

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

AGENDA

Wednesday, March 27, 2013
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. INTRODUCTION OF NEW BOARD MEMBER DENISE RICKS
- II. OLIVIA DEMAS' THANK YOU CARD
- III. 2013 BOARD MEMBER COMMITTEE ASSIGNMENTS
- IV. ASSIGNMENT OF BOARD MENTOR TO NEW BOARD MEMBER
- V. CMOR SURVEY AND RESEARCH CONTRACT
- VI. WEAVER INDUSTRIES SPECIALTY BUSINESSES 2012 OPERATING SUBSIDY AND INVENTORY REIMBURSEMENT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

NO ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY THIS MONTH

NEW ACTION ITEM FOR BOARD CONSIDERATION

- VII. FEBRUARY FINANCIAL STATEMENTS
- VIII. SURPLUS INVENTORY
- IX. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE
- X. REVIEW OF DIRECT SERVICE CONTRACTS
- XI. ETHICS COMMITTEE ASSIGNMENTS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. FEBRUARY 11, 2013 (Special Board Meeting)
 - B. FEBRUARY 13, 2013 (combined Work Session and Regular Board Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. FEBRUARY FINANCIAL STATEMENTS
 - 2. SURPLUS INVENTORY
 - 3. RENEWAL OF FLEET, PROPERTY, LIABILITY AND DIRECTORS & OFFICERS INSURANCE
 - B. ETHICS COMMITTEE
 - 1. DIRECT SERVICE CONTRACTS
 - 2. ETHICS COMMITTEE ASSIGNMENTS
- VII. SUPERINTENDENT'S REPORT
 - A. OHIO PUBLIC IMAGE (OPI) AWARDS
 - B. SUMMIT COUNTY DD AWARENESS MONTH ACTIVITIES
 - 1. PROCLAMATIONS FROM GOVERNMENT ENTITIES
 - C. UPDATE ON BUILDING SECURITY MEASURES
- VIII. PRESIDENT'S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

TOPIC SUMMARY REPORT

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

Submitted By: Billie Jo David

Date: 3/12/2013

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

TOPIC SUMMARY REPORT

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

Date: 3/12/2013

For: _____ Superintendent / Assistant Superintendent

_____ Finance & Facilities Committee

x _____ Services & Supports Committee

_____ HR/LR Committee

_____ Ethics Committee

2013 Quote for Services: Summit DD- Updated

Annual Service Satisfaction Study

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

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

Monthly Satisfaction Dashboard Survey- NEW for 2013

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

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

Deliverables:

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

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

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

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



Provider Satisfaction Survey – NEW for 2013

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

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

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

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

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

2013 Summit County Collaborative Poll

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

Additional Services

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



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

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

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

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

I. SUMMIT DD OBLIGATIONS

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

II. CONTRACTOR OBLIGATIONS

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

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

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

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

III. CONTRACTOR FINANCIAL OBLIGATIONS

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

IV. CLAIMS AND PAYMENT

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

V. TERM AND TERMINATION

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

VI. CONFIDENTIALITY

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

VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED

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

VIII. MISCELLANEOUS

A. STANDARDS

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

B. ASSIGNMENT

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

C. ENTIRE CONTRACT

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

D. NOTICES

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

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

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

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

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

SIGNATURES

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

PROVIDER:

**COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD**

Signature / Date

Signature / Date

Print Name

Thomas L. Armstrong, Superintendent
Print Name

Witness / Date

Witness / Date

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

EXHIBIT 1:

Status: _____ Not-for-Profit _____ For Profit

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

NAME	ADDRESS

EXHIBIT 2

CONCILIATION PROCEDURE

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

STEP I

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

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

STEP II

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

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

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

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation														
<p>2012 Weaver Industries Subsidy and Inventory Reimbursement Update.</p>	<p>Request authorization of payment for: 1) the 2012 subsidy for operating expenses for Specialty Business areas; and 2) update on the transfer of inventory from Weaver Industries to Summit DD for Clay Crafters and Custom Stitches products. (Action taken in 2012.)</p>	<p>The Board approve a payment of \$64,380.85 for 2012 operating subsidy.</p>	<p>Service Areas: Specialty Business Areas (Dream Out Loud, Gift Galleries – including traveling art shows, Earthcare and Carpet Cleaning) # of Individuals Currently Served: 28 Additional # of Individuals Served: 0 Total Cost: \$64,380.85 Amount of Increase/Decrease: Decrease of \$49,636.88 Satisfaction: A high level of satisfaction with services has been maintained through this transition.</p> <p>Operating Subsidy Summit DD reimburses Weaver Industries annually for operating expenses that Weaver Industries incurred on behalf of Summit DD. This is the payment history:</p> <table border="1" data-bbox="893 798 1185 1218"> <thead> <tr> <th>Year</th> <th>Net Loss</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>\$64,380.85</td> </tr> <tr> <td>2011</td> <td>\$114,017.73</td> </tr> <tr> <td>2010</td> <td>\$121,975.25</td> </tr> <tr> <td>2009</td> <td>\$151,725.09</td> </tr> <tr> <td>2008</td> <td>\$37,127.11</td> </tr> <tr> <td>2007</td> <td>\$5,186.93</td> </tr> </tbody> </table> <p>Actions taken to reduce operating subsidies included: 1. The elimination of Gift Gallery Manager and Assistant Manager positions. 2. Restructuring of Clay Crafters and Custom Stitches into Dream Out Loud Studio.</p>	Year	Net Loss	2012	\$64,380.85	2011	\$114,017.73	2010	\$121,975.25	2009	\$151,725.09	2008	\$37,127.11	2007	\$5,186.93
Year	Net Loss																
2012	\$64,380.85																
2011	\$114,017.73																
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Submitted By: Carrie Roberts
Date: March 2013

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

County of Summit Developmental Disabilities Board
 TOPIC SUMMARY REPORT

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

Funds are in 2013 Budget.

Inventory – Update only

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

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

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

Submitted By: Carrie Roberts

Date: March 2013

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

County of Summit Developmental Disabilities Board
 TOPIC SUMMARY REPORT

		<p><u>UPDATE: Summit DD has made two payments to Weaver Industries. Here is the transaction summary:</u></p> <p>Inventory \$80,847.55 - \$40,000.00 (First payment) = \$40,847.55 - \$23,873.15 (Product sales) = \$16,974.40 (Second payment) \$56,974.40 = Total payments</p> <p>Summit DD paid Weaver Industries \$56,974.40 for the inventory transfer. This was \$23,873.15 less than \$80,847.55 the originally authorized.</p> <p>Recommended for approval by the March Finance & Facilities and Services & Supports Committees.</p>
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Submitted By: Carrie Roberts
 Date: March 2013

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

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2013 AND FEBRUARY 29, 2012**

