

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

AGENDA

Thursday, February 27, 2014
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. SUMMIT COUNTY SHERIFF'S SECURITY SERVICES CONTRACT UPDATE
- II. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- III. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER CONTRACT

NEW ACTION ITEM FOR BOARD CONSIDERATION

- IV. JANUARY 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. JANUARY 23, 2014 (Organizational and combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. JANUARY FINANCIAL STATEMENTS
 - B. SERVICES & SUPPORTS COMMITTEE
 - 1. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER CONTRACT
- VII. SUPERINTENDENT’S REPORT
 - A. VOLUNTEER GUARDIANSHIP PROGRAM
 - B. SUMMIT DD LOGO PENCIL SKETCHES
- 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
<p>Contract for People Together Program with The Arc of Summit and Portage Counties.</p>	<p>There is a need for education program in schools in Summit County acceptance and inclusion for those living with disabilities.</p>	<p>Approval of contract with The Arc of Summit and Portage Counties for the period February 1, 2014 through December 31, 2014 in the amount of \$61,000 to administer the People Together Program to students and community stakeholders in Summit County.</p>	<p>The People Together Program is an education and awareness program administered by The Arc of Summit and Portage Counties to schools and community organizations. The program is designed to increase knowledge and acceptance for integration.</p> <p>The total amount is \$61,000 which covers approximately half the cost of this program. The remainder of the costs are subsidized by United Way, grants, and The Arc operating expenses.</p> <p>There is a \$6,000 increase in this contract, primarily due to increased costs of the program. The program's reach has increased beyond schools to community programs as well. Also, the 2014 contract includes a provision to employ individuals with disabilities who are public speakers as part of the awareness program.</p> <p>The Arc has delivered this program to more than 4,000 participants at more than 50 sites in each of the five years since the program's inception. The People Together program has a proven track record in changing the attitudes of school age students and community members.</p> <p><u>Report of Program Delivery</u> Every six months a detailed report is submitted to Summit DD reporting the number of students served, number of sites and classes along with student pre-post evaluation results.</p> <p>The students that participated in the program were asked if and how their feelings about people with disabilities changed, and the following are some examples:</p>

Submitted By: _____ Billie Jo David _____ For: _____ Superintendent / Assistant Superintendent
 _____ Finance Committee
 Date: _____ 1/6/2014 _____ Services and Supports Committee
 _____ HR/LR Committee

County of Summit Board of Developmental Disabilities
 TOPIC SUMMARY REPORT

			<ul style="list-style-type: none"> • "I was at recess today and I talked to a person with a disability and got to know her. Now I know how to communicate with her and I'm going to try to play with her on Monday." • "Yes it did change my feelings. I will treat someone with a disability just like I would treat my friends. I would play with them just like my other friends. I will try to communicate with them and never, never, ever say the 'r' word." • "Yes it changed me. I used to feel scared but now I feel like I know what to do. I will play with a kid who has a disability and I will talk to them." • "They are very upset if someone uses the "r" word. One of my students heard someone use that word and corrected that person." <p>Funds are in the 2014 budget.</p>
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**Recommended for approval by the
 January Services & Supports Committee**

Submitted By: Billie Jo David
 Date: 1/6/2014

For: Superintendent / Assistant Superintendent
 Finance Committee
 Services and Supports Committee
 HR/LR Committee



**SERVICE CONTRACT
BETWEEN
COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD
AND
The Arc of Summit & Portage Counties**

This Contract, entered into by and between the County of Summit Developmental Disabilities Board, a Board authorized, created and appointed under the provisions of Chapter 5126 of the Ohio Revised Code, with its principal office at 89 East Howe Road, Tallmadge, Ohio 44278, hereinafter referred to as "Summit DD", and The Arc of Summit & Portage Counties, with its principal office located 3869 Darrow Road, Suite 109, Stow, Ohio 44224, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to The Arc of Summit & Portage Counties for the People Together Program.

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

I. SUMMIT DD OBLIGATIONS

A. The Summit DD shall monitor the quality of services delivered under this Contract in the following manner: Review of a biannual report detailing the number of program participants, the number of participating schools, pre- and post-test results and comments from students, teachers, and parents. Attitudes and opinions of individuals should present a favorable variance through pre- and post-testing. In the event of an adverse finding, the Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by the Summit DD.

B. Summit DD shall take no action pursuant to this Agreement that would compromise the primary position of the Contractor as an independent advocate for individuals with developmental disabilities.

