

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

AGENDA

Thursday, July 24, 2014
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

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

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- IV. POLICIES:
 - A. REVISED POLICY 2006 – VIOLENCE-FREE WORKPLACE AND WEAPONS
 - B. REVISED POLICY 2023 – NEPOTISM
 - C. REVISED POLICY 2028 – DRUG-FREE WORKPLACE
 - D. REQUEST FOR DELETION - POLICY 2005 – CONCEALED WEAPONS

NEW ACTION ITEM FOR BOARD CONSIDERATION

- V. MAY FINANCIAL STATEMENTS
- VI. JUNE 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. MAY 29, 2014 (Work Session and Regular Meeting)
 - B. JUNE 12, 2014 (Special Board Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 1. MAY FINANCIAL STATEMENTS
 2. JUNE FINANCIAL STATEMENTS
 - B. HR/LR COMMITTEE
 1. POLICIES:
 - a. REVISED POLICY 2006 – VIOLENCE-FREE WORKPLACE AND WEAPONS
 - b. REVISED POLICY 2023 – NEPOTISM
 - c. REVISED POLICY 2028 – DRUG-FREE WORKPLACE
 - d. REQUEST FOR DELETION - POLICY 2005 – CONCEALED WEAPONS
- VII. SUPERINTENDENT’S REPORT
 - A. CENSUS
 - B. MUI SECOND QUARTER REPORT
 - C. SECOND QUARTER OPERATING PLAN REPORT
 - D. CARF UPDATE
 - E. DISCOVERY PRESENTATION
- VIII. PRESIDENT’S COMMENTS
- IX. ADJOURN

County of Summit Board of Developmental Disabilities
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Approval of 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>
Recommended for approval by the July Finance and Facilities Committee			

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

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						

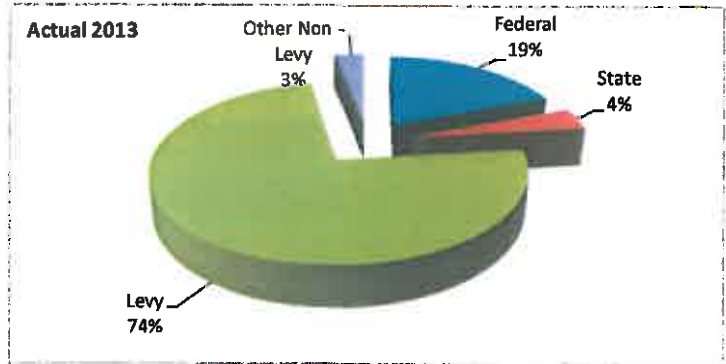
Position Additions				
#	Area	Titles	Comments	Expected Date
1	Administration	1 Special Projects Administrator	Convert from Senior Director	3/14
13.5	Children's Services	1 Inclusion Specialist		1/15
		8 Inclusion Assistant	Convert from Calico Assistant	1/15
		1 Children's Services Manager	Convert from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

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

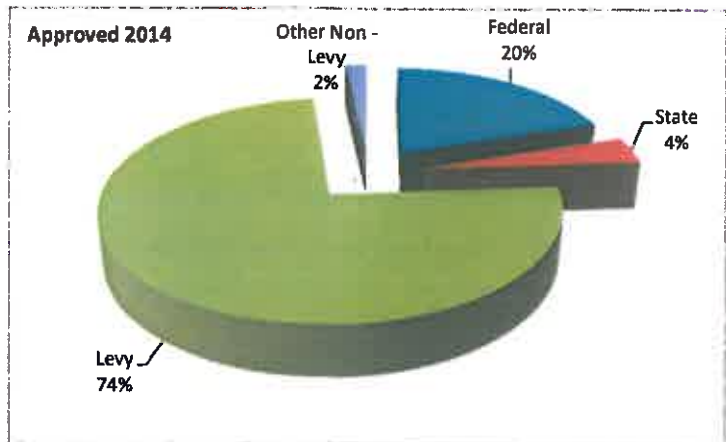
Description	2014 Approved Budget	2015 Proposed Budget	% Change From 2014 Budget	Notes
Revenue				
Taxes / Public Utilities / Shared Tax	\$ 51,430,601	\$ 51,053,981	-0.7%	Property taxes budgeted to remain flat with 2014 actual. Decrease in Bridges to Transition grant by \$420k. Title XX grant budget at 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%	
Other Receipts	350,000	124,500	-64.4%	No anticipated day care fees.
Reimbursements	15,250,321	16,395,286	7.5%	Reductions due to reduced number of persons served by Summit DD offset by anticipated DODD cost report settlement of \$2m.
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 FTEs , 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	4,205,127	3,755,217	-10.7%	General decreases taken to help offset addition of service provider collaboration costs.
Fees	21,960,000	23,865,000	8.7%	Increased match expense due to the shift of serves provided by private providers.
Utilities	809,000	701,150	-13.3%	Based on actual usage and the closing of the Potomac and Coventry facilities.
Rentals	760,740	631,022	-17.1%	Reduction due to the closing of the Potomac and Coventry facilities.
Advertising	135,000	130,000	-3.7%	General decrease.
Other Expenses	409,630	377,805	-7.8%	Overall net reduction. 2014 included accreditation expenses.
Equipment >\$5,000	647,200	479,000	-26.0%	Reduction in bus purchases.
Capital Outlay	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

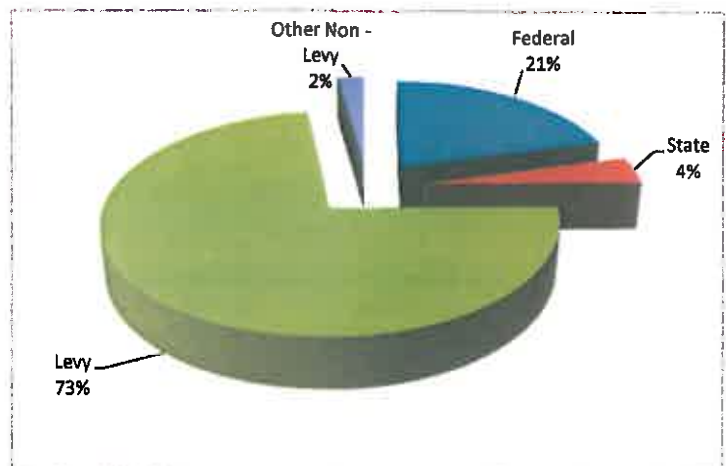
Description	Actual 2013
Federal	12,864,351
State	2,779,471
Levy	50,029,330
Other Non - Levy	1,975,073
Totals	67,648,225



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

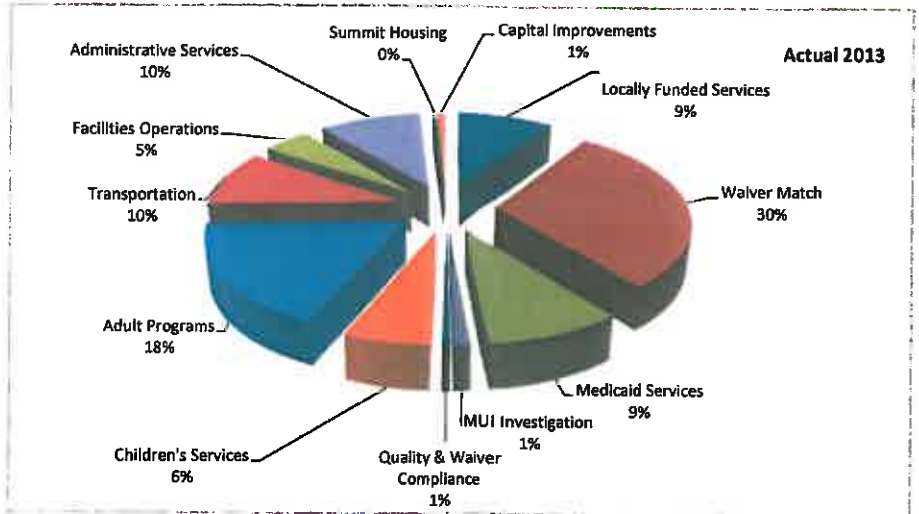


Description	Projected 2015
Federal	14,270,000
State	2,755,286
Levy	50,520,000
Other Non - Levy	1,526,481
Totals	69,071,767



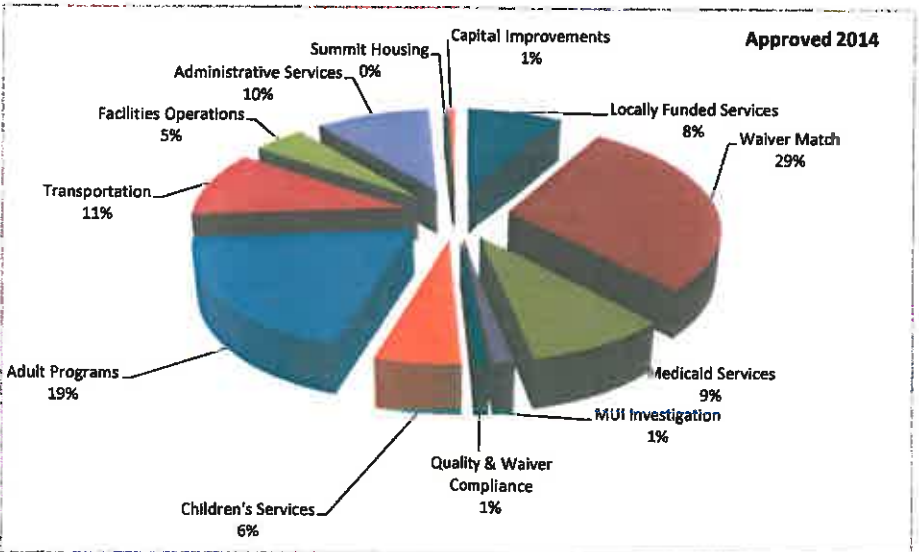
SUMMIT DD EXPENDITURES BY PROGRAM

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

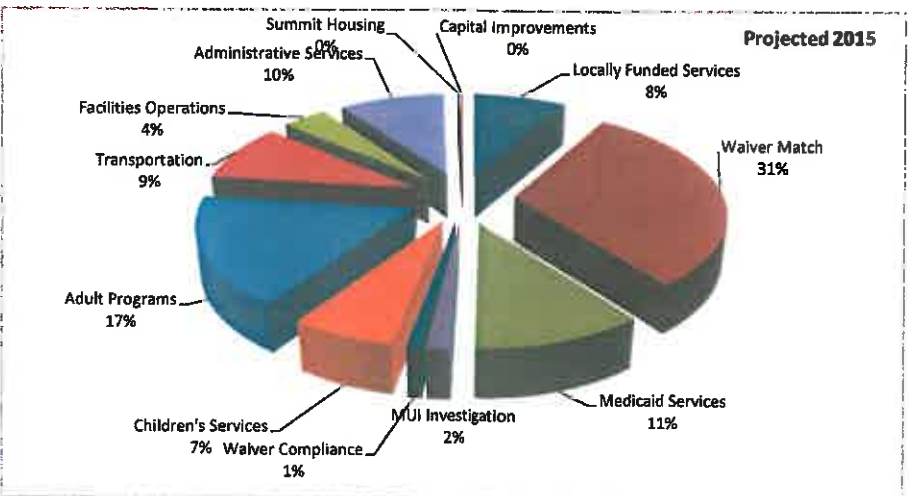


Description	Approved 2014
Locally Funded Services	6,306,500
Waiver Match	21,960,000
Medicaid Services	7,010,887
MUI Investigation	959,966
Quality & Waiver Compliance	696,592
Children's Services	4,215,434
Adult Programs	14,326,875
Transportation	7,910,908
Facilities Operations	3,488,547
Administrative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