	2/28/2013				2/29/2012			
	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2012 ANNUAL BUDGET	2012 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,513,674	\$ 19,773	\$ 50,493,901	100.0%	\$ 50,961,305	\$ 17,210	\$ 50,944,095	100.0%
PERSONAL PROPERTY REIMB	533,981	-	533,981	100.0%	918,042	-	918,042	100.0%
REIMBURSEMENTS	15,092,545	2,986,590	12,105,955	80.2%	15,448,172	4,026,543	11,421,629	73.9%
GRANTS	695,200	77,900	617,300	88.8%	384,000	-	384,000	100.0%
CONTRACT SERVICES	513,000	97,074	415,926	81.1%	250,000	128,503	121,497	48.6%
REFUNDS	-	2,866	(2,866)	0.0%	-	-	-	0.0%
OTHER RECEIPTS	346,000	61,815	284,185	82.1%	327,000	78,932	248,068	75.9%
SALES	15,000	2,270	12,730	84.9%	-	3,239	(3,239)	0.0%
TOTAL REVENUE	\$ 67,709,400	\$ 3,248,288	\$ 64,461,112	95.2%	\$ 68,286,519	\$ 4,254,427	\$ 64,034,092	93.8%
OPERATING EXPENDITURES								
SALARIES	26,428,340	4,090,363	22,337,977	84.5%	26,072,780	4,123,811	21,948,969	84.2%
EMPLOYEE BENEFITS	11,237,561	2,075,759	9,161,802	81.5%	11,220,439	1,460,159	9,760,280	87.0%
SUPPLIES	1,648,015	269,580	1,378,435	83.6%	1,875,184	252,211	1,622,973	86.6%
TRAVEL	423,748	57,441	366,307	86.4%	353,962	64,624	289,338	81.7%
CONTRACT SERVICES	29,907,838	6,490,424	23,417,414	78.3%	28,848,471	6,017,427	22,831,044	79.1%
UTILITIES	721,000	109,161	611,839	84.9%	898,000	124,875	773,125	86.1%
RENTALS	828,900	2,912	825,988	99.6%	955,010	794,901	160,109	16.8%
ADVERTISING	195,500	8,208	187,292	95.8%	122,000	29,466	92,534	75.8%
OTHER EXPENSES	327,590	86,397	241,193	73.6%	396,795	90,244	306,551	77.3%
EQUIPMENT	597,744	34,679	563,065	94.2%	897,920	89,406	808,514	90.0%
REAL PROPERTY IMPROVEMENT	500,000	130,512	379,488	75.9%	800,000	54,288	745,712	93.2%
TOTAL EXPENDITURES	72,816,236	13,345,436	59,470,800	81.7%	72,440,561	13,101,412	59,339,149	81.9%
NET REVENUES AND EXPENDITURES	\$ (5,106,836)	\$ (10,097,148)			\$ (4,152,042)	\$ (8,846,985)		
BEGINNING FUND BALANCE		ACTUAL						
PLUS: REVENUE	\$ 71,064,934	\$ 71,064,934						
LESS: EXPENDITURES	67,709,400	3,248,288						
ENDING FUND BALANCE	(72,816,236)	(13,345,436)						
	\$ 65,958,098	\$ 60,967,786						

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

**SUMMIT COUNTY DD BOARD
EXPLANATION OF VARIANCES
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2013
(Rounded)**

An even distribution of the budget for a one month period 8.3%
 An evenly distributed budget remaining for a ten month period 83.3%

Revenue:

1 Reimbursements: January receipt of third quarter state Fiscal Year 2013 state subsidy \$ 700,000

Expenditures:

2 Contract Services: Payment of third quarter State fiscal year 2013 Waiver match and Administrative fees 4,871,000

3 Other Expenses: Payment of 2013 Ohio Association of County Boards dues per Board Resolution 13-01-09 75,000

4 Real Property Improvement: Progress payment made to contractor for Community Employment Services office construction and purchase of office furniture for the same area 85,000

Architectural fees for office renovation in the Human Resources Department 10,000

County of Summit Developmental Disabilities Board
 TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Removal of old/surplus inventory	There is an excessive amount of surplus inventory that is either no longer working, too old to be usable, or no longer needed by Summit DD.	The Board approve the request to remove the surplus and non-functional inventory via the County's processes.	<p>Through the process of ongoing cleanup of old equipment sitting in storage, as well as the process of replacing computers throughout Summit DD, there is a large amount of surplus and old / broken inventory.</p> <p>We have inventoried all that has been collected to date, and are keeping any equipment that is still potentially needed at Summit DD.</p> <p>Equipment that is no longer needed by Summit DD will be put through the County's process for handling surplus inventory. The County process offers the equipment to Summit County, other governments, and then to registered non-profit organizations. Any equipment that is not claimed by another entity will be auctioned or disposed of in an environmentally responsible manner.</p> <p>The surplus inventory is listed on the attached "Declaration of Surplus Inventory Form 20130311.xls".</p> <p>It is recommended that the Board approve the request to remove the surplus and non-functional inventory via the County's surplus inventory process.</p> <p>Recommended for approval by the March Finance & Facilities Committee.</p>

Submitted By: Russell DuPlain
 Date: March 2013

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

County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department _____
 Department _____
 Russell DuPlain _____
 Contact Person _____

Date _____
 330-634-8830 _____
 Contact Phone _____

I hereby declare the below listed items are either obsolete, unfit for use, or are generally no longer needed by this department.

Signature of Department Administrator _____

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	PC (Dell Optiplex 380)	FLW8QN1		Scrap	\$0
2	PC (Dell Optiplex 380)	FLV9QN1		Scrap	\$0
3	PC (Dell Optiplex 780)	34DM6M1		Scrap	\$0
4	PC (Dell Precision T3400)	BTZY6J1		Scrap	\$0
5	PC (Dell Optiplex 740)	8WDXGJ1	100829	Scrap	\$0
6	Monitor (HP L1706)	CND6321FBV	28709	Scrap	\$0
7	Monitor (LG Flatron W1934S)	901UXEZ12948		Scrap	\$0
8	PC (Dell Optiplex 330)	6Q4KVG1		Scrap	\$0
9	PC (Dell Optiplex 330)	BQ4KVG1		Scrap	\$0
10	Monitor (Acer AL1716)	ETL460C2887310FSCE405C	100784	Scrap	\$0
11	Monitor (LF Flatron W1934S)	805UXCR2D507		Scrap	\$0
12	Monitor (Viewsonic VG1930WM)	QC4065003187	100678	Scrap	\$0
13	Monitor (Viewsonic VG1930WM)	QC6072072106	100818	Scrap	\$0
14	Monitor (LG Flatron W1934S)	905TPED17492		Scrap	\$0
15	Thin Client (Wyse SX0)	6E8DS100007		Scrap	\$0
16	Speakers (Altec Lansing ACS340)	CN08506P47770032AJKU		Scrap	\$0
17	Thin Client (NTA-6020)	33116565921G6N404720192		Scrap	\$0
18	Thin Client (NTA-6020)	33116565921G6N404720781	100677	Scrap	\$0
19	Thin Client (NTA-6020)	33116565921G6N404720784	100768	Scrap	\$0
20	Thin Client (NTA-6020)	3116565921G6L4047200200	100805	Scrap	\$0
21	Thin Client (NTA-6020)	3116565Q21G6B404720961	100862	Scrap	\$0
22	Thin Client (NTA-6020)	3116565Q21G6B404720783	100791	Scrap	\$0
23	Thin Client (NTA-6020)	3116565Q21G6B404720006	100797	Scrap	\$0
24	Thin Client (NTA-6020)	33116565Q21G6L404720917	100817	Scrap	\$0
25	Thin Client (NTA-6020)	33116565Q21G6B404720991	100832	Scrap	\$0

