

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Behavior support plans and/or strategies that include restrictive measures</p>	<p>Ensure compliance with applicable requirements</p>	<p>Approve contract with Summit Psychological Associates in the amount of \$65,000 for the period January 1, 2015 through December 31, 2015</p>	<p>Total Cost: 65,000.00</p> <p>Amount of Increase/Decrease: \$0</p> <p>Summit DD has established a Multi-Purpose Committee (MPC) to govern behavior support and human rights services for individuals. The role of MPC is to ensure services focus on positive teaching, support, and intervention strategies. In cases where an aversive or restrictive strategy is identified as a needed support, such strategy must be reviewed and approved by the MPC to ensure that the strategy is developed in accordance with DODD guidelines. MPC also collects and analyzes data relative to aversive or restrictive plans from all providers and/or plan authors developing and implementing behavioral support strategies that include restrictive measures.</p> <p>Summit DD contracts with Summit Psychological Associates to provide administrative oversight of MPC, including required reporting to DODD, data collection and analysis, and clinical expertise relative to the development of proposed aversive or restrictive strategies.</p> <p>The current contract between the parties is a two-year agreement expiring in December, 2014. A one-year agreement is recommended due to proposed rule revisions governing the development and implementation of behavioral support strategies that include restrictive measures.</p>
<p>Recommended for approval by the October Finance & Facilities and Services & Supports Committees</p>			

Submitted By: Lisa Kamlowsky For: Superintendent / Assistant Superintendent
October 3, 2014 Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee
 Ethics Committee



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

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 Summit Psychological Associates with its principal office located at 37 North Broadway, Suite 100, Akron, Ohio 44308, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to Summit Psychological Associates for: Behavior Support Strategies Analysis & Human Rights Committee Reviews.

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: Committee participation and Data Review. 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. It is the obligation of Summit DD to ensure that all services related to the development of behavior support plans and/or strategies that include restrictive measures comply with all rules and regulations according to Ohio Department of Developmental Disabilities.

II. CONTRACTOR OBLIGATIONS

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Summit Psychological Associates will establish and provide administrative oversight to a committee responsible to:
 - 1. Review all initial and revised behavior support plans and/or strategies that include restrictive measures to ensure compliance with Ohio Administrative Code requirements.
 - 2. Review and analyze data resulting from aversive strategies

3. Report to Summit DD behavior support plans and/or strategies that include restrictive measures in violation of Ohio Administrative Code.
- 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.
- M. Employees of the Contractor are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

III. CONTRACTOR FINANCIAL OBLIGATIONS

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

IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed Sixty Five Thousand Dollars (\$65,000.00) and is limited to the Summit DD'S 2015 appropriation.
- B. Contractor will invoice Summit DD for twelve equal payments of \$5,416.67, to be made monthly.

V. TERM AND TERMINATION

- A. The term of this Contract shall be from January 1, 2015 through December 31, 2015.
- 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: Dr. James Orlando
Summit Psychological Associates
37 North Broadway – Suite 100
Akron, Ohio 44308

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.

**SUMMIT PSYCHOLOGICAL
ASSOCIATES**

**COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD**

Signature

Signature

Date

Date

Witness / Date

Witness / Date

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

EXHIBIT 1:

Status: _____ Not-for-Profit _____ For Profit

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

NAME	ADDRESS

CONCILIATION PROCEDURE

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

STEP I

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

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

STEP II

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

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

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

County of Summit Board of Developmental Disabilities
 TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Contract for legal services	Legal representation related to collective bargaining, grievance arbitration, and associated matters.	To enter into a contract with Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis, Inc. for the period January 1, 2015, through December 31, 2015, in an amount not to exceed \$110,000.	<p>Legal representation will be utilized as necessary in 2015 to:</p> <ul style="list-style-type: none"> • Negotiate labor agreements succeeding those that expire 12/31/15 with WEA I, WEA II and WWWSA. • Review grievances that may be arbitrated. • Arbitrate grievances of significant import. • Advise and represent the Board in other related employment and collective bargaining matters. <p>David Blaugrund has represented the Board in negotiations and other collective bargaining matters for over 10 years. The rate for services under this contract remains at \$200.00 per hour for the fourth consecutive year. Fee disputes, if they occur, shall be mediated by the Ohio Bar Association.</p> <p>In 2013 the Board paid the firm \$128,394.95 for legal representation. Through August of 2014, the Board has paid the firm \$75,347.08 for legal representation. Proposals for legal services were solicited and reviewed in May of 2013. Blaugrund's firm remains the lowest cost and best choice to represent the Board.</p> <p>The total amount of this contract will not exceed \$110,000, which represents a \$40,000 decrease over the 2014 contract amount. Funds are available in the 2015 budget for this request.</p> <p>Recommended for approval by the October HR/LR Committee.</p>

Submitted By: Joe Eck, Director of Labor Relations

Date: October 7, 2014

For: _____ Superintendent / Assistant Superintendent
 _____ Finance Committee
 _____ Programs & Services Committee
 X HR/LR Committee

CONTRACT FOR LEGAL SERVICES

The following agreement is entered into by and between the firm of Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis, Inc. (hereafter "Blaugrund") and the County of Summit Board of Developmental Disabilities (hereafter "Board") for the period January 1, 2015 through December 31, 2015:

1. Blaugrund agrees to provide legal services to the Board upon request by a designee of the Board. Legal services shall include, without limitation, preparation for and participation in collective bargaining negotiations, mediation and/or fact-finding sessions; consultation, review of documents, legal research, representation in court or in administrative tribunals on matters relative to collective bargaining and other related matters as determined by the Board.
2. The Board agrees to compensate Blaugrund for all requested services described above at the rate of \$200.00 per hour.
3. Blaugrund shall present an itemized bill on a monthly basis identifying the hours spent for services and the expenses incurred. The Board agrees to pay each month for documented fees and expenses. Blaugrund shall request authorization in advance for any expense in excess of \$200.00. The parties agree to utilize a non-binding alternative dispute resolution process through the Ohio State Bar Association to mediate any fee disputes that may arise in connection with legal services provided and billed under this Agreement.
4. The total amount of this contract shall not exceed One Hundred Ten Thousand Dollars (\$110,000).
5. This contract may be modified at any time by written agreement of both parties.

Date

John J. Trunk, Superintendent
Summit County Board of DD

Date

David S. Blaugrund
Blaugrund, Herbert, Kessler, Miller,
Myers & Postalakis, Inc.

**County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT**

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
New Board Policy 2033 – Employee Recordings in the Workplace	To encourage open communication and trust among staff and reduce the risk of a breach of confidentiality	Adoption of Board Policy 2033	<p>This policy addresses and prohibits the unauthorized audio and/or video recording of workplace meetings or discussions by employees, for the following reasons:</p> <ul style="list-style-type: none"> • To encourage open communication, free exchange of ideas, spontaneous and honest dialogue, and an atmosphere of trust; • To preclude a chilling effect on open communication that may exist when one person is concerned that his/her conversation with another is being recorded; and • To reduce the risk of a breach of confidentiality and/or violation of the privacy of persons served <p>Exceptions to the prohibition on recording by employees are when such recording is required by job description, or when prior written approval is received from the Superintendent/designee.</p> <p align="center">Recommended for approval by the October HR/LR Committee</p>

Submitted By: Joe Eck, Director of Labor Relations

Date: October 13, 2014

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

2033 – EMPLOYEE RECORDINGS IN THE WORKPLACE

In order to encourage open communication, free exchange of ideas, spontaneous and honest dialogue and an atmosphere of trust, as well as to assist in maintaining the confidentiality and protecting the privacy of persons served, the Summit DD Board has adopted the following policy concerning recording devices in the workplace.

Employees are prohibited from video or audio recording using cameras, camcorders, camera phones, cell phones, tape recorders or other recording devices in the workplace unless required by job description or prior written approval is received from the Superintendent/designee.

This policy should be regarded as an explicit statement that Summit DD does not consent to recording devices being used in any meetings or discussions without prior authorization as stated above.

The purposes of this policy are:

- A. To preclude a chilling effect on the expression of views that may exist when one person is concerned that his/her conversation with another is being recorded. This concern can inhibit spontaneous and honest dialogue, especially (but not exclusively) when confidential or sensitive matters are being discussed.
- B. To reduce the risk of a breach of confidentiality and/or violation of the privacy of persons served.

Violation of this policy will result in disciplinary action up to and including termination of employment.

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> • 2015 Summit DD Calendar 	<p>Identification of holidays and in-service days.</p>	<ul style="list-style-type: none"> • Adopt the 2015 Summit DD Calendar. 	<p>The attached 2015 Calendar is consistent with Summit DD's holiday procedure and collective bargaining unit agreements.</p> <p>The WWSA agreement that was ratified in August 2014 for the period January 1, 2013 through December 31, 2015, reduces the number of in-service day requirement from eight to four. The 2015 calendar continues to designate eight days; Summit DD plans to re-evaluate the number of in-service days for the 2016 calendar.</p> <p style="text-align: center; margin-top: 20px;">Recommended for approval by the October HR/LR and Finance & Facilities Committees</p>

Submitted By: _____ Lynn Sargi

Date: _____ October 7, 2014 _____

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



2015
AGENCY CALENDAR
(240 Program Days)

New Year's Day	January 01, 2015
(Continuation of 2014 Winter Break)	January 2, 2015
Inservice Day (Adult Services ONLY)	January 12, 2015
Martin Luther King Day	January 19, 2015
Inservice Day	February 06, 2015
Inservice Day (Adult Services ONLY)	March 13 2015
Inservice Day (Adult Services ONLY)	April 10, 2015
Memorial Day	May 25, 2015
Inservice Day	June 05, 2015
Inservice Day	June 08, 2015
Independence Day	July 03, 2015
Inservice Day (Adult Services ONLY)	September 04, 2015
Labor Day	September 07, 2015
All Agency Inservice	October 26, 2015
Thanksgiving Break	November 26, 2015
	November 27, 2015
Winter Break:	December 24, 2015
	December 25, 2015
	December 28, 2015
	December 29, 2015
	December 30, 2015
	December 31, 2015
	January 01, 2016
Agency Open:	January 04, 2016