II. CONTRACTOR OBLIGATIONS

A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder,

- B. Contractor agrees to provide sessions on disability awareness and education through the People Together Program to students in public and private schools and youths and community groups in Summit County. Contractor shall conduct pre-surveys and post-surveys with students in order to measure increased knowledge and acceptance about individuals with disabilities. Contractor shall also conduct satisfaction surveys with parents and teachers. Knowledge, attitudes and opinions should present a favorable variance through pre- and post-surveys. Contractor shall utilize individuals supported by Summit DD as paid speakers. Failure of Contractor to meet these specific obligations will permit the Board, at its discretion, to request recoupment of consideration paid in proportion to the percentage of Contractor's failure to perform. Biannual reports will be provided by July 31, 2014 and January 31, 2015.
- C. Contractor shall make available to the Summit DD or its designated representative for review all records and data pertaining to payments, claims and services rendered to individuals under this contract. Contractor shall initiate corrective action where necessary to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided.
- D. Contractor shall reply to and cooperate in arranging compliance with an identified program or fiscal audit. Contractor is liable to Summit DD for any adverse findings that result from an action it takes or fails to take in the implementation of its response to adverse audit findings.
- E. Contractor shall comply with all professional licensure and certification requirements, including but not limited to furnishing evidence of the following: Contractor shall conduct criminal background investigations of all staff in accordance with Ohio Revised Code § 5123.081. Contractor shall require that all staff meet the Ohio Department of Developmental Disabilities rules and regulations as applicable to Contractor. Contractor shall employ staff in sufficient numbers and with sufficient academic background and/or experience to meet the training, health, safety, social and personal needs of the individual as such needs are mutually agreed upon by the parties. Contractor shall obtain training, which is acceptable to the Summit DD for all staff providing services under this Contract. Contractor shall comply with all local, state and federal requirements regarding non-discrimination, fair employment practices and wage/hour standards, and shall not discriminate in the provision of services on the basis of race, color, disability, religion, sex or national origin. Contractor shall furnish the Summit DD with evidence of appropriate state licensure and credentials as required for all personnel providing services under this Contract.
- F. The Contractor agrees to submit all such programmatic and financial information as may reasonably be required by the Summit DD:
 - 1. To permit monitoring and evaluation of the faithful performance of services being rendered under this contract; and
 - 2. To allow effective program planning, service coordination and resource development.
- G. Contractor shall give notice of incidents adversely affecting health and safety pertaining to individuals receiving services under this Contract to the Summit DD's Major Unusual Incident (MUI) Unit, and shall provide other additional reports to the Summit DD and to such other persons and/or agencies as is required by applicable state and federal law. "Major Unusual

Incidents" and "Unusual Incidents" shall be defined for purposes of this Contract as such term is defined in the Ohio Administrative Code § 5123:2-17-02 and Contractor shall notify the Summit DD's MUI Unit within the timelines spelled out in said rule. Notification shall be made by submitting same to the Summit DD by electronic mail to www.muireports@summitdd.org or by facsimile to 330.634.8553.

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

III. CONTRACTOR FINANCIAL OBLIGATIONS

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

IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed SIXTY ONE THOUSAND DOLLARS (\$61,000) and is limited to the Summit DD'S 2014 appropriation.
- B. This contract will be paid in one installment of SIXTY ONE THOUSAND DOLLARS (\$61,000) payable in February 2014.
- C. Failure of Contractor to meet the specific obligations identified in Section II of this Contract will permit Summit DD, at its discretion, to request recoupment of consideration paid in proportion to the percentage of Contractor's failure to perform.

V. TERM AND TERMINATION

- A. The term of this Contract shall be from February 1, 2014 through December 31, 2014.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing the Contractor with notice in writing not less than ninety (90) days prior to terminating this Contract.
- C. In the event of a breach of any provision of this Contract, the non-breaching party may institute Conciliation Procedures as set forth in "Exhibit 2" attached hereto and made a part of this Contract. If the dispute is not resolved within the timeframes identified in the Conciliation Procedure, then the non-breaching party may terminate this Contract by written notice delivered via certified mail.

VI. CONFIDENTIALITY

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

VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED

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

VIII. MISCELLANEOUS

A. STANDARDS

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

B. ASSIGNMENT

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

C. ENTIRE CONTRACT

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

D. NOTICES

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

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

TO: The Arc of Summit & Portage Counties
ATTENTION: Leeanne Saro, Executive Director
3869 Darrow Road, Suite 109
Stow, Ohio 44224

E. In the event that any statute, regulation, rule or state or federal law is amended, the requirements of this Contract shall be automatically amended to reflect such modification without any further action by the parties.

F. This Contract shall be governed by and interpreted in accordance with the laws of Ohio.

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

SIGNATURES

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

PROVIDER:

**COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD**

Signature / Date

Signature / Date

Print Name

John Trunk, Superintendent
Print Name

Witness / Date

Witness / Date

**APPROVED AS TO FORM
OPINION NO.: 10-095**

MICHAEL D. TODD
ASSISTANT PROSECUTING ATTORNEY
SUMMIT COUNTY, OHIO

EXHIBIT 1:

Status: _____ Not-for-Profit _____ For Profit

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

NAME	ADDRESS

CONCILIATION PROCEDURE

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

STEP I

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

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

STEP II

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

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

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

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE MONTH ENDED JANUARY 31, 2014 AND 2013**