Submit form to: Central Purchasing Office
 175 S. Main Street Room 708, Akron, OH 44308

County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department
 Department
 Russell DuPlain
 Contact Person

Date
 330-634-8830
 Contact Phone

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Signature of Department Administrator

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	PC (Dell Optiplex GX270)	2KWVX31	27426	Scrap	\$0
2	UPS (T3A031SUA1000RM2U)	AS07163302566		Scrap	\$0
3	Thin Client (NTA 6010)	05A01567	28653	Scrap	\$0
4	Laptop (Dell Inspiron 1100)	BHTTV31	27476	Scrap	\$0
5	Laptop (Dell Inspiron 1150)	24SW761	28002	Scrap	\$0
6	PC (Dell Optiplex 380)	1Z7BLM1		Scrap	\$0
7	Thin Client (NTA-6010)	05A01667	28669	Scrap	\$0
8	Thin Client (NTA-6010)	05A00209	28573	Scrap	\$0
9	Thin Client (NTA-6010)	05A00623	28561	Scrap	\$0
10	Thin Client (NTA-6010)	05A01552	28614	Scrap	\$0
11	Monitor CRT (Dell 828F1)	22794E36D739	25803	Scrap	\$0
12	Monitor CRT (Dell M993S)	CNOX3758476094BPBDA	28281	Scrap	\$0
13	PC (Dell Optiplex 740)	24H5MJ		Scrap	\$0
14	Thin Client (NTA-6010)	05A00538	28522	Scrap	\$0
15	Thin Client (NTA-6010)	05AA00379	28538	Scrap	\$0
16	Thin Client (Wyse SXO)	6E8DIC03003		Scrap	\$0
17	Thin Client (Wyse SXO)	6E8DIC02321		Scrap	\$0
18	Monitor (Viewsonic VG1930WWM)	QC4072761917	100790	Scrap	\$0
19	Monitor (Viewsonic VG1930WWM)	QC6073477760	100813	Scrap	\$0
20	Monitor (Viewsonic VG1930WWM)	QC4065003910	101053	Scrap	\$0
21	PC (Dell Optiplex GX270)	GJWVX31	27432	Scrap	\$0
22	Printer (HP SNPRH0801)	CN99JBM2UB		Scrap	\$0
23	Monitor (LG Flatron W1934S)	905UJX9S380		Scrap	\$0
24	Monitor (LG Flatron L192WSBN)	801UXSK2U214		Scrap	\$0
25	Monitor (LG Flatron E1910T)	108NDMTBB059		Scrap	\$0

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 330-634-8830
 Contact Phone

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Signature of Department Administrator

	ITEM DESCRIPTION (Maker/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	Modem (Siemens Speedstream 5200)	E242A24A04BDN504506		Scrap	\$0
2	Modem (Siemens Speedstream 4200)	14241A02CAF549		Scrap	\$0
3	Thin Client (NTA 6010)	05A00095	028560	Scrap	\$0
4	Thin Client (NTA 6010)	05501204	028609	Scrap	\$0
5	Thin Client (NTA 6010)	05A01607	28603	Scrap	\$0
6	Thin Client (NTA 6010)	5800133	28731	Scrap	\$0
7	Thin Client (NTA 6010)	05A00481	28570	Scrap	\$0
8	Thin Client (NTA TXZ)	3116565921G6N404720967		Scrap	\$0
9	Thin Client (NTA 6010)	05401737	028682	Scrap	\$0
10	Thin Client (NTA 6010)	05501088	028674	Scrap	\$0
11	Thin Client (NTA 6010)	05A00052	028546	Scrap	\$0
12	Thin Client (NTA 6010)	05A01003	028668	Scrap	\$0
13	Thin Client (NTA 6010)	5800263		Scrap	\$0
14	Thin Client (NTA 6010)	05A00988	28626	Scrap	\$0
15	Thin Client (NTA 6010)	05A00031	28553	Scrap	\$0
16	PC (Dell Optiplex 380)	JFM4NM1		Scrap	\$0
17	PC (Dell Optiplex 380)	JFLZMM1		Scrap	\$0
18	PC (Dell Optiplex GX270)	3KWVX31	027436	Scrap	\$0
19	CRT (Dell P780)	6271RC55UR99		Scrap	\$0
20	Modem (SpeedStream 5100)	E142A02A02BAF431432		Scrap	\$0
21	Modem (SpeedStream 5100)	E142A01A01AAF409409		Scrap	\$0
22	Switch (3COM Office Connect TPO 8 ports)	7TKV0B7D19		Scrap	\$0
23	Thin Client (NTA 6010)	05A00416	028517	Scrap	\$0
24	Monitor (ViewSonic VS13698)	S9Z103405849		Scrap	\$0
25	PC (Dell Optiplex GX250)	DXMQ821	100487	Scrap	\$0

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County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department

Department

Russell DuPlain

Contact Person

Date

330-634-8830

Contact Phone

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	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	Thin Client (NTA 6010)	05A00651	28520	Scrap	\$0
2	Thin Client (NTA 6010)	05A00093	28565	Scrap	\$0
3	Thin Client (NTA 6010)	05501119	028672	Scrap	\$0
4	Thin Client (NTA 6010)	05800383	028685	Scrap	\$0
5	Thin Client (NTA 6010)	05A00461	028532	Scrap	\$0
6	Thin Client (NTA 6010)	05400509	028678	Scrap	\$0
7	Thin Client (NTA 6010)	05800093	028404	Scrap	\$0
8	Monitor CRT (Dell M783s)	MY0X37824760354MFP5		Scrap	\$0
9	Thin Client (NTA 6010)	05800326	028411	Scrap	\$0
10	Laptop (Dell PP21L)	FDTM6B1	28632	Scrap	\$0
11	Laptop (Dell PP04X)	D7MSHH1		Scrap	\$0
12	Laptop (Dell PP21L)	4J4CX91	028602	Scrap	\$0
13	Laptop (Dell PP07L)	GDVSV31	027417	Scrap	\$0
14	Laptop (Dell E5400)	HFXVZK1		Scrap	\$0
15	Thin Client (NTA 6010)	05501085	028663	Scrap	\$0
16	Thin Client (NTA 6010)	05A01004	028675	Scrap	\$0
17	Speakers (Altec Lansing ACS160)	CH70023187		Scrap	\$0
18	Thin Client (NTA 6010)	05501268	028670	Scrap	\$0
19	Print Server (JetDirect 300x)	J326360001	27723	Scrap	\$0
20	Modem (USRobotics Courier V Everything)	21PS28Q7NDE		Scrap	\$0
21	Modem (Orntronix Inc PS680)	PS680202934	26568	Scrap	\$0
22					
23					
24					
25					

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County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department _____
 Department _____
 Russell DuPlain _____
 Contact Person _____

Date _____
 330-634-8830 _____
 Contact Phone _____

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Signature of Department Administrator _____