* Does not include ERIP costs



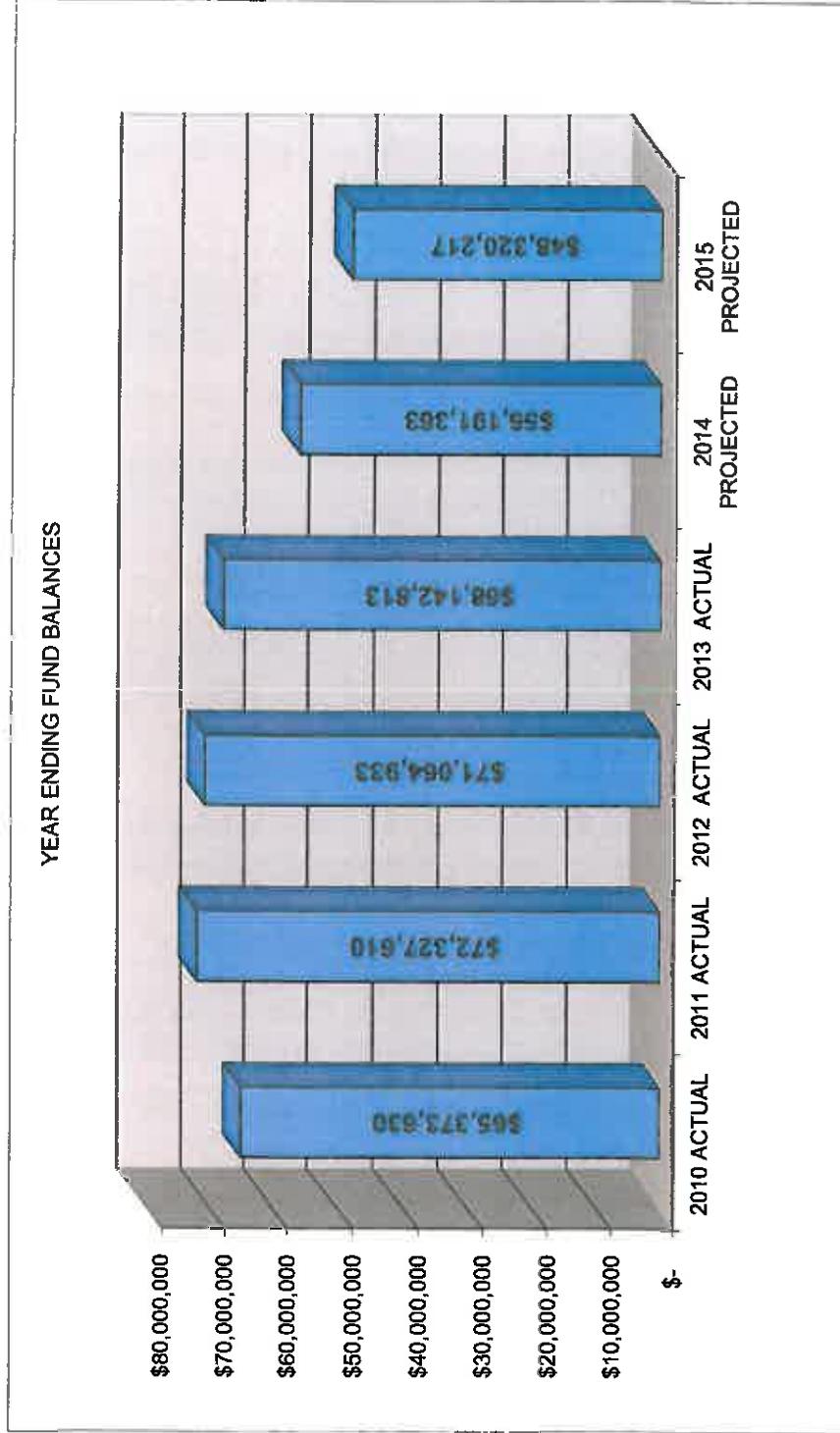
Description	Projected 2015
Locally Funded Services	6,430,000
Waiver Match	23,865,000
Medicaid Services	8,517,606
MUI Investigation	1,206,204
Quality & Waiver Compliance	716,790
Children's Services	5,058,399
Adult Programs	13,249,371
Transportation	7,087,806
Facilities Operations	3,140,805
Administrative 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

Fund Balance as of 6/30/14 \$ 98,428

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
<p>Revision of Board Policy 2012 – Equal Employment Opportunity</p>	<p>Expand EEO policy to include Diversity.</p>	<p>Approval of revised Policy 2012.</p>	<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.

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Adoption of new policy 4016 Employment and Community First</p>	<p>New Administrative Rules require that Summit DD adopt a policy to address standards in new SSA Rule and Employment First Rule.</p>	<p>Approval of new policy 4016 Employment and Community First.</p>	<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 style="text-align: center;">Recommended for approval by the July Services & Supports Committee.</p>

Submitted By: Bill Payne For: _____ Superintendent / Assistant Superintendent

Date: February 12, 2014 _____

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.

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Revision of Board Policies 2006 Violence-Free Workplace and Concealed Weapons; 2023 Nepotism; and 2028 Drug-Free Workplace.</p> <p>Elimination of policy 2005 – Concealed Weapons.</p>	<p>Consolidation and clarification of three Human Resource policies.</p>	<p>Approval of revised Policies 2006, 2023, and 2028 as presented.</p> <p>Elimination of Policy 2005 – Concealed Weapons.</p>	<p>A review of Summit DD's Human Resource policies determined consolidation and/or clarification was warranted:</p> <ul style="list-style-type: none"> • 2006 Violence Free Workplace – The proposed policy consolidates current Policies 2005 – Concealed Weapons and 2006 – Violence Free Workplace. • 2023 Nepotism – Proposed revisions reflect current best practice and expands the focus of the policy. • 2028 – Drug Free Workplace – Summit DD's Drug Free Workplace procedure was updated earlier this year. Proposed revisions better align the language of the policy with the procedure recently implemented. <p>Recommended for approval by the May HR/LR Committee.</p>

Submitted By: Lynn Sargi

For:

- _____ Superintendent / Assistant Superintendent
- _____ Finance & Facilities Committee
- _____ Services & Supports Committee
- HR/LR Committee

Date: May 13, 2014

2006 – VIOLENCE-FREE WORKPLACE **AND WEAPONS**

Summit DD is committed to **creating and maintaining** providing a **safe** work environment that is free from violence, **deadly weapons or dangerous** ordnance.

This policy applies to all Board staff and ~~program participants~~ **individuals receiving supports in a Summit DD workplace**. Workplace includes any Summit DD owned or operated building, Summit DD property, any place where a Summit DD-related activity, event or function is conducted, Summit DD vehicle, and/or Summit DD approved vehicle used to and from a Summit DD or Summit DD-related activity, event or function, such as a field trip or athletic event where persons served are under the jurisdiction of the Board.

Any acts or threatened acts of violence will not be tolerated. Summit DD staff engaging in threatening and/or violent behavior will be subject to discipline, up to and including dismissal **termination of employment**.

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto or into any Summit DD property, Summit DD owned/operated vehicle or any locations where Summit DD conducts business and/or where Summit DD sponsors events. Weapons are defined as firearms, knives, clubs, chains or any other implement intended for use as a weapon. ~~shall not be brought onto the premises of any site or into any vehicle operated by the Summit DD.~~ **It is also prohibited for persons to possess a firearm or other deadly weapon(s) in his/her own motor vehicle that is parked on Summit DD property or locations where Summit DD conducts business, including Summit DD sponsored events.**

Violations will **be subject to discipline, up to and including termination of employment and/or criminal prosecution** ~~result in the confiscation of the weapon, suspension and calling of the police for possible prosecution of concealed weapons or illegal firearms charges, as appropriate.~~

Summit DD will post at all of its facilities a notice in a conspicuous location prohibiting persons from carrying weapons. The absence of such notice shall not negate or cancel this policy.

**COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD**

REQUESTED FOR DELETION

2005 – CONCEALED WEAPONS

Summit DD is committed to creating and maintaining a safe workplace free from deadly weapons or dangerous ordnance.

Therefore, unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto or into any Summit DD property, Summit DD owned/operated vehicle or any locations where Summit DD conducts business and/or where Summit DD sponsors events. It is also prohibited for persons to conceal a firearm or other deadly weapons in his/her own motor vehicle that is parked on Summit DD property or locations where Summit DD conducts business, including Summit DD sponsored events.

In addition, a valid license to carry a concealed handgun does not authorize a person to carry a concealed handgun onto or into any Summit DD property, Summit DD owned/operated/leased vehicle or locations where the Summit DD conducts business and/or Board sponsored events or in a person's own motor vehicle that is parked on Summit DD property or locations where the Board conducts business and/or Summit DD sponsored events.

Summit DD will post at all of its facilities a notice in a conspicuous location prohibiting persons from carrying a concealed weapon. The absence of such notice shall not negate or cancel this policy.

2023 - NEPOTISM

~~It is the policy of the Summit DD that no employee shall occupy a position in which he/she could directly supervise or otherwise influence a decision in favor of or against another member of his/her family. If such a condition should arise, Summit DD shall make all attempts necessary to reassign the employee within the Agency.~~

Summit DD strives to ensure that Agency practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, direction and evaluation. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. If such a condition should arise, Summit DD shall attempt to make alternative arrangements which may include, but is not limited to, reassignment within the Agency or removing the responsibility or influence to hire, promote, direct or evaluate.

Close relatives are defined as: spouse, domestic partner, mother, father, sister, brother (biological or adopted), foster child, step-child, legal ward, grandparent, grandchild, first cousin, aunt, uncle, niece, nephew, mother-in-law, father-in-law, sister-in law, brother-in-law, daughter-in-law, son-in law, or corresponding step-relatives or corresponding relatives of the employee's partner, other persons for whom the employee is legally responsible and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties and responsibilities) to the employee of a child.

If two employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position, that person is required to inform the Human Resources Department of the relationship.

Summit DD reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.

