

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

AGENDA

Wednesday, August 21, 2013
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. FUTURE PLANNING UPDATE

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- II. 2014 BUDGET
- III. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)
- IV. POLICIES:
 - A. NEW POLICY 4018 – EARLY INTERVENTION – DESCRIPTION OF SERVICES
 - B. RECOMMENDED FOR DELETION:
 - 1. POLICY 4017 – INDIVIDUAL FAMILY SERVICES PLAN (IFSP) – EARLY INTERVENTION
 - 2. POLICY 4025 – ENROLLMENT/ELIGIBILITY – EARLY INTERVENTION (BIRTH THROUGH AGE TWO)

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- V. JULY FINANCIAL STATEMENTS
- VI. REVISED POLICIES
 - A. POLICY 2001 – HUMAN RESOURCE DEVELOPMENT
 - B. POLICY 2019 – ELIGIBILITY FOR REHIRE
 - C. POLICY 2026 – MILITARY LEAVE

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. JULY 17, 2013 (special Board Meeting)
 - B. JULY 17, 2013 (work session and regular Board Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. 2014 BUDGET
 - 2. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)
 - 3. JULY FINANCIAL STATEMENTS
 - B. SERVICES & SUPPORTS COMMITTEE
 - 1. POLICIES:
 - a. NEW POLICY 4018 – EARLY INTERVENTION – DESCRIPTION OF SERVICES
 - b. DELETION OF POLICY 4017 – INDIVIDUAL FAMILY SERVICES PLAN (IFSP) – EARLY INTERVENTION AND POLICY 4025 – ENROLLMENT/ ELIGIBILITY – EARLY INTERVENTION (BIRTH THROUGH AGE TWO)
 - C. HR/LR COMMITTEE
 - 1. REVISED POLICIES
 - a. POLICY 2001 – HUMAN RESOURCE DEVELOPMENT
 - b. POLICY 2019 – ELIGIBILITY FOR REHIRE
 - c. POLICY 2026 – MILITARY LEAVE
- VII. SUPERINTENDENT’S REPORT
 - A. SECOND QUARTER MUI SUMMARY REPORT
 - B. SECOND QUARTER OPERATING PLAN REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. ADJOURN

County of Summit Board of Developmental Disabilities
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Approval of 2014 Budget request	2014 Budget request needs to be approved by the Board prior to submission to SSAB and the County.	Approval of the 2014 Budget request in the amount of \$80,387,372 for the Operating Fund and \$115,000 for the Gifts and Donations Fund	<p>The 2014 Budget request reflects a 1.1% increase in overall revenue and a 3.3% increase in overall operating expenditures in comparison to the 2013 approved budget. With the addition of ERIP costs of approximately \$5.1m the total expenditures percentage increases to 10.4% in overall expenditures.</p> <p>The 2014 Budget projects total deficit spending of approximately \$12m.</p> <p>The revenue increase is due in part by the revenue recognition of a flow-through grant in the amount of \$700,000.</p> <p>The 2014 budget includes a staffing reduction of approximately 29 positions. The increase in employee benefits is due to increased medical, dental and life insurance costs.</p> <p>The increase in contract services expenditures includes an increase in quarterly waiver match costs in addition to anticipated funding for collaboration and innovation efforts for direct services.</p> <p>The budgeted 12/31/13 ending fund balance of \$65,958,098 less projected 2014 deficit spending results in a 12/31/14 projected fund balance of \$54,006,648. This is less than our revised levy projection by \$5.6m. However, the costs of the ERIP will be recovered in less than three years and payroll cost savings moving forward will improve upon the \$18m fund balance projected in the levy plan.</p> <p>Recommended for approval by the July Finance and Facilities Committee</p>

Submitted By: Mira Pozna

Date: July 11, 2013

For: _____ Superintendent / Assistant Superintendent
 ___X___ Finance and Facilities Committee
 _____ Programs & Services Committee
 _____ HR/LR Committee

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SIX MONTHS ENDED JUNE 30, 2013 AND THE YEARS ENDING DECEMBER 31, 2014, 2013 AND 2012

	2012		2013		2014				
	ACTUAL	6/30/2013	ANNUAL	ANNUAL	ANNUAL		\$ BUDGET	% BUDGET	2014
	ANNUAL	ACTUAL	BUDGET	BUDGET	BUDGET		OVER	OVER	LEVY
							PY BUDGET	PY BUDGET	PROJECTED
OPERATING REVENUE									
PROPERTY TAXES	\$ 49,626,366	\$ 25,439,570	\$ 50,513,674	\$ 50,896,620	\$ 382,946			0.8%	\$ 50,961,305
PERSONAL PROPERTY REIMB	1,615,496	76,283	533,981	533,981				0.0%	533,981
REIMBURSEMENTS	17,452,806	7,424,451	15,092,545	15,250,321	157,776			1.0%	15,528,628
GRANTS	514,814	228,108	695,200	1,080,000	384,800			55.4%	384,000
CONTRACT SERVICES	372,568	227,191	513,000	325,000	(188,000)			-36.6%	250,000
REFUNDS	41,525	2,866	-	-				0.0%	-
OTHER RECEIPTS	441,361	200,200	346,000	350,000	4,000			1.2%	327,000
SALES	13,650	8,749	15,000	-	(15,000)			-100.0%	-
TOTAL REVENUE	\$ 70,078,586	\$ 33,607,418	\$ 67,709,400	\$ 68,435,922	\$ 726,522			1.1%	\$ 67,984,914
OPERATING EXPENDITURES									
SALARIES	\$ 24,883,787	\$ 12,375,149	\$ 26,428,340	\$ 25,251,980	\$ (1,176,360)			-4.5%	\$ 25,323,430
ERIP COSTS	-	-	-	5,143,037	5,143,037			100.0%	-
EMPLOYEE BENEFITS	10,063,732	5,484,128	11,237,561	11,280,271	42,710			0.4%	11,571,024
SUPPLIES	1,602,983	816,242	1,648,015	1,492,195	(155,820)			-9.5%	1,687,703
TRAVEL	367,772	176,048	423,748	408,820	(14,928)			-3.5%	342,512
CONTRACT SERVICES	31,454,228	14,367,367	29,907,838	33,549,499	3,641,661			12.2%	32,562,494
UTILITIES	561,356	320,375	721,000	809,000	88,000			12.2%	700,855
RENTALS	819,803	795,812	828,900	760,740	(68,160)			-8.2%	817,543
ADVERTISING	135,459	65,339	195,500	135,000	(60,500)			-30.9%	135,504
OTHER EXPENSES	329,540	241,481	327,590	409,630	82,040			25.0%	332,008
EQUIPMENT	455,727	112,965	597,744	647,200	49,456			8.3%	344,072
REAL PROPERTY IMPROVEMENT	666,876	435,422	500,000	500,000	-			0.0%	535,200
TOTAL EXPENDITURES	\$ 71,341,263	\$ 35,190,328	\$ 72,816,236	\$ 80,387,372	\$ 7,571,136			10.4%	\$ 74,352,345
NET REVENUES AND EXPENDITURES	\$ (1,262,677)	\$ (1,582,910)	\$ (5,106,836)	\$ (11,951,450)	\$ (6,367,431)				PROJECTED
BEGINNING FUND BALANCE	\$ 72,327,611	\$ 71,064,934	\$ 71,064,934	\$ 65,958,098	\$ 65,958,098				\$ 65,958,098
PLUS: REVENUE	70,078,586	33,607,418	67,709,400	68,435,922	67,984,914				67,984,914
LESS: EXPENDITURES	(71,341,263)	(35,190,328)	(72,816,236)	(80,387,372)	(74,352,345)				(74,352,345)
ENDING FUND BALANCE	\$ 71,064,934	\$ 69,482,024	\$ 65,958,098	\$ 54,006,648	\$ 59,590,667				\$ 59,590,667

Summit DD
Summary of Budget Changes from Previous Year
By Major Accounts

Revenue	Description	2013 Approved Budget	2014 Draft Budget	% Change From 2013 Budget	Notes to the Financial Forecast
Taxes / Public Utilities / Shared Tax		51,047,655	51,430,601	0.8%	Property taxes budgeted to remain flat with 2013 actual.
Grants		695,200	1,080,000	55.4%	Increase in Bridges to Transition grant by \$405k to account for flow-through funds. Title XX grant budget at authorized amount.
Sales		15,000	-	100.0%	Daycare lunches are no longer provided.
Contract Services		513,000	325,000	-36.6%	Interagency County Billing budget based on 2013 actual, and reduced for no longer providing meals for the Head Start program.
Other Receipts		346,000	350,000	1.2%	Increase in Rental income based on actual, offset by a decrease in Day Care fees.
Refunds		-	-	0.0%	No change
Reimbursements		15,092,545	15,250,321	1.0%	Changes are immaterial and expected to remain relatively flat with 2013
Total Revenue		67,709,400	68,435,922	1.1%	
Expenditures					
Salaries		26,428,340	25,251,980	-4.5%	Reduced staffing by 29 FTE's which comprised of attrition and not filling vacancies, offset by a general 2% requested increase.
ERIP costs		-	5,143,037	100.0%	Early retirement incentive plan for future potential cost savings.
Fringes		11,237,562	11,280,270	0.4%	Increase in medical, dental and life insurance. Increases are based off 2013 actuals and reduction in FTE's.
Supplies		1,648,015	1,492,195	-9.5%	\$70k reduction in fuel costs and an overall planned reduction in costs.
Travel Expense		423,748	408,820	-3.5%	Reduced training and conference expenses directly related to a reduction in FTE's.
Contract Services - Direct Service		9,791,427	9,308,351	-4.9%	Decrease primarily in Locally Funded Day Services and Family Support Services.
Contract Services - Non-Direct Service		2,066,411	2,281,148	10.4%	Increase primarily due to anticipated costs for collaborations and increased costs for consultants and associated travel.
Waiver Match, 1.25% Waiver Admin Fee, MAC Fees		18,050,000	21,960,000	21.7%	Increased match expense based on actual quarterly and supplemental billings. Based on actual 2012 and 2013 expenditures and an additional line item for internet services previously included in supplies.
Utilities		721,000	809,000	12.2%	Decrease in Building Rentals.
Rentals		828,900	760,740	-8.2%	Decrease in Advertising and reclassification of Promotional Items to the supplies line item.
Advertising		195,500	135,000	-30.9%	Increase in Fleet, Property, and Liability and D&O insurance.
Other Expenses		327,590	409,630	25.0%	Increase in bus purchases as noted in the bus replacement schedule.
Equipment > \$5,000		597,744	647,200	8.3%	No change
Capital Outlay		500,000	500,000	0.0%	
Total Expenditures		72,816,234	80,387,371	10.4%	

HR/LR Staffing Report

July 2013 Board Meeting

	2008	2009	2010	2011	2012	2013	2014
Budgeted Positions (Board Approved)	602	618	598	595	583.5	569.5	540.5 (Recommended)

