart D, § 400(d) requires the Ohio Department of Developmental Disabilities (DODD) to monitor subrecipients to which we pass-through Federal funding. We have completed our review of your Single Audit Report for the year ended December 31, 2011 to ensure that DODD pass-through funds were used for authorized purposes in compliance with laws, regulations, provisions of grant agreements, and A-133 compliance requirements, and were accurately reported on the Schedule of Expenditures of Federal Awards (SEFA).

OMB Circular A-133, Subpart C, § 300(a) requires the auditee to identify, in its accounts, all Federal awards received and expended and the Federal Programs under which they were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of Federal Agency and name of the pass-through entity.

We did not note any significant variances between DODD pass-through funding reported on your SEFA and DODD records requiring further review. We also did not note any issues requiring a Corrective Action Plan or an Official Response. This Monitoring Report is being provided for informational purposes only and no further action is required at this time.

If you have any questions regarding this Monitoring Report, please contact me at 614-728-0125. My fax number is 614-728-0140 and my email is [jason.hickok@dodd.ohio.gov](mailto:jason.hickok@dodd.ohio.gov).

Thank you for your time and attention.

Sincerely,

Jason Hickok, External Auditor  
Division of Fiscal Administration - Audit Office

xc: Thomas Armstrong, Summit County Board DD Superintendent  
Mira Pozna, Summit County Board DD Business Manager  
Halina Schroeder, Audit Chief, DODD  
A-133 Subrecipient Monitoring File

30 E. Broad Street  
13th Floor  
Columbus, Ohio 43215

(800) 617-6733 (Phone)  
(614) 728-0140 (Fax)  
[dodd.ohio.gov](http://dodd.ohio.gov)

*The State of Ohio is an Equal Opportunity Employer and Provider of Services*

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCEN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Responses to RFP for video cameras for the remaining 41 buses; Request includes wiring and training.	<p>Health and Safety of Persons Served</p> <p>Enhanced accountability for consumers and staff on board vehicles.</p> <p>Presently 17 buses have cameras.</p>	<p>Recommend approval of bid proposal from Media 144 and not to exceed \$122,995.00.</p>	<p>Service Area: Transportation</p> <p># of Individuals Currently Served: 537</p> <p>Additional # of Individuals Served: N/A</p> <p>Total Cost: \$122,995.00</p> <p>Amount of Increase/Decrease: N/A</p> <p>Satisfaction: Persons Served 94.4% and Parent/Guardian 92.3% (2011)</p> <p>A team was formed in June 2012 to evaluate the need and develop specifications for bus cameras for 41 buses. Seventeen buses already have cameras. The team sought out and analyzed information from three departments to ensure our decision supported other departments that would be impacted.</p> <p>Board approved RFP on October 17, 2012, Board Resolution 12-10-05</p> <p>Bid Proposals</p> <ol style="list-style-type: none"> <li>Media 144 at \$122,995.00</li> <li>Seon Mobile Surveillance at \$183,650.89 + \$52,539.00 Cellular Option</li> </ol>

Submitted By: Eldridge Black

Date: March 25, 2013

For: \_\_\_\_\_ Superintendent / Assistant Superintendent  
             X   Finance & Facilities Committee  
             X   Services & Supports Committee  
           \_\_\_\_\_ HR/LR Committee  
           \_\_\_\_\_ Ethics Committee



## TOPIC SUMMARY REPORT

		<p><b>Media 144 response included:</b></p> <p><b><u>Network</u></b> A complete system designed around using a cellular network</p> <p>No data would be transmitted over agency network thus eliminating additional traffic on agency network</p> <p>Self-contained system in each bus with no additional equipment needed</p> <p><b><u>Software/Hardware</u></b> WEB based system accessible with any browser would allow more flexibility for our end users</p> <p>Unlimited user access with no software license to purchase</p> <p>No software maintenance for upgrades/changes. All of our hardware requirements would be met.</p> <p>Ability to use Google Maps with GPS.</p> <p><b><u>Cost</u></b> Annual cost for cellular service will be cheaper as a result of using an existing preferred provider. The estimated additional cost per year is \$1,700.</p> <p><b><u>Maintenance</u></b> Local repair and maintenance allows for quick repair. Vendor will maintain replacement inventory; as a result, most repairs can be made within 8 hours.</p>
--	--	--

Submitted By: Eldridge Black

Date: March 25, 2013

For:            Superintendent / Assistant Superintendent  
  X   Finance & Facilities Committee  
  X   Services & Supports Committee  
           HR/LR Committee  
           Ethics Committee

## TOPIC SUMMARY REPORT

		<p><b>SEON MOBILE SURVEILLANCE response included:</b></p> <p><b><u>Maintenance</u></b> Repair and maintenance is not provided locally requiring longer repair time.  Summit DD mechanics would be required to remove equipment that needed repair, pre-authorizing repairs and sending equipment out for repair.</p> <p><b><u>Network</u></b> Installation of Wi-Fi system requires more effort to install and maintain. Presented solution would require additional data traffic on our existing network.  Data would not be real-time accessible with a Wi-Fi solution unless the cellular option was added.  Cellular option is an additional cost increasing total expense.</p> <p><b><u>Software/Hardware</u></b> Proprietary software required – vMAX. Needed upgrade to software license and maintenance agreement.  Limited access to those who can access video based on software license and software installation.</p> <p><b>Recommend Board accepts Media 144 bid.</b></p> <p><b>Funds are available in the 2013 budget.</b></p> <p><b>Recommended for approval by the April Finance &amp; Facilities and Services &amp; Supports Committees.</b></p>
--	--	---

Submitted By: Eldridge Black

Date: March 25, 2013

For: \_\_\_\_\_ Superintendent / Assistant Superintendent  
        X   \_\_\_\_\_ Finance & Facilities Committee  
        X   \_\_\_\_\_ Services & Supports Committee  
      \_\_\_\_\_ \_\_\_\_\_ HR/LR Committee  
      \_\_\_\_\_ \_\_\_\_\_ Ethics Committee

# TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Inter-governmental Agreement for Summit 2020 Quality of Life Project	<p>Operation of a Quality of Life Agreement with the aim of building collaboration between public and nonprofit health and social services providers to serve the most vulnerable citizens of Summit County.</p> <p>Effective January 01, 2013 through December 31, 2014.</p> <p>Summit DD portion of agreement cost will not exceed \$65,000.00, payable to the Health District for management of the agreement.</p>	<p>That the Board renew its funding support for two years for Project 2020 from January 1, 2013 to December 31, 2014 for \$65,000 each year for a total amount not to exceed \$130,000.</p> <p>An additional carryover amount of \$70,496.00 is available to the Health District for management of this project.</p>	<p>The project is managed by Summit County Combined General Health District and as such the Health District will provide deliverables for services outlined in this agreement 'purchased' by the other four parties of the agreement. Each of the four parties is responsible for 25% of total cost of agreement. This project has been in operation since 2002 and has:</p> <ul style="list-style-type: none"> <li>collected data for 20 indicators to measure the quality of health and social services in Summit County;</li> <li>developed plans and goals to improve the quality of services as measured by these 20 indicators;</li> <li>implemented plans to strengthen public health and social service infrastructure;</li> <li>formed collaborations between public health and social service providers and systems.</li> </ul> <p>This is a priority of County Executive Russ Pry with oversight of the effort delegated to the Social Services Advisory Board (SSAB).</p> <p>Current initiatives for the agreement include:</p> <ol style="list-style-type: none"> <li>implementation of a comprehensive plan to enhance early childhood services;</li> <li>optimizing the self-sufficiency and independence of older citizens in Summit County with an emphasis on alleviating of poverty, reducing elder abuse/neglect and maintaining senior health;</li> </ol>

Submitted By: Tom Armstrong

Date: \_\_\_\_\_

For: \_\_\_\_\_

Superintendent / Assistant Superintendent

☒ Finance & Facilities Committee

☒ Services & Supports Committee

☐ HR/LR Committee

☐ Ethics Committee

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

		<p>3. the promotion of economic stability in Summit County by addressing long term, systemic problems that undercut stability and prosperity such as poverty; educational attainment; housing affordability and foreclosures; employment and retraining; and basic financial literacy.</p> <p>4. the promotion of improved health and reduced health disparities by addressing issues of cost and access to health care and medications; coordination of care; and addressing individual behaviors that erode the health of our citizenry;</p> <p>5. strengthening collaboration between the county's major public health and social service systems and the effectiveness of services they finance or deliver. The focus will be placed on strengthening links between providers in multiple organizations and specialties to create efficiencies, improve response times and generate cost savings for both referral initiators and responders to improve the quality of client and patient care. There will also be an emphasis on enhancing accountability by the three levy funded agencies.</p> <ul style="list-style-type: none"><li>• Though there is no specific data to indicate how many individuals with developmental disabilities and their families may benefit from the project, it is believed that they do benefit because of the priority project initiatives identified (e.g. enhancement of early intervention).</li><li>• The Summit County DD Board, ADM Board, CSB Board and JFS partner to equally fund Project 2020. Staffing is provided through the County Health Department.</li></ul>
--	--	---

Submitted By: Tom Armstrong

For: Superintendent / Assistant Superintendent

X Finance & Facilities Committee

X Services & Supports Committee

HR/LR Committee

Ethics Committee

Date:

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

			<p>The request for the Board's consideration for continued funding of this initiative recently came from County Executive Russ Pry and JFS Director Patricia Divoky.</p> <p>Money for this project was budgeted for 2013 and will be put in the draft 2014 budget that will be presented to the Board this coming July.</p> <p><b>Recommended for approval by the April Finance &amp; Facilities and Services &amp; Supports Committee.</b></p>
--	--	--	---

Submitted By: Tom Armstrong

Date:

For: Superintendent / Assistant Superintendent  
☒ Finance & Facilities Committee  
☒ Services & Supports Committee  
☐ HR/LR Committee  
☐ Ethics Committee

**Intergovernmental Agreement****Between**

**County of Summit, through the County of Summit Department of Job and Family Services  
Summit County Combined General Health District  
Summit County Children Services  
County of Summit Board of Developmental Disabilities  
County of Summit Alcohol, Drug Addiction and Mental Health Services Board**

**Summit 2020 Quality of Life Project**

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This Intergovernmental Agreement ("Agreement") is entered into this \_\_\_ day of \_\_\_\_\_, 2012, by and between the County of Summit through the County of Summit Department of Job and Family Services ("County"), 175 S. Main St., Akron, OH 44308, Summit County Combined General Health District ("Health District"), 1100 Graham Road Circle, Stow, OH 44224, Summit County Children Services Board ("SCCS"), 264 S. Arlington St., Akron, OH 44306, County of Summit Board of Developmental Disabilities ("DD Board"), 89 E. Howe Road, Tallmadge, OH 44278 and County of Summit Alcohol, Drug Addiction and Mental Health Services Board ("ADM"), 100 W. Cedar St., Akron, OH 44307.