	1/31/2014			1/31/2013			YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL					
OPERATING REVENUE											
PROPERTY TAXES	\$ 50,896,620	\$ -	\$ 50,896,620	100.0%	\$ 50,513,674	\$ -	100.0%	\$ 50,513,674	-	\$ 50,513,674	100.0%
PERSONAL PROPERTY REIMB	533,981	-	533,981	100.0%	533,981	-	100.0%	533,981	-	533,981	100.0%
REIMBURSEMENTS	15,250,321	1,553,189	13,697,132	89.8%	15,092,545	1,737,365	88.5%	13,355,180	1,737,365	13,355,180	88.5%
GRANTS	1,080,000	2,742	1,077,258	99.7%	695,200	32,491	95.3%	662,709	32,491	662,709	95.3%
CONTRACT SERVICES	325,000	34,291	290,709	89.4%	513,000	67,197	86.9%	445,803	67,197	445,803	86.9%
REFUNDS	-	-	-	0.0%	-	263	0.0%	(263)	263	(263)	0.0%
OTHER RECEIPTS	350,000	23,887	326,113	93.2%	346,000	30,504	91.2%	315,496	30,504	315,496	91.2%
SALES	-	2	(2)	0.0%	15,000	831	0.0%	14,169	831	14,169	0.0%
TOTAL REVENUE	\$ 68,435,922	\$ 1,614,111	\$ 66,821,811	97.6%	\$ 67,709,400	\$ 1,868,651	97.2%	\$ 65,840,749	\$ 1,868,651	\$ 65,840,749	97.2%
OPERATING EXPENDITURES											
SALARIES	25,251,980	2,847,965	22,404,015	88.7%	26,428,340	2,277,444	91.4%	24,150,896	2,277,444	24,150,896	91.4%
ERIP COSTS	5,143,037	275,157	4,867,880	94.6%	-	-	0.0%	-	-	-	0.0%
EMPLOYEE BENEFITS	11,280,271	932,598	10,347,673	91.7%	11,237,561	785,710	93.0%	10,451,851	785,710	10,451,851	93.0%
SUPPLIES	1,492,195	91,781	1,400,414	93.8%	1,648,015	175,794	89.3%	1,472,221	175,794	1,472,221	89.3%
TRAVEL	408,820	28,365	380,455	93.1%	423,748	37,089	91.2%	386,659	37,089	386,659	91.2%
CONTRACT SERVICES	11,589,499	1,222,883	10,366,616	89.4%	11,857,838	616,559	94.8%	11,241,279	616,559	11,241,279	94.8%
MEDICAID COSTS	21,960,000	5,063,028	16,896,972	76.9%	18,050,000	-	100.0%	18,050,000	-	18,050,000	100.0%
UTILITIES	809,000	80,361	728,639	90.1%	721,000	48,320	93.3%	672,680	48,320	672,680	93.3%
RENTALS	760,740	1,971	758,769	99.7%	828,900	1,602	99.8%	827,298	1,602	827,298	99.8%
ADVERTISING	135,000	10,204	124,796	92.4%	195,500	5,154	97.4%	190,346	5,154	190,346	97.4%
OTHER EXPENSES	409,630	9,873	399,757	97.6%	327,590	81,970	75.0%	245,620	81,970	245,620	75.0%
EQUIPMENT	647,200	11,000	636,200	98.3%	597,744	20,869	96.5%	576,875	20,869	576,875	96.5%
REAL PROPERTY IMPROVEMENT	500,000	-	500,000	100.0%	500,000	23,555	95.3%	476,445	23,555	476,445	95.3%
TOTAL EXPENDITURES	\$ 80,387,372	\$ 10,575,186	\$ 69,812,186	86.8%	\$ 72,816,236	\$ 4,074,066	94.4%	\$ 68,742,170	\$ 4,074,066	\$ 68,742,170	94.4%
NET REVENUES AND EXPENDITURES	\$ (11,951,450)	\$ (8,961,075)	\$ (8,961,075)		\$ (5,106,836)	\$ (2,205,415)					
BUDGET	ACTUAL										
BEGINNING FUND BALANCE	\$ 68,142,813	\$ 68,142,813									
PLUS: REVENUE	68,435,922	1,614,111									
LESS: EXPENDITURES	(80,387,372)	(10,575,186)									
ENDING FUND BALANCE	\$ 56,191,363	\$ 59,181,738									

**Recommended for approval by the
February Finance & Facilities Committee**

**SUMMIT COUNTY DD BOARD
EXPLANATION OF VARIANCES
FOR THE MONTH ENDED JANUARY 31, 2014
(Rounded)**

An evenly distributed budget remaining for a one month period **8.3%**
Evenly distributed budget remaining for eleven months **91.7%**

	<u>Current Month</u>	
<u>Revenue:</u>		
1	Property Taxes: Timing differences - Approximately 49% of annual property taxes to be received in March or April - 50% of annual personal property reimbursement to be received in May	\$ 689,000
2	Reimbursements: Receipt of quarterly state subsidy	
<u>Expenditures:</u>		
2	Salaries: Three pay period month	275,000
3	ERIP Costs: Payment of PERS buy-out cost only for seven participants	4,637,000
4	Medicaid Costs: Payment of quarterly waiver match, and TCM waiver match	426,000

MINUTES – annual organizational meeting, combined work session and regular meeting
Thursday, January 23, 2014

Summit County Board of Developmental Disabilities

MINUTES - ~~2014~~

Thursday, January 23, 2014
5:00 p.m.

The **annual organizational meeting and the combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, January 23, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:01 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowksy, Assist. Superintendent	Mira Pozna, Director of Fiscal
Drew Williams, Director of SSA	Billie Jo David, Director of
Eldridge Black, Director of Transportation	Communications & Quality
Holly Brugh, Director of Children's Services	Lindsay Bachman, Director of MUI
Lynn Sargi, Director of HR	Tom Jacobs, Dir. of Operations/SHDC
Carrie Roberts, Director of Community Employment & Specialty Businesses	Joe Eck, Director of Labor Relations
Maggi Albright, Recording Secretary	Russ DuPlain, Director of Information Technology and others

I. INTRODUCTION OF NEW BOARD MEMBER – JOSEPH SIEGFERTH

Mr. Briggs introduced Joseph Siegfert as the newest member of the Summit DD Board appointed by County Executive Russ Pry to a four year term. He stated Mr. Siegfert has served on the Summit DD Board previously and has held the position of Vice President. He noted that Mr. Siegfert is perhaps the only Board Member appointed by both the probate judge and the County Executive to different terms. He stated that Mr. Siegfert is a welcomed addition to the Board and thanked him on behalf of the Board and staff for volunteering to serve. Mr. Siegfert commented that it is nice to be back on the Board.

