

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

AGENDA

Thursday, August 27, 2015
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. SUMMIT DD 2016-2018 LONG RANGE PLAN
- II. NEW POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- III. SUMMIT DD 2016 BUDGET
- IV. KRONOS CONTRACT
- V. ARAKYTA CONTRACT
- VI. SUMMIT COUNTY SHERIFF'S CONTRACT
- VII. NEW POLICY 3023 – ELECTRONIC SIGNATURES

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- VIII. SUMMIT DD 2016 EMPLOYEE HEALTH INSURANCE
- IX. JULY FINANCIAL STATEMENTS
- X. REVISED POLICY 4036 – VOLUNTEER SERVICES
- XI. SUMMIT DD 2016 CALENDAR

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. JULY 23, 2015 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. SUMMIT DD 2016 BUDGET
 - 2. KRONOS CONTRACT
 - 3. ARAKYTA CONTRACT
 - 4. SUMMIT COUNTY SHERIFF'S CONTRACT
 - 5. SUMMIT DD 2016 EMPLOYEE HEALTH INSURANCE
 - 6. JULY FINANCIAL STATEMENTS
 - B. HR/LR COMMITTEE
 - 1. NEW POLICY 3023 – ELECTRONIC SIGNATURES
 - 2. REVISED POLICY 4036 – VOLUNTEER SERVICES
 - 3. SUMMIT DD 2016 CALENDAR
- VII. SUPERINTENDENT'S REPORT
 - A. CENSUS
 - B. SECOND QUARTER OPERATING PLAN REPORT
 - C. SECOND QUARTER MUI REPORT
- VIII. PRESIDENT'S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> 2016 – 2018 Long Range Plan 	<ul style="list-style-type: none"> The current Long Range Plan expires on December 31, 2015. A new long range plan was developed for 2016 – 2018. 	<ul style="list-style-type: none"> Approve 2016 – 2018 Long Range Plan 	<ul style="list-style-type: none"> The draft 2016 – 2018 Long Range Plan was developed from a series of planning sessions with the Board and Executive Leadership team from March 2015 – July 2015. The plan considered current and future projected census, satisfaction, budget, provider quality, and human resource data. The new plan updates emphasizes Summit DD's role as a connector to the greater community and increased community presence and integration. The plan updates the vision statement to "We are a community built by the abilities of ALL citizens" and the mission statement to "Summit DD connects people with disabilities to supports that empowers each individual to contribute to their success and that of their community." Summit DD 2016 – 2018 Long Range Plans outlines strategic objectives around five key goal areas, including inclusive community, person-centered planning, individualized support, quality, and organizational success. For each year that the Long Range Plan is in effect the Board will create an annual action plan outlining action items to meet the strategic objectives outlined in the Long Range Plan.

Submitted By: Billie Jo David For: x Superintendent / Assistant Superintendent
Finance & Facilities Committee
Services & Supports Committee
HR/LR Committee
Ethics Committee

Date: 8/18/2015

Draft 2016 – 2018 Long Range Plan

Draft Vision Statement

We are a community built by the abilities of ALL citizens.

Draft Mission Statement

Summit DD connects people with disabilities to supports that empowers each individual to contribute to their success and that of their community.

Draft Long Range Plan Goals

Inclusive Community

Summit DD develops and maintains win-win relationships with key community partners, such as employers, educational institutions, healthcare organizations, and related associations, as well as community organizations including city leadership, chambers and clubs. In this way, we can cultivate partnerships that offer support and opportunity to people with disabilities to live fully inclusive lives. We also highlight the success of those we support to overcome misperceptions about people with disabilities, advocating for equality, acceptance and inclusion.

Strategic Objectives (2016 – 2018)

1. We will inspire organizations to make inclusion a part of their culture to build welcoming, accessible communities for all.
2. We will build off the success of those we support in order to overcome misperceptions about the abilities of individuals.
3. We will unite with the community to ensure that employers and places of education are diverse and inclusive, capitalizing on the talents of those we support.

Person-Centered Planning

Summit DD has meaningful conversations with individuals with disabilities and their families to find out about their unique challenges, goals and opportunities. It is only through active listening that we can empower individuals to create their own path with individualized supports through a person-centered service plan. Summit DD is committed to creating a person centered plan based on the needs of each individual using paid and natural supports to connect individuals to their communities.

Strategic Objectives (2016 -2018)

1. We will listen to individuals to find out what is important to them, and then empower individuals and families to advocate for their needs with creative solutions that connect individuals to their community.
2. We will focus on the individual and family, balancing paid and natural supports, to help them through their journey with an individualized service plan based on what people need to meet their goals.
3. We will respect a person's right to make informed choices about their lives.
4. We will engage providers in the person-centered plan to develop best-fit opportunities for each individual's unique needs.

Individualized Support

Summit DD uses individualized service plans to connect people with disabilities and their families to providers within the community that can help them achieve their vision of a happy, satisfying life. We partner with providers to develop service options that meet the needs of those we support. An individual's experience in their chosen setting will afford each person the greatest opportunity to be included with the greater community.

Strategic Objectives (2016 – 2018)

1. We will connect families of young children to best-fit support to empower caregivers to be the best advocate.
2. We will connect individuals and families to best-fit community support during the transition from youth to adult to empower individuals and families to make choices about their future.
3. We will connect individuals to best-fit employment support that meets each individual where they are on their path to employment.
4. We will connect individuals to best-fit living options.
5. We will connect individuals to community life so each person has the opportunity to explore their interests and hobbies.

Quality

Summit DD is committed to quality services that are innovative and meet best practice standards and also promote the health and safety of those we support. We strive to ensure that quality providers are available to meet each individual's need and that the level of service is always the highest.

Strategic Objectives (2016 – 2018)

1. We will work with providers to build capacity for the service needs that individuals identify through their individual service plan.
2. We will partner with providers through onboarding, training, technical assistance and ongoing communication.
3. We will monitor and report outcomes to ensure quality services.

Organizational Success

Summit DD develops innovative solutions to complex problems with an appreciation for the ebb and flow of the natural evolution of the system and the ever changing landscape. We understand that evolution may impact our relationships and offerings. We continually strive to challenge ourselves, realizing that our long-term sustainability is the key to provide a lifetime of support to individuals with disabilities.

Strategic Objectives (2016 – 2018)

1. We will remain the visible leader in disability issues as our role as a service provider changes.
2. We will maximize revenue, create efficiencies and leverage technology to remain sustainable for those we support.
3. We will foster a diverse workplace that is welcoming and values the unique contribution of each employee.
4. We will define and cultivate our core competencies and align our resources to remain flexible to achieve our long range plan goals.

Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> Agency Volunteerism 	<ul style="list-style-type: none"> Adoption of Volunteerism and Volunteer Time Policy to support community involvement, increase the Agency's visibility and introduce Volunteer Time 	<ul style="list-style-type: none"> Adoption of Policy 2035 – Volunteerism and Volunteer Time 	<p>The TOPS (Team Oriented Problem Solving) Team that was convened to review Board Policy 4036 – Volunteer Services was also charged with exploring how Summit DD can support community involvement and increase its visibility.</p> <p>Proposed policy 2035 supports Summit DD's recently adopted Policy 3022 - Charitable Contributions and Sponsorships in supporting local, nonprofit community organizations by providing volunteer support. This policy provides a framework for interested employees to request up to one paid day each year to participate in a Summit DD endorsed/sponsored opportunity such as a United Way Day of Action, the National Down Syndrome Society's Buddy Walk, or Autism Speaks' Walk/Run.</p> <p>If adopted, this policy would be effective January 1, 2016.</p> <p>Recommended for approval by the August HR/LR Committee.</p>

Attachment #2

Submitted By: Lynn Sargi

Date: August 10, 2015

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

2035 – VOLUNTEERISM AND VOLUNTEER TIME

As the primary community resource for individuals with developmental disabilities, Summit County Developmental Disabilities (Summit DD) social responsibility is to support local, nonprofit community organizations by providing financial contributions, in-kind services, and volunteer support. Summit DD promotes employee volunteerism by providing opportunities for employees to contribute to the community through endorsed/sponsored opportunities and the use of volunteer time.

Endorsed/Sponsored Opportunities

Summit DD may endorse and/or sponsor volunteer opportunities. These opportunities are programs for which Summit DD has provided funding, is actively involved on a professional level due to the strategic relevance, address quality of life issues and/or support inclusion and diversity. Agency endorsed/sponsored volunteer opportunities will be communicated via digital bulletin boards and Agency newsletters.

Volunteer Time

Upon approval, Summit DD employees may be paid during regular work hours up to the equivalent of a regular work day each year (7, 7.5 or 8 hours) to participate in an endorsed/sponsored opportunity. Eligibility for paid Volunteer Time will be within the discretion of the department director. Requests must be made at least two weeks in advance and may not create the need for flextime or overtime, cause conflicts with other employees' schedules or meetings with families/guardians.

County of Summit Board of Developmental Disabilities
TOPIC SUMMARY REPORT

Attachment #3

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Approval of 2016 Budget request	2016 Budget request needs to be approved by the Board prior to submission to SSAB and the County.	Approval of the 2016 Budget request in the amount of \$73,687,849 for the Operating Fund and \$115,000 for the Gifts and Donations Fund	<p>The 2016 Budget request reflects a 4.1% decrease in overall revenue and a 4.2% decrease in overall operating expenditures in comparison to the 2015 approved budget.</p> <p>The 2016 Budget projects total deficit spending of approximately \$7.4m.</p> <p>The reduction in revenue is caused by a combination of the loss of Personal Property Tax (TPPT) reimbursement, reduced Medicaid reimbursements as services shift to private providers and a DODD change in Targeted Case Management (TCM) match methodology.</p> <p>The 2016 budget includes a staffing reduction of 2 positions offset by an on average 2.5% pay increase. The 2015 budget includes a 27th pay when removed leaves salaries relatively flat.</p> <p>A decrease in health insurance premiums contributes to most of the reduction in the cost of Employee Benefits compared to the 2015 budget.</p> <p>Medicaid Costs includes an increase in quarterly waiver match offset by a DODD change in Targeted Case Management (TCM) match methodology.</p> <p>The budgeted 12/31/15 ending fund balance of \$54,37,484 less projected 2016 deficit spending results in a 12/31/16 projected fund balance of \$46,706,388 which is within 3% of the Board's approved levy plan.</p>
Recommended for approval by the July Finance and Facilities Committee			

Submitted By: Mira Pozna

Date: July 9, 2015

For: _____ Superintendent / Assistant Superintendent
 ___X___ Finance and Facilities Committee
 ___ Programs & Services Committee
 ___ HR/LR Committee

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SIX MONTHS ENDED JUNE 30, 2015 AND THE YEARS ENDING DECEMBER 31, 2016, 2015 AND 2014

	ACTUAL		BUDGET		2016 LEVY PROJECTED
	2014		2015		
	ANNUAL ACTUAL	6/30/2015 ACTUAL	ANNUAL BUDGET	ANNUAL BUDGET	
OPERATING REVENUE					
PROPERTY TAXES	\$ 50,246,690	\$ 25,939,772	\$ 50,520,000	\$ 50,543,000	\$ 23,000 0.0%
PERSONAL PROPERTY REIMB	533,981	266,990	533,981	-	(533,981) -100.0%
REIMBURSEMENTS	16,422,930	7,290,486	16,395,286	13,915,074	(2,480,212) -15.1%
GRANTS	470,814	219,603	1,188,382	1,434,473	246,091 20.7%
CONTRACT SERVICES	383,683	140,915	309,618	291,750	(17,868) -5.8%
REFUNDS	28,383	-	-	-	- 0.0%
OTHER RECEIPTS	379,460	63,924	124,500	72,456	(52,044) -41.8%
SALES	2	-	-	-	- 0.0%
TOTAL REVENUE	\$ 68,465,943	\$ 33,921,690	\$ 69,071,767	\$ 66,256,753	\$ (2,815,014) -4.1%
OPERATING EXPENDITURES					
SALARIES	\$ 23,193,666	\$ 11,039,355	\$ 24,512,500	\$ 23,384,781	\$ (1,127,719) -4.6%
ERIP COSTS	3,177,110	77,623	-	-	- 100.0%
EMPLOYEE BENEFITS	10,102,571	5,077,513	11,111,902	9,408,874	(1,703,028) -15.3%
SUPPLIES	1,251,275	639,950	1,502,985	1,252,728	(250,257) -16.7%
TRAVEL AND TRAINING	408,774	154,929	390,963	382,260	(8,703) -2.2%
DIRECT SERVICE CONTRACTS	8,504,573	3,379,521	9,325,368	9,038,720	(286,648) -3.1%
INDIRECT SERVICE CONTRACTS	3,161,654	1,427,660	3,745,217	3,213,344	(531,873) -14.2%
MEDICAID COSTS	22,126,519	10,655,607	23,865,000	24,715,000	850,000 3.6%
UTILITIES	735,179	374,986	701,150	746,018	44,868 6.4%
RENTALS	790,592	618,016	631,022	357,700	(273,322) -43.3%
ADVERTISING	132,540	89,305	130,000	127,500	(2,500) -1.9%
OTHER EXPENSES	368,928	297,972	377,806	383,424	5,618 1.5%
EQUIPMENT	359,666	471,365	449,000	277,500	(171,500) -38.2%
REAL PROPERTY IMPROVEMENT	287,079	287,760	200,000	400,000	200,000 100.0%
TOTAL EXPENDITURES	\$ 74,600,126	\$ 34,591,562	\$ 76,942,913	\$ 73,687,849	\$ (3,255,064) -4.2%
NET REVENUES AND EXPENDITURES	\$ (6,134,183)	\$ (669,872)	\$ (7,871,146)	\$ (7,431,096)	
	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROJECTED
BEGINNING FUND BALANCE	\$ 68,142,813	\$ 62,008,630	\$ 62,008,630	\$ 54,137,484	\$ 54,137,484
PLUS: REVENUE	68,465,943	33,921,690	69,071,767	66,256,753	67,450,933
LESS: EXPENDITURES	(74,600,126)	(34,591,562)	(76,942,913)	(73,687,849)	(76,155,712)
ENDING FUND BALANCE	\$ 62,008,630	\$ 61,338,758	\$ 54,137,484	\$ 46,706,388	\$ 45,432,705