Whereas, from 2002 to 2010, the Summit County Social Services Advisory Board ("SSAB") has operated the Summit 2010 Quality of Life Project, with the aim of building collaboration between hundreds of public and nonprofit health and social service providers to assure that the needs of the most vulnerable citizens of Summit County are addressed consistently, professionally and effectively; and

Whereas, from 2002 to 2010, the Summit 2010 Quality of Life Project collected data for 20 indicators of health and social service quality in Summit County, developed plans and goals to improve these 20 indicators, implemented those plans to strengthen the public health and social service infrastructure and formed collaborations between the major public health and social services providers and systems in order to increase the effectiveness of services they deliver; and

Whereas, from 2002 to 2010, the County first hired a consultant to manage the 2010 Quality of Life Project, with each party to this Agreement sharing in the cost of said consultant, and the Health District subsequently assumed the responsibility for managing the project in 2009 and 2010; and

Whereas, as the manager of the Summit 2010 Quality of Life Project, the Health Department is compensated by the other parties to this Agreement, and also contributes in-kind services to the project; and

Whereas, the parties have determined that the Summit 2010 Quality of Life Project is beneficial to the major objectives of each party, assists each party in improving services to and

quality of life of the parties' respective clientele and addresses the health, social and quality of life issues facing Summit County; and

Whereas, the parties have determined that it is beneficial to each of them and the County as a whole to continue the Summit 2010 Quality of Life Project for the next decade and to rename the project the Summit 2020 Quality of Life Project; and

Whereas, the accomplishments of the Summit 2020 Quality of Life Project from 2010 to 2012 are attached hereto as Attachment A and

Whereas, the Health District desires to continue to manage, and the other parties desire the Health District to continue to manage, the Summit 2020 Quality of Life Project, pursuant to the Scope of Work attached hereto as Attachment C; and

Whereas, the primary objective of the 2020 Quality of Life Project will be to develop and implement initiatives in five main areas to improve public health and social service delivery: (i) Economic Stability and Prosperity, (ii) Early Childhood (First Things First), (iii) Older Adults, (iv) Health and Health Disparities, and (v) Government Efficiency and Effectiveness; and

Whereas, to further these goals, the parties have identified a set of indicators and goals that are aligned with the Wisconsin County Health Rankings Model Structure, a copies of which are attached hereto as Attachment B and

Whereas, the parties desire to enter into this Agreement to continue the Summit 2020 Quality of Life Project, to provide for the management of the same by the Health District, and to set forth the funding necessary to continue the project for the period January 1, 2013 through December 31, 2014.

Now, therefore, in consideration of the mutual premises and covenants hereinafter set forth, the parties hereby agree as follows:

1. **Services and Deliverables.** County, SCCS, DD Board and ADM are purchasing, and the Health District shall deliver performance of, the services outlined on, and in accordance with, the scope of services set forth on Attachment C.
2. **Term.** The term of this Agreement shall be January 1, 2013 through December 31, 2014, unless terminated as provided herein.
3. **Compensation.** The County shall pay the Health District a sum not to exceed \$260,000.00 for all services satisfactorily performed under this Agreement. Said compensation shall pay for the personnel costs for the Project Coordinator, Epidemiology/Statistical/Mapping Staff Member, Project Staff, expenses, contracts and other costs as set forth on Attachment C, attached hereto and incorporated herein by reference. Additionally, the parties acknowledge that the sum of \$70,496.00, which was previously funded by the parties and remains as a carryover on hand with the County, may be paid to the Health District upon services rendered.

County shall pay the Health District the sum of \$109,800.00, which shall represent the Health District's personnel costs associated with the project during calendar year 2013, no later than thirty (30) days after the execution of this Agreement by all parties. County shall pay Health District the sum of \$109,800.00, which shall represent the Health District's personnel costs associated with the project during calendar year 2014, no later than January 15, 2014.

For all other sums to be paid to the Health District including the non-personnel costs identified on Attachment C and the carry-over funds identified above, County shall reimburse the Health District up to the amounts so stated, upon the Health District incurring necessary expenses and providing a request in writing to the County. County shall make payment within thirty (30) days of receipt of said request for payment.

The above compensation shall be the total compensation due to the Health District from all parties to this Agreement for the services to be rendered by the Health District, including any subcontracts entered into by the Health District for the performance of those services.

In addition to the compensation set forth above, the Health District agrees to contribute at no cost to the parties of this Agreement additional in-kind services in the amount of \$53,000.00 per calendar year, in the form of an additional 14 hours per week of work on the project by the Project Coordinator, for a total of 17.5 hours per week on combined compensated and donated work by the Project Coordinator.

4. Allocation of Health District Costs Between the Parties. The parties hereby agree that each shall be responsible for the payment of the following share of the Health Department's costs for the period of January 1, 2013 through December 31, 2014:

<u>Party Name</u>	<u>Percentage Share</u>	<u>1/1/13-12/31/14 Amt.</u>
County	25%	\$65,000.00
SCCS	25%	\$65,000.00
DD Board	25%	\$65,000.00
ADM	25%	\$65,000.00
Total	100%	\$260,000.00

ADM, DD Board and SCCS shall pay to the County each party's share in the amount set forth above, no later than fifteen (15) days of the execution of this Agreement. County shall allocate those funds, as well as the County's share, in a separate fund from which the payments set forth in Section 3, above, shall be paid to the Health District. In the event there is any unused balance in said fund upon the completion of this Agreement, said funds shall be remitted in equal shares to the County, ADM, DD Board and SCCS, unless otherwise agreed in writing by the parties.



5. **Additional Subcontracts.** The Health District shall obtain the written consent of the County prior to entering into any subcontract for services necessary to perform its obligations under this Agreement.
6. **Reports and Records.** Health District shall maintain and provide to County upon demand the following reports and records:
  - a. Accounting and fiscal records adequate to enable the County or the State of Ohio or any duly-appointed law enforcement agency to audit and otherwise verify that funds provided under this Agreement are used for the purpose stated in this Agreement.
  - b. Other reports and records as required by the County to enable County to comply with local, state and federal statutes and regulations.
7. **Termination.** The County may terminate this Agreement immediately upon written notice to all parties. Upon termination of this Agreement, Health District shall immediately cease all activities relating to this Agreement and deliver to the County all work in progress, all property of the County and all information and other materials received or developed under this Agreement. At the County's request, the Health District shall also assist County in efficiently transitioning the Project to any new party who is selected to continue the Project. County shall compensate Health District, at cost, for any services performed in the transitioning of the Project. Health District shall reimburse County for all unspent funds and an unspent prorated share of any funds paid to the Health District for the entire contract term. County shall evenly distribute any funds received under this Section to the County, ADM, DD Board and SCCS.
8. **Amendment or Modification.** This Agreement may be amended or modified by the parties provided that any such amendment or modification makes specific reference to this Agreement, is executed in writing and signed by a duly authorized representative of each party.
9. **Integration.** This Agreement represents the entire and integrated Agreement between the parties for the term specified herein. This Agreement supersedes all prior and contemporaneous communications, representations, understandings, agreements or contracts, whether oral or written, relating to the subject matter of this Agreement.
10. **Capacity to Execute.** Each party hereby certifies that all actions necessary to execute this Agreement were taken and that the person executing this Agreement is authorized to do so and has the power to bind his or her respective party to the terms and conditions contained herein.
11. **Compliance with Applicable Laws.** Each party agrees to comply with all applicable federal, state and local laws, orders, rules and regulations in its performance under this Agreement.

12. **Waiver.** The remedies contained in this Agreement shall be cumulative and additional to any remedies provided in law or equity. No waiver of a breach of any provision of this Agreement shall constitute a waiver of any other provision.
13. **Relationship of Parties.** The parties agree that at no time shall the relationship between the parties under this Agreement be construed, held out or considered a joint venture, principal-agent or employer-employee.
14. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without giving effect to the principles thereof relating to conflicts of choice of laws. Any litigation arising under this Agreement must be litigated in the Akron Municipal Court or the Summit County Court of Common Pleas, and each party submits to the jurisdiction and venue of those courts.
15. **Execution in Counterparts.** This Agreement may be executed in counterparts by the parties, and shall be effective on the latest date a counterpart is executed by a party.

IN WITNESS WHEREOF, the parties hereby sign this Agreement effective as of the date first written above.

COUNTY OF SUMMIT, OHIO

\_\_\_\_\_  
Russell M. Pry, Executive

\_\_\_\_\_  
Date

Approved as to form and correctness:

\_\_\_\_\_  
Deborah S. Matz                      Date  
Director, Department of Law

COUNTY OF SUMMIT DEPARTMENT OF JOB  
AND FAMILY SERVICES

\_\_\_\_\_  
Patricia Divoky, Director

\_\_\_\_\_  
Date

Approved as to form and correctness:

\_\_\_\_\_  
Anita Davis                      Date  
CSDJFS Legal Counsel

**SUMMIT COUNTY COMBINED GENERAL  
HEALTH DISTRICT**

\_\_\_\_\_  
Gene Nixon, Health Commissioner      Date

Approved as to form and correctness:

\_\_\_\_\_  
Legal Counsel      Date

**SUMMIT COUNTY CHILDREN SERVICES  
BOARD**

\_\_\_\_\_  
John Saros, Executive Director      Date

Approved as to form and correctness:

\_\_\_\_\_  
Legal Counsel      Date

**COUNTY OF SUMMIT BOARD OF  
DEVELOPMENTAL DISABILITIES**

\_\_\_\_\_  
Thomas L. Armstrong, Superintendent      Date

Approved as to form and correctness:

\_\_\_\_\_  
Legal Counsel      Date

**COUNTY OF SUMMIT ALCOHOL, DRUG  
ADDICTION AND MENTAL HEALTH  
SERVICES BOARD**

---

**Jerry Craig, Executive Director** **Date**

**Approved as to form and correctness:**

---

**Legal Counsel** **Date**

# ATTACHMENT A

## Key Accomplishments of the Summit 2020 Project, 2010-2012:

Since its inception, the Summit 2010 and 2020 projects have helped the community improve the coordination of its health and human service delivery. This has been achieved through the project's creation of consensus around a shared set of goals for improving economic, health and social conditions in the community which foundations, not-for-profits, faith-based organizations and government agencies have all committed to support.

In addition, the Summit 2020 project has always relied on existing initiatives and plans to accomplish community goals whenever possible, rather than trying to duplicate existing efforts and compete for resources already committed to a given task. Where appropriate (see Table 1), the project tries to bring new resources to bear in order to further community priorities and initiatives.

Below is a list of the key accomplishments of the Summit 2020 project to date:

- Creation of a series of five initiatives designed to improve health and social conditions, including:

<b>1. Early Childhood</b>	<p><b>Purpose:</b> To develop and implement a comprehensive plan to enhance the early childhood service-delivery system in Summit County. This comprehensive plan will guide acquisition and allocation of resources, integrate new information from research and local experts, set priorities with performance indicators that can be tracked and measured, align local efforts with state initiatives, and build a common community commitment to early care and education.</p> <p><b>Initiatives under way:</b> First Things First, Neighborhood group education initiatives</p> <p><b>Status:</b> The Summit County Maternal Depression Network (SCMDN) was formed in 2011 to better coordinate maternal depression screening and treatment options. The SCMDN identified 5 mental health agencies who are participating in a fax referral system for women identified as at risk. Once the fax referral is received, the agency contacts the client within 1-2 days and schedules the first appointment within 7 days.</p> <p>The Early Care and Education Group, under First Things First, created a Transition Skills Summary that will be completed by preschool teachers, reviewed with parents, and then shared with consent with the child's intended kindergarten school. Public school district and community-based preschools are participating. The document was piloted this Spring with 131 children in both public and private preschools. The goal is to have every preschool in Summit County using the Transitions Skill Summary by the 2015-2016 school year.</p> <p>The Special Needs and Early Intervention Group is currently training child care center staff and community agencies on how to administer developmental screenings and enter results into a central database. Thus far, 14 centers have been fully trained to administer the Ages &amp; Stages Questionnaire (ASQ). The ASQ is administered to children twice a year until age 3 to identify potential delays.</p> <p>The Health Group is analyzing mental health data for children ages 0 to 7 from Akron Children's Hospital. Similar, de-identified data was received from the ADM Board for this age group to create a more robust analysis of the mental health needs of Summit County children and to provide information of capacity needs of mental health services.</p> <p>The Family Support Group is creating a cross-system training for home-visitation, direct service and outreach staff. Cross training topics for 2013 are Cultural Competency, Personal Safety, and Trauma Recognition.</p>
<b>2. Older Adults</b>	

**Purpose:** To develop and implement a comprehensive plan to advocate and build support for change benefitting older adults at the local, state, and national level. SILC's purpose is to optimize the self-sufficiency and independence of all our older citizens, with an emphasis on alleviating of poverty, reducing the incidence of elder abuse / neglect, and maintaining senior health.