ANNUAL ORGANIZATION MEETING (continued)

II. ELECTION OF OFFICERS

Mr. Briggs explained that nominations for 2014 Board officers began after the December Board Meeting with Mr. Dohnal collecting nominations. He announced there is one slate of candidates nominated for each position. Mr. Briggs indicated he spoke with each nominee and they have agreed to serve. He called for additional nominations. Hearing none, Mr. Dohnal reported that 2014 Summit DD Board officer nominations are: President – Randy Briggs; Vice President – Joe Sieferth; and Secretary – Denise Ricks.

RESOLUTION No. 14-01-01

Mr. Quade moved that the election of Board Officers for 2014 be approved, as follows: President: Randy Briggs, Vice President: Joe Sieferth and Secretary: Denise Ricks. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO ETHICS COMMITTEE

The Board's Ethics Committee requires representation of at least three Board Members. Mr. Briggs asked Joe Sieferth, Denise Ricks, Tom Quade and Karen Arshinkoff to serve on the 2014 Ethics Committee and all four agreed.

RESOLUTION No. 14-01-02

Mr. Dohnal moved that the four Board Members appointed to serve on the Board's Ethics Committee for 2014 are Joe Sieferth, Denise Ricks, Tom Quade and Karen Arshinkoff. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

Mr. Trunk stated the Accessibility and Diversity Committees that were previously in place will have agendas, topics and issues presented and discussed at other existing committees. He noted that topics discussed at these committees are of critical importance and will continue to be addressed through other committees for a more efficient use of people's time. The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee:	Joe Sieferth/Dave Dohnal
HR/LR Committee:	Randy Briggs/Meghan Wilkinson
Person Served/Parent Advisory Committee:	Denise Ricks/Tom Quade
Services & Supports Committee:	Dave Dohnal/Meghan Wilkinson

Mr. Briggs asked Board Members if they were satisfied with 2014 committee assignments. Hearing no objections, proposed committee assignments stand. Dates/times for the committee meetings will be established and distributed as soon as possible.

ANNUAL ORGANIZATION MEETING (continued)

V. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT

Individuals appointed or reappointed to serve on a county developmental disabilities board are required by Ohio Revised Code (ORC) Section 5126:024 to provide a declaration of eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each individual Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for their signatures and will collect the signed forms after the meeting tonight.

The annual organizational meeting adjourned at 5:06 p.m.

WORK SESSION

The **work session meeting** of the Summit County Board of Developmental Disabilities convened at 5:06 p.m.

I. SUMMIT COUNTY SHERIFF'S SECURITY SERVICES CONTRACT

Over the past eighteen months, Summit DD has contracted with the Summit County Sheriff's office for a deputy and vehicle to be responsible to patrol both inside and outside parking areas at the Howe Road campus. Summit DD believes having a deputy patrol the complex has heightened awareness of security at the Howe Road campus. The proposed contract with the Summit County Sheriff's office is for the period March 1, 2014 through February 28, 2015 in an amount not to exceed \$94,316.65, which represents no increase from the previous contract amount. Mr. Jacobs is currently in discussions with the Sheriff's office relative to expanding the range of services provided to include other Summit DD locations around the county. Since the contract was under spent in the past, visits to other locations would likely remain within the contract amount. Funds are available in the budget and the contract has been recommended for approval by the January Finance & Facilities Committee. Mr. Briggs commented this contract represents a small part of a larger Agency security plan.

WORK SESSION *(continued)*

II. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER CONTRACT

Mr. Trunk noted this contract will be a discussion only item tonight to give him the opportunity to review the curriculum and program details. Since the contract begins February 1st, he will talk with The Arc about prorated terms. The People Together Program is an education and awareness program administered by The Arc of Summit and Portage Counties to schools and community organizations. The program is designed to increase knowledge and acceptance for integration. The Arc has delivered this program for to more than 4,000 participants at more than 50 sites in each of the five years since the program's inception. The program has a proven track record of changing the attitudes of school age students and community members. Every six months a detailed report is submitted to Summit DD reporting the number of students served, number of sites and classes along with pre and post evaluation results. The request is to renew a contract with The Arc for the period February 1, 2014 through December 31, 2014 in an amount not to exceed \$61,000. The contract cost reflects a \$6,000 increase primarily due to program expansion and employing individuals with disabilities as public speakers are part of the program. Portage County DD Board also contributes an equal amount to this contract for programs in Portage County. Funds are available in the budget and the contract has been recommended for approval by the January Services & Supports Committee.

III. COUNTY OF SUMMIT DEPARTMENT OF JOB AND FAMILY SERVICES (DJFS) CONTRACT RENEWAL

Summit DD currently receives on-site assistance from a DJFS case worker to provide assistance with Medicaid enrollment, Medicaid waivers, Healthy Start and food assistance programs. Persons served and families are able to work with the DJFS staff without going to the downtown Akron offices, which provides a level of convenience for families. The advantage to this arrangement allows for one case worker to address special issues and barriers that delay Medicaid enrollment. Mr. Briggs commented this is a unique program and inquired whether other county boards offer this service. Mr. Trunk responded that Lucas, Cuyahoga and Franklin County DD Boards also have similar arrangements and the service is very beneficial. Mr. Quade added the Health Department also has a similar arrangement. Mr. Briggs asked if one staff is sufficient. Mr. Williams replied that one staff is sufficient at this time and having this contract has been very helpful. The contract was in place in 2013 but did not require Board approval since it was for a shorter period of time. The request is to renew the contract with DJFS for the period January 1, 2014 through December 31, 2014 in an amount not to exceed \$65,000. Reimbursement would be made to DJFS on a monthly basis in the amount of \$5,417.00. Funds are available in the budget and the contract renewal has been recommended for approval by the December Services & Supports and Finance and Facilities Committees.