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION																
<p>Document Management system for Summit DD</p>	<p>The majority of Summit DD processes are paper-based and more costly than need be</p>	<p>Enter into a contract with ComDoc to purchase DocuWare and JobRouter and provide consulting support for implementation</p>	<p>Total Cost: Not to exceed \$304,999 in 2014 and 2015</p> <p>Amount of Increase/Decrease: New contract</p> <p>Summary: Summit DD prints (or photocopies) over 3.5 million pages annually, at a cost of over \$100,000 per year.</p> <p>As such, there was a project team that started in 2013 to research options for making many of Summit DD's paper documents and processes become electronic. The goal is to have a "Document Management system" for Summit DD that could support document imaging, as well as provide the capability for some of our processes occur systematically instead of being manually routed from one person to the next.</p> <p>Implementing this system will give Summit DD to ability to automate and/or streamline processes throughout the organization, greatly improving our efficiency.</p> <p>The team reviewed information from 8 vendors, receiving quotes from the top 3. The project team determined ComDoc's solution provided the best balance of features and pricing.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Vendor</th> <th>Software Cost</th> <th>Implementation</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>ComDoc</td> <td>\$119,998</td> <td>\$185,000</td> <td>\$304,999</td> </tr> <tr> <td>Hyland / Casnet</td> <td>\$275,499</td> <td>\$213,850</td> <td>\$489,349</td> </tr> <tr> <td>LaserFiche</td> <td>\$356,600</td> <td>\$257,031</td> <td>\$613,631</td> </tr> </tbody> </table>	Vendor	Software Cost	Implementation	Total Cost	ComDoc	\$119,998	\$185,000	\$304,999	Hyland / Casnet	\$275,499	\$213,850	\$489,349	LaserFiche	\$356,600	\$257,031	\$613,631
Vendor	Software Cost	Implementation	Total Cost																
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Submitted By: Russ DuPlain

For: _____ Superintendent / Assistant Superintendent

Date: September 11, 2014

- _____ Finance & Facilities Committee
- _____ Services & Supports Committee
- _____ HR/LR Committee
- _____ Ethics Committee

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

		<p>A pilot implementation was completed with ComDoc in early 2014, and many follow up reviews were held with various departments. The end results proved the system could meet our needs.</p> <p>Aside from cost savings by reducing the amount of documents printed, other expected benefits of implementing this system include:</p> <ul style="list-style-type: none"> • increased efficiency by mapping out and improving processes, eliminating delays in routing paper forms • enabling Summit DD staff to become more mobile with access to documents from their laptop or other mobile devices • enhanced compliance with HIPAA and other regulations • a positive environmental impact via reduced printing <p>ComDoc is part of a cooperative purchasing agreement that Summit County is a part of, so there is no need to do a formal RFP.</p>
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**Recommended for approval by the
September Finance & Facilities Committee**

Submitted By: Russ DuPlain

Date: September 11, 2014

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

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> • Metro Regional Transit Authority fare to/from Summit DD programmatic sites. 	<ul style="list-style-type: none"> • Renewal of contract requires Board approval; existing agreement ends December 31, 2014. • Metro Regional Transit Authority has agreed to a two (2) year agreement. 	<ul style="list-style-type: none"> • Recommend approval of the Collaboration Agreement in the amount of \$204,700 for the period of January 1, 2015 through December 31, 2016. 	<p><i>Service Area:</i> Community Travel/Transportation</p> <p><i># of Individuals Currently Served:</i> 26</p> <p><i>Additional # of Individuals Served:</i> 5</p> <p><i>Total Cost:</i> Contract can spend up to \$204,700 but will not exceed the amount.</p> <p><i>Amount of Increase/Decrease:</i> There will not be a decrease, or increase in the cost due to minor reduction in eligible riders to the identified premium sites.</p> <p><i>Satisfaction:</i> There was a 7.5% decline in this service in 2014. There were 30 riders in January, 2014; however 4 passengers either discontinued attending premium sites, or changed to alternate non-medical transportation providers.</p> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Since 2003, Summit DD Board has held an agreement with the Metro Regional Transit Authority (Metro) for specific rate of payment for transportation services to/from Summit DD facility-based programmatic sites; likewise other public agencies have similar arrangements. • The Summit DD Board will continue to pay \$7.50 per person per trip under the current Collaborative Agreement. Metro RTA will renew the 2014 Collaborative Agreement and will maintain the current \$7.50 per trip cost • Summit DD Transportation true cost per trip in 2013 was \$32.08 per trip.

Submitted By: Eldridge Black/Maureen Schroder

Date: September 4, 2014

- Finance & Facilities Committee
- Services & Supports Committee
- HR/LR Committee
- Ethics Committee

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none">• Collaborative Agreement includes enhanced services to eligible individuals who receive Summit DD services in which Metro RTA does not offer to the general public.• Scat (curb-to-curb public transportation) fosters independence for all eligible individuals and enhances personal accountability for their own transportation.• Summit DD Transportation will continue to bill the waiver for the \$7.50 fee to offset the 60% of cost.• The contract will not exceed \$204,700. Summit DD is only charged for services delivered.• Funds are available in the 2015 Transportation budget and it will be projected in the 2016 Transportation budget. <p>Recommended for approval by the September Finance & Facilities and Services & Supports Committees.</p>
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Submitted By: Eldridge Black/Maureen Schroder

Date: September 4, 2014

- Finance & Facilities Committee
- Services & Supports Committee
- HR/LR Committee
- Ethics Committee

COLLABORATIVE AGREEMENT
August, 2014

This Collaborative Agreement (Agreement) is entered into by and between Metro Regional Transit Authority (Metro), with its principal offices located at 416 Kenmore Boulevard, Akron, Ohio 44301 and Summit County Developmental Disabilities Board (Summit DD), with its principal offices located at 89 E. Howe Road, Tallmadge, Ohio 44278, for the purpose of formalizing the parties agreement for transportation services and reimbursement for said services for certain individuals who are transported to certain Summit DD sites.

The parties agree as follows:

1. Metro agrees to provide transportation services to eligible individuals as identified in this Agreement in the form of one round-trip per day per person, including travel to and from the individual's programmatic site and individual's residence.
2. Metro reserves the right to subcontract Scat overflow trips to a third party. The identified third party will abide by same standards as all Metro operators.
3. Metro will submit a monthly billing report to Summit DD for reimbursement as outlined in this Agreement. Any individual who has been billed at the agreed upon reimbursement rate, but is determined by Summit DD as ineligible for said rate under this Agreement will be reimbursed by Summit DD at the standard or current Metro SCAT or ADA fare rate.
4. Individuals receiving transportation services under this Agreement will be logged on Metro's database via the routing software system as an individual that should be charged the premium rate.
5. Summit DD will furnish to Metro on a monthly basis a roster of individuals eligible for transportation services and reimbursement under this Agreement. Summit DD will update this roster on a regular basis.
6. Summit DD agrees to reimburse Metro at the rate of Seven Dollars and Fifty Cents (\$7.50) per trip for all eligible persons-served transported to Summit DD sites, as identified in this Agreement.
7. Summit DD understands the usual and customary cost for a SCAT fare is \$2.00 to the general public; however Metro will charge eligible individuals a higher rate. Per the Agreement, Metro will provide the following enhanced services to eligible individuals as identified in this Agreement:
 - a. Metro will contact Summit DD in the event an eligible individual exhibits disruptive behavior, or who exceeds Metro's no show policy that could result in suspension of services. Metro will notify Summit DD to become involved in an intervention, or a plan of correction in the hopes that the activity, or behavior will be rectified and the suspension may not be necessary, or mitigated.
 - b. Metro will accept Summit DD's assessment process without hesitation, and process SCAT application for SCAT origin to

destination services. This collaboration allows individuals receiving Summit DD services to receive quicker approvals on the transportation services requested.

- c. Metro will allow eligible individuals to use their SCAT photo ID card as fare media when being transported to Summit DD sites as stated in the Agreement. Metro will not request eligible individuals to pay upon boarding a SCAT vehicle. Through this enhanced service agreement, Metro will make the process of boarding easier for eligible individuals.

8. Summit DD sites for purposes of this Agreement mean sites where Summit DD provides programmatic services and do not include community employment sites. Eligible sites are as follows:

- Tallmadge Center: 630 North Ave., Tallmadge, OH 44278
- Akron Center: 636 W. Exchange St., Akron, OH 44302
- Southern Center: 1651 Massillon Rd., Akron, OH 44312
- Barberton Center: 501 W. Hopocan Ave., Akron 44203
- Cuyahoga Falls Center: 2355 Second St., Cuyahoga Falls, OH 44221
- Ellet Center: 2420 Wedgewood Dr., Akron, OH 44312
- Twinsburg Center: 10735 Ravenna Rd., Twinsburg, OH 44087
- Goodwill Industries: 570 E. Waterloo Rd., Akron, OH 44319
15 Midway Plaza, Tallmadge, OH 44278
1500 Akron-Canton Rd., Akron, OH 44312
1757 State Rd. Cuyahoga Falls, OH 44221
10229 Northfield Rd, Northfield, OH 44067
10735 Ravenna Rd., Twinsburg, OH 44087
- Blick Annex: 682 W. Market St., Akron, OH 44303
: 2222 Issaqua St., Cuyahoga Falls, OH 44221
- Hattie Larlham Constant Companions:
7996 Darrow Rd. Ste. #20 Twinsburg, OH 44087
1420 Boetler Rd., Uniontown, OH 44685
2778 Greensburg Rd. , Canton, OH 44720
- United Disabilities Services: 701 S. Main St., Akron, OH 44301
:10735 Ravenna Rd. Suite 11 Twinsburg, OH
44087
- REM Opportunities: 3333 Manchester Rd., Akron , OH 44319

9. The parties may amend this Agreement as needed to ensure the identification of applicable sites remains current.

10. This Agreement is effective January 1, 2015 through December 31, 2016. During the two (2) year contract period, Summit DD agrees to reimburse Metro at the rate of Seven Dollars and Fifty Cents (\$7.50).

11. This Agreement may be terminated by either party for any reason by providing 30 days advanced written notice to the other party.