**Initiatives under way:** Senior Independent Living Coalition (SILC), Area Agency on Aging 10B (AAoA) outreach, new Adult Protective Services model, Care Coordination

**Status:** Summit County Department of Jobs and Family Services, Summit County Public Health (SCPH), and the AAoA piloted a community-based model for Adult Protective Services (APS) from May 15th through September 30<sup>th</sup> in 2012. The new model created a team approach to APS response by including public health nurses, sanitarians, and Sheriff's deputy as needed. APS staff were placed at SCPH and AAoA to increase service for those in need, provide wrap-around support to APS workers so that they can retain their focus on Revised Code requirements and response, and the appropriate community partners take on the roles of case management and care coordination. Once the senior is out of crisis, the care coordination group coordinates resources and services needed by the individual to improve their quality of life and keep them out of a continuous cycle of crisis.

Given the successes of the APS model, the SILC Committee has restructured the group from a larger Coalition body to a steering committee structure, under which four working subcommittees meet to further the goals of the SILC Strategic Plan. The four subcommittees are individually concentrated on Self-Sufficiency issues for seniors, APS model review and elder abuse, Education regarding senior services/needs, and Advocacy for senior needs.

Quality of Life staff are collaborating with the Summit County ADM Board to conduct a joint seniors' needs assessment in 2013 to provide data for future initiative direction and capacity.

### 3. Economic Stability and Prosperity

**Purpose:** To develop and implement a comprehensive plan to promote the economic stability and prosperity of all Summit County residents, particularly those of working age and their families. This plan will utilize cutting-edge approaches to address long-term, systemic problems that undercut stability and prosperity such as poverty, educational attainment, housing affordability and foreclosures, employment and retraining, and basic financial literacy. This initiative will also promote stability and prosperity by addressing issues unique to special populations such as ex-offender re-entry and children aging out of the foster care system.

**Initiatives under way:** Job Seeker, Employer Resource, and Career Guides, Bridges Out of Poverty/Circles/Guiding Coalition, Home Repair Network (HRN) database development, Abandoned and Vacant Property (AVP) database development, Attaining Independence Impact Council (AIIIC)

**Status:** The Job Seeker, Employer Resource Guide, and the Career Guide are reviewed and updated yearly through the Income, Education, and Workforce Development Committee (IEWD).

At the request of County Executive Pry, the IEWD Committee is working on a soft-skills certification pilot project that will identify critical components of effective, employer-valued soft-skills and possibly the eventual development of a soft skills certification program aimed at high school students and young adults in Summit County.

As of October, 2012, the Bridges Out of Poverty Summit County Collaborative (BOPSCC) had 303 Getting Ahead graduates and 2235 people had completed the Bridges Out of Poverty Workshop. A joint budget for the initiative was developed for the major partners (OPEN-M, Akron Summit Community Action, Inc., Park United Methodist Church, Akron Metropolitan Housing Authority, United Way of Summit County, Harvest Home, Akron Public Schools, Summit County Children Services) to facilitate local funding and remove the confusion and inefficiency of competing funding requests. Beginning in 2013, the initiative will kick off the second phase of the process, known as Circles. The former BOPSCC will evolve into the Guiding Coalition and continue to provide Bridges training. Getting Ahead classes, and the Ally program for Ahead Graduates to provide peer support for those individuals who are trying to work their way out of generational poverty. Assessment of the progress made by Getting Ahead participants has begun. One of the

targeted groups is young adults aging out of the foster care system.

Database development for HRN continues.

Database development for AVP is nearly complete. The last data layer of information to be added to the database is the foreclosure information located in the County tax records.

The AIC meets regularly to assess housing concerns in Summit County. A small work group comprised of Quality of Life staff, United Way, AMHA, and Summit County Department of Economic Development has met to explore and identify barriers to affordable housing in Summit County.

#### 4. Health and Health Disparities

**Purpose:** To develop and implement a comprehensive plan to promote improved health and reduce health disparities for all Summit County residents. The plan will address such critical, longstanding issues as the cost of and access to health care and medications, coordination of care and/or case management (particularly among those with both behavioral health and physical health issues), as well as individual behaviors that erode the health of the population as a whole. An integral part of this plan will be the construction of a county health assessment system largely based on the University of Wisconsin Population Health Institute's county health rankings reports (a system which relies primarily on well-established social determinants of health to provide insight into the long-term health prospects of communities).

**Initiatives under way:** Office on Minority Health, Summit 2010 Disparities Report, Summit County Re-Entry Network, Minority Health Roundtable, Care Coordination

**Status:** Healthy Connections Network has agreed to serve as an advisory board as Summit 2020 staff coordinates the development and implementation of Health and Health Disparities Strategic Plan.

The Summit County Office of Minority Health is moving forward with its 2012-2013 plans to be a data resource and advocacy force for Minority Health issues in Summit County.

The Summit County Re-Entry Network meets regularly and is carrying out its revised strategic plan.

The Minority Health Roundtable meets regularly and plans community events in priority communities to promote healthy lifestyles and awareness regarding minority health issues.

A Care Coordination Unit was formed at SCPH in 2012 to assist Summit County residents with help accessing and connecting to community services they need. The Care Coordination team follows up with callers to help facilitate access to services and to ensure needs were met.

Quality of Life released the "Priority Indicators Disparity Report, 2011" in January 2012. The current plan is to review the priority indicators every two years and provide an update on progress to the community to track progress. Also released in 2011 were the Community Health Assessment and a Community Health Improvement Plan.

Redefining the safety net through programs such as the Access to Care program, this has delivered health services to more than 4,200 Summit County residents without health insurance since its inception in 2006.

#### 5. Government Efficiency and Effectiveness

**Purpose:** The purpose of this initiative is to strengthen collaboration between the county's major public health and social service systems, and the effectiveness of services they finance or deliver. To fulfill this purpose, this initiative will facilitate the development and implementation by various county

agencies and non-profit service providers of a system that links providers in multiple organizations and specialties. These links will help create efficiencies, time and cost savings for both referral initiators and responders, thereby improving the quality of client and patient care. In addition, this initiative will promote increased accountability by the three levy-funded agencies (Summit County Children Services, Summit County Developmental Disabilities Board, and the Summit County Alcohol, Drug, and Mental Health Board). This purpose will be accomplished by providing increased support for the SSAB's Budget and Levy Review Committee.
<b>Initiatives under way:</b> SSAB Budget and Levy Review committee, Levy Funded Agency Financial Condition Indicators report
<b>Status:</b> A Levy-funded Agency Financial Indicator Report is issued yearly to the Social Services Advisory Board to assist the Budget & Levy Review Committee with recommendations regarding proposed budgets and levy requests. Additional funding sources were secured to further initiative progress when applicable (see Table 1).

- Developed a series of databases and reports to analyze economic, health, and social conditions in Summit County and its neighborhoods and communities on a regular basis. These reports, used regularly by public and non-profit service providers for both daily operations and grant funding, include:
  - The 2011 Environmental Scan, which provided a detailed economic, health and social condition assessment of Summit County and its communities.
  - The 2008 Behavioral Risk Factor Surveillance Survey, which provided a comprehensive look at health risk behaviors of Summit County residents is under review to repeat during 2013 as well as the Youth Risk Behavior Survey designed for middle schools.
  - Creation of a comprehensive database of birth and death records from 1990-2011. These records provide vital information on maternal and child health conditions, as well as causes of death that are being used to analyze health conditions of the general population of the county.
  - Release of two documents in 2011 to update the community on progress on the project's 20 priority indicators entitled the Community Health Improvement Plan and the updated Community Health Indicator Report.
  - Development of an inventory of early childhood services and service providers as part of the First Things First initiative. This inventory includes detailed cluster-by-cluster maps showing location of service providers and relevant demographic information.
  - Development of a 0-18 years of age mental health data base to determine areas of greatest need and prevalence among the private pay patients as compared to public patients.
  - Developed a Financial Condition Indicators report and associated database (2012) to help SSAB's Budget and Levy Review Committee analyze the annual budgets of the county's three levy-funded agencies.



- o Now creating the abandoned and vacant property (AVP) database, which will identify abandoned and vacant homes by parcel number, and create a system to quickly identify and download key information about those homes. The final product will allow for more effective targeting of available Neighborhood Stabilization Fund resources.
- Update of the Summit 2020 and Summit County Social Services Advisory Board website, which helps the community stay abreast of the project's activities and provides a variety of resources for downloading.

**Table 1: Additional Funding for Service to Summit County Residents Secured by the Summit 2020 Project**

<u>Funding Secured</u>	<u>Description</u>	<u>Amount</u>
1. Youth Risk Behavior Survey (YRBS)	Organized the collaboration among eight community organizations to facilitate the YRBS being completed in all middle schools in Summit County for 2013.	\$80,000
2. Bridges Out of Poverty Summit County Collaborative/Circles/ Guiding Coalition	United Way was secured as the fiscal agent for Bridges Collaborative. Secured United Way and DJFS grants to launch a Summit County Bridges initiative. Resources helped hire a coordinator and allowed the project to purchase books and other materials to help local programs begin training participants in Bridges concepts. An agreement was also reached with DJFS to add Bridges to the county's PRC plan, which led to an ongoing funding commitment.	\$25,000 (ongoing) each year for support of the coordinator: \$1,000 per SCOPE client to complete the Bridges Program not to exceed \$131,000.00
3. Birth Certificate Format Merge	Center for Community Solutions was contracted to merge the birth data from 1990 through the most recent year to assure the formatting was the same.	\$10,000
4. Access To Care (ATC)	Transitioned the program to a new service model utilizing care coordinators to assure access to primary care, pharmaceuticals and social needs like housing.	\$150,000
5. Abandoned / Vacant Property Database (AVP)	Cleveland State University was contracted to create the county's first AVP database, which will identify abandoned and vacant homes, and create a system to quickly identify and download key information about those homes.	\$10,000
6. Adult Protective Services Pilot Project (APS)	Summit County Public Health is partnering with the Department of Job and Family Services for a community-based model to address the needs of the elderly.	\$800,000

**In-Kind Contributions Secured**

<u>Program</u>	<u>Description</u>	<u>Amount</u>
1. Medication Reclamation/FAP	Secured in-kind contributions for the establishment of a prescription reclamation program in Summit County.	\$15,000 for outreach specialists to assure access to medications for Summit County residents
2. Summit 2020 Support	SCHD commitment to staff support for the Quality of Life Project	\$53,000 In-kind staff support
3. A VP/ Quality of Life/All SAS databases	SAS Statistical Analysis Software and Care Scope. In-kind use of existing software licenses and maintenance	\$30,000 for software licensing upgrades and maintenance