569.5 – 36 position eliminations + 7 position additions = 540.5

2014 Projected Positions To Be Eliminated

#	Area	Titles	Vacant or Occupied	Comments
1	Public and Community Relations	Community Relations and Marketing Manager	Vacant	Conversion to Communications Specialist
3	Quality Assurance	Program Monitor Aides (3)	Vacant	Laid off. Convert 1 to Evaluation Specialist.
6	Children's Services	Calico Assistant (3) Child Care Specialist (1) Assistant Director (1) Calico Manager (1)	Vacant Vacant Vacant Vacant	Convert 1 to Inclusion Assistant effective 5/13. Retirement. Conversion to Early Intervention Manager. Conversion to Inclusion Manager
10.5	Adult Services	Assistant (7): 2 Akron; 1 Ellet; 2 Southern; 2 Tallmadge Facility Manager (Barberton) (1) Program Specialist (Barberton) (1) Life Skills Specialist Speech Language Pathologist (5) Coordinator – 2; Titles TBD - 2	Vacant Vacant Vacant Vacant Vacant Vacant	Budgeted in 2013 for Bridges program.
4	Community Employment Services	Bus Attendants (3) Bus Drivers (7) Billing Specialist Custodial Worker I (PT)	Vacant Vacant Vacant Vacant	
10	Transportation			
1	Fiscal			
.5	Plant Operations			
36				

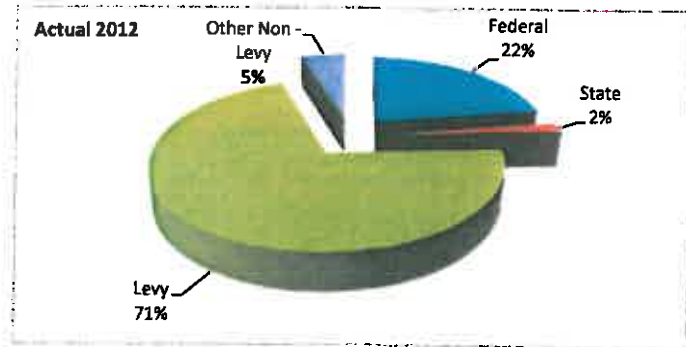
2014 Projected/Recommended Positions To Be Added

#	Area	Titles	Comments	Expected Date
1	Public and Community Relations	Communications Specialist	Conversion from Community Relations and Marketing Manager	6/13
1	Eligibility Determination	Evaluation Specialist	Conversion from Program Monitor Aide	1/14
1	SSA & Medicaid Services	SSA Manager		1/14
3	Children's Services	Inclusion Assistant Early Intervention Manager Inclusion Manager Risk Manager	Conversion from Calico Assistant Conversion from Assistant Director Conversion from Calico Manager	5/13 6/13 3/13 1/14
1	Fiscal			
7				

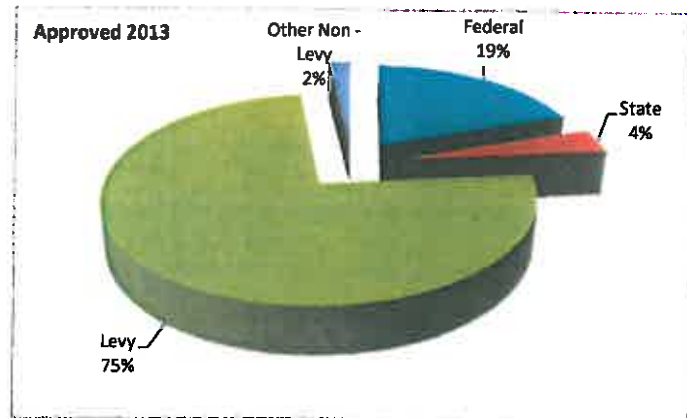
Revised 7/25/13

SUMMIT DD REVENUE FUNDING SOURCES

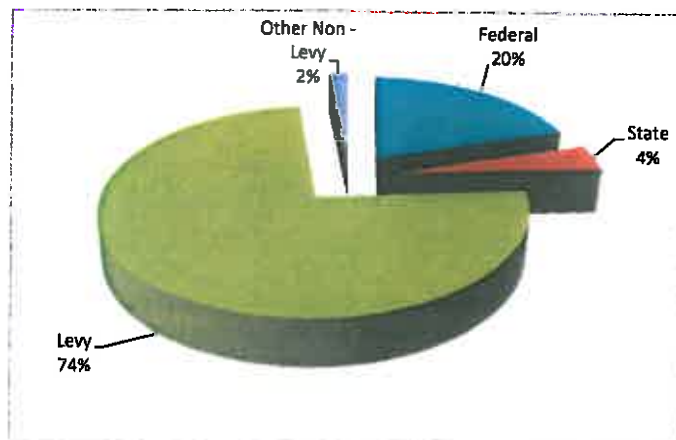
Description	Actual 2012
Federal	15,542,248
State	1,312,332
Levy	49,626,366
Other Non - Levy	3,597,640
Totals	70,078,586



Description	Approved 2013
Federal	13,157,400
State	2,630,345
Levy	50,513,674
Other Non - Levy	1,407,981
Totals	67,709,400

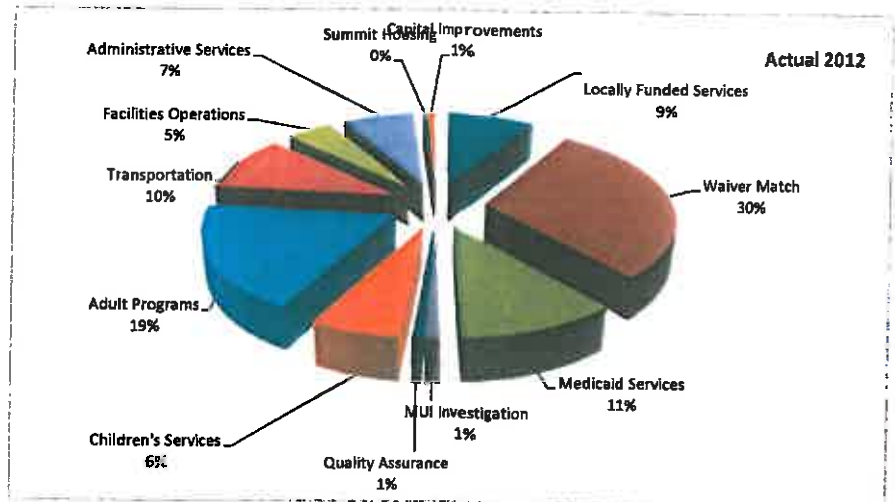


Description	Projected 2014
Federal	13,578,549
State	2,751,772
Levy	50,896,620
Other Non - Levy	1,208,981
Totals	68,435,922

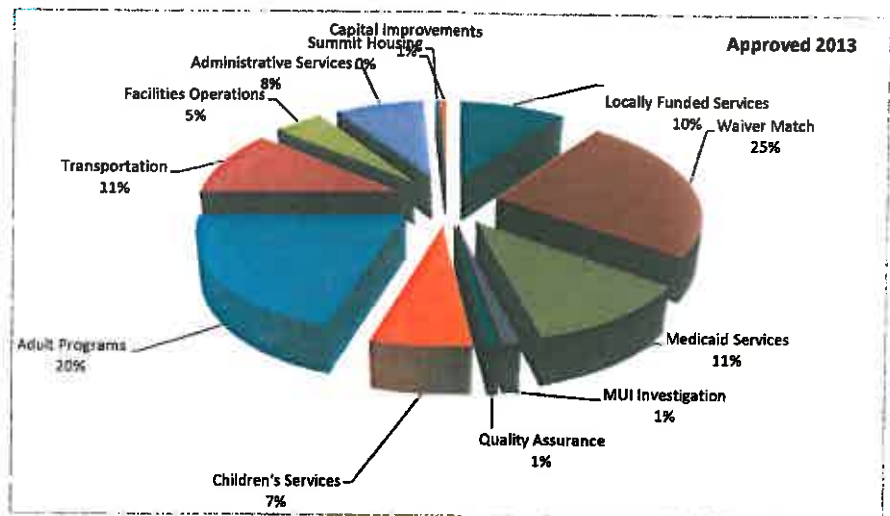


SUMMIT DD EXPENDITURES BY PROGRAM

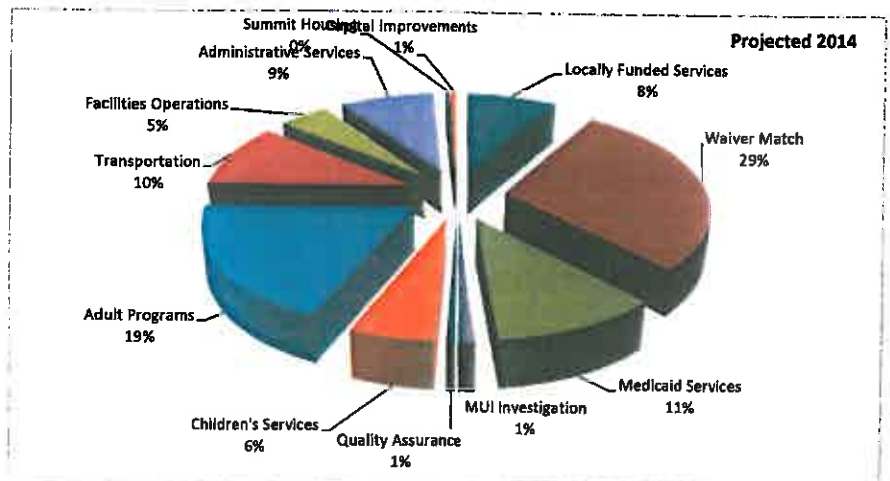
Description	Actual 2012
Locally Funded Services	6,008,402
Waiver Match	21,254,992
Medicaid Services	8,116,074
MUI Investigation	808,605
Quality Assurance	501,373
Children's Services	4,557,837
Adult Programs	13,393,454
Transportation	7,326,786
Facilities Operations	3,326,558
Administrative Services	5,165,278
Summit Housing	212,817
Capital Improvements	666,876
Totals By Program	71,341,262



Description	Approved 2013
Locally Funded Services	7,128,000
Waiver Match	18,050,000
Medicaid Services	8,251,337
MUI Investigation	836,873
Quality Assurance	550,835
Children's Services	5,010,825
Adult Programs	14,659,965
Transportation	8,109,031
Facilities Operations	3,396,692
Administrative Services	6,107,059
Summit Housing	210,669
Capital Improvements	500,000
Totals By Program	72,816,237