HR/LR Staffing Report – To support 2016 Budget
July 2015 Board Meeting

	2010	2011	2012	2013	2014	2015	2016
Budgeted Positions (Board Approved)	598	595	583.5	569.5	540.5	498	496 proposed

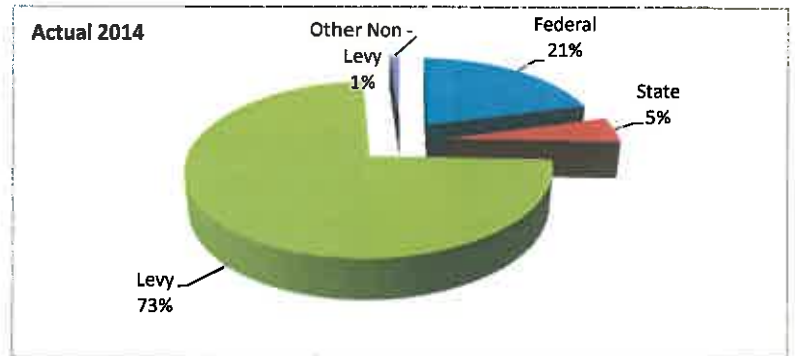
498 (2015 FTEs) – 16 Eliminations + 14 Additions = 496 (2016 FTEs)

Detail						
Type	Position Elimination #	Position Elimination	Position Addition #	Position Addition		
Non-bargaining - Management	4	2 Directors; 2 Managers	0	None		
Non-bargaining – Non-management	0	None	0	None		
Bargaining unit - Direct Service Provision	12	Classroom Helper (2); Bus Driver (2); Bus Attendant (2); Children's Services (4) Job Developer (1) Program Specialist (1)		None		
Bargaining unit – Non-direct Service Provision			14	SSA Coordinator (2); Behavior Support SSA Coordinator (4); Evaluation Specialist (1); Employment Navigator(3); Transition Navigator (3); QA Specialist (1)		
Total	16		14			

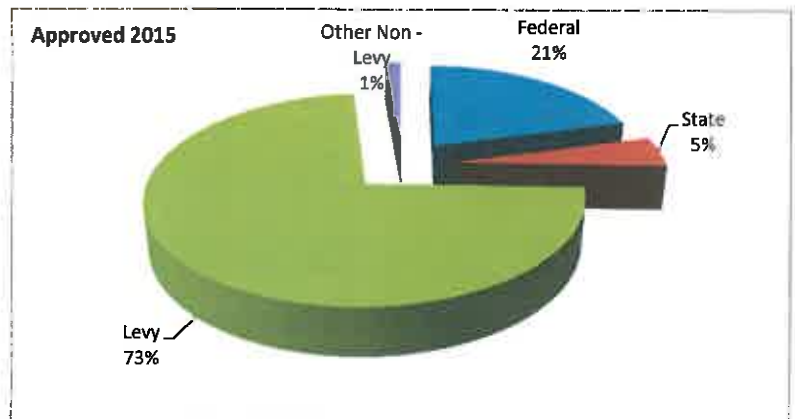
Description	2015 Approved Budget	2016 Proposed Budget	% Change From 2015 Budget	Notes
Revenue				
Taxes / Public Utilities / Shared Tax	\$ 51,053,981	\$ 50,543,000	-1.0%	Property taxes budgeted to remain flat with 2015 actual.
Grants	1,188,382	1,434,473	20.7%	Addition of the Help Me Grow grant of about \$789k.
Contract Services	309,618	291,750	-5.8%	Interagency County Billing is based on 2015 actual, plus the 2015 budget for HELP Me Grow evaluations was reclassified to Grants for 2016.
Other Receipts	124,500	72,456	-41.8%	Decrease in Twinsburg rent.
Reimbursements	16,395,286	13,915,074	-15.1%	Reductions due to number of persons served by private providers, and a reduction in TCM revenue as DODD moves to net match against reimbursements.
Total Revenue	\$ 69,071,767	\$ 66,256,753	-4.1%	
Expenditures				
Salaries	\$ 24,512,500	\$ 23,384,781	-4.6%	2016 budgeted staffing level is relatively flat compared to 2015 offset by an on average 2.5% requested increase. 2015 includes a 27th pay.
Employee Benefits	11,111,902	9,408,874	-15.3%	10% decrease in health care benefits due to favorable experience in addition to reductions in other benefit areas.
Supplies	1,502,985	1,252,728	-16.7%	Overall net reduction.
Travel and Training Expense	390,963	382,260	-2.2%	Overall net reduction.
Direct Service Contracts	9,325,368	9,038,720	-3.1%	Overall net reduction.
Indirect Service Contracts	3,745,217	3,213,344	-14.2%	Reduction in the Sheriff contract, legal fees and consultant fees along with a general cost reduction in most areas.
Waiver Match, 1.25% Waiver Admin Fee, MAC Fees	23,865,000	24,715,000	3.6%	Increased match expense due to the increase in services provided by private providers, offset by DODD change in TCM match methodology.
Utilities	701,150	746,018	6.4%	Based on actual 2015 usage.
Rentals	631,022	357,700	-43.3%	Reduction due to expiring leases for the Akron and Twinsburg centers.
Advertising	130,000	127,500	-1.9%	General decrease.
Other Expenses	377,806	383,424	1.5%	Addition of Cyber Liability Insurance and an anticipated 5% increase in fleet, liability and D&O insurances.
Equipment >\$5,000	449,000	277,500	-38.2%	Reduction in vehicle purchases.
Capital Outlay	200,000	400,000	100.0%	Anticipated costs for repairs that had been deferred in prior years.
Total Expenditures	76,942,913	73,687,849	-4.2%	
Net Change	(7,871,146)	(7,431,096)	-5.6%	

SUMMIT DD REVENUE FUNDING SOURCES

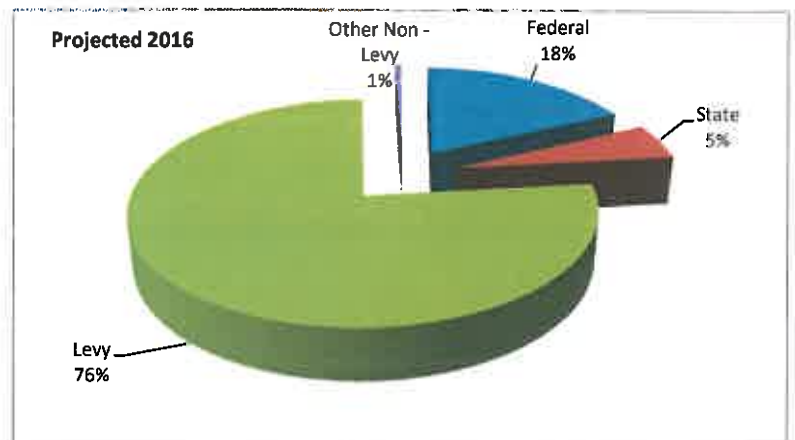
Description	Actual 2014
Federal	14,134,529
State	3,293,197
Levy	50,246,690
Other Non - Levy	791,528
Totals	68,465,944



Description	Approved 2015
Federal	14,270,000
State	3,289,267
Levy	50,520,000
Other Non - Levy	992,500
Totals	69,071,767



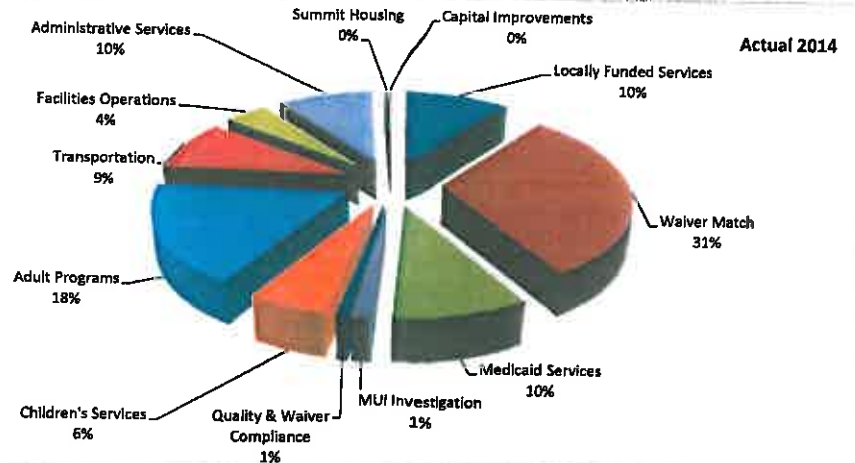
Description	Projected 2016
Federal	11,828,000
State	3,521,547
Levy	50,543,000
Other Non - Levy	364,206
Totals	66,256,753



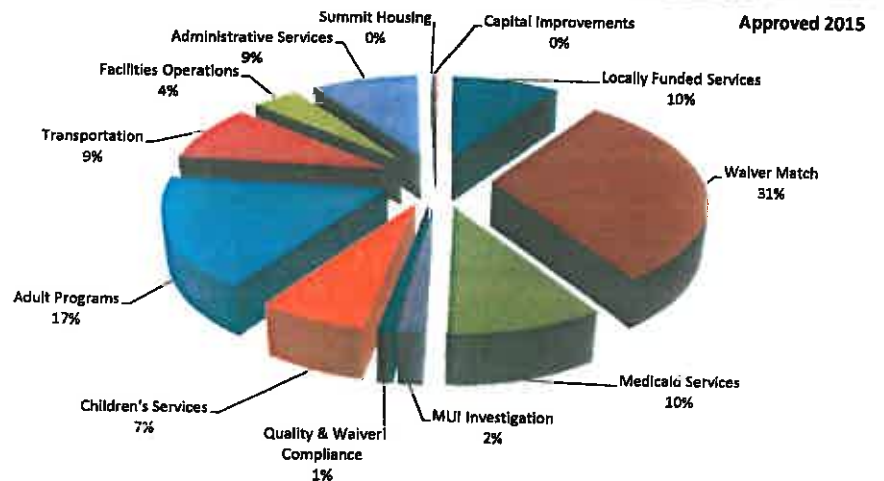
SUMMIT DD EXPENDITURES BY PROGRAM

Description	Actual 2014
Locally Funded Services	7,318,777
Waiver Match	22,126,519
Medicaid Services	6,899,350
MUI Investigation	993,565
Quality & Waiver Compliance	552,744
Children's Services	3,993,397
Adult Programs	12,535,787
Transportation	6,524,991
Facilities Operations	3,110,837
Administrative Services	6,871,213
Summit Housing	204,260
Capital Improvements	287,079
Totals By Program	71,423,017

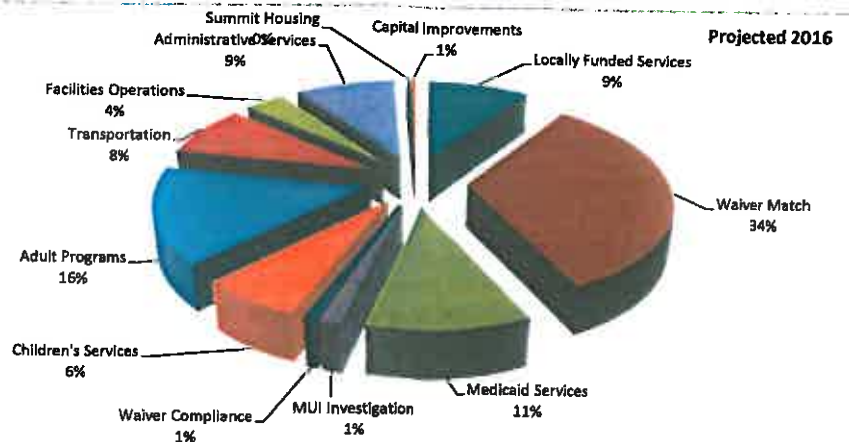
* Does not include ERIP costs



Description	Approved 2015
Locally Funded Services	7,359,000
Waiver Match	23,865,000
Medicaid Services	7,588,606
MUI Investigation	1,206,204
Quality & Waiver Compliance	716,790
Children's Services	5,058,399
Adult Programs	13,249,371
Transportation	7,087,806
Facilities Operations	3,140,805
Administrative Services	7,302,050
Summit Housing	162,882
Capital Improvements	200,000
Totals By Program	76,942,913