WORK SESSION *(continued)*

IV. DECEMBER FINANCIAL STATEMENTS

Mrs. Pozna advised the Board ended the year with deficit spending of \$2,922,121. Revenue for the month of December reflects a one-time County refund of \$661,000 which was funds held on deposit in the County's Insurance Fund for payment of 2012 health insurance claims. Expenditures reflect several budget transfers through an Executive Order to release funds out of most other expenditure areas to be moved into contract services to fund the final quarterly waiver match payment in 2013 and payment of the quarterly waiver match and Medicaid Administrative Claiming (MAC) fees. The December fund balance was \$68,142,813. Mrs. Arshinkoff asked about the \$84,018 shown on page 3 of attachment #4. Mrs. Pozna explained this amount represents the year-end balance of the discretionary fund, which are donations the Agency receives. The January Finance & Facilities Committee recommend approval of the December 2013 Financial Statements.

V. DELETION OF POLICY 7007 – DRUG TESTING AND COMPLIANCE

Policy 7007 – Drug Testing and Compliance is a drug testing policy that only applies to Summit DD employees who hold a Commercial Driver's License (CDL). Since Summit DD adopted a comprehensive drug free workplace policy in 2013 that addresses drug and alcohol use by all employees, including those employees subject to rules under the Department of Transportation, and the elements of Policy 7007 have been incorporated into that policy, it is recommended that Policy 7007 be deleted. The deletion of Policy 7007 – Drug Testing and Compliance has been recommended for approval by the January Services & Supports Committee.

VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) – 2014 MEMBERSHIP DUES

Summit DD's 2014 OACB membership dues are \$75,000.00, which is the same fee charged since 2007. Dues are determined based on the size of the county board and the number of individuals served. Mr. Trunk recommended the Board approve payment of the 2014 OACB membership dues.

The work session adjourned at 5:20 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:20 p.m.

I. PUBLIC COMMENT

Leslie Frank, a Board staff and parent of two children who receive services from the Board, stated that several months ago her daughter was facing challenges and needed to be served out of county. She thanked Drew Williams and SSA staff for assisting with her daughter's placement at Youngstown Developmental Center. She stated the placement has been in place for four months and her daughter has had no behaviors during that time and it has been very positive for her. Ms. Frank also thanked Lindsay Bachman and the MUI staff. She stated the timeliness with which Summit DD MUI staff complete investigations is much appreciated. Ms. Frank also commented that bargaining unit staff are working without contracts and it is frustrating. Mr. Briggs replied that the Board has discussed negotiations with the Superintendent and they are hopeful that everyone can come together soon to get new contracts in place.

Tom Berry, a parent and Board Member of The Arc of Summit and Portage Counties, welcomed new Board Member Joe Siegfert back to the Board and thanked him for agreeing to serve. He also welcomed new Superintendent John Trunk and thanked him for coming to Summit DD.

II. APPROVAL OF MINUTES

A. DECEMBER 18, 2013 (combined work session and regular meeting)

R E S O L U T I O N No. 14-01-03

Mr. Quade moved that the Board approve the minutes of the December 18, 2013 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Siegfert, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. COUNTY OF SUMMIT DEPARTMENT OF JOB AND FAMILY SERVICES (DJFS) CONTRACT RENEWAL

R E S O L U T I O N No. 14-01-04

Mrs. Arshinkoff moved that the Board approve a contract with the County of Summit Department of Job and Family Services (DJFS) for the period January 1, 2014 through December 31, 2014, in an amount not to exceed Sixty Five Thousand Dollars (\$65,000.00), as presented in attachment #3, and that the Superintendent be authorized to sign said agreement. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. DECEMBER FINANCIAL STATEMENTS

RESOLUTION
No. 14-01-05

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

B. SERVICES & SUPPORTS COMMITTEE

1. DELETION OF POLICY 7007 – DRUG TESTING AND COMPLIANCE

RESOLUTION
No. 14-01-06

Mr. Siegferth moved that the Board approve the deletion of Policy 7007 – Drug Testing and Compliance, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

C. OTHER

1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) – 2014 MEMBERSHIP DUES

RESOLUTION
No. 14-01-07

Mrs. Wilkinson moved that the Board approve payment of 2014 membership dues to the OACB in the amount of Seventy Five Thousand Dollars (\$75,000.00), as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. DATA DASHBOARD AND CENSUS INFORMATION

The December 2013 Data Dashboard and Census Report was included in packets for review. Summit County is a large county with much diversity. Mr. Trunk noted that as the Board plans for future services, it will need to plan for residential needs.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. FOURTH QUARTER 2013 MUI REPORT

The fourth quarter 2013 MUI Report was reviewed. There were over 1,300 incidents investigated in 2013, which is approximately 110/month. Staff are performing at 100% compliance of State standards which is almost unprecedented. Mr. Briggs thanked Lindsay Bachman and her staff for the great job they do and commented that numbers in this department did not used to be this good prior to Mrs. Bachman's leadership. Under her direction, the department has really increased performance. Performance measures have remained stable with 24 hour conformance at 99%, exceeding the goal of 97%, timely closure of cases exceeding the goal at 100% (goal of 95%) and questions answered timely exceeding the goal at 99% (goal of 95%). The number of MUIs investigated and substantiated reflects a decreased trend in the fourth quarter. At the end of the fourth quarter there were 55 cases pending. The MUI Report reflects new category designations, as defined by the new MUI Rule, which clarifies how MUIs are documented.