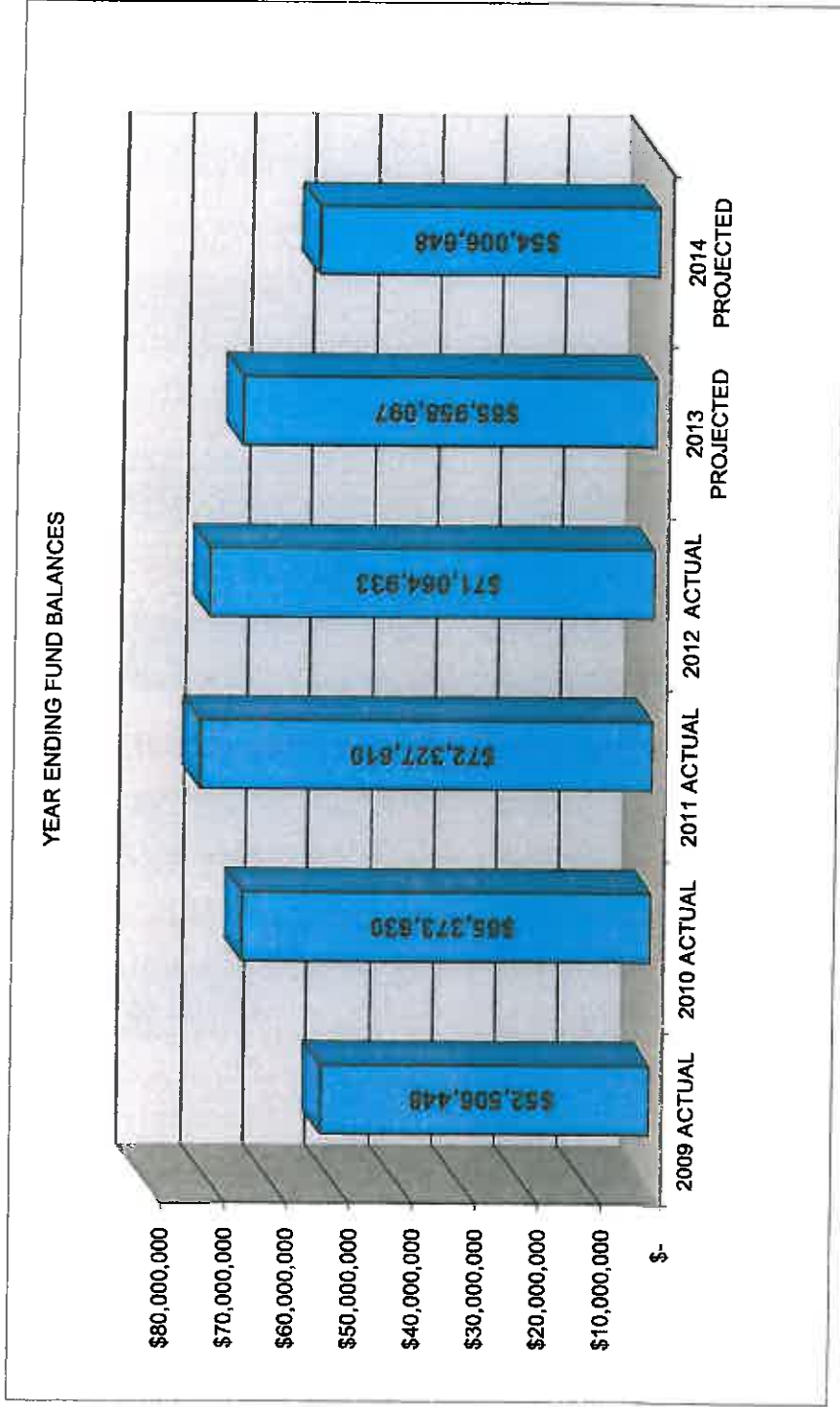
Description	Projected 2014
Locally Funded Services	6,306,500
Waiver Match	21,960,000
Medicaid Services	8,369,698
MUI Investigation	959,966
Quality Assurance	470,127
Children's Services	4,197,433
Adult Programs	14,344,876
Transportation	7,910,908
Facilities Operations	3,488,547
Administrative Services	6,524,298
Summit Housing	205,981
Capital Improvements	500,000
Totals By Program	75,244,334



Fund Balance Information

Based on current projections

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 PROJECTED	2014 PROJECTED
TOTAL ENDING FUND BALANCES	\$ 52,506,448	\$ 65,373,630	\$ 72,327,610	\$ 71,064,933	\$ 65,958,097	\$ 54,006,648



Fund Balances are typically built up during the early years of a levy period and spent down during the later years of the levy period.

Summit DD
2014 Gifts and Donations Fund

2014 Appropriation Request	\$ 115,000
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Fund Balance as of 6/30/13	\$ 87,786
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Please note that expenditures will not exceed the fund balance

Resolution regarding the non-federal share of Medicaid expenditures

Motion to approve the use of up to \$20,960,000 of the 2014 budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code to pay the non federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood the payment of the non federal share represents an ongoing financial commitment of the Summit County Board of DD.

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Overview of financial impact related to an Early Retirement Incentive Program (ERIP)	Part of initiative to assist employees transition as potential adjustments to center-based adult services staffing patterns and possible reductions in other departments are made.	<p>Board review ERIP for financial impact and authorize implementation of program.</p> <p>Total maximum cost to the Board if all staff take it is \$5,143,037.</p>	<p>Establishment of an ERIP allows the Board to purchase additional service credit for eligible employees, allowing them to retire earlier or with an increased benefit.</p> <p>It is recommended the plan be established for the period 1/1/14 through 12/31/14 and provide for the Board's purchase of two (2) years of service credit.</p> <p>Projections indicate that 102 employees meet criteria for participation in an ERIP.</p> <p>One-time cost estimates associated with an ERIP, including both buy-out and exit costs, total \$5,143,037.</p> <p>Potential annual salary savings total \$1,854,362 for positions that may not be replaced. The Board could pay itself back in less than three years and realize this savings ongoing from that point in time.</p>

Recommended for approval by the July
HR/LR and Finance & Facilities Committees

Submitted By: Lynn Sargi

For:

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

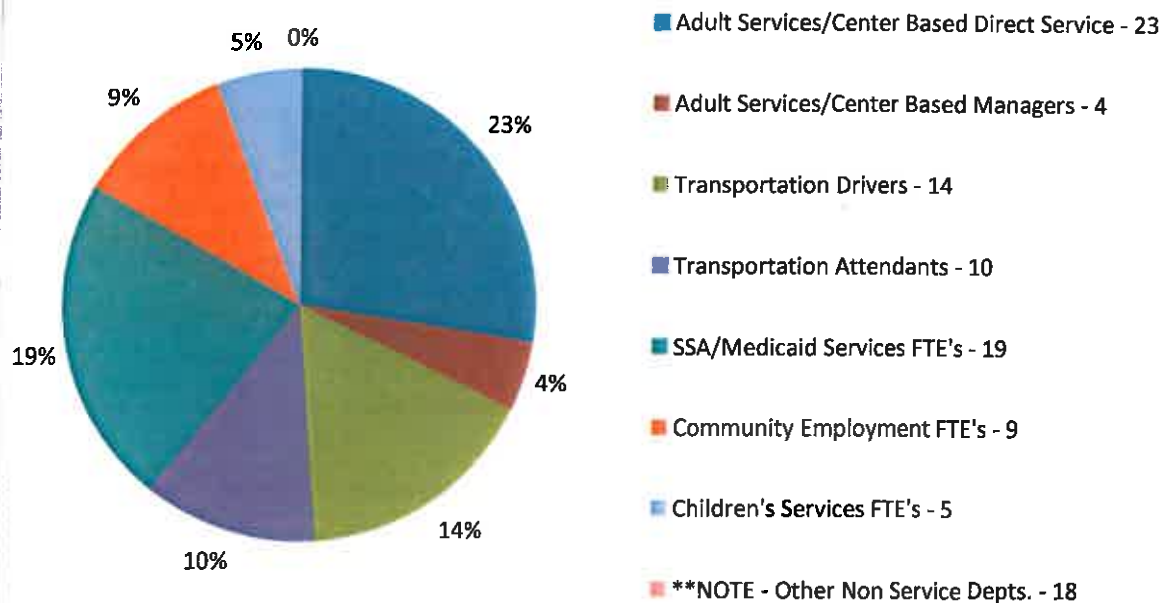
Date: July 2, 2013

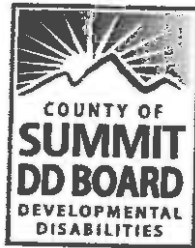
EARLY RETIREMENT INCENTIVE PROJECTIONS

2013		
		Annual Salary
Eligible Employees	102	4,470,769
Replace	54	2,616,407
Not Replace	48	1,854,362 = potential annual salary savings

One-Time Costs Associated with ERIP		
2014 Calendar Year	\$ 5,143,037.00	
Potential annual savings	\$ 1,854,362.00	
	2.8	
Approximately 2.8 years to recoup buy-out costs		

Departmental Impact

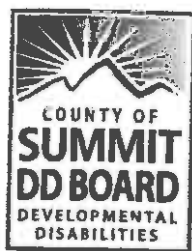




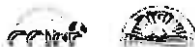
THE COUNTY OF SUMMIT BOARD OF DEVELOPMENTAL DISABILITIES RETIREMENT INCENTIVE PLAN

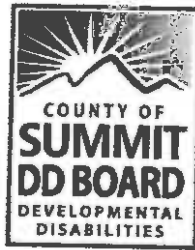
1. **PLAN NAME:** The name of the plan shall be the Retirement Incentive Plan hereinafter referred to as "the Plan") of the County of Summit Board of Developmental Disabilities (hereinafter referred to as "the Board").
2. **ENABLING RESOLUTION AND GOVERNING LAW:** The Plan was approved by the Board at a meeting on the 21st day of August, 2013, and is based on the provisions of Ohio Revised Code Sections 145.297 and 145.298, and Ohio Administrative Code 145-2-42.
3. **PLAN PERIOD:** The Plan shall begin on January 1, 2014, and terminate on December 31, 2014.
4. **TERMS:**
 - (A) The Plan shall be the only retirement incentive plan in effect for eligible employees of the Board.
 - (B) Participation in the Plan shall be available to all (100%) employees of the Board who are employed at their offices and are members of the Ohio Public Employees Retirement System (hereinafter referred to as "PERS") or the State Teachers Retirement System of Ohio (hereinafter referred to as "STRS") on January 1, 2014. Employees who have established more total service credit of record in PERS/STRS pursuant to applicable service credit provisions of Chapter 145, Ohio Revised Code, have the right to elect to participate in the Plan before employees having less total service credit established in PERS/STRS.
 - (C) Pursuant to the terms of the Plan, service credit for each participating employee shall be purchased by the Board in an amount equal to the lesser of the following:
 - (1) Two (2) years of service credit, or
 - (2) An amount of service credit equal to one-fifth (1/5th) of the total service credit of record credited to the participating employee in PERS/STRS, exclusive of the service credit purchased under this Plan.





5. **ELIGIBILITY REQUIREMENTS:** Any employee of the Board eligible to participate in the Plan shall meet the following criteria:
 - (A) The employee is or will be eligible to retire under Ohio Revised Code Sections 145.332 or 145.37 on or before the date of termination of the Plan. Service credit to be purchased for the employee under the Plan shall be included in making this determination for eligibility.
 - (B) The employee agrees to retire under Ohio Revised Code Sections 145.332 or 145.37 within ninety (90) days after receiving notice from PERS/STRS that service credit has been purchased for the employee pursuant to the Plan.
6. **NOTICE:** The Plan shall be in effect for a minimum of one (1) year. All employees and PERS/STRS will receive written notice thirty (30) days in advance of the proposed termination date of the Plan.
7. **GRIEVANCE PROCEDURE:** Any employee of the Board questioning their eligibility for or the availability of the Plan for the January 1, 2014, through December 31, 2014, period of time, may file a written grievance with the Board's Superintendent. Such grievance will be processed by the Superintendent for review by the Board with a final binding decision to be issued by the Board within thirty (30) calendar days of the filing of the grievance.





RESOLUTION No.

A resolution to establish an early retirement incentive program for all employees of the County of Summit Board of Developmental Disabilities ("Board").

Section 1 An early retirement incentive program is to be implemented under the following conditions and circumstances:

The Board shall offer an early retirement buy-out to eligible employees, as set forth below, in order to allow employees to retire under the Public Employees Retirement System of Ohio ("PERS") or the State Teachers Retirement System of Ohio ("STRS").

To be eligible to participate in the early retirement incentive program, an employee must be employed as of January 1, 2014, and remain employed by the Board until the date of retirement under the early retirement incentive program through PERS or STRS, whether based on age, service, or age and service.

Upon request of an eligible employee, the Board shall make such contributions to PERS or STRS as necessary to enable the employee to retire based upon age and service, and based upon the employee's rate of pay as of the time of the request. The maximum amount of service the Board will contribute will be two (2) years.

Eligible employees may request the benefits of the early retirement incentive program beginning on January 1, 2014, through December 31, 2014. The Board will post a notice thirty (30) days prior to the expiration of the early retirement plan, stating the date of expiration of the plan.