Description	Projected 2016
Locally Funded Services	6,826,000
Waiver Match	24,715,000
Medicaid Services	8,011,409
MUI Investigation	1,006,069
Quality & Waiver Compliance	603,560
Children's Services	4,807,721
Adult Programs	11,516,780
Transportation	6,170,470
Facilities Operations	2,655,442
Administrative Services	6,749,792
Summit Housing	219,606
Capital Improvements	400,000
Totals By Program	73,687,849

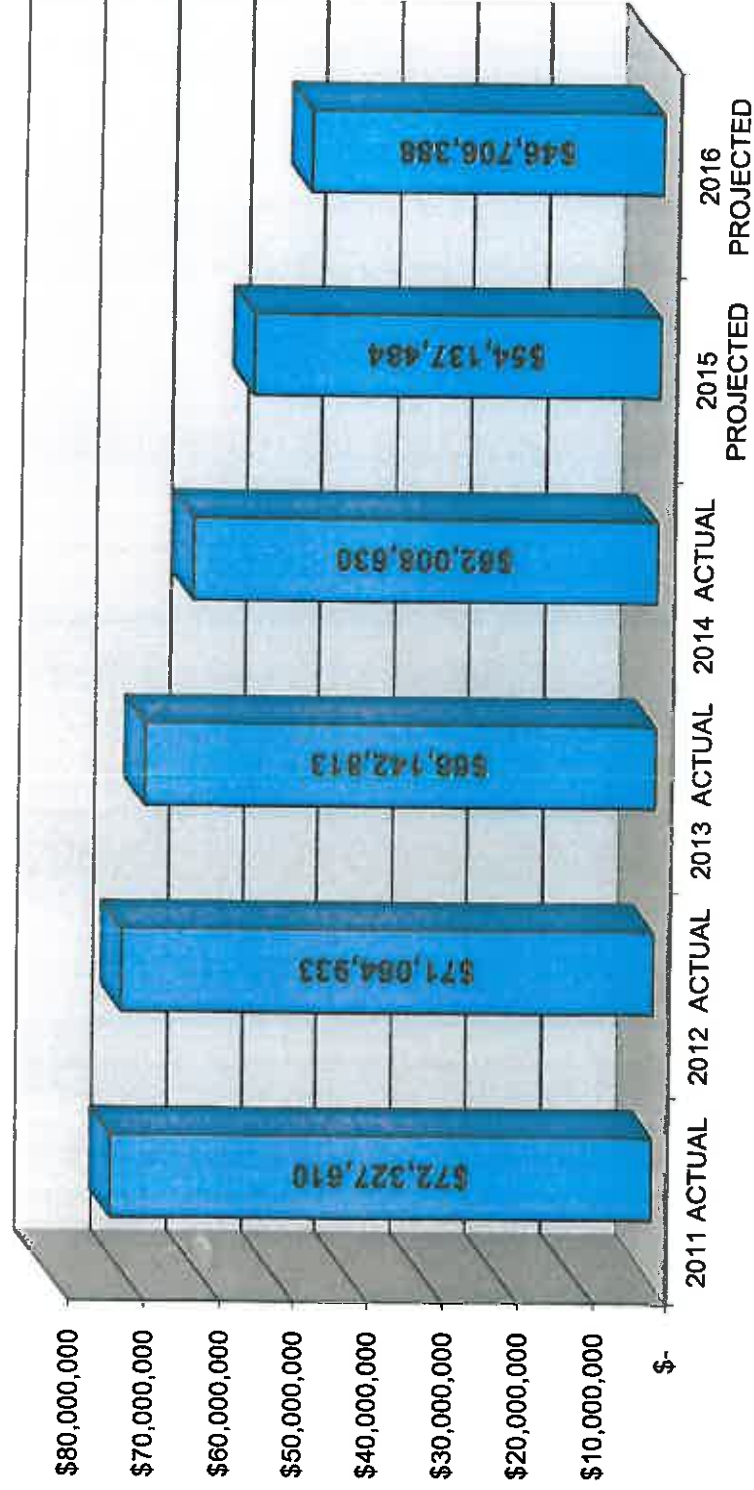


Fund Balance Information

Based on current projections

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2016 PROJECTED
TOTAL ENDING FUND BALANCES	\$ 72,327,610	\$ 71,064,933	\$ 68,142,813	\$ 62,008,630	\$ 54,137,484	\$ 46,706,388

YEAR ENDING FUND BALANCES



Fund Balances are typically built up during the early years of a levy period and spent down during the later years of the levy period.

Summit DD
2016 Gifts and Donations Fund

2016 Appropriation Request	\$	115,000
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Fund Balance as of 6/30/15	\$	171,605
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Resolution regarding the non-federal share of Medicaid expenditures

Motion to approve the use of up to \$24,715,000 of the 2016 budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code to pay the non federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood the payment of the non federal share represents an ongoing financial commitment of the Summit County Board of DD.

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Allocation of resources for support contracts in 2015	Annual maintenance fees and upgrade costs for main HR application	The Board approve the request to enter into contracts with Kronos in 2015 for an amount not to exceed \$103,515	<p>Summit DD uses the Workforce Central system provided by Kronos as its main HR servicing application for employee time tracking, personnel management, and payroll.</p> <p>The annual maintenance cost for Kronos is estimated to be up to \$40,800 in 2015, assuming up to a 3% increase over the 2014 licensing cost.</p> <p>In addition, Summit DD will be upgrading to the latest version of Workforce Central this year, and will be leveraging Kronos consulting services to assist with the upgrade. These costs are estimated to be up to \$32,890 (including 10% contingency).</p> <p>We will potentially be adding a new module, Workforce Mobile, to allow remote management and remote "clocking in" by employees that may work outside of Summit DD facilities. The cost for these licenses and related implementation costs will be \$14,000.</p> <p>There is a new version of time clock that provides an enhanced interface for employees to manage time off requests and accrued balances. The goal would be to purchase 3 of the new time clocks at \$4,500 each (\$13,500 total) and place them at the most commonly used time clock locations.</p> <p>To assist with learning the new systems, we will also purchase a Knowledge Pass to allow us to access a library of online training classes related to the new version and mobile modules at a cost of \$2,325.</p>

Attachment #4

Submitted By: Russell DuPlain

Date: July 2015

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

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

			<p>Annual maintenance \$40,800</p> <p>Version upgrade consulting \$32,890</p> <p>Mobile licenses \$14,000</p> <p>InTouch Time Clocks \$13,500</p> <p>Knowledge Pass training \$2,325</p> <p><u>Total</u> \$103,515</p> <p>The combined costs of the above will be a maximum of \$103,515 for all of 2015, which is allocated in the 2015 budget.</p> <p>It is recommended that the Board approve the request to enter into contracts with Kronos in 2015 for an amount not to exceed \$103,515.</p>
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**Recommended for approval by the July
Finance & Facilities Committee**

Submitted By: Russell DuPlain
Date: July 2015

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



ORDER FORM

Quote#: 434970 - 1
Expires: 26-SEP-2014
Prepared By: Plachta, Douglas M Doug

Order Type: Upgrade US
Date: 30-MAY-2014
Page: 1/2

Bill To: Attn:RUSSELL DUPLAIN
SUMMIT COUNTY DD
89 EAST HOWE
TALLMADGE
OH 44278
United States
Solution ID: 6084305

Ship To: Attn:RUSSELL DUPLAIN
SUMMIT COUNTY DD
89 EAST HOWE
TALLMADGE
OH 44278
United States
Contact: Russell DuPlain
Email: rduplain@summitdd.org

Payment Terms: N30
Currency: USD
Customer PO Number:

FOB: Shipping Point
Ship Method:
Freight Term: Prepay & Add

Order Notes:

Contact Information:
Russell DuPlain
330-634-8830
rduplain@summitdd.org

This order is subject to the terms and conditions of that certain Sales, Software License and Services Agreement between Kronos and Customer dated 8-16-07, as amended on 4-27-2010.

Our Kronos solution includes:

SOFTWARE

Item	License/Qty	Total Price
WORKFORCE TIMEKEEPER V7	700	
WORKFORCE MANAGER V7	70	
WORKFORCE EMPLOYEE V7	300	
WORKFORCE INTEGRATION MANAGER V7	700	
WORKFORCE ATTENDANCE V7	700	
WORKFORCE LEAVE V7	700	
WORKFORCE ADMINISTRATOR HR/PR V7	5	
WORKFORCE HR V7	750	
WORKFORCE MANAGER HR/PR V7	30	
Total Price		\$0.00

*Includes applicable software media

SUPPORT SERVICES

Item	Duration	Total Price
GOLD SUPPORT SERVICE	1 YR	\$0.00
Total Price		\$0.00

*Support values listed above are total for all applicable products in each section of this Order Form

Kronos | Time & Attendance • Scheduling • Absence Management • HR & Payroll • Hiring • Labor Analytics



Quote#: 434970 - 1

Page: 2/2

PROFESSIONAL SERVICES / EDUCATIONAL SERVICES

Item	Quantity	Unit Price	Total Price
BILL-AS-YOU-GO INSTRUCTOR LEAD TRAINING	4900 Points	\$1.00	\$4,900.00
MOMENTUM ONLINE REMOTE TEAM	94 Hours		\$17,320.00
Project Manager	30 Hours	\$180.00	
Application Consultant	44 Hours	\$180.00	
Technology Consultant	20 Hours	\$200.00	
MOMENTUM ONLINE HRMS REMOTE TEAM	40 Hours		\$7,680.00
Application Consultant	16 Hours	\$180.00	
Technology Consultant	24 Hours	\$200.00	
Total Price			\$29,900.00

QUOTE SUMMARY

Description	Total Price
Subtotal	\$29,900.00
Deposit	
Tax	(\$0.00)
Grand Total	\$29,900.00

SUMMIT COUNTY DD

Kronos Incorporated

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Effective Date: _____

Effective Date: _____

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. The JBoss® Enterprise Middleware components embedded in the Software are subject to the End User License Agreement found at http://www.redhat.com/licenses/jboss_eula.html. Shipping and handling charges will be reflected on the final invoice.

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Attachment #5

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Allocation of resources for support contracts in 2015	Custom consulting solution for IT infrastructure upgrade	The Board approve the request to enter into contracts with Arakyta in 2015 for an amount not to exceed \$88,000.	<p>Total Cost: Not to exceed \$88,000 in 2015</p> <p>Summary: Summit DD is working with Arakyta to provide customized technical support as we upgrade significant portions of our technical infrastructure.</p> <p>There is a portion of these upgrades that are required to be completed by November 2015 to ensure our network will remain functional. Other work being completed will reduce ongoing support and maintenance costs by combining many separate servers into larger consolidated servers, which will allow us to reduce future support costs by \$15,000 - \$20,000 per year. We are also enhancing our server backup and disaster recovery capabilities as we upgrade these portions of our infrastructure.</p> <p>Arakyta, an Ohio-based information technology company, performs upgrades, maintenance, and hosting for their customers. They were chosen to guide and assist with Summit DD's above-noted projects given their proven methods and experience working with these types of initiatives.</p> <p>The total cost of all statements of work will be a maximum of \$88,000 for all of 2015, and funding is available in the 2015 budget.</p> <p>It is recommended that the Board approve the request to enter into contracts with Arakyta in 2015 for an amount not to exceed \$88,000.</p>

Recommended for approval by the July
Finance & Facilities Committee

Submitted By: Russell DuPlain

Date: July 2015

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

arakvta

711

We have prepared a quote for you

System Planning & Migration

Quote #000063

Version 3

Prepared for:

Summit County Developmental Disabilities

arakÿta

Wednesday, June 03, 2015

Summit County Developmental Disabilities
Russ DuPlain
89 E. Howe Rd.
Tallmadge, OH 44278
rduplain@summitdd.org

Dear Russ,

Thank you for the opportunity to discuss and quote a solution for your Information Technology services. Attached you will find a quote for the services we discussed.

Now that the Discovery phase has ended and we've made recommendations for Summit's systems to follow best practices, we look forward to assisting the in the execution of those recommendations.

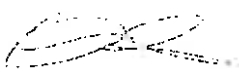
Since Summit has some in-house resources that can also carry some of the workload in the next phases, we have prepared an estimated number of hours to assist in the AD planning and migration. While this is an estimated number of hours, actual time shall be billed on a Time & Materials (T&M) basis.

I have added the approved mutually agreed Terms to this order.

The online version of this Quote is interactive and allows you to change quantities, if you would like to see a different configuration. If you make any changes and accept the Order, an updated (and signed) PDF will be emailed to you.

Should you have any questions, please don't hesitate to contact me. We appreciate the opportunity to show you our solution and look forward to earning your business!