Metro Regional Transit Authority

By: 
Richard M. Enty
Executive Director/Secretary Treasurer

Summit DD Board

By: _____
John J. Trunk
Superintendent

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> • 2015 Employee Health and dental insurance 	<ul style="list-style-type: none"> • Provision of quality health plan for Summit DD employees. 	<ul style="list-style-type: none"> • Adopt Insurance Committee's recommendation for Aetna's 500/1000 health insurance plan for eligible employees for the 2015 benefit year. • Renew Delta Dental program for the 2015 benefit year. 	<p style="text-align: center;"><u>Health Insurance</u></p> <p>The Board's 2015 budget for health insurance is \$6,327,294. This amount is the result of an approved increase for the health insurance line item offset by the reduction in approved FTEs for 2015.</p> <p>On October 1 the Insurance Committee reached consensus to recommend maintaining the current carrier and plan design for 2015 with a total rate increase of 9.3% inclusive of ACA fees. The Insurance Committee also reached consensus on continuing to offer a two-tiered rate system: single and family. Summit DD will also add a high-deductible plan (\$3,000 single/\$6,000 family) to assist with complying with the ACA Affordability and Minimum Value Plan requirements, although it is not anticipated many employees will select it. Total 2015 cost should fall within budget.</p> <p>Strategic priorities continue to focus on effective funding, integrated incentive program to encourage wellness, employee engagement, personal responsibility, and choices.</p> <p>Effective 1/1/2015 employees will contribute 15% of the total cost of health and dental insurance; the Board will contribute 85% of the cost. The employee contribution percentage for single coverage increased from 5% to 15%. Rates are reflected below:</p> <p><u>2015 Board Share:</u> Single: Decrease of \$13.42 per month (to \$594.80) Family: Increase of \$126.47 per month (to \$1601.90)</p>

Submitted By: Lynn Sargi For: Superintendent / Assistant Superintendent

Date: October 7, 2014

<u> X </u>	Finance & Facilities Committee
<u> X </u>	Services & Supports Committee
<u> </u>	HR/LR Committee
<u> </u>	Ethics Committee

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

		<p><u>2015 Employee Share:</u> Single: Increase of \$72.96 per month (to \$104.97) Family: Increase of \$33.88 per month (to \$282.69)</p> <p><u>Dental Insurance</u></p> <p>The Board provides eligible employees dental coverage thru the Ohio Association of County Boards CBA Benefit Services. Summit DD has been notified by CBA that it is increasing its rates by 2% for 2015. There was no increase in premiums last year. A single premium will be \$25.50 while a family premium will be \$78.40.</p>
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Recommended for approval
by the October HR/LR
and Finance & Facilities Committees

Submitted By: _____ Lynn Sargi _____

Date: _____ October 7, 2014 _____

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

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

	9/30/2014			9/30/2013			YTD % BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	2013 ANNUAL BUDGET	2013 YTD ACTUAL	YTD \$ BUDGET REMAINING					
OPERATING REVENUE											
PROPERTY TAXES	\$ 50,896,620	\$ 47,137,354	\$ 3,759,266	\$ 50,513,674	\$ 46,918,590	\$ 3,595,084	7.4% ¹	\$ 46,918,590	\$ 3,595,084	7.1%	
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	533,981	76,283	457,698	50.0%	76,283	457,698	85.7%	
REIMBURSEMENTS	15,250,321	13,188,476	2,061,845	15,092,545	11,716,133	3,376,412	13.5%	11,716,133	3,376,412	22.4%	
GRANTS	1,080,000	328,398	751,602	695,200	335,349	359,851	69.6%	335,349	359,851	51.8%	
CONTRACT SERVICES	325,000	303,158	21,842	513,000	305,996	207,004	6.7%	305,996	207,004	40.4%	
REFUNDS	-	26,712	(26,712)	-	2,866	(2,866)	0.0%	2,866	(2,866)	0.0%	
OTHER RECEIPTS	350,000	245,156	104,844	346,000	310,619	35,381	30.0%	310,619	35,381	10.2%	
SALES	-	2	(2)	15,000	11,500	3,500	0.0%	11,500	3,500	23.3%	
TOTAL REVENUE	\$ 68,435,922	\$ 61,496,246	\$ 6,939,676	\$ 67,709,400	\$ 59,677,336	\$ 8,032,064	10.1%	\$ 59,677,336	\$ 8,032,064	11.9%	
OPERATING EXPENDITURES											
SALARIES	\$ 25,251,980	\$ 18,071,962	\$ 7,180,018	\$ 26,428,340	\$ 18,714,498	\$ 7,713,842	28.4%	\$ 18,714,498	\$ 7,713,842	29.2%	
ERIP COSTS	5,143,037	1,217,547	3,925,490	-	-	-	76.3% ²	-	-	0.0%	
EMPLOYEE BENEFITS	11,280,271	7,741,615	3,538,656	11,237,561	7,748,174	3,489,387	31.4%	7,748,174	3,489,387	31.1%	
SUPPLIES	1,492,195	846,774	645,421	1,648,015	1,241,563	406,452	43.3%	1,241,563	406,452	24.7%	
TRAVEL	408,820	252,365	156,455	423,748	242,727	181,021	38.3%	242,727	181,021	42.7%	
CONTRACT SERVICES	11,589,499	9,021,520	2,567,979	11,857,838	8,345,413	3,512,425	22.2% ³	8,345,413	3,512,425	29.6%	
MEDICAID COSTS	21,960,000	16,263,682	5,696,318	18,050,000	15,824,241	2,225,759	25.9%	15,824,241	2,225,759	12.3%	
UTILITIES	809,000	573,265	235,735	721,000	453,385	267,615	29.1%	453,385	267,615	37.1%	
RENTALS	760,740	758,367	2,373	828,900	802,703	26,197	0.3%	802,703	26,197	3.2%	
ADVERTISING	135,000	62,144	72,856	195,500	88,348	107,152	54.0%	88,348	107,152	54.8%	
OTHER EXPENSES	409,630	308,111	101,519	327,590	292,943	34,647	24.8%	292,943	34,647	10.6%	
EQUIPMENT	647,200	181,873	465,327	597,744	218,548	379,196	71.9%	218,548	379,196	63.4%	
REAL PROPERTY IMPROVEMENT	500,000	73,673	426,327	500,000	536,857	(36,857)	85.3% ⁴	536,857	(36,857)	-7.4%	
TOTAL EXPENDITURES	\$ 80,387,372	\$ 55,372,898	\$ 25,014,474	\$ 72,816,236	\$ 54,509,400	\$ 18,306,836	31.1%	\$ 54,509,400	\$ 18,306,836	25.1%	
NET REVENUES AND EXPENDITURES	\$ (11,951,450)	\$ 6,123,348	\$ 1,925,202	\$ (5,106,836)	\$ 5,167,936	\$ 16,174,272		\$ 5,167,936	\$ 16,174,272		
BEGINNING FUND BALANCE		ACTUAL									
PLUS: REVENUE	\$ 68,142,813	\$ 68,142,813									
LESS: EXPENDITURES	68,435,922	61,496,246									
ENDING FUND BALANCE	(80,387,372)	(55,372,898)									
	\$ 56,191,363	\$ 74,266,161									

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

An evenly distributed budget remaining for a one month period 8.3%
Evenly distributed budget remaining for three months 25.0%

Current Month

<u>Revenue:</u>		
1 Property Taxes:	Receipt of second half tax settlement	\$ 21,478,000
<u>Expenditures:</u>		
2 ERIP Costs:	PERS buy-out costs and exit costs for thirty-one (31) participants	111,500
3 Contract Services:	Payment to NEON for TDD waiver administration	43,200
4 Real Property Improvements:	Repair and seal parking lots at the Administration Building D-Wing and bathroom remodels in the Administration Building	

Prior Months

<u>Revenue:</u>		
Personal Property Reimb:	The remainder expected in December	
Reimbursements:	May receipt of 2009 Cost Report settlement	\$ 2,678,000
Grants:	Lower than expected activity with the Bridges to Transition program	
<u>Expenditures:</u>		
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
Advertising, Equipment and Real Property Improvements:	Timing differences in expected spending	

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

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Revision of current Board policy and procedure</p>	<p>To incorporate recent revisions to Ohio Revised Code relative to board member in-service training</p>	<p>Approval of revisions to:</p> <ul style="list-style-type: none"> *Policy 1112, Board Member In-Service Training Requirements *Strategic Planning Procedure *Orientation of New Board Members Procedure 	<p>Ohio Administrative Code Section 5123:2-1-13 is revised effective 10/1/14; this rule outlines requirements for annual in-service training for members of county boards of developmental disabilities.</p> <p><u>Policy 1112, Board Member In-Service Training Requirements</u> - Proposed revised language reflects new requirement that county board and superintendent jointly develop an in-service training plan for the calendar year that includes specific elements as outlined in the rule.</p> <p><u>Board Procedure – Strategic Planning</u> - Proposed revision identifies that the annual training plan will be developed in conjunction with our strategic planning process.</p> <p><u>Board Procedure – Orientation of New Board Members</u>- Proposed revisions reflect new time frame within which a new board member must complete orientation as well as clarifies the topics included in orientation will count towards required in-service training.</p> <p style="text-align: right;"><u>Recommended for Approval by October HR/LR Committee</u></p>

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

Date: October 8, 2014

1112 - BOARD MEMBER INSERVICE TRAINING REQUIREMENTS

Each **calendar** year, each **the** Board Member must attend **shall complete** at least four hours of in-service training provided or approved by the Ohio Department of Developmental Disabilities. ~~In-service training may include, but is not limited to, ethics, boardsmanship, open meeting requirements, confidentiality, and current issues in the field of developmental disabilities.~~ **The county board and the Superintendent shall jointly develop the county board's plan for in-service training for the calendar year. In-service training will reflect topics related to the developmental disabilities service delivery system, will include perspectives from outside Summit County and will recognize that training for specific Board Members may vary based on the Members' background and experience.** These training sessions shall not be considered regularly scheduled meetings of the Board.

A Board member will be considered present at an in-service training session even if the individual is not physically present in the training room if the individual is connected to the session through a system that enables communication between the Board member and the individuals participating in the session.

Board members appointed after the Board's annual organizational meeting, and Board Members appointed to complete the remainder of a former Board Member's term shall ~~attend~~ **complete** in-service training during the first calendar year of the Member's appointment pursuant to a prorated schedule as outlined in rules of the Department.

The Superintendent shall ~~annually verify to the Department that the Board members have attended required in-service training~~ **make Board Members aware of opportunities to complete in-service training and will maintain documentation of Board Members' completion of training, as required.**

Cite: 5126.0210; 5216.0211
OAC 5123:2-1-13

ORIENTATION OF NEW BOARD MEMBERS

New Board Members shall ~~receive complete~~ an orientation ~~as soon as practicable upon~~ **within three (3) months after the Board Member's initial** appointment ~~as a Summit DD Board Member to the county board~~. Orientation shall be arranged through the Superintendent's office and will give the Board Member an introduction to and information relative to the following subjects, at a minimum:

- ◆ ~~Statutory overview of county boards of developmental disabilities~~
- **Duties and responsibilities** ~~responsibilities and duties~~ of county boards**
- **Role and requirements of Board Members** **
- ◆ ~~County board services and eligibility~~
- Open Meeting Act and public records law
- **Confidentiality** **
- **Ohio Ethics Committee laws** **
- Finance
- Medicaid
- ◆ ~~System issues~~
- ◆ ~~Summit DD Policy~~

Orientation shall be accomplished through various means, including but not limited to individual information sessions with the Superintendent and department directors, visitation to various program and service sites, review of the Board Member Reference Manual and mentoring opportunities with other Summit DD Board Members.