## Summit 2020 Priority Indicators

Initiative / Indicator	
<b>I. Economic Stability and Prosperity</b>	
1	Poverty Rate *
2	African-American Poverty Rate *
3	Unemployment Rate
4	Percent of Persons Age 25+ With a 2-Year or Greater Degree
5	Percent of Households Paying More than 30 percent of Income on Housing
6	Percent of Households Receiving Food Stamps
7	Public High School Longitudinal Graduation Rate
8	Percent of 3rd Graders Scoring "Proficient" or Above on the 3rd Grade Reading Test
9	Violent crime arrest rate per 100,000 population
<b>II. Early Childhood **</b>	
10	Percent of Children Receiving Immunizations by Their Second Birthdays
11	Number of Children In Need of Protective Services (CHIPS) per 1,000 children
12	Number of Children Who Age Out of Foster Care per 1,000 children
<b>III. Older Adults</b>	
13	Elder Abuse, Neglect, Self-Neglect, or Exploitation Referrals per 1,000 seniors
<b>IV. Health and Health Disparities</b>	
14	Percent of Pregnant Women Receiving First Trimester Prenatal Care
15	African-American Teen Birth Rate
16	Percent of Persons Age 18-64 Who Have Health Insurance
17	Percent of Persons Age 18-64 Who Say They Are In Fair or Poor Health
18	Percent of Persons Age 18-64 With A BMI in the "Obese" Category
19	Years of Potential Life Lost
<b>V. Government Efficiency and Effectiveness</b>	
20	Percent of ADM Financial Condition Indicators showing "warning trends"
21	Percent of DD Board Financial Condition Indicators showing "warning trends"
22	Percent of SCCS Financial Condition Indicators showing "warning trends"

## **Attachment B**

### **PROJECT GOALS**

#### **Initiative 1: Economic Stability and Prosperity:**

- Decrease the proportion of people living below the official poverty line from 14.7% to 9.9%.
- Decrease the proportion of African-Americans living below the poverty line from 34.2% to 7.8%.
- Reduce unemployment from its 2009 rate of 9.8% to 4.0%
- Increase the proportion of people aged 25 and over who have a 2-year or greater degree from 36.6% to 40.0%
- Increase housing affordability, reducing the proportion of households spending more than 30% of their income on housing from 27.4% to 22.7%
- Increase the county's median high school graduation rate from 95.0% to 97.5%
- Increase the percentage of 3<sup>rd</sup> graders scoring "Proficient" or above on the 3<sup>rd</sup> grade reading proficiency test from 81.6% to 90.0%
- Reduce the violent crime arrest rate from 0.73 per 100,000 to 0.55 per 100,000

#### **Initiative 2: Early Childhood:**

- Increase the percent of children receiving immunizations by their second birthdays from 68.0% to 90.0%
- Reduce the percent of children in need of protective services (baseline data needed to set goal)
- Reduce the percent of children who age out of foster care (baseline data needed to set goal)

#### **Initiative 3: Older Adults:**

- Reduce the incidence of elder abuse and neglect from 8.8 per 1,000 persons age 60 or older to 6.0 per 1,000 persons age 60 or older

#### **Initiative 4: Health and Health Disparities:**

- Increase the percent of pregnant women receiving first trimester prenatal care from 92.3% to 94.4%
- Decrease the African-American teen birth rate from 43.0 per 1,000 to 26.8 per 1,000
- Decrease the percent of individuals without health insurance from 19.6% to 12.5%
- Decrease the percent of persons who say they are in fair or poor health from 31.8% to 15.9%
- Decrease the percent of persons with a BMI of 29.9 or higher from 22.1% to 15.0%
- Reduce the rate of Years of Potential Life Lost from All Causes from 13.9 to 10.0

#### **Initiative 5: Government Efficiency and Effectiveness:**

- Maintain the goal of zero Financial Condition Indicators showing "warning trends" for the ADM board
- Maintain the goal of zero Financial Condition Indicators showing "warning trends" for the DD board
- Maintain the goal of zero Financial Condition Indicators showing "warning trends" for SCCS

## Attachment C

### Deliverables for 2013-2014

This contract would begin January 1, 2013 and end December 31, 2014 and not to exceed \$260,000.00 for two years.

- I. **Facilitate the continuity of Initiatives** – Project staff will continue to facilitate and/or provide support to the main five initiatives, *economic stability and prosperity, health and health disparities, early childhood, older adults, government efficiency and effectiveness*.
  - a. The Social Services Advisory Board (SSAB) and the Health and Human Services Committee will make recommendations for future initiative movement. Quality of Life project staff will facilitate SSAB meetings and provide quarterly progress reports to the Board.
  - b. In 2013, a Priority Indicator update report will be provided to SSAB, related committees, and the community. The biennial report will offer the opportunity for the SSAB and the Health & Human Services committee to review initiatives and recommend strategic adjustments as deemed necessary based on indicator progress.
  - c. Project staff will continually monitor and evaluate Bridges Out of Poverty and Circles participant progress at six month intervals including pre- and post-testing for training received. Evaluation materials will be used to apprise the Bridges Out of Poverty Summit County Collaborative and Circles Coalition on participant progress and also to guide program adjustments as needed based on evaluation feedback.
  - d. Project staff will provide an annual performance evaluation of the new Adult Protective Services model that will be used to track and inform key stakeholders and the community about the progress of the model.
- II. **Current Process for Committee Development** – Like First Things First, each initiative's Steering Committee will put together an Initiative Coalition, a fairly sizable group of community members and project stakeholders. Each Initiative Coalition will develop and implement its portion of the overall 2020 Health and Human Service Strategic Plan. The idea here is to have a limited set of major meetings, and then the big group goes into hibernation, leaving the actual work to a variety of individuals (including project staff), ad hoc committees, and organizations that commit themselves to one or more parts of the plan. The last initiative, Health and Health Disparities, will use the identified process as follows:
  - **Identify Advisory Committee:** The Advisory committee provides daily operational support and guidance on all aspects of the planning. The Advisory committee may also be very helpful in choosing members of the each steering committee.
    - ❖ Identify Committee Chairs
    - ❖ Act as scribe during the working committee sessions
    - ❖ Assist with developing meeting agendas
    - ❖ Making copies, reminder phone calls, follow up on incidentals
  - **Identify Steering Committee:** Choose 3-5 high-level community members who have a vested interest in the goal area of Health & Health Disparities. Specifically, this group will:

- ❖ Champion the issue
- ❖ Drive the agenda for moving the planning process forward
- ❖ Recommend working committee members for their particular Goal,
- ❖ Garner community support for the process

➤ **Conduct a community kick-off meeting** to inform key stakeholders of the process, i.e.:

- ❖ Members of their organizations may be called upon to serve on a committee,
- ❖ Discuss how long the planning process should take
- ❖ Discuss the importance of conducting this process, etc.

➤ **Prepare to convene working committees:**

- ❖ Compile relevant data related to each goal area
- ❖ Book the meeting facility and schedule all meetings
- ❖ Develop a recruitment letter for committee members - please provide the full schedule of meetings in your recruitment letter for each committee member
- ❖ Develop and send out agenda for each meeting in advance

➤ **Convene the working committees** – over the course of the planning period, each committee will work on the following:

- ❖ Identifying goals
- ❖ Reviewing data
- ❖ Develop strategies and activities
- ❖ Report back to their steering committee for mid-course adjustments in planning

In addition, each Initiative Coalition will meet as a group once each year in order to monitor progress on plan implementation and their specific indicators.

The roll of project staff in all of this is to be facilitators, not the driving force behind each initiative. Staff will be available to do the analytical work behind the indicators, to help in building and maintaining relationships between key players, and to help each initiative do the groundwork necessary to succeed. Regular committee attendance and clerical support will be a secondary staff function in this iteration of the project. The driving force behind each initiative, however, must be its Steering Committee, with project staff playing a supporting role.

An additional role of staff will be to set up and implement a progress-reporting system with each Steering Committee which would allow for meaningful feedback on progress to be regularly communicated with project staff. Project staff, in turn, would use these reports to keep the SSAB Health and Human Services Committee apprised of progress by each initiative.

**III. Project infrastructure** – In order to keep the community apprised of the progress on each initiative, we will use the web site [www.ssabsummit.org](http://www.ssabsummit.org) and [www.healthysummit.org](http://www.healthysummit.org). As part of a complete overhaul, the web site will create one section dedicated to each initiative, which will be updated periodically by project staff.

**IV. Indicators** – There will be two sets of indicators. The first set is the list of the indicators for Summit 2020. These will remain the project's Priority Indicators, and the ones we will formally report on to the community through annual Priority Indicators Progress Reports. The second set is composed of those indicators which are specific to each initiative. We will track those on an ongoing basis and report results at least annually to each initiative committee. Assuming that the American Community Survey follows through on its commitment to produce annual 5-year rolling averages, disparity data by cluster should be available on an ongoing basis.

#### Summit 2020: A Quality of Life Budget (2013)

	Total									
	Salary	PERG	Medicare	Wk Comp	Health	Life	Liability	Total Fringe	Fringe %	Grand Total
Capoun, Alison	29,364.37	4,111.01	425.78	587.29	7,328.36	12.00		12,464.44	42.45	41,828.82
Marountas, Richard	30,153.29	4,221.46	437.22	603.07	2,513.18	12.00		7,786.91	25.82	37,940.20
Skoda, Donna	10,204.60	1,428.64	147.97	204.09	1,465.87	2.40		3,248.77	31.84	13,453.38
Willis, Darrick	11,543.93	1,616.15	167.39	230.86	2,931.34	4.80	-	4,950.56	42.88	16,494.49
	<b>81,266.20</b>	<b>11,377.27</b>	<b>1,178.38</b>	<b>1,025.32</b>	<b>14,238.64</b>	<b>31.20</b>	<b>-</b>	<b>28,450.69</b>		<b>109,716.89</b>

Salary increase Oct 2013 estimated 3% (actual rate not known)

PERG @ 14%

Medicare @ 1.45%

Wk Comp @ 2%

Health Insurance total County Bi-weekly premium \$757.04 total

Life calculated at \$2/mo. per full time employee

**Total Salaries and Benefits**    **\$109,800.00**

#### Non-Personnel:

Travel	\$2,000.00
Meeting Expenses	\$2,200.00
Contracts Misc	\$12,000.00
Supplies Misc	\$2,000.00
Printing	\$2,000.00
<b>Total</b>	<b>\$130,000.00</b>

#### Budget Justification:

#### Salary and Benefits:

The project supports the salary and benefits for Donna Skoda 10% plus two days in-kind (\$53,000.00), Rich Marountas 50% (\$37,940.20), Ali Capoun 50% (\$41,828.82) and Darrick Willis 20% (\$16,494.49).



Salary and Benefits total: \$109,800.00

**Non-personnel Costs:**

Travel for staff: \$2000.00 local and state wide travel

Meeting Expenses: \$2,200.00 for local planning meetings for each initiative

Contracts: \$12,000.00 for contracts that need to be implemented to assist with each of the initiatives as they are developed.

Supplies: \$2000.00 Misc supplies to support the project and initiative development

Printing: \$2000.00 Supplying printed resources and electronic formats for general distribution of materials

Total Non-personnel: \$20,200.00

MINUTES – combined work session and regular meeting  
Wednesday, March 27, 2013

## County of Summit Developmental Disabilities Board

### MINUTES – ~~draft~~

Wednesday, March 27, 2013  
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 27, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:05p.m.