Mrs. Bachman reported that the provider discussed recently has been arrested on four counts of records tampering and forgery and there are allegations of criminal involvement. The provider has posted bond. The Ohio Department of Developmental Disabilities (DODD) has suspended the provider's license to provide services and revocation is under review. The provider also received a suspension from Medicaid, which means the provider cannot bill for services. The case has been referred to the Attorney General for Medicaid fraud. Mr. Williams noted the SSA Department has been working closely with DODD during the investigation. The provider was operating two homes. The SSA staff worked with families to identify new providers for the homes. The new providers will transition immediately so there will be no interruption of services. Mr. Quade asked how long the provider's misconduct occurred prior to detection and how was the misconduct identified. Mr. Williams responded that the provider has been in the homes since October at which time an MUI was initiated. Mrs. Bachman added that DODD identified areas of concern regarding background checks and when the MUI Unit investigated it found falsification of training documents and areas where the Plan of Correction from DODD has not been implemented. Mr. Trunk stated that staff dropped everything taking immediate action to ensure the safety and security of the individuals served. It was a great effort by staff and good work on the part of DODD.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

C. 2013 YEAR-END OPERATING PLAN RESULTS

The Operating Plan Results report the status of 2013 measures. 17 of 19 measures are reported within goal levels and Summit DD scored a 4.6 on a scale of 1-5 (the goal was 4). Several 2013 highlights include:

- 4,243 total individuals were supported, exceeding the projection of 4,135 and representing an increase of 2% over 2012.
- There was no waiting list for day programming or residential services.
- The Community Partnership for Inclusion (CPI) program offered inclusion supports for 61 children, exceeding the goal of 25 children, which is 126% increase over 2012.
- Timely closure of MUI cases continues to be 100%
- 87% of adults receive funding from sources other than local tax dollars, ensuring the long-term sustainability of Summit DD supports.

The two areas below goal are:

- The number of adults employed in integrated employment is currently 329, which is below the goal of 369. There has been a 24% increase in the number of adults employed in the community since the beginning of 2013. Summit DD continues to implement the Employment First initiative to meet this goal.
- Total Medicaid reimbursement to Summit DD for services provided is approximately \$13.1 million dollars, with the goal of \$15.4 million dollars. Billing is still being processed for the fourth quarter and that dollar value is expected to increase as additional reimbursements are received.

Mr. Quade commented the information and data staff are tracking is important and said he continues to take this report back to his staff as an example of good work.

D. DODD ACCREDITATION UPDATE

Mr. Trunk advised that as a follow-up to the recent accreditation survey, staff have submitted a Plan of Correction (POC) to address the issues that arose during the survey. He indicated that by all accounts, the Board is likely to be awarded a four-year accreditation, which would qualify the Board to request a five year accreditation. To achieve the fifth year, staff need to submit the Agency's CARF accreditation and also additional examples of best practices. Mr. Trunk thanked staff for their collaborative teamwork during the process. He noted that the Administrative Rule has been revised and DODD will be going back to a maximum of three year accreditations for county boards in the future.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

E. INCLEMENT WEATHER

Mr. Trunk stated there are a number of factors considered when decisions are being made relative to running transportation and program closures. Air temperature, wind chill, snow fall and road conditions are all assessed in the decision making process. A guiding point identified is a wind chill of 15 degrees below zero. Under extreme circumstances, programs and buildings may be closed, however, in most cases, they would remain open. He noted that the Board did not run its transportation routes yesterday and there were still approximately 180 individuals who attended day programs. The Board will continue to keep its doors open as much as possible so that services can be provided.

F. AGENCY BRANDING UPDATE

Mr. Trunk advised staff have been spending allot of time internally to identify priorities to implement an aggressive campaign to build support of the Agency's systems. Branding, web design, education and strategic communication have all been part of those discussions. Expanded collaborations and partnerships will be needed to accomplish the mission. One of the initiatives will be the "All for One" program designed to have each manager spend time once per month with staff from different areas of the organization as an opportunity for inclusion and to connect. Staff are still in the process of refining this program.

G. MISCELLANEOUS

Mr. Trunk proposed to the Board that there be 10-15 minutes designated each meeting to present to the Board various topics or updates from departments.

V. PRESIDENT'S COMMENTS

Mr. Briggs welcomed everyone to the new year. The Agency has a new Board Member, a new Superintendent and a new vision. 2014 is moving the Agency forward and leading the way for the County and the community. Mr. Briggs commented that he was asked to do an inspirational speech at a graduation ceremony and while doing research for the speech he came across a speech "Use Sun Screen" that made the billboard's top 100 list about 25 years ago. He suggested everyone go online and review the speech; it sets the tone for the year ahead.

There being no further business, the Board Meeting adjourned at 5:53 p.m.

Denise Ricks, Secretary

Summit County Job and Family Services and Summit County Public Health

Volunteer Guardianship Proposal

Submitted to Summit County Probate Court

February 2014

Background History of Adult Protective Services

The purpose of Adult Protective Services (APS) through the Department of Job and Family Services is to assist vulnerable and elderly adults in need of protection to prevent or discontinue abuse, neglect, or exploitations until that condition no longer requires intervention. While this seems a broad charge, the population eligible to receive APS services is narrow, including only victims age 60 and older who have been abused, neglected or exploited. It is clear that it is very difficult for one agency to handle all parts of the APS process from referral to closure.