2028 - DRUG-FREE WORKPLACE

The Summit County Board of Developmental Disabilities ~~strives~~ **is committed** to providing excellent service to individuals served and to establish a productive and satisfying work environment. ~~With this philosophy, it is the policy of Summit DD to provide a workplace free of alcohol and drugs and to take reasonable measures to ensure that employee alcohol and drug abuse does not exist. It is unlawful to manufacture, distribute, dispense, possess, use, or work under the influence of a controlled substance, including prescription drugs and alcohol, while in any of the facilities of the Board or off-site locations where the Agency provides services or conducts business, is strictly prohibited. Controlled substances include, but are not limited to narcotics, marijuana, stimulants, depressants, hallucinogens, and any other unlawful drugs.~~ **This commitment is jeopardized when any employee engages in the use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants or controlled substances or abuses legal or illegal drugs or alcohol. Summit DD maintains a work environment that is free of the use and possession of alcohol and drugs by Agency employees. All employees are expected and required to report to work as scheduled in a sober and reliable state, free of the influence of alcohol and drugs and to remain free of the same while on the job.**

~~Notwithstanding the foregoing, this policy does not apply to those individuals taking prescribed medications under and in accordance with medical supervision.~~

~~Violation of or failure to adhere to this policy and procedure shall result in disciplinary action up to and including termination~~ **of employment.**

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

	5/31/2014			5/31/2013			YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING					
OPERATING REVENUE											
PROPERTY TAXES	\$ 50,896,620	\$ 22,569,621	\$ 28,326,999	\$ 50,513,674	\$ 22,354,976	\$ 28,158,698	55.7%	\$ 50,513,674	\$ 22,354,976	\$ 28,158,698	55.7%
PERSONAL PROPERTY REIMB	533,981	-	533,981	533,981	-	533,981	100.0%	533,981	-	533,981	100.0%
REIMBURSEMENTS	15,250,321	8,786,015	6,464,306	15,092,545	6,240,386	8,852,159	42.4%	15,092,545	6,240,386	8,852,159	58.7%
GRANTS	1,080,000	229,752	850,248	695,200	162,781	532,419	78.7%	695,200	162,781	532,419	76.6%
CONTRACT SERVICES	325,000	172,127	152,873	513,000	188,430	324,570	47.0%	513,000	188,430	324,570	63.3%
REFUNDS	-	26,712	(26,712)	-	2,866	(2,866)	0.0%	-	2,866	(2,866)	0.0%
OTHER RECEIPTS	350,000	173,427	176,573	346,000	167,856	178,144	50.4%	346,000	167,856	178,144	51.5%
SALES	-	2	(2)	15,000	7,616	7,384	0.0%	15,000	7,616	7,384	49.2%
TOTAL REVENUE	\$ 68,435,922	\$ 31,957,656	\$ 36,478,266	\$ 67,709,400	\$ 29,124,911	\$ 38,584,489	53.3%	\$ 67,709,400	\$ 29,124,911	\$ 38,584,489	57.0%
OPERATING EXPENDITURES											
SALARIES	\$ 25,251,980	\$ 9,959,654	\$ 15,292,326	\$ 26,428,340	\$ 10,551,429	\$ 15,876,911	60.6%	\$ 26,428,340	\$ 10,551,429	\$ 15,876,911	60.1%
ERIP COSTS	5,143,037	905,788	4,237,249	11,237,561	4,680,835	6,556,726	82.4%	11,237,561	4,680,835	6,556,726	0.0%
EMPLOYEE BENEFITS	11,280,271	4,445,080	6,835,191	1,648,015	693,933	954,082	60.6%	1,648,015	693,933	954,082	58.3%
SUPPLIES	1,492,195	497,106	995,089	423,748	139,915	283,833	66.7%	423,748	139,915	283,833	57.9%
TRAVEL	408,820	129,498	279,322	423,748	139,915	283,833	68.3%	423,748	139,915	283,833	67.0%
CONTRACT SERVICES	11,589,499	5,233,656	6,355,843	11,857,838	4,807,881	7,049,957	54.8%	11,857,838	4,807,881	7,049,957	59.5%
MEDICAID COSTS	21,960,000	8,352,983	13,607,017	18,050,000	8,858,221	9,191,779	62.0%	18,050,000	8,858,221	9,191,779	50.9%
UTILITIES	809,000	331,581	477,419	721,000	286,297	434,703	59.0%	721,000	286,297	434,703	60.3%
RENTALS	760,740	735,733	25,007	828,900	795,047	33,853	3.3%	828,900	795,047	33,853	4.1%
ADVERTISING	135,000	31,702	103,298	195,500	55,353	140,147	76.5%	195,500	55,353	140,147	71.7%
OTHER EXPENSES	409,630	268,931	140,699	327,590	237,107	90,483	34.3%	327,590	237,107	90,483	27.6%
EQUIPMENT	647,200	153,974	493,226	597,744	98,886	498,858	76.2%	597,744	98,886	498,858	83.5%
REAL PROPERTY IMPROVEMENT	500,000	24,933	475,067	500,000	306,942	193,058	95.0%	500,000	306,942	193,058	38.6%
TOTAL EXPENDITURES	\$ 80,387,372	\$ 31,070,619	\$ 49,316,753	\$ 72,816,236	\$ 31,511,846	\$ 41,304,390	61.3%	\$ 72,816,236	\$ 31,511,846	\$ 41,304,390	56.7%
NET REVENUES AND EXPENDITURES	\$ (11,951,450)	\$ 887,037	\$ (8,838,487)	\$ (5,106,836)	\$ (2,386,935)	\$ (2,719,901)		\$ (5,106,836)	\$ (2,386,935)	\$ (2,719,901)	
BEGINNING FUND BALANCE	\$ 68,142,813	\$ 68,142,813									
PLUS: REVENUE	68,435,922	31,957,656									
LESS: EXPENDITURES	(80,387,372)	(31,070,619)									
ENDING FUND BALANCE	\$ 56,191,363	\$ 69,029,850									

7/8/2014 10:29 AM

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

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

An evenly distributed budget remaining for a one month period 8.3%
 Evenly distributed budget remaining for seven months 58.3%

		<u>Current Month</u>
<u>Revenue:</u>		
1 Reimbursements:	2009 DODD Cost Report settlement	\$ 2,678,000

<u>Expenditures:</u>		
2 ERIP Costs:	PERS buy-out costs and exit costs for twenty-three (23) participants	

		<u>Prior Months</u>
<u>Revenue:</u>		
Personal Property Reimb:	First portion of reimbursement due to be received in May creating a timing difference	

<u>Expenditures:</u>		
Medicaid Costs:	Medicaid waiver reconciliation refund for fiscal year 2012	\$ (2,240,000)
Rentals:	February prepayment to Summit Housing Corp. for annual facility rents for the Akron, Coventry, Ellet and Twinsburg Centers, and six months for the Potomac center	729,000
Other Expenses:	February payment of 2014 Ohio Association of County Boards (OACB) dues	75,000

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SIX MONTHS ENDED JUNE 30, 2014 AND 2013**

	6/30/2014			6/30/2013			YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	2014 YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL					
OPERATING REVENUE											
PROPERTY TAXES	\$ 50,896,620	\$ 22,569,621	\$ 28,326,999	55.7%	\$ 50,513,674	\$ 25,439,570	\$ 25,074,104	49.6%			
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	50.0% 1	533,981	76,283	457,698	85.7%			
REIMBURSEMENTS	15,250,321	9,639,374	5,610,947	36.8%	15,092,545	7,424,451	7,668,094	50.8%			
GRANTS	1,080,000	231,593	848,407	78.6% 2	695,200	228,108	467,092	67.2%			
CONTRACT SERVICES	325,000	195,773	129,227	39.8%	513,000	227,191	285,809	55.7%			
REFUNDS	-	26,712	(26,712)	0.0%	-	2,866	(2,866)	0.0%			
OTHER RECEIPTS	350,000	189,916	160,084	45.7%	346,000	200,200	145,800	42.1%			
SALES	-	2	(2)	0.0%	15,000	8,749	6,251	41.7%			
TOTAL REVENUE	\$ 68,435,922	\$ 33,119,981	\$ 35,315,941	51.6%	\$ 67,709,400	\$ 33,607,418	\$ 34,101,982	50.4%			
OPERATING EXPENDITURES											
SALARIES	\$ 25,251,980	\$ 11,676,171	\$ 13,575,809	53.8%	\$ 26,428,340	\$ 12,375,149	\$ 14,053,191	53.2%			
ERIP COSTS	5,143,037	937,031	4,206,006	81.8% 3	-	-	-	0.0%			
EMPLOYEE BENEFITS	11,280,271	5,246,998	6,033,273	53.5%	11,237,561	5,484,128	5,753,433	51.2%			
SUPPLIES	1,492,195	560,496	931,699	62.4%	1,648,015	816,242	831,773	50.5%			
TRAVEL	408,820	173,836	234,984	57.5%	423,748	176,048	247,700	58.5%			
CONTRACT SERVICES	11,589,499	5,933,975	5,655,524	48.8%	11,857,838	5,494,484	6,363,354	53.7%			
MEDICAID COSTS	21,960,000	8,367,403	13,592,597	61.9%	18,050,000	8,872,882	9,177,118	50.8%			
UTILITIES	809,000	381,657	427,343	52.8%	721,000	320,375	400,625	55.6%			
RENTALS	760,740	737,198	23,542	3.1%	828,900	795,812	33,088	4.0%			
ADVERTISING	135,000	34,431	100,569	74.5% 4	195,500	65,339	130,161	66.6%			
OTHER EXPENSES	409,630	301,913	107,717	26.3%	327,590	241,481	86,109	26.3%			
EQUIPMENT	647,200	153,974	493,226	76.2% 4	597,744	112,965	484,779	81.1%			
REAL PROPERTY IMPROVEMENT	500,000	24,933	475,067	95.0% 4	500,000	435,422	64,578	12.9%			
TOTAL EXPENDITURES	\$ 80,387,372	\$ 34,530,016	\$ 45,857,356	57.0%	\$ 72,816,236	\$ 35,190,327	\$ 37,625,909	51.7%			
NET REVENUES AND EXPENDITURES	\$ (11,951,450)	\$ (1,410,035)	\$ (10,441,415)		\$ (5,106,836)	\$ (1,582,909)	\$ (1,522,927)				
BEGINNING FUND BALANCE	\$ 68,142,813	\$ 68,142,813									
PLUS: REVENUE	68,435,922	33,119,981									
LESS: EXPENDITURES	(80,387,372)	(34,530,016)									
ENDING FUND BALANCE	\$ 56,191,363	\$ 66,732,778									

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

**SUMMIT COUNTY DD BOARD
EXPLANATION OF VARIANCES
FOR THE SIX MONTHS ENDED JUNE 30, 2014
(Rounded)**

An evenly distributed budget remaining for a one month period 8.3%
 Evenly distributed budget remaining for six months 50.0%