Very Sincerely,



Dustin Wade
Director of Sales
Arakÿta

Maumee, OH 43530
Email: info@arakyta.com
Web: www.arakyta.com

arakyta

T21

Our Company

Who We Are

Arakyta is a professional locally-owned and operated technology firm in Maumee, OH specializing in Information Technology Services, Operational Consulting, and Custom SharePoint Development. We focus on business strategy, process and systems. With our team, we deliver all the attention a project needs that only a small business can deliver.

What We Do

We are problem seekers and problem solvers. Arakyta's business consulting team specializes on learning the culture and operations of your organization to provide relevant and cost savings solutions. We thrive on finding ways to enhance employee communication, work flow efficiency, and increasing bottom line results through optimizing human resources and technology.

What To Expect

Our Discovery Process evaluates the day-to-day operations of your business by holding onsite interviews with your staff. We analyze the resources and software team members use individually and collectively. We present our findings and proposed recommendations to management that offer solutions to improve work flow process, increase productivity and cost savings by implementing custom technology solutions that fit your specific business environment.

Microsoft Partner

Silver Collaboration and Content

Whether it's deploying Microsoft SharePoint to cultivate employee work flow collaboration, maintaining a healthy technology network, creating a sound disaster recovery plan, or training staff to better utilize these tools - our staff takes a look at all the options. We focus on client relationships and understanding the culture of your organization and space. We know one size does not fit all. No two companies are the same; neither are our solutions.

Summit County Developmental Disabilities
Central Office
1000 1st St. N.
Suite 100
Boulder, CO 80501
Phone: (303) 440-2150
Fax: (303) 440-2151
Email: central_office@arakyta.com
Web: www.arakyta.com

arakyta™

Statement of Work

Time & Materials - Labor

Arakyta shall provide resources for Summit County Developmental Disabilities to make plans based on the recommendations from Arakyta's discovery phase. Further, Arakyta shall provide resources to execute those plans with respect to deploying a new Active Directory (AD) environment, Migration to the new environment, and assist in the planning, deployment, and migration of a new Exchange environment.

All Arakyta labor will be at the direction of Summit County and billed on a T&M basis.

Terms & Conditions

Master Agreement

1. Effective Date

This Deliverables/Projects Contract ("Master Agreement") is entered into on the date listed on any signed quotation ("Order"), the effective date ("Effective Date"), between Customer("CUSTOMER"), with its principal place of business as listed on the Order and Arakÿta, LLC., ("Arakÿta"), an Ohio Limited Liability Corporation, with its principal place of business at 1627 Henthorne Dr., Suite C, Maumee, Ohio 43537.

2. Term and Renewal of Master Agreement

The term of this Master Agreement shall commence upon the Effective Date as denoted in Section 1 and shall continue for an initial term of three (3) year(s) (the "Minimum Term"). This Master Agreement shall continue in force throughout the Minimum Term and thereafter for subsequent consecutive renewal terms of one (1) year ("Renewal Term"). Renewals shall continue on such terms while a Statement of Work ("SOW") or Order exists. Upon expiration of all SOW's, auto-renewal shall cease at the end of the then currently in-force term.

3. Project Engagement Authorization

- 3.1. The Services provided hereunder are subject to the rates, terms, and conditions set forth in this Master Agreement, including those terms and conditions set forth in each SOW or Order.
- 3.2. Acceptance of this Master Agreement is contingent upon acceptance by a representative of Arakÿta duly authorized to execute this Master Agreement.

4. Choice of Law, Forum Selection, and Conflict of Master Agreement Conditions

- 4.1. This Agreement shall in all respects be governed by, and construed and interpreted in accordance with, the Laws of the State of Ohio without giving effect to any conflicts of law principles of such state that might refer the governance, construction, or interpretation of this Agreement to the Laws of another jurisdiction.
- 4.2. Any dispute arising from this contractual relationship shall be decided solely and exclusively by state or federal courts located in Lucas County, Ohio.
- 4.3. Each of the parties hereto irrevocably and unconditionally waives, to the fullest extent permitted by applicable law, any objection that it may now or hereafter have to the laying of venue of any action or proceeding arising out of or relating to this agreement in any court referred to in paragraph 4.2 of this section. Each of the parties hereby irrevocably waives, to the fullest extent permitted by applicable law, the defense of an inconvenient forum to the maintenance of such action or proceeding in any such court.
- 4.4. In the event of conflict or inconsistency between the general provisions of this Master Agreement and those of an individual SOW, or the Deliverable-specific portions of the Policies and Procedures, the conflict or inconsistency shall be resolved in the following precedence: first in favor of the this Master Agreement; next in favor of the SOW or Order; next in favor of the Policies and Procedures provided that CUSTOMER has expressly agreed to the Policies and Procedures; and last in favor of any invoice or individualized agreement executed subsequent to this Master Agreement.

5. General Provisions

- 5.1. This Master Agreement is for the sole benefit of the CUSTOMER, including its affiliates, and Arakÿta and not for the benefit

of any other persons or legal entities.

- 5.2. Should any part of this Master Agreement be rendered or declared invalid by a court of competent jurisdiction, such invalidation of such part or portion of this Master Agreement shall not invalidate the remaining portions thereof, and they shall remain in full force and effect.
- 5.3. The headings in this Master Agreement are for reference purposes only and shall not be construed to affect the meaning or construction of the terms of this Master Agreement.
- 5.4. Neither party may assign this Master Agreement without the prior written consent of the other party, except that either party may, without the consent of the other, assign the Master Agreement to a controlled subsidiary of that party or a purchaser of all or substantially all of that party's assets used in connection with performing this Master Agreement, provided the assigning party guarantees the performance of and causes the assignee to assume in writing all obligations of the assignor under this Master Agreement. The rights and obligations of this Master Agreement shall bind and benefit any successors or assigns of the parties. Arakÿta's right to sub-contract others for its projects or services shall be subject to the advance informed consent of the CUSTOMER, which consent shall not be unreasonably denied. Such consent shall be deemed given if not expressly denied within 3 business days of any written request by Arakÿta.
- 5.5. The export or re-export of any deliverable by CUSTOMER may require authorization by a U.S. government agency. It is CUSTOMER's responsibility to determine and comply with any such requirement, including, if necessary, making timely application in its own name for any export license which may be required.
- 5.6. INTENTIONALLY DELETED
- 5.7. Nothing in this Master Agreement shall prevent Arakÿta from providing to other customers services that are similar or the same as services provided to CUSTOMER.
- 5.8. Failure to give notice of default or to enforce compliance with any specific provision of the Master Agreement, the waiver of any provision, or the granting of an extension of time for performance shall not be deemed to constitute the permanent waiver of any term or condition of this Master Agreement.

6. Pricing, Payment, and Alteration of Statement of Work

- 6.1. Arakÿta hereby agrees to provide CUSTOMER with each deliverable (collectively, the "Deliverable(s)") specifically set forth and described and incorporated herein. The corresponding service levels ("Service Levels") and applicable CUSTOMER sites ("Sites") for each deliverable incorporated herein. Arakÿta will provide qualified personnel to perform services based on the described Deliverables for CUSTOMER subject to the availability of personnel and under the terms of this Master Agreement. The parties agree that a SOW corresponding to each CUSTOMER project (collectively, the "Project(s)") or deliverable shall be agreed upon prior to work and that the SOW, containing the full and complete description of the work to be performed by Arakÿta, shall be incorporated in a complete Project/Deliverable Description. Each Project/Deliverable Description shall be attached and incorporated herein. All parties shall act to complete the work described within a reasonable time. Delivery and/or completion schedules denoted within each Project/Deliverable Description are estimates only and are dependent upon timely receipt from CUSTOMER of all necessary information and authorizations and will be accompanied with a ready to deploy date ("Ready-To-Deploy Date").
- 6.2. CUSTOMER agrees to pay Arakÿta based upon the prices and billing method denoted within each Project/Deliverable Description or SOW and CUSTOMER agrees to reimburse Arakÿta for reasonable travel, living, and related expenses incurred by Arakÿta. Arakÿta agrees to provide to CUSTOMER an estimate of expenses deemed as travel, living, and related expenses in advance of incurring them. Arakÿta agrees to waive its right to collection of travel, living, and related expenses which are

not provided in an advance estimate except in the case of a legitimate emergency. In the event such an emergency does result in travel, living, or related expenses, Arakÿta shall notify the CUSTOMER as soon as is reasonably practical and these expenses will be deemed collectable. Unless otherwise stated, all pricing, price terms, invoices, payments, expenses and reimbursements are expressed in U.S. Dollars.

- 6.3. Arakÿta will invoice CUSTOMER for amounts owing and invoices are payable upon receipt. If available, in lieu of paying sales taxes, CUSTOMER may provide Arakÿta with a tax exemption certificate acceptable to any applicable taxing authorities. If invoices are not paid upon receipt, Arakÿta will give written notice of non-payment and specify a cure period of at least fifteen (15) days. If an invoice remains unpaid after the cure period expires, Arakÿta may (reserving all other legal remedies and rights) terminate this Master Agreement upon five (5) business days' notice to CUSTOMER. In the event of termination or expiration of the Master Agreement, all other relevant Sections shall survive any such termination or expiration.
- 6.4. CUSTOMER will review project progression with Arakÿta no less frequently than monthly. All changes requested by CUSTOMER will be in writing. Arakÿta will notify CUSTOMER if a requested change would either require additional time or affect Arakÿta's charges other than those set forth in the applicable Project/Deliverable Description. Arakÿta will perform the change only if Arakÿta and CUSTOMER agree in writing on equitable adjustments to scheduled pricing and/or charges.
- 6.5. This Master Agreement, along with the applicable SOW, contains the entire agreement of the parties with respect to the subject matter of this Master Agreement, and supersede all prior negotiations, agreements, and understandings. This Master Agreement may only be amended by a written document duly executed by all parties. CUSTOMER acknowledges that no representation, promise, inducement, or statement of intention has been made by Arakÿta except those which are expressly included herein and in the documents referenced herein.

7. Intellectual Property, Data Licensing, and Data Usage Rights

- 7.1. In the event that Arakÿta develops or improves materials, software, or data for the CUSTOMER, it is agreed that CUSTOMER will have a non-exclusive, perpetual, royalty-free license to use such materials, software, or data. Intellectual Property rights, title, and ownership of any materials, software, or data developed shall remain exclusively with Arakÿta unless otherwise provided in the SOW.
- 7.2. Software furnished by CUSTOMER for use by Arakÿta shall be in good and usable condition. CUSTOMER will be solely responsible for ensuring the correctness and completeness of the software and will also provide any technical support necessary in Arakÿta's use of such software in performance of the SOW. CUSTOMER will retain copies of all software provided to Arakÿta and will be solely liable for acquiring and furnishing any necessary licenses. In the event Arakÿta requires additional copies of the software, CUSTOMER agrees to furnish them at no additional charge. All software, and copies of software, provided by the CUSTOMER shall remain the property of CUSTOMER. Within ninety (90) days of completion of a project or service Arakÿta shall return all CUSTOMER software and software licenses to CUSTOMER or shall dispose of them in accordance with CUSTOMER's instructions.
- 7.3. Software furnished by Arakÿta may be subject to the Microsoft Licensing and Usage Agreement. CUSTOMER will be solely liable for complying with all third-party licensing agreements for any and all software used, provided, or installed as part of the SOW.

8. Disclaimer of Agency Relationship, Non-Solicitation of Employees, and Personnel Standards of Conduct

- 8.1. Neither party, nor its employees or officers, are, or shall be deemed to be, employees of the other party. Each party will be solely responsible for the payment of its employees' compensation and benefits, including employment taxes, workers' compensation, unemployment insurance, and any similar taxes or assessments arising out of or associated with their employment as well as any and all other responsibilities, obligations, and liabilities employers have toward their employees.

- 8.2. Arakÿta agrees to maintain, at its own expense, levels of workers' compensation and employers' liability insurance and comprehensive general liability insurance commercially and/or statutorily required for the work to be performed hereunder and agrees to provide, upon request from CUSTOMER, a current Certificate of Insurance.
- 8.3. This Master Agreement shall not create any partnership or joint venture between the parties. Nothing contained in this Master Agreement shall be construed as creating an agency or representative relationship between the parties for any purpose. No provision of this Master Agreement grants either party any express or implied right of authority to assume or create any obligation or responsibility on behalf of, or in the name of, the other party, or to bind the other party in any manner or thing whatsoever.
- 8.4. Customer agrees that, without expressed written consent, at all times while Customer is employing the services of the Arakÿta and for twelve months after the contract period terminates, Customer will not, directly or indirectly, hire, retain (including as a consultant) or encourage any employee or contractor of Arakÿta to leave the employment of or contract with Arakÿta or hire or retain (including as a consultant) any former employee or contractor of Arakÿta who has left the employment of or contract with Arakÿta.
- 8.5. While on CUSTOMER's premises in connection with the performance of this Master Agreement and SOW, Arakÿta personnel will comply with the same rules of conduct as apply to CUSTOMER's own personnel and for which Arakÿta is given reasonable notice. On notice from CUSTOMER, Arakÿta will remove any of its personnel assigned to perform work under this Master Agreement who do not comply with these rules of conduct. CUSTOMER agrees to provide a safe working environment for Arakÿta personnel under the work requested by CUSTOMER hereunder and to make commercially reasonable adjustments if such workplace conditions change and CUSTOMER has been made aware of such changes. CUSTOMER agrees to provide to Arakÿta such office facilities, equipment, Internet access, telephone access, and other resources necessary and appropriate to perform the work described in the Project/Service Description(s).

