

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

AGENDA

Monday, August 25, 2014
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

NO DISCUSSION ONLY ITEMS THIS MONTH

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- I. SUMMIT DD 2015 BUDGET
- II. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST
- III. REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES

NEW ACTION ITEM FOR BOARD CONSIDERATION

- IV. JULY FINANCIAL STATEMENTS

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 24, 2014 (Work Session and Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. SUMMIT DD 2015 BUDGET
 - 2. JULY FINANCIAL STATEMENTS
 - B. SERVICES & SUPPORTS COMMITTEE
 - 1. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST
 - C. HR/LR COMMITTEE
 - 1. REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES
- VII. SUPERINTENDENT’S REPORT
 - A. THE GOOD LIFE PRESENTATION
 - B. TABLE OF ORGANIZATION REDESIGN – FUNCTIONAL RELATIONSHIPS
 - C. MUI - LAW ENFORCEMENT TRAINING UPDATE
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

County of Summit Board of Developmental Disabilities
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Approval of 2015 Budget request	2015 Budget request needs to be approved by the Board prior to submission to SSAB and the County.	Approval of the 2015 Budget request in the amount of \$76,942,913 for the Operating Fund and \$115,000 for the Gifts and Donations Fund	<p>The 2015 Budget request reflects a .9% increase in overall revenue and a 4.3% decrease in overall operating expenditures in comparison to the 2014 approved budget. When removing 2014 budgeted ERIP costs of approximately \$5.1m the total expenditures percentage increases by 2.3% in overall expenditures.</p> <p>The 2015 Budget projects total deficit spending of approximately \$7.9m.</p> <p>The revenue increase is due in part by revenue recognition for the additional responsibilities of administration of the county's Help Me Grow program of approximately \$518k.</p> <p>The 2015 budget includes a staffing reduction of approximately 42.5 positions offset by a 27th pay in 2015 and a 2% on average increase.</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 including the Help Me Grow program.</p> <p>The budgeted 12/31/14 ending fund balance of \$56,191,363 less projected 2015 deficit spending results in a 12/31/15 projected fund balance of \$48,320,217 which is within 3% of the Board's approved levy plan.</p> <p>Recommended for approval by the July Finance and Facilities Committee</p>

Submitted By: Mira Pozna

Date: July 17, 2014

For: _____ Superintendent / Assistant Superintendent
 ☒ 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, 2014 AND THE YEARS ENDING DECEMBER 31, 2015, 2014 AND 2013

	2013		2014		2015			
	ACTUAL		BUDGET		BUDGET			
	ANNUAL	6/30/2014	ANNUAL	ANNUAL	ANNUAL		% CHANGE	2015
	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET		PY BUDGET	LEVY
						\$		PROJECTED
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,029,330	\$ 22,569,621	\$ 50,896,620	\$ 50,520,000	\$ 50,520,000	\$ (376,620)	-0.7%	\$ 50,961,305
PERSONAL PROPERTY REIMB	533,981	266,990	533,981	533,981	533,981	-	0.0%	533,981
REIMBURSEMENTS	15,159,463	9,639,374	15,250,321	16,395,286	16,395,286	1,144,965	7.5%	15,528,628
GRANTS	484,359	231,593	1,080,000	630,000	630,000	(450,000)	-41.7%	384,000
CONTRACT SERVICES	393,686	195,773	325,000	868,000	868,000	543,000	167.1%	250,000
REFUNDS	2,866	26,712	-	-	-	-	0.0%	-
OTHER RECEIPTS	1,031,330	189,916	350,000	124,500	124,500	(225,500)	-64.4%	327,000
SALES	13,209	2	-	-	-	-	0.0%	-
TOTAL REVENUE	\$ 67,648,224	\$ 33,119,981	\$ 68,435,922	\$ 69,071,767	\$ 69,071,767	\$ 635,845	0.9%	\$ 67,984,914
OPERATING EXPENDITURES								
SALARIES	\$ 23,973,558	\$ 11,676,171	\$ 25,251,980	\$ 24,512,500	\$ 24,512,500	\$ (739,480)	-2.9%	\$ 26,242,440
ERIP COSTS	-	937,031	5,143,037	-	-	(5,143,037)	100.0%	-
EMPLOYEE BENEFITS	10,038,546	5,246,993	11,280,271	11,111,902	11,111,902	(168,369)	-1.5%	10,129,861
SUPPLIES	1,590,223	560,496	1,492,195	1,502,985	1,502,985	10,790	0.7%	1,990,076
TRAVEL	363,326	173,836	408,820	390,963	390,963	(17,857)	-4.4%	378,714
DIRECT SERVICE CONTRACTS	6,998,181	4,147,739	7,384,372	9,325,368	9,325,368	1,940,996	26.3%	32,656,137
INDIRECT SERVICE CONTRACTS	3,665,310	1,786,235	4,205,127	3,745,217	3,745,217	(459,910)	-10.9%	-
MEDICAID COSTS	21,195,911	8,367,403	21,960,000	23,865,000	23,865,000	1,905,000	8.7%	-
UTILITIES	570,442	381,657	809,000	701,150	701,150	(107,850)	-13.3%	-
RENTALS	809,130	737,198	760,740	631,022	631,022	(129,718)	-17.1%	1,039,968
ADVERTISING	127,691	34,431	135,000	130,000	130,000	(5,000)	-3.7%	136,268
OTHER EXPENSES	305,582	301,913	409,630	377,806	377,806	(31,824)	-7.8%	366,819
EQUIPMENT	311,223	153,974	647,200	449,000	449,000	(198,200)	-30.6%	1,077,557
REAL PROPERTY IMPROVEMENT	621,222	24,933	500,000	200,000	200,000	(300,000)	-60.0%	545,604
TOTAL EXPENDITURES	\$ 70,570,345	\$ 34,530,015	\$ 80,387,372	\$ 76,942,913	\$ 76,942,913	\$ (3,444,459)	-4.3%	\$ 74,563,444
NET REVENUES AND EXPENDITURES	\$ (2,922,121)	\$ (1,410,034)	\$ (11,951,450)	\$ (7,871,146)	\$ (7,871,146)			\$ (6,578,530)
BEGINNING FUND BALANCE								PROJECTED
PLUS: REVENUE	\$ 71,064,934	\$ 68,142,813	\$ 68,142,813	\$ 68,142,813	\$ 68,142,813			\$ 56,191,363
LESS: EXPENDITURES	67,648,224	33,119,981	68,435,922	69,071,767	69,071,767			67,984,914
ENDING FUND BALANCE	(70,570,345)	(34,530,015)	(80,387,372)	(76,942,913)	(76,942,913)			(74,563,444)
	\$ 68,142,813	\$ 66,732,779	\$ 56,191,363	\$ 48,320,217	\$ 48,320,217			\$ 49,612,833