		<u>Current Month</u>
<u>Revenue:</u>		
1	Personal Property Reimb: 1st half of reimbursement. The remainder expected in December.	
2	Grants: Lower than expected activity with the Bridges to Transition program	
<u>Expenditures:</u>		
3	ERIP Costs: PERS buy-out costs and exit costs for twenty-four (24) participants	
4	Advertising, Equipment and Real Property Improvements: Timing differences in expected spending	
<u>Prior Months</u>		
<u>Revenue:</u>		
	Reimbursements: 2009 Cost Report settlement	\$ 2,678,000
<u>Expenditures:</u>		
	Medicaid Costs: Medicaid waiver reconciliation refund for fiscal year 2012	\$ (2,240,000)
	Rentals: February prepayment to Summit Housing Corp. for annual facility rents for the Akron, Coventry, Ellet and Twinsburg Centers, and six months for the Potomac center	729,000
	Other Expenses: February payment of 2014 Ohio Association of County Boards (OACB) dues	75,000

MINUTES –combined work session and regular meeting
Thursday, May 29, 2014

Summit County Board of Developmental Disabilities

MINUTES - draft

Thursday, May 29, 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, May 29, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:00 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Mira Pozna, Director of Fiscal	Lindsay Bachman, Director of MUI
Jean Fish, Director of Adult Services	Joe Eck, Director of Labor Relations
Tom Jacobs, Dir. of Operations/SHDC	Billie Jo David, Director of
Jean Fish, Director of Adult Services	Communications & Quality
Holly Brugh, Director of Children's Svs.	Maggi Albright, Recording Secretary and others

I. POLICIES

A review of Summit DD's Human Resource policies determined that clarification and consolidation was warranted. Summit DD is committed to creating and maintaining a high standard of safety in the workplace and is recommending that Policy 2006 – Violence-Free Workplace and Weapons be revised to consolidate current Policy 2005 – Concealed Weapons and then Policy 2005 could be deleted. Summit DD strives to ensure that practices do not create conflicts of interest so it is recommended that Policy 2023 – Nepotism be revised to expand the focus of the policy and reflect best practice. The revised policy also defines various relationships that would be identified as close relatives. Summit DD is committed to providing excellent service and the expectation is that staff report to work sober and free of influence of drugs or alcohol and remain that way during the entire work day. The policy is the umbrella statement and the procedure outlines specific requirements. 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. Mr. Quade asked if the procedure is akin to whistleblower protection if someone reports.

WORK SESSION *(continued)*

I. POLICIES *(continued)*

Mr. Trunk replied that it is and stated the procedure outlines specifics. The May HR/LR Committee recommends approval of revisions to Policies 2006, 2023 and 2028 and also recommends the deletion of Policy 2005.

II. SHERIFF'S CONTRACT FOR SECURITY AND CIMINAL INVESTIGATIOIN SERVICES

The Board has contracted with the Summit County Sheriff's office for the past 20 months for a deputy and vehicle to be responsible to patrol both inside the facility and the outside parking areas at the Howe road campus. Staff continue to assess security protocols at Board facilities. It is recommended that the patrol be expanded to cover all Board facilities on a rotating basis to increase the likelihood of providing a safe working and learning environment for persons served and staff. Employee and person served training have been incorporated into the deputy's duties. Additionally, the Board has contracted for the past 12 months for the use of a dedicated detective to investigate criminal MUIs to increase the number of cases prosecuted and ensure that all potentially criminal cases are reviewed and followed-up. Due to the number of cases that are going forward not only in the Court of Common Pleas but also through municipal court systems, an additional full-time detective is being requested to take on case overload and compensate for time being spent building cases with prosecutors and time spent appearing in court. More than half of the arrests were cases reported to local jurisdictions that chose not to investigate. Prior to contracting with the Sheriff's office, there were 13 criminal cases investigated, 4 arrests and 2 convictions. After entering into the contract, there have been 101 criminal cases investigated, 20 arrests/warrants issued, 21 cases currently open and 17 convictions (7 pending). Training of Summit County law enforcement will begin in May 2014 with the hope that local jurisdictions will begin picking up cases. This training will be ongoing on a quarterly basis. The request is to combine the Sheriff's contract to incorporate both the security and criminal investigative services for a one-year term, for the period June 1, 2014 through May 31, 2015, in an amount not to exceed \$301,474.14. The requested contract amount reflects an increase of \$103,579.57 which represents the expanded security services and the additional detective services. MUI staff and Detective Storad have developed training for the local jurisdictions and the prosecutor's office in the hope that additional training will help identify how the system works and how to better communicate with individuals with disabilities. Mrs. Bachman recently facilitated discussions with all the local police chiefs around this issue. Training needs to be done and the focus should be at all levels. Mr. Briggs commented that he likes the educational aspect not only with law enforcement but also to provide a greater level of confidence for officers when interacting with individuals with disabilities and stated the contract serves a dual purpose. Mr. Quade noted it is incumbent upon the Board to be able to measure the impact of the training component of the contract and also to determine the impact of adding a second detective. Mr. Trunk noted prosecutions have increased as a result of the contract.

WORK SESSION (continued)

II. SHERIFF'S CONTRACT FOR SECURITY AND CIMINAL INVESTIGATIOIN SERVICES (continued)

He added that staff will develop metrics around the addition of the second detective and the training component with a report back to the Board by the end of the year. Funds are available in the budget and the contract has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

III. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) AGREEMENT

SHDC is a not-for-profit 501-C (3) which owns 80 homes for individuals with developmental disabilities, serving 252 individuals. The relationship between Summit DD and SHDC dates back to 1992. Both Boards recognize the need to have an agreement that outlines the relationship between them, including that SHDC will purchase or construct and hold title to residential property at the request of the Summit DD Board when Summit DD identifies housing needs. SHDC has purchased many properties utilizing state capital funds. The request is to renew a two-year agreement with SHDC for the period July 1, 2014 through June 30, 2016. The April Finance & Facilities Committee has reviewed the agreement and recommends approval.

IV. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) – DEVELOPMENT FUND

In 2012, with the support of Summit DD, SHDC created a development fund to develop new homes and to pay off existing mortgages. When approved by Summit DD, SHDC uses the funds otherwise paid to Summit DD as reimbursement for employee expenses as development fund resources. SHDC is currently paying Summit DD \$195,454 per year for reimbursement of employee salaries based on a contract dated July 2012. The request is to renew the agreement for 2014. The development fund has resulted in lower rent for persons served. SHDC currently owns 80 homes and has debt on 25 homes. In 2013, SHDC completed the purchase of two homes (Hudson and Fairlawn) for cash in the amount of \$356,000. In 2013, total debt reduction for the year was \$215,249. So far in 2014, SHDC has purchased one home for cash in the amount of \$210,000. SHDC recently re-examined the rent template and approved a 5% reduction in rent to all tenants, which equates to \$76,800 annually. As debt continues to be paid off, rent templates will be reviewed to ensure rents are being lowered as debt is diminished. Mr. Briggs asked what percentage rent has decreased since the contract originated. Mr. Jacobs responded the contract has been in place for two years for a total of 12% reduction in rent; 7% last year and 5% this year. The April Finance & Facilities Committee has reviewed the agreement and recommends approval.

V. OSWALD COMPANIES CONSULTING CONTRACT

The Board has contracted with Oswald Companies since 2011 for strategic and tactical plans to structure a health insurance program and a comprehensive wellness/prevention program to meet the Agency's needs and contain costs.

WORK SESSION (continued)

V. OSWALD COMPANIES CONSULTING CONTRACT (continued)

Oswald's assistance has resulted in robust wellness initiatives with over 40% employee participation. In February, a Request For Proposal (RFP) was sent to five firms with only two proposals received. Oswald's quote was the only one that met the Agency's needs. Mr. Briggs noted the other bidder, Grady Enterprises, did not meet the specifications of the bid request and could not provide what the Board needed relative to the Affordable Care Act, in addition to having a learning curve that Oswald does not since Oswald has been working with the Board for a number of years. The contract amount remains \$55,000/year for three years, which is the same rate since 2011. The contract period would be June 1, 2014 through May 31, 2017. Mr. Quade stated it's good to renew contracts for extended periods of time without an increase. He asked how much of the \$55,000 was spent in previous years. Mr. Trunk replied that he would check and get back with the Board. The following day, Mrs. Pozna responded to the question with the following information: 2012 - \$51,000, 2013 - \$55,000 and year-to-date 2014 \$27,500, which is on target for \$55,000. Funds are available in the budget and the contract has been recommended for approval by the April HR/LR Committee.

VI. APRIL FINANCIAL STATEMENTS

April financial statements reflect that the Agency is now in a positive position. Revenue for the month of April reflects receipt of first half property tax settlement in the amount of \$22,600,000 and quarterly state subsidy in the amount of \$695,000. The homestead rollback is expected in June. Mr. Briggs asked how property tax compares to last year. Mrs. Pozna replied it is comparable and indicated that it looks low right now because the homestead rollback has not been received. April expenditures reflect quarterly waiver administrative fees in the amount of \$251,500, quarterly waiver match of \$4,637,100 and quarterly TCM match of \$353,200, as well as fleet/property/liability insurance in the amount of \$106,800 and directors and officers insurance in the amount of \$38,300. The fund balance at the end of April was \$68,877,308.

VII. REVIEW OF DIRECT SERVICE CONTRACT

The Board's Ethics Committee reviews affidavits and direct service contracts of Board employees who hold secondary employment to assure that ethical standards are not violated. The April Ethics Committee reviewed the affidavit of Board employee Shawn Beltz-Cox, who is also an independent waiver provider certified by the State of Ohio. The Ethics Committee determined that Ms. Beltz-Cox has attested that all of the conditions specified in ORC 5126.033 have been met. The April Ethics Committee recommends approval.

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

BOARD MEETING

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

I. PUBLIC COMMENT

Mr. Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, thanked the Board Members for their service and stated he thinks the Superintendent is doing a fine job.