9. Confidentiality of Information

- 9.1. Arakÿta and CUSTOMER acknowledge that material and information may come into the possession or knowledge of each other in the course of providing services herein which consists of confidential and proprietary data. Arakÿta and CUSTOMER agree that such information shall be treated as confidential information ("Information") on condition that it is in documentary form and marked "confidential" at the time of disclosure. If not in documentary form at the time of disclosure, the disclosing party agrees to reduce such to a writing and to forward to the receiving party within ten (10) days from the date of initial disclosure. Arakÿta and CUSTOMER agree to hold such Information in strictest confidence; not to make use thereof other than for the performance of the contract; to release it only to employees requiring such information and not to release or disclose it to any other party. No obligation of confidentiality applies to any Information that the receiving party (i) already possesses without obligation of confidentiality; or (ii) develops independently; or (iii) rightly receives without obligation of the confidentiality from a third party; or (iv) receives after prior disclosure by the disclosing party to a non-client third party without similar restrictions. This obligation shall survive the termination of this Master Agreement.
- 9.2. Arakÿta shall treat as confidential, and shall not disclose or otherwise make available, the personal account information or other data received by Arakÿta from the CUSTOMER or its customers to any person, other than employees, agents, sub-contractors or affiliates of Arakÿta or CUSTOMER (collectively "Employees and Agents"). Arakÿta shall instruct such Employees and Agents to keep such information confidential by using the same care and discretion that Arakÿta uses with respect to its own confidential information. CUSTOMER may provide Arakÿta with information or access to information concerning personas or entities that obtain financial products or services from CUSTOMER. Arakÿta acknowledges that its right to use and re-disclose non-public personal information concerning CUSTOMER's clients (the "Information") is limited by the Gramm-Leach-Bliley Act of 1999 (Pub.L. 106-102, 113 Stat. 1138) (the "GLB Act") and its implementing regulations and by other federal and state laws and regulations regarding privacy and the confidentiality of CUSTOMER records. To protect the privacy of Information Arakÿta agrees that it shall:

- 9.2.1. Limit access to confidential information to those Employees and Agents who have a need to know so as to carry out the purposes for which the information was disclosed;
 - 9.2.2. Use information solely to carry out the purposes for which the information was disclosed and for no other purpose;
 - 9.2.3. Take reasonable steps to ensure the security and confidentiality of CUSTOMER information;
 - 9.2.4. Immediately notify CUSTOMER in the event of any breach in security related to the information; and,
 - 9.2.5. Establish, document, and implement reasonable measures for the proper disposal of the information.
- 9.3. Upon the termination or expiration of a SOW or this Master Agreement, both CUSTOMER and Arakÿta agree to immediately return to the other Party any and all documents, records, computer disks, and all other repositories of any Confidential Information, including copies thereof, provided to or then in that Party's possession or control. To the extent Confidential Information is stored in electronic form on any computers or other electronic devices owned by one of the Parties, that Party further agrees to irretrievably delete all such information and to confirm the fact of deletion in writing within three (3) calendar days following termination or expiration of a SOW or this Master Agreement.

10. Warranty, Limitation of Liability, and Indemnity

10.1. INTENTIONALLY DELETED

10.2. Arakÿta shall perform its services for Customer in a competent and workmanlike manner. Should Arakÿta fail to perform its services in a competent and workmanlike manner, Arakÿta shall repair and replace its work at Arakÿta's expense. Customer agrees that should any equipment or other item be covered by a separate manufacturer warranty, that Customer will pursue the manufacturer warranty to the fullest extent before looking to Arakÿta for any repair and replacement obligation. Customer waives any claim for consequential damages against Arakÿta, and any claim for monetary relief by Customer shall be limited to the extent of Arakÿta's available insurance to cover Customer's claim.

10.2.1. Except as otherwise provided, neither party shall be liable for any consequential damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data, or any indirect, incidental, special, consequential, exemplary, or punitive damages arising out of the performance or failure to perform under this master agreement, or any SOW.

10.3. Arakÿta shall maintain a policy of General and/or Professional Liability Insurance in such an amount no less than one million dollars. Notwithstanding anything to the contrary in this Master Agreement, Customer's right to damages shall extend to, and be limited to, the amount of such insurance. Upon written request, Arakÿta shall provide the CUSTOMER a copy of any Declarations page of any then in-force insurance policy. Arakÿta further agrees to notify CUSTOMER in writing in advance of any change to the scope, limits, or carrier for any insurance maintained by Arakÿta.

11. Termination and Termination Charges

11.1. CUSTOMER may, by thirty (30) days' written notice to Arakÿta, terminate the Master Agreement.

11.2. Arakÿta may, without further liability and at its sole discretion, terminate this Master Agreement if CUSTOMER is past due in paying any Arakÿta invoice and has failed to cure such non-payment within fifteen (15) days of written or email notice in accordance with Section 6.3.

11.3. Either party may immediately terminate this Master Agreement upon occurrence of any of the following triggering events:

11.3.1. Either party materially breaches any of the provisions or requirements of this Master Agreement and such breach is not cured within ninety (90) days after receipt of written notification from the non-breaching party; or

11.3.2. Either party ceases to conduct business in the normal manner, or is adjudicated bankrupt, or if a receiver or trustee is appointed for all or a substantial portion of its assets, or if any assignment for the benefit of its creditors is made. In the event of any such termination, CUSTOMER shall pay Arakÿta on or before the effective date of termination all fees due, including but not limited to any out-of pocket expenses incurred up to the date of termination, and termination charges set forth herein or in any SOW or any other legal or equitable remedy or relief as may be appropriate.

11.4. Upon the termination or expiration of a SOW or this Master Agreement, CUSTOMER agrees to allow Arakÿta to remove all Arakÿta owned or leased equipment, software, or materials from the CUSTOMER's premises. At the time of removal, such equipment, software, and materials shall be in the same condition as when delivered to CUSTOMER or installed at the CUSTOMER's premises, normal wear and tear excepted.

11.5. Any termination of this Agreement shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

11.6. Except in the event of Arakÿta's material breach prior to its agreed expiration date, CUSTOMER may terminate or cancel service under a SOW (i) following Arakÿta's acceptance of a CUSTOMER Order with written notice to Arakÿta delivered prior to delivery of a Completion Notification Email by Arakÿta or (ii) following the delivery of a Completion Notification Email but prior to the end of the service Term and upon thirty (30) days' prior written notice to Arakÿta (in a form reasonably requested by Arakÿta). In the event that CUSTOMER terminates service as set forth herein, or in the event that the delivery of service is terminated by Arakÿta as the result of an uncured default by CUSTOMER, CUSTOMER shall pay Arakÿta a termination charge equal to the sum of:

11.6.1. all unpaid amounts for service through the date of termination; and

11.6.2. any third party cancellation/termination charges related to the installation and /or termination of service; and

11.6.3. the non-recurring charges for the cancelled service, if not already paid.

All termination charges shall be due and payable within fifteen (15) days after the effective date of termination of the SOW.

11.7. Upon the termination or expiration of this Master Agreement, CUSTOMER may request, at CUSTOMER's sole option, that all data maintained by Arakÿta for the benefit of CUSTOMER be provided in electronic format. Upon Arakÿta's receipt of a written request for such transfer, Arakÿta shall provide a full backup of such data within five (5) business days. CUSTOMER shall be charged the then-standard hourly rate for such service in addition to expenses for media or other storage medium used to conduct the transfer.

12. Address for Notices

Any notice or report required under this Master Agreement will be given in writing by personal delivery, commercial express delivery service, or by certified mail directed to the address of the party given below or to such other address as may be substituted by written notice to the other party. All notices will be effective upon receipt.

Arakÿta, LLC.
1627 Henthorne, Suite C
Maumee, Ohio 43537

anakyia

THIS MASTER AGREEMENT CONTAINS THE COMPLETE AND INTEGRATED UNDERSTANDING OF THE PARTIES WITH RESPECT TO THE MATTERS CONTAINED HEREIN. NO WAIVER, ALTERATION, OR MODIFICATION OF ANY OF THE PROVISIONS OF THIS AGREEMENT WILL BE BINDING OR BE GIVEN EFFECT UNLESS IN WRITING AND SIGNED BY A DULY AUTHORIZED REPRESENTATIVE OF THE PARTY TO BE BOUND. NEITHER THE COURSE OF CONDUCT BETWEEN THE PARTIES NOR INDUSTRY TRADE USAGE WILL ACT TO MODIFY OR ALTER THE EXPRESS PROVISIONS OF THIS AGREEMENT. IF CUSTOMER ISSUES A PURCHASE ORDER OR OTHER SIMILAR DOCUMENT SUBSEQUENT TO THE EXECUTION OF THIS MASTER AGREEMENT, IT SHALL BE FOR CUSTOMER'S INTERNAL PURPOSES ONLY AND WILL HAVE NO EFFECT ON THIS MASTER AGREEMENT OR THE SERVICES TO BE PROVIDED.

419-740-7150
dustin.wade@arakyta.com
www.arakyta.com

arakyta

TM

System Planning & Migration

Quote Information:

Quote #: 000063
Version: 3
Delivered: 06/03/2015
Expires: 06/26/2015

Prepared for:

Summit County Developmental
Disabilities
Russ DuPlain
89 E. Howe Rd.
Tallmadge, OH 44278
rduplain@summitdd.org
(330) 634-8830

Prepared by:

Arakyta
Dustin Wade
419-740-7150
dustin@arakyta.com



Migration / Professional Services		Price	Qty	Ext. Price
	Engineering Labor (per hour)	\$135.00	200	\$27,000.00
Migration / Professional Services Subtotal				\$27,000.00

Quote Summary		Amount
Migration / Professional Services		\$27,000.00
Total		\$27,000.00

All pricing quoted does NOT reflect any shipping or applicable taxes.

By signing below, I understand and approve all items listed in this Quote and approve this Quote to become my Order. I acknowledge that I have reviewed and understand all Terms associated with this Order listed at: www.arakyta.com/terms/

Signature

Date

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> Security and Criminal Investigation services for Summit DD 	<ul style="list-style-type: none"> Safety and security of persons served and staff at Summit DD and criminal investigations on behalf of individuals served by Summit DD. 	<ul style="list-style-type: none"> Renew a contract with Summit County Sheriff's office for a 16 month term to provide security and increase investigation services at a cost not to exceed \$288,618.90. 	<p><i>Service Area:</i> Health and Welfare</p> <p><i>Total Cost:</i> \$ 288,618.90</p> <p><i>Amount of Increase/Decrease:</i> \$103,579.57 decrease annually</p> <p><i>Outcomes:</i> Since the inception of the contract in June 2013 there have been 276 criminal cases opened with 31 felony arrests and 36 misdemeanor arrests. The 31 felony arrests led to 22 indictments to date.</p> <ul style="list-style-type: none"> The contract with the Summit County Sheriff's office provides an assigned deputy and vehicle to be responsible to patrol both inside the facility and outside parking areas at the Administration building. The deputy also responds to other Summit DD facilities and may accompany Summit DD staff to on-site locations when needed. In addition, the deputy will take initial criminal notifications and complete initial police reports for Major Unusual Incidents of a criminal nature. The contract also provides on Summit County Sheriff's detective to investigate criminal cases, including conducting relevant interviews, searching for community suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimonials, and any other duties based on case-specific demands.

Submitted By: Billie Jo David For: Superintendent / Assistant Superintendent

Date: 7/2/2015

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

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none">• The Detective will also coordinate with the Summit County Prosecutor's Office and other law enforcement jurisdictions as needed to educate the community concerning criminal cases involving individuals with developmental disabilities. The goal will be for more local jurisdictions to open and investigate criminal cases.• The contract reduces the number of detectives from two to one. Since the contract added a second detective in August 2014 there was not a substantial increase of the number of cases opened or arrests. Allocating some of the deputy's time to initial notifications and police reports will streamline the criminal process and provide more timely coordination with MUI Investigators assigned to criminal cases.• Proposed contract with the Summit County Sheriff's Office is for a 16 month term commencing September 1, 2015 through December 31, 2016. Future contracts will follow a calendar year. Funds are allocated in the 2015 and 2016 budget.
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Recommended for approval by the July
Finance & Facilities and
Services & Supports Committees

Submitted By: Billie Jo David
Date: 7/2/2015
For: Superintendent / Assistant Superintendent
X Finance & Facilities Committee
X Services & Supports Committee
HR/LR Committee
Ethics Committee

POLICING CONTRACT

THIS POLICING CONTRACT (hereafter "Contract") is made and entered into as of the date signed by the County Executive by and amongst the **County of Summit Developmental Disabilities Board** (hereinafter "DD"), with its office located at 89 East Howe Road, Tallmadge, Ohio 44278, the County of Summit, Ohio, by the County Executive (hereafter "County"), as duly authorized by County Council Resolution No. _____, enacted on _____, 20__ with its offices located at 175 South Main Street, Akron, Ohio 44308 and the Sheriff of Summit County, Ohio (hereafter "Sheriff") with its office located at 53 University Avenue, Akron, Ohio 44308.