**** MAY COUNT TOWARD HOURS OF REQUIRED IN-SERVICE TRAINING**

STRATEGIC PLANNING

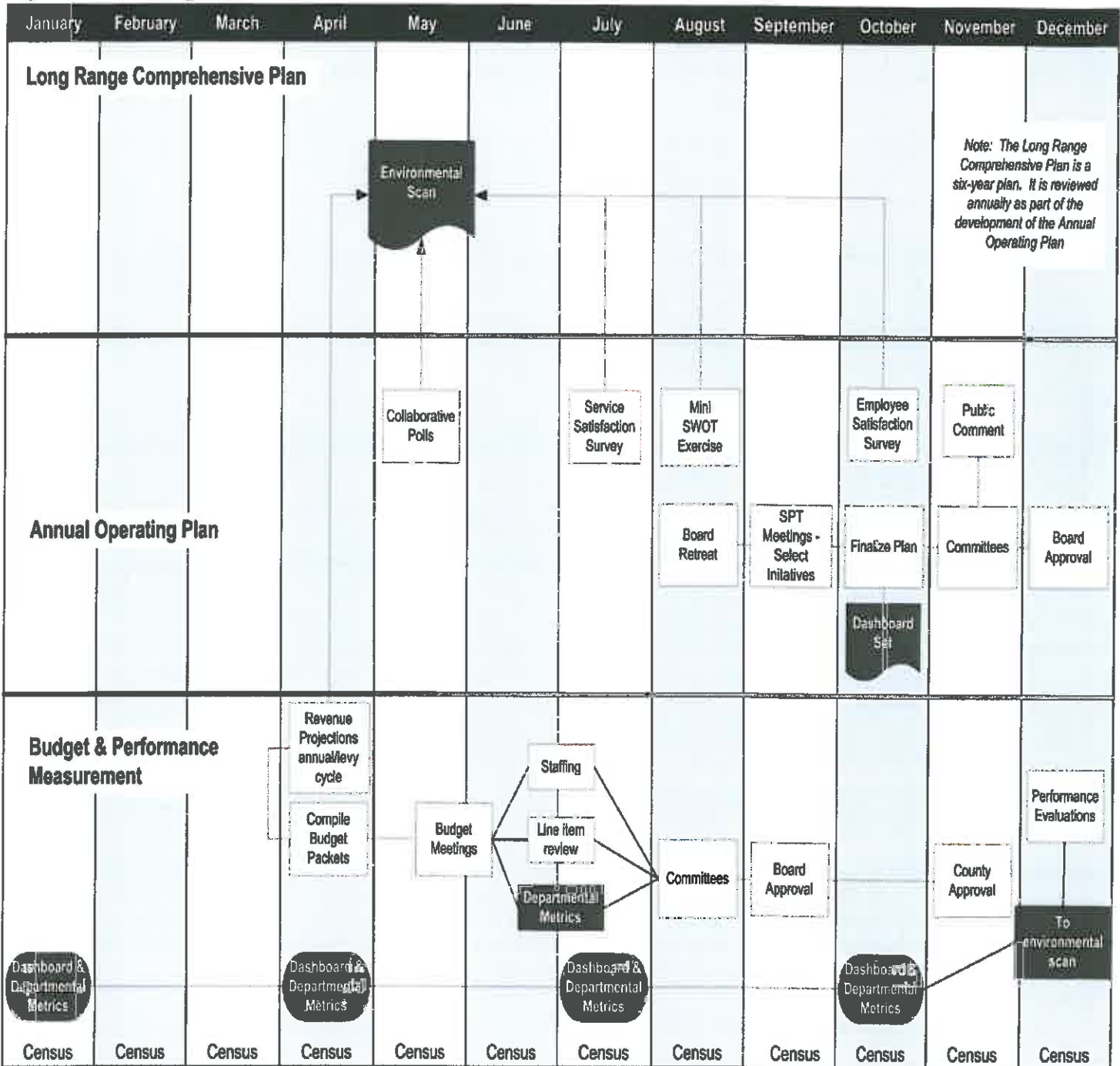
Summit DD conducts its strategic planning utilizing the process outlined in Figure 1: Strategic Planning Process (SPP). The Agency's long-term planning horizon is six years and coincides with the levy cycle. The current levy cycle runs from 2013 through 2018. The product of the long-term planning horizon is the Comprehensive Long Range Plan, which takes inputs received through the annual environmental scan, in addition to industry trends and forecasts for the future to create strategic goals for the upcoming levy cycle. This is accomplished through a series of retreats and meetings with the Board its Executive Leadership Team, along with focus groups of customers and providers. The short-term planning horizon is one year, with the end product being the annual Operating Plan. In conjunction with the Operating Planning cycle, includes a series of budgeting and performance evaluation activities that occur which enables Executive Leadership Team members to execute the plan.

During the annual strategic planning process, there are several inputs to the strategic plan that take place throughout the year and serve as the basis for the environmental scan. These inputs include 1) Collaborative Polls, a survey of Summit County Residents which measures familiarity and satisfaction with services, likelihood to vote for continued funding, and attitudinal index of persons with disabilities; 2) Service Satisfaction Survey, person served and parent/guardian satisfaction and importance of services and overall satisfaction with the board, including an oversample to be able to statistically segment satisfaction with services by key service providers to better improve services within the system; 3) SWOT analysis, input from persons served, parent/guardians, and employees pertaining to the agency's strengths, weaknesses, opportunities and threats; 4) Employee Satisfaction Survey, to address internal improvement opportunities; 5) Financials, current and future financial trends in the economic climate in addition to the financial projection tool which provides fund balance data based on multiple scenarios; and 6) Performance evaluation, analysis of measures included in Dashboard and Department Metrics which are aligned to employees' performance evaluations. Data gleaned from these formal inputs are analyzed and compared to relevant benchmarks and generate the annual environmental scan.

This data is distributed to Executive Leadership Team who conduct several strategic planning meetings to review the Long Range Comprehensive Plan, develop goals and measures for the Operating Plan Dashboard and develop/prioritize initiatives to support the goals of the Long Range Plan. **The Board and the Superintendent shall base the county board's plan for in-service training on this data.** When the draft plan is created it is reviewed at the Superintendent Committees, made available for formal public comment sessions, and taken to the Board for discussion in November. Any changes to the plan are made and the Board approves the plan in December.

STRATEGIC PLANNING *(continued)*

Figure 1: Strategic Planning Process



MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

Summit County Board of Developmental Disabilities

MINUTES - ~~draft~~

Thursday, September 25, 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, September 25, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:01 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent	Bill Payne, Sr. Dir. of Board Svs. & Spts.
Lisa Kamlowsky, Assist. Superintendent	Mira Pozna, Director of Fiscal
Joe Eck, Director of Labor Relations	Tom Jacobs, Dir. of Operations/SHDC
Eldridge Black, Director of Transportation	Lindsay Bachman, Director of MUI
Lynn Sargi, Director of HR	Melissa Skiljan, Director of SSA
Russ DuPlain, Director of IT	Maggi Albright, Recording Secretary and others

I. COMDOC DOCUMENT MANAGEMENT SYSTEM CONTRACT

With the majority of Summit DD's processes being paper-based, the Agency prints and photo copies over 3.5 million pages annually at a cost of over \$100,000 per year. A project team was deployed in 2013 to research options for converting many of Summit DD's paper documents and processes to electronic with the goal of having a document management system that could support document imaging as well as provide the capability for some of the processes to occur systemically instead of being manually routed from one person to the next. The project team reviewed information from eight vendors and received quotes from the top three. The project team determined that ComDoc's solution provided the best balance of features and pricing. The request is to enter into a two-year contract with ComDoc to purchase DocuWare and JobRouter and provide consulting support for implementation, in an amount not to exceed \$304,999. Mr. Briggs asked if the other two top companies are locally based. Mr. DuPlain replied that one of the companies is out of Cleveland.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

WORK SESSION *(continued)*

I. COMDOC DOCUMENT MANAGEMENT SYSTEM CONTRACT *(continued)*

In addition to the cost savings by reducing the amount of documents printed, other expected benefits of implementing the system include:

- Increased efficiency by mapping out and improving processes
- Enabling staff to become more mobile with access to documents from laptops and other mobile devices
- Enhanced compliance with HIPAA and other regulations
- A positive environmental impact via reduced printing

The implementation of a document management system will be a multi-year process. Software would be purchased this year with implementation extending into 2015 and beyond. ComDoc is part of a cooperative purchasing agreement in which Summit County participates so it was not necessary to do a formal Request for Proposal (RFP). Mr. Briggs asked if metrics have been developed to measure progress. Mr. DuPlain replied that metrics have not yet been developed, however, as the system is implemented in each area of the organization, metrics will be developed at that time. Mrs. Arshinkoff commented that she supports document imaging and scanning at her place of employment and staff love the technology. Funds are available in the budget and the contract has been recommended for approval by the September Finance & Facilities Committee.

II. METRO AGREEMENT

Summit DD has held a collaborative agreement with Metro Regional Transit Authority (Metro) for specific rate of payment for transportation services to and from programmatic sites since 2003. The request is to renew a two-year agreement with Metro for the period January 1, 2015 through December 31, 2016 for a total amount not to exceed \$204,700. The Board would continue to pay \$7.50 per person per trip under the agreement and is charged only for services delivered. Summit DD will continue to bill the waiver for the fee to offset 60% of the cost. Scat drivers are trained and background checked. Mr. Dohnal commented that there was discussion in committee about getting this language included in the contract. Mr. Payne replied the contract was updated to include training and background language and has been sent back to Metro for signature. There are currently 26 individuals who receive services under this contract. There was a 7.5% decline in this service in 2014 because four passengers either discontinued service or changed providers. Another rider satisfaction survey will be conducted in 2015. Funds are available in the budget and the agreement has been recommended for approval by the September Finance & Facilities and Services and Supports Committees.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

WORK SESSION *(continued)*

III. BID AWARD RECOMMENDATION TO WHITWORTH BUS SALES FOR THE PURCHASE OF VEHICLES

The request is to purchase three 2015 E450 buses and two 2015 E350 buses from Whitworth Bus Sales in an amount not to exceed \$301,565. Whitworth Bus Sales is part of the State of Ohio ODOT contract. These vehicles will replace eight older vehicles in the fleet which are in poor condition or not running. The old vehicles will be traded in to offset the purchase price of the new buses. New vehicles will improve operating costs and customer service practices, decrease preventative maintenance costs and reduce vehicle insurance by approximately \$2,057 PER year. The new buses allow flexibility to transport individuals who utilize wheelchairs along with additional passengers. Delivery and warranty will be handled through Myers Equipment Corp. Mr. Briggs asked if the new buses will be equipped with cameras. Mr. Trunk responded that they would. There are currently 49 buses used to transport along with 10 other buses for a total of 59 vehicles in the fleet. Funds are available in the budget and the September Finance & Facilities and Services & Supports Committee recommend approval of the bus purchases to be made through Whitworth Bus Sales.