**HR/LR Staffing Report -- To support 2015 Budget
July 2014 Board Meeting**

	2009	2010	2011	2012	2013	2014	2015
Budgeted Positions (Board Approved)	618	598	595	583.5	569.5	540.5	498

540.5 (2014 FTEs) – 65 Eliminations + 22.5 Additions = 498 (2015 FTEs)

Position Eliminations							
#	Area	Titles	Vacant or Occupied	Expected Date	Comments		
1	Administration	1 Senior Director SSA & Med. Svc.	Vacant	4/14	Convert to Special Projects Administrator		
1	Communications	1 Special Events Coordinator	Occupied	11/14	Expected to be vacant in November, 2014		
12	Children's Services	10 Calico Assistant	8 Occupied 2 Vacant	12/14	Convert 8 to Inclusion Assistant (3 for the community; 5 for Paving the Way)		
		1 Child Care Specialist	Vacant				
		1 Calico Manager	Vacant	6/14	Convert to Children's Services Manager		
24	Adult Services – Facility Based	12 Assistant: (3) AC; (2) BC; (2) CF; (1) EC; (2) PC; (1) SC; (1) TC	Vacant	Various			
		6 Production Specialist: (1) AC; (2) CC; (1) PC; (2) SC	3 Vacant 3 Occupied	10/14	Expected to be vacant 8/2014, 10/2014, one unknown		
		4 Program Specialist: (1) CC; (1) CF; (1) EC; (1) TC	2 Vacant 1 Occupied	11/14	Expected to be vacant in November, 2014		
		2 AS Center Based Supervisor (1) AC; (1) SC	1 Occupied 1 Vacant	11/14	Expected to be vacant in November, 2014		
6	Community Employment Services	1 Art Studio Assistant	Vacant				
		4 JET Trainer	3 Vacant 1 Occupied	12/14			
		1 Workstation Specialist	Vacant				
2	Adult Services	2 Management positions	Occupied	12/14	Expected to be vacant in December 2014		
17	Transportation	7 Bus Attendants	Vacant				
		8 Bus Drivers	6 Vacant 2 Occupied	6/14	Convert 2 Bus Drivers to Safety Trainers		
		1 Routing Specialist	Vacant				
		1 Admin Assistant	Vacant				
1	Fiscal/Medicaid Services	1 Utilization Review Coordinator	Occupied	11/14	Expected to be vacant in November, 2014		
1	Plant Operations	1 Operations Manager/Health & Safety Engineer	Occupied	12/14	Expected to be vacant in December, 2014		
65	Total Deletions						

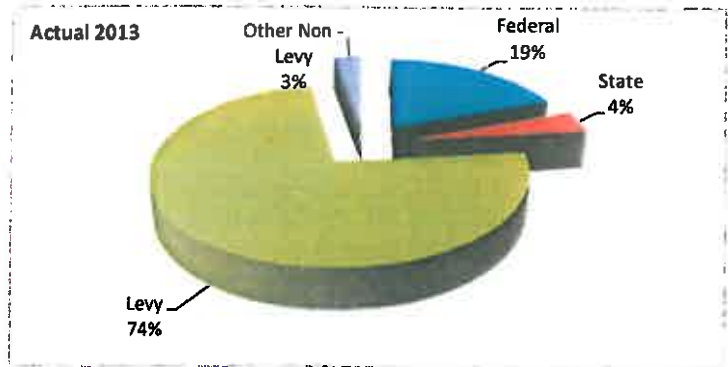
Position Additions				
#	Area	Titles	Comments	Expected Date
1	Administration	1 Special Projects Administrator	Convert from Senior Director	3/14
13.5	Children's Services	1 Inclusion Specialist		1/15
		8 Inclusion Assistant	Convert from Calico Assistant	1/15
		1 Children's Services Manager	Convert from Calico Manager	6/14
		1 Contract Manager	Help Me Grow	7/15
		.5 Speech Language Pathologist		1/15
		2 Developmental Specialists		1/15
1.5	Adult Services – FB	1 Community Inclusion Manager		4/14
1	Community Employment	.5 PT Scheduler		1/15
		1 Discovery Manager		6/14
2.5	Transportation	2 Safety Trainer	Convert from Bus Driver	6/14
1 2	MUI SSA	.5 Mechanic		
		1 Investigative Agent	Pending August, 2014 decision	8/14
		1 SSA		
22.5	Total Additions	1 Clerical		

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

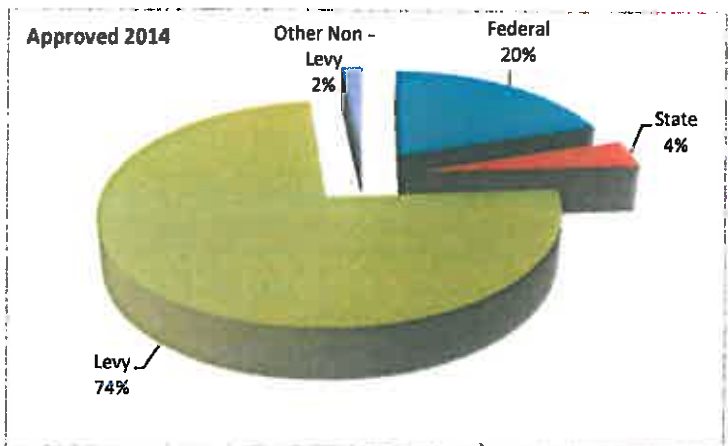
Description	2014 Approved Budget	2015 Proposed Budget	% Change From 2014 Budget	Notes
Revenue				
Taxes / Public Utilities / Shared Tax	\$ 51,430,601	\$ 51,053,981	-0.7%	Property taxes budgeted to remain flat with 2014 actual. Decrease in Bridges to Transition grant by \$420k. Title XX grant budget at authorized amount.
Grants	1,080,000	630,000	-41.7%	Interagency County Billing based on 2014 actual, plus the assumed addition of HELP Me Grow evaluations of about \$518k.
Contract Services	325,000	868,000	167.1%	No anticipated day care fees.
Other Receipts	350,000	124,500	-64.4%	Reductions due to reduced number of persons served by Summit DD offset by anticipated DODD cost report settlement of \$2m.
Reimbursements	15,250,321	16,395,286	7.5%	
Total Revenue	\$ 68,435,922	\$ 69,071,767	0.9%	
Expenditures				
Salaries	\$ 25,251,981	\$ 24,512,500	-2.9%	Reduced staffing by 42.5 FTE's, offset by an on average 2% requested increase and a 27th pay in 2015.
ERIP costs	5,143,037	-	100.0%	No anticipated Early Retirement Incentive Plan costs.
Employee Benefits	11,280,272	11,111,902	-1.5%	5% anticipated increase in health care benefits offset by reductions in other benefit areas.
Supplies	1,492,195	1,522,985	2.1%	Increase in computer hardware with the beginning of a four year computer refresh cycle and additional software costs offset by reductions in other areas.
Travel Expense	408,820	390,963	-4.4%	Reduced training and conference expenses directly related to a reduction in FTE's.
Direct Service Contracts	7,384,372	9,325,368	26.3%	Increase in locally funded services, persons served collaborations and Help Me Grow evaluations.
Indirect Service Contracts Waiver Match, 1.25% Waiver Admin Fee, MAC Fees	4,205,127	3,755,217	-10.7%	General decreases taken to help offset addition of service provider collaboration costs.
Utilities	21,960,000	23,865,000	8.7%	Increased match expense due to the shift of serves provided by private providers.
Rentals	809,000	701,150	-13.3%	Based on actual usage and the closing of the Potomac and Coventry facilities.
Advertising	760,740	631,022	-17.1%	Reduction due to the closing of the Potomac and Coventry facilities.
Other Expenses	135,000	130,000	-3.7%	General decrease.
Equipment >\$5,000	409,630	377,806	-7.8%	Overall net reduction. 2014 included accreditation expenses.
Capital Outlay	647,200	479,000	-26.0%	Reduction in bus purchases.
	500,000	200,000	-60.0%	No major improvements are anticipated.
Total Expenditures	80,387,371	77,002,913	-4.2%	
Net Change	(11,951,449)	(7,931,146)	-33.6%	