In May of 2012, the Department of Job and Family Services in partnership with Summit County Public Health launched a community response model with a number of partner agencies. Local community agencies provide contracted services to support the needs of the elderly such as home repair, groceries and delivered meals, pharmaceutical support, housekeeping and chores and other any needed services. Current contracted agencies include: Mature Services, Jewish Family Services, InfoLine, Mobile Meals, Summit County Sheriff's Department, Battered Women's Shelter, Community Support Services, Rebuilding Together and University of Akron for evaluation. These services are coordinated through APS Adult Service Workers and Public Health Nurses, Sanitarians and Care Coordinators. Some individuals do not qualify for APS services because of age and others are not found to be at risk for exploitation, neglect or abuse. These individuals then have community-based supports in place to help them remain safely independent in the community.

Background Statement for Probate Court Guardianship Needs

The Probate Court may appoint a guardian for a person, known as the ward, determined by the Court to be unable to manage his or her own affairs due to mental and/or physical impairment or developmental disability. A guardian of the person has custody and control of the personal affairs of the ward. A guardian of the estate controls and protects the ward's assets. A guardian may be appointed for either the person or the estate or may be appointed for both the person and the estate.

In its role of Superior Guardian, the Probate Court ensures the personal and/or financial interests of the ward are protected at all times.

Historically, Probate court has relied on the availability of Summit County attorneys to meet the need for court-appointed guardians of indigent wards. This need is out-pacing the available pool of attorneys willing to become guardians. Other Ohio counties have identified a workable solution to this issue through the creation of volunteer guardian programs. We believe this solution can be successfully adapted to the unique needs of the indigent wards of Summit County Probate court. An on-going Volunteer Guardian Program will assist the Probate Court in filling the current and projected need for suitable guardians of indigent wards.

Problem/Need Statement

A rising concern about the increasing need for guardians brought members of the community together to discuss the possibility of a volunteer guardianship program.

Summit County Probate Court is the superior guardian for a current caseload of over 2,300 guardianships. Due to the rapidly aging baby-boomer demographic, as well as the high cost of senior medical care, supportive services and nursing home or assisted living care, the number of indigent wards needing a court-appointed guardian is expected to grow at the rate of 70 new cases, per year, for the next 5 years.

There are several factors that have contributed to Probate Court's increasing difficulty in locating suitable attorney-guardians for indigent wards when family members are unavailable to serve as the Guardian. Attorney Guardians are paid a nominal fee for the first four years of guardianship. This fee is \$700 for the first year, and \$200 each year for the subsequent 3 years. After the fourth year, attorneys must handle assigned guardianship as "pro bono" work. However, guardian success requires a considerable amount of time and the demands can become excessive.

Proposal

The Summit County Department of Job and Family Services in partnership with Summit County Public Health are proposing to include the newly formed Volunteer Guardian Program within the existing Adult Protective Services Model. The infrastructure is in place to contract for services that meets the need of individuals.

Adult Protective Services has a contract with Jewish Family Services. Through Summit County Adult Protective Services, Jewish Family Services would be the 501©3 Summit County agency to assist in establishing a Volunteer Guardian Program to provide volunteer guardianship services for the exclusive benefits of indigent Probate Court wards, who have no person willing or able to serve as a guardian of the person and who

reside in an extended-care facility. The goal of this program will be to build a sufficient volunteer guardian roster to allow the Probate Court to assign a qualified guardian for each adult ward, as needed. This program will be established in compliance with all requirements, standards, rules and regulations of the Summit County Probate Court.

This agency will house and maintain the Volunteer Guardian Program, hire a Volunteer Coordinator to manage the program, recruit, screen and train volunteers, and evaluate the program. The Volunteer Coordinator will either hold a certification from the National Guardianship Association (NGA) or will be willing to become certified by the NGA.

The Volunteer Coordinator, and any future employees, will be employed by the host agency and follow all employment rules and regulations as required by Summit County employment guidelines. The Agency will purchase and maintain a volunteer insurance policy to bond volunteers and cover liability issues.

When requested by Probate Court, the Volunteer Coordinator will serve as Guardian for cases initially deemed too complex for a volunteer, with the intent to either stabilize the case in order to turn it over to a volunteer or to identify an outside agency to provide guardianship services.

This agency will maintain transparency of all related volunteer reports and financial information of the Volunteer Guardian Program for access by the Summit County Probate Court; all records and case information for wards will be held in confidence, except for use by those authorized by the Summit County Probate Court guidelines.

Volunteer guardians will successfully complete the screening process, including a background and credit check and finger print check, comply with all training requirements, rules and regulations of the program, visit their ward once a month, submit a visitation report to the Volunteer Guardian Program one time per month, submit an annual Guardian report to the Summit County Probate Court and attend, if requested, scheduled care conferences and Probate Court hearings on behalf of their ward.

Summit County Probate Court will establish a Steering Committee to create the Volunteer Guardian Program guidelines and requirements. This committee will be comprised of representatives of Summit County Probate Court, stakeholder agencies and members of the Summit County community at-large, and will also include one representative of the host agency. After the program has been implemented, this committee will meet annually to review progress, do an annual evaluation of the program and make recommendations.