II. APPROVAL OF MINUTES

A. APRIL 24, 2014 (combined work session and regular meeting)

R E S O L U T I O N No. 14-05-01

Mrs. Wilkinson moved that the Board approve the minutes of the April 24, 2014 combined work session and regular meeting, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SHERIFF'S CONTRACT FOR SECURITY AND CRIMINAL INVESTIGATION SERVICES

R E S O L U T I O N No. 14-05-02

Mrs. Arshinkoff moved that the Board approve a contract with the Summit County Sheriff's office for security and criminal investigation services in an amount not to exceed Three Hundred One Thousand Four Hundred Seventy Four Dollars and Fourteen Cents (\$301,474.14) for the period June 1, 2014 through May 31, 2015, as outlined in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. SUMMIT HOUSING DEVELOPMENT CORPORATION AGREEMENT

R E S O L U T I O N No. 14-05-03

Mr. Siegferth moved that the Board approve a two-year agreement with Summit Housing Development Corporation for the period July 1, 2014 through June 30, 2016, as outlined 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)

3. SUMMIT HOUSING DEVELOPMENT CORPORATION – DEVELOPMENT FUND

RESOLUTION No. 14-05-04

Mr. Quade moved that the Board waives its entitlement to reimbursement for employees' salaries for the year 2013 pursuant to its contract with Summit Housing Development Corporation (SHDC), and authorizes SHDC to apply said reimbursement in the amount of One Hundred Ninety Five Thousand Four Hundred Fifty Four Dollars (\$195,454) toward future development and paying off existing mortgages, as outlined in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

4. APRIL FINANCIAL STATEMENTS

RESOLUTION No. 14-05-05

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

B. HR/LR COMMITTEE

1. OSWALD COMPANIES CONSULTING CONTRACT

RESOLUTION No. 14-05-06

Mr. Dohnal moved that the Board approve a three-year contract with Oswald Companies in an amount not to exceed Fifty Five Thousand Dollars (\$55,000) per year, for the period June 1, 2014 through May 31, 2017, as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 14-05-07

Mrs. Wilkinson moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employee Shawn Beltz-Cox and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be it resolved that the Board adopt the recommendations of the Ethics Committee, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. ADULT SERVICES SELF-DIRECTED DAY PILOT PROGRAM

Mr. Payne explained that 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. Mr. Briggs asked if this is different than the Board's prior commitment to inclusion. Mr. Payne replied that the Discovery process is more inclusive than what is currently being done. Currently staff are assisting persons served with visiting the community and the goal is to integrate and spend more time in the community and become part of the community. Mr. Payne introduced Drew Williams and Darann Warner, Adult Services Facility Managers, who have been working on a pilot program focusing on a self-directed day, which is underway at the Akron Center.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. ADULT SERVICES SELF-DIRECTED DAY PILOT PROGRAM (continued)

The purpose of the pilot is to create opportunities for persons served to choose experiences throughout the day which are based on their preferences and interests and to assist with moving persons served along the path to employment and increased community inclusion. Staff present options, such as wellness activities, art, music, theater, education, etc., at the beginning of the day and individuals are self-directing their day and the experiences they have. Every hour there are four different experiences within the center. Events and activities are led by Summit DD staff and/or community partners. Services continue to be delivered in accordance with the individual's ISP. There continues to be three areas for persons served who require more support and those individuals are also encouraged to participate in experiences offered. Individuals receiving vocational habilitation services and those individuals that would like to pursue career interests receive support focused on career exploration, volunteerism, job readiness and education, soft skills training, self-advocacy, etc. and they also continue to receive contract work based on availability. Mr. Quade commented that this is a wonderful direction. He asked how day programs work for individuals who have different abilities and more involved needs. Ms. Warner responded that staff support is provided for individuals who have the need for a greater level of support or supervision. Mr. Payne added that there was initial apprehension from some persons served and families about being in the community, particularly around health and safety, however, as persons served are supported in exploring opportunities for community inclusion the initial anxiety is decreasing. Mr. Briggs asked if there have been any tours from employers who already employ persons served. Ms. Warner responded there has and mentioned there was a tour recently that resulted in a volunteering opportunity. Mr. Dohnal noted that persons served volunteer for the Red Cross washing and cleaning the vehicles. He is a volunteer driver for Red Cross and stated that since persons served have been volunteering, the vehicles have never been so clean – they are doing a great job! Mr. Trunk stated the Discovery process is creating new opportunities and more choices for people to engage with others and with their communities. Staff are energized and there is an increased level of involvement. Mr. Quade asked Mr. Berry for his thoughts on this topic. Mr. Berry replied that this is a great direction and something he thought should have been happening for the past 30 years. It will be a process and he wished everyone luck. Mr. Quade asked relative to the four places on the Discovery path where individuals served by the Board fit. Mr. Payne responded that individuals served in center-based services are in #3 and #4, with the majority in #4. Mrs. Ricks commented that it's great that staff are providing opportunities for persons served to get out into the community.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT *(continued)*

A. ADULT SERVICES SELF-DIRECTED DAY PILOT PROGRAM *(continued)*

Mrs. Arshinkoff agreed and said it's great to introduce opportunities to people who may not have been exposed previously and to provide the chance for people to explore their interests. Mr. Trunk stated the Board's role is to prepare persons served and families to be part of their communities and staff are working to connect persons served to their communities, which moves in the direction of the Board's Mission. Mr. Briggs stated that there will be benefit for all involved.

B. MISCELLANEOUS INFORMATION

Mr. Trunk mentioned that at the recent OACB Spring Conference, an entire day was dedicated to presenting information about community employment and the future direction of Adult Services programs. By 2020, Medicaid reimbursement needs to be designed so that systems have been created for persons served to be on the path to employment.

Mr. Trunk reminded the Board that the 2014 Board/ELT Retreat will be held on Thursday, June 12th from 8:30-4:00 at the Sheraton Suites in Cuyahoga Falls. There will be five areas of discussion: Adult Day Services, School-Aged Services, Transportation Services, Provider Services and Residential Services. Mr. Briggs commented he is looking forward to the day and hopes all Board Members will be in attendance for this important planning session.

Mr. Trunk announced that Detective Storad was recently nominated for Summit County Detective of the Year and was honored by receiving that award and recognition.

CARF surveyors will be onsite June 19th and June 20th for the Agency's review. After the entrance meeting on June 19th surveyors would like to meet with several Board Members. Maggi Albright will contact Board Members relative to participation in this meeting.

Mr. Trunk thanked Leeanne Saro, Executive Director of the Arc of Summit and Portage Counties, for sponsoring a Community Conversations Meet & Greet at Akron Rotary camp to talk about system changes, challenges and other topics. He noted it was well attended and a very worthwhile event.

V. PRESIDENT'S COMMENTS

Mr. Briggs gave the floor to Mr. Quade who commented that in the past the Board has talked about not taking for granted that Summit DD's levy would always pass even though it is overwhelmingly supported. He said he currently resides part time in another county where the DD levy has now failed for the second time.

BOARD MEETING (continued)

V. PRESIDENT’S COMMENTS *(continued)*

The high rate of approval on Summit DD’s recent passage validates the Board’s connection to the community, which is very impressive. He urged staff to continue those relationships and keep up the good work. Mr. Briggs added that staff bring a level of commitment to the Board that is commendable. He thanked staff for the wonderful work they do and noted that he continues to hear good comments in the community about Summit DD.

VI. EXECUTIVE SESSION

RESOLUTION No. 14-05-08

Mr. Quade moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (4) to review collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Wilkinson.

Roll call vote: Arshinkoff-yes, Quade-yes, Siegferth-yes, Briggs-yes, Ricks-yes, Wilkinson-yes, and Dohnal-yes

The regular session of the Board Meeting adjourned at 6:07 p.m.

The Board entered into Executive Session at 6:12 p.m.

The Board Meeting reconvened at 6:20 p.m.

VII. ADDITIONAL ACTION ITEM

A. AFSCME CONTRACT

RESOLUTION No. 14-05-09

Mr. Quade moved that the Board approve the collective bargaining agreement between Summit DD and Local 1229 & Ohio Council 8, American Federation of State, County and Municipal Employees (AFL-CIO) for the period January 1, 2014 through December 31, 2016, as documented in the tentative agreement dated April 25, 2014, and that the Superintendent is authorized to execute the Agreement on behalf of the Board. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:21 p.m.

Denise Ricks, Secretary

MINUTES – Special Board Meeting
Thursday, June 12, 2014

County of Summit Board of Developmental Disabilities

MINUTES - draft

Thursday, June 12, 2014
8:30 a.m.

The **special meeting** of the County of Summit Board of Developmental Disabilities was held on Thursday, June 12, 2014 at the Sheraton Suites located at 1989 Front Street, Cuyahoga Falls, Ohio 44221. The **special meeting** convened at 8:43 a.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS EXCUSED

Dave Dohnal
Karen Arshinkoff

I. CALL TO ORDER

Mr. Briggs called the special Board Meeting to order and discussed that an Executive Session would not be necessary. The Board has one item of business.

II. WEAVER WORKSHOP AND SUPPORT ASSOCIATION (WWSA) CONTRACT

R E S O L U T I O N

No. 14-06-01

Mr. Quade moved that the Board approve the collective bargaining agreement between Summit DD and the Weaver Workshop and Support Association (WWSA) for the period January 1, 2013 through December 31, 2015, as documented in the tentative agreement dated May 22, 2014, and that the Superintendent be authorized to execute the Agreement on behalf of the Board. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

The special Board Meeting adjourned at 8:44 a.m.

Denise Ricks, Secretary

June 2014 Executive Summary Dashboard

	YTD Total	Definition
Total Annual Persons Served	4138	Unduplicated cumulative total of YTD Persons Served. Census line XI
Total Adults	2030	Cumulative total of YTD adults. SSA Assigned and adults receiving a day array service. Note: Adults who received "SSA only" and then receive a service would be counted in both SSA only and Day Array.
Total Children	1908	Cumulative total of YTD children. EI and ages 3+, SSA Assigned, and school age registry. Note: Children who become adults during time period are also counted as adults.
Total Waiver	1765	Unduplicated cumulative total of YTD count of individuals receiving a waiver. Census line IVB5
IO	1133	Individuals receiving IO funding Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	655	Individuals receiving level 1 funding Note: if funding changes from Level 1 to IO, person counted in both waiver types
Total Day Array	1880	Unduplicated cumulative total of YTD Persons Served receiving day array services. Census line IIH6
Waiver funded	1617	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	384	Individuals receiving locally funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Total Day Array Service Delivery		
Summit DD	733	Individuals receiving day array services with Summit DD. Note: if served by Summit DD and then change to private provider, or served by both at same time, then counted in both provider categories.
Private Provider	1234	Individuals receiving day array services with Private Provider. Note: if served by Private Provider and then change to Summit DD, or served by both at same time, then counted in both provider categories.
Total NMT Service Delivery	1837	Unduplicated cumulative total of YTD Persons Served receiving Non Medical Transportation (NMT). Census line IXG
Summit DD	699	Individuals receiving NMT with Summit DD. Note: if changed from Summit DD to Provider counted in both provider categories
Private Provider	1268	Individuals receiving NMT services with private provider. Note: if changed from Summit DD to Provider counted in both provider categories
Total Homemaker Personal Care Supports	1592	Unduplicated cumulative total of YTD persons served receiving homemaker personal care (HPC). Note: HPC is defined as residential services and supports. Census line VIII
Shared 24/7 sites	175	# of sites individuals receive shared HPC services Note: this represents congregate community sites
Foster sites	133	# of Foster Care sites. Note: This includes single and shared Foster care