#### BOARD MEMBERS PRESENT

Tom Quade, Vice President  
Jacqueline Cooper, Secretary  
Karen Arshinkoff  
Dave Dohnal  
Meghan Wilkinson  
Denise Ricks

#### BOARD MEMBER EXCUSED

Randy Briggs, President

#### ALSO PRESENT

Thomas L. Armstrong, Superintendent  
Lisa Kamlowksy, Assist. Superintendent  
Jerilyn George, Senior Director of SSA  
and Medicaid Services  
Holly Brugh, Director of Children's  
Services  
Lynn Sargi, Director of HR  
Carrie Roberts, Director of Community  
Employment & Specialty Businesses  
Jean Fish, Dir. of Adult Svs.-Center Based

Bill Payne, Sr. Dir. of Board Svs. & Spts.  
Mira Pozna, Director of Fiscal  
Billie Jo David, Director of  
Communications & Quality  
Tom Jacobs, Dir. of Operations/SHDC  
Eldridge Black, Dir. of Transportation  
Joe Eck, Director of Labor Relations  
Russ DuPlain, Director of Information  
Technology  
Maggi Albright, Recording Secretary  
and others

#### I. WELCOME – JUDGE ELINORE STORMER

Mr. Armstrong announced there is a distinguished guest present at the Board Meeting tonight; he introduced Summit County Probate Judge Elinore Stormer and several members of her staff and thanked them on behalf of the Board for attending the meeting. He stated staff are pleased to have her and her staff in attendance tonight. Mr. Armstrong reminded everyone that Judge Stormer is the appointing authority responsible for filling two seats on the Summit DD Board. Her predecessor appointed Karen Arshinkoff to serve on the Board in 2011 and Dave Dohnal was appointed to serve on the Board in 2012. Judge Stormer said she looks forward to working with the Summit DD Board and staff.

## **WORK SESSION** *(continued)*

### **II. INTRODUCTION OF NEW BOARD MEMBER DENISE RICKS**

Summit County Executive Russ Pry recommended to County Council at its March meeting the appointment of Denise Ricks to the Summit DD Board to fill the unexpired term of Olivia Demas. Mrs. Demas had to resign from the Board after she was appointed by Governor Kasich to the University of Akron's Board of Trustees since serving on both Boards would present a conflict of interest. Mrs. Ricks attended the University of Akron and earned her Master's of Science Degree in 2008. She is an Intervention Specialist with the Akron Public School District and is currently in her thirteenth year teaching students with multiple disabilities in grades nine through twelve. Mrs. Ricks has an adult daughter who has Downs Syndrome and is eligible for Board Services.

### **III. OLIVIA DEMAS' THANK YOU CARD**

Mr. Armstrong passed around a thank you card sent by Olivia Demas in appreciation of the framed art the Board gave to her upon her resignation from the Board. She expressed her gratitude to the Board and staff for the time she served on the Board.

### **IV. 2013 BOARD MEMBER COMMITTEE ASSIGNMENTS**

Mr. Armstrong advised that Mr. Briggs has appointed Mrs. Ricks to serve on the Board's Ethics Committee and also on the PAC for 2013. Dave Dohnal, who was originally appointed to these two committees will step off the committees and will begin serving on the Finance & Facilities, Services & Supports and Diversity Committees. These changes are effective immediately. If current meeting dates and times are not convenient for Board Members, they should discuss schedule revisions within the committee so that alterations to the meeting schedule can be made.

### **V. ASSIGNMENT OF BOARD MENTOR TO NEW BOARD MEMBER**

Mr. Armstrong noted that Mr. Briggs will assign a Board Mentor for Mrs. Ricks upon his return next month.

### **VI. CMOR SURVEY AND RESEARCH CONTRACT**

The Center for Marketing and Opinion Research (CMOR) is an Akron-based public opinion research firm specializing in providing research solutions to non-profits, public agencies, healthcare and academic institutions. CMOR is the sole source provider for collaborative polls, conducting a poll for all Summit County levy-funded agencies. The request is to contract with CMOR for surveying and research need in an amount not to exceed \$77,850. Without the administration of surveys and research, the Board cannot effectively evaluate the satisfaction of its customers in key service areas and the Agency's progress toward achieving Long Range Plan goals. The contract includes a service satisfaction survey, monthly satisfaction dashboard, provider satisfaction survey, 2013 collaborative poll, focus groups and data mapping. Funds are available in the budget and the contract has been recommended for approval by the March Services & Supports Committee.

## **WORK SESSION** *(continued)*

### **VII. WEAVER INDUSTRIES SPECIALTY BUSINESSES 2012 OPERATING SUBSIDY AND INVENTORY REIMBURSEMENT**

The Board reimburses Weaver Industries (WI) annually for operating expenses that WI incurs on behalf of Summit DD. The request is to authorize payment of the 2012 operating subsidy for specialty businesses in the amount of \$64,380.85, which is substantially less than the past three year's reimbursements. Some of the actions taken to reduce the operating subsidy include restructuring of Clay Crafters and Custom Stitches into the Dream Out Loud Studio, reducing the number of Gift Gallery retail outlets, converting Earthcare into an enclave to focus on grounds maintenance of Summit DD buildings only and conversion of Carpet Cleaning into an enclave to focus on cleaning Summit Housing Development Corp. (SHDC) facilities only. With the restructuring of Clay Crafters and Custom Stitches to Dream Out Loud Studio, surplus product inventory was transferred from WI to Summit DD. In July 2012, the Board agreed to pay WI up to \$80,847.55 for the inventory transfer. Part of the agreement stated that as products sold in 2012, the profits of those sales would be used to reduce the amount owed to WI. Product sales to date total \$23,873.15, which dramatically reduced the loss, resulting in payment to WI in the amount of \$56,974.40. Mr. Quade noted that given the impressive progress in inventory sales to date, how much inventory does staff anticipate ending up with. Ms. Roberts replied there will be additional surplus sales through the end of 2013 and a decision will be made at that time relative to any remaining inventory. Mrs. Cooper commented that at the April Finance & Facilities Committee there was discussion about taking inventory to events to sell, in addition to the tactics staff are already deploying. Funds are available in the budget for the 2012 operating subsidy payment has been recommended for approval by the March Finance & Facilities and Services & Supports Committees.

### **VIII. FEBRUARY FINANCIAL STATEMENTS**

Year-to-date, the Board is in a \$10 million dollar deficit spending position since the tax settlement dollars have not yet been received. Payment of approximately \$20-25 million dollars is expected around the beginning of April. Revenue for the month of February reflects a favorable variance of \$64,461,112. In January, the third quarter state fiscal year 2013 state subsidy of \$700,000 was received. Expenditures reflect a favorable variance of \$59,470,800 for the month. Payment of the third quarter state fiscal year 2013 waiver match and administrative fee of \$4,871,000 was made. The year-to-date fund balance is \$60,967,786. The February Financial Statements have been recommended for approval by the March Finance & Facilities Committee.

### **IX. SURPLUS INVENTORY**

There is an excess amount of surplus inventory that is either no longer working, too old to be usable or no longer needed. The request is to remove the surplus inventory identified in attachment #4 via the County's surplus inventory process. The surplus inventory has been recommended for disposal by the March Finance & Facilities Committee.

## **WORK SESSION** *(continued)*

### **X. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE**

Summit DD needs to maintain risk protection for Board operations. The existing policies expire March 31, 2013. The current underwriter for the D&O policy provided notice of non-renewal on March 1<sup>st</sup> due to claims activity and loss of supporting business. Four proposals were received for comparable coverages with \$5 million dollars shared limit of liability. The recommendation is to use Wichert Insurance, carrier Hiscox Insurance company, who has an "A" rating. The property and liability, fleet/automobile and umbrella coverage is in the amount of \$105,501 and the Directors & Officers and employment practices liability insurance is in the amount of \$37,746 for the total premiums not to exceed \$143,247 for the period April 1, 2013 through March 31, 2014. Coverage is similar to previous years, however, deductibles went from \$50,000 to \$125,000 in employment retention and from \$15,000 to \$25,000 for Directors & Officers. Funds are available in the budget and the fleet, property, liability and directors & officers insurance has been recommended for renewal by the March Finance & Facilities, Services & Supports and HR/LR Committees.

### **XI. DIRECT SERVICE CONTRACTS**

The Board's Ethics Committee reviews direct service contracts when Board employees hold secondary employment with a contract agency of the Board to assure that ethical standards are not violated. The Ethics Committee reviewed the affidavits of Board employees Franshwon Hughes, who is also employed by Kimber Care Homes, and Sheree Clay, who is also employed by Whitehouse Behavioral Health, and determined that each direct service contract meets the conditions specified in Ohio Revised Code (ORC) 5125:033. Therefore, the Ethics Committee recommended at its February meeting that the Board continue to participate in its contracts with Kimber Care Homes and Whitehouse Behavioral Health. The Ethics Committee also reviewed the affidavit of Board employee Brittany Howard, who is also employed by Blick Clinic, however, no action is requested since Ms. Howard is no longer employed by Summit DD.

### **XII. ETHICS COMMITTEE ASSIGNMENTS**

Ethics Committee assignments were addressed during the discussion of 2013 Board Member Committee Assignments earlier in the Work Session.

The work session adjourned at 5:25 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:25 p.m.

### I. PUBLIC COMMENT

Mr. Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, thanked Judge Stormer for attending the Board Meeting tonight and also thanked Mrs. Ricks for volunteering her time to serve as a Summit DD Board Member.

### II. APPROVAL OF MINUTES

#### A. FEBRUARY 11, 2013 (special Board Meeting)

##### RESOLUTION No. 13-03-01

Mrs. Cooper moved that the Board approve the minutes of the February 11, 2013 Special Board Meeting, as presented in attachment #7. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

#### B. FEBRUARY 13, 2013 (combined Work Session and regular Board Meeting)

##### RESOLUTION No. 13-03-02

Mrs. Ricks moved that the Board approve the minutes of the February 13, 2013 combined Work Session and regular Board Meeting, as presented in attachment #8. The motion, seconded by Mrs. Cooper, was unanimously approved.

### III. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. FEBRUARY FINANCIAL STATEMENTS

##### RESOLUTION No. 13-03-03

Mrs. Arshinkoff moved that the Board approve the February Financial Statements, as presented in attachment #3. The motion, seconded by Mrs. Cooper, was unanimously approved.

## **BOARD MEETING (continued)**

### III. BOARD ACTION ITEMS (continued)

#### A. FINANCE & FACILITIES COMMITTEE (continued)

##### 2. SURPLUS INVENTORY

#### RESOLUTION

##### No. 13-03-04

Mrs. Wilkinson moved that the Board approve the removal of surplus inventory via the County's inventory process, as identified in attachment #4. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### 3. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS AND OFFICERS INSURANCE

#### RESOLUTION

##### No. 13-03-05

Mr. Dohnal moved that the Board approve the renewal of property and liability, fleet/automobile and umbrella and Directors & Officers insurance coverage through Wichert Insurance for the period April 1, 2013 through March 31, 2014 in an amount not to exceed One Hundred Forty Three Thousand Two Hundred Forty Seven Dollars (\$143,247.00), as presented in revised attachment #5. The motion, seconded by Mrs. Cooper, was unanimously approved.