Section 2 In addition to the terms and conditions set forth in Section 1 above, the Board also adopts and approves the terms of the Retirement Incentive Plan, which is attached to this Resolution and incorporated herein.

Section 3 The Superintendent is hereby authorized to take any and all actions necessary to implement this Resolution and the Retirement Incentive Plan including, but not limited to, the necessary expenditure of funds for payment of contributions as determined by PERS and STRS.

Section 4 All other Resolutions or parts thereof which are inconsistent herewith within the Board are hereby repealed.

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Delete Policy 4017- Individual Family Service Plan (IFSP) and Policy 4025- Enrollment /Eligibility- Early Intervention	Information in Policy 4017 and 4025 is no longer current. A description of Early Intervention Services is required by the Ohio Department of Developmental Disabilities (DODD).	The Board approve deleting policy 4017 and 4025 and replacing them with policy 4018.	Information in policy 4017 and 4025 has changed since the last revision in 2010. This is primarily due to changes within the Help Me Grow System. In addition, DODD requires each County Board to have a description of services for Early Intervention. In the past we have used the above policies for that purpose, however some of the required information was missing. New policy 4018 covers all of the information required by DODD including: Intake and Eligibility, IFSP, Service Delivery, and collaboration with Help Me Grow. Since the July Board Meeting, updated information was received from Help Me Grow that has resulted in some changes in the Policy. One change in the second paragraph clarifies the Board's role in supporting the completion of Developmental Evaluations. The second change under Service Delivery in the second paragraph clarifies that team meetings will occur weekly instead of initially or quarterly. The intent and focus of the Policy remains the same.
Replace with Policy 4018- Early Intervention Description of Services			Recommended for approval by the July Services & Supports Committee.

Submitted By: Holly Brugh

Date: July 2013

For: _____ Superintendent / Assistant Superintendent

_____ Finance & Facilities Committee

X _____ Services & Supports Committee

_____ HR/LR Committee

_____ Ethics Committee

COUNTY OF SUMMIT

DEVELOPMENTAL DISABILITIES BOARD

Page 1 of 2

4018 - EARLY INTERVENTION – DESCRIPTION OF SERVICES

Intake/Eligibility

In Summit County, the Family and Children First Council (FCFC), administered by Summit County Public Health, is responsible for coordinating Help Me Grow (HMG) services and supports. Within the HMG system of services, the County of Summit Board of Developmental Disabilities (Summit DD) is a provider of early intervention specialized services in natural environments for families of eligible infants and toddlers from birth through age two.

Summit County HMG contracts to complete all assessments and evaluations to determine eligibility for children referred to HMG with a suspected delay or disability. Using the Battelle, a comprehensive evaluation and assessment for program planning, a summary report is developed and shared with the family. Summit DD either participates in the evaluation process or provides funding to HMG to support their contract.

When a child is determined eligible, the HMG Service Coordinator provides families with information about their options for early intervention services in Summit County. If the family selects Summit DD as their service provider, the Service Coordinator faxes a referral packet to the Children's Services Intake and Support Specialist at Summit DD.

Individual Family Service Plan (IFSP)

Once a family selects Summit DD as their early intervention service provider and a referral is received, Summit DD collaborates with Summit County HMG in utilizing one statewide IFSP form for each family. The early intervention staff participates in the development of the IFSP along with the HMG Service Coordinator, parents and other providers, and provides information relative to the IFSP to team members, as appropriate. The IFSP is a family-driven document and families have the right to refuse any or all services that may be recommended or suggested to them. Each family's designated HMG Service Coordinator and Summit DD Primary Service Provider will review and update the IFSP minimally annually or more frequently, as needed.

Service Delivery

The early intervention service delivery model currently in use at Summit DD is the Evidence-Based Early Intervention (EBEI) approach. It is a family-centered approach to providing families of infants and toddlers with delays and disabilities with a primary provider (or coach) as the liaison between the family and other team members. The Primary Service Provider (PSP), determined upon referral, is often the Developmental Specialist, however it can also be one of the other team members which includes a Physical Therapist, Occupational Therapist, Speech/Language Pathologist or other team member as needed. The PSP accesses information and support for the family from the other team members, coordinates the information and provides it to families in a way that increases their skills and abilities at promoting their child's development and competence and independence through daily routines and activities.

COUNTY OF SUMMIT

DEVELOPMENTAL DISABILITIES BOARD

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Service Delivery (continued)

This model does not include "direct therapy". Team meetings are scheduled weekly and are an opportunity for all team members to have conversations regarding support and strategies for children and families. Occasionally co-visits to the home by another team member along with the PSP can be scheduled when need is determined. The EBEI model has been determined a best practice, evidence-based model for delivery of services to children under the age of three and is based on current research regarding early brain development and how young children learn best. When families choose to seek direct therapy services through another service provider, Summit DD early intervention staff makes every effort to meet and coordinate with those therapy providers to assist families in embedding their therapy goals at home and into their everyday activities.

Summit DD's family-centered early intervention services are culturally sensitive, are provided year-round and are coordinated with families so that services are flexible, accessible and built upon their interests, concerns, priorities, strengths and wishes. Services are provided in natural environments throughout daily activities and routines which most often occur in the family home or child care center. Developmental Specialists work closely with the Community Partners for Inclusion (CPI) staff at Summit DD to assist families in accessing the most inclusive environments for child care. The CPI Program has partnered with many child care centers in the County who have embraced an inclusive learning environment through training and the ongoing support of our Inclusion Specialists. Community inclusion is also encouraged and enhanced through funding and support to Summit DD early intervention families who wish to have their child included in existing community toddler activities in the community such as swimming at the YMCA, and play groups at the education center at the Akron Zoo.

Children can be discharged or exited from early intervention services at Summit DD per team agreement if they are found to be age appropriate at the time of assessment and/or eligibility redetermination. In addition, they can be exited if the family no longer wishes to participate in the program, or when the child turns three.

Help Me Grow Collaborative

As part of a collaborative effort, Summit County HMG and Summit DD work together on child find and outreach activities. Summit DD early intervention staff and supervisors participate on the Summit County HMG Advisory Committee and sub-committees (Child-Find, Service Coordination, and Family Support). In addition, Summit DD early intervention staff participates in the transition planning process as requested by the HMG Service Coordinator and/or parent or guardian. Annually, parents are made aware of their rights and procedural safeguards as afforded under the lead agency and are provided a copy of the complaint resolution procedure annually.

COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD

**4017 - INDIVIDUAL FAMILY SERVICE
PLAN (IFSP) - EARLY INTERVENTION**

The IFSP is a coordinated, comprehensive, interdisciplinary, family-centered plan for providing early intervention services to an eligible child and the child's family. It is a partnership between parents and professionals that results in a written plan that includes outcomes for families and their infant or toddler and describes the resources and coordination that will be required to support the families to meet those outcomes. Families are provided with information that will assist them in making decisions about the kind of services they are going to receive, as well as location and the professionals and other community resources that will be providing those services. The IFSP is a family-driven document, and families have the right to refuse any or all services that may be recommended or suggested to them. Each family's designated Service Coordinator will review and update the IFSP at intervals of up to but not to exceed 180 days, as well as annually.

An IFSP is developed for each child eligible for and enrolled in Early Intervention Services. The plan shall include statements of the child's present levels of functioning, a description of the family's resources, priorities and concerns and a description of the major outcomes expected to be achieved with the child and family. The IFSP also identifies strategies for achieving outcomes, and includes the criteria, procedures and timelines that determine the degree of progress towards those outcomes and it includes frequency, intensity, dates and duration of service delivery as well as location and payment arrangements for those services. The IFSP documents that the services are delivered in the child's natural environment.

COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD

**4025 - ENROLLMENT/ELIGIBILITY - EARLY INTERVENTION
(BIRTH THROUGH AGE TWO)**

Early Intervention services for infants and toddlers birth through age two (2) with or at risk for developmental delays or disabilities are provided by the Summit DD as part of a comprehensive, collaborative, coordinated and family-centered system. Services are flexible, accessible, empowering, community-based, culturally sensitive and responsive to the interests and needs of the family and provided in the child's natural environment. Early Intervention services are provided on a year round basis and eligible infants and toddlers can receive services until their third birthday.

As an integral part of the Summit County Help Me Grow (HMG) system, Summit DD recognizes HMG as the centralized intake and referral source for all children from birth through age two. Summit DD provides funds to HMG to support the developmental evaluation (DE) and eligibility process and provides ongoing assessments and specialized services to eligible infants and toddlers in every day routines, activities and places. Any child determined eligible by the HMG DE team is eligible for Part C early intervention and specialized services at Summit DD, if the family chooses the Board for service provision.

Recommendations for services are determined by the transdisciplinary team based on the comprehensive evaluation/assessment information and the family's concerns, resources and priorities.

Families' rights are provided them on their initial home visit and annually thereafter. Early intervention policies and procedures are available to families/care providers upon request.

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

	7/31/2013			7/31/2012		
	2013	2013	YTD \$	2012	2012	YTD %
	ANNUAL	YTD	BUDGET	ANNUAL	YTD	BUDGET
	BUDGET	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
OPERATING REVENUE						
PROPERTY TAXES	\$ 50,513,674	\$ 25,424,863	\$ 25,088,811	\$ 50,961,305	\$ 25,642,493	\$ 25,318,812
PERSONAL PROPERTY REIMB	533,981	76,283	457,698	918,042	230,785	687,257
REIMBURSEMENTS	15,092,545	9,052,721	6,039,824	15,448,172	11,161,737	4,286,435
GRANTS	695,200	261,535	433,665	384,000	320,594	63,406
CONTRACT SERVICES	513,000	267,748	245,252	250,000	256,956	(6,956)
REFUNDS	-	2,866	(2,866)	-	1,607	(1,607)
OTHER RECEIPTS	346,000	245,669	100,331	327,000	263,853	63,147
SALES	15,000	9,991	5,009	-	8,399	(8,399)
TOTAL REVENUE	\$ 67,709,400	\$ 35,341,676	\$ 32,367,724	\$ 68,288,519	\$ 37,886,424	\$ 30,402,095
OPERATING EXPENDITURES						
SALARIES	26,428,340	14,261,248	12,167,092	26,072,780	14,547,928	11,524,852
EMPLOYEE BENEFITS	11,237,561	6,213,249	5,024,312	11,220,439	6,069,023	5,151,416
SUPPLIES	1,648,015	943,442	704,573	1,875,184	755,156	1,120,028
TRAVEL	423,748	200,661	223,087	353,962	203,652	150,310
CONTRACT SERVICES	29,907,838	20,012,848	9,894,990	28,848,471	20,638,305	8,210,166
UTILITIES	721,000	356,331	364,669	898,000	342,906	555,094
RENTALS	828,900	797,508	31,392	955,010	801,045	153,965
ADVERTISING	195,500	71,228	124,272	122,000	93,435	28,565
OTHER EXPENSES	327,590	276,357	51,233	396,795	261,402	135,393
EQUIPMENT	597,744	163,058	434,686	897,920	185,829	712,091
REAL PROPERTY IMPROVEMENT	500,000	443,157	56,843	800,000	145,478	654,522
TOTAL EXPENDITURES	\$ 72,816,236	\$ 43,739,087	\$ 29,077,149	\$ 72,440,561	\$ 44,044,159	\$ 28,396,402
NET REVENUES AND EXPENDITURES	\$ (5,106,836)	\$ (8,397,411)		\$ (4,152,042)	\$ (6,157,735)	
BEGINNING FUND BALANCE	\$ 71,064,934	\$ 71,064,934				
PLUS: REVENUE	67,709,400	35,341,676				
LESS: EXPENDITURES	(72,816,236)	(43,739,087)				
ENDING FUND BALANCE	\$ 65,958,098	\$ 62,667,523				