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

2014 June Census

Snapshot as of
6/30/2014

Count in Time
Cumulative
Year to Date

Definitions

CHILDREN'S SERVICES

Category	Description	Count	Definition
A	EARLY INTERVENTION (EI)		
1	Total EI Children Served Community Based	428	588
B	Child care (Birth to 3)		
1	Calico - Summit DD Eligible Children	5	5
2	Calico - Typical Children	1	2
3	Community Child Care - (Community Partnerships for Inclusion)	6	6
4	Total Children (Birth to 3) (unduplicated count) II.B.1 through II.B.3	11	12
C	Child Care (3-5)		
1	Child care ages 3 and up - Summit DD Eligible Children	13	15
2	Child care ages 3 and up - Typical Children	18	23
3	Community Child Care - (Community Partnerships for Inclusion)	50	53
4	Total Children ages 3 and up served (unduplicated count) II.C.1 through II.C.3	78	85
5	TOTAL CHILDREN SERVED IN EI AND CHILD CARE (unduplicated count) II.A.2 plus II.B.4 plus II.C.4	507	664
D	TOTAL ENROLLED IN HEAD START (unduplicated count)	N/A	
E	TOTAL CHILDREN ON SCHOOL AGE REGISTRY SERVED	1041	1105

ADULT Day Array services

Category	Description	Count	Definition
A	Summit DD OPERATED WAIVER FUNDED SERVICE		
1	Vocational Rehabilitation	218	239
2	Day Support	86	91
3	Vocational Rehabilitation/Day Support	152	164
4	Summit DD OPERATED LOCALLY FUNDED SERVICE	480	481
B	Total Adult Day Array services, Locally Funded - Summit DD Operated (unduplicated count) II.A.1 through II.A.3	34	39
1	Day Support	13	13
2	Vocational Rehabilitation/Day Support	14	16
3	Summit DD Operated Locally Funded Service	61	66
4	TOTAL ADULT DAY ARRAY SERVICES - SUMMIT DD OPERATED (unduplicated count) II.B.1 through II.B.3	511	544
C	PRIVATE PROVIDER WAIVER FUNDED SERVICE, Summit DD MATCH		
1	Vocational Rehabilitation	416	445
2	Day Support	419	436
3	Vocational Rehabilitation/Day Support	63	71
4	Summit DD Operated Locally Funded Service	963	982
D	Total Adult Day Array services, Waiver Funded - Provider Operated (unduplicated count) II.C.1 through II.C.3	98	122
1	Vocational Rehabilitation	72	84
2	Day Support	10	18
3	Vocational Rehabilitation/Day Support	174	212
4	TOTAL ADULT DAY ARRAY SERVICES - PRIVATE PROVIDER (unduplicated count) II.C.4 plus II.D.4	1036	1079
E	TOTAL ADULT DAY ARRAY SERVICES (unduplicated count) II.B.5 plus II.D.5	1536	1588
F	Summit DD OPERATED EMPLOYMENT WAIVER FUNDED, Summit DD MATCH		
1	Supported Employment Enclave	32	35
2	Supported Employment Community	88	90
3	Summit DD OPERATED EMPLOYMENT LOCALLY FUNDED	117	123
G	Total Adult Day Array services, Employment - Waiver Funded Summit DD Provided (unduplicated count) II.E.1 through II.E.2	7	9
1	Supported Employment Enclave	59	60
2	Supported Employment Community	68	68
3	TOTAL ADULT DAY ARRAY SERVICES, EMPLOYMENT - SUMMIT DD OPERATED (unduplicated count) II.F.1 through II.F.2	192	188
H	PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, Summit DD MATCH		
1	Supported Employment Enclave	100	107
2	Supported Employment (includes independent workers) Community	15	18
3	Total Adult Day Array services, Employment - Waiver Funded Private Provider (unduplicated count) II.G.1 through II.G.2	115	121
I	PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED		
1	Supported Employment Enclave	23	30
2	Supported Employment (includes independent workers) Community	6	7
3	TOTAL ADULT DAY ARRAY SERVICES, EMPLOYMENT - LOCALLY FUNDED PRIVATE PROVIDER (unduplicated count) II.H.1 through II.H.2	29	37
4	TOTAL ADULT DAY ARRAY SERVICES, EMPLOYMENT - PRIVATE PROVIDER (unduplicated count) II.G.3 plus II.H.3	144	155
5	TOTAL ADULT DAY ARRAY SERVICES, EMPLOYMENT (unduplicated count) II.F.4 plus II.H.4	323	339
6	TOTAL ADULT SERVICES ARRAY (unduplicated count) II.D.6 plus II.H.5	1829	1880

2014 June Census

Point in Time Snapshot as of 6/30/2014 Cumulative Year to Date

Definitions

III	SSA ONLY	Snapshot as of 6/30/2014	Cumulative Year to Date	Definitions
A	Children - SSA Assigned	99	135	Age 3-21 - SSA Assigned, No Other Services Provided
B	Adults - SSA Assigned	109	150	Age 22 and over - SSA Assigned, No Other Services Provided
C	TOTAL SSA ONLY (unduplicated count) III.A through III.B	208	285	
IV	HOME AND COMMUNITY BASED WAIVERS			Summit DD contributes 40%, Match
A	IND WAIVERS			
1	Number of Waivers requested		65	As requested by Summit DD
2	Number of Waivers ODD awarded	7	45	As awarded by ODD
3	Number of Waivers Filled	1120	1133	Waivers in active use
4	Living Independently in community w/ Homemaker Personal Care Supports	359	304	In-Home supports in family home or persons' own residence
5	Foster Homemaker Personal Care	194	200	Person living with care gtr not a family member
6	24/7 shared staffing for Homemaker Personal Care Supports	559	572	Person receiving 24/7 paid staff supervision support
B	LEVEL ONE WAIVERS			
1	Number of Waivers requested		65	As requested by Summit DD
2	Number of Waivers ODD awarded	7	46	As awarded by ODD
3	Number of Waivers Filled	629	655	Waivers in active use
4	Living independently in community w/ Homemaker Personal Care Supports	269	334	In-Home supports in family home or persons' own residence
5	TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV.A.3 plus IV.B.3	1748	1765	
V	Summit DD FUNDED SUPPORTED LIVING			Summit DD pays 100% local for individuals not enrolled on Waiver
A	Living independently in community w/ Homemaker Personal Care Supports	86	114	In-Home supports in family home or persons' own residence
B	Foster Homemaker Personal Care	1	4	Person living with care giver not a family member
C	24/7 shared staffing for Homemaker Personal Care Supports	4	11	Person receiving 24/7 paid staff supervision support
D	TOTAL Summit DD FUNDED SUPPORTED LIVING (unduplicated count) V.A through V.D	91	127	Cumulative YTD #s. may be duplicated across service categories
VI	INDIVIDUALS LIVING IN AN ICFMR (unduplicated count)	81	85	Individuals residing in an intermediate care facility funded by ODJFS, and is an option for persons served
VII	INDIVIDUALS LIVING IN A NURSING HOME (unduplicated count)	52	52	Individuals residing in a Nursing Home funded by ODJFS, and is an option for persons served
VIII	TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS (V.A through V.G) (unduplicated count)	1527	1592	Cumulative total of YTD residential supports is unduplicated
IX	TRANSPORTATION			
A	Non Medical Transportation, Summit DD Operated, Waiver Funded (unduplicated count)	469	503	Transportation to and from Day Array services, Summit DD contributes 40% Match
B	Non Medical Transportation, Summit DD Operated, Locally Funded (unduplicated count)	177	215	Transportation to and from Day Array services, Summit DD pays 100% local
C	TOTAL NUMBER OF PERSONS SERVED Summit DD OPERATED TRANSPORTATION (unduplicated count) IX.A plus IX.B	638	699	
D	Non Medical Transportation, Private Provider, Waiver Funded (unduplicated count)	1010	1047	Transportation to and from Day Array services, Summit DD contributes 40% Match
E	Non Medical Transportation, Private Provider, Locally Funded (unduplicated count)	205	257	Transportation to and from Day Array services, Summit DD pays 100% local
F	TOTAL NUMBER OF PERSONS SERVED PRIVATE PROVIDER TRANSPORTATION (unduplicated count) IX.D plus IX.E	1212	1268	
G	TOTAL NUMBER OF PERSONS SERVED RECEIVING TRANSPORTATION (unduplicated count) IX.C plus IX.F	1775	1837	
X	QUALITY OF LIFE ACTIVITIES			
A	Special Olympics	60	322	Summit DD pays 100% local
B	Bliss	41	485	number of people that participated in year around sports training and athletic competition (duplicate of number of people that participated in Social and Rec. for individuals employed in the community.
C	College For Living	86	315	number of people that attended Educational and Leisure classes offered this quarter.
D	Camp	N/A	N/A	number of people that attended summer camp for school-aged students. (reported end of Aug)
E	Family Support Services Plan	25	232	number of people that were awarded FSS dollars for respite, Adaptive Equ. or home mod.
F	Other	N/A	N/A	
G	TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES X.A through X.G	212	1334	Includes duplicates, NOT included in Total Lives Touched
XI	TOTAL ANNUAL PERSONS SERVED (unduplicated count)	3940	4138	Cumulative total of YTD Persons Served receiving some type of service or support, SSA Assigned, Callio, Early Intervention, Typically Developing Children, School Age Registry
XII	WAITING LISTS (Services Requested or Needed within 12 Months)			
A	Adult Day Array services	0	0	Waiting for Voc Rehab, Day Support, and/or Supported Employment longer than 45 days
B	24/7 shared staffing for Homemaker Personal Care Supports	0	0	Waiting to receive 24 x 7 paid staff supervision support
C	Individual Options Waiver	1608	1608	Waiting for an Individual Options Waiver slot
D	Level One Waiver	1229	1229	Waiting for a Level One waiver slot



Summit DD 2014 2nd Quarter MUI Summary

1. **Performance measures** have remained relatively stable.
 - a. 24 hour conformance exceeded goal at **99%**. **Goal- 97%**
 - b. Timely closure of cases exceeded goal at **100%**. **Goal- 95%**
 - c. Questions answered timely exceeded goal at **100%**. **Goal-95%**

2. **MUIs investigated** have a *decreased* trend.
 - a. Fourth Quarter of 2013- 303
 - b. First Quarter of 2014- 344
 - c. Second Quarter of 2014- 316

3. **MUIs substantiated** have remained relatively stable.
 - a. Fourth Quarter of 2013- No DODD data available at this time.
 - b. First Quarter of 2014- 78 (out of 192 Protocol investigations)- **41%**
 - c. Second Quarter of 2014- 34 (out of 125 Protocol investigations)- **27%***
* cases pending

4. **Number of LE/CSB referred/reviewed- 133 (149 1st quarter 2014)**
5. **Number of LE notifications only- 98 (112 1st quarter 2014)**
6. **Number of open cases- 33 (compared to 19 1st quarter 2014)**
7. **Number of cases where charges were filed- 6 (compared to 7 1st qtr. 2014)**
8. **Number of cases requested for Abuser Registry Review- 3**
9. **Number of Summit Co. PPIs added to the Abuser Registry- 0**
10. **Number of Director's Alerts (NEW)- 2**

New Rule Category designations: Category A- Investigated by Law enforcement/CSB and/or Investigative Agent (formerly Protocol investigations), Category B- Investigated by IA and Category C- Reviewed for accuracy and accepted by IA.