IV. BRIDGES TO TRANSITION PROGRAM

Bridges to Transition is a state-wide project managed by the Ohio Association of County Boards of Developmental Disabilities (OACB). The goal of the program is to increase services to youth with developmental disabilities by enhancing career exploration through collaboration with local school districts, students, families, employers and county DD boards. The program breaks down barriers to employment through community work experiences and the development of community-based vocational goals. The program is designed to create a path to community employment prior to graduation. Summit County would use match dollars to continue a transition program aimed at students who are two years prior to graduation. Summit DD joined the Bridges to Transition program in May of 2011. This past year, 59 students participated in the program with six becoming successfully employed. Over the last three years, students have participated in many activities including community-based assessments, job skills training and paid work opportunities. Mr. Quade noted that the program currently serves 59 students with the capacity to serve 80. He asked if the number served will increase. Mr. Trunk replied the intention is to increase the number served to reach the goal of 80. Mr. Briggs commented that the Board has participated in this program for three years and asked about the successes and if there are metrics. Mr. Payne replied there were ten graduates in 2013 and six who are now employed. The employment success rate for those graduates going through the Bridges program exceeds those who do not participate in the program.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

WORK SESSION *(continued)*

IV. BRIDGES TO TRANSITION PROGRAM *(continued)*

Mr. Briggs asked how these numbers compare around the State of Ohio. Mr. Payne replied almost 80 people statewide have attained employment after graduation and there are approximately at least another 100 in the work adjustment and job development services period. Mr. Trunk said the success rate is about twice as good as those who don't participate in the program. Mr. Briggs asked if this program is offered at Tallmadge Schools. Mr. Trunk replied that he is not sure, however, staff will be ensuring there is equal opportunity for all individuals for employment opportunities. The request is to renew a two-year agreement to participate in the Bridges to Transition Program for the period October 1, 2014 through September 30, 2016, providing match dollars not to exceed \$160,000 for the two-year period. Match will provide services for up to 80 individuals per year. \$80,000 in match should draw down \$250,000 in funding per year. Funds are available in the budget and the September Finance & Facilities and Services & Supports Committees recommend approval.

V. AUGUST FINANCIAL STATEMENTS

The August Financial Statements reflect the continuation of deficit spending of \$12,753,802. Revenue for August was \$38,667,247 with expenditures of \$51,421,049. The fund balance was \$55,389,011 at the end of August. The August Financial Statements have been recommended for approval by the September Finance & Facilities Committee.

VI. REVISED POLICY 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION

Policy 2007 is being revised to clarify that sending confidential/HIPAA-protected information to personal e-mail accounts is prohibited, clarify that a chain letter includes chain e-mails, ban the use of streaming music and movies, except when used for the benefit of individuals served, and to modify the list of prohibited activities to match the expanded diversity policy. The revisions make the policy more clear, ensure the proper use of system resources and better match changes that have already been made to other policies. The September HR/LR Committee recommends approval of revised Policy 2007.

VII. REVIEW OF DIRECT SERVICE CONTRACTS

When a Board employee holds secondary employment as an independent waiver provider, the Ethics Committee reviews direct service contracts to assure ethical standards are not violated. The Ethics Committee reviewed the affidavit of Karla Burgess, a Board employee who is also an independent waiver provider certified by the State of Ohio.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

WORK SESSION *(continued)*

VII. REVIEW OF DIRECT SERVICE CONTRACTS *(continued)*

The employee certified that her specific secondary employment situation meets all of the conditions specified in the Ohio Revised Code. Therefore, the August Ethics Committee recommends approval.

VIII. ENDORSEMENT OF ISSUE 12

Summit County operates with the lowest percentage of sales tax in Ohio. Issue 12 is a 0.25% additional sales tax that would fund essential improvements in the public radio communications system by replacing the County's outdated emergency radio system and upgrading the 911 dispatch systems to improve first responder times and ensure that every call is answered. It would provide necessary repairs to the roofs of public buildings, walls, windows, security, plumbing, heating and ventilation, computer equipment and voting machines and it would also cover repairs at the Summit County Jail and needed sheriff deputies. 92.5% of the additional revenue will fund public safety, criminal justice and capital needs. Issue 12 is a temporary tax that would be in place for ten years. Any extension of the tax beyond that time would require a new vote by the public. The additional sales tax amounts equate to a quarter for every \$100 spent and is not paid on items such as food and medicine. The additional sales tax would cost the average Summit County taxpayer about \$3.00 per month and those on a fixed income would pay even less. Mr. Briggs commented there has been a good relationship with the Sheriff's Department and he believes Issue 12 is important to not only the Sheriff's office but the community as a whole. He encouraged support of Issue 12. Mr. Dohnal said he wholeheartedly agrees and also encouraged everyone to vote yes on Issue 12.

The work session adjourned at 5:29 p.m.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:29 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Board employee, stated she recently had the opportunity to meet with Greg Hodgson, Transportation Manager, through the All 4 One Program and she enjoyed the experience.

Tom Berry, a parent and Board Member of the Arc of Summit and Portage Counties, said he reviewed the bus proposal. He stated the routine maintenance and replacement schedule should continue to be maintained. He also added that since the State changed the rules, monitoring seems to have declined in some areas.

II. APPROVAL OF MINUTES

A. AUGUST 25, 2014 (combined work session and regular meeting)

RESOLUTION No. 14-09-01

Mrs. Arshinkoff moved that the Board approve the minutes of the August 25, 2014 combined work session and regular meeting, as presented in attachment #9. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. BID AWARD TO WHITWORTH BUS SALES FOR PURCHASE OF VEHICLES

RESOLUTION No. 14-09-02

Mr. Quade moved that the Board authorize the purchase of three (3) 2015 Ford E450 and two (2) 2015 Ford E350 vehicles from Whitworth Bus Sales, for a total cost not to exceed Three Hundred One Thousand Five Hundred Sixty Five Dollars (\$301,565), as presented in attachment #3, and that the Superintendent be authorized to sign any documents necessary to complete the purchase. The motion, seconded by Mr. Siegferth, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

2. BRIDGES TO TRANSITION PROGRAM

RESOLUTION No. 14-09-03

Mr. Siegferth moved that the Board approve an agreement with Opportunities for Ohioans with Disabilities to participate in the Bridges to Transition Program for the period October 1, 2014 through September 30, 2016, at a cost not to exceed Eighty Thousand Dollars (\$80,000) per year for the total two-year amount not to exceed One Hundred Sixty Thousand Dollars (\$160,000), and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

3. AUGUST FINANCIAL STATEMENTS

RESOLUTION No. 14-09-04

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

B. HR/LR COMMITTEE

1. REVISED POLICY 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION

RESOLUTION No. 14-09-05

Mrs. Wilkinson moved that the Board approve revisions to Policy 2007 – Electronic Communication and System Utilization, as presented in attachment #6. The motion, seconded by Mr. Siegferth, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 14-09-06

Mr. Dohnal moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Karla Burgess 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. Wilkinson, was unanimously approved.

D. OTHER

1. ENDORSEMENT OF ISSUE 12

RESOLUTION

No. 14-09-07

Mrs. Arshinkoff moved that the Board does hereby endorse and support Issue 12, an additional 0.25% sales tax to fund public safety and capital needs for the County of Summit, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. OACB BOARD MEMBER TRAINING FOLLOW-UP

The Ohio Association of County Boards (OACB) of Developmental Disabilities held a free training for Board Members on August 28th in Columbus. Summit DD was represented by Randy Briggs, Joe Sieferth, Tom Quade, Meghan Wilkinson, John Trunk and Lisa Kamlowsky at the training. Topics covered included the new federal Centers for Medicare and Medicaid Services (CMS) Rules, the Disability Rights Ohio (DRO) letter to Governor Kasich and the Olmsted and U.S. Department of Justice actions. There was discussion about the future delivery of services and what county boards' role may be, residential services and how to provide those services in integrated community-based settings and conflict of interest relative to county boards being both administrators and providers of services.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. OACB BOARD MEMBER TRAINING FOLLOW-UP *(continued)*

There was also discussion about county boards' role relative to monitoring, quality assurance and compliance. Mr. Dohnal stated the system is at a crossroads where changes are inevitable and the outcome will be of benefit to individuals receiving services if the changes are done correctly. The top priority needs to be what is in the best interest of the individuals served and quality cannot be sacrificed for reduced cost. He also commented that parents need tools to make informed decisions about provider selection. Mr. Briggs said it seems like people know how to describe the problem but there doesn't seem to be solutions offered, which is disturbing. Mr. Quade noted that one thing he didn't hear discussed, which is an integral piece, is that there doesn't seem to be a concerted effort relative to equitable pay for providers yet they are expected to provide the same level of quality service. The only advantage to county boards not providing services is to have the ability to recommend quality providers. Boards are designed to provide the best quality services. Mr. Siegferth said he heard that other county boards have indicated families are not in favor of boards moving away from being service providers and that families don't seem to have a voice in the matter. Mr. Trunk stated there was a phone call between DODD and the Center for Medicaid Services (CMS) relative to the conflict of interest issue and he believes DODD has enough feedback from county boards to convey boards' position. Legislators need to be engaged to let them know county boards' viewpoint. The recent edition of the OACB newsletter was just distributed and it continues to talk about these topics. Mr. Trunk will forward it to Board Members.

B. 2015 SUMMIT DD BUDGET PRESENTATIONS

Mr. Trunk reported that he and Mrs. Pozna presented the 2015 Summit DD budget to the Social Services Advisory Board's (SSAB) Budget & Levy Review Committee recently. They took the opportunity to educate the group about what the Board does and why the Board exists. He indicated it was a very positive meeting and there were no questions from the committee members that he and Mrs. Pozna couldn't answer. Mr. Quade asked who chairs the committee. Mr. Trunk replied that Elizabeth Bartz is the chair. The 2015 budget will be presented to the Summit County Council's Health & Human Services Committee on October 6th and then to the full Council on November 3rd. Mr. Quade mentioned that if it is beneficial to have Board Members attend these presentations to let them know. Mr. Briggs stated that he would be attending the November 3rd meeting with County Council.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

C. CARF ACCREDITATION

Mr. Trunk announced that official notification has been received that Summit DD was awarded a three-year CARF accreditation. He congratulated staff on efforts in achieving this honor and acknowledged all the hard work that goes on behind the scenes in preparing for these types of reviews. He stated this level of accreditation is a reflection of the good things Summit DD is doing.

D. NEW SUMMIT DD WEBSITE

The Summit DD website has been undergoing a complete update. Tricia Perduk, Communications Manager, announced the new website will be launched on October 1st.