Recommended for approval by the August
Finance & Facilities Committee

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Revision of three Human Resources policies.	A review of the Board's policies is being conducted; three Human Resources policies require revisions.	Approval of revised policies 2001, 2019 and 2026 as presented.	<p>Staff recommends revisions to three policies:</p> <p><u>2001</u> – Human Resource Development – proposed language allows Summit DD to require, rather than encourage, attendance at staff development activities. A correlating procedure that provides more specific information to employees and managers is available.</p> <p><u>2019</u> – Eligibility for Rehire – proposed language clarifies eligibility for rehire.</p> <p><u>2026</u> – Military Leave – proposed language clarifies leave and pay benefits. Staff recommends Summit DD's policy continue to authorize payment to eligible employees of the difference between the employee's gross monthly salary and the sum of the monthly gross uniformed pay and allowances, a policy decision that authorizes paid benefits above the minimum required to be offered under Ohio law.</p> <p>A correlating procedure that provides more specific information to employees and managers is available.</p> <p style="text-align: center;">Recommended for approval by the August HR/LR Committee</p>

Submitted By: Lynn Sargi
 For: _____
 Superintendent / Assistant Superintendent
 _____ Finance & Facilities Committee
 _____ Services & Supports Committee
☒ X HR/LR Committee
Date: August 13, 2013

COUNTY OF SUMMIT DEVELOPMENTAL DISABILITIES BOARD

2001 - HUMAN RESOURCE DEVELOPMENT

In the ongoing effort to attract, develop, retain, and motivate qualified individuals who contribute to the accomplishment of Summit DD's mission and philosophy, Summit DD promotes a systematic staffing process which includes assisting individual staff members to achieve position and department standards of performance which, in turn, provides opportunities for career development.

It is the policy of the Board to regularly assess the leadership needs of the Agency to help insure the selection of qualified, capable leaders who are representatives of the community, a good fit for the organization's mission, vision and core values and who have the necessary skills for the organization.

~~The Board encourages its employees to participate in staff development activities and in-service activities pertinent to job responsibilities.~~

All personnel employed by or under contract with the Board are encouraged to participate in staff development activities. The Board may require that an employee attend workshops, seminars and/or in-service training sessions that relate to his/her position.

COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD

2019 - ELIGIBILITY FOR REHIRE

Summit DD may accept applications for employment from former employees for rehire consideration under the guidelines and conditions ~~as outlined in this Policy.~~

~~A former Summit DD employee may submit his or her application to be considered for rehire under the following conditions:~~

1. The staff member's separation from prior employment was voluntary;
2. Appropriate notice was given and the staff member worked through the notice period as required; and
3. The staff member was otherwise in good standing upon the time of separation from prior employment.

A staff member who is terminated from employment, who elects to resign his or her employment in lieu of discipline, or who elects to settle ~~grievances~~, appeals, or other disputed claims by resigning his or her employment shall not be eligible for rehire consideration by Summit DD.

COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD

2026 - MILITARY LEAVE

~~Full-time employees who are members of the Ohio National Guard or a member of a reserve component of the armed forces are eligible for military leave without loss of pay for occasional periods of field training or active duty not to exceed a total of thirty one (31) days in any one calendar year. Such leave shall be in addition to regular vacation time and there is no requirement that the service be in one continuous period of time.~~

~~In the event the full-time employee is called or ordered to the uniformed services for longer than thirty one (31) days, the employee is entitled, during the period designated in the order, to a leave of absence and to be paid, during each monthly pay period of that leave of absence, the difference between the employee's gross monthly salary and the sum of the employee's gross uniformed pay and allowances received that month. Verification of official orders or other official documentation is required prior to the commencement of the leave of absence.~~

Pursuant to Ohio Revised Code (ORC) 5923.05, permanent public employees who are members of the Ohio National Guard, Ohio Organized Militia, or members of other U.S. Armed forces reserve components are entitled to a leave of absence without loss of pay for the time they are performing service in the uniformed services for periods of up to one month for each calendar year in which they are performing service in the uniformed services. For purposes of this policy "month" means twenty two (22) eight (8) hour work days or one hundred seventy six (176) hours within one calendar year. An employee shall submit to the Board the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service prior to the commencement of the leave.

Any employee who is entitled to the leave provided under this policy and who is called or ordered to the uniformed services for longer than a month for each calendar year in which the employee performed service in the uniformed services, because of an Executive Order issued by the President of the United States, because of an act of Congress or because of an order to perform duty issued by the Governor, is entitled during the period designated in the order or act to a leave of absence and to be paid during each monthly pay period of that leave of absence the difference between the permanent public employee's gross monthly wage or salary as a permanent public employee and the sum of the permanent public employee's gross uniformed pay and allowances received that month.

MINUTES – Special Board Meeting
Wednesday, July 17, 2013

County of Summit Board of Mental Retardation
and Developmental Disabilities

MINUTES - draft

Wednesday, July 17, 2013
5:30 p.m.

The **special meeting** of the County of Summit Board of Developmental Disabilities was held on Wednesday, July 17, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **special meeting** convened at 4:05 p.m.

BOARD MEMBERS PRESENT

Tom Quade, Vice President
Jacqueline Cooper, Secretary
Dave Dohnal

ALSO PRESENT

Daisy Alford-Smith
Bill Ginter
Lynn Sargi, Director of Human Resources
Heidi Geiger Milosovic, Waverly Partners
Eric Peterson, Waverly Partners (via conference call)

ABSENT

Joe Siegferth

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. 13-07-01

Mrs. Cooper 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. Quade.

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

The Board entered into Executive Session at 4:07 p.m.

The special Board Meeting reconvened at 4:40 p.m.

There being no additional business, the special Board Meeting adjourned at 4:40 p.m.

Jackie Cooper, Secretary

MINUTES – combined work session and regular meeting
Wednesday, July 17, 2013

County of Summit Developmental Disabilities Board

MINUTES – ~~draft~~

Wednesday, July 17, 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, July 17, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:01 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

Thomas L. Armstrong, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Jerilyn George, Senior Director of SSA and Medicaid Services	Billie Jo David, Director of Communications & Quality
Tom Jacobs, Dir. of Operations/SHDC	Jean Fish, Director of Adult Services- Facility-Based
Eldridge Black, Dir. of Transportation	Joe Eck, Director of Labor Relations
Lynn Sargi, Director of HR	Russ DuPlain, Director of Information Technology
Holly Brugh – Director of Children’s Services	Maggi Albright, Recording Secretary and others
Lindsay Bachman, Director of MUI	
Drew Williams, Director of SSA	

I. FUTURE PLANNING: EXPANDING OPPORTUNITIES FOR INCLUSIONARY SERVICES AND SUPPORTS

The Board has been following the dialogue and decisions of the cases in Oregon and Rhode Island relative to the national trends toward full integration of individuals with disabilities and have also been active with the Employment First initiative in order to create more opportunities for adults with developmental disabilities. In looking at the federal and state policy impact, it appears there will be additional effect on how county DD boards conduct business. The Board doesn’t want to wait until conditions are mandated.

WORK SESSION (continued)

I. FUTURE PLANNING: EXPANDING OPPORTUNITIES FOR INCLUSIONARY SERVICES AND SUPPORTS (continued)

The Board wants to get ahead by figuring out ways to create added opportunities for individuals to become more included in their communities not just in the Adult Services program area but for all segments of the population. The Board looks at this as an opportunity to review the system holistically and to gather feedback from stakeholders about how to best meet the needs of those served by the Board now and into the future. There was much dialogue at the recent Board Retreat around this topic so the Board has decided to form a committee.

A. COMMISSION AN AD HOC COMMITTEE WITH BROAD REPRESENTATION FROM PERSONS SERVED/FAMILY MEMBERS; STAKEHOLDERS; AND COMMUNITY PARTICIPATION TO REVIEW SERVICES AND SUPPORTS ON A DD SYSTEM-WIDE BASIS AND THE POTENTIAL FOR INCREASING SERVICE QUALITY, INCLUSIONARY PRACTICES AND COST EFFICIENCIES

This ad hoc committee will review how services can be transformed to create more opportunities for integration and will identify opportunities where current funding can be utilized to more equitably support inclusion across the service delivery system. Mr. Armstrong asked for names to be submitted to him of people potentially interested in participating on the committee. Mr. Briggs reminded everyone that the Mission of Summit DD is inclusion. He acknowledged that steps have been taken in that direction and commended staff for the work that has been done so far, however, there is more work to be done in this area. The Board wants to take the lead, not be followers. Mr. Briggs indicated there needs to be dialogue throughout the community about inclusion to help persons served live a life of inclusion. Mr. Armstrong stated that no decisions have been made about what the end results will look like; the Board wants to figure that out together as an Agency and as a community and the Board has the responsibility to do so in the most efficient way possible.

B. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

One of the key components the Board will be considering is offering an ERIP as it did in 2006/2007. Ms. Kamlowsky indicated the ERIP would be offered for a one-year period (January–December 2014) with the purchase of two years of service credit for eligible employees. Conservative projections reflect the maximum cost to the Board if all eligible staff participate in the ERIP would be \$5,143,037 and that the Board could potentially save \$1,854,362 for positions that would not be replaced beginning in 2015. Projections indicate there are 102 employees who meet the criteria for participation. It is anticipated there would be a high level of participation. Mr. Briggs asked how the ERIP coincides with the recommendations to County Council and the community relative to the fund balance.

WORK SESSION *(continued)*

I. FUTURE PLANNING: EXPANDING OPPORTUNITIES FOR INCLUSIONARY SERVICES AND SUPPORTS *(continued)*

B. EARLY RETIREMENT INCENTIVE PROGRAM (ERIP) *(continued)*

Ms. Kamlowsky replied the impact on the levy plan would be to increase the fund balance by an additional \$4 million dollars. Mr. Armstrong stated that he will be retiring prior to the start of the ERIP and will not benefit from it. Funds are available in the budget and the ERIP has been recommended for approval by the July HR/LR and Finance & Facilities Committees.

II. 2014 BUDGET

The 2014 budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and the County. The 2014 budget request is in the amount of \$80,387,372 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The 2014 budget reflects a 1.1% increase in overall revenue and a 3.3% increase in overall operating expenditures. With the addition of ERIP costs of approximately \$5.1 million dollars, the total expenditures would be a 10.4% increase. The 2014 budget projects total deficit spending of approximately \$12 million dollars, which includes ERIP expenses. The revenue increase is due in part to the flow-through grant of \$700,000. The increase in contract services expenditures includes an increase in quarterly waiver match costs and anticipated funding for collaboration and innovation efforts for direct services. The 2014 budget includes a staffing reduction of approximately 29 positions which are currently vacant. Mr. Briggs stated none of these 29 positions will require layoff. Mr. Armstrong confirmed these are all vacant positions that won't be refilled. The 2014 ending fund balance is projected to be \$54,006,648 which is less than revised levy projection by \$5.6 million dollars, however, the costs of the ERIP will be recovered in less than three years and will improve the \$18 million dollar fund balance projected in the levy plan. Mr. Briggs asked if anything changed based on the state budget. Ms. Pozna replied there are no changes that will impact the 2014 budget. Mr. Armstrong added the state budget reflects a small increase in waiver rates. The 2014 budget has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

III. POLICIES

Information in Policy 4017 - Individual Family Services Plan (IFSP)–Early Intervention and Policy 4025 - Enrollment/Eligibility–Early Intervention (Birth through Age Two) is no longer current. The recommendation is to delete these policies and replace them with new Policy 4018 – Early Intervention–Description of Services. The new policy contains elements of both old policies as well as information required by the Ohio Department of Developmental Disabilities (DODD), further explanation of inclusionary efforts and it is more expansive. The deletion of these Policies and the adoption of new Policy 4018 have been recommended for approval by the July Services & Supports Committee.