#### B. ETHICS COMMITTEE

##### 1. DIRECT SERVICE CONTRACTS

#### RESOLUTION

##### No. 13-03-06

Mrs. Cooper moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Franshawn Hughes and Sheree Clay and found that the conditions specified in Ohio Revised Code (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 Kimber Care Homes and Whitehouse Behavioral Health, as presented in attachment #6. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

## **BOARD MEETING (continued)**

### III. BOARD ACTION ITEMS (continued)

#### B. ETHICS COMMITTEE (continued)

##### 2. ETHICS COMMITTEE ASSIGNMENTS

#### RESOLUTION

##### No. 13-03-07

Mrs. Ricks moved that whereas Summit DD Board resolution 13-01-02 appointed Jackie Cooper, Karen Arshinkoff and Dave Dohnal to serve on the Board's Ethics Committee;

Therefore be it resolved that Denise Ricks will replace Dave Dohnal on the Board's Ethics Committee effective immediately. The motion, seconded by Mr. Dohnal, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. OHIO PUBLIC IMAGE (OPI) AWARDS

Mr. Armstrong explained that OPI is a state-wide group that nominates a variety of various media communications and formats about individuals with developmental disabilities presented in a positive way. Billie Jo David and her staff have done a fantastic job of maximizing exposure and presenting stories of persons served and their families. As a result, Summit DD or affiliates were selected for ten OPI awards – six Awards of Excellence:

- Photograph in a Publication with 100,000+ Circulation – Karen Schiely, Akron Beacon Journal
- Public Relations Effort - Office of Communications, Summit DD
- Broadcast Public Service Announcement - Office of Communications, Summit DD
- Annual Report – Office of Communications, Summit DD
- Internet Usage other than a Website – Office of Communications, Summit DD
- Community/Elected Official – Sara Drew, Mayor–City of Stow

Four Awards of Merit were received:

- Print Journalism, Weekly or Monthly Publication – Lynn Lee, The Reporter
- Photograph in a Weekly Publication – Akron Life Magazine, Special Edition
- Overall Awareness Efforts – Office of Communications, Summit DD
- Special Publication – Office of Communications, Summit DD

Mrs. David commented that she and her staff would not have been able to tell such great stories about the individuals and families served in Summit County without the help of the Directors and their staff. She thanked everyone for their assistance in getting these stories into the spotlight and increasing awareness.



## **BOARD MEETING (continued)**

### **IV. SUPERINTENDENT'S REPORT (continued)**

#### **B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES**

Mrs. David explained that the theme for DD Awareness Month has been "*Get the Facts*", which is a campaign around dispelling myths. She showed a presentation of some of the TV and radio spots that have been used. She noted that some of the voice over was done Ali Brugh, who is the eleven-year old daughter of Summit DD Director of Children's Services, Holly Brugh. There are three myths/facts presented during the campaign, with additional myths/facts to be added throughout the year:

Myth: I need a special classroom

Fact: Kids are kids

47.4% of Summit County residents don't support integrated classrooms and that needs to be changed. Mr. Armstrong noted that ten years ago, this number was much higher, so progress has been made, however, there is still a long way to go in this area. Mr. Quade indicated that public opinion can vary around age groups and experiences and asked if the 47.4% is an overall number. Mrs. David replied that it is an overall percentage, however, it is broken down by demographics and there was not one demographic area that resulted in a statistically significant difference. Mr. Quade asked about the percentage relative to persons served and their families. Mrs. David replied that the survey did not ask the question, however, that would be a great question that can be included in the survey this year.

Myth: It takes a special person to do your job

Fact: I am fortunate to get to do this job

This fact centers around raising awareness for professionals in the DD field and how they love their jobs. Commercials featured the M.O.V.E program that assists individuals with disabilities by increasing their mobility.

Myth: People feel sorry for me

Fact: I am the lucky one

This myth/fact featured Summit DD Board Member Meghan Wilkinson and her family where Mrs. Wilkinson explains that having children with special needs, people tend to feel sorry for her when in fact people shouldn't because she is the lucky one!

Mrs. David explained that tactics included:

- TV
- Radio
- Billboards
- Print ads
- Online ads
- Website – there were 3,415 first time visitors, which is a 17% increase and included people from all over the world. There were also 200+ unique visitors, which is a 1,600% increase

## **BOARD MEETING (continued)**

### **IV. SUPERINTENDENT'S REPORT (continued)**

#### **B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES (continued)**

- Blog/guest blog – the blog was redesigned and featured guest bloggers, one of which was Sara Drew, Mayor of Stow. There were 1,481 views (384% increase) with 690 visitors (1,013% increase) and 417 clicks
- Metro buses – Summit DD received free advertising on five Metro buses for the entire year
- Social media – Facebook was utilized to start a campaign to eliminate the "R" word and there were 2,904 "likes", which is a 42% increase. Twitter has 25 new followers, 32 re-tweets, 16 mentions, 24 clicks and a Klout score of 42. YouTube had 1,710 views (894% increase), 954 minutes of video were watched (558% increase), and 10 subscribers (900% increase). Flickr had 1,395 views with 12% of lifetime views.
- Resolutions from government entities

Mr. Quade stated that results are great and staff have done an outstanding job. He asked if results will continue to be tracked. Mrs. David replied that they will continue to be monitored and tracked.

#### **1. PROCLAMATIONS FROM GOVERNMENT ENTITIES**

Mrs. David explained that cities and government entities were asked to pass resolutions proclaiming March as DD Awareness Month. The resolution includes language that identifies community inclusion for all citizens. So far the cities of Stow, Akron, Twinsburg and Hudson have passed resolutions and the County Executive/County Council also passed a resolution.

#### **2. SUMMIT DD AWARENESS MONTH RESOLUTION**

The Summit DD Board decided to pass a resolution officially declaring March as DD awareness month and embracing community inclusion for all citizens.

### **RESOLUTION**

#### **No. 13-03-08**

Mr. Quade moved that whereas individuals with developmental disabilities, their families, friends, neighbors and co-workers encourage everyone to focus on the abilities of all people; and

Whereas the most effective way to increase awareness is through everyone's active participation in community activities and the openness to learn and acknowledge each individual's contribution; and

## **BOARD MEETING** *(continued)*

### IV. SUPERINTENDENT'S REPORT *(continued)*

#### B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES *(continued)*

##### 2. SUMMIT DD AWARENESS MONTH RESOLUTION *(continued)*

#### R E S O L U T I O N

##### No. 13-03-08

Whereas opportunities for citizens with developmental disabilities to function as independently and productively as possible must be fostered in our community; and

Whereas we encourage all citizens to support opportunities for individuals with developmental disabilities in our community that include full access to education, housing, employment and recreational activities; and

Whereas the Summit County Board of Developmental Disabilities has adopted as its Mission to offer a lifetime of services and supports to eligible individuals and families that enable people with developmental disabilities to work, live and learn as equal citizens in their communities with the Board's Vision for Summit DD to be **the** primary community force to ensure people with developmental disabilities receive the highest quality of services and supports; that our communities are ones which support and embrace every individual, regardless of disability; and that each eligible person is provided the opportunity to achieve his/her full potential;

Now therefore be it resolved that the Summit DD Board does hereby proclaim March as Developmental Disabilities Awareness month and recognizes that communities are stronger when everyone participates. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

#### C. UPDATE ON BUILDING SECURITY MEASURES

Mr. Armstrong advised that Assistant Superintendent Lisa Kamlowsky is leading the internal group working on security measures. Mrs. Kamlowsky reported that approximately five years ago the Board contracted with a consultant to perform a security analysis. Since that time, the Board has initiated a number of the improvements based on the recommendations of the consultant. Some of those improvements include:

- Installation of smart card system for employees that allow programming of specific access to certain buildings during certain timeframes
- Installation of video surveillance cameras, both inside and outside of buildings
- Specific point of entry for all visitors and deliveries
- Separate entrance for Calico and Head Start with lockdown doors

## **BOARD MEETING (continued)**

### **IV. SUPERINTENDENT'S REPORT (continued)**

#### **C. UPDATE ON BUILDING SECURITY MEASURES (continued)**

- Security door at the main entrance to include a vestibule area
- Redesigned traffic patterns in the parking lot by Calico with increased lighting in the parking lot
- Contract with Summit County Sheriff for an on-site Deputy for the Howe Road Complex, including Tallmadge Center and Transportation

Mrs. Kamlowsky advised that staff are working on installation of an Internet Protocol (IP) fully integrated phone system that is an emergency paging system that connects all Board facilities. She is also meeting with a group to identify best practices and training options for staff and persons served relative to violence in the workplace situations that will assist in identifying pre-existing behaviors and how to react in the event of a crisis. Safety areas and emergency plans in all buildings are also being re-reviewed. Mr. Dohnal asked about the ADT system that was installed at all facilities a few years ago. Mrs. Kamlowsky replied that training was updated approximately two years ago. Mr. Quade asked about maintenance of the security access list and noted that it is critical for this list to be maintained. Mrs. Kamlowsky replied the list was audited in 2012 and updated and will be maintained on an ongoing basis.

### **V. VICE PRESIDENT'S COMMENTS**

Mr. Quade commented that relative to the OPI Awards and the number of awards received, Billie Jo David and her staff did an outstanding job and he is very impressed with what the awards stand for. As a Board Member and the brother of someone who receives services, he thanked staff for their efforts, hard work and dedication and stated he is most grateful to feel confident that the work staff is doing is mission driven.

### **VI. EXECUTIVE SESSION**

#### **RESOLUTION No. 13-03-09**

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) to consider the employment of specific public employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

Roll call vote: Ricks-yes; Arshinkoff-yes; Quade-yes; Wilkinson-yes; Dohnal-yes and Cooper-yes. The motion was unanimously approved.

## **BOARD MEETING** *(continued)*

The regular session of the Board Meeting adjourned at 6:02 p.m.

The Board entered into Executive Session at 6:10 p.m.

The Board Meeting reconvened at 6:40 p.m.

### VII. ADDITIONAL ACTION ITEMS

#### A. EMPLOYMENT CONTRACTS

##### 1. EMPLOYMENT CONTRACT – LINDSAY BACHMAN

###### RESOLUTION No. 13-03-10

Mrs. Cooper moved that the Board approve a contract of employment for Lindsay Bachman, Director of MUI, for the period June 1, 2013 through May 31, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### 2. EMPLOYMENT CONTRACT – BILLIE JO DAVID

###### RESOLUTION No. 13-03-11

Mrs. Cooper moved that the Board approve a contract of employment for Billie Jo David, Director of Communications and Quality, for the period May 3, 2013 through May 2, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### 3. EMPLOYMENT CONTRACT – TOM JACOBS

###### RESOLUTION No. 13-03-12

Mrs. Cooper moved that the Board approve a contract of employment for Tom Jacobs, Director of Operations/Summit Housing Development Corporation, for the period July 7, 2013 through July 6, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

## **BOARD MEETING** *(continued)*

### VII. ADDITIONAL ACTION ITEMS *(continued)*

#### A. EMPLOYMENT CONTRACTS *(continued)*

##### 4. EMPLOYMENT CONTRACT – LISA KAMLOWSKY

###### RESOLUTION No. 13-03-13

Mrs. Cooper moved that the Board approve a contract of employment for Lisa Kamlowksy, Assistant Superintendent, for the period May 29, 2013 through May 28, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### 5. EMPLOYMENT CONTRACT – CARRIE ROBERTS

###### RESOLUTION No. 13-03-14

Mrs. Cooper moved that the Board approve a contract of employment for Carrie Roberts, Director of Community Employment, for the period May 15, 2013 through May 14, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:50 p.m.

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Jackie Cooper, Secretary

MINUTES – Special Board Meeting  
Monday, April 16, 2013

County of Summit Board of Mental Retardation  
and Developmental Disabilities

**MINUTES - draft**

Tuesday, April 16, 2013  
2:00 p.m.