SUMMIT DD REVENUE FUNDING SOURCES

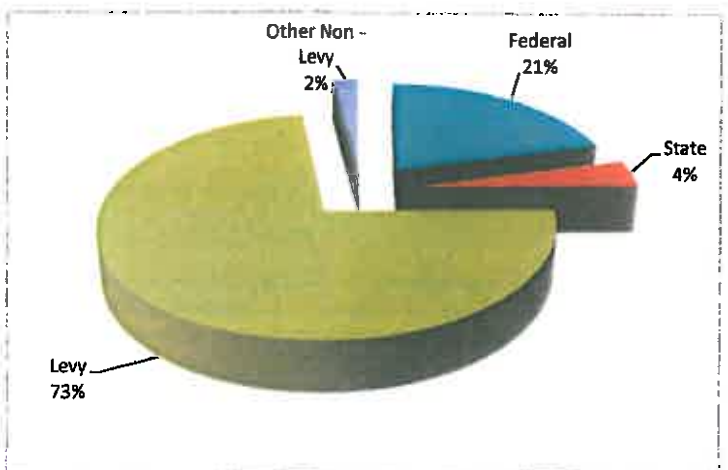
Description	Actual 2013
Federal	12,864,351
State	2,779,471
Levy	50,029,330
Other Non - Levy	1,975,073
Totals	67,648,225



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

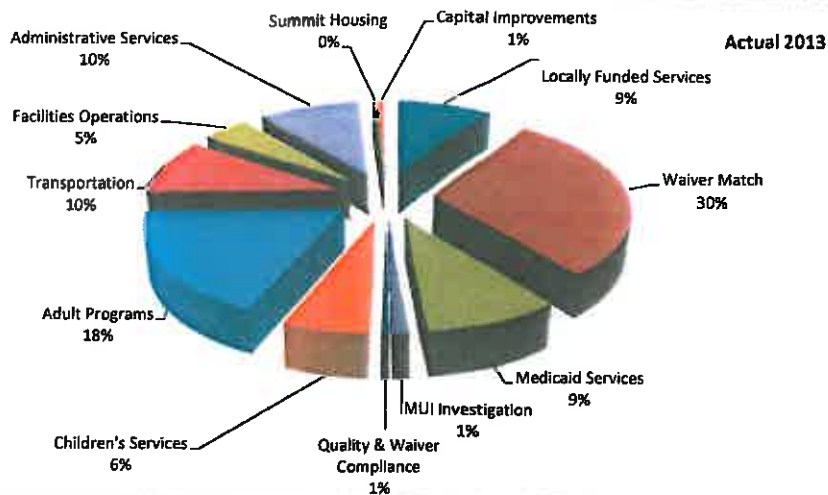


Description	Projected 2015
Federal	14,270,000
State	2,755,286
Levy	50,520,000
Other Non - Levy	1,526,481
Totals	69,071,767



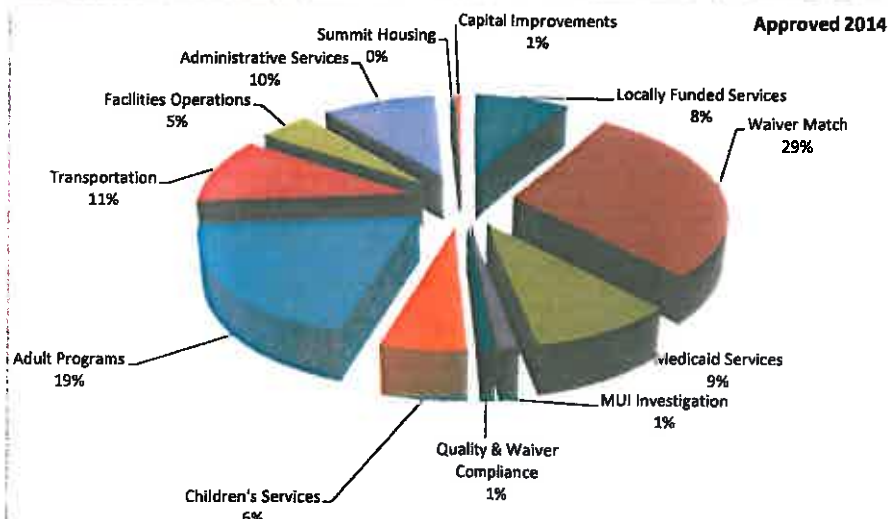
SUMMIT DD EXPENDITURES BY PROGRAM

Description	Actual 2013
Locally Funded Services	6,383,542
Waiver Match	21,195,911
Medicaid Services	6,625,353
MUI Investigation	862,565
Quality & Waiver Compliance	400,082
Children's Services	4,257,982
Adult Programs	12,853,370
Transportation	6,843,148
Facilities Operations	3,287,203
Administrative Services	7,036,324
Summit Housing	201,467
Capital Improvements	621,222
Totals By Program	70,570,344