WORK SESSION *(continued)*

IV. RECOMMENDED NEW POLICIES

Though there are formalized processes in place, Summit DD currently does not have policies covering hiring and selection and discipline. It is recommended the Board adopt these policies, as required by revised CARF standards. Both policies provide more specific information for managers and employees and have correlating procedures. The policies would codify current practices and procedures. The policies recommended for adoption by the Board are:

- Policy #2030 – Hiring and Discipline
- Policy #2031 – Discipline

Both new policies have been recommended for approval by the May HR/LR Committee.

V. MAY FINANCIAL STATEMENTS

The May Financial Statements reflect year-to-date deficit spending of \$2.4 million dollars with a fund balance of \$68,677,999. Relative to Expenditures, the Employee Benefits line item reflects a County chargeback of \$699,000 for 2012 Workers Compensation expense and Contract Services reflects \$228,000 for third quarter state fiscal year 2013 waiver administration fees. The May Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VI. JUNE FINANCIAL STATEMENTS

The June Financial Statements reflect year-to-date deficit spending of \$1.6 million dollars with a fund balance of \$69,482,025. Relative to Revenue, in Personal Property Reimbursement, the first installment of \$76,000 was received with the remainder expected in December so there will be a timing difference for the rest of the year. The June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VII. REQUEST TO RFP FOR THE PURCHASE OF LIGHT TRANSIT VEHICLES

Based on the vehicle replacement schedule, it is recommended to conduct a RFP for the purchase of up to three new light transit vehicles to replace larger capacity vehicles that have reached their usage expectancy. The purchase will reduce maintenance costs for the older vehicles, improve operating and customer service practices. The new vehicles will be able to accommodate 12-20 persons served and up to two wheelchair securement positions. The request to RFP has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

The work session adjourned at 5:22 p.m.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:22 p.m.

I. CAUCUS – BOARD MEMBERS

Mr. Dohnal reported on the progress of the Superintendent Search Committee. He stated the Committee met today and reviewed a list of candidates for consideration which was presented by Waverly Partners. Representatives from Waverly Partners will conduct initial meetings and then make recommendations to the Search Committee for interviews. Once the Search Committee conducts interviews, they will then pass along recommendations to the full Board. The full Board will conduct the final interviews. Results of the stakeholder/consumer survey will be incorporated into the interview process and will be a factor in the final decision. Mr. Briggs asked if any interviews have been scheduled yet. Mr. Dohnal replied that there have not. The list of candidates was just reviewed at the Search Committee meeting today and interviews will begin soon.

II. PUBLIC COMMENT

Ms. Schmidt identified herself as a parent and stated she has deep concern about the direction of the Board relative to inclusionary practices and services for adults. She indicated that she is an advocate for her daughter who has attended one of the work centers for 28 years and stated her daughter will not be able to get a job in the community. She doesn't want to see change that will impact her daughter, as she feels her daughter has no place else to go. Mr. Briggs indicated that he could perhaps alleviate some of Ms. Schmidt's concerns by stating the Board has not made any decisions about services; it plans to open a dialogue to explore the best direction to go in order to provide the highest level of inclusion. Mr. Quade added that he has a sister who attends one of the work centers and suspects his sister may be doing similar work to what Ms. Schmidt described her daughter does. Mr. Quade stated his sister is served very well by the work center and indicated that one of the reasons he became active on the Board was to be involved in decision making relative to the future of services. It is a continuum and there is no one perfect fit for everyone. The Board recognizes that not all those served in work centers are able at this point to work competitively.

Dennis Allen, CEO of Hattie Larlham, stated he appreciates the opportunity to address the Board and that he is not in attendance to express concerns but rather to share good news about the positive results of the collaborative efforts between Hattie Larlham and Summit DD. There has been collaboration over the years in the areas of residential and vocational services and it has been expanded to entrepreneurial opportunities as well. There are a variety of programs in which everyone working receives at least minimum wage, some are employees of Hattie Larlham and all are taxpaying citizens of the community. With freedom of choice offered, the Board has ensured the rights of individuals and Hattie Larlham is doing the same. Mr. Allen expressed appreciation to the Board for its support.

BOARD MEETING (continued)

II. PUBLIC COMMENT (continued)

Mr. Allen read some of the results from a recent survey Hattie Larlham conducted, which included 96% satisfaction in the area of community living; 92% satisfaction with program quality and content; and 95% satisfaction with staff concern for consumer health and safety. He stated that Hattie Larlham has five community employment sites around Northeast Ohio and plans to add four additional programs in the near future. Mr. Allen identified that satisfaction scores in this area ranged from 95-100%. He stated there are approximately 230 persons served in the entrepreneurial program with various levels of capabilities. He shared some anecdotal information collected during the survey that indicated growth in personal ability, confidence and experience. He thanked the Board again for their support of Hattie Larlham, the programs and especially on behalf of the individuals that both organizations collectively serve. Mr. Briggs responded that the Board is pleased to have the type of partnerships it enjoys with Hattie Larlham and the results of the survey certainly speak to the success of the programs.

Darlene Rose identified herself as the Vice President of the Weaver Workshop and Support Association (WWSA) and an employee of the Board for the past 23 years who has held a variety of positions, currently a Production Specialist at the Coventry Center. She stated she believes the Board has a very good program and, as she sees new staff entering into this field, she is hopeful they will be able to make this their lifelong career. She expressed concern about some jobs that were previously handled by the Board now going to private providers and the possibility of staff layoffs. She also stated she serves on the Board's internal Insurance Committee and had hoped that some of the premium savings would have been passed along to staff. Mr. Briggs responded that relative to changes that may occur in the future, the Board is trying to be as transparent as possible and thought everyone should be aware of the direction the Board is going. People can participate on the committee and work together for the future direction of the Agency. There is not going to be one plan that will work 100% for everyone, however, the Board will look at all factors before decisions are made.

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, advised he has regularly attended Summit DD Board Meetings for many years. He thanked the Board for the update relative to the Superintendent Search Committee and said that if the Arc can be of assistance in the process, let them know.

Deb Hallauer introduced herself as an Employment Specialist who has been an employee of the Board for 26 years and is the Chief Stewart of the WWSA. She asked why the portals are closed for Summit DD workshops since this means persons served are going to UDS and Goodwill. Mr. Armstrong asked Ms. Hallauer to submit her question in writing and indicated she was welcome to e-mail him.

BOARD MEETING (continued)

II. PUBLIC COMMENT (continued)

Teddi Dowey, a Board employee, stated she is confused about the term segregation relative to sheltered workshops and suggested branding the term differently to remove that negative label. Mr. Briggs explained the term segregation comes from the Department of Justice. Mr. Quade added that in terms of movement forward, it needs to be recognized that we are trying to stand on the shoulders of the success that brought us this far and it needs to be realized that we are not done yet. Instead of thinking that we are trying to take something away recognize that we are trying to create equity for everyone.

III. APPROVAL OF MINUTES

A. MAY 13, 2013 (special Board Meeting)

R E S O L U T I O N

No. 13-07-02

Mrs. Cooper moved that the Board approve the minutes of the May 13, 2013 special Board Meeting, as presented in attachment #7. The motion, seconded by Mrs. Arshinkoff, was unanimously approved.

B. MAY 15, 2013 (combined work session and regular Board Meeting)

R E S O L U T I O N

No. 13-07-03

Mrs. Cooper moved that the Board approve the minutes of the May 15, 2013 work session and regular Board Meeting, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY FINANCIAL STATEMENTS

R E S O L U T I O N

No. 13-07-04

Mr. Quade moved that the Board approve the May Financial Statements, as presented in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

BOARD MEETING (continued)

IV. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. JUNE FINANCIAL STATEMENTS

R E S O L U T I O N

No. 13-07-05

Mrs. Wilkinson moved that the Board approve the June Financial Statements, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

3. REQUEST TO RFP FOR THE PURCHASE OF LIGHT TRANSIT VEHICLES

R E S O L U T I O N

No. 13-07-06

Mrs. Ricks moved that the Board approve the generation of a Request For Proposal (RFP) for the purchase of up to three (3) light transit vehicles, as outlined in attachment #6. The motion, seconded by Mr. Dohnal, was unanimously approved.

B. HR/LR COMMITTEE

1. NEW POLICIES

R E S O L U T I O N

No. 13-07-07

Mr. Dohnal moved that the Board approve new Policy #2030 – Hiring and Selection and new Policy #2031 – Discipline, as presented in attachment #3. The motion, seconded by Mr. Quade, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. CENSUS

Census was included in packets for review. Mr. Quade asked if there is anything unique in the report of which the Board should be aware. Mr. Armstrong replied there is nothing out of the ordinary and commented the numbers compare to projections and last year.

BOARD MEETING (continued)

VI. PRESIDENT'S COMMENTS

Mr. Briggs thanked everyone for attending the meeting and invited everyone to attend often; the Board needs everyone's involvement and not just when there are special circumstances. He acknowledged there is likely to be some angst and commented that it comes with change. He stated that nothing is absolute and that's why there will be dialogue and discussions. Summit DD is one of the finest Agencies in the State of Ohio and it is because of the dedicated staff and community partners. He thanked everyone on behalf of the Board and the individuals and families served.

VII. EXECUTIVE SESSION

R E S O L U T I O N

No. 13-07-08

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 and compensation of a specific public employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

The regular session of the Board Meeting adjourned at 5:55 p.m.

The Board entered into Executive Session at 6:00 p.m.

The Board Meeting reconvened at 6:10 p.m.

BOARD MEETING (continued)

VIII. ADDITIONAL ACTION ITEMS

A. TRAVEL EXPENSE REIMBURSEMENT TO THOMAS L. ARMSTRONG

R E S O L U T I O N **No. 13-07-09**

Mr. Dohnal moved that whereas the Board acknowledges that Thomas L. Armstrong is a Defendant in a lawsuit captioned McGee v. Armstrong, et al. Case No. 5:11CV2751, and that Armstrong is a Defendant in said lawsuit as a result of his employment as Superintendent of the County of Summit Developmental Disabilities Board; and;

Whereas the Board recognizes that Armstrong's continued cooperation in the defense of said lawsuit and related arbitration/administrative proceedings is beneficial to the Board; and

Whereas the Board's policies provide for reimbursement to its employees for reasonable travel expenses incurred as necessary to participate on behalf of the Board in litigation and/or administrative proceedings; and

Whereas the Board's policies of insurance provide coverage to the Board and Armstrong for matters relating to the McGee litigation, including cost of defense; and

Whereas it is anticipated that the McGee litigation will remain active and related arbitration/administrative proceedings will be initiated following Armstrong's retirement from service as an employee of the Board; therefore be it

Resolved that the Board authorize reimbursement to Armstrong for reasonable travel expenses incurred after his retirement from service as an employee of the Board, when the Board deems such travel necessary for Armstrong's participation in the McGee litigation and/or related administrative proceedings and that Armstrong's defense in the McGee litigation continues to be subject to the coverage afforded under insurance policies applicable to his tenure as Superintendent. The motion, seconded by Mrs. Cooper, was unanimously approved.