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	Monitor (LG Flatron W1934s)	905UXSK9G918		Fair / Poor	
2	Monitor (LG Flatron W1934S)	905UXXQ9S354		Fair / Poor	
3	Monitor (LG Flatron L192WS)	712UXZJ07325		Fair / Poor	
4	Monitor (Dell 1708FPT)	J0D548H7161888EAB9AA00		Fair / Poor	
5	Monitor (Acer AL1916)	ETL500B48170102341396A	101030	Fair / Poor	
6	Monitor (LG Flatron W1934S)	905TPCA17147		Fair / Poor	
7	Monitor (HP L1706)	CND6321FC0	28728	Fair / Poor	
8	Monitor (Acer AL1716F)	ETL460C2887300A063404E		Fair / Poor	
9	Monitor (LG Flatron L1718S)	711UXEZ1V756		Fair / Poor	
10	Monitor (Dell 1909WF)			Fair / Poor	
11	Monitor (LG Flatron W2246T)	110NDKD3E125		Fair / Poor	
12	Monitor (HP L1706)	CND6321FDN	28714	Fair / Poor	
13	Monitor (Dell P170SF)	CN0YVG537287212BCYA1		Fair / Poor	
14	Monitor (Dell 1909WB)	106402934A		Fair / Poor	
15	Monitor (Dell 1909WB)	104401813A		Fair / Poor	
16	Monitor (LGL1734S)	809UXKD22869		Fair / Poor	
17	Monitor (1909WF)	09AK04135A		Fair / Poor	
18	Monitor (1909WF)	0A7Z01310A		Fair / Poor	
19	Monitor (P170SF)	CN0YVG537287212ADL91		Fair / Poor	
20	Monitor (LG Flatron W1934S)	906UXLS7A640		Fair / Poor	
21	Monitor (LG Flatron W1943SS)	109TPWQ0B585		Fair / Poor	
22	Monitor (Acer X173W)	ETLAL080048290001B4203		Fair / Poor	
23	Monitor (Acer X183HB)	ETLEZ0W003007069094329		Fair / Poor	
24	Monitor (LG Flatron W1943SS)	103TPPB0D440		Fair / Poor	
25	Monitor Dell E170SB)	CNON445N7426105D126C		Fair / Poor	

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 330-634-8830 _____
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Signature of Department Administrator _____

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	Monitor (Samsung 940BE)	HA19HCGL500717W	028631	Fair / Poor	
2	Monitor (ViewSonic VG1930wm)	QC4073341915		Fair / Poor	
3	Monitor (ViewSonic VG1930wm)	QC4073341921		Fair / Poor	
4	Monitor (LG Flatron W1943ss)	103TPUUD430		Fair / Poor	
5	Monitor (LG Flatron W1943ss)	103TPSL0D470		Fair / Poor	
6	Monitor (LG Flatron L1718S)	708UXKD5K693		Fair / Poor	
7	Monitor (LG Flatron E1910T)	102NDAY0S144		Fair / Poor	
8	Monitor (Dell P170SF)	CN0YVGS37287212ADL5I		Fair / Poor	
9	Monitor (ViewSonic VG1930wm)	QC4073341920		Fair / Poor	
10	Monitor (Dell P170sf)	CN0YVGS37287212ADLMI		Fair / Poor	
11	Monitor (Dell P1911b)			Fair / Poor	
12	Monitor (Acer AL1916A)	ETL780C018649037E04001	101010	Fair / Poor	
13	Monitor (Acer AL1916A)	ETL780C018649037DC4001	101009	Fair / Poor	
14	Monitor (Acer AL1916A)	ETL780C018649037D04001	101013	Fair / Poor	
15	Monitor (Acer AL1916A)	ETL780C0186490377B4001	101002	Fair / Poor	
16	Monitor (Acer AL1916A)	ETL780C018649037ED4001	101008	Fair / Poor	
17	Monitor (Acer AL1916A)	ETL780C018649037A54001		Fair / Poor	
18	Monitor (Acer AL1916A)	ETL780C018649037B84001	101006	Fair / Poor	
19	Monitor (Acer X183HB)	ETLEZ0W00300706AE04329		Fair / Poor	
20	Monitor (Acer X183HB)	ETLEZ0W00300706B7B4329		Fair / Poor	
21	Monitor (Dell 1909WB)			Fair / Poor	
22	Monitor (Dell 1909WB)			Fair / Poor	
23	Monitor (Dell 1909WB)			Fair / Poor	
24	Monitor (Dell E198FPB)	CN0CN084466337811GEU	101073	Fair / Poor	
25	Monitor (Dell 1909WB)	099R02181A		Fair / Poor	

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	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	Monitor (Dell 1708FPF)	CN0C552HT28728611A1L		Fair / Poor	
2	Monitor (Dell 1909WF)			Fair / Poor	
3	Monitor (Acer AL 1916A)	ETL780C018649037E24001		Fair / Poor	
4	Monitor (Acer AL 1916A)	ETL780C018649037B94001		Fair / Poor	
5	Monitor (Acer AL 1916A)	ETL780C018649037EA4001	101028	Fair / Poor	
6	Monitor (Acer AL 1916A)	ETL780C018649037E84001		Fair / Poor	
7	Monitor (Acer AL 1916A)	ETL500B481701021B9396A	101031	Fair / Poor	
8	Monitor (Acer AL 1916A)	ETL500B481701020C8396A	101020	Fair / Poor	
9	Monitor (LG Flatron W1934S)	804UXXQ33850		Fair / Poor	
10	Monitor (LG Flatron W1934S)	806UXHB41937		Fair / Poor	
11	Monitor (LG Flatron L192WS)	801UXEZ2U220		Fair / Poor	
12	Monitor (LG Flatron W1934S)	905TPYR16786		Fair / Poor	
13	Monitor (LG Flatron W1934S)	905TPUU167798		Fair / Poor	
14	Monitor (LG Flatron W1934S)	905TPSL16790		Fair / Poor	
15	Monitor (LG Flatron W1934S)	905TPED17156		Fair / Poor	
16	Monitor (HP L1706)	CND6321FDT	28699	Fair / Poor	
17	Monitor (Dell 1708FPF)	CN0C552HT28728611A1L		Fair / Poor	
18	Monitor (Dell 1909WF)			Fair / Poor	
19	Monitor (Acer AL 1916A)	ETL780C018649037E24001		Fair / Poor	
20	Monitor (Acer AL 1916A)	ETL780C018649037B94001		Fair / Poor	
21	Monitor (Acer AL 1916A)	ETL780C018649037EA4001	101028	Fair / Poor	
22	Monitor (Acer AL 1916A)	ETL780C018649037E84001		Fair / Poor	
23	Monitor (Acer AL 1916A)	ETL500B481701021B9396A	101031	Fair / Poor	
24	Monitor (Acer AL 1916A)	ETL500B481701020C8396A	101020	Fair / Poor	
25	Monitor (LG Flatron W1934S)	804UXXQ33850		Fair / Poor	