WITNESSETH:

WHEREAS, DD desires to obtain policing services, as further described herein, by and through the Sheriff and County; and

WHEREAS, the Sheriff and County shall provide such policing services to DD in accordance with the terms as set forth in this Contract.

THEREFORE, in consideration of the covenants and promises made herein, the parties agree as follows:

1. Services. The Sheriff's Office will be the Primary law Enforcement Agency in Summit County to receive 24/7 notifications of potential criminal acts involving persons with disabilities and shall provide DD with Deputy Sheriffs (hereafter "Deputies") to provide policing services (hereafter "Services") as follows:

- (a) The total number of Deputies provided to DD during the term of this Contract will be as follows:
 - (2) two Deputies - (1) one (Detective) (1) one Deputy (Security),**
- (b) Deputy will be scheduled by the Sheriff to provide DD with Services for Five (5) Eight (8) Hour Shifts per week, as may be adjusted if necessary by the Sheriff or his designee.
- (c) The Deputy's time shall be entirely devoted to MUI investigations and other duties as outlined in Schedule B. The Deputy will not perform any job duties which are outside the scope of their employment as a Deputy
- (d) The Deputy shall be in addition to the personnel regularly employed by the Sheriff to preserve the public peace throughout the County.
- (e) The Deputy will be granted the right to exercise all of the same police powers and all other law enforcement rights granted to DD.

2. Equipment. The Sheriff will provide a Deputy with **Two (2) Vehicles per shift**, equipment and supplies, including any and all maintenance as necessary, to perform the Services provided hereunder.

3. Term. The term of this Contract is sixteen (16 months) commencing on September 1, 2015 and will terminate at midnight on December 31, 2016 ("Termination Date") unless earlier terminated because of default as provided in Paragraph 9 herein or if DD funding is not available. The contract can not be terminated by either party for no cause during the sixteen (16 months): If a new Contract has not been executed as of the Termination Date (December 31, 2016), then upon the written consent of all parties the Contract may continue after the Termination Date under the same terms and conditions, except the term shall be on a month-to-month basis until either party terminates the Contract upon thirty (30) days written notice or the

(a) During the Term of this Agreement, the costs for salaries and vehicle costs are estimated as follows:

Total Amount of Contract: ***\$288,618.90**

(b) DD agrees to pay for the aggregate annual salaries of all the Deputies providing Services and the vehicle costs in equal monthly installments without any right of setoff (hereafter "Payment"). The Payment shall be the amounts set forth above, however, at any time during the term of this Contract the Payment will be increased to include salary increases, renegotiated labor contract terms, insurance increases and other inflationary adjustments. Since the increased costs are not known at this time, DD understand and agree that the Payment will be increased to include such costs when incurred. In addition to the Payment, a surcharge shall be charged upon notice from the County in the event fuel, insurance or other operating costs increases at any time during any term of this Contract ("Surcharge"). If the operating costs (such as the cost of fuel) decreases and remains at the lower cost for at least 30 days, then the Surcharge will be adjusted to reflect the decrease in such operating costs. The inflationary adjustments and Surcharges shall be charged to DD on December 31, of each year (when such actual amounts are known) and shall be payable within sixty (60) days after receiving the invoice.

(c) The Payment will cover and pay the expenses of the Deputies salaries (which is the regular salary and no overtime pay), equipment costs, hospitalization, current funding costs for retirement pensions and Workers' Compensation for the detective assigned to DD under this Contract; also the costs for training, equipment and supplies which will include the use of the vehicles as set forth above for use under this Contract.

(e) The Payment does not include: over-time pay (no additional hours beyond regular working hours), additional costs for court appearances or the assignment of any additional Deputies (collectively "Additional Costs"). Any Additional Costs shall be paid by DD to the County within 30 days of incurring such costs.

(f) Payment shall be sent to: Policing Rotary Fund
c/o Summit County Sheriff's Office
53 University Avenue

Akron, Ohio 44308

5. Duties and Qualifications. The Deputies assigned to DD pursuant to this Agreement shall have the same powers and duties, the same qualifications, shall be appointed, paid and receive the same benefits and provisions and shall be governed by the same laws as all other County Deputy Sheriffs.
6. Release. The County will not be liable and is released from any claims, causes of action (including but not limited to negligence), or expenses of any kind or nature which are asserted against DD. DD acknowledges and understands that the County's insurance carrier only provides insurance coverage for the County and Deputies acting within the scope of their employment. DD is not provided insurance coverage under the County's insurance policy and DD must provide for its own insurance policy or self-insurance coverage.
7. Default. If DD fails to make any payments due hereunder or fails to abide by the terms of this Contract, then DD shall be in default. The County or Sheriff shall provide notice of such default and if DD fails to cure such default within thirty (30) days, then the County may immediately terminate this Contract and all amounts owed as of the date of termination shall remain an obligation of DD.
8. Entire Agreement. This Contract constitutes the entire agreement amongst the parties and supersedes any prior understanding or agreement related thereto. This Contract can only be amended or modified by the prior written consent of all parties.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date signed by the County Executive.

COUNTY OF SUMMIT DEVELOPMENTAL DISABILITIES BOARD

Approved as to Correctness and Form:

By: _____
Printed Name: John J. Trunk By: _____
Title: Superintendent

SHERIFF OF SUMMIT COUNTY, OHIO

By: _____
Steve Barry
Sheriff, County of Summit, Ohio

COUNTY OF SUMMIT, OHIO

By: _____
Russell M. Pry Date
Executive, County of Summit, Ohio

Approved as to Correctness and Form:

By: _____
Deborah S. Matz, Director
Department of Law

Schedule A

DD

2 Deputies- 1 detectives, 1 security
2 Vehicles (2 shifts)
2 Radios

<u>Year</u>	<u>Salaries (per Deputy)</u>	<u>Total Deputies</u>	
	(9/1/15 - 12/31/15)		
2015	\$97,056.00 (annual) /12 mo=	\$8,088.00 X 4 mo X 2 =	\$ 64,704.00
2015	<u>Vehicle (Annual)</u>		
	(9/1/15 - 12/31/15)		
	\$27,334.00 /3 (1/3 Shift) =	\$9,111.33 per shift	
	\$9,111.33 /12 mo =	\$759.28 mo X 4 mo X 2 Veh.	= \$ 6,074.24
	<u>Dispatch (Annual)</u>	\$6,445.00 (waived) =	\$ 0.00
	\$144/12mo=	\$12.00 X 4= \$48.00 X 2	= \$ 96.00
2015	Total		\$ 70,874.24 /4 = \$17,718.56
<u>Year</u>	<u>Salaries (per Deputy)</u>	<u>Total Deputies</u>	
2016	99,617.00 X 2		= \$ 199,234.00
2016	<u>Vehicle (Annual)</u>	(1/1/16 - 12/31/16)	
	\$27,334.00 /3 (1/3 Shift) =	\$9,111.33 per shift	
	\$9,111.33 X 2 Veh.		= \$ 18,222.66
	Radio purchase (\$5,000.00) annual (waived)		0.00
	<u>Radios (Annual)</u>		
	\$144 X 2 =		\$ 288.00
	<u>Dispatch (Annual)</u>	\$6,445.00 (waived) =	\$ 0.00
2016	Total		\$217,744.66 /12 = \$18,145.39

Per month

Total: *\$288,618.90

*As may be adjusted as provided herein.

Schedule B:

- 1) The **Deputy (Policing/Security)** will perform the following duties for the Summit County Board of DD:
 - a) Patrol the main campus at Howe Ave on an ongoing basis throughout scheduled work days.
 - b) Be available to respond to any immediate security needs at any/all Summit DD operated properties.
 - c) Completion of police reports for criminal MUI's reported and communication of criminal determinations to the Summit DD Intake and Investigative Agents.
- 2) The **Deputy (Detective)** will perform the following duties for the Summit County Board of DD:
 - a) Lead investigation duties for all MUIs which fit criminal criteria, including but not limited to: conducting relevant interviews, searching for community suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimonials, and any other duties based on case-specific demands. All investigatory duties will meet the requirements outlined in the Ohio Administrative Code Section 5123:2-17-02.
 - b) Communicate with the Summit County Prosecutor's Office, as well as other local law enforcement entities when necessary or requested by the Summit County Board of DD.
 - c) Present the investigation file to the Prosecutor assigned to the case.
 - d) Complete investigatory reports as per Sheriff's Office protocol, and share information in written and verbal form to the assigned Investigative Agent for inclusion in the MUI written report. Consult with Investigative Agents as needed/requested to communicate relevant findings and details of the investigations.
- 3) **Both Deputies** will perform the following duties for the Summit County Board of DD:
 - a) Track arrests and prosecution of crimes against persons with developmental disabilities for reporting purposes.
 - b) Provide monthly case activity reports and annual case summaries to the Summit DD Finance Department/Administration and the Summit County Sheriff's Office Investigation Bureau Commander. Monthly reports shall provide an accounting of the Deputies' hours worked for each month.
 - c) Attend weekly MUI Unit departmental meetings to foster communication between Investigative Agents and Deputies, as well as communicate any departmental changes in protocol/process.
 - d) Use Summit DD technology and software to communicate between departments and enter documentation into the Summit DD document management system.
 - e) Accompany Summit DD personnel as requested into potentially unsafe situations, where risk of harm may be indicated.
 - f) Perform emergency removals of developmentally disabled individuals (per Sheriff's Office protocol) if/when imminent risk of harm is indicated.
 - g) Assist Investigative Agents in conducting Crisis Intervention Team (CIT) and/or other relevant trainings regarding the interface between police officers and individuals served by the Summit County Board of DD.
 - h) Assist in educating local/county prosecutors regarding the ability of persons served to testify in criminal proceedings, and the overall MUI investigatory process.
 - i) Attend trainings specific to individuals with developmental disabilities as offered.

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Creation of Board Policy 3023 - Electronic Signatures	Summit DD needs to create a policy to govern the use of electronic signatures	Approval of new Policy 3023 – Electronic Signatures	<p>Summit DD has implemented new technology to allow employees and individuals we interact with to sign documents electronically, without the need for printing.</p> <p>Ohio Revised Code already contains rules that allow County entities to use electronic signatures in place of hand-written ones.</p> <p>Summit DD needs a policy in place to govern how we will use and manage electronic signatures, and a related procedure to guide employee usage of electronic signatures.</p> <p>It is recommended that the Board approve the new Policy 3023 - regarding the use of electronic signatures.</p>

Recommended for approval by the July
HR/LR Committee

Attachment #7

Submitted By: Russ DuPlain

Date: July 2015

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

3023 – ELECTRONIC SIGNATURES

Electronic signatures may be utilized at Summit DD by both employees and providers. Electronic signatures are legally binding as a means to identify the author and to confirm that the contents are what the author intended. They have the equivalent level of legal protection that is given to paper based signatures.

Procedures will be created to verify that an electronic signature or record is that of a specific person, or for detecting changes or errors in the information in an electronic record as required to facilitate secure authentication of electronic records.

ORC § 1306 Ohio Uniform Electronic Transactions Act
ORC § 304 Electronic Records and Signatures for Counties
ORC § 117.111 County office using electronic records and signatures

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> 2016 Employee health 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 health insurance plan for eligible employees for the 2016 benefit year. 	<p>The Board's 2016 budget for health insurance is \$4,819,762 compared to \$6,327,294 in 2015. The decrease in budget is comprised of a combination of good experience ratings and anticipated 2015 rollover of funds due to savings created by the Early Retirement Incentive Program (ERIP) resulting in total available funds of \$5,319,762 for 2016 health insurance cost.</p> <p>The Board has been with Aetna since 2013 and has had very favorable claims experience in the last 18-24 months. In May proposals were solicited for 2016 from three carriers; all proposals quoted a decrease ranging from 1% to almost 16%. The Insurance Committee (comprised of representatives from each of the four bargaining units and management) reached consensus in July and recommended remaining with Aetna.</p> <p>Aetna's proposal includes:</p> <ul style="list-style-type: none"> A 12.4% reduction over 2015 rates A not-to-exceed rate cap of 12% for 2017 \$50,000 pre-funded wellness dollars to be used at Summit DD's discretion An enhanced disease management program The introduction of Tele-a-Doc, 24/7 access to a doctor by phone or video for the cost of an office visit copay. <p>Total 2016 cost should fall within budget although changes associated with an open enrollment period and substitute employees becoming eligible under ACA provides some level of variability.</p>

Submitted By: Lynn Sargi For: Superintendent / Assistant Superintendent
X Finance & Facilities Committee
Services & Supports Committee
X HR/LR Committee
Ethics Committee

Date: August 10, 2015

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

Two plan options are offered: A \$500/\$1000 single/family deductible and a \$3000/\$6000 single/family deductible.

Employees contribute 15% of the cost of health insurance; the Board contributes 85%. 2016 rates reflected below are for the \$500/\$1000 deductible plan:

Monthly Premium	Employer Share	Employee Share
Single \$613.00	\$521.05	\$91.95
2015-2016 Difference	-\$73.75	-\$13.02
Family \$1650.90	\$1403.27	\$247.64
2015-2016 Difference	-\$198.63	-\$35.05

Recommended for approval by the August HR/LR and Finance & Facilities Committees.

Submitted By: Lynn Sargi

Date: August 10, 2015

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

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SEVEN MONTHS ENDED JULY 31, 2015 AND 2014

		7/31/2015			7/31/2014		
	2015	2015	YTD \$	YTD %	2014	YTD \$	YTD %
	ANNUAL	YTD	BUDGET	BUDGET	ANNUAL	BUDGET	BUDGET
	BUDGET	ACTUAL	REMAINING	REMAINING	BUDGET	REMAINING	REMAINING
OPERATING REVENUE							
PROPERTY TAXES	\$ 50,520,000	\$ 25,939,914	\$ 24,580,086	48.7%	\$ 50,896,620	\$ 25,653,099	\$ 25,243,521
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	50.0%	533,981	266,990	266,991
REIMBURSEMENTS	16,395,286	8,739,983	7,655,303	46.7% 1	15,250,321	11,427,141	3,823,180
GRANTS	630,000	219,603	410,397	65.1%	1,080,000	231,593	848,407
CONTRACT SERVICES	868,000	160,902	707,098	81.5%	325,000	222,360	102,640
REFUNDS	-	-	-	0.0%	-	26,712	(26,712)
OTHER RECEIPTS	124,500	80,128	44,372	35.6%	350,000	210,804	139,196
SALES	-	-	-	0.0%	-	2	(2)
TOTAL REVENUE	\$ 69,071,767	\$ 35,407,520	\$ 33,664,247	48.7%	\$ 68,435,922	\$ 38,038,701	\$ 30,397,221
OPERATING EXPENDITURES							
SALARIES	\$ 24,512,500	\$ 13,588,062	\$ 10,924,438	44.6%	\$ 25,251,980	\$ 13,452,583	\$ 11,799,397
ERIP COSTS	-	77,623	(77,623)	0.0%	5,143,037	1,043,604	4,099,433
EMPLOYEE BENEFITS	11,111,902	5,967,987	5,143,915	46.3%	11,280,271	6,048,169	5,232,102
SUPPLIES	1,502,985	714,251	788,734	52.5%	1,492,195	668,445	823,750
TRAVEL AND TRAINING	390,963	182,715	208,248	53.3%	408,820	198,691	210,129
CONTRACT SERVICES	13,070,585	5,716,741	7,353,844	56.3% 2	11,589,499	6,908,677	4,680,822
MEDICAID COSTS	23,865,000	18,389,233	5,475,767	22.9% 3	21,960,000	16,247,130	5,712,870
UTILITIES	701,150	426,588	274,562	39.2%	809,000	455,421	353,579
RENTALS	631,022	618,296	12,726	2.0%	760,740	738,523	22,217
ADVERTISING	130,000	91,074	38,926	29.9%	135,000	38,324	96,676
OTHER EXPENSES	377,806	299,137	78,669	20.8%	409,630	302,867	106,763
EQUIPMENT	449,000	471,365	(22,365)	-5.0%	647,200	159,422	487,778
REAL PROPERTY IMPROVEMENT	200,000	288,018	(88,018)	-44.0%	500,000	25,483	474,517
TOTAL EXPENDITURES	\$ 76,942,913	\$ 46,831,090	\$ 30,111,823	39.1%	\$ 80,387,372	\$ 46,287,339	\$ 34,100,033
NET REVENUES AND EXPENDITURES	\$ (7,871,146)	\$ (11,423,570)			\$ (11,951,450)	\$ (8,248,638)	
	BUDGET	ACTUAL					
BEGINNING FUND BALANCE	\$ 62,008,630	\$ 62,008,630					
PLUS: REVENUE	69,071,767	35,407,520					
LESS: EXPENDITURES	(76,942,913)	(46,831,090)					
ENDING FUND BALANCE	\$ 54,137,484	\$ 50,585,060					

Recommended for approval by the
August Finance & Facilities Committee

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED JULY 31, 2015
(Rounded)**

An evenly distributed budget remaining for a one month period
Evenly distributed budget remaining for five months

8.3%
41.7%

Current Month

<u>Revenue:</u>		
1	Reimbursements:	Quarterly state subsidy
		\$ 679,000
<u>Expenditures:</u>		
2	Contract Services:	PRADCO consulting fee for a leadership development project
		30,000
3	Medicaid Costs:	Medicaid administrative fee
		268,000
		Quarterly waiver match
		5,633,000
		Annual supplemental waiver match
		1,819,000
		Quarterly Medicaid Administrative Claims (MAC) fees
		14,500

Prior Months

<u>Revenue:</u>		
	Property Taxes:	Refund of excess Real Estate Assessment (REA) fees collected by the Summit County Fiscal Office to help defray reappraisal and reassessment costs.
		\$ 301,000
	Personal Property Reimb:	1st Half and final reimbursement
		267,000

This reimbursement is completely phased out of the current state budget, but with OACB advocacy, an alternative proposal was passed where county boards will receive some reimbursement to help offset the loss in revenue in the form of additional allocation which is a direct credit against waiver match cost.

<u>Expenditures:</u>		
	ERIP:	Exit costs for a combined total of nine (9) participants retiring in December and February offset by a refund of PERS buy-out costs for one (1) individual that rescinded.
		96,700 (19,100)
	Rentals:	Prepayment to Summit Housing Corp. for annual facility rents for the Akron, Ellet and Twinsburg Centers.
		612,000
	Other Expenses:	Payments to Wichert Insurance Company for the following insurance costs:
		Cyber insurance with AIG-Illinois International Insurance
		Director and officers liability insurance with Hiscox Insurance Company
		Property & casualty, business automobile and umbrella coverage with Selective Insurance Company
		11,000 39,000 103,000
	Equipment:	Purchase of five (5) new busses for the Transportation Department
		301,000

Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$390,000 of an available \$461,000 from prior year purchase orders and encumbrances. Of the total expenditures in this category approximately \$82,000 was used out of the 2015 budget.

Real Property Improvements: Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$208,000 of an available \$217,000 from prior year purchase orders and encumbrances. Of the total expenditures in this category approximately \$80,000 was used out of the 2015 budget.

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Volunteer Services	<ul style="list-style-type: none"> Volunteer Services policy requires updating to reflect current practice. 	<ul style="list-style-type: none"> Approval of revised Policy 4036 – Volunteer Services. 	<p>Human Resources assumed responsibility for internships in 2013 and recently convened a TOPS (Team Oriented Problem Solving) Team to review (1) Summit DD volunteer services practices and (2) explore how Summit DD can support community involvement and increase its visibility.</p> <p>Summit DD is accredited by CARF which has identical standards for volunteer and intern programs.</p> <p>Summit DD proposes revising its Policy 4036 – Volunteer Services to reflect similar practices for volunteers and interns. A more detailed procedure that outlines types of volunteer opportunities and recruitment, selection, training and removal requirements will accompany this policy. The policy and procedure are consistent with CARF standards.</p> <p>It should be noted that Summit DD has few internship requests each year and expects to have limited direct volunteer opportunities. Our processes will support these modest programs but also assist in linking individuals interested in volunteering with other community organizations such as providers that may have more opportunities.</p> <p>Recommended for approval by the August HR/LR Committee.</p>

Submitted By: Lynn Sargi

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

Date: August 10, 2015

4036 - VOLUNTEER SERVICES

Volunteer services can increase community awareness about the Board and persons with developmental disabilities. Summit DD may endorse the use of volunteers/interns services to support the Board's mission and goals by benefitting from their skills, abilities and/or experience. ~~enrich the lives of persons served and to foster community awareness regarding the needs and abilities of individuals with developmental disabilities. Volunteer participation should have a positive impact on individuals served, staff, and the volunteer.~~ Volunteer services are governed by Board policy and applicable law.

A volunteer/intern is any person who, without the expectation of compensation, performs a task at the direction of or on behalf of the Agency. A volunteer/intern must be officially accepted into the Board's volunteer program prior to the performance of any volunteer responsibility and is not an employee of the Board. ~~Volunteer services are governed by Board policy and applicable law.~~ Any person acting without such acceptance will be considered a "visitor" and, as such, will be subject to the policies and procedures of the Board regarding "visitors."

~~Volunteers are viewed as a valuable resource to the Agency, its staff, and the individual served.~~ Volunteers/interns shall be extended the right to be given meaningful assignments, effective supervision, and full involvement and participation. **Volunteers/interns will not act in lieu of staff.** Volunteers/interns shall agree to actively perform their duties to the best of their abilities and remain loyal to the philosophy, mission, and goals of the Summit DD.

Summit DD accepts the service of volunteers/interns with the understanding that such service is at the sole discretion of the Board. The Board may at any time, for whatever reason, decide to terminate the volunteer/intern's relationship with the Board. The volunteer/intern may at any time decide to sever their relationship the Board.

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> 2016 Summit DD Calendar 	<p>Identification of holidays and in-service days.</p>	<ul style="list-style-type: none"> Adopt the 2016 Summit DD Calendar. 	<p>The attached 2016 Calendar is consistent with Summit DD's holiday procedure and collective bargaining unit agreements.</p> <p>The calendar reduces the number of in-service days from eight in 2015 to six in 2016. The WWSA agreement that was ratified in 2014 reduced the number of in-service day requirement from eight to four.</p> <p>Recommended for approval by the August HR/LR and Services & Supports Committees.</p>

Submitted By: Lynn Sargi For: Superintendent / Assistant Superintendent
August 10, 2015 Finance & Facilities Committee
X Services & Supports Committee
X HR/LR Committee
 Ethics Committee



2016 AGENCY CALENDAR

Holidays

New Year's Day	Friday, January 1, 2016
Martin Luther King Jr. Day	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving Break	Thursday, November 24, 2016
	Friday, November 25, 2016
Winter Break	Friday, December 23, 2016
	Monday, December 26, 2016
	Tuesday, December 27, 2016
	Wednesday, December 28, 2016
	Thursday, December 29, 2016
	Friday, December 30, 2016
	Monday, January 2, 2017

In-Service Days

Friday, February 05, 2016
Friday, April 8, 2016
Friday, June 03, 2016
Monday, June 06, 2016
Friday, September 02, 2016
Monday, October 17, 2016



MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

Summit County Board of Developmental Disabilities

MINUTES - draft

Thursday, July 23, 2015
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, July 23, 2015 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:03 p.m.

BOARD MEMBERS PRESENT

Randy Briggs, President
Denise Ricks, Secretary
Tom Quade
Dave Dohnal
Jennifer Dwyer

BOARD MEMBER EXCUSED

Joe Siegferth, Vice President
Meghan Wilkinson

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Holly Brugh, Director of Services
Lynn Sargi, Director of HR
Melissa Skiljan, Director of SSA
Tom Jacobs, Director of Operations
Eldridge Black, Director of Transportation

Joe Eck, Director of Labor Relations &
Risk Management
Mira Pozna, Director of Fiscal
Billie Jo David, Director of
Communications, Quality & MUI
Russ DuPlain, Director of IT
Maggi Albright, Recording Secretary
and others

I. SUMMIT DD 2016 BUDGET

The Summit DD 2016 budget request requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and the County. The 2016 budget request is in the amount of \$73,687,849 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The 2016 budget projects total deficit spending of approximately \$7.4 million dollars and reflects 4.1% decrease in overall revenue and 4.2% decrease in overall operating expenditures compared to 2015. The 2016 budget includes staffing reduction of two positions offset by an average pay increase of 2.5%. The decrease in health insurance premiums contributes to most of the reduction in the cost of Employee Benefits and the reduction in revenue is due to a combination of the loss of Tangible Personal Property Tax (TPPT) reimbursement, reduced Medicaid reimbursements as services shift to private providers and a DODD change in the Targeted Case Management (TCM) match methodology. Mr. Trunk explained that the TPPT phase out is complete.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

WORK SESSION (continued)

I. SUMMIT DD 2016 BUDGET (continued)

A formula has been developed to allocate approximately \$20 million dollars over a two-year period to county boards, which is about half of what was collectively collected. Mr. Trunk advised it is anticipated there will be a reduction in health insurance costs in 2016. Mr. Briggs asked if the Wellness Program is a contributing factor in the reduction. Mr. Trunk replied the claims history, reduction in staff due to the Early Retirement Incentive Program (ERIP) and staff participation in the Wellness Program are all contributing factors to the decrease. Mr. Quade asked if a target has been established. Mrs. Sargi replied a target has not been set, however, the goal is to increase participation every year, which has been occurring, and staff are now at almost 50% participation. Mr. Quade responded that 50% participation is great and almost unheard of. Mr. Briggs asked about the 43.3% reduction in Rentals. Mr. Trunk responded the lease for the Akron Center expires in 2016 and won't be renewed. The lease for the Ellet Center expires in 2017 and staff will analyze other options. Mr. Briggs asked about the future of the Dream Out Loud program. Mr. Trunk stated that program model could be replicated at other work centers and perhaps delivered in integrated settings. The fund balance at the end of 2015 is budgeted at \$54,137,484 and after projected 2016 deficit spending the fund balance is anticipated to be approximately \$46,706,388 at the end of 2016, which is within 3% of the Board's approved levy plan. The Summit DD 2016 Budget has been recommended for approval by the July Finance & Facilities Committee.

II. KRONOS CONTRACT

Summit DD utilizes the Workforce Central system provided by Kronos as its main HR servicing application for employee time tracking, personnel management and payroll. The request is to enter into a contract with Kronos in 2015 for an amount not to exceed \$103,515 to cover annual maintenance cost estimated to be up to \$40,800, \$32,890 for upgrading Workforce Central, \$14,000 for adding a new Workforce Mobile module to allow remote management and remote time clocking, \$13,500 for a new version of time clock that provides enhanced interface for employees and \$2,325 to purchase Knowledge Pass, a library of online training classes. Funds are available in the budget and the Kronos Contract has been recommended for approval by the July Finance & Facilities Committee.

III. ARAKYTA CONTRACT

Arakya is an Ohio-based information technology company that performs upgrades, maintenance and hosting services. Summit DD is working with Arakya to provide customized technical support as the Agency's technical infrastructure is updated. A portion of the upgrades must be completed by November 2015 to ensure the network will remain functional.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

WORK SESSION *(continued)*

III. ARAKYTA CONTRACT *(continued)*

Other work being completed will reduce ongoing support and maintenance costs by combining separate servers into larger consolidated servers, which will reduce future support costs by \$15,000-\$20,000/annually. The backup server and the disaster recovery capabilities will also be enhanced. Total cost of all work will not exceed \$88,000 for 2015. Mr. Briggs asked how long Summit DD has been working with this vendor and how were they identified as a source. Mr. DuPlain replied that staff received recommendations about this vendor through other business relationships and began working with the vendor earlier this year. Arakya initially reviewed the Board's needs and made recommendations at no cost. Funds are available in the budget and the Arakya Contract has been recommended for approval by the July Finance & Facilities Committee.

IV. SUMMIT COUNTY SHERIFF'S CONTRACT

The proposed contract with the Summit County Sheriff's office provides an assigned deputy and vehicle to be responsible to patrol both the facility and outside parking areas at the Administrative building as well as responding to other Summit DD facilities. The deputy may also accompany Summit DD staff to onsite locations, when needed. Additionally, the deputy will take initial criminal notifications and complete initial police reports for Major Unusual Incidents (MUI) of a criminal nature. The contract also provides a sheriff's detective to investigate criminal cases, including conducting relevant interviews, searching for community suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimony and other duties based on case-specific demands. The detective will coordinate with the Summit County Prosecutor's office and other law enforcement jurisdictions as needed to educate the community concerning criminal cases involving individuals with developmental disabilities. The goal is for more local jurisdictions to open and investigate criminal cases. The proposed contract reduces the number of detectives from two to one since the addition of the second detective under the former contract did not substantially increase the number of cases opened or arrests. The proposed contract is for a 16-month term commencing September 1, 2015 through December 31, 2016. Future contracts will follow a calendar year. Funds are available in the budget and the contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

V. NEW POLICY 3023 – ELECTRONIC SIGNATURES

Summit DD has implemented new technology to allow documents to be signed electronically and eliminate the need for printing. The Ohio Revised Code (ORC) contains rules that permit county entities to use electronic signatures in place of handwritten signatures. New Policy 3023 and the related procedure govern the use and management of electronic signatures. New Policy 3023 has been recommended for approval by the July HR/LR Committee.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

WORK SESSION *(continued)*

VI. MAY FINANCIAL STATEMENTS

May ended with deficit spending of approximately \$1.9 million dollars, taking the fund balance to \$60,091,109. The quarterly Title XX reimbursement was \$90,000. The May Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VII. JUNE FINANCIAL STATEMENTS

June ended with deficit spending of \$669,872, taking the fund balance to \$61,338,758. Revenue for June reflects the first half homestead and rollback tax of \$3,000,000 and the first half and final personal property reimbursement of \$267,000. The reimbursement is completely phased out of the current state budget, however, county boards will receive some reimbursement to help offset the lost in revenue, which will most likely be a direct credit against waiver match costs. There was also a quarterly Medicaid Administrative Claims (MAC) reimbursement of \$290,000. Expenditures in June reflect \$65,000 for Summit 2020 Project and \$27,000 for County chargeback for building insurance. The June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

VIII. REVISED POLICY 4038 – BEHAVIOR SUPPORT & HUMAN RIGHTS

Policy 4038 is being updated to incorporate recent revisions to the Ohio Administrative Code (OAC) relative to behavioral support strategies that include restrictive measures. Mr. Dohnal asked about revised language in the policy that speaks to *legal sanctions*. Mrs. Kamlowsky responded that this language was added to the revised policy since it is part of the statute. Revised Policy 4038 – Behavior Support & Human Rights has been recommended for approval by the July Services & Supports Committee.

IX. SUMMIT DD AUTHORIZED REPRESENTATIVE FOR NEON

Northeast Ohio Network (NEON) requires a Board resolution to allow superintendents to act on behalf of the Board at meetings and for official business. NEON also requires a Board resolution for staff to act as the superintendent's designee. Mr. Trunk selected Lisa Kamlowsky, Assistant Superintendent, and Mira Pozna, Director of Fiscal, to serve as designee in his absence.

The work session adjourned at 5:41 p.m.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:41 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, expressed concern relative to the closing of Akron Center. She stated there are a substantial number of persons served and staff who will be impacted by this change and asked about capacity at other work centers for individuals not ready for community integration. Mr. Trunk replied there is capacity at some work centers, partner providers also have capacity, some individuals may select community employment and some may choose to receive day services and supports at senior centers. The commitment and goal is to have a smooth transition for persons served, families and staff. Mr. Quade stated that Ms. Frank raised an interesting point relative to the closure of Akron Center. The community may view this as a cost saving measure to move people into the community and the Board does not want to send the wrong message. Mr. Trunk replied that while there is a fiscal impact of closing the Akron Center that is not the driving reason for ending the lease at that facility. The Board's communication plan will focus on the programming and service delivery rationale for leaving the Center.

Ms. Frank mentioned the Cuyahoga Falls Center recently celebrated summer with a red, white and blue themed picnic sponsored by the Employee Council where individuals made t-shirts.

Ms. Frank also thanked the Superintendent for continuing to be very visible at the work centers and for inviting legislators to tour the Cuyahoga Falls Center. She stated it is beneficial that legislators see things firsthand.

Tom Berry, a parent and Board Member of The Arc of Summit & Portage Counties, thanked the Board and staff for their service so far this year.

II. APPROVAL OF MINUTES

A. MAY 28, 2015 (combined work session and regular meeting)

R E S O L U T I O N

No. 15-07-01

Mr. Quade moved that the Board approve the minutes of the May 28, 2015 combined work session and regular meeting, as presented in attachment #9. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY FINANCIAL STATEMENTS

RESOLUTION No. 15-07-02

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

2. JUNE FINANCIAL STATEMENTS

RESOLUTION No. 15-07-03

Dr. Dwyer moved that the Board approve the June Financial Statements, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. SERVICES & SUPPORTS COMMITTEE

1. REVISED POLICY 4038 – BEHAVIOR SUPPORT & HUMAN RIGHTS

RESOLUTION No. 15-07-04

Mr. Dohnal moved that the Board approve revised Policy 4038 – Behavior Support & Human Rights, as presented in attachment #8. The motion, seconded by Mr. Quade, was unanimously approved.

C. OTHER

1. SUMMIT DD AUTHORIZED REPRESENTATIVE FOR NEON

RESOLUTION No. 15-07-05

Mr. Quade moved that the Board appoints Superintendent John J. Trunk as its authorized representative at NEON meetings and in all NEON business and approves Assistant Superintendent Lisa Kamlowksy and Director of Fiscal Mira Pozna to serve as the Superintendent's Designee to attend and represent the Summit DD Board at NEON meetings. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES –combined work session and regular meeting
Thursday, July 23, 2015

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT

Mr. Trunk advised the state budget has been finalized and approved and it reflects a significant influx of new money for the DD system. The majority of the new funds are intended to downsize large public and private residential settings, with additional funds available to address waiting lists.

The Center for Medicare and Medicaid Services (CMS) approved a plan that allows county boards until 2024 to eliminate the conflict of interest issue. This means that county boards will have until 2024 to transition out of the direct provider role of adult day, employment and transportation services. Mr. Quade asked if there is baseline data by county relative to the number of opportunities that exist for integrated placement. Mr. Trunk replied there are currently 300 people working in integrated employment. At a recent meeting, it was suggested that 80 individuals per year be shifted to community employment. Mr. Trunk stated that strategies are being initiated to engage the business community about the benefits of hiring individuals with disabilities. He added that Ohio is unique relative to the wide range of needs of the individuals supported.

Mr. Trunk mentioned the first meeting of the Best Practices Advisory Committee was held on June 22nd with a second meeting planned in the fall. The purpose of the committee is to help focus on best practices and provide feedback relative to Summit DD meeting its mission.

Mr. Trunk stated that he and staff met with Executive Pry to continue discussions about the Bath Center. If a buyer is not identified, the County is considering releasing the deed to the Board.

Mr. Trunk thanked staff for their efforts in planning the upcoming Summit DD golf outing to be held on August 17th at Rosemont Country Club. All planning and preparation has taken place on staffs' personal time. Most of the sponsorship spots have been filled and there is a full line-up of golfers.

V. PRESIDENT'S COMMENTS

Mr. Briggs stated that he continues to receive positive comments from members of the community and community leaders about Summit DD so the hard work of staff is certainly paying off. People are listening to the mission – keep up the good work.

There being no further business, the Board Meeting adjourned at 6:07 p.m.

Denise Ricks, Secretary

July 2015 Executive Summary Dashboard

	YTD Total	Definition
Total Annual Persons Served	3971	Unduplicated cumulative total of YTD Persons Served Census line XI
Total Adults	2168	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	1912	Cumulative total of YTD children. EI and ages 3+, SSA Assigned, and school age registry snapshot. Note: Children who become adults during time period are also counted as adults.
Total Waiver	1987	Unduplicated cumulative total of YTD count of individuals receiving a waiver. Census line IVB5
IO	1190	Individuals receiving I/O funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	676	Individuals receiving level 1 funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
Total Day Array	1944	Unduplicated cumulative total of YTD Persons Served receiving day array services. Census line IILH6
Waiver funded	1690	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	416	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	734	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	1346	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	1849	Unduplicated cumulative total of YTD Persons Served receiving Non Medical Transportation (NMT). Census line IXG
Summit DD	583	Individuals receiving NMT with Summit DD. Note: if changed from Summit DD to Provider counted in both provider categories
Private Provider	1365	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	1623	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	192	# of sites individuals receive shared HPC services. Note: this represents congregate community sites
Foster sites	130	# of Foster Care sites. Note: This includes single and shared Foster care

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

2015 July Census

Point in Time
Cumulative
Year to Date
7/31/2015

Definitions

SSA ONLY		Point in Time Cumulative Year to Date 7/31/2015	Definitions
III	Children - SSA Assigned	915	Age 6-22 in School, SSA Assigned, No Other Services Provided
A	Adults - SSA Assigned	151	Age 22 and over - SSA Assigned, No Other Services Provided
B	TOTAL SSA ONLY (unduplicated count) III A through III B	1065	Summit DD contributes 40% Match
IV	HOME AND COMMUNITY BASED WAIVERS		
A	I/O WAIVERS		
1	Number of Waivers requested	75	As requested by Summit DD
2	Number of Waivers ODD awarded	36	As awarded by ODD
3	Number of Waivers Filled	1181	Waivers in active use
4	Living Independently in community w/ Homemaker Personal Care Supports	375	In-Home supports in family home or persons own residence
5	Foster Homemaker Personal Care	189	Person living with care giver not a family member
6	24/7 shared staffing for Homemaker Personal Care Supports	577	Person receiving 24/7 paid staff supervision support
B	LEVEL ONE WAIVERS		
1	Number of Waivers requested	75	As requested by Summit DD
2	Number of Waivers ODD awarded	28	As awarded by ODD
3	Number of Waivers Filled	676	Waivers in active use
4	Living Independently in community w/ Homemaker Personal Care Supports	334	In-Home supports in family home or persons' own residence
C	SELF WAIVERS		
1	Number of Waivers requested	20	
2	Number of Waivers ODD awarded	10	
D	TDD WAIVERS		
1	Number of Waivers requested	137	
2	Number of Waivers ODD awarded	139	
3	Number of Waivers Filled	1973	
V	TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV A, B, C, D plus IV A, B, C, D and D	1987	
A	Summit DD FUNDED SUPPORTED LIVING		