B. EMPLOYMENT CONTRACT – JERILYN GEORGE

R E S O L U T I O N **No. 13-07-10**

Mr. Dohnal moved that the Board approve a contract of employment for Jerilyn George, Senior Director of SSA and Medicaid Services, for the period October 15, 2013 through October 14, 2015. The motion, seconded by Mrs. Cooper, was unanimously approved.

BOARD MEETING (continued)

VIII. ADDITIONAL ACTION ITEMS (continued)

C. EMPLOYMENT CONTRACT – MAGGI ALBRIGHT

RESOLUTION No. 13-07-11

Mrs. Cooper moved that the Board approve a contract of employment for Maggi Albright, Executive Administrative Assistant to the Superintendent, for the period October 20, 2013 through October 19, 2015. The motion, seconded by Mr. Dohnal, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:13 p.m.

Jackie Cooper, Secretary



Summit DD 2013 2nd Quarter MUI Summary

- 1) **Performance measures** have remained relatively stable.
 - a. 24 hour conformance exceeded goal at **99%**. **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 *increased* trend.
 - a. Fourth Quarter of 2012- 341
 - b. First Quarter of 2013- 325
 - c. Second Quarter of 2013- 349
- 3) **MUIs substantiated** have an unchanged trend.
 - a. Fourth Quarter of 2012- 98 (out of 194 Protocol investigations) **51%**
 - b. First Quarter of 2013- 108 (out of 191 Protocol investigations) **57%**
 - c. Second Quarter of 2013- 109 (out of 192 Protocol investigations) **57%**
- 4) **Number of LE/CSB cases- 6**
- 5) **Number of cases where charges were filed- 1** (felonious assault)
- 6) **Number of cases requested for Abuser Registry Review-3**
- 7) **Number of Summit Co. PPIs added to the Abuser Registry-0**