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County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department _____ Date _____
 Department _____ 330-634-8830
 Russell DuPlain _____ Contact Phone _____
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	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION	ESTIMATED VALUE
1	Monitor (LG Flatron W1934S)	905TPYR17146		Fair / Poor	
2	Monitor (Dell 1909WB)	0006EMU01011104401890A		Fair / Poor	
3	Monitor (ViewSonic VG1930WM)	QC4073341911		Fair / Poor	
4	Monitor (Dell 1909WB)	0006EMU01011105S00323A		Fair / Poor	
5	Monitor (LG Flatron W1934S)	905TPJP17140		Fair / Poor	
6	Monitor (ViewSonic VS13698)	S9Z103406304		Fair / Poor	
7	Monitor (Samsung SyncMaster 920N)	MJ19H9NL321025E	028656	Fair / Poor	
8	Monitor (NEC LCD17VBK)	76K10849NA		Fair / Poor	
9	Monitor (LG Flatron W1934S)	806UXHB41937		Fair / Poor	
10	Monitor (LG Flatron W1934S)	803UXFV2M555		Fair / Poor	
11	Monitor (LG Flatron E1910T)	102NDLSOS160		Fair / Poor	
12	Monitor (ViewSonic VA1931WA)	S9Z103406337		Fair / Poor	
13	Monitor (ViewSonic VG1930WM)	QC6070474095		Fair / Poor	
14	Monitor (Dell E193FFC)	CN0G8432641805AM2FKL	100459	Fair / Poor	
15	Monitor (Acer AL1716F)	ETL460C28873009805404E		Fair / Poor	
16	Monitor (Dell 1909WB)			Fair / Poor	
17	Monitor (Dell 1905FP)			Fair / Poor	
18	Monitor (Dell 1905FP)		100404	Fair / Poor	
19	Monitor (LG Flatron W1943SS)	CN0T6116716184CPABZM	100419	Fair / Poor	
20	Monitor (Samsung 740N)	103TPGS0D471		Fair / Poor	
21	Monitor (Dell 2001FP)	HA17HVEL200984J	028574	Fair / Poor	
22	Monitor (LG Flatron W1934SBN)	CN0C0646466335AN2GLL	28526	Fair / Poor	
23	Monitor (LG Flatron W1934SBN)	804UXDM33842		Fair / Poor	
24	Monitor (LG Flatron W1934SBN)	804UXGL33839		Fair / Poor	
25	Monitor (LG Flatron W1934SBN)	905UXQA9G892		Fair / Poor	

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1	Monitor (LG Flatron L192WS)	801UXEZ2U220		Fair / Poor	
2	Monitor (LG Flatron W1934S)	905TPYR16786		Fair / Poor	
3	Monitor (LG Flatron W1934S)	905TPUU167798		Fair / Poor	
4	Monitor (LG Flatron W1934S)	905TPSL16790		Fair / Poor	
5	Monitor (LG Flatron W1934S)	905TPED17156		Fair / Poor	
6	Monitor (Acer X183HB)	ETLEZ0W00300706BZD4329		Fair / Poor	
7	Monitor (LG Flatron W1934SS)	109TPTM06489		Fair / Poor	
8	Monitor (HP L1710)	CNC908QT7F	28697	Fair / Poor	
9	Monitor (LG Flatron E1910T)	108NDNUJB447		Fair / Poor	
10	Monitor (ViewSonic VS11419)	QC607347754	100833	Fair / Poor	
11	Monitor (Optique VS11725)	QM5070801903	100806	Fair / Poor	
12	Monitor (LG Flatron W1934S)	905TPRW17142		Fair / Poor	
13	Monitor (LG Flatron W1943SS)	109TPMZ06491		Fair / Poor	
14	Monitor (LG Flatron W1934S)	803UXJ2M556		Fair / Poor	
15	Monitor (Acer AL1917A)	ETL570409670200ECA4312		Fair / Poor	
16	Monitor (LG Flatron W2246T)	AAN73950201		Fair / Poor	
17	Monitor (Acer AL1716F)	ETL5108578727093E422C		Fair / Poor	
18	Monitor (LG Flatron E1910T)	108NDYGBB314		Fair / Poor	
19	Monitor (Dell E198FPB)	CN0CN08446633781CEU	101069	Fair / Poor	
20	Monitor (ViewSonic VG1930WM)	QC4065005844	101044	Fair / Poor	
21	Monitor (Dell 1901FP)	CN05Y2327161848BBHNT	27908	Fair / Poor	
22	Monitor (Dell 1800FP)	MX07R4774832332J03BA	27167	Fair / Poor	
23	Monitor (LG Flatron W2043SE)	910JXTC12177		Fair / Poor	
24	Monitor (LG Flatron W2043SE)	910JXCR12099		Fair / Poor	
25	Monitor (Dell E198FPB)	CN0CN0844663378B180U	101075	Fair / Poor	

Submit form to: Central Purchasing Office
 175 S. Main Street Room 708, Akron, OH 44308

County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department 6/6/2012
 Department Date
 Russell DuPlain 330-634-8830
 Contact Person Contact Phone

I hereby declare the below listed items are either obsolete, unfit for use, or are generally no longer needed by this department.

Signature of Department Administrator _____

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
1	Character generator (Panasonic WJ-TTL5)	Serial: 11Z18915	23840	Poor	\$0
2	Stereo Cassette Deck (Kenwood KX-W6030)	Serial: 10304248	23811	Poor	\$0
3	Video Amp (Kramer VM-6N)		24440	Poor	\$0
4	Microphone (Philmore DM-140)		10907	Poor	\$0
5	Record player (Belle Howell Ringmaster II)	Serial: 4250040	21081	Poor	\$0
6	VHS Player (Optimus 94)	Serial: 61DC902237	24312	Poor	\$0
7	Video Monitor (Panasonic CT-1382)	Serial: MB10310295	23838	Poor	\$0
8	Camera Tripod (Samson 7201)	Model: 7201	5453	Poor	\$0
9	Video Camera (Sony AVC-3250)	Serial: 16570	4009	Poor	\$0
10	Video Camera (Panasonic AG-450)	Serial: K0HB00053	24029	Poor	\$0
11	Video Projector (gaf View-Master 300 Custom)		2585	Poor	\$0
12	Video Projector (Kodak Carousel 750H)	Serial: 34393368		Poor	\$0
13	Video Amp (Kramer VM-6N)	24440	7359	Poor	\$0
14	VHS Player (Toshiba M-624)	80162594		Poor	\$0
15	WDVS Switcher (Panasonic WJ-AVE5)	114A00191	23839	Poor	\$0
16	VHS Player (Toshiba m-624)	80162578		Poor	\$0
17	Desktop (Dell Optiplex)	78LVV31	27415	Poor	\$0
18	Monitor (Panasonic TR-990C)	FS8145603		Poor	\$0
19	Camera Recorder (Panasonic CCD FIT)	L1TA00070		Poor	\$0
20	Video Camera Recorder Lens (Fujinon Eagle A16x9.5BRM-24)	11468		Poor	\$0
21	Video Camera Recorder (Sony Beta cam BVW-35)	P8110659		Poor	\$0
22	Video Camera Recorder (NE V50V)	FS7649804		Poor	\$0
23	Monitor (Panasonic TR-990C)	CNH7D31T4		Poor	\$0
24	Printer (Hewlett Packard Laserjet 2600n)	429440627		Poor	\$0
25	Video Camera Recorder (RCA PR0808A)			Poor	\$0