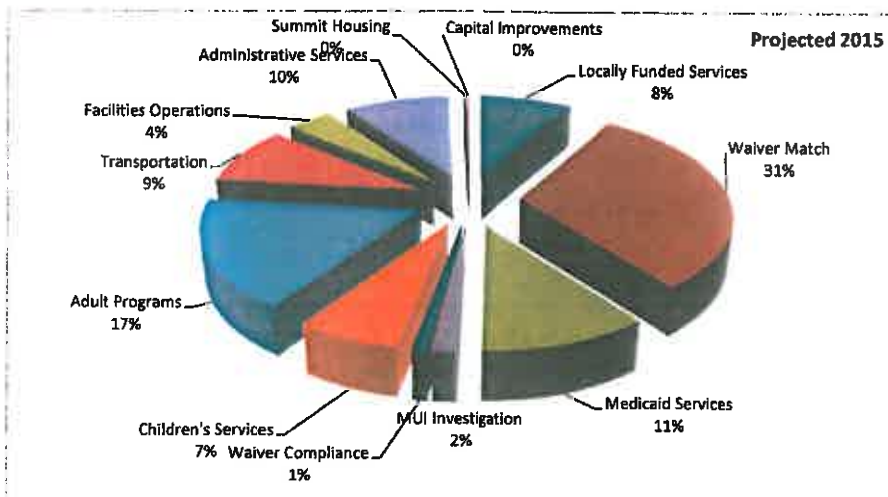


Description	Approved 2014
Locally Funded Services	6,306,500
Waiver Match	21,960,000
Medicaid Services	7,010,887
MUI Investigation	959,966
Quality & Waiver Compliance	696,592
Children's Services	4,215,434
Adult Programs	14,326,875
Transportation	7,910,908
Facilities Operations	3,488,547
Administrative Services	7,656,645
Summit Housing	205,981
Capital Improvements	500,000
Totals By Program	75,244,335

* Does not include ERIP costs



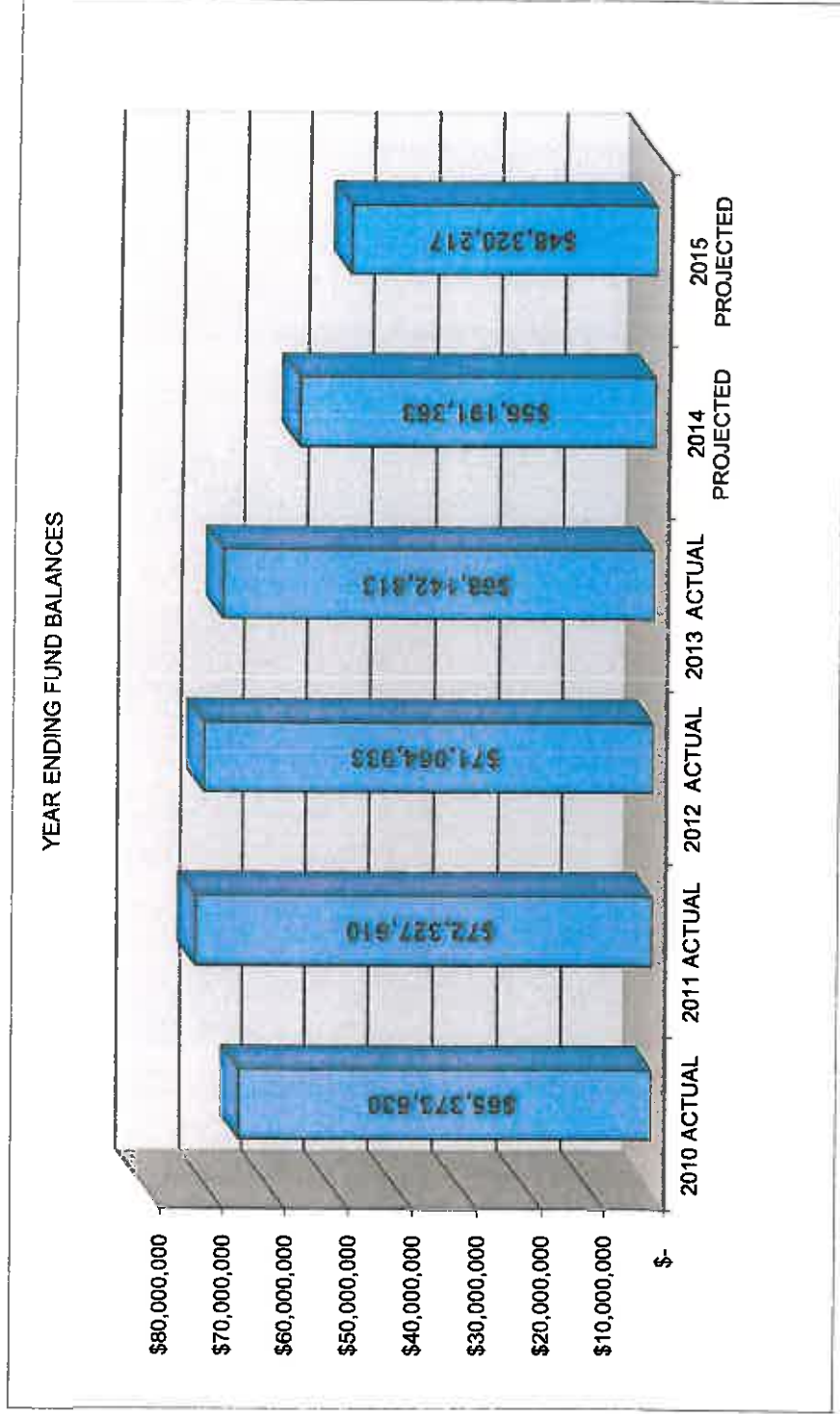
Description	Projected 2015
Locally Funded Services	6,430,000
Waiver Match	23,865,000
Medicaid Services	8,517,606
MUI Investigation	1,206,204
Quality & Waiver Compliance	716,790
Children's Services	5,058,399
Adult Programs	13,249,371
Transportation	7,087,806
Facilities Operations	3,140,805
Administrative Services	7,302,050
Summit Housing	162,882
Capital Improvements	200,000
Totals By Program	76,942,913



Fund Balance Information

Based on current projections

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 PROJECTED	2015 PROJECTED
TOTAL ENDING FUND BALANCES	\$ 65,373,630	\$ 72,327,610	\$ 71,064,933	\$ 68,142,813	\$ 56,191,363	\$ 48,320,217



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
2015 Gifts and Donations Fund

2015 Appropriation Request	\$	115,000
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Fund Balance as of 6/30/14	\$	98,428
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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 \$23,865,000 of the 2015 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
Adoption of new policy 4016 Employment and Community First	New Administrative Rules require that Summit DD adopt a policy to address standards in new SSA Rule and Employment First Rule.	Approval of new policy 4016 Employment and Community First.	<p>This new policy addresses Summit DD's intent to create more community based supports that lead to greater inclusion for all people with Developmental Disability in Summit County.</p> <p>The policy addresses requirements in the new Employment First Rule that employment should be the first option for all working age adults with a Developmental Disability and that the Board outline in its' strategic plan with benchmarks, strategies to increase integrated opportunities for those it supports.</p> <p>The policy addresses requirements in the SSA Rule that the Board use Person Centered Planning to create a path to employment for each individual.</p> <p>Recommended for approval by the July Services & Supports Committee.</p>

Attachment #2

Submitted By: Bill Payne For: Superintendent / Assistant Superintendent
February 12, 2014 X Finance & Facilities Committee
Services & Supports Committee
HR/LR Committee

4016 - EMPLOYMENT AND COMMUNITY FIRST

Summit DD supports the Employment First Initiative and believes that employment should be the first option considered for all working age adults with a developmental disability.