E. BILL SPONSORED BY REPRESENTATIVE ANTHONY DEVITIS

Representative Anthony DeVitis will soon be introducing a Bill to set protocol regarding the admission of sex offenders into residential facilities owned by county boards of DD. The Bill proposes that before an individual is admitted as a resident to a facility owned by a county board of DD, the residential facility will have to research to identify if the individual is a sex offender. If the individual is identified as a sex offender, the local law enforcement agencies and the leaders of the community will be notified of the possible admission. Additionally, the Bill will develop a supervision protocol for individuals with developmental disabilities who have been convicted of a sex offense. This includes a residential plan, a medical emergency plan and a community engagement plan. Mr. Trunk advised that staff are strategizing on how to respond to this proposed Bill. The Ohio Department of Developmental Disabilities (DODD) formed a work group about a year ago that put together protocol around this issue. DODD representatives were in contact with Mr. DeVitis' office throughout the protocol development process, however, Representative DeVitis is moving the Bill forward anyway. There appears to be issues around awareness of individuals with developmental disabilities and perhaps some people may need to be better educated, so staff will reach out in the hope of bridging the gap. Mr. Quade commented this is a good opportunity and that there is not a downside to reaching out to Representative DeVitis relative to his position on this matter. Mr. Briggs stated that we are here to defend the position of individuals with disabilities and their families and this legislation seems to be behind the times and very outdated. There are people who still believe that individuals with disabilities are not equal citizens and don't have the same rights and the Board cannot let that go and must challenge that position.

MINUTES –combined work session and regular meeting
Thursday, September 25, 2014

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

E. BILL SPONSORED BY REPRESENTATIVE ANTHONY DEVITIS (continued)

This proposed legislation requires people with disabilities to do things that nobody else is required to do. Mr. Briggs commented that he is shocked that in this day and age this type of legislation would be brought forth. Mr. Dohnal stated he will be contacting the OACB to request intervention. Mr. Trunk added that he will also be contacting the OACB Executive Director regarding this issue.

V. EXECUTIVE SESSION

RESOLUTION No. 14-09-08

Mrs. Ricks moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment and compensation of a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

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

The Board entered Executive Session at 6:15 p.m.

The Board Meeting reconvened at 6:44 p.m.

There being no further business, the Board Meeting adjourned at 6:45 p.m.

Denise Ricks, Secretary



Summit DD 2014 3rd Quarter MUI Summary

- 1) **Performance measures** have remained relatively stable.
 - a. 24 hour conformance exceeded goal at **98%**. **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 an *increased* trend.
 - a. First Quarter of 2014- 344
 - b. Second Quarter of 2014- 316
 - c. Third Quarter of 2014- 331

- 3) **MUIs substantiated** have an *increased* trend.
 - a. First Quarter of 2014- 80 (out of 170 investigations.)- **47%**
 - b. Second Quarter of 2014- 79 (out of 121 Protocol investigations)- **65%***
 - c. Third Quarter of 2014- 30 (out of 157 Protocol investigations)- **30%***
* cases pending

- 4) **Number of LE/CSB referred/reviewed- 163 (133 2nd quarter 2014)**
- 5) **Number of LE notifications only- 117 (98 2nd quarter 2014)**
- 6) **Number of open cases- 54 (compared to 33 2nd quarter 2014)**
- 7) **Number of cases where charges were filed- 11 (compared to 6 2nd qtr. 2014)**
- 8) **Number of cases requested for Abuser Registry Review- 4**
- 9) **Number of Summit Co. PPIs added to the Abuser Registry- 2**
- 10) **Number of Director's Alerts (NEW)- 19 (compared to 2 2nd quarter 2014)**

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

Category B cases

Peer-to-Peer Acts
 Prohibited Sexual Relations
 Rights Code Violation

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

Category C cases

Law Enforcement
 Unapproved Behavior Support
 Unscheduled Hospitalization

**24 Hour Conformance
Goal 97%**



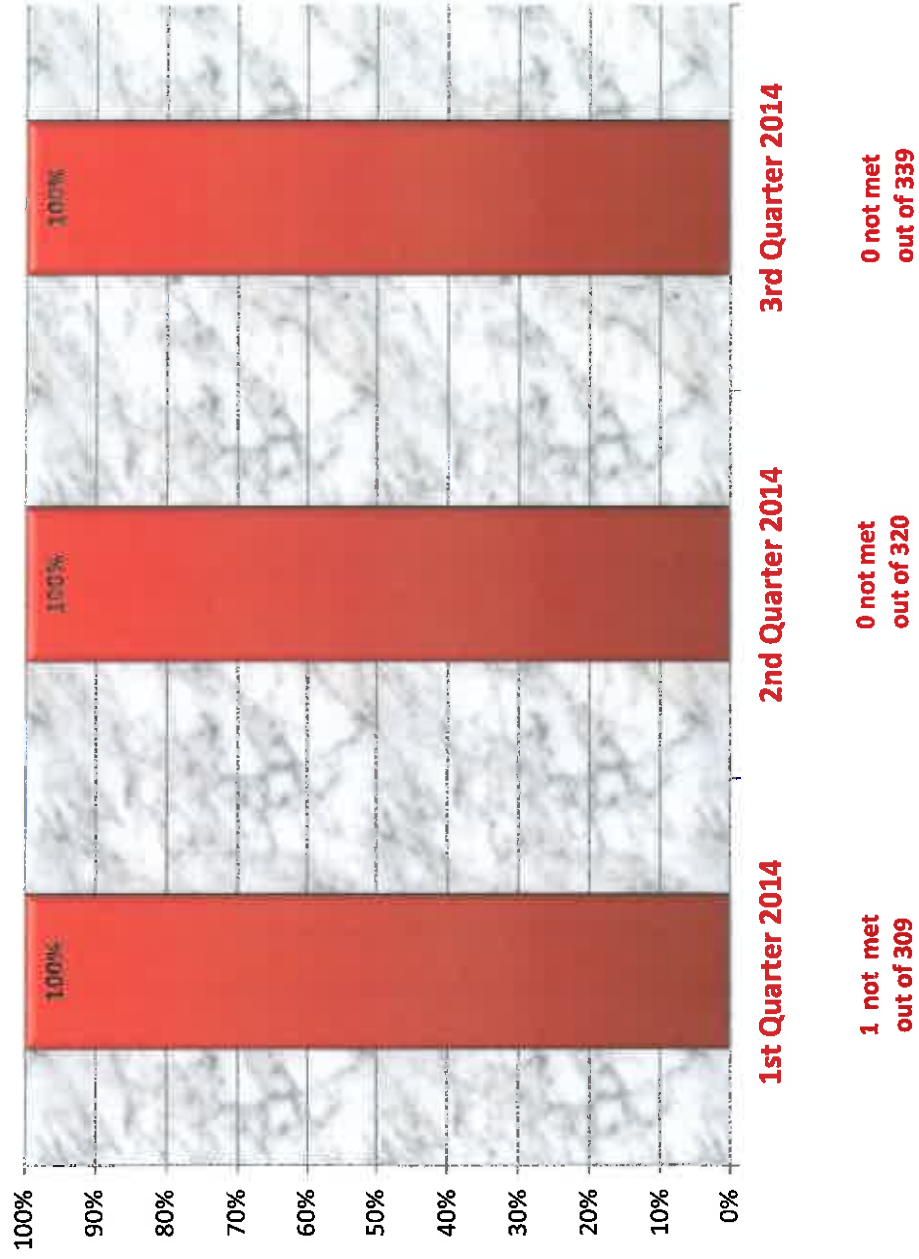
1st Quarter 2014 2nd Quarter 2014 3rd Quarter 2014