Submit form to: Central Purchasing Office
 175 S. Main Street Room 708, Akron, OH 44308

County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department

6/6/2012

Department

Date

Russell DuPlain

330-634-8830

Contact Person

Contact Phone

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Signature of Department Administrator

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
1	Monitor (Sony CRT Trinitron GVM-1311Q)	2002968	24222	Poor	\$0
2	Amp (Crown)	A345212		Poor	\$0
3	Monitor (JVC TM-22U)	13609715		Poor	\$0
4	VHS Player (Mitsubishi HS U69)	U69028224	24442	Poor	\$0
5	Audiomixer (Advantage DLA93)	166257		Poor	\$0
6	VHS Player (Toshiba w-705)	48301199	26755	Poor	\$0
7	VHS Player (Toshiba w-705)	48484152	26753	Poor	\$0
8	VHS Player (Toshiba M-653)	86464186		Poor	\$0
9	Noise Reduction (Samson SR22)	605309	24020	Poor	\$0
10	Zip Drive (iOmega 2100P2)	PMAJ3903X2	G25781	Poor	\$0
11	VHS Player (Mitsubishi HS U28)	28118714M	24416	Poor	\$0
12	Video Camera Recorder (Sony UVW-1800)	42520		Poor	\$0
13	Desktop (Dell Optiplex GX4)	D8ZPP	25448	Poor	\$0
14	Desktop (Dell Precision 650)	1CJGJ21	27164	Poor	\$0
15	VHS Player (Panasonic AG1980)	LOT000637	26708	Poor	\$0
16	VHS Player (Panasonic AG-1960)	J0HG00865	23681	Poor	\$0
17	VHS Player (Panasonic AG-1970)	J3TA01150		Poor	\$0
18	VHS Player (Sony V0-5800)	10111		Poor	\$0
19	VHS Player (Toshiba W705)	48301127	26754	Poor	\$0
20	Video Camera Recorder (Hitachi VM-3100A)	81172649	23275	Poor	\$0
21	Video Camera Recorder (Panasonic AG-456UP)	L6HB00534		Poor	\$0
22	Video Camera Recorder (Panasonic AG-455P)	L2HB00615	24166	Poor	\$0
23	Video Camera Recorder (Panasonic AG-456UP)	L6HB00545		Poor	\$0
24					
25					

Submit form to: Central Purchasing Office
175 S. Main Street Room 708, Akron, OH 44308

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation																												
<p>Renew Fleet, Property & Liability Insurance</p>	<p>Summit DD needs to maintain risk protection for Board operations.</p> <p>The current policies end March 31, 2013. The effective period for the request is 4/1/13 through 3/31/14.</p>	<p>Board approval of, Property & Liability, Fleet/Automobile, and Umbrella coverage to Wichert Insurance Company in the amount of \$ 105,501.</p> <p>Same amount of coverage the Board has through March 31, 2013.</p>	<p>Board to award contract for Property & Casualty insurance in an amount not to exceed \$ 105,501.</p> <p>Same amount of coverage the Board has through March 31, 2013.</p> <p>Contract to be approved for the period of 2013-2014 with renewal quotes due 60 days prior to end of coverage.</p> <p>Coverage includes property, fleet, general and excess liability policies.</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"></th> <th style="text-align: right; border-bottom: 1px solid black;">2011-2012</th> <th style="text-align: right; border-bottom: 1px solid black;">2012-2013</th> <th style="text-align: right; border-bottom: 1px solid black;">2013-2014 Proposed</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Coverage Property & Liability</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 46,684</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 25,120</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 26,391</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Automobile</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 112,435</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 54,283</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 54,854</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Umbrella Liability</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 17,425</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 24,216</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 24,256</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 176,544</td> <td style="text-align: right;">\$ 103,619</td> <td style="text-align: right;">\$ 105,501</td> </tr> </tbody> </table> <p style="margin-top: 10px;">% Change from prior year \$ 72,925 \$ 1,882 % Change from prior year 41% 2%</p> <p style="margin-top: 10px;">This represents a cost savings of \$ 71,043 over 2011-2012.</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">D&O Premium</th> <th style="text-align: right; border-bottom: 1px solid black;">\$ 12,061</th> <th style="text-align: right; border-bottom: 1px solid black;">\$ 20,658</th> <th style="text-align: right; border-bottom: 1px solid black;">TBD</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Total Premium</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 188,605</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ 124,277</td> <td style="text-align: right; border-bottom: 1px solid black;">TBD</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Wichert Insurance underwriter: Selective Group, A+ rating</p> <p style="margin-top: 10px;">Option for renewal quotes for 3 year commitment (through 2015).</p> <p style="margin-top: 10px;">Funds are available in the 2013 budget</p>		2011-2012	2012-2013	2013-2014 Proposed	Coverage Property & Liability	\$ 46,684	\$ 25,120	\$ 26,391	Automobile	\$ 112,435	\$ 54,283	\$ 54,854	Umbrella Liability	\$ 17,425	\$ 24,216	\$ 24,256		\$ 176,544	\$ 103,619	\$ 105,501	D&O Premium	\$ 12,061	\$ 20,658	TBD	Total Premium	\$ 188,605	\$ 124,277	TBD
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<p>Recommended for approval by the March Finance & Facilities and Services & Supports Committees.</p>																															

Submitted By: Mira Pozna

Date: March 14, 2013

 Superintendent / Assistant
 X Finance Committee
 X Services and Supports Committee
 HR/LR Committee

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
<p>Review of direct service contracts to assure ethical standards are not violated</p>	<p>Board employees who are also employed with a contract agency of the county board.</p>	<p>That the Board adopt the recommendations of the Ethics Committee</p>	<p>Affidavit of Board employee Franshwn Hughes, who is also employed by Kimber Care Homes, a contract agency of Summit DD.</p> <p>Affidavit of Board employee Sheree Clay, who is also employed by Whitehouse Behavioral Health, a contract agency of Summit DD.</p> <p>The above employees have certified by affidavit that their specific, secondary employment situations meet the conditions specified in ORC 5126.033.</p> <p>The Ethics Committee has determined that each direct service contract meets the conditions specified in ORC 5126.033.</p> <p>The Ethics Committee recommends that the Board continue to participate in its contracts with Kimber Care Homes and Whitehouse Behavioral Health.</p> <p>*Note: No action is requested relative to Brittany Howard and Blick Clinic, which situation was reviewed by the February Ethics Committee, as Ms. Howard is no longer employed by Summit DD.</p> <p>Recommended for approval by the February 2013 Ethics Committee</p>

Submitted By: Lisa Kamlowsky For: Superintendent / Assistant Superintendent
Finance & Facilities Committee
Services & Supports Committee
HR/LR Committee
 Ethics Committee

Date: March 7, 2013



**ETHICS COMMITTEE MEETING
Wednesday, February 13, 2013**

Committee Members: Lisa Kamlowsky, Jackie Cooper, Dave Dohnal, Karen Arshinkoff
Committee Members Excused: Thomas Armstrong

The meeting commenced at 4:30 p.m.