The **special meeting** of the County of Summit Board of Developmental Disabilities was held on Tuesday, April 16, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **special meeting** convened at 2:10 p.m.

BOARD MEMBERS PRESENT

Tom Quade, Vice President  
Jacqueline Cooper, Secretary  
Dave Dohnal

ALSO PRESENT

Thomas L. Armstrong, Superintendent	Bill Ginter
Lynn Sargi, Director of Human Resources	Joe Siegferth
	Daisy Alford-Smith

I. CALL TO ORDER

Mr. Quade called the special Board Meeting to order and asked for a motion to enter into Executive Session.

II. EXECUTIVE SESSION

R E S O L U T I O N

No. 13-04-01

Mr. Quade moved that the Board enter into Executive Session in compliance with the Sunshine Law, Ohio Revised Code 121.22 Section (G) Subsection (1) to consider the employment of a public employee. The motion was seconded by Mr. Dohnal.

Roll call vote: Quade-yes, Dohnal-yes, and Cooper-yes. The motion was unanimously approved.

The Board entered into Executive Session at 2:12 p.m.

The special Board Meeting reconvened at 3:21 p.m.

There being no additional business, the special Board Meeting adjourned at 3:21 p.m.

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Jackie Cooper, Secretary



## Summit DD 2013 1<sup>st</sup> Quarter MUI Summary

- 1) **Performance measures** have remained relatively stable.
  - a. 24 hour conformance exceeded goal at **100%**. **Goal- 97%**
  - b. Timely closure of cases exceeded goal at **100%**. **Goal- 95%**
  - c. Questions answered timely exceeded goal at **99%**. **Goal-95%**
  
- 2) **MUIs investigated** have a *decreased* trend.
  - a. Fourth Quarter of 2012- 341
  - b. **First** Quarter of 2013- 309
  
- 3) **MUIs substantiated** have a *decreased* trend.
  - a. Fourth Quarter of 2012- 98 (out of 194 Protocol investigations) **51%**
  - b. **First** Quarter of 2013-41\* (out of 156 Protocol investigations) **26%**  
 \* 75 cases still pending.
  
- 4) **Number of LE/CSB cases- 8**
- 5) **Number of cases where charges were filed- 0** (two pending)
- 6) **Number of cases requested for Abuser Registry Review-5**
- 7) **Number of Summit Co. PPIs added to the Abuser Registry-3\***
  - Cases initiated in 2011 and 2012.

### Protocol Cases

Physical Abuse  
 Sexual Abuse  
 Verbal Abuse  
 Suspicious or Accidental Death  
 Exploitation  
 Failure to Report  
 Misappropriation  
 Neglect  
 Peer-to-Peer Acts  
 Prohibited Sexual Relations  
 Rights Code Violation

### Non-Protocol Cases

Attempted Suicide  
 Non-suspicious or Natural Death  
 Missing Individual  
 Known Injury  
 Unknown Injury  
 Law Enforcement  
 Medical Emergency  
 Unapproved Behavior Support  
 Unscheduled Hospitalization



# 24 Hour Conformance Goal 97%



1 not met  
out of 309

# Timely Closure of Cases

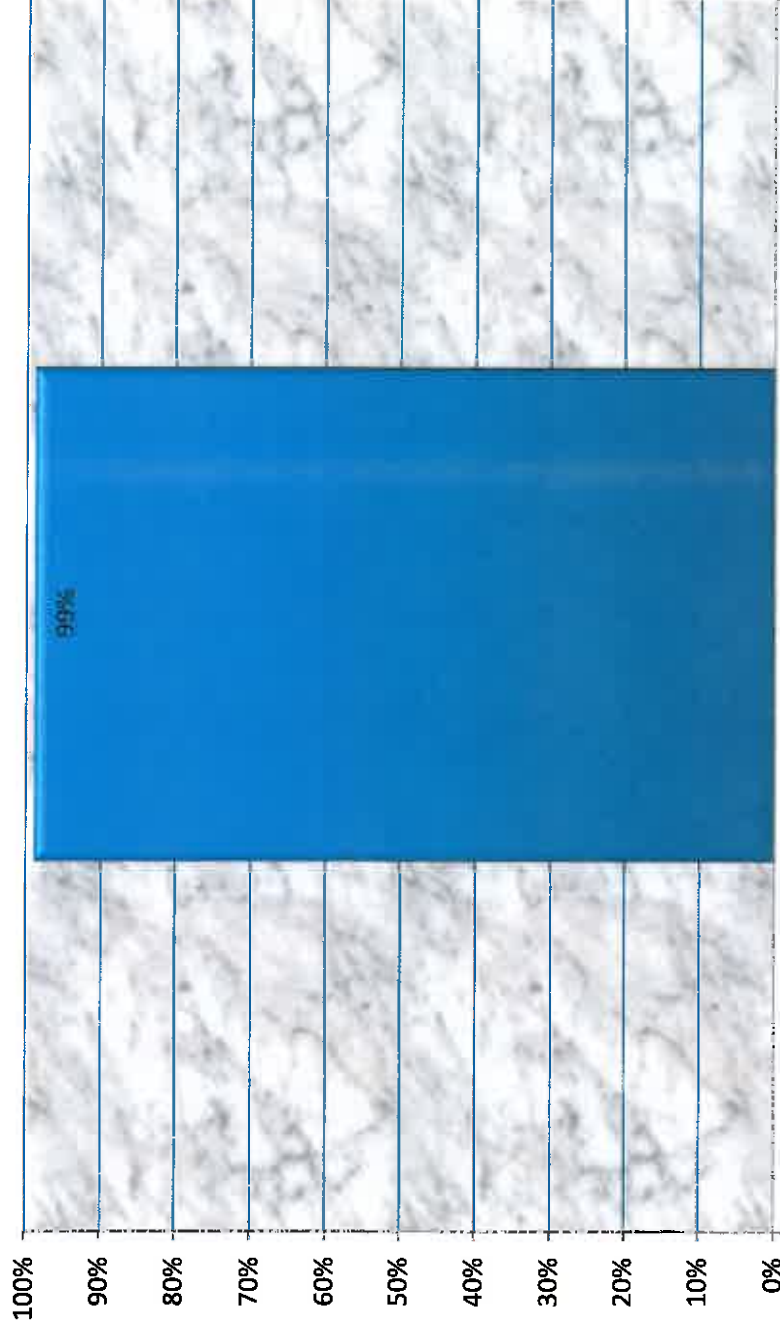


1st Quarter 2013

0 not met  
out of 296

# Questions Answered Timely

Goal 95%



1st Quarter 2013

1 not met  
out of 132

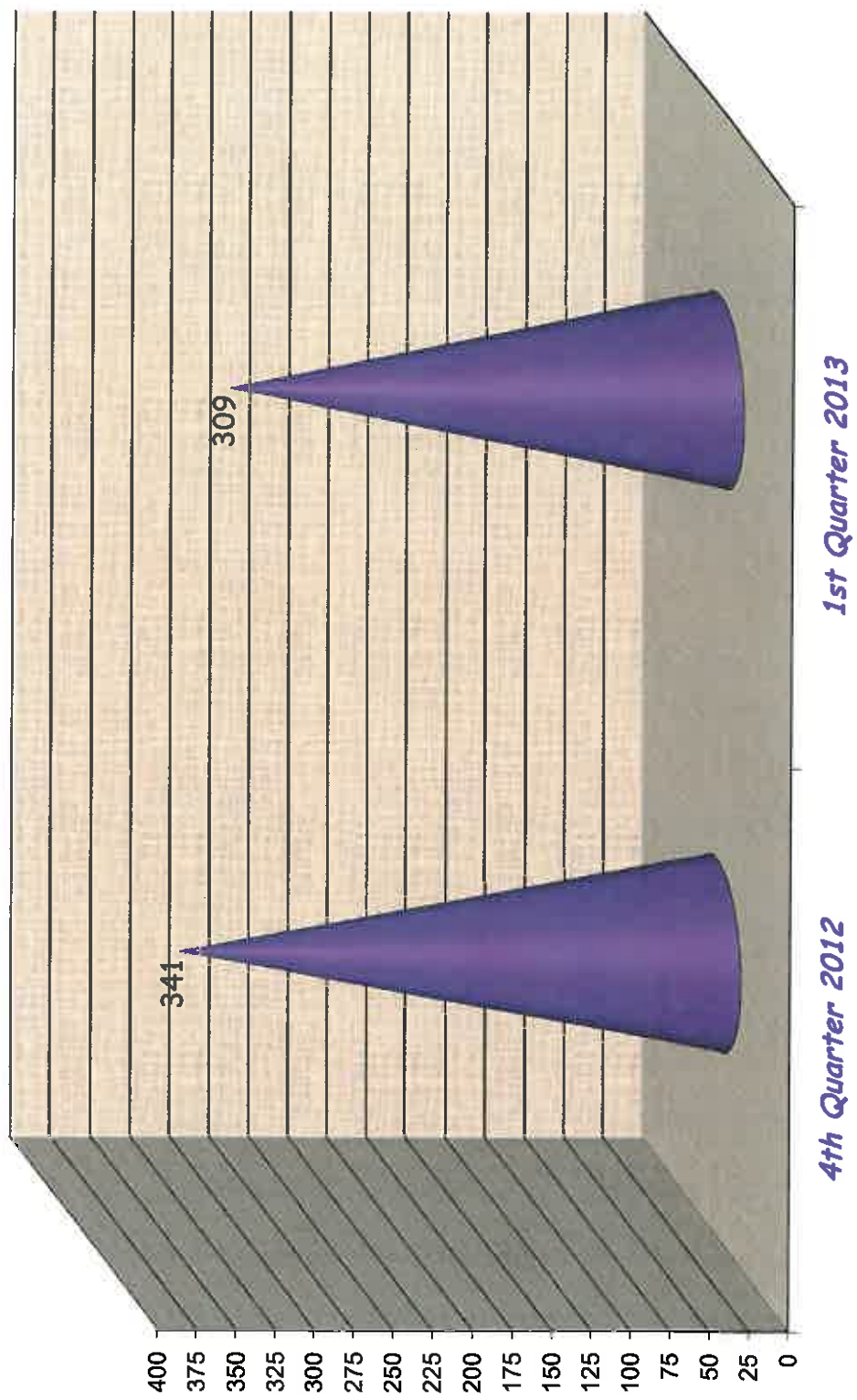
## Total MUI's Substantiated



98 out of 194  
Protocol Investigations

50 out of 156  
Protocol Investigations  
55 Pending

# TOTAL MUIs INVESTIGATED





## March 2013 Executive Summary Dashboard

	YTD Total	Definition
<b>Total Annual Persons Served</b>	<b>3803</b>	<b>Unduplicated cumulative total of YTD Persons Served. Census line XI</b>
Total Adults	1886	Cumulative total of YTD adults. SSA Assigned and adults receiving a day array service. Note: Adults who received "SSA only" and then receive a service would be counted in both SSA only and Day Array.
Total Children	1617	Cumulative total of YTD children. EI and ages 3+, SSA Assigned, and school age registry. Note: Children who become adults during time period are also counted as adults.
<b>Total Waiver</b>	<b>1686</b>	<b>Unduplicated cumulative total of YTD count of individuals receiving a waiver. Census line IVB5</b>
IO	1064	Individuals receiving I/O funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	631	Individuals receiving level 1 funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
<b>Total Day Array</b>	<b>1745</b>	<b>Unduplicated cumulative total of YTD Persons Served receiving day array services. Census line IHH6</b>
Waiver funded	1479	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	328	Individuals receiving locally funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
<b>Total Day Array Service Delivery</b>		
Summit DD	792	Individuals receiving day array services with Summit DD. Note: if served by Summit DD and then change to private provider, or served by both at same time, then counted in both provider categories.
Private Provider	1005	Individuals receiving day array services with Private Provider. Note: if served by Private Provider and then change to Summit DD, or served by both at same time, then counted in both provider categories.
<b>Total NMT Service Delivery</b>	<b>1727</b>	<b>Unduplicated cumulative total of YTD Persons Served receiving Non Medical Transportation (NMT). Census line IXG</b>
Summit DD	813	Individuals receiving NMT with Summit DD. Note: if changed from Summit DD to Provider counted in both provider categories
Private Provider	1037	Individuals receiving NMT services with private provider. Note: if changed from Summit DD to Provider counted in both provider categories
<b>Total Homemaker Personal Care Supports</b>	<b>1529</b>	<b>Unduplicated cumulative total of YTD persons served receiving homemaker personal care (HPC). Note: HPC is defined as residential services and supports. Census line VIII</b>
Shared 24/7 sites	156	# of sites individuals receive shared HPC services. Note: this represents congregate community sites
Foster sites	136	# of Foster Care sites. Note: This includes single and shared Foster care