6 not met
out of 344

4 Not met
out of 316

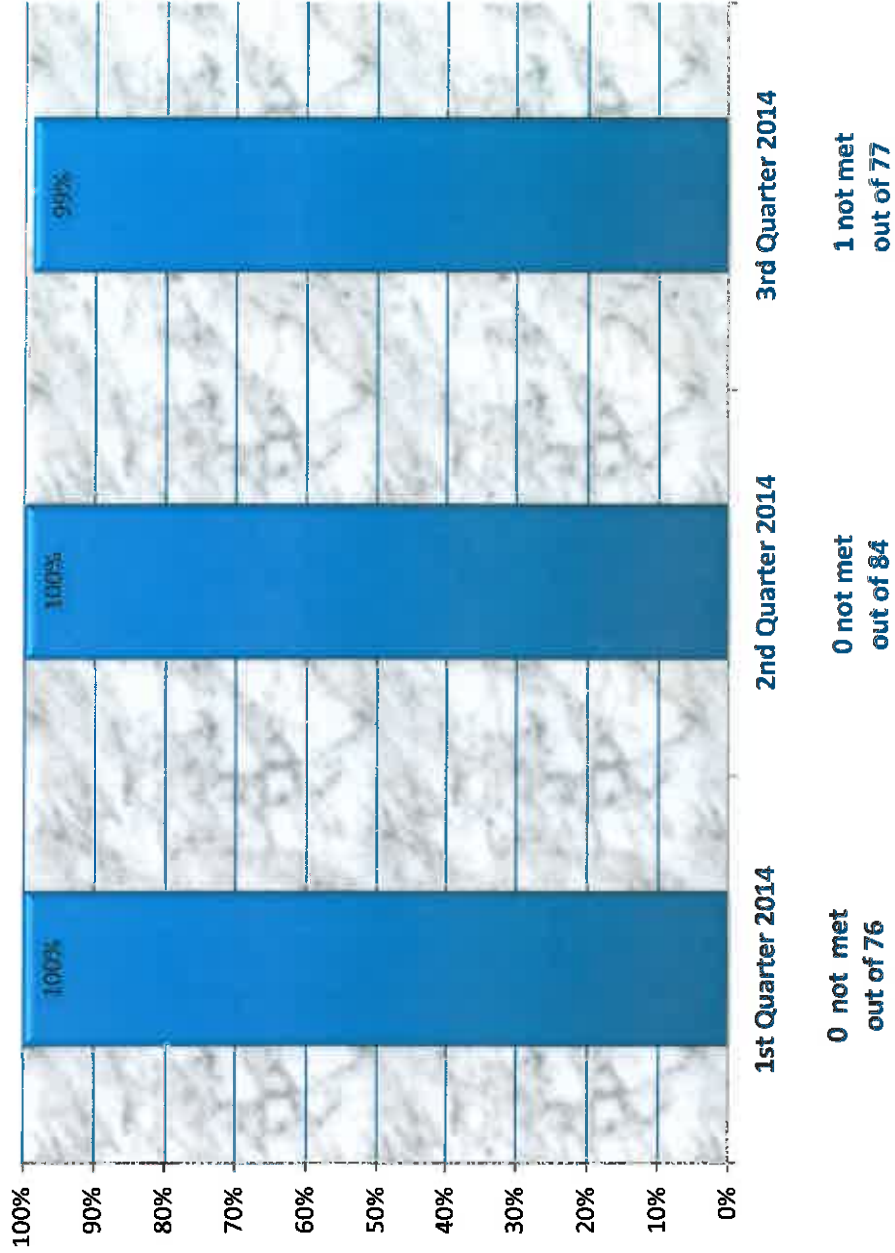
6 not met
out of 331

Timely Closure of Cases

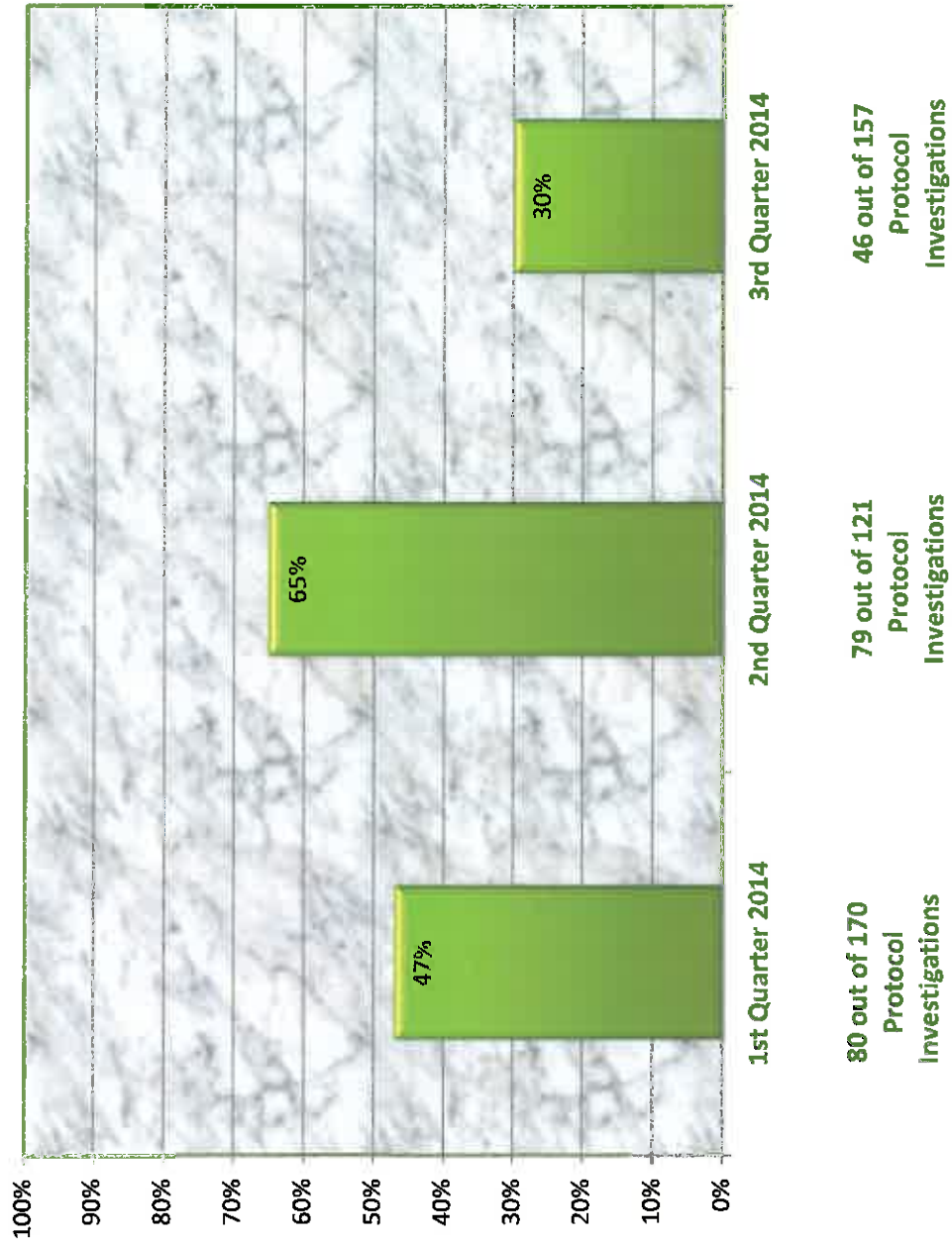


Questions Answered Timely

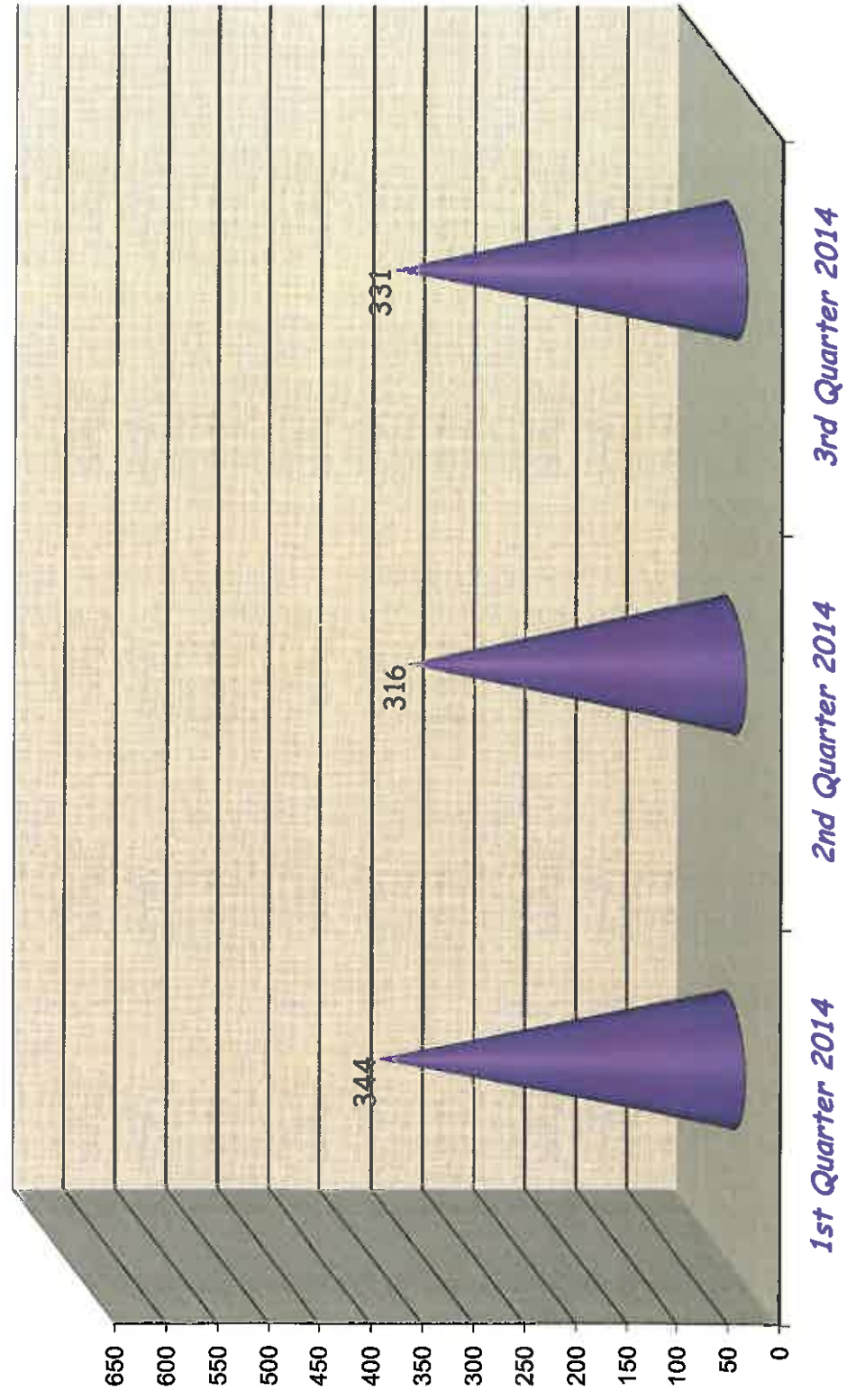
Goal 95%



Total MUIS Substantiated



TOTAL MUIs INVESTIGATED



Pillar Dashboard

Criteria	Quality Services for Persons Served	Customer Satisfaction	Employee Engagement	Provider Collaboration	Sustainability	Citizenship
Pillar Value	5.0	4.0	5.0	4.7	4.5	5.0
Pillar Goal	4	4	4	4	4	4

3rd Q Average	Total Possible Value
4.7	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
3rd Q Goal	4003	0	0	312	N/A	26	50
Performance	4275	0	0	375	N/A	30	74
5	4126	0	0	>360	>75%	>23	>50
4	4003 to 4125	1 to 30	1 to 30	360 to 323	55% to 74.9%	21 to 23	43 to 50
3	3883 to 4002	31 to 60	31 to 60	322 to 290	35% to 54.9%	18 to 20	35 to 42
2	3767 to 3882	61 to 70	61 to 70	289 to 261	15% to 34.9%	15 to 17	28 to 34
1	<3767	>70	>70	<261	>15%	>15	<28
Value	5	5	5	5	N/A	5	5

*available 4th quarter

Pillar Value	Total Possible Value
5.0	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
3rd 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 4th 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%
3rd 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 DOPD within 24 hrs	Timely Closure of MUI cases
2014 Goal	Baseline	98%	100%
3rd Quarter Goal	N/A	98.0%	100.0%
Performance	72.6%	99.0%	100.0%
5	75.0%	>98%	100%
4	70 - 75%	95% to 98%	97% to 99.9%
3	65-70 %	92% to 94.9%	94% to 96.9%
2	60 - 65%	89% to 91.9%	91% to 93.9%
1	<60%	<89%	<91%
Value	4	5	5

Summit DD Value	Total Possible Value
47	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%
3rd Quarter goal	8.0%	\$30 M	\$11.4 M	85.0%
Performance	8.4%	\$31.3	13.2M	86.0%
5	<8%	>30	>15 M	>85%
4	8.5% to 8%	>=28.5	>=11.4 M	80% to 85%
3	9% to 8.4%	>=27.1	>=10.4 M	75% to 79.9%
2	9.5% to 8.9%	>=25.7	>=8 M	70% to 74.9%
1	>9.5%	<25.7	<6	<70%
Value	4	5	4	5

*data represent previous quarter amount

Pillar Value	Total Possible Value
4.5	5

Pillar of Excellence: Citizenship		
Criteria	% of staff that contribute to United Way*	# of Summit County Organizations supported
2014 Goal	25.0%	30
3rd Quarter Goal	N/A	20
Performance	N/A	26
5	>25%	>20
4	20% to 25%	>=17
3	15% to 19.9%	>=15
2	10% to 14.9%	>=13
1	5% to 9.9%	<10
Value	N/A	5

* Data available 4th quarter

Summit DD Value	Total Possible Value
5	5

September 2014 Executive Summary Dashboard

	YTD Total	Definition
Total Annual Persons Served	4275	Unduplicated cumulative total of YTD Persons Served. Census line XI
Total Adults	2094	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	2072	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	1790	Unduplicated cumulative total of YTD count of individuals receiving a waiver. Census line IVB5
IO	1155	Individuals receiving I/O funding Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	667	Individuals receiving level 1 funding Note: if funding changes from Level 1 to IO, person counted in both waiver types
Total Day Array	1927	Unduplicated cumulative total of YTD Persons Served receiving day array services. Census line Ith6
Waiver funded	1678	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	438	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	750	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	1315	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	1883	Unduplicated cumulative total of YTD Persons Served receiving Non Medical Transportation (NMT). Census line IXG
Summit DD	707	Individuals receiving NMT with Summit DD. Note: if changed from Summit DD to Provider counted in both provider categories
Private Provider	1328	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	1633	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	185	# of sites individuals receive shared HPC services Note: this represents congregate community sites
Foster sites	134	# of Foster Care sites. Note: This includes single and shared Foster care