I. Review of Direct Service Contracts
Kimber Care Homes

Franshwon Hughes is an employee with Summit DD and is also employed by Kimber Care Homes as a Foster Care Provider. Summit DD has a contract with Kimber Care Homes that funds non-waiver services. Funding is provided under the contract at the established waiver rate. The committee recognizes that this employee has certified by affidavit that her specific employment circumstances meet applicable requirements under ORC 5126.033.

Blick Clinic, Inc.

Brittany Howard is a substitute employee with Summit DD and is also employed by Blick Clinic as support staff. Summit DD has a contract with Blick Clinic that funds non-waiver services. Funding is provided under the contract at the established waiver rate. The committee recognizes that this employee has certified by affidavit that her specific employment circumstances meet applicable requirements under ORC 5126.033.

Whitehouse Behavioral Health

Sheree Clay is an employee with Summit DD and is also employed by Whitehouse Behavioral Health as support staff. Summit DD has a contract with Whitehouse Behavioral Health that funds non-waiver services. Funding is provided under the contract at the established waiver rate. The committee recognizes that this employee has certified by affidavit that her specific employment circumstances meet applicable requirements under ORC 5126.033.

II. Recommendations to the Board

The Committee finds that Ms. Hughes, Ms. Howard and Ms. Clay have attested that all of the conditions specified in ORC 5126.033 have been met. Mrs. Cooper moved that the committee recommend to the Board that the Board adopt the recommendations of the Ethics Committee and that the Board continue to participate in its contracts with Kimber Care Homes, Blick Clinic and Whitehouse Behavioral Health. Mr. Dohnal seconded the motion; motion passed unanimously.

There being no further business, the meeting was adjourned at 4:37 p.m.

MINUTES – Special Board Meeting
Monday, February 11, 2013

County of Summit Board of Mental Retardation
and Developmental Disabilities

MINUTES - ~~over~~

Monday, February 11, 2013
4:00 p.m.

The **special meeting** of the County of Summit Board of Developmental Disabilities was held on Monday, February 11, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **special meeting** convened at 4:02 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

Thomas L. Armstrong, Superintendent	Kim Linkinhokder, Ohio Association of County Board of Developmental Disabilities (OACB) Interim Executive Director
Lynn Sargi, Director of Human Resources	
Billie Jo David, Director of Communications and Quality	Randy Beach, OACB Representative

I. CALL TO ORDER

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

II. EXECUTIVE SESSION

R E S O L U T I O N
No. 13-02-01

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

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

The Board entered into Executive Session at 4:05 p.m.

The special Board Meeting reconvened at 5:44 p.m.

There being no additional business, the special Board Meeting adjourned at 5:44 p.m.

Jackie Cooper, Secretary

MINUTES – combined work session and regular meeting
Wednesday, February 13, 2013

County of Summit Developmental Disabilities Board

MINUTES - draft

Wednesday, February 13, 2013
5:00 p.m.

The **combined work session and regular monthly meeting** of the County of Summit Developmental Disabilities Board was held on Wednesday, February 13, 2013 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:01p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

Thomas L. Armstrong, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Jerilyn George, Senior Director of SSA and Medicaid Services	Billie Jo David, Director of Communications & Quality
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
Jean Fish, Dir. of Adult Svs.-Center Based	Eric Matheny, Director of SSA
Eldridge Black, Director of Transportation	Russ DuPlain, Director of Information Technology
	Maggi Albright, Recording Secretary and others

I. COUNTY EXECUTIVE APPOINTMENT OF DENISE RICKS TO FILL OLIVIA DEMAS' UNEXPIRED TERM ON THE BOARD

County Executive Russ Pry will be recommending to County Council at its March 4th meeting the appointment of Denise Ricks to the Summit DD Board to fill the unexpired term on the Board vacated recently by Olivia Demas. Mrs. Demas had to resign after she was appointed by Governor Kasich to the University of Akron's Board of Trustees since it presented a conflict of interest. Ms. Ricks attended the University of Akron and earned her Master's Degree in 2008. She is an Intervention Specialist with the Akron Public School District and is currently in her thirteenth year teaching students in grades nine through twelve who have multiple disabilities. Ms. Ricks has an adult daughter who has Downs Syndrome and is eligible for Board Services.

WORK SESSION *(continued)*

II. RENEWAL OF SUMMIT COUNTY SHERIFF CONTRACT

The request is to renew a contract with the Summit County Sheriff to provide security services at the Howe Road campus. Having a Deputy patrol the complex has heightened awareness of security. The proposed contract is for the period March 1, 2013 through February 28, 2014 for a total amount not to exceed \$94,315.65. Funds are available in the budget and the contract has been recommended for approval by the February Finance & Facilities Committee.

III. JANUARY FINANCIAL STATEMENT

Revenue for the month of January reflects a favorable variance of \$1,868,651 due to the receipt of third quarter state fiscal year 2013 subsidy. Expenditures reflect an unfavorable variance of \$4,074,066 for the month mostly due to 2012 vacation/sick leave conversion, wellness incentive payouts and payment of 2013 OACB annual dues. The year-to-date fund balance is \$68,859,519. The January Financial Statement has been recommended for approval by the February Finance & Facilities Committee.

IV. POLICY CHANGES

A. POLICY #4020 – QUALITY ASSURANCE MONITORING – RECOMMENDED TO RESCIND

In November 2012, Ohio Administrative Code (OAC) 5213:2-12-01 was rescinded, which means that county boards are now prohibited from conducting quality assurance monitoring as a distinct function. The Ohio Department of Developmental Disabilities (DODD) is in the process of filing a new rule to codify quality assurance monitoring to be completed through multiple processes set forth through Administrative rules. Monitoring will be done through the ISP, provider reviews and MUI's so the ability to monitor and review won't be lost, it will just be done through different methods. Mr. Briggs asked if the State will be conducting monitoring. Mr. Armstrong replied the quality assurance rule was rescinded since reviews are already being conducted through other methods, including those done by the State Compliance office. With these changes, it is recommended by the February Services & Supports Committee that Policy #4020 be rescinded.

B. REVISED POLICY #4038 – BEHAVIOR SUPPORT & HUMAN RIGHTS

Policy #4038 previously outlined the Interventions Oversight Committee (IOC). The proposed revisions include change in the committee used to review and approve behavior support plans and human rights restrictions and change in process to reflect that all review steps are managed by the Multi-Purpose Committee. All changes reflect OAC standards. Revised Policy #4038 has been recommended for approval by the February Services & Supports Committee.

BOARD MEETING

The **regular monthly meeting** of the County of Summit Developmental Disabilities Board convened at 5:10 p.m.

I. PUBLIC COMMENT

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, noted that relative to the contract with the Summit County Sheriff's office, security services are provided at the main campus only. He asked how the other Board facilities throughout the county are being secured. Mr. Briggs replied that Mr. Berry presented a good question. Mr. Armstrong responded that initially security was heightened because of the children and Early Intervention program at the main campus, as well as other mitigating circumstances specific to the Administrative building that created a need for increased awareness. He noted that Mrs. Kamlowsky has been assigned to look in to bringing in outside experts to provide training specific to staff on how to respond to emergencies and potential armed intruder situations. Mr. Berry suggested the Board consider a roving sheriff that would make stops at all Summit DD facilities at various times to have more of a presence at all Board locations. He commented that, in the event of an emergency, the sheriff would be familiar with the buildings and could be of valuable assistance to other emergency personnel responding to the situation. Mr. Armstrong replied that this is a reasonable suggestion which will be considered. He thanked Mr. Berry for his input.