Category A Cases

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

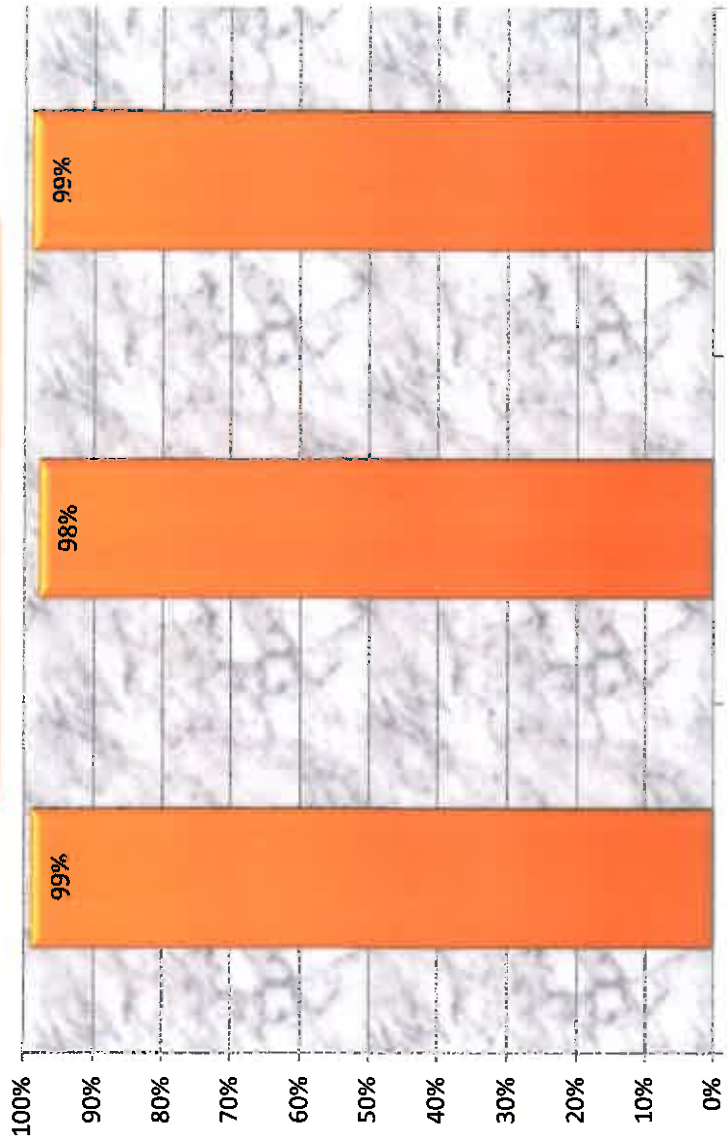
Category B Cases

Attempted Suicide
 Missing Individual
 Significant Injury
 Medical Emergency
 Non-suspicious or Natural Death