The Summit DD Board supports the development of integrated community opportunities in employment and other day supports for all Board eligible individuals. To that end, the Summit DD Board is committed to collaboration and creating and maintaining a competent staff and provider network to support individuals in achieving their goals.

The Summit DD Board supports Person Centered Planning in order to achieve for each individual a path to employment and greater community integration based on the desires and needs of each individual.

The Summit DD Board will include in its strategic plan strategies and benchmarks as it evolves toward integrated opportunities for those it supports and increases the number of individuals engaged in community employment services.

DRAFT

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Revision of Board Policy 2012 – Equal Employment Opportunity	Expand EEO policy to include Diversity.	Approval of revised Policy 2012.	<p>For many years the Diversity Committee was a Superintendent's Committee, which included board representation. In 2014 it was determined that the Diversity Committee would continue, but be comprised of staff, and make recommendations through the HR/LR Superintendent's Committee.</p> <p>A review of Human Resource policies resulted in the recommendation that Summit DD expand its current EEO policy to incorporate its diversity philosophy and practices. The proposed policy strives to communicate the agency's commitment to diversity as well as outline its broad diversity initiatives. The Diversity Committee has reviewed and approved the proposed policy.</p> <p>Thus far in 2014 Summit DD has:</p> <ul style="list-style-type: none"> • Introduced domestic partner benefits. • Conducted management training to improve the agency's understanding of Lesbian, Gay, Bisexual, and Transgender (LGBT) issues and open a discussion regarding how to make Summit DD a more inclusive workplace. <p>Recommended for approval by the July HR/LR Committee.</p>

Submitted By: Lynn Sargi

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

Date: July 8, 2014

2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY

Summit DD is committed to fostering, cultivating and preserving a culture of diversity, inclusion, acceptance and tolerance. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, attitudes, unique capabilities and talent that Board employees invest in their work represents a significant part of not only the Board's culture, but its reputation and accomplishments as well.

The Summit DD workplace is one where all staff members embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, ancestry, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Summit DD's diversity initiatives are applicable—but not limited—to:

- our practices and policies on recruitment and selection; compensation and benefits; terms and conditions of employment, professional development and training; promotions; transfers; other privileges of employment;
- demonstrated cultural competence by building knowledge, awareness, skill and capacity to identify, understand and respect the unique values, customs, languages, abilities and traditions of a diverse cliental and workforce to promote effective programs and services.
- the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces respectful communication and cooperation between all employees.

All employees of Summit DD have a responsibility to treat all stakeholders with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Agency sponsored and participative events.

Failure to meet these expectations may result in discipline, up to and including termination.

It is the policy of Summit DD to ensure the proactive and positive compliance with the letter and spirit of federal, state, and local equal employment opportunity laws, executive orders, policies, guidelines, plans, rules and regulations in all aspects of equal employment opportunity.

Employees who believe they have been subjected to any kind of illegal discrimination that conflicts with the Agency's Diversity Policy and initiatives should seek assistance from a supervisor or the Director of Human Resources.

ORC 4221.02

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SEVEN MONTHS ENDED JULY 31, 2014 AND 2013

	7/31/2014				7/31/2013			
	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,896,620	\$ 25,653,099	\$ 25,243,521	49.6% 1	\$ 50,513,674	\$ 25,424,863	\$ 25,088,811	49.7%
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	50.0%	533,981	76,283	457,698	85.7%
REIMBURSEMENTS	15,250,321	11,427,141	3,823,180	25.1% 2	15,092,545	9,052,721	6,039,824	40.0%
GRANTS	1,080,000	231,593	848,407	78.6%	695,200	261,535	433,665	62.4%
CONTRACT SERVICES	325,000	222,360	102,640	31.6%	513,000	267,748	245,252	47.8%
REFUNDS	-	26,712	(26,712)	0.0%	-	2,866	(2,866)	0.0%
OTHER RECEIPTS	350,000	210,805	139,195	39.8%	346,000	245,669	100,331	29.0%
SALES	-	2	(2)	0.0%	15,000	9,991	5,009	33.4%
TOTAL REVENUE	\$ 68,435,922	\$ 38,038,702	\$ 30,397,220	44.4%	\$ 67,709,400	\$ 35,341,676	\$ 32,367,724	47.8%
OPERATING EXPENDITURES								
SALARIES	\$ 25,251,980	\$ 13,452,583	\$ 11,799,397	46.7%	\$ 26,428,340	\$ 14,261,248	\$ 12,167,092	46.0%
ERIP COSTS	5,143,037	1,043,604	4,099,433	79.7% 3	-	-	-	0.0%
EMPLOYEE BENEFITS	11,280,271	6,048,169	5,232,102	46.4%	11,237,561	6,213,249	5,024,312	44.7%
SUPPLIES	1,492,195	668,445	823,750	55.2%	1,648,015	943,442	704,573	42.8%
TRAVEL	408,820	198,691	210,129	51.4%	423,748	200,661	223,087	52.6%
CONTRACT SERVICES	11,589,499	6,908,677	4,680,822	40.4%	11,857,838	6,550,003	5,307,835	44.8%
MEDICAID COSTS	21,960,000	16,247,130	5,712,870	26.0% 4	18,050,000	13,462,845	4,587,155	25.4%
UTILITIES	809,000	455,421	353,579	43.7%	721,000	356,331	364,669	50.6%
RENTALS	760,740	738,523	22,217	2.9%	828,900	797,508	31,392	3.8%
ADVERTISING	135,000	38,324	96,676	71.6%	195,500	71,228	124,272	63.6%
OTHER EXPENSES	409,630	302,867	106,763	26.1%	327,590	276,357	51,233	15.6%
EQUIPMENT	647,200	159,422	487,778	75.4%	597,744	163,058	434,686	72.7%
REAL PROPERTY IMPROVEMENT	500,000	25,483	474,517	94.9%	500,000	443,157	56,843	11.4%
TOTAL EXPENDITURES	\$ 80,387,372	\$ 46,287,339	\$ 34,100,033	42.4%	\$ 72,816,236	\$ 43,739,087	\$ 29,077,149	39.9%
NET REVENUES AND EXPENDITURES	\$ (11,951,450)	\$ (8,248,637)			\$ (5,106,836)	\$ (8,397,411)		
BEGINNING FUND BALANCE	\$ 68,142,813	\$ 68,142,813						
PLUS: REVENUE	68,435,922	38,038,702						
LESS: EXPENDITURES	(80,387,372)	(46,287,339)						
ENDING FUND BALANCE	\$ 56,191,363	\$ 59,894,176						

**SUMMIT COUNTY DD BOARD
EXPLANATION OF VARIANCES
FOR THE SEVEN MONTHS ENDED JULY 31, 2014
(Rounded)**

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

Summit County Board of Developmental Disabilities

MINUTES - ~~over~~

Thursday, July 24, 2014
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, July 24, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:05 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, President
Joe Siegferth, Vice President
Denise Ricks, Secretary
Tom Quade
Meghan Wilkinson

BOARD MEMBER EXCUSED

Karen Arshinkoff
Dave Dohnal

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assist. Superintendent
Jean Fish, Director of Adult Services
Tom Jacobs, Dir. of Operations/SHDC
Eldridge Black, Director of Transportation
Lindsay Bachman, Director of MUI
Melissa Skiljan, Director of SSA
Holly Brugh, Director of Children's Svs.