Dan Young identified himself as a Tallmadge resident living in the Whitegate allotment. He stated that the Summit County Sheriff's website indicated that the most violent of the three sexual offenders living in the Southeast Ave. home is no longer listed on the site and indicated he believes this individual now resides at Highland Hills. He commented that he hopes the Board can influence the decision not to return this individual to the Southeast Ave. home and asked for the Board's support as residents move forward through state legislation activities so these processes are better regulated in the future. Mr. Briggs responded that the Board is cognizant of the residents' concerns and assured him of the Board's intention to be good neighbors and to work with the community on these issues within the Board's authority and means. Dorene Young asked if the Board could provide any information relative to whether this individual's transfer is temporary or permanent. Mr. Armstrong replied that circumstances cannot be discussed due to confidentiality. Mrs. Young asked if residents would be contacted if this individual returns to the Southeast Ave. home. Mr. Briggs replied that Summit County Sheriff's office would issue notification if the individual returns and mentioned that Marianne Sweeney at the Sheriff's office heads up the sexual predator unit and could answer questions, as appropriate. Mrs. Young thanked the Board for their support in this matter.

BOARD MEETING *(continued)*

II. APPROVAL OF MINUTES

- A. JANUARY 16, 2013 (Annual Organizational Meeting and Combined Work Session and Regular Meeting)

RESOLUTION No. 13-02-02

Mrs. Cooper moved that the Board approve the minutes of the January 16, 2013 Annual Organizational Meeting and Combined Work Session and Regular Meeting, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

- A. FINANCE & FACILITIES COMMITTEE

1. RENEWAL OF SUMMIT COUNTY SHERIFF CONTRACT

RESOLUTION No. 13-02-03

Mr. Quade moved that the Board approve a contract with the Summit County Sheriff for security services for the period March 1, 2013 through February 28, 2014, in an amount not to exceed Ninety Four Thousand Three Hundred Fifteen Dollars and Sixty Five Cents (\$94,315.65), as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion was seconded by Mrs. Cooper.

Mr. Dohnal commented that Mr. Berry raised a good point relative to having the sheriff patrol all Board sites and felt there would be benefit in the sheriff being familiar with building layouts and staff for security purposes and in the event of an emergency. He also noted that in the contract, there is a release of liability and wanted to know if staff have checked with the Board's insurance carrier to ensure the Board is covered. Mrs. Kamlowky responded that staff have confirmed appropriate levels of coverage are in place.

The motion was unanimously approved, with abstention from Mr. Briggs.

2. JANUARY FINANCIAL STATEMENTS

RESOLUTION No. 13-02-04

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

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

B. SERVICES & SUPPORTS COMMITTEE

1. POLICY #4020 – QUALITY ASSURANCE MONITORING – RECOMMENDED TO RESCIND

RESOLUTION No. 13-02-05

Mr. Dohnal moved that the Board approve the rescission of Policy #4020 – Quality Assurance Monitoring, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

2. REVISED POLICY #4038 – BEHAVIOR SUPPORT & HUMAN RIGHTS

RESOLUTION No. 13-02-06

Mrs. Wilkinson moved that the Board approve revisions to Policy #4038 – Behavior Support & Human Rights, as presented in attachment #4. The motion, seconded by Mr. Dohnal, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. FOURTH QUARTER 2012 OPERATING PLAN REPORT

The Fourth Quarter 2012 Operating Plan Report provides status of 2012 Operating Plan measures. Of the 21 objectives, 20 are reported as meeting or exceeding stated goals. Some of the highlights include:

- ▶ Summit DD served 4,160 individuals in 2012 - a 1.6% increase over 2011
- ▶ 1,578 individuals received residential supports - a 4% increase over 2012, and there is no waiting list for residential services
- ▶ 1,813 adults were served in adult day programs - a 1.6% increase over the third quarter of 2011, and there is no waiting list for day array services.
- ▶ Work was available in Summit DD adult centers 97.9% of the time
- ▶ 828 children cumulative were served through Early Intervention and childcare services, slightly less than 2011. Currently, at year-end, 29 children are receiving childcare services in private community childcare centers through the Community Partnership for Inclusion (CPI) initiative
- ▶ 99% of MUI's were reported to DODD within 24 hours of discovery
- ▶ In 2012, 88% of adults received funding from sources other than local tax dollars. This represents a 25% increase during the course of the 2007-2012 operating levy.
- ▶ \$68 million dollars of Medicaid reimbursement was paid to private providers in Summit County. Summit DD provides service coordination and ensures health, safety and welfare for those services.

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. FOURTH QUARTER 2012 OPERATING PLAN REPORT (continued)

The measure that fell below the goal was around Summit DD receiving \$10.1 million dollars in Medicaid reimbursement for services provided. The projection was \$15 million dollars. Billing is still being processed for 2012 and that dollar value is expected to increase as reimbursements are received.

B. MEETING WITH PROBATE JUDGE ELINORE STORMER

Mr. Armstrong reported that he and Mr. Briggs met recently with newly appointed Probate Judge Elinore Stormer to introduce themselves and provide an overview of Summit DD. He indicated that it was a very positive meeting and that Judge Stormer intends to attend the March Board Meeting. Mr. Briggs stated he got the impression that Judge Stormer is very interested in the Board and wants to be engaged in the community.

C. SUPERINTENDENT COMMITTEES MONTHLY SUMMARY REPORT

Mr. Armstrong noted that a February Superintendent Committees Summary Report was forwarded to the Board and asked the Board if this report provided the information they requested and if they like the format. Mr. Briggs and Mr. Quade both commented that they liked the content and the format of the report and noted it was easy to read and understand. Other Board Members concurred. Mr. Armstrong thanked the Board for their feedback and stated this report will be provided to the Board monthly.

V. PRESIDENT'S COMMENTS

Mr. Briggs commented that from ideas, people grow and processes improve. He stated there is no such thing as a stupid idea. He encouraged everyone to support others in presenting ideas and not to be afraid to bring ideas forward. Different ideas, views, perspectives and opinions make the Board services and supports better and don't allow complacency. He encouraged everyone to engage and participate.

VI. EXECUTIVE SESSION

RESOLUTION No. 13-02-07

Mrs. Cooper moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) to consider the employment and compensation of a public employee and to discuss bargaining unit negotiations. The motion was seconded by Mr. Dohnal.

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

MINUTES – combined work session and regular meeting
Wednesday, February 13, 2013

BOARD MEETING (continued)

The regular session of the Board Meeting adjourned at 5:28 p.m.

The Board entered into Executive Session at 5:35 p.m.

The Board Meeting reconvened at 6:04 p.m.

There being no further business, the Board Meeting adjourned at 6:04 p.m.

Jackie Cooper, Secretary