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%



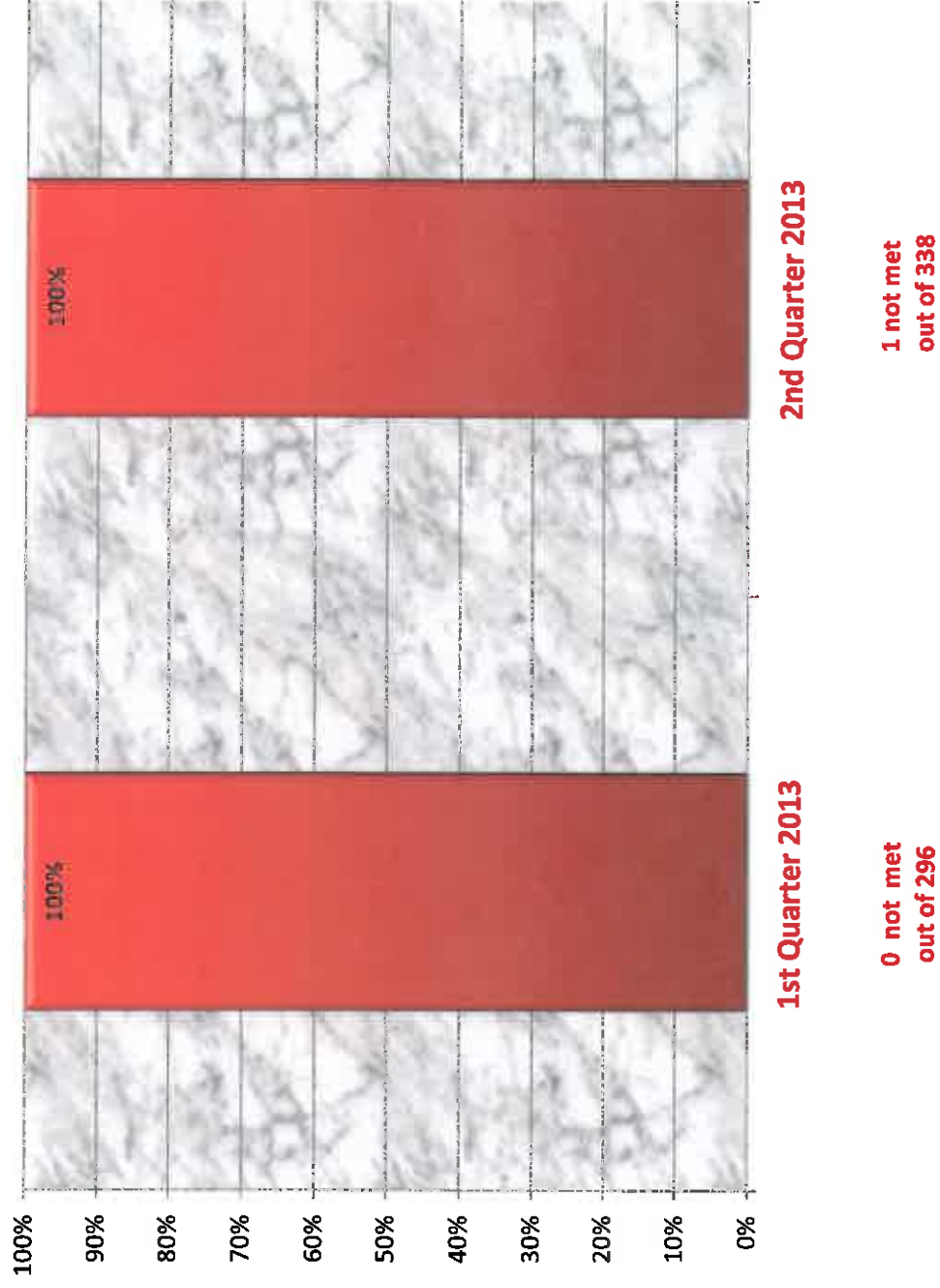
1st Quarter 2013

3 not met
out of 307

2nd Quarter 2013

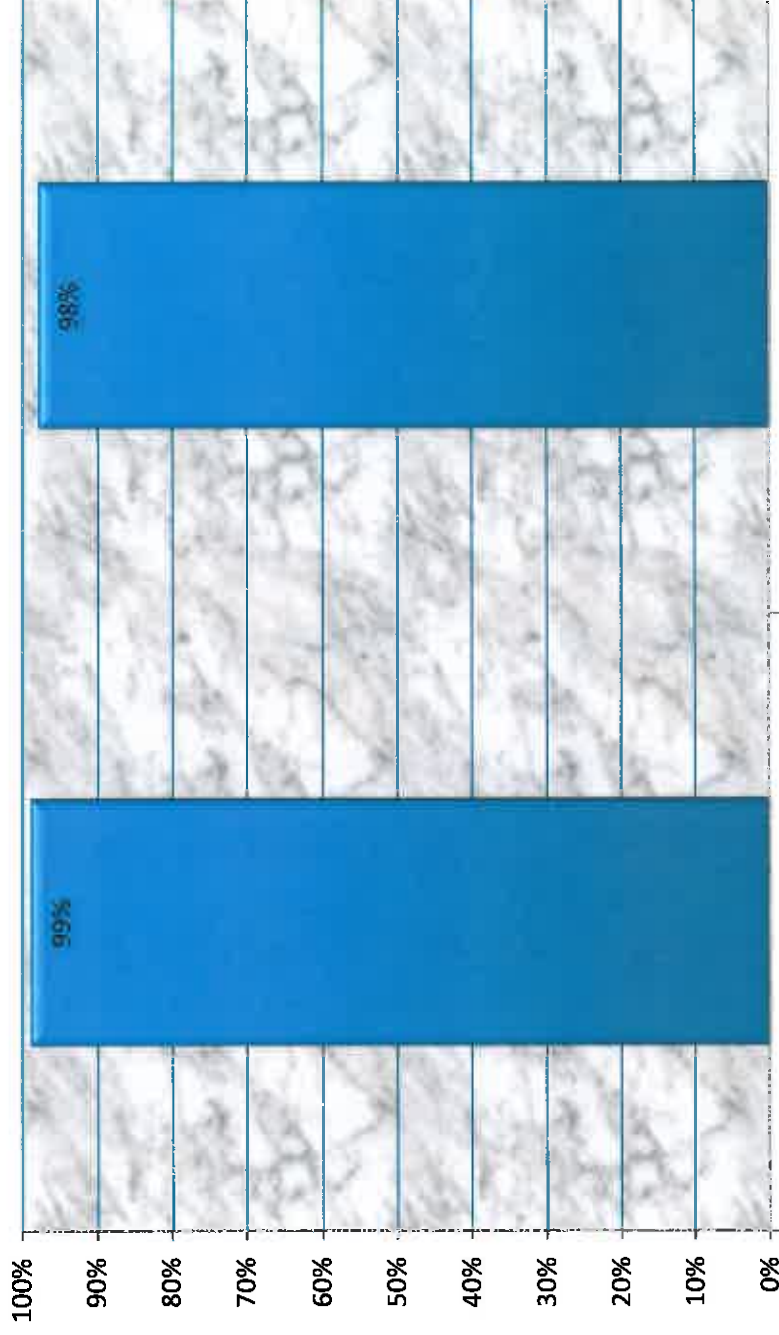
5 not met
out of 337

Timely Closure of Cases



Questions Answered Timely

Goal 95%



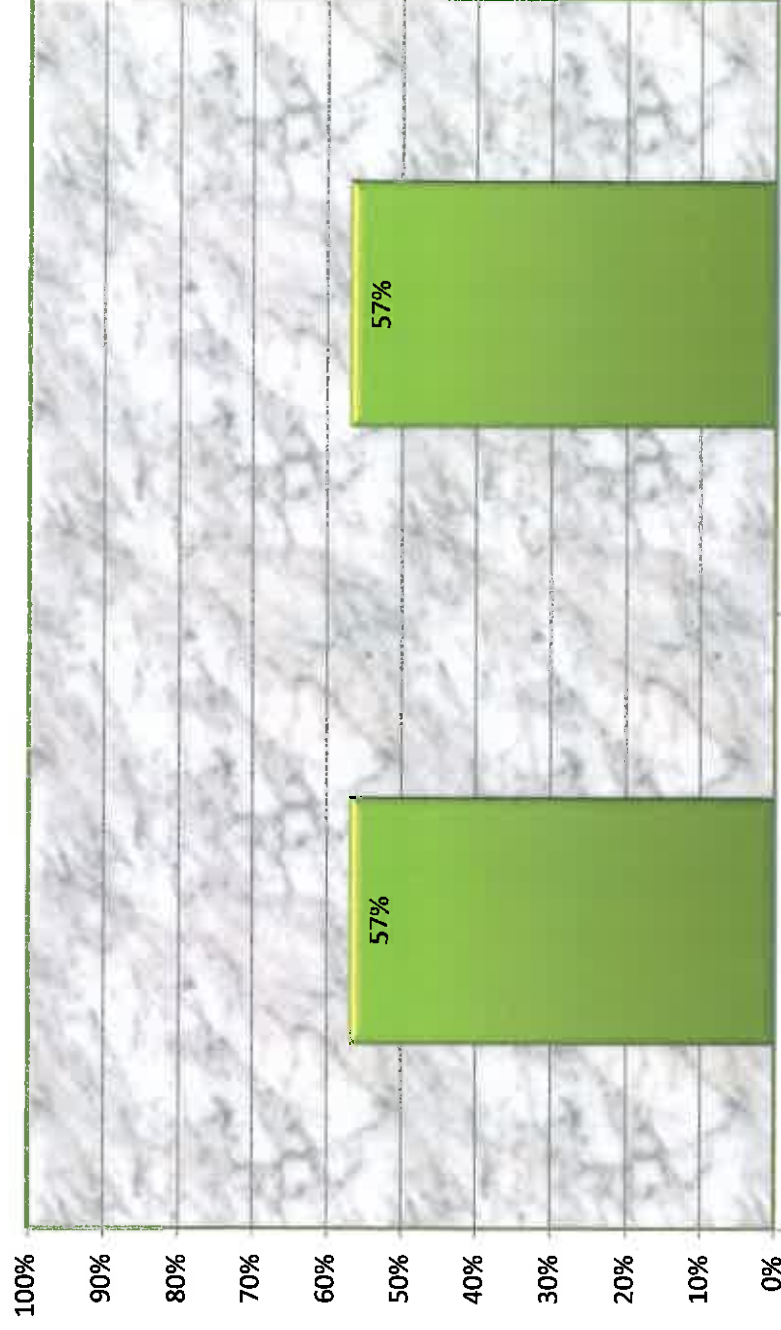
1st Quarter 2013

1 not met
out of 134

2nd Quarter 2013

2 not met
out of 116

Total MUIS Substantiated



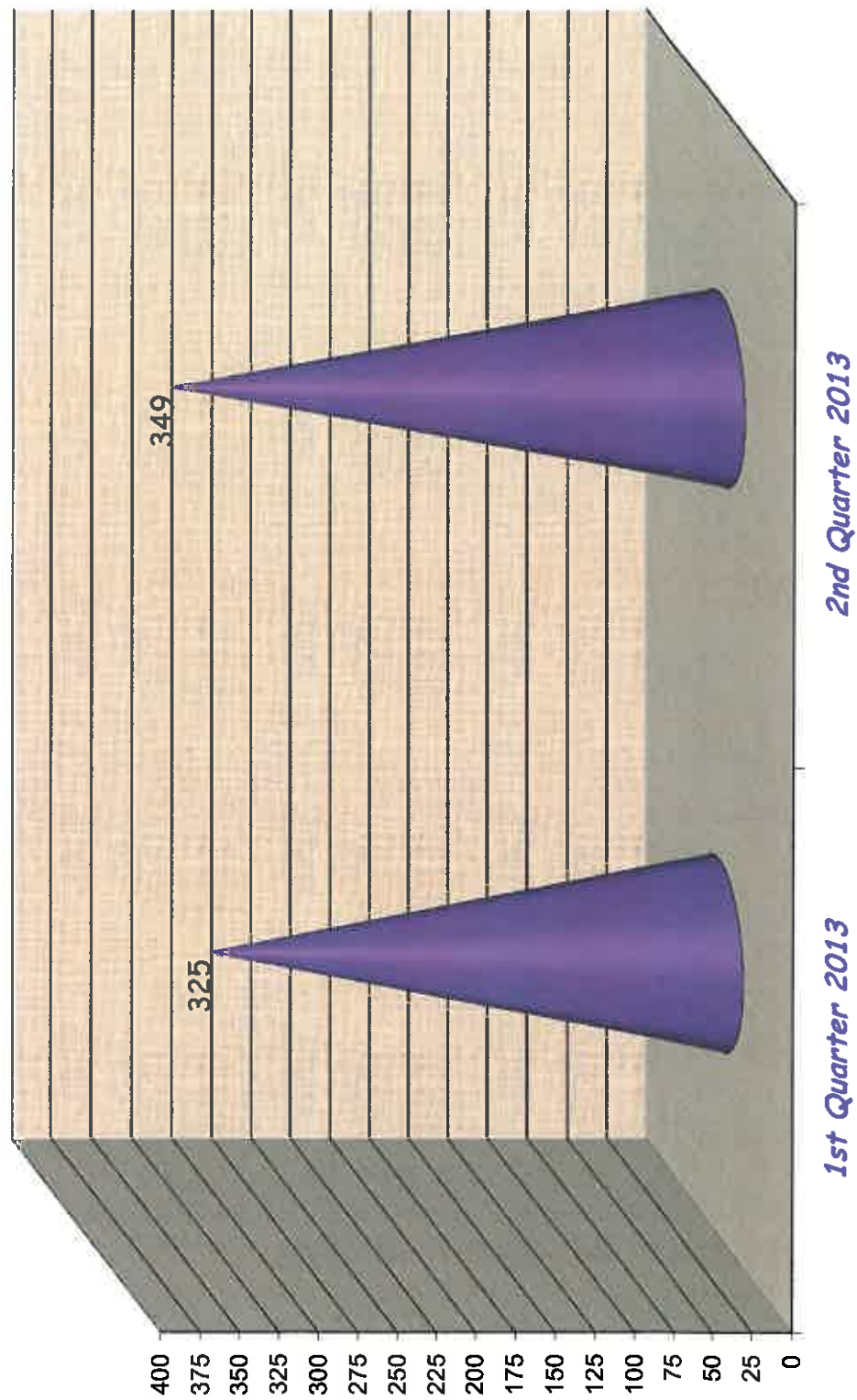
1st Quarter 2013

108 out of 191
Protocol Investigations

2nd Quarter 2013

109 out of 192
Protocol Investigations

TOTAL MUIs INVESTIGATED



TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Operating Plan Results – Second Quarter 2013	Report on the status of 2013 Operating Plan measures	No Board action required	<p>17 of 19 are performing within goal levels. Overall Summit DD scored a 4.5 on a scale of 1 to 5, with a goal of 4.</p> <p>First Quarter highlights include:</p> <ul style="list-style-type: none"> • 4,027 total persons served, a 3.4% increase from the second quarter of 2012. • There was no waiting list for day and residential services. • Increased Community Partnership for Inclusion sites to 22 sites, exceeding the 2013 goal of 20 sites. This program provides inclusive childcare services for 40 children, compared to 26 during the first quarter.. • 86% of adults receive funding for sources other than local tax dollars. <p>Areas below goal:</p> <ul style="list-style-type: none"> • # of adults employed in integrated employment: currently 304 adults are employed in community-based, integrated settings, below the goal of 369 adults. Statewide initiatives such as Employment First and review of the Medicaid rate will help all counties achieve higher rates of integrated employment. This will be an area of focus in 2014 through the transformational change committee. • Total Medicaid reimbursement to Summit DD for services provided: approximately \$4.8 million received, with a goal of \$7.7 million. Billing is still being processed for the second quarter, that dollar value is expected to increase as additional reimbursements are received. During the first quarter, Summit DD was reimbursed approximately \$3.5 million dollars for services provided by Summit DD.

Submitted By: Billie Jo David For: x Superintendent / Assistant Superintendent

Date: 8/14/2013 Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

 Ethics Committee

Pillar Dashboard						
Criteria	Quality Services for Persons Served	Customer Satisfaction	Employee Engagement	Provider Collaboration	Sustainability	Citizenship
Pillar Value	4.7	4	4.7	5	3.8	5.0
Pillar Goal	4	4	4	4	4	4

1st Q Average	Total Possible Value
4.5	5

Pillar of Excellence: Quality Services for Persons Served

Criteria	Total Annual Persons Served	Day Program Waiting List	Residential Waiting List	# of adults employed in integrated employment	% of graduates employed in the community*	# of CPI sites	# of children served in CPI sites
2013 Goal	4135	0	0	369	55%	20	25
2nd Q Goal	3778	0	0	312	N/A	20	25
Performance	4027	0	0	304	N/A	22	40
5	>3979	0	0	>348	>75%	>21	>29
4	3860 to 3979	1 to 30	1 to 30	348 to 312	55% to 74.9%	15 to 20	25 to 28
3	3745 to 3859	31 to 60	31 to 60	311 to 280	35% to 54.9%	10 to 14	21 to 24
2	3663 to 3744	61 to 70	61 to 70	279 to 252	15% to 34.9%	5 to 9	18 to 20
1	<3663	>70	>70	<252	>15%	>5	<18
Value	5	5	5	3	N/A	5	5

*available 3rd quarter

Pillar Value	Total Possible Value
4.7	5

Pillar of Excellence: Customer Satisfaction				
Criteria	Person served satisfaction**	Parent/guardian satisfaction **	Familiarity with services*	% of residents that Support Integration*
2013 Goal	90.50%	90%	39.4%	77.0%
2nd Quarter Goal	N/A	N/A	39.4%	>77%
Performance	N/A	N/A	33.4%	76.9%
5	>3834	0	>34.4%	>77%
4	3722 to 3834	1 to 30	29.4 - 34.3%	74 - 76.9%
3	3610 to 3721	31 to 60	24.4 - 29.3%	71 - 73.9%
2	3502 to 3609	61 to 70	19.4 - 24.3%	68 - 70.9%
1	<3502	>70	>19.3%	<67.9%
Value	N/A	N/A	4	4

* available 2nd Quarter

** available 3rd Quarter

Pillar Value	Total Possible Value	
4		5

Pillar of Excellence: Employee Engagement				
Criteria	Employee satisfaction	Voluntary employee turnover*	Productivity rate for services staff	Productivity rate for support staff
2013 Goal	73%	0.6%	75%	75%
2nd Quarter Goal	73%	0.6%	75%	75%
Performance	73.9%	N/A	86%	75.5%
5	>73.9%	<0.6%	<75%	<75%
4	70.9% to 73.9%	1% to 0.6%	68% to 75%	68% to 75%
3	68.9% to 70.8%	1.05% to 1.01%	60% to 67%	60% to 67%
2	66.9% to 68.8%	1.10% to 1.06%	52% to 59%	52% to 59%
1	<66.9%	>1.1%	>52%	>52%
Value	4	N/A	5	5

* available 3rd quarter

Total Possible Value	
Summit DD Value	4.7
	5

Pillar of Excellence: Provider Collaboration			
Criteria	Provider feedback*	% MUI's reported to DODD within 24 hrs	Timely Closure of MUI cases
2013 Goal	Baseline	98%	100%
2nd Quarter Goal	N/A	98%	100%
Performance	N/A	99%	100%
5	N/A	>98%	100%
4	N/A	95% to 98%	97% to 99.9%
3	N/A	92% to 94.9%	94% to 96.9%
2	N/A	89% to 91.9%	91% to 93.9%
1	N/A	<89%	<91%
Value	N/A	5	5

* available 3rd quarter

Total Possible Value	
Summit DD Value	5

Pillar of Excellence: Sustainability					
Criteria	Administrative costs as a % of total budget	Total Medicaid reimbursement to private providers for services provided	Total Medicaid reimbursement to Summit DD for services provided	Variance of fund balance compared to levy plan*	% of adult persons served receiving funding from sources other than local tax dollars
2013 Goal	8%	\$60 M	\$15.4 M	Baseline	85%
2nd Quarter goal	8%	\$30 M	\$7.7 M	Baseline	85%
Performance	8.0%	\$30,275,049.99	\$4,845,104.85	N/A	86.0%
5	<8%	>30,000,000	>7.7 M	N/A	>85%
4	8.5% to 8%	>=28,500,000	>=7,315,000	N/A	80% to 85%
3	9% to 8.4%	>=27,075,000	>=6,949,250	N/A	75% to 79.9%
2	9.5% to 8.9%	>=25,721,250	>=6,601,788	N/A	70% to 74.9%
1	>9.5%	<25,721,249	<6,271,698	N/A	<70%
Value	4	5	1	N/A	5

*available 3rd quarter

Pillar Value	Total Possible Value
38	5

Pillar of Excellence: Citizenship		
Criteria	% of staff that contribute to United Way	# of Summit County Organizations supported
2013 Goal	25.0%	24
2nd Quarter Goal	25.0%	12
Performance	28.2%	26
5	>25%	>24
4	20% to 25%	22 to 24
3	15% to 19.9%	19 to 21
2	10% to 14.9%	16 to 18
1	5% to 9.9%	<16
Value	5	5

Total Possible Value	
Summit DD Value	5
	5