Bill Payne, Sr. Dir. of Board Svs. & Spts.
Mira Pozna, Director of Fiscal
Joe Eck, Director of Labor Relations
Billie Jo David, Director of
Communications & Quality
Lynn Sargi, Director of HR
Russ DuPlain, Director of IT
Maggi Albright, Recording Secretary
and others

I. SUMMIT DD 2015 BUDGET

The 2015 Summit DD budget request is in the amount of \$76,942,913 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The Summit DD budget requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and to County Council for final approval. The 2015 budget request reflects a .9% increase in overall revenue and a 4.3% decrease in overall operating expenditures, as compared to the 2014 budget. When removing 2014 budgeted Early Retirement Incentive Program (ERIP) costs of approximately \$5.1 million dollars, the total expenditures percentage increases by 2.3% overall. The 2015 budget projects total deficit spending of \$7,871,146. The levy projected fund balance at the end of 2015 will be \$49,612,833, with a fund balance at the end of 2015 of \$48,320,217. Mr. Briggs asked if the 2015 numbers reflect encumbrance of the original ERIP projections.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

WORK SESSION *(continued)*

I. SUMMIT DD 2015 BUDGET *(continued)*

Mr. Trunk replied that they do and stated the ERIP is a perfect example of how some numbers may vary a bit between now and the end of the year. To date, there are 49 staff who have turned in official notification of their intent to utilize the ERIP, with 24 of those who have already exited. The exit costs for those 24 staff were \$940,304. Mr. Trunk noted that 12 of the 49 people were not on the original list of 102 staff identified to be eligible. The 12 staff have been determined eligible based on additional service from other organizations. Projections of total ERIP expenses and number of participants will be available during the third quarter. It is anticipated that ERIP expenses will be closer to \$3 million dollars instead of the \$5 million that was budgeted. The revenue increase is due in part to revenue recognition for the additional responsibilities of administration of the County's Help Me Grow Program, which will be approximately \$518,000. The 2015 budget includes a staffing reduction of 42.5 positions offset by a 27th pay in 2015 and a 2% on average increase. Mr. Trunk noted the extra pay totals approximately one million dollars in payroll. Mr. Briggs asked if staff reductions will be achieved through attrition. Mr. Trunk replied the reductions will be achieved through the ERIP and attrition; layoffs will not be necessary. 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, including the Help Me Grow Program. Mr. Trunk stated that he and Mrs. Pozna met with Brian Nelson, Summit County Director of Finance & Budget, to review the budget process. Mr. Briggs commented he heard good things about the meeting and he is happy with the progress. The 2015 Summit DD budget has been recommended for approval by the July Finance & Facilities Committee.

II. REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES

A review of Human Resource policies resulted in recommendation that Summit DD expand its current Equal Employment Opportunity (EEO) policy to incorporate its diversity philosophy and practices. Revisions to Policy 2012 strive to communicate the Agency's commitment to diversity as well as outline its broad diversity initiative. Revised Policy 2012 has been recommended for approval by the July HR/LR Committee.

III. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST

New Administrative Rules require that county DD boards adopt a policy to address standards in new SSA Rule and Employment First Rule. New Policy 4016 – Employment and Community First addresses requirements in the new Employment First Rule that employment should be the first option for all working-age adults with developmental disabilities and that the Board outlines in its strategic plan with benchmarks and strategies to increase integrated opportunities for those it supports.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

WORK SESSION *(continued)*

III. NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST *(continued)*

The new policy addresses requirements in the SSA Rule that the Board use Person Centered Planning to create a path to employment for each individual. Summit DD's intent is to create more community based supports that lead to greater inclusion for all individuals with developmental disabilities in Summit County. The July Services & Supports Committee recommends approval of new Policy 4016.

IV. POLICIES

A review of Summit DD's Human Resource policies determined that clarification and consolidation was warranted. It is recommended that Policy 2006 – Violence-Free Workplace and Weapons be revised to consolidate current Policy 2005 – Concealed Weapons and then Policy 2005 could be deleted. It is recommended that Policy 2023 – Nepotism be revised to expand the focus of the policy and reflect best practice. Mr. Briggs asked if revisions to Policy 2023 will conflict with the Collective Bargaining Agreements. Mr. Eck replied that situations will be addressed on a case by case basis as they arise and noted that management is hopeful there will be appreciation from the Unions about the value statements in this policy and recognize that this policy is about retaining positions. Mr. Quade agreed that this new policy language intends to preserve employment, perhaps in a different position, when situations arise. It is recommended that Policy 2028 – Drug-Free Workplace be revised to better align the language of the policy with the procedure that was updated earlier this year. The May HR/LR Committee recommends approval of the revisions Policies 2006, 2023 and 2028 and also recommends the deletion of Policy 2005.

V. MAY FINANCIAL STATEMENTS

May revenue reflects a 2009 DODD Cost Report settlement in the amount of \$2,678,000. Expenditures reflect ERIP costs for 23 participants. The fund balance at the end of May was \$69,029,850. The May financial statements have been recommended for approval by the July Finance & Facilities Committee.

VI. JUNE FINANCIAL STATEMENTS

June reflects deficit spending of \$1,410,035. Revenue in June reflects the first half personal property reimbursement with the remainder expected in December. Grants for the Bridges to Transition Program have had lower than expected activity. Expenditures reflect ERIP costs for 24 participants. The fund balance at the end of June was \$66,732,778. The June financial statements have been recommended for approval by the July Finance & Facilities Committee.

The work session adjourned at 5:40 p.m.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:40 p.m.

I. BOARD MEMBER CAUCUS

Mrs. Wilkinson commented that sometimes it may feel like the work we do isn't making progress so she shared a recent experience that demonstrates the impact of the efforts of the Board and Summit DD staff. She started by saying that in 2009 when her twin boys, Casey and Conner, were born with Downs Syndrome so many thoughts were going through her head; would their lives ever be normal, would the boys have friends.....there were so many unknowns. Now, 4 ½ years later, the Moms of Casey's and Connor's typically developing classmates call for playdates. Mrs. Wilkinson told of one such playdate at the park recently. She said there were three older boys at the park, about 12 years of age she guessed, who were playing a little rougher, as older boys do. One of the older boys knocked down one of the boys' playmates. The older boy immediately bent down and helped him up and made sure he was ok. Casey had been watching from a distance. He walked over to the older boys and his playmate, smiled and said "hi". The older boys returned the greeting. Casey held out his hand for a "fist bump" – all three older boys immediately responded with fist bumps back to Casey and then they all high-fived each other. Connor, who Mrs. Wilkinson described as somewhat awkward, not yet verbal and who can be known to make a lot of facial expressions, came over from across the playground so he could get in on the action too. All three boys took the time to interact with the twins and they treated them with kindness. Mrs. Wilkinson stated that everyone is worthy of five minutes of time. The kindness the older boys showed to her twins comes from awareness and inclusion. She said the inclusion and awareness efforts of Summit DD are what changes lives. Mrs. Wilkinson expressed her gratitude to live in Summit County and to the staff for their dedication. She thanked everyone for making a difference in the lives of the individuals and families served in Summit County.

II. PUBLIC COMMENT

Mr. Briggs introduced Darian Johnson as his friend and a member of the NAACP. Mr. Johnson stated that he believes Mr. Trunk is doing a phenomenal job at Summit DD and engaging the community. Mr. Trunk has been very proactive and the reaction to him has been very positive. Mr. Johnson thanked the Board for their selection of Mr. Trunk as Summit DD's Superintendent.

Leslie Frank, a parent and Summit DD employee, thanked the Board for ratifying the WWSA contract recently. She also mentioned that she attended a meeting at Zane's Foundation last month and was very impressed by Mr. Trunk's attendance at the meeting.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

BOARD MEETING *(continued)*

II. PUBLIC COMMENT *(continued)*

Mrs. Frank thanked Jean Fish and Carrie Roberts for addressing her request to have some of the surplus Clay Crafters and Custom Stitches inventory distributed to work centers for use by persons served. Mrs. Frank asked for an update on the status of the Bath Center. Mr. Trunk replied the intent is still to sell the Bath Center property. There have been several offers but they were way too low and the Board does not want to give the property away. Mr. Trunk noted that all reasonable offers to purchase or lease the property will be considered.

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, thanked the Board and staff for the great work they have done so far this year.

III. APPROVAL OF MINUTES

A. MAY 29, 2014 (combined work session and regular meeting)

RESOLUTION No. 14-07-01

Mr. Quade moved that the Board approve the minutes of the May 29, 2014 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. JUNE 12, 2014 (special Board Meeting)

RESOLUTION No. 14-07-02

Mrs. Ricks moved that the Board approve the minutes of the June 12, 2014 special Board Meeting, as presented in attachment #8. The motion, seconded by Mr. Siegferth, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY FINANCIAL STATEMENTS

RESOLUTION No. 14-07-03

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

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

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. 14-07-04

Mrs. Wilkinson moved that the Board approve the June Financial Statements, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

B. HR/LR COMMITTEE

1. POLICIES

R E S O L U T I O N

No. 14-07-05

Mr. Quade moved that the Board approve revisions to Policy 2006 – Violence-Free Workplace and Weapons; Policy 2023 – Nepotism; and Policy 2028 – Drug-Free Workplace, as presented in attachment #4.

Be it further resolved that the Board approve the deletion of Policy 2005 – Concealed Weapons, as identified in attachment #4. The motion, seconded by Mr. Siegferth, was unanimously approved.

V. SUPERINTENDENT'S REPORT

A. CENSUS

The June 2014 Census reflects Summit DD supporting 4,138 individuals, which is a 5% increase over the same period last year. There are 1,548 persons served in center-based services and 327 individuals in community employment. There are 208 individuals receiving SSA services only (99 children and 109 adults). There are 1,625 individuals receiving residential supports with 1,527 receiving the residential supports in the community, which reflects the Board's commitment to its Mission. There are 1,775 individuals who rely on the Board for transportation supports; 1,200 get transportation through private or public providers. There are 1,800 persons served waiting for I/O waivers and 1,200 persons served waiting for a Level I waiver.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

B. MUI SECOND QUARTER REPORT

The number of MUIs investigated during the second quarter reflects a decreased trend with cases substantiated remaining relatively stable. MUI performance measures continue to exceed goals with 24 hour conformance at 99% (goal of 97%), timely closure of cases at 100% (goal of 95%) and questions answered timely at 100% (goal of 95%). There were 133 cases referred/reviewed by law enforcement (LE)/Children's Services Board (CSB) and 98 cases of LE notification. There are six cases where charges were filed and three cases submitted for review by the Abuser Registry Committee. There are currently 33 open cases. The second Summit County detective will begin working with the MUI Unit at the beginning of August.

C. SECOND QUARTER OPERATING PLAN REPORT

The second quarter Operating Plan Report reflect 14 of the 15 measures are performing within goal levels. Overall, Summit DD scored a 4.7 on a scale of 1-5 on the Pillar Dashboard. Second quarter highlights include:

- 4,138 total individuals supported, representing 5% increase from the second quarter of 2013. Summit DD projected 2% rate of growth through the levy period. Increases are attributed to 19% increase in children supported with Early Intervention (EI) services over this time last year.
- There is no waiting list for day and residential services
- There are currently 339 adults supported through Community Employment, which is 16.5% more than the second quarter of 2013.
- 68 children receive integrated child care at 30 community-based child care settings through the Community Partnership for Inclusion (CPI) Program.
- 39.2% of Summit County residents are familiar with Summit DD services, compared to 33.4% in 2013. 81.7% of residents have heard of Summit DD and 97.4% of residents with an opinion of Summit DD report a favorable opinion, which is the highest rating since we began collecting data in 2005.
- More Summit County residents support inclusion. The Inclusion Index is the percentage of residents who believe individuals with disabilities should have the same rights as everyone else, that individuals with disabilities have the right to live anywhere, including in their neighborhood, the place where they work would be open to hiring someone with a disability, that children with special needs should be educated in public schools with their peers and feel comfortable socializing with individuals with developmental disabilities. The Inclusion Index in 2014 rated at 79.2% compared to 76.9% in 2013.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

C. SECOND QUARTER OPERATING PLAN REPORT *(continued)*

- MUI conformance remains favorable with 99% of cases reported on time and 100% of cases closed on time

- 86% of adults receive funding through sources other than local tax dollars

The area below goal is Medicaid reimbursement to Summit DD for services provided, which is below budgeted amount. This is primarily due to a decrease in the number of adults served by Summit DD as a provider. As a result, Medicaid dollars are paid directly to private providers and Summit DD's Medicaid match expenses have also increased.

D. DISCOVERY PRESENTATION

Mr. Trunk introduced Jan Dougherty, Summit DD Discovery Manager, to present information on Discovery efforts. The new employment rule requires teams to utilize a person-centered planning approach to put individuals on the path to employment. The Discovery process involves four places on the path to employment and inclusion:

#1 – The individual is already engaged in community employment and needs support for job stabilization and improvement or career advancement.

#2 – The individual expresses a desire to obtain community employment but is not currently employed and needs support to obtain employment or identify career options and opportunities.

#3 – The individual is unsure about community employment and needs support to identify career options and employment opportunities and the economic impact of the decision not to work.