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

2014 September Census

Print in Time Snapshot as of 9/30/2014 Cumulative Year to Date

Definitions

Category	Sub-Category	Count	Definition
I CHILDREN'S SERVICES	EARLY INTERVENTION (EI)	431	
	Total EI Children Served Community Based	674	
	Child care (Birth to 3)	3	Age Birth - 3, center based, children with delays
	Calico - Typical Children	0	Age Birth - 3, center based, typically developing
	Community Child Care - (Community Partnerships for Inclusion)	20	Age Birth - 3, community partnership for inclusion
C Child Care (3-5)	Child care ages 3 and up - Summit DD Eligible Children	7	Age 3-5, center based, children with delays
	Child care ages 3 and up - Typical Children	3	Age 3-5, center based typically developing
	Community Child Care - (Community Partnerships for Inclusion)	66	Age 3-5 community partnership for inclusion
	Total Children ages 3 and up served (unduplicated count) I.C.1 through I.C.3	500	
	TOTAL CHILDREN SERVED IN EARLY INTERVENTION AND CHILD CARE (unduplicated count) I.A.2 plus I.B.4 plus I.C.4	1073	
II ADULT DAY ARRAY SERVICES			
A Summit DD OPERATED WAIVER FUNDED SERVICE	Vocational Habilitation	203	Summit DD contributes 40%. Match for Waiver Eligible Individuals
	Day Support	100	Services teach and reinforce concepts related to work
	Vocational Habilitation/Day Support	108	Assessment, Personal care, Skill reinforcement
	Summit DD OPERATED LOCALLY FUNDED SERVICE	438	Combination of Voc Hab and Day Support
	Total Adult Day Array services - Locally Funded - Summit DD Operated (unduplicated count) II.A.1 through II.A.3	63	Summit DD pays 100%. local for individuals not enrolled on Waiver
B PRIVATE PROVIDER WAIVER FUNDED SERVICE, Summit DD MATCH	Day Support	17	Services teach and reinforce concepts related to work
	Vocational Habilitation	14	Assessment, Personal care, Skill reinforcement
	Vocational Habilitation/Day Support	17	Combination of Voc Hab and Day Support
	Total Adult Day Array services - Locally Funded - Private Provider (unduplicated count) II.B.1 through II.B.3	69	
	TOTAL ADULT DAY ARRAY SERVICES - SUMMIT DD OPERATED (unduplicated count) II.A.4 plus II.B.4	602	
C PRIVATE PROVIDER WAIVER FUNDED SERVICE, Summit DD MATCH	Vocational Habilitation	396	Services teach and reinforce concepts related to work
	Day Support	452	Assessment, Personal care, Skill reinforcement
	Vocational Habilitation/Day Support	68	Combination of Voc Hab and Day Support
	Total Adult Day Array services - Waiver Funded - Provider Operated (unduplicated count) II.C.1 through II.C.3	878	
	TOTAL ADULT DAY ARRAY SERVICES - PRIVATE PROVIDER (unduplicated count) II.B.5 plus II.D.5	1542	
D PRIVATE PROVIDER LOCALLY FUNDED SERVICE	Day Support	95	Services teach and reinforce concepts related to work
	Vocational Habilitation	71	Assessment, Personal care, Skill reinforcement
	Vocational Habilitation/Day Support	12	Combination of Voc Hab and Day Support
	Total Adult Day Array services - Locally Funded - Private Provider (unduplicated count) II.D.1 through II.D.3	178	
	TOTAL ADULT DAY ARRAY SERVICES - PRIVATE PROVIDER (unduplicated count) II.C.4 plus II.D.4	1052	
E Summit DD OPERATED EMPLOYMENT ENCLAVE	Supported Employment Enclave	34	Summit DD contributes 40% Match for Waiver Eligible Individuals
	Supported Employment Community	87	Help people to perform work in a regular employment setting with enhanced supervision
	Total Adult Day Array services - Employment - Waiver Funded Summit DD Provided (unduplicated count) II.E.1 through II.E.2	120	Help people to perform work in a regular employment setting with minimal support
	Summit DD OPERATED EMPLOYMENT LOCALLY FUNDED	8	Summit DD pays 100% local for individuals not enrolled on Waiver
	Total Adult Day Array services - Employment - Locally Funded Summit DD Provided (unduplicated count) II.F.1 through II.F.2	59	Help people to perform work in a regular employment setting with enhanced supervision
F PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, Summit DD MATCH	Supported Employment Community	67	Help people to perform work in a regular employment setting with minimal support
	Total Adult Day Array services - Employment - Locally Funded Summit DD Provided (unduplicated count) II.F.3 plus II.F.3	186	
	Supported Employment Enclave	98	Summit DD contributes 40% Match for Waiver Eligible Individuals
	Supported Employment Community	15	Help people to perform work in a regular employment setting with enhanced supervision
	Total Adult Day Array services - Employment - Waiver Funded Private Provider (unduplicated count) II.G.1 through II.G.2	113	Help people to perform work in a regular employment setting with minimal support
G PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED	Supported Employment Enclave	27	Summit DD pays 100% local for individuals not enrolled on Waiver
	Supported Employment Community	13	Help people to perform work in a regular employment setting with enhanced supervision
	Total Adult Day Array services - Employment - Locally Funded Private Provider (unduplicated count) II.H.1 through II.H.2	40	Help people to perform work in a regular employment setting with minimal support
	TOTAL ADULT DAY ARRAY SERVICES - EMPLOYMENT PRIVATE PROVIDER (unduplicated count) II.C.5 plus II.H.3	153	
	TOTAL ADULT DAY ARRAY SERVICES - EMPLOYMENT (unduplicated count) II.F.4 plus II.H.4	335	
TOTAL ADULT SERVICES ARRAY (unduplicated count) II.D.5 plus II.F.5			
1836			

2014 September Census

Snapshot as of
9/30/2014

Points in Time
Comprehensive
Year to Date

Definitions

Category	Count	Definition
III SSA ONLY		
A Children - SSA Assigned	78	Age 3-21 - SSA Assigned, No Other Service, Provided
B Adults - SSA Assigned	103	Age 22 and over - SSA Assigned, No Other Services Provided
C TOTAL SSA ONLY (unduplicated count) (I.A. through I.II)	181	
IV HOME AND COMMUNITY BASED WAIVERS		
A IVO WAIVERS		Summit DD contributes 40%, Match
1 Number of Waivers requested	65	As requested by Summit DD
2 Number of Waivers ODD awarded	69	As awarded by ODD
3 Number of Waivers Filled	1135	Waivers in active use
4 Living Independently in community w/ Homemaker Personal Care Supports	376	In-home supports in family home or persons' own residence
5 Foster Homemaker Personal Care	191	Person living with care giver not a family member
6 24/7 shared staffing for Homemaker Personal Care Supports	558	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	58	As awarded by ODD
3 Number of Waivers Filled	629	Waivers in active use
4 Living Independently in community w/ Homemaker Personal Care Supports	293	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)	1783	
V Summit DD FUNDED SUPPORTED LIVING		
A Living Independently in community w/ Homemaker Personal Care Supports	85	Summit DD pays 100% local for individuals not enrolled on Waiver
B Foster Homemaker Personal Care	1	In-home supports in family home or persons' own residence
C 24/7 shared staffing for Homemaker Personal Care Supports	8	Person living with care giver not a family member
D TOTAL Summit DD FUNDED SUPPORTED LIVING (unduplicated count) (V.A through V.D)	94	Person receiving 24/7 paid staff supervision support
VI INDIVIDUALS LIVING IN AN ICFMR (unduplicated count)	82	Cumulative YTD % may be duplicated across service categories
VII INDIVIDUALS LIVING IN A NURSING HOME (unduplicated count)	58	Individuals residing in an intermediate care facility funded by ODD/S, and is an option for persons served
VIII TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS (IV.A.5 plus IV.B.4, V.D plus VI, VII (unduplicated count))	1539	Individuals residing in a Nursing Home funded by ODD/S, and is an option for persons served
IX TRANSPORTATION		
A (Non Medical Transportation, Summit DD Operated, Waiver Funded (unduplicated count))	457	Transportation to and from Day Army services, Summit DD contributes 40%, Match
B (Non Medical Transportation, Summit DD Operated, Locally Funded (unduplicated count))	146	Transportation to and from Day Army services, Summit DD pays 100% local
C TOTAL NUMBER OF PERSONS SERVED Summit DD OPERATED TRANSPORTATION (unduplicated count) (IX.A plus IX.B)	597	
D (Non Medical Transportation, Private Provider, Waiver Funded (unduplicated count))	1021	Transportation to and from Day Army services, Summit DD contributes 40%, Match
E (Non Medical Transportation, Private Provider, Locally Funded (unduplicated count))	216	Transportation to and from Day Army services, Summit DD pays 100% local
F TOTAL NUMBER OF PERSONS SERVED PRIVATE PROVIDER TRANSPORTATION (unduplicated count) (IX.C plus IX.E)	1233	
G TOTAL NUMBER OF PERSONS SERVED RECEIVING TRANSPORTATION (unduplicated count) (IX.A, plus IX.B, F)	1763	
X QUALITY OF LIFE ACTIVITIES		
A Special Olympics	53	Summit DD pays 100% local
B Blast	46	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	138	number of people that attended Educational and Leisure classes offered this quarter.
D Camp	N/A	number of people that attended summer camp for school-aged students. (reported end of Aug)
E Family Support Services Plan	25	number of people that were awarded FSS dollars for respite, Adaptive Eq. or home mod.
F Other	N/A	
G TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES (A through X.G)	262	includes duplicate, NOT included in Total Lives Touched
XI TOTAL ANNUAL PERSONS SERVED (unduplicated count)	3899	Cumulative total of YTD Persons Served receiving some type of service or support SSA Assigned, Calico, Early Intervention, Typically Developing Children, School Age Registry
XII WAITING LISTS (Services Requested or Needed within 12 Months)		
A Adult Day Army services	0	Waiting for Voc Hab, Day Support, and/or Supported Employment longer than 45 days
B 24/7 shared staffing for Homemaker Personal Care Supports	0	Waiting to receive 24 x 7 paid staff supervision support
C Individual Options Waiver	1840	Waiting for an Individual Options waiver slot
D Level One Waiver	1248	Waiting for a Level One waiver slot