Category C Cases

Law Enforcement
 Unscheduled Hospitalization
 Unapproved Behavior Support

24 Hour Conformance
Goal 97%



4th Quarter 2013

1st Quarter 2014

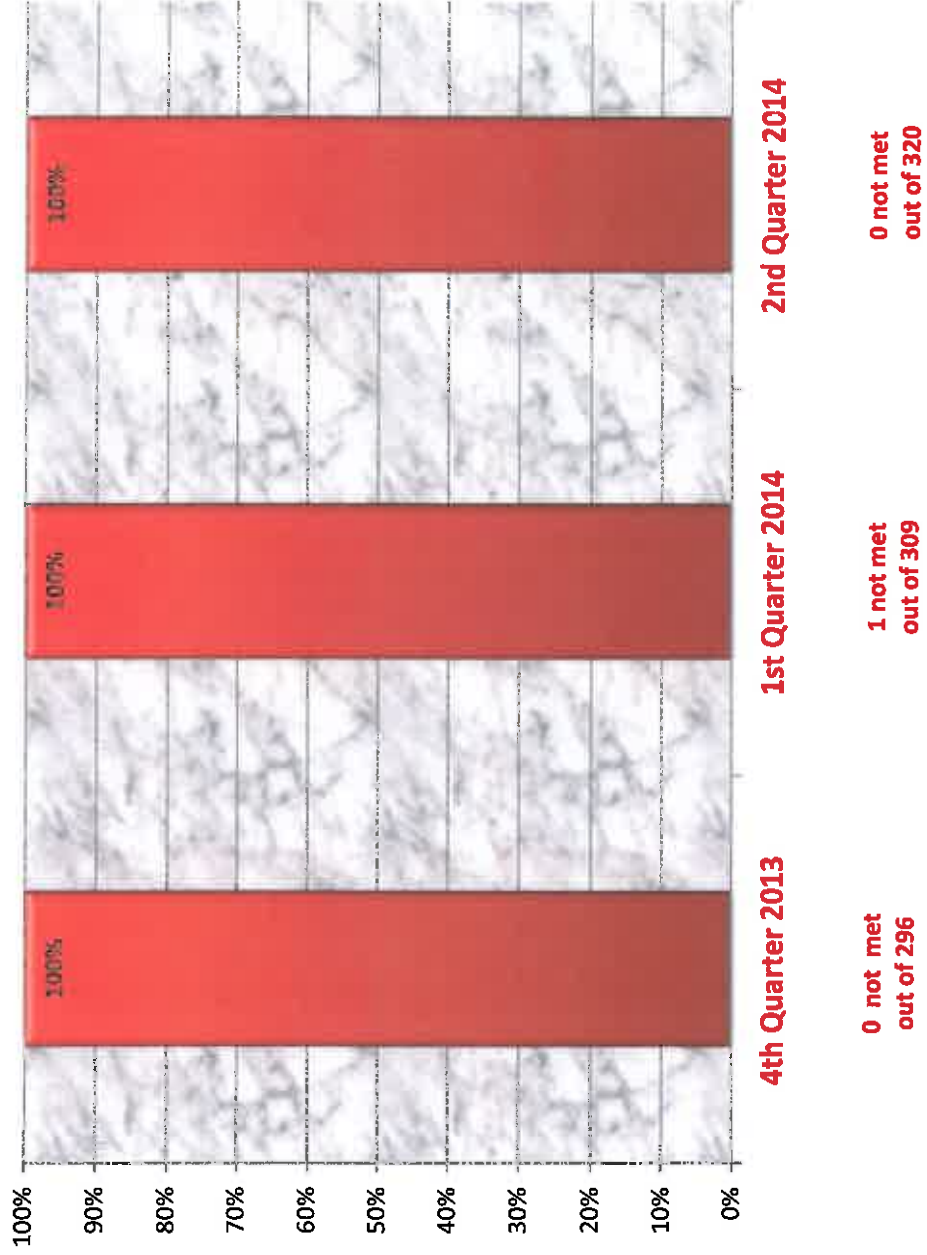
2nd Quarter 2014

3 not met
out of 303

6 not met
out of 344

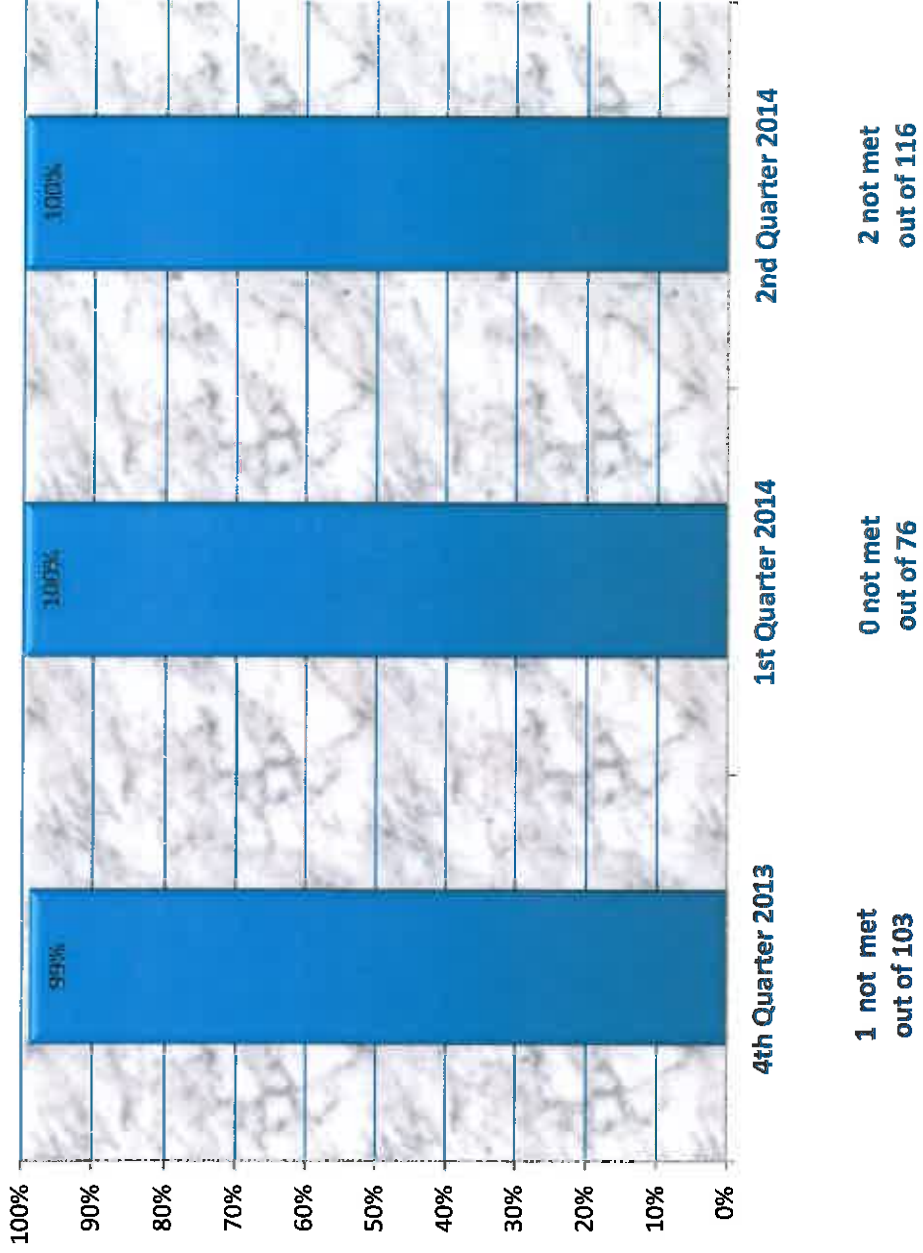
4 not met
out of 316

Timely Closure of Cases



Questions Answered Timely

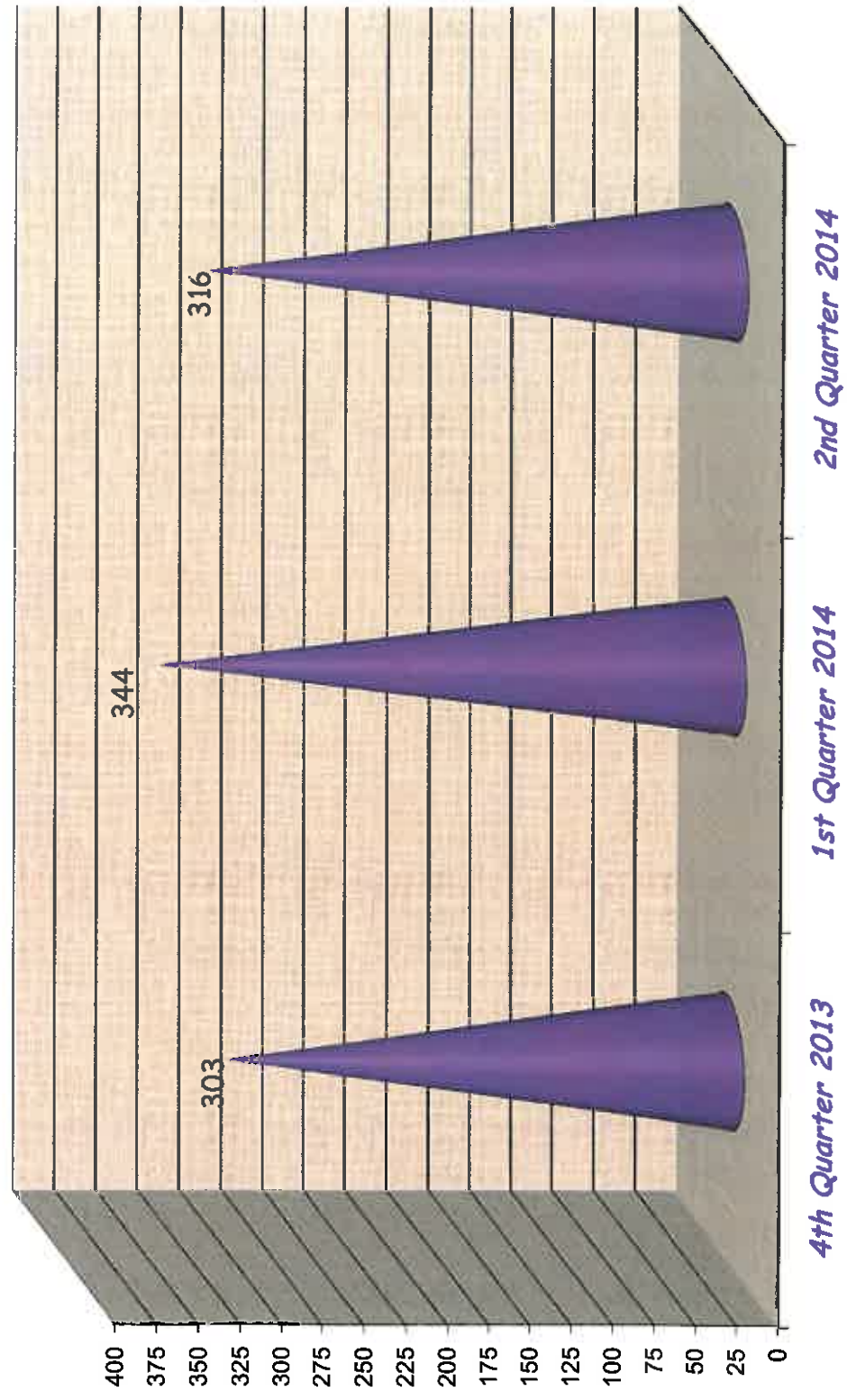
Goal 95%



Total MLIs Substantiated



TOTAL MUIs INVESTIGATED



TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Operating Plan Results --2014 Results	Report on the status of 2014 Operating Plan measures	No Board action required	<p>14 of 15 measures are performing within goal levels. Overall Summit DD scored a 4.7 on a scale of 1 to 5 on the Pillar Dashboard.</p> <p>Second Quarter highlights include:</p> <ul style="list-style-type: none"> • 4,138 total individuals supported, representing a 5% increase from the second quarter of 2013. Summit DD projected a 2% rate of growth through the levy period. Increases are attributed to a 19% increase in the number for children supported with Early Intervention services from this time last year. We will continue to closely monitor this trend. • There was no waiting list for day and residential services. • There are currently 339 adults supported through Community Employment, 16.5% more than the second quarter of 2013. • 68 children receive integrated child care at 30 community base child care settings through the Community Partnership for Inclusion 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. 97.4% of residents with an opinion of Summit DD report a favorable opinion, the highest rating since we began collecting data in 2005. • More Summit County residents support inclusion. The Inclusion Index in 2014 rated at 79.2%, compared to 76.9% in 2013. 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 their neighborhood, the place where they work would be open to hiring someone with a disability, that children with special needs should with educated in public schools with their peers, and feel comfortable socializing with individuals with developmental disabilities.

Submitted By: Billie Jo David

Date: 7/16/2014

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

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none">• 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. <p>Areas below goal:</p> <ul style="list-style-type: none">• Medicaid reimbursement to Summit DD for services provided are 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 paid directly to private providers and Summit DD's Medicaid match expenses have also increased. We continue to monitor these trends through our strategic planning process.
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Submitted By: Billie Jo David

Date: 7/16/2014

For: Superintendent / Assistant Superintendent

Finance & Facilities Committee

Services & Supports Committee

HR/LR Committee

Ethics Committee

Pillar Dashboard						
Criteria	Quality Services for Persons Served	Customer Satisfaction	Employee Engagement	Provider Collaboration	Sustainability	Citizenship
Pillar Value	4.8	4.0	5.0	5.0	4.3	5.0
Pillar Goal	4	4	4	4	4	4

2nd Q Average	4.7
Total Possible Value	5

Pillar of Excellence: Quality Services for Persons Served

Criteria	Total Annual Persons Served	Day Program Waiting List	Residential Waiting List	# adults employed in integrated employment	# of graduates (Bridges) employed in the community*	# of CPI sites	# of children served in CPI sites
2014 Goal	4177	0	0	400	55%	30	50
2nd Q Goal	3979	0	0	312	N/A	26	50
Performance	4138	0	0	339	N/A	30	68
5	>3979	0	0	>348	>75%	>23	>50
4	3860 to 3979	1 to 30	1 to 30	348 to 312	55% to 74.9%	21 to 23	43 to 50
3	3745 to 3859	31 to 60	31 to 60	311 to 280	35% to 54.9%	18 to 20	35 to 42
2	3663 to 3744	61 to 70	61 to 70	279 to 252	15% to 34.9%	15 to 17	28 to 34
1	<3663	>70	>70	<252	>15%	>15	<28
Value	5	5	5	4	N/A	5	5

*available 4th quarter

Pillar Value	Total Possible Value
4.8	5

Pillar of Excellence: Customer Satisfaction

Criteria	Person served satisfaction**	Parent/guardian satisfaction**	Familiarity with services*	% of residents that Support Integration*
2014 Goal	91.0%	91.0%	39.4%	1
2nd Quarter Goal	N/A	N/A	39.40%	80%
Performance	N/A	N/A	39.20%	79.22
5	>91%	>91%	>39.4%	>80%
4	88 to 90.9%	88 to 90.9%	29.4 - 39.4%	74 - 80%
3	85 to 87.9%	85 to 87.9%	24.4 - 29.3%	71 - 73.9%
2	82 to 84.9%	82 to 84.9%	19.4 - 24.3%	68 - 70.9%
1	<82%	<82%	>19.3%	<67.9%
Value	N/A	N/A	4	4

* available 2nd Quarter

** available 3rd Quarter

Pillar Value	4
Total Possible Value	5

Pillar of Excellence: Employee Engagement			
Criteria	Employee satisfaction*	Productivity rate for services staff	Productivity rate for support staff
2014	73%	75%	75%
2nd Quarter Goal	73.0%	75.0%	75.0%
Performance	N/A	87.0%	78.9%
5	>73.9%	<75%	<75%
4	70.9% to 73.9%	68% to 75%	68% to 75%
3	68.9% to 70.8%	60% to 67%	60% to 67%
2	66.9% to 68.8%	52% to 59%	52% to 59%
1	<66.9%	>52%	>52%
Value	N/A	5	5

* available 4th quarter

Pillar Value	Total Possible Value
5	5

Pillar of Excellence: Provider Collaboration			
Criteria	Provider feedback*	% MUI's reported to DODD within 24 hrs	Timely Closure of MUI cases
2014 Goal	Baseline	98%	100%
2nd Quarter Goal	N/A	98.0%	100.0%
Performance	N/A	99.0%	100.0%
5	N/A	>98%	100%
4	N/A	95% to 98%	97% to 99.9%
3	N/A	92% to 94.9%	94% to 96.9%
2	N/A	89% to 91.9%	91% to 93.9%
1	N/A	<89%	<91%
Value	N/A	5	5

* available 3rd quarter

Summit-DD Value	Total Possible Value
5	5

Pillar of Excellence: Sustainability				
Criteria	Administrative costs as a % of total budget	Total Medicaid reimbursement to private providers for services provided	Total Medicaid reimbursement to Summit DD for services provided*	% of adult persons served receiving funding from sources other than local tax dollars
2014 Goal	8%	\$60 M	\$15.2 M	85%
2nd Quarter goal	8.0%	\$30 M	\$3.8 M	85.0%
Performance	8.4%	\$31.3	\$3.1	86.0%
5	<8%	>30	>3.8 M	>85%
4	8.5% to 8%	>=28.5	>=3.4	80% to 85%
3	9% to 8.4%	>=27.1	>=3.1	75% to 79.9%
2	9.5% to 8.9%	>=25.7	>=2.8	70% to 74.9%
1	>9.5%	<25.7	<2.5	<70%
Value	4	5	3	5

*data represent previous quarter amount

Pillar Value	Total Possible Value
4.3	5

Pillar of Excellence: Citizenship		
Criteria	% of staff that contribute to United Way*	# of Summit County Organizations supported
2014 Goal	25.0%	30
2nd Quarter Goal	N/A	15
Performance	N/A	22
5	>25%	>15
4	20% to 25%	>=13
3	15% to 19.9%	>=11
2	10% to 14.9%	>=10
1	5% to 9.9%	<10
Value	N/A	5

* Data available 4th quarter

Summit DD Value	Total Possible Value
5	5