#4 – The individual does not express a desire to work and needs support to learn more about careers and employment opportunities and the economic impact of the decision not to work.

The idea is that no matter where a person is on the path, progress is being made in a positive direction. Ms. Dougherty shared several stories about how Discovery has impacted lives. The first story involved John, who had spent the first 40 years of his life in Applecreek Developmental Center. The past 30 years, John lived in a group home and attended a work center. At age 70, John decided he wanted to get a job. John's team used the Discovery process and he began working a few hours a week. The second story involved Amy, a recent high school graduate who went directly into a work center after graduation. Amy wanted to get a job. She and her family identified that she loves to work with computers. Through the Discovery process and through the use of adaptive equipment and job coaching, Amy now volunteers in an office at a local hospital doing data entry. The next step is for Amy to transition into a paying position.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

D. DISCOVERY PRESENTATION *(continued)*

Both stories demonstrate good examples of the person-centered planning approach. Mr. Payne stated the Discovery process is a different approach and is based on the interests and goals of individuals in order to create opportunities to assist with moving persons served along the path to employment and increased community inclusion. Staff started working in the spring with four providers to do Discovery training under Summit DD's model. Two of the providers have completed the training, one provider had to put the training on hold but will participate in the next session and one provider dropped out. The next training will begin in August and includes three providers plus the provider from the first session. Mr. Quade asked what is being done to develop employers and management of businesses to embrace the process. Mr. Payne replied there are Discovery partners and staff are collaborating to build and develop employer relationships and collaborating around areas such as job development and follow-along services. Mr. Trunk added the priority is around employment and noted that County Executive, Russ Pry, has also identified employment as a priority. Meetings with public and private organizations have been held to identify strategies for approaching businesses to determine employer needs and to provide education about the benefits of hiring individuals with disabilities.

E. MISCELLANEOUS INFORMATION

Mr. Trunk presented a draft document to the Board that outlined organizational changes that are being proposed relative to the internal Table of Organization. The ERIP provides an opportunity to gain efficiencies and the proposed changes will focus on reducing costs in the salaries line item of the budget. The new structure will focus on functional clusters rather than departments. The intent is to look at internal talent and only hire externally when necessary.

The Ohio Association of County Boards (OACB) of Developmental Disabilities is offering a free training for Board Members on August 28th in Columbus. The training will cover topics such as the new federal Centers for Medicare and Medicaid Services (CMS) Rules, the Disability Rights Ohio (DRO) letter to Governor Kasich and the Olmsted and U.S. Department of Justice actions. If you would like to attend, please advise Maggi Albright for registration purposes.

MINUTES –combined work session and regular meeting
Thursday, July 24, 2014

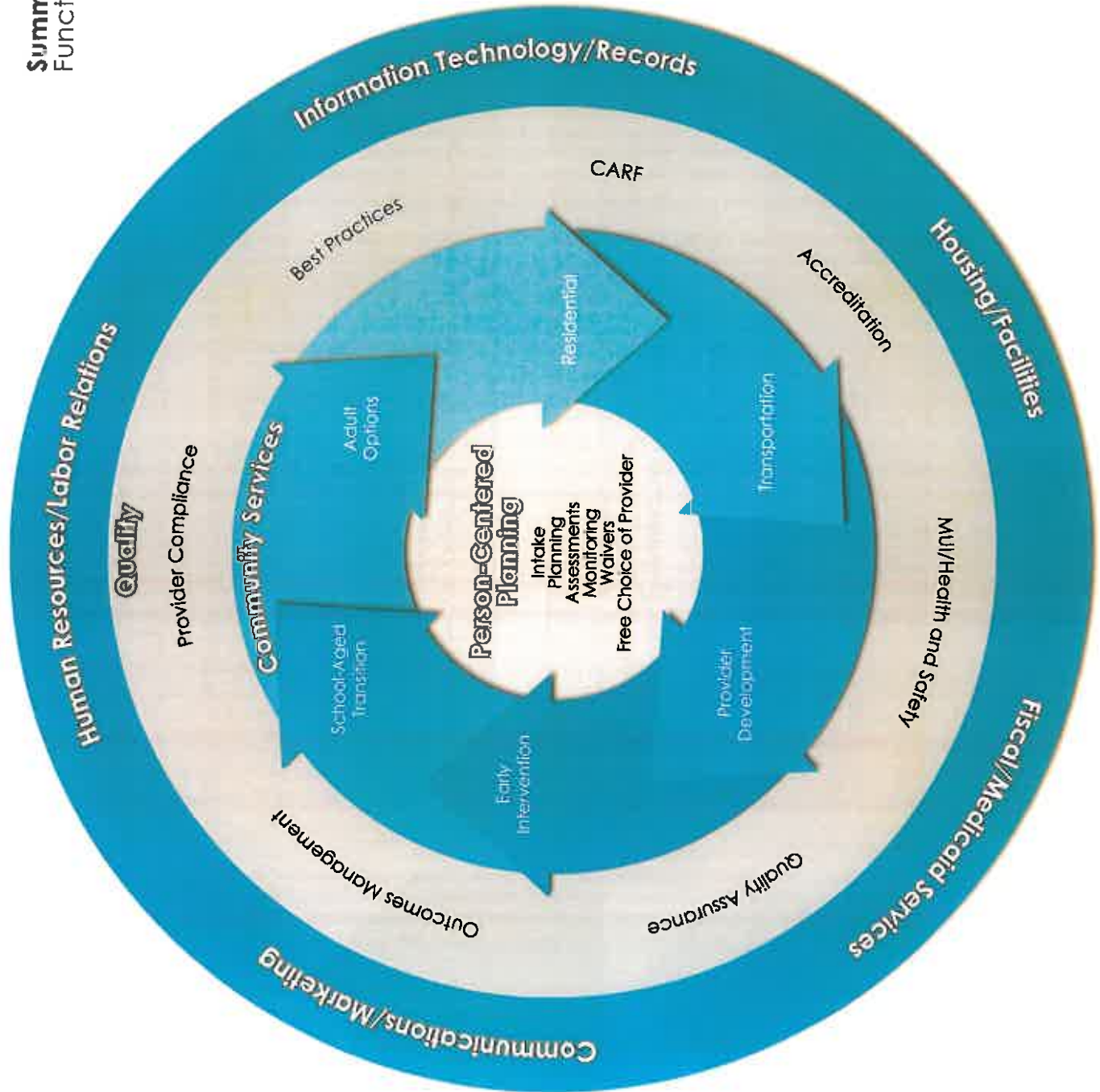
BOARD MEETING *(continued)*

VI. PRESIDENT'S COMMENTS

Mr. Briggs reminded everyone that the Summit DD golf outing will be held on Monday, August 18th at Rosemont Country Club. He encouraged everyone to support the event. Mrs. David reported that as of today, golf is sold out for the event.

The Board Meeting reconvened at 6:25 p.m.

Denise Ricks, Secretary



Summit DD Transition Timeline 2014-15