\*Locally funded means services are paid 100% with local tax dollars

# 2013 March Census

## CHILDREN'S SERVICES

		Point in Time		Definitions
		Snapshot as of	Cumulative	
		03/31/2013	Year to Date	
<b>I EARLY INTERVENTION (EI)</b>				
A	1	Total EI Children Served Community Based	370	417
	2	Child care (Birth to 3)		
B	1	Calico - Summit DD Eligible Children	17	20
	2	Calico - Typical Children	26	27
C	1	Community Child Care - (Community Partnerships for Inclusion)	12	13
	2	Total Children (Birth to 3) (unduplicated count) I.B.1 through I.B.3	55	59
D	1	Child Care (3-5)		
	2	Child care ages 3 and up - Summit DD Eligible Children	16	17
E	1	Child care ages 3 and up - Typical Children	23	23
	2	Community Child Care - (Community Partnerships for Inclusion)	13	13
F	1	Total Children ages 3 and up served (unduplicated count) I.C.1 through I.C.3	60	61
	2	Total Children served in EI and Child Care (unduplicated count) I.A.2 plus I.B.4 plus I.C.4	480	510
G	1	TOTAL ENROLLED IN HEAD START (unduplicated count)	138	
	2	TOTAL CHILDREN ON SCHOOL-AGE REGISTRY SERVED	963	1014
<b>II ADULT DAY ARRAY SERVICES</b>				
A	1	Summit DD OPERATED WAIVER FUNDED SERVICE		
	2	Vocational Habilitation	267	275
B	1	Day Support	86	90
	2	Vocational Habilitation/Day Support	170	178
C	1	Total Adult Day Array services Waiver Funded - Summit DD Operated (unduplicated count) I.A.1 through I.A.3	522	553
	2	Summit DD OPERATED LOCALLY FUNDED SERVICE		
D	1	Vocational Habilitation	43	44
	2	Day Support	17	19
E	1	Vocational Habilitation/Day Support	15	15
	2	Total Adult Day Array services, Locally Funded - Summit DD Operated (unduplicated count) I.B.1 through I.B.3	75	78
F	1	TOTAL ADULT DAY Array services - Summit DD OPERATED (unduplicated count) I.A.4 plus I.B.4	597	607
	2	PRIVATE PROVIDER WAIVER FUNDED SERVICE, Summit DD MATCH		
G	1	Vocational Habilitation	371	381
	2	Day Support	351	361
H	1	Vocational Habilitation/Day Support	54	59
	2	Total Adult Day Array services, Waiver Funded - Provider Operated (unduplicated count) I.C.1 through I.C.3	752	784
I	1	Vocational Habilitation		
	2	Day Support	89	99
J	1	Vocational Habilitation/Day Support	64	68
	2	Total Adult Day Array services, Locally Funded - Private Provider (unduplicated count) I.D.1 through I.D.3	10	11
K	1	TOTAL ADULT DAY Array services, PRIVATE PROVIDER (unduplicated count) I.C.4 plus I.D.4	199	171
	2	TOTAL ADULT DAY Array services (unduplicated count) I.B.5 plus I.D.5	911	929
L	1	Summit DD OPERATED EMPLOYMENT WAIVER FUNDED, Summit DD MATCH	1493	1616
	2	Supported Employment Enclave	33	33
M	1	Supported Employment Community	83	84
	2	Total Adult Day Array services, Employment - Waiver Funded Summit DD Provided (unduplicated count) I.E.1 through I.E.2	115	116
N	1	Summit DD OPERATED EMPLOYMENT LOCALLY FUNDED		
	2	Supported Employment Enclave	10	10
O	1	Supported Employment Community	58	60
	2	Total Adult Day Array services, Employment - Locally Funded Summit DD Provided (unduplicated count) I.F.1 through I.F.2	68	68
P	1	TOTAL ADULT DAY Array services, EMPLOYMENT SUMMIT DD OPERATED (unduplicated count) I.E.3 plus I.F.3	183	185
	2	PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, Summit DD MATCH		
Q	1	Supported Employment Enclave	50	53
	2	Supported Employment (includes independent workers) Community	13	13
R	1	Total Adult Day Array services, Employment - Waiver Funded Private Provider (unduplicated count) I.G.1 through I.G.2	63	66
	2	PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED		
S	1	Supported Employment Enclave	10	10
	2	Supported Employment (includes independent workers) Community	0	0
T	1	Total Adult Day Array services, Employment - Locally Funded Private Provider (unduplicated count) I.H.1 through I.H.2	10	10
	2	TOTAL ADULT DAY Array services, EMPLOYMENT PRIVATE PROVIDER (unduplicated count) I.G.3 plus I.H.3	73	76
U	1	TOTAL ADULT DAY Array services, EMPLOYMENT (unduplicated count) I.F.4 plus I.H.4	255	280
	2	TOTAL ADULT SERVICES ARRAY (unduplicated count) I.D.6 plus I.E.5	1724	1745



# 2013 March Census

Point in Time  
Snapshot as of  
03/31/2013

Definitions

SSA ONLY		Point in Time Snapshot as of 03/31/2013	Cumulative Year to Date	Definitions
III	A Children - SSA Assigned	80	93	Age 3-21 - SSA Assigned, No Other Services Provided
	B Adults - SSA Assigned	117	141	Age 22 and over - SSA Assigned, No Other Services Provided
	C TOTAL SSA ONLY (unduplicated count) III.A through III.B	197	234	
HOME AND COMMUNITY BASED WAIVERS				
IV	HOME AND COMMUNITY BASED WAIVERS			Summit DD contributes 40% Match
	A NO WAIVERS			
	1 Number of Waivers requested		65	As requested by Summit DD
	2 Number of Waivers ODD awarded		16	As awarded by ODD
	3 Number of Waivers Filled	1053	1064	Waivers in active use
	4 Living Independently in community w/ Homemaker Personal Care Supports	341	357	In-Home supports in family home or persons' own residence
B	5 Foster Homemaker Personal Care	182	189	Person living with care giver not a family member
	6 24/7 shared staffing for Homemaker Personal Care Supports	515	521	Person receiving 24x7 paid staff supervision support
	LEVEL ONE WAIVERS			
V	1 Number of Waivers requested		65	As requested by Summit DD
	2 Number of Waivers ODD awarded		18	As awarded by ODD
	3 Number of Waivers Filled	621	631	Waivers in active use
	4 Living Independently in community w/ Homemaker Personal Care Supports	312	331	In-Home supports in family home or persons' own residence
	5 TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV.A.1 plus IV.B.1	1072	1089	
	Summit DD FUNDED SUPPORTED LIVING			Summit DD pays 100% local for Individuals not enrolled on Waiver
VI	A Living Independently in community w/ Homemaker Personal Care Supports	81	88	In-Home supports in family home or persons' own residence
	B Foster Homemaker Personal Care	4	5	Person living with care giver not a family member
	C 24/7 shared staffing for Homemaker Personal Care Supports	7	8	Person receiving 24x7 paid staff supervision support
VII	D TOTAL Summit DD FUNDED SUPPORTED LIVING (unduplicated count) V.A through V.D	92	99	Cumulative YTD % may be duplicated across service categories
	INDIVIDUALS LIVING IN AN ICFMR (unduplicated count)	78	81	Individuals residing in an intermediate care facility funded by ODD/FS, and is an option for persons served
	INDIVIDUALS LIVING IN A NURSING HOME (unduplicated count)	66	68	Individuals residing in a Nursing Home funded by ODD/FS, and is an option for persons served
TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS (unduplicated count)		1500	1529	
TRANSPORTATION				
IX	A Non Medical Transportation, Summit DD Operated, Waiver Funded (unduplicated count)	529	543	Transportation to and from Day Array services, Summit DD contributes 40% Match
	B Non Medical Transportation, Summit DD Operated, Locally Funded (unduplicated count)	280	301	Transportation to and from Day Array services, Summit DD pays 100% local
	C TOTAL NUMBER OF PERSONS SERVED SUMMIT DD OPERATED TRANSPORTATION (unduplicated count) IX.A plus IX.B	792	813	
	D Non Medical Transportation, Private Provider, Waiver Funded (unduplicated count)	835	850	Transportation to and from Day Array services, Summit DD contributes 40% Match
	E Non Medical Transportation, Private Provider, Locally Funded (unduplicated count)	184	196	Transportation to and from Day Array services Includes Brokerage, Summit DD pays 100% local
	F TOTAL NUMBER OF PERSONS SERVED PRIVATE PROVIDER TRANSPORTATION (unduplicated count) IX.D plus IX.E	1017	1037	
X	G TOTAL NUMBER OF PERSONS SERVED RECEIVING TRANSPORTATION (unduplicated count) IX.C plus IX.F plus IX.G	1708	1727	
	QUALITY OF LIFE ACTIVITIES			Summit DD pays 100% local
	A Special Olympics	60	222	number of people that participated in year around sports training and athletic competition (duplicate on
	B Blast	73	245	number of people that participated in Social and Rec. for individuals employed in the community.
	C College For Living	75	75	number of people that attended Educational and Leisure classes offered this quarter.
	D Camp	N/A	N/A	number of people that attended summer camp for school-aged students. (reported end of Aug)
XI	E Family Support Services Plan	51	120	number of people that were awarded FSS dollars for respite, Adaptive Exp. or home mod.
	F Other	N/A	N/A	
	G TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES (unduplicated count) X.A through X.G	259	682	Includes duplicates, NOT included in Total Lives Touched
TOTAL ANNUAL PERSONS SERVED (unduplicated count)		3732	3803	Cumulative total of YTD Persons Served receiving some type of service or support SSA Assigned, Cabco, Early Intervention, Typically Developing Children, School Age Registry
WAITING LISTS				
XII	WAITING LISTS			Waiting for Voc Hab, Day Support, and/or Supported Employment longer than 45 days
	A Adult Day Array services	0	0	Waiting to receive 24 x 7 paid staff supervision support
	B 24/7 shared staffing for Homemaker Personal Care Supports	1784	1784	Waiting for an individual Options waiver slot
	C Individual Options Waiver	1219	1219	Waiting for a Level One waiver slot