Summit County Probate Court will also provide Probate Court guardianship report training materials, a person to assist with training volunteers, a person to liaison with the

agency/program and a Volunteer Guardian Program informational brochure. Information about the Volunteer Guardian Program will be listed on the Probate Court website, which will include a link to the program.

Description of Volunteer Guardian Services

Those who serve as guardian of person undertake the legal responsibility to make major life decisions, and agree to advocate on behalf of their wards. Guardians provide consent for medical treatment; obtain and coordinate community services; secure benefits; obtain housing; make funeral plans; visit their wards regularly; communicate with family, friends, caregivers and service providers; attend Probate Court hearings and complete Probate Court reports. In order to provide high quality care and ensure appropriate decision making, guardians must operate under nationally recognized standards of practice.

The Ohio Guardianship Association consists of individual and organizational members who serve as leaders and catalysts in advocacy and ethical guardianship practices throughout the state. The mission of the Ohio Guardianship Association is to promote the highest quality of ethical services by guardians and guardianship programs through education, networking and advocacy.

Potential Sources of Volunteers

MRC The Ohio Medical Reserve Corps (OMRC) is a community-based, civilian, volunteer program that engages volunteers to help strengthen local public health infrastructure, as well as respond to disasters across the state - or nation. Each OMRC unit is organized and trained to address a wide range of challenges from public health education to disaster response.

Retired Cleveland Clinic Nurses is a group of community-based retired Cleveland Clinic Nurses that are interested in community service for individuals and communities. Preliminary conversations have indicated that they would be willing to serve in this capacity.

Budget/Program Assumptions From Other Programs

1. Generally, the budget for a Volunteer Guardian Program breaks out at a 70%-80% ratio for staff/benefits and a 20%-30% ratio for all other expenses.
2. Programs that would be of similar size and that are run by a 501(c) 3 social service agency have budgets in the \$100,000 - \$120,000 range.
3. Funding for these programs ranges from Court and Court stakeholder contributions, one-time or monthly fees charged to referring or long-term care

facilities, United Way, Title III, as well as some funds from the hosting agency. Franklin County gets funding from a Senior Levy. While all programs do some community fundraising, these are usually small amounts and can be project specific (like a computer, etc.).

4. Staffing on the mature programs ranges from 1 full-time/2 part-time to 2 full-time/1 part-time. These programs serve between 70 and 80 wards.

Budget

Proposed Revenue:

\$25,000.00 DJFS and SCPH

\$25,000.00 ADM

\$50,000.00 Summit County Probate Court

\$100,000.00 Total

Summit County Probate Court will provide annually adjusted funding in the amount of (\$50,000.00) for the services provided by a Volunteer Guardian Program as described above. Funds can be used, within the Volunteer Guardian Program guidelines, to compensate a Volunteer Guardian Program Coordinator, recruit and maintain volunteers, reimburse expenses, pay professional fees connected to active guardianship, and to cover proportional expenses to house and maintain the offices and records of this program. Alcohol Drug and Mental Health Board will contribute \$25,000.00 and Adult Protective Services partners will contribute \$25,000.00

Budget Line Item	Description	Amount
Staff Salary	1 FTE with experience managing and recruiting volunteers, superior organizational skills, excellent interpersonal and computer skills. Bachelor's required; Master's preferred (.5 FTE LSW paid by APS will also be in-kind)	\$40,000.00-\$45,000.00
Benefits	25% of salary estimated	\$11,250.00
Staff	Cell Phone @\$100.00/month	\$1,200.00

Reimbursement	Travel @ 0.56/mile for 300 miles/month	\$2,500.00
	Continuing education-Miscellaneous conferences and professional programs	\$1,000.00
Administrative	Human resources, IT, PR, marketing, accounting and annual financial audit expenses @ 10%	\$10,000.00
Rent/Utilities	Small office with training room available, as needed - housed within the host agency @ \$500.00/month	\$6,000.00
Phone & cable	Phones and computers – equipment and on-going expenses	\$2,400.00
Insurance	Bldg. insurance & liability insurance for volunteers	\$5,000.00
Postage & printing	Newsletter, envelopes/letterhead, postage	\$1,000.00
Volunteer Support	Volunteer gifts and sympathy/birthday cards/100 volunteers @ \$50.00/per	\$5,000.00
Miscellaneous	Can include start-up expenses, often includes funds for small items that the wards would need and fees to obtain National	\$9,650.00

	Guardianship Association and Ohio State Guardianship Association membership and certifications.	
	Total Budgeted Expenses	\$100,000.00

Timeline

Date	Activity
March 1-March 31, 2014	Contract negotiations and organizational infrastructure with 501©3
April 1 – June 30, 2014	Volunteer recruitment and training
July 1, 2014-July 31, 2014	Assign first volunteers to individual wards
July 31, 2014 - August 31, 2014	Monthly reports due to Probate Court
September 1, 2014-September 30, 2014	Monthly reports due to Probate Court; Ongoing recruitment and training
October 1, 2014-October 31,2014	Six month review; mid-course corrections as needed; Monthly reports due to Probate Court
November 1, 2014-November 30, 2014	Monthly reports due to Probate Court; Ongoing recruitment and training
December 1, 2014-December 31, 2014	Monthly reports due to Probate Court; Ongoing recruitment and training
January 1, 2015-January 31, 2015	Monthly reports due to Probate Court; Ongoing recruitment and training
February 1, 2015 – February 28, 2015	Monthly reports due to Probate Court; Ongoing recruitment and training
March 1, 2015- March 31, 2015	One year review; evaluation