

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

Thursday, September 25, 2014
Administrative Board Room
5:00 p.m.

WORK SESSION**DISCUSSION ONLY ITEMS**

- I. COMDOC DOCUMENT MANAGEMENT SYSTEM CONTRACT
- II. METRO AGREEMENT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- III. BID AWARD RECOMMENDATION TO WHITWORTH BUS SALES FOR PURCHASE OF
- IV. BRIDGES TO TRANSITION PROGRAM

NEW ACTION ITEM FOR BOARD CONSIDERATION

- V. AUGUST FINANCIAL STATEMENTS
- VI. REVISED POLICY 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION
- VII. REVIEW OF DIRECT SERVICE CONTRACTS
- VIII. ENDORSEMENT OF ISSUE 12

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. AUGUST 25, 2014 (Work Session and Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 1. BID AWARD RECOMMENDATION TO WHITWORTH BUS SALES FOR PURCHASE OF VEHICLES
 2. BRIDGES TO TRANSITION PROGRAM
 3. AUGUST FINANCIAL STATEMENTS
 - B. HR/LR COMMITTEE
 1. REVISED POLICY 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION
 - C. ETHICS COMMITTEE
 1. REVIEW OF DIRECT SERVICE CONTRACTS
 - D. OTHER
 1. ENDORSEMENT OF ISSUE 12
- VII. SUPERINTENDENT’S REPORT
 - A. OACB BOARD MEMBER TRAINING FOLLOW-UP
- VIII. PRESIDENT’S COMMENTS
- IX. ADJOURN

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" data-bbox="1133 142 1274 1050"> <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 | | | | | | | | | | | | | | | | |
| ComDoc | \$119,998 | \$185,000 | \$304,999 | | | | | | | | | | | | | | | | |
| Hyland / Casnet | \$275,499 | \$213,850 | \$489,349 | | | | | | | | | | | | | | | | |
| LaserFiche | \$356,600 | \$257,031 | \$613,631 | | | | | | | | | | | | | | | | |

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> |
|--|--|--|--|

Recommended for approval by the
September Finance & Facilities Committee

Submitted By: Russ DuPlain

Date: September 11, 2014

For: _____ Superintendent / Assistant Superintendent
 _____ 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 Collaborative 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> | | | |

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 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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

8. The parties may amend this Agreement as needed to ensure the identification of applicable sites remains current.
9. 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).
10. 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

TOPIC SUMMARY REPORT

| TOPIC | ISSUE/CONCERN | RECOMMENDATION | SUPPORTING DATA FOR RECOMMENDATION |
|--|--|---|--|
| <p>Purchase of (5) five light transit vehicles-(3) three 2015 Ford E450 and (2) two 2015 Ford E350</p> | <p>Health and Safety of Persons Served</p> <p>Replacing older vehicles decreases preventive maintenance cost.</p> <p>Replacing older vehicles will improve operating and customer service practices</p> <p>Vehicles to be replaced have reached there expected vehicle life.</p> | <p>Recommend approval of bid proposal from Whitworth Bus Sales, Inc. and not to exceed \$301,565.</p> | <p>Service Area: Transportation</p> <p># of Individuals Currently Served: 455</p> <p>Additional # of Individuals Served: N/A</p> <p>Total Cost: \$301,565.00</p> <p>Amount of Increase/Decrease: N/A</p> <p>Satisfaction: Persons Served satisfaction with Summit DD Transportation is 89.3% and Parent/Guardian satisfaction with Summit DD Transportation is 93.2%</p> <hr style="border-top: 1px dashed black;"/> <p>The State of Ohio (ODOT) permits/awarded Whitworth Bus Sales to provide light transit vehicles under state bid #248-13. The contract is in effect from October 1, 2012 to December 31, 2014 inclusive.</p> <p>Nine (9) Ohio Developmental Disabilities Boards have purchased buses from ODOT Bid # 248-13.</p> <p>Whitworth pricing and specifications meet ODOT Bid # 248-13.</p> <p>Bid Proposal(s)</p> <p>1. Whitworth at \$301,565</p> |

Submitted By: Eldridge Black/ Richard Conley

Date: September 4, 2014

For: Superintendent / Assistant Superintendent

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

TOPIC SUMMARY REPORT

| | | |
|--|--|--|
| | <p>The E450 model buses allow us the flexibility to transport four (4) passengers and five (5) persons using wheelchair or up to sixteen (16) passengers and (1) one person using a wheelchair on a bus at any given time on community trips and to the work centers.</p> <p>The E350 model buses allow us the flexibility to transport eight (8) passengers and one (1) person using a wheelchair or six (6) passengers and two (2) persons using wheelchairs at any given time on community trips and to the work centers.</p> <p>Vehicles will be delivered with large number of standard safety items which are intended to ensure the safety and security of the passengers we transport.</p> <p>All vehicles will be delivered will be white in color.</p> <p>Trade-ins to lower overall cost are available</p> <p>Will reduce vehicle insurance by approximately \$2,057.00 yearly</p> <p>Consistent with Annual Operating Plan Strategic Initiatives for the Transportation Department around fleet evaluation and vehicle replacement schedule.</p> <p>The delivery, service and warranty will be handled by Myers Equipment Corporation</p> <p>Funds are available in the 2014 transportation budget</p> <p>Recommend Board accepts Whitworth Bus Sales, Inc. bid.</p> | |
|--|--|--|

Submitted By: Eldridge Black/ Richard Conley

Date: September 4, 2014

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

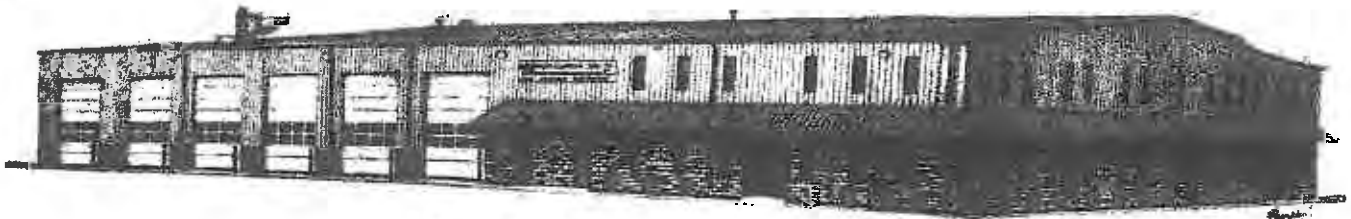
TOPIC SUMMARY REPORT

| <u>Trade In / Bus Unit #</u> | <u>Make / Model</u> | <u>Mileage</u> | <u>Year/Condition/Vin #</u> |
|--|---------------------|----------------|--------------------------------------|
| 265 | IH/3400 | 129,958 | 02 / POOR / 1HVBEABM12H510890 |
| 267 | IH/3400 | 202,812 | 02 / POOR / 1HVBEABM52H510892 |
| 268 | IH/3400 | 193,719 | 02 / POOR / 1HVBEABM72H510893 |
| SV02 | FORD | 186,139 | 04 / ENGINE / 1FDWE35F93HB53939 |
| SV11 | FORD/E350 | 163,354 | 04 / ENGINE / 1FDWE35P24HB26642 |
| 279 | IH/3200 | 176,246 | 04 / NOT RUNNING / 1HVBTAFM24H617773 |
| 284 | IH/3200 | 151,416 | 04 / NOT RUNNING / 1HVBTAFM14H617778 |
| 283 | IH/3200 | 147,762 | 04 / NOT RUNNING / 1HVBTAFMX4H617777 |
| <p>Recommended for approval by the September Finance & Facilities and Services & Supports Committees.</p> | | | |

Submitted By: Eldridge Black/ Richard Conley

Date: September 4, 2014

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



MYERS EQUIPMENT CORP.

8860 Akron-Canfield Road, Canfield, Ohio 44408
(330) 533-5556 • FAX (330) 533-2784 • 800-232-7649

July 22, 2014

Revised: 07/24/14

Eldridge Black
Summit County Board of DD
89 ½ East Howe Road
Tallmadge, OH 44278

Dear Mr. Black,

Myers Equipment Corporation and Whitworth Bus Sales, Inc. are pleased to quote you on the following 2015 Ford E350 RV cutaway with a 5.4 V8 gas engine. The bus has an Eldorado Aerotech wide body to meet ODOT Bid #248-13 LTV honeycomb fiberglass body and exterior. It has stainless steel framing with eight passenger seating and one wheelchair location or six passenger seating and two wheelchair locations.

The following pricing and specifications are from ODOT Bid #248-13 LTV honeycomb all fiberglass body with stainless steel powder coated steel exterior door and passenger step well. PLEASE NOTE – The purchase order must be made out to Whitworth Bus Sales, Inc., 351 North Main street, Miamisburg, Ohio 45342. The delivery, service and warranty will be handled by Myers Equipment Corporation.

1. Base vehicle 2013/14 Ford E350 LTV with 5.4 V8 gas engine, 22' body
LTV 12-2 \$48,331.00
2. Upgrade for 2015 Ford E350 5.4 V8 gas engine \$ 880.00
3. Credit for 20' body in lieu of 22' body (\$ 1,000.00)
4. Credit for three mid-back passenger seating (\$ 1,575.00)
5. Credit for rear mounted jump seat (\$ 226.00)
6. Three double three-step foldaway seats with seat belts, arm rest and padded grab handles on aisle side @ \$780.00 each \$ 2,340.00
7. One additional mobility aid position to make a total of three \$ 550.00
8. Braun wheelchair lift ADA NCL919FIB-2 34" x 51" platform Included
9. Rear door with upper and lower glass Included
10. Flat floor for additional mobility positions \$ 800.00
11. 225 amp alternator in lieu of standard 155 amp \$ 310.00

- 12. 4-step entry flat floor in lieu of standard 3-step \$ 200.00
- 13. Dual air conditioner compressors for front and rear air conditioner..... \$ 1,550.00
- 14. Heavy duty rear rubber suspension \$ 890.00
- 15. 36" manual passenger entry door in lieu of manual with handrails
on both sides Included
- 16. Instep battery compartment in lieu of slid-out tray compartment
skirt mounted \$ 350.00
- 17. Driver overhead storage compartment \$ 200.00
- 18. Additional rear mounted LED amber turn signals and 4-way
flashers on top corners \$ 200.00
- 19. Heavy duty rear door in lieu of standard with upper and lower glass
all fiberglass \$ 300.00

Total for base body eight passenger with one wheelchair location or
six passenger seating and two wheelchair locations \$54,100.00

ACCEPTANCE OF PROPOSAL: The above specifications, price and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. A deposit must accompany this acceptance.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

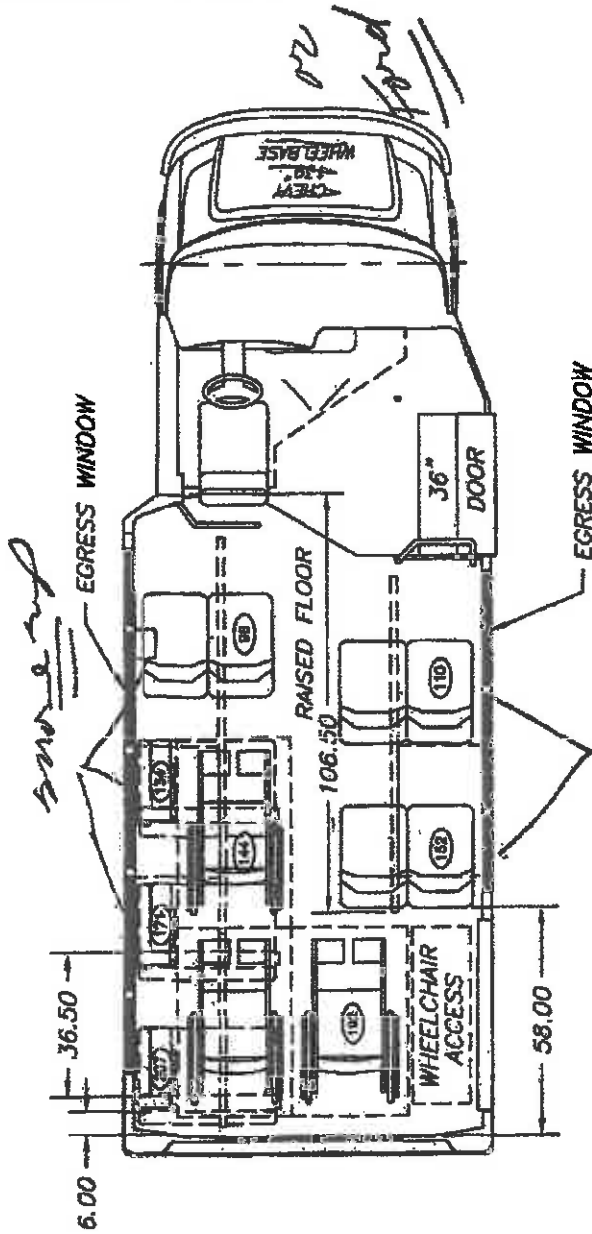
Cordially,
Myers Equipment Corporation


Robert Spencer
Transit Sales Manager

LEGEND
 (C) = C/A FRONT AXLE TO PANS C.G.

17-24-14

red-03/04/1 WC: 10 Para (2) or 6 Para 3 WC:



same up

Wheel Body

Eldorado National
 --- a THOR company ---
 685 WALL STREET
 SUITE 400
 WASHINGTON, DC 20001

TITLE:
 AEROTECH CHEVY 200
 36" ENTRY DOOR / WC DOOR (REAR)

MATERIAL SPEC:

PART NUMBER: ATC2017

RELEASE #:

RELEASE DATE:

DESCRIPTION:

REV. BY DATE

REV. 02/08

PAGE: 1 of 1

| REV. | BY | DATE | DESCRIPTION | RELEASE # |
|------|-----|---------|-----------------------|-----------|
| 01 | JPM | 1/20/07 | RELEASE TO PRODUCTION | |

DRAWING INFORMATION

DRAWING MILLER:

DATE: 8/20/07

SCALE: 1/4"

TOLERANCE UNLESS SPECIFIED:

FRACTIONS ± 1/16

DECIMALS ± .06

ANGLES ± 1 DEG

DO NOT SCALE DRAWING

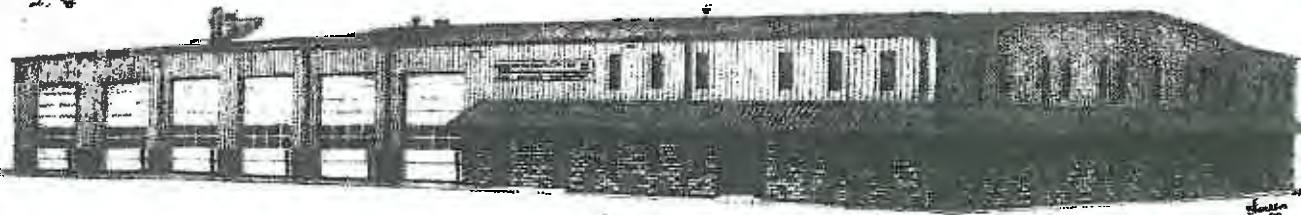
NEXT ASSEMBLY: NONE

SUPERCEDES: NONE

DO NOT SCALE DRAWING

MARK PART NUMBER AND REVISION ON ALL PARTS

THIS DRAWING IS THE PROPERTY OF ELDORADO NATIONAL COMPANY. A THOR INDUSTRIES COMPANY AND IS NOT TO BE REPRODUCED OR USED IN ANY WAY DETRIMENTAL TO THEIR BEST INTEREST.



MYERS EQUIPMENT CORP.

8860 Akron-Carfield Road, Canfield, Ohio 44406
(330) 533-5556 • FAX (330) 533-2784 • 800-232-7649

July 22, 2014

Revised 07/24/14

Eldridge Black
Summit County Board of DD
89 1/2 East Howe Road
Tallmadge, OH 44278

Dear Mr. Black,

Myers Equipment Corporation and Whitworth Bus Sales, Inc. are pleased to quote you on the following 2015 Ford E450 RV cutaway with a 6.8 V-10 gas engine. The bus has an Eldorado Aerotech wide body to meet ODOT Bid #248-13 LTV honeycomb fiberglass body and exterior. It has stainless steel framing with sixteen passenger seating and one wheelchair location or four passenger seating and five wheelchair locations.

The following pricing and specifications are from ODOT Bid #248-13 LTV honeycomb all fiberglass body with stainless steel powder coated steel exterior door and passenger step well. PLEASE NOTE – The purchase order must be made out to Whitworth Bus Sales, Inc., 361 North Main street, Miamisburg, Ohio 45342. The delivery, service and warranty will be handled by Myers Equipment Corporation.

1. Base vehicle 2013/14 Ford E450 LTV with 6.8 V-10 gas engine, 25' body sixteen passenger with two wheelchair locations\$51,691.00
2. Upgrade for 2015 Ford E450 6.8 V10 gas engine \$ 880.00
3. Up-grade to 27' body in lieu of 25' – see floor plan #ATF2717-RR08..... \$ 2,700.00
4. Credit for eight mid-back passenger seating(\$ 4,200.00)
5. Credit for rear mounted jump seat(\$ 226.00)
6. Eight double three-step foldaway seats with seat belts, arm rest and padded grab handles on aisle side @ \$780.00 each \$ 6,240.00
7. Three additional mobility aid positions to make a total of five @ \$550.00 each \$ 1,650.00
8. Braun wheelchair lift ADA NCL919FIB-2 34" x 51" platform Included
9. Rear door with upper and lower glass Included
10. Flat floor for additional mobility positions for 27' body \$ 1,000.00

- 11. 225 amp alternator in lieu of standard 155 amp \$ 310.00
- 12. Upgrade to wheelchair tie down storage rack mounted to seat track side rail (5) \$ 500.00
- 13. 4-step entry flat floor in lieu of standard 3-step \$ 200.00
- 14. Dual air conditioner compressors for front and rear air conditioner.... \$ 1,550.00
- 15. Heavy duty rear rubber suspension \$ 890.00
- 16. 36" manual passenger entry door in lieu of manual with handrails on both sides Included
- 17. Instep battery compartment in lieu of slid-out tray compartment skirt mounted \$ 350.00
- 18. Midship marker lights and turn signals LED \$ 220.00
- 19. Driver overhead storage compartment \$ 200.00
- 20. Additional rear mounted LED amber turn signals and 4-way flashers on top corners \$ 200.00
- 21. Heavy duty rear door in lieu of standard with upper and lower glass all fiberglass \$ 300.00

Total for base body 27' sixteen passenger with one wheelchair location or four passenger seating and five wheelchair locations \$64,455.00

ACCEPTANCE OF PROPOSAL: The above specifications, price and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. A deposit must accompany this acceptance.

Signature _____ Date _____

Signature _____ Date _____

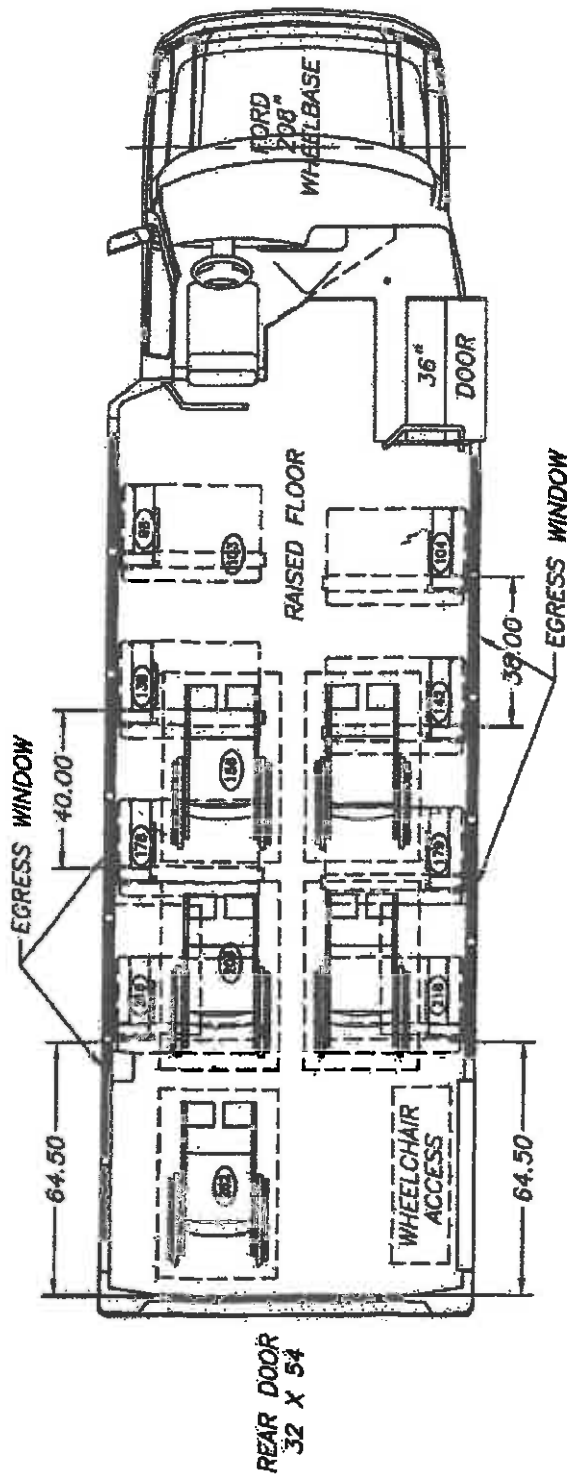
Signature _____ Date _____

Cordially,
Myers Equipment Corporation


Robert Spencer
Transit Sales Manager

LEGEND

① - 1/4" FRONT VIEW TO PASS C.G.



REAR DOOR
32 X 54

Eldorado National



THOR company

1955 WYLLA STREET
SALINA, KS. 67401

TITLE

AEROTECH 270
36" ENTRY DOOR / WC DOOR (REAR)

MATERIAL SPEC:
217 SW

PART NUMBER

ATF2717-RR08

PAGE

1 of 1

DRAWING INFORMATION

DRAWING MILLER CRD

DATE: 8/29/13

SCALE: 1/48

TOLERANCE UNLESS SPECIFIED

FRACTIONS ± 1/16

DECIMALS .00 ± .04

ANGLES ± .04

REL. BY DATE DESCRIPTION RELEASE

JPM 8/29/13 RELEASE TO PRODUCTION

NEXT ASSEMBLY: NONE

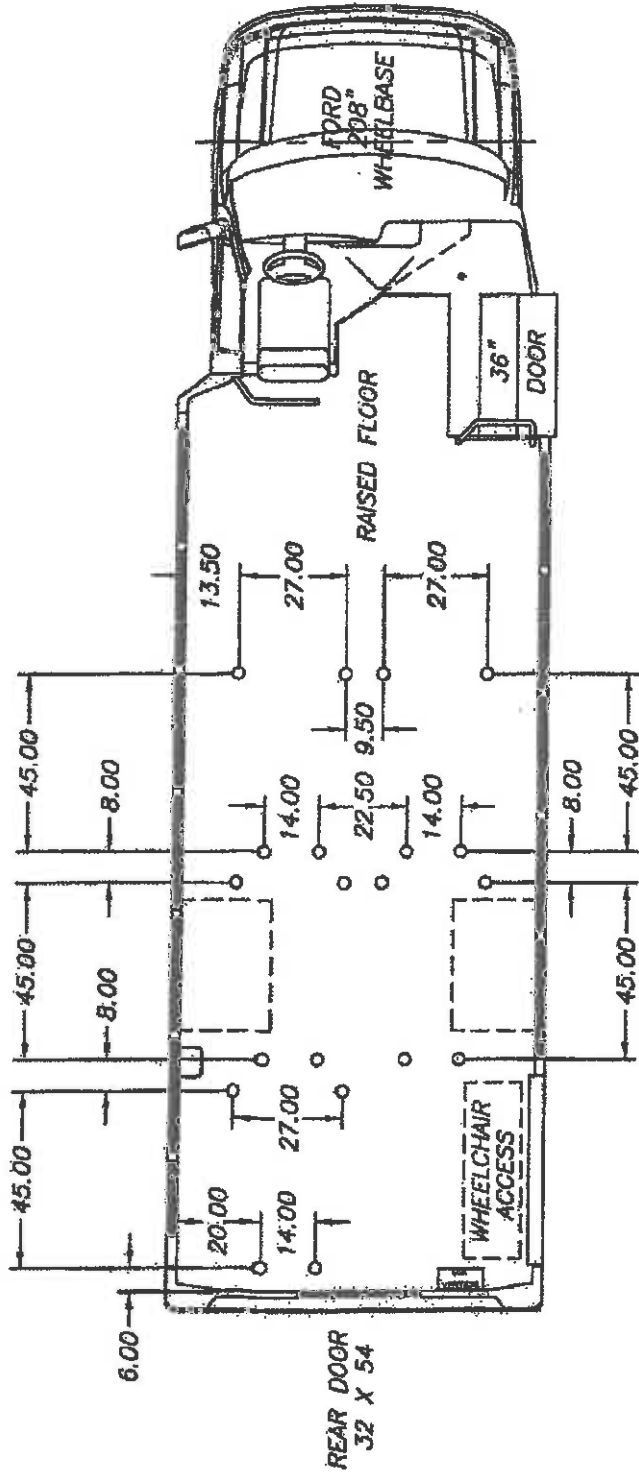
SUPERCEDES: NONE

DO NOT SCALE DRAWING

MARK PART NUMBER AND REVISION ON ALL PARTS

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DATE: 08/28



DEALER APPROVAL

APPROVED

X

CUSTOMER SIGNATURE

DO NOT SCALE DRAWING

THIS DRAWING IS THE PROPERTY OF BIDDORADO NATIONAL. IT IS TO BE USED ONLY FOR THE PURPOSES SPECIFIED AND IS NOT TO BE REPRODUCED OR USED IN ANY WAY DETRIMENTAL TO THEIR BEST INTERESTS.

REV. 03/76

TOLERANCE UNLESS SPECIFIED

SEAT SPACING ± 1.0 (SEAT SPACING NOT TO BE LESS THAN 28.5)

RESTRAINTS ± 1.0 (W/C POSITION NOT TO BE SMALLER THAN 30 X 40)

DRAWING INFORMATION

DOMINAMILLER (CND)

DATE: 11/1/73

SIZE: A

SCALE: 1/48

REV: 03/76

DATE: 11/1/73

REV: 03/76

RELEASE TO PRODUCTION

DESCRIPTION

BIDORADO

National



— an ASV company — 1856 WALL STREET SALINA, KS. 67401

TITLE: AEROTECH 270

36" ENTRY DOOR / WC DOOR (REAR)

UNIT NUMBER

ATF2717-5124

PAGE

1 of 1



OHIO DEPARTMENT OF TRANSPORTATION**CENTRAL OFFICE - 1980 WEST BROAD STREET - COLUMBUS, OH 43223****JOHN R. KASICH, GOVERNOR - JERRY WRAY, DIRECTOR**

September 27, 2012

Whitworth Bus Sales, Inc.
361 N. Main St,
Miamisburg, OH 45342
Attn: Kevin Whitworth

Re: 248-13
Light Transit Vehicles

Dear Vendor:

Your bid proposal as submitted has been accepted by the Ohio Department of Transportation.

This invitation permits your company to provide Light Transit Vehicles to the Department as referenced per the attached award tabulation. The contract will be in effect from October 1, 2012 to December 31, 2014 inclusive.

A purchase shall only take place upon the issuance of an official purchase order or the use of a payment card. There is no guarantee that purchase orders will be issued or that products and services will be ordered against issued purchase orders.

Thank you for bidding on our invitation. Claudette Durham is available for any assistance necessary to ensure that a quality partnership exists between your company and our Department. If you have any questions, please call (614) 387-1250 or (800) 459-3778.

Respectfully,

Jerry Wray
Director
Ohio Department of Transportation

JW:cd

c: file

CENTRAL OFFICE - 1980 WEST BROAD STREET - COLUMBUS, OH 43223
JOHN R. KASICH, GOVERNOR - JERRY WRAY, DIRECTOR



MYERS EQUIPMENT CORP.

8880 Akron-Canfield Road, Canfield, Ohio 44406
(330) 533-5555 • FAX (330) 533-2784 • 800-232-7649

List of Boards of DD that have bought off of the GDOT Bid #248-13 LTV Fiberglass Honeycomb

Richland County Board of DD
314 Cleveland Avenue
Mansfield, OH 44902
419 774-4200

Lake County Board of DD
8121 Deepwood Boulevard
Mentor, OH 44050
440 350-5100

Columbiana County Board of DD
7675 State Route 45
Lisbon, OH 44432
330 424-7788

Stark County Board of DD
2950 Whipple Avenue NW
Canton, OH 44708
330 477-5200

Monroe County Board of DD
47011 State Route 26
Woodsfield, OH 43793
740 572-1712

Guemsey County Board of DD
60770 Southgate Road
Byesville, OH 43728
740 439-4451

Erie County Board of DD
4405 Gallaway Road
Sandusky, OH 44870
419 625-6208

Lorain County Board of DD
3091 Infirmary Road
Elyria, OH 44035
440 329-3734

Portage County Board of DD
2606 Brady Lake Road
Ravenna, OH 44266
330 297-6209

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

| Topic | Issue/Concern | Recommendation | Supporting Data for Recommendation |
|--|---|--|---|
| <p>Approval to provide match funds for Summit DD Board to continue in the Bridges to Transition collaborative between County Boards of DD and the Rehabilitation Services Commission.</p> <p>Bridges to Transition statewide project management is provided by The Ohio Association of County Boards (OACB).</p> | <p>The goal of the Bridges to Transition program is to increase services to youth with Developmental Disabilities by enhancing career exploration through collaboration with local school districts, students, families, employers and the County Board of DD.</p> <p>Summit County would use match dollars to continue a transition program aimed at students two years prior to graduation.</p> | <p>It is recommended that Summit DD renew a 2-year agreement to participate in the Bridges to Transition Program providing match of \$76,000-\$80,000 per year.</p> <p>The project will operate from October 1, 2014 to September 30, 2016. Total cost of the 2 year contract not to exceed \$160,000.</p> | <p>Service Area: Community Employment</p> <p># of Individuals Currently Served: 59, projected to serve up to 80 per year.</p> <p>Total Cost: \$76,000-\$80,000 per year not to exceed \$160,000 for 2 years.</p> <p>Amount of Increase/Decrease: none</p> <p>The Bridges to Transition Program breaks down barriers to employment through community work experiences and the development of community-based vocational goals. This program is designed to create the path to community employment prior to graduation.</p> <p>The Summit DD Board joined the Bridges to Transition program in May of 2011. This last year, 59 students participated in the program with 6 becoming successfully employed. The students are comprised of 10th, 11th and 12th graders.</p> <p>Over the last 3 years students have participated in many activities including community-based assessments, job skills training and paid work opportunities.</p> <p>Match will provide services for up to 80 individuals per year. \$80,000 in match should draw down \$250,000 in funding per year.</p> <p>Funds are in the 2014 budget.</p> |
| <p>Recommended for approval by the September Finance & Facilities and Services & Supports Committees.</p> | | | <p>For: _____ Superintendent / Assistant Superintendent <input checked="" type="checkbox"/> Finance & Facilities Committee <input checked="" type="checkbox"/> Services & Supports Committee <input type="checkbox"/> HR/LR Committee</p> |

Submitted By: Holly Brugh
 Date: September 2014

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

| | 8/31/2014 | | | 8/31/2013 | | | YTD % BUDGET REMAINING | 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 | \$ 25,653,099 | \$ 25,243,521 | \$ 50,513,674 | \$ 25,425,506 | \$ 25,088,168 | 49.6% | \$ 25,088,168 | 49.7% |
| PERSONAL PROPERTY REIMB | 533,981 | 266,990 | 266,991 | 533,981 | 76,283 | 457,698 | 50.0% | 457,698 | 85.7% |
| REIMBURSEMENTS | 15,250,321 | 11,997,303 | 3,253,018 | 15,092,545 | 10,721,291 | 4,371,254 | 21.3% | 4,371,254 | 29.0% |
| GRANTS | 1,080,000 | 231,593 | 848,407 | 695,200 | 276,030 | 419,170 | 78.6% | 419,170 | 60.3% |
| CONTRACT SERVICES | 325,000 | 267,536 | 57,464 | 513,000 | 285,389 | 227,611 | 17.7% | 227,611 | 44.4% |
| REFUNDS | - | 26,712 | (26,712) | - | 2,866 | (2,866) | 0.0% | (2,866) | 0.0% |
| OTHER RECEIPTS | 350,000 | 224,012 | 125,988 | 346,000 | 288,844 | 57,156 | 36.0% | 57,156 | 16.5% |
| SALES | - | 2 | (2) | 15,000 | 11,067 | 3,933 | 0.0% | 3,933 | 26.2% |
| TOTAL REVENUE | \$ 68,435,922 | \$ 38,667,247 | \$ 29,768,675 | \$ 67,709,400 | \$ 37,087,276 | \$ 30,622,124 | 43.5% | \$ 30,622,124 | 45.2% |
| OPERATING EXPENDITURES | | | | | | | | | |
| SALARIES | \$ 25,251,980 | \$ 16,350,279 | \$ 8,901,701 | \$ 26,428,340 | \$ 16,949,652 | \$ 9,478,688 | 35.3% | \$ 9,478,688 | 35.9% |
| ERIP COSTS | 5,143,037 | 1,061,522 | 4,081,515 | - | - | - | 79.4% 1 | - | 0.0% |
| EMPLOYEE BENEFITS | 11,280,271 | 6,975,968 | 4,304,303 | 11,237,561 | 7,047,214 | 4,190,347 | 38.2% | 4,190,347 | 37.3% |
| SUPPLIES | 1,492,195 | 740,776 | 751,419 | 1,648,015 | 1,074,039 | 573,976 | 50.4% 2 | 573,976 | 34.8% |
| TRAVEL | 408,820 | 224,813 | 184,007 | 423,748 | 221,637 | 202,111 | 45.0% | 202,111 | 47.7% |
| CONTRACT SERVICES | 11,589,499 | 8,012,275 | 3,577,224 | 11,857,838 | 7,477,949 | 4,379,889 | 30.9% | 4,379,889 | 36.9% |
| MEDICAID COSTS | 21,960,000 | 16,247,130 | 5,712,870 | 18,050,000 | 15,806,894 | 2,243,106 | 26.0% | 2,243,106 | 12.4% |
| UTILITIES | 809,000 | 518,825 | 290,175 | 721,000 | 413,379 | 307,621 | 35.9% | 307,621 | 42.7% |
| RENTALS | 760,740 | 738,898 | 21,842 | 828,900 | 801,003 | 27,897 | 2.9% | 27,897 | 3.4% |
| ADVERTISING | 135,000 | 51,396 | 83,604 | 195,500 | 79,581 | 115,919 | 61.9% | 115,919 | 59.3% |
| OTHER EXPENSES | 409,630 | 309,231 | 100,399 | 327,590 | 289,217 | 38,373 | 24.5% | 38,373 | 11.7% |
| EQUIPMENT | 647,200 | 159,422 | 487,778 | 597,744 | 148,442 | 449,302 | 75.4% | 449,302 | 75.2% |
| REAL PROPERTY IMPROVEMENT | 500,000 | 30,514 | 469,486 | 500,000 | 507,478 | (7,478) | 93.9% | (7,478) | -1.5% |
| TOTAL EXPENDITURES | \$ 80,387,372 | \$ 51,421,049 | \$ 28,966,323 | \$ 72,816,236 | \$ 50,816,485 | \$ 21,999,751 | 36.0% | \$ 21,999,751 | 30.2% |
| NET REVENUES AND EXPENDITURES | \$ (11,951,450) | \$ (12,753,802) | \$ (9,197,648) | \$ (5,106,836) | \$ (13,729,209) | \$ (1,377,627) | | \$ (1,377,627) | |
| BEGINNING FUND BALANCE | \$ 68,142,813 | \$ 68,142,813 | | | | | | | |
| PLUS: REVENUE | 68,435,922 | 38,667,247 | | | | | | | |
| LESS: EXPENDITURES | (80,387,372) | (51,421,049) | | | | | | | |
| ENDING FUND BALANCE | \$ 56,191,363 | \$ 55,389,011 | | | | | | | |

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

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

An evenly distributed budget remaining for a one month period 8.3%
 Evenly distributed budget remaining for four months 33.3%

| | <u>Current Month</u> | |
|--|----------------------|---------------------|
| <u>Revenue:</u> | | |
| <u>Expenditures:</u> | | |
| 1 ERIP Costs: | | |
| 2 Supplies: | | |
| | | <u>Prior Months</u> |
| <u>Revenue:</u> | | |
| Personal Property Reimb: | | |
| Reimbursements: | | \$ 2,678,000 |
| Grants: | | |
| <u>Expenditures:</u> | | |
| Medicaid Costs: | | (2,240,000) |
| March: Medicaid waiver reconciliation refund for fiscal year 2012 | | 261,300 |
| July: Waiver Administration fees | | 5,174,200 |
| Quarterly waiver match | | 2,091,100 |
| Annual supplemental waiver match | | 353,100 |
| Quarterly TCM match | | |
| Rentals: | | 729,000 |
| 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 | | |
| Other Expenses: | | 75,000 |
| February payment of 2014 Ohio Association of County Boards (OACB) dues | | |
| Advertising, Equipment and Real Property Improvements: | | |
| Timing differences in expected spending | | |

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

| TOPIC | ISSUE/CONCERN | RECOMMENDATION | SUPPORTING DATA FOR RECOMMENDATION |
|---|--|---------------------------------|---|
| Revision of Board Policy 2007 – Electronic Communication and System Utilization | Need to modify policy 2007 to include additional items | Approval of revised policy 2007 | <p>There are four changes to policy 2007, which are highlighted in red text on page 2 of the policy:</p> <ol style="list-style-type: none"> 1. Modified the list of prohibited activity to match the expanded Diversity policy (bullet # 1 on page 2 of attachment). 2. Clarified that sending confidential / HIPAA-protected info to personal email accounts is prohibited (bullet # 5 on page 2 of attachment). 3. Ban the use of streaming music and movies, except when used for the benefit individuals we serve (bullet # 8 on page 2 of attachment). 4. Clarified that a chain letter includes chain emails (bullet # 9 on page 2 of attachment). <p>These revisions will make our policy more clear, ensure proper use of system resources, and better match changes that have already been made to other policies.</p> <p style="text-align: center;">Recommended for approval by the September HR/LR Committee</p> |

Submitted By: Russ DuPlain

Date: September 8, 2014

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

2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION

This policy establishes County of Summit DD Board (Summit DD) rules and employee responsibilities for all electronic communication sent or received via Summit DD electronic communication systems. "Electronic communication systems" (Systems) include but are not limited to personal computers, hardware and software systems, electronic mail, internal and guest networks (including wireless or "WiFi"), Internet access, facsimile, voicemail, telephone systems, iPads, PDA's and so forth, whether Agency-owned or external devices using Summit DD networks.

The purpose of all Systems is to conduct Summit DD business. Summit DD has the right to and will exercise its right to monitor, intercept, retain, review, access, retrieve and disclose any electronic communication, including any product of such communication on any of Summit DD's Systems. Employees' use of the Summit DD's Systems should be in support of business purposes. Personal use of Summit DD's Systems should be incidental only and must not interfere with Summit DD operations. All Systems information and electronic communication transmitted, received, and stored is the property of Summit DD.

Summit DD may monitor the use of Electronic Equipment by employees to determine whether there have been any violations of law, breaches of confidentiality, communications harmful to the interests of Summit DD, or any violations of this policy or any other Summit DD policy. Use of Summit DD's Systems is considered consent by the employee to have such use monitored by Summit DD at its sole discretion.

Summit DD is the owner of all work products developed by an employee while working for Summit DD, including, but not limited to, all property, programs, systems, devices, patents, applications, hardware, products, and all other things tangible or intangible which are created, made, enhanced, modified, or improved by employees during employment with Summit DD. Employees may not transfer, sell, lease, license, patent, use, franchise, or gift such work product and shall not permit any other party to obtain the beneficial use of such work product without the expressed and written permission of Summit DD.

The purpose of this policy is for the security of the employees and Summit DD. Employees at the time of hire/orientation shall sign an agreement acknowledging the receipt of this policy and consenting to the monitoring, interception, reviewing, access, retrieval and disclosing of any electronic communication or the product of such communication.

Users of Summit DD Systems assume full responsibility for their actions. Violations of this policy or accompanying procedures, or any other misuse of Summit DD's Systems may result in the loss of employee System privileges, as well as possible disciplinary and/or legal action, up to and including termination.

2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION *(continued)*

Any unauthorized use of Summit DD Systems is strictly prohibited. Violations of this policy include, but are not limited to, the following:

1. Viewing, distributing, storing, or possessing material that is sexually explicit, pornographic, racist, sexist, or material disparaging based on race, **color**, natural origin, **gender**, age, disability, sexual orientation, religion, **ancestry, veteran status, genetics, military status** or political beliefs.
2. Viewing or sending messages to any person, in or outside of Summit DD and regardless of relationship to the employee, intended to harass, intimidate, threaten, embarrass, humiliate or degrade co-workers or third parties, or that contain defamatory references.
3. Conducting illegal activity including, but not limited to, gambling.
4. Using Summit DD's resources for commercial uses of the employee.
5. Downloading or storing Summit DD data or confidential information about persons served to non-agency systems (home computers, cloud environments, phones, USB drives, CD's/ DVD's, etc.). **This includes forwarding confidential, sensitive or HIPAA protected information to personal e-mail accounts (G-mail, Yahoo, Hot mail, etc.)**
6. Downloading or distributing pirated software or data.
7. Downloading or distributing entertainment software, music, or games (except in cases where the content is solely for use by Persons Served).
8. **Use of streaming music or video services (such as Pandora, Netflix and YouTube), except when being used for individuals served or official business purposes.**
9. Sending chain letters **or chain e-mails**.
10. Participating in "day trading" or similar activities.
11. Downloading, uploading, or installing viruses, worms, Trojan horses, or the like.
12. Copying, destroying, deleting, distorting, removing, concealing, modifying, or encrypting messages or files or other data on any Summit DD computer, network, or other communications system without authorization.
13. Engaging in computer "hacking" or other related activities.
14. Attempting to disable or compromise the security of Summit DD Systems or information contained in the Systems.
15. Establishing any Internet or other external network connections that would allow unauthorized persons to access Summit DD's Systems and information.
16. Attempting to access or accessing another employee's computer, computer account, e-mail or voice mail messages, files, or other data without authorization.
17. Unreasonable use of Summit DD's System resources for the employee's personal use, or use that interferes with the Board's operations, productivity, or otherwise distracts employees from their responsibilities.

County of Summit Board of Developmental Disabilities
 TOPIC SUMMARY REPORT

| Topic | Issue/Concern | Recommendation | Supporting Data for Recommendation |
|---|---|---|---|
| <p>Review of direct service contract to assure ethical standards are not violated</p> | <p>Board employee who holds secondary employment as an independent waiver provider.</p> | <p>That the Board adopt the recommendations of the Ethics Committee</p> | <p>Affidavit of Board employee Karla Burgess who is also an independent waiver provider certified by the State of Ohio</p> <p>The above employee has certified that her specific, secondary employment situation meets all of the conditions specified in ORC 5126.033, including:</p> <ol style="list-style-type: none"> 1. Employee does not hold a supervisory or managerial position with the county board; 2. Employee has not participated in any decisions affecting the provision or necessity of services or the choice as to who should provide services; 3. Services are necessary for the individual; and 4. Employee has not exercised any undue influence in obtaining the work. <p>RECOMMENDED FOR APPROVAL BY ETHICS COMMITTEE 8.25.14</p> |

Submitted By: Lisa Kamlowksy

Date: September 2014

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

**ETHICS COMMITTEE MEETING
Monday August 25, 2014**

Committee Members: Lisa Kamlowsky, John Trunk, Karen Arshinkoff, Denise Ricks, Joe Sieferth, Tom Quade

The meeting commenced at 6:15 p.m.

I. Review of Direct Service Contract

The committee reviewed the affidavit of employee Karla Burgess who is an IO and Level 1 waiver provider, as well as an employee of Summit DD. Ms. Burgess has been selected by an individual to provide Homemaker Personal Care services. Services are identified on the individual's plan as necessary services. Ms. Burgess is paid directly by the State of Ohio for services rendered per the waiver rate. The committee recognizes that this employee has certified by Affidavit that her specific employment circumstance meets applicable requirements under ORC 5126.033.

II. Recommendations to the Board

The Committee finds that Ms. Burgess has attested that all of the conditions specified in ORC 5126.033 have been met. Tom Quade moved that the committee recommend to the Board that the Board adopt the recommendations of the Ethics Committee. Joe Sieferth seconded the motion; motion passed unanimously.

There being no further business, the meeting was adjourned at 6:22 p.m.



An Additional Sales Tax for the Safety of ALL Summit County Residents





Issue 12 would approve a 0.25% additional sales tax that is a critical investment in our County's safety.

Issue 12 will fund:

- ◆ **Essential improvements in our public radio communications system** by replacing the County's outdated emergency radio system and upgrading our 9-1-1 dispatch systems to improve first responder times and ensure that every resident's call is answered in a time of emergency.
- ◆ **Needed Sheriff deputies & repairs at the Summit County Jail**, which are crucial for the safety of our men & women in uniform, to reduce violent situations among inmates and to ensure that no part of the Jail will need to be shut down.
- ◆ **Necessary repairs to public buildings' roofs, walls, windows, security, plumbing, heating and ventilation.** And the replacement of equipment such as computer systems and voting machines.

Issue 12 will fund governmental functions we all agree are necessary - 92.5% of the additional revenue will fund public safety, criminal justice & capital needs.

Issue 12 is only temporary, and will sunset after 10 years. Any extension of the tax beyond that time requires a new vote by the public.

The additional sales tax amounts equates to a quarter for every \$100 you spend, and is not paid on items such as food and medicine. The additional sales tax will cost the average Summit County taxpayer \$3 per month - and those on a fixed income will pay even less.

Summit County will use the additional sales tax right. It operates with the lowest % of sales tax in Ohio, and consolidated operations and cut hundreds of jobs to save taxpayers money. Even with the additional sales tax, our sales tax will be among Ohio's lowest.

Without the additional sales tax, emergency response, jail safety and community facilities will all deteriorate. That hurts our quality of life, and makes our area less attractive.

Leaders all across our communities are supporting **Issue 12** to protect safety, improve public facilities and provide a community we are all proud to call home.



Visit & Like our Facebook Page
facebook.com/safeandsuccessfulsummitcounty



ISSUE 12 - MAKING OUR COMMUNITIES SAFER

OVERVIEW

1. Issue 12 would raise the County's portion of the sales tax by an additional 0.25% - from 0.50% to 0.75%. Even with the increase, the County's portion would still be among the five lowest counties in the State.
2. The additional sales tax is not permanent - the tax will end after a period of 10 years.
3. The additional sales tax will be used for important public safety and capital needs:
 - a) 30% of revenue collected will go toward the 800 MHz emergency radio system, 9-1-1 dispatch system and County capital needs.
 - b) 45% of revenue collected will go toward the operation and maintenance of the jail.
 - c) 25% of revenue collected will go toward the general fund, of which 70% is spent on criminal justice and public safety.
4. The sales tax will not fund an arena - after public input, the County Executive and County Council removed the arena from the list of uses for the additional sales tax revenue.

In all, 92.5% of the additional tax will be spent on public safety and capital needs!



ISSUE 12 - MAKING OUR COMMUNITIES SAFER

FISCAL RESPONSIBILITY

- Summit County has been fiscally responsible with **YOUR** tax dollars:
 - Spends the lowest per capita of the large urban counties in Ohio, and will still be the lowest with the additional revenue.
 - Since 2008, Summit County has significantly cut its spending and its workforce:
 - Reduced general fund spending nearly \$20 million, from \$122.3 million to \$102.6 million
 - Reduced overall spending nearly \$100 million, from \$576.6 million to \$478.4 million
 - Reduced its workforce by 20% - 757 employees
- Unfortunately, due to cuts from the State, decreased revenue from the recession, declining property values and new unfunded mandates in public safety communications, the County cannot simply get by without new revenue for public safety and capital needs.



ISSUE 12 - MAKING OUR COMMUNITIES SAFER FINANCIAL IMPACT

WHAT WILL ISSUE 12 COST SUMMIT COUNTY TAXPAYERS?

- Issue 12 will add an additional \$0.25 to every \$100.00 spent on applicable goods and services in Summit County. Neither food nor medicine are taxed under this proposal.
- The additional sales tax will cost the average Summit County taxpayer just \$3 per month.
- This is a small price to pay to ensure that our police, firefighters and EMS can quickly respond to our emergency needs, and to make sure that the Summit County Jail operates in a manner that keeps our deputies and community safe.



MINUTES –combined work session and regular meeting
Monday, August 25, 2014

Summit County Board of Developmental Disabilities

MINUTES - ~~REG~~

Monday, August 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 Monday, August 25, 2014 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:07 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, President
Joe Sieferth, Vice President
Denise Ricks, Secretary
Tom Quade
Karen Arshinkoff
Meghan Wilkinson

BOARD MEMBER EXCUSED

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 |
| Jean Fish, Director of Adult Services | Joe Eck, Director of Labor Relations |
| Tom Jacobs, Dir. of Operations/SHDC | Billie Jo David, Director of Communications & Quality |
| Eldridge Black, Director of Transportation | Lynn Sargi, Director of HR |
| Lindsay Bachman, Director of MUI | Russ DuPlain, Director of IT |
| Melissa Skiljan, Director of SSA | Maggi Albright, Recording Secretary and others |
| Holly Brugh, Director of Children's Svs. | |

I. SUMMIT DD 2015 BUDGET

The 2015 Summit DD budget request is in the amount of \$76,942,913 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The Summit DD budget requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and to County Council for final approval. The 2015 budget request projects total deficit spending of approximately \$7.9 million dollars, reflects .9% increase in overall revenue and a 4.3% decrease in overall operating expenditures, as compared to the 2014 budget. When removing 2014 budgeted Early Retirement Incentive Program (ERIP) costs of approximately \$5.1 million dollars, the total expenditures percentage increases by 2.3% overall. The levy projected fund balance at the end of 2015 will be \$49,612,833, with a fund balance at the end of 2015 of \$48,320,217.

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

WORK SESSION *(continued)*

I. **SUMMIT DD 2015 BUDGET** *(continued)*

Projections of total ERIP expenses and number of participants will be available during the third quarter. It is anticipated that ERIP expenses will be closer to \$3 million dollars instead of the \$5 million that was budgeted. The revenue increase is due in part to revenue recognition for the additional responsibilities of administration of the County's Help Me Grow Program, which will be approximately \$518,000. The 2015 budget includes a staffing reduction of 42.5 positions offset by a 27th pay in 2015 and a 2% on average increase. The extra pay totals approximately one million dollars in payroll. Mr. Briggs asked if staff reductions will be achieved through attrition. Mr. Trunk replied the reductions will be achieved through the ERIP and attrition; layoffs will not be necessary. The increase in contract services expenditures includes an increase in quarterly waiver match costs in addition to anticipated funding for collaboration and innovation efforts for direct services, including the Help Me Grow Program. The 2015 Summit DD budget has been recommended for approval by the July Finance & Facilities Committee.

II. **NEW POLICY 4016 – EMPLOYMENT AND COMMUNITY FIRST**

New Administrative Rules require that county DD boards adopt a policy to address standards in new SSA Rule and Employment First Rule. New Policy 4016 – Employment and Community First addresses requirements in the new Employment First Rule that employment should be the first option for all working-age adults with developmental disabilities and that the Board outlines in its strategic plan with benchmarks and strategies to increase integrated opportunities for those it supports. The new policy addresses requirements in the SSA Rule that the Board use person centered planning to create a path to employment for each individual. While it is understood that not everyone is employable in today's marketplace, Summit DD's intent is to create a more person-centered approach and provide community based supports that lead to greater inclusion for all individuals with developmental disabilities. The July Services & Supports Committee recommends approval of new Policy 4016.

III. **REVISED POLICY 2012 – DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITIES**

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

MINUTES –combined work session and regular meeting
Monday, August 25, 2014

WORK SESSION *(continued)*

IV. JULY FINANCIAL STATEMENT

The July Financial Statements reflect deficit spending of \$8,248,637. July revenue reflects receipt of the first half homestead and rollback tax settlement in the amount of \$3,083,000 and quarterly state subsidy reimbursement in the amount of \$685,000. July expenditures include Early Retirement Incentive Program (ERIP) costs for 27 participants in the amount of \$261,300, waiver administration fees in the amount of \$5,174,200, quarterly waiver match payment of \$2,091,100 and quarterly TCM match of \$353,100. The fund balance at the end of July was \$59,894,176.

The work session adjourned at 5:21 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:21 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, asked if substitute staff are factored into the staffing (FTE) count in the 2015 budget. Mrs. Pozna responded that while dollars are projected in the 2015 budget to cover substitute staffing needs, those substitute staff are not included in the FTE count. Mrs. Frank also noted that the number of program specialists have decreased in the past year and asked if there is a bottom number relative to program specialist positions. Mr. Payne replied that there is not a bottom number or a top number. As the system and needs of individuals are changing, administrators are keeping a close watch on staffing ratios and will respond appropriately to the need. He also noted that when Coventry closes at the end of the year there will be some shift in staffing. Mr. Quade asked if there is a trigger that identifies the need. Mr. Payne responded that the ERIP, the self-directed day at Akron and the start of self-directed day at Cuyahoga Falls have all been triggers to analyze staffing patterns.

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BOARD MEETING (continued)

I. PUBLIC COMMENT (*continued*)

Darian Johnson, representative of the NAACP, stated Mr. Trunk is doing a phenomenal job articulating Summit DD's vision and mission in the community and has been a very positive role model. He has been highly visible in the community attending events and supporting the rights of citizens. Mr. Johnson also acknowledged Maggi Albright for her efforts in keeping the Superintendent's office running smooth and efficiently.

II. APPROVAL OF MINUTES

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

RESOLUTION

No. 14-08-01

Mrs. Arshinkoff moved that the Board approve the minutes of the July 24, 2014 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2015 BUDGET

RESOLUTION

No. 14-08-02

Mr. Siegferth moved that the Board approve the 2015 Summit DD budget in the amount of Seventy Six Million Nine Hundred Forty Two Thousand Nine Hundred Thirteen Dollars (\$76,942,913.00) for the Operating Fund and One Hundred Fifteen Thousand Dollars (\$115,000.00) for the Gifts and Donations Fund, including changes to the Position Control List, as presented in attachment #1.

Be it further resolved that the Board approve the use of up to Twenty Three Million Eight Hundred Sixty Five Thousand Dollars (\$23,865,000.00) of the 2015 Summit DD budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code (ORC) to pay the non-federal share of the services required by Section 5126.0511 of the ORC for Medicaid expenditures to assure that services will be available in a manner that conforms to all applicable state and federal laws. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Board of Developmental Disabilities. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

A. THE GOOD LIFE PRESENTATION (continued)

There are three steps in the Good Life:

Step I - demonstrate respect and kindness whether it is deserved or not

Step II – don't expect anything in return

Step III – be persistent with graciousness and kindness

Summit DD sponsored a team to participate in the Good Life training, which is a 20 week program about a way of thinking and relating to others. The Good Life encourages confidence, respect and self-esteem for both the giver and receiver in any relationship. The Summit DD Good Life Team are: Brooke Wisniewski, Peggy Gates, Tamika Green, Diamon Perry, Patty Nixon, LaRae Caul and Emily Martinez. Once the Team graduates from the training, they will be official Good Life facilitators and will begin teaching the Good Life to Summit DD staff. The Summit DD Good Life Team thanked the Board, Superintendent and administrators for the opportunity to participate in the training and commented they felt it is a privilege to be part of this program. Each team member talked briefly about what the training has meant to them. Patty Nixon talked about how the training embodies person centered planning and focuses on relationships and making connections and how it empowers people. Brooke Wisniewski spoke about the power and strategy of intentional listening. LaRae Caul mentioned the training enhances skills to be intentional about helping people achieve their goals. Tamika Green spoke about the training giving her confidence to initiate conversations that are important but may be difficult. Peggy Gates said she is honored to be part doing what is in her heart. Diamon Perry stated she appreciates this wonderful opportunity and looks at this as a call to action. It has reminded her why she works in this field. She said the training is a person-centered focus, it is refreshing and invigorating. Mr. Trunk thanked the Team for their participation in the training and for tonight's presentation.

B. TABLE OF ORGANIZATION REDESIGN – FUNCTIONAL RELATIONSHIPS

In order to meet the challenges and evolving needs of individuals and families Summit DD serves, some revisions to the organizational structure are being implemented to shift from a departmental focus to a functional relationship focus. There are three key concepts used to shape the new structure:

1. Concentrate on a model that looks at function
2. Find efficiencies where ever possible such as reducing management positions through retirement and attrition
3. Use internal talent whenever possible

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. TABLE OF ORGANIZATION REDESIGN – FUNCTIONAL RELATIONSHIPS (continued)

Person-centered planning is at the center of all we do and is the core reason the Board exists. Melissa Skiljan will be taking the lead in this area. Community Services include Summit DD operated and private provider services and supports that individuals and their families rely on for a lifetime. Holly Brugh will take the lead in this area. Quality is important to ensure outcomes for those supported by the Board and to measure supports the Board continually seeks to improve. Billie Jo David will oversee areas such as Accreditation, Provider Compliance, Quality Assurance, Communications and MUI. Areas such as HR, IT, Fiscal and Facilities are also crucial parts of the daily operations. The only change in these areas will be the integration of Records under the IT function. Mr. Briggs thanked the Superintendent for sharing this information with the Board. He noted that it is within the Superintendent's scope of responsibility to make decisions about the Table of Organization and that he is not required to consult the Board. The fact that the Superintendent is sharing this information is a demonstration of transparency and open communication. Mr. Quade added that it bears mention that the Board is familiar with staff names and roles and that doesn't happen everywhere. The Board appreciates the information and the leadership that staff contribute speaks highly of the team.

C. MUI - LAW ENFORCEMENT TRAINING UPDATE

Mrs. Bachman introduced Detective Linda Rinear as the newest Summit County Detective working in partnership with the Summit DD MUI unit. Detective Rinear started August 4th and will work with Detective Storad to review and investigate potentially criminal MUI cases. She has more than 30 years of experience in law enforcement and has specialized in handling sex crimes and child abuse cases. Mrs. Bachman also mentioned that Detective Joe Storad has been nominated for Detective of the Year by the Akron Optimists Club. Detective Storad and Darlene Pido, Summit DD MUI Investigative Agent, in partnership with the Summit County Prosecutor's office, will be conducting law enforcement training beginning in October. The training will educate Summit County law enforcement agencies on how to interact with individuals with disabilities. Adult Protective Services will also participate in the training. Mr. Briggs asked for a copy of the agencies that attend the training once that information is available.

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BOARD MEETING (continued)

V. PRESIDENT'S COMMENTS

Mr. Briggs thanked Billie Jo David and staff who participated on the golf outing committee. He stated it was a fantastic event, very well attended and people seemed to have a good time. He noted the event grows each year and this year approximately \$40,000 was raised. Mr. Briggs commented that Summit DD is one of the best organizations in the county and people respect the organization and rely on the Board to be leaders in the community.

Mr. Briggs also thanked the Summit DD Good Life Team for their presentation and their efforts in participating in the training and then rolling it out to staff.

Board Members challenged each other to take the *Ice Bucket Challenge* which benefits ALS (Amyotrophic Lateral Sclerosis), also known as Lou Gehrig's Disease. ALS is a progressive neurodegenerative disease that affects nerve cells in the brain and the spinal cord. When the motor neurons die, the ability of the brain to initiate and control muscle movement is lost. With voluntary muscle action progressively affected, patients in the later stage of the disease may become totally paralyzed. The progressive degeneration of the motor neurons in ALS eventually leads to death. Although the cause of ALS is not completely understood and there is no cure or treatment that halts or reverses ALS, there is a wealth of new scientific understanding regarding the physiology of the disease. Summit DD Board Members interested in accepting the *Ice Bucket Challenge* will gather outside after the meeting.

VI. EXECUTIVE SESSION

RESOLUTION No. 14-08-06

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 of a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Wilkinson.

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

The regular session of the Board Meeting adjourned at 6:05 p.m.

The Board entered Executive Session at 6:10 p.m.

The Board Meeting reconvened at 6:31 p.m.

There being no further business, the Board Meeting adjourned at 6:33 p.m.

Denise Ricks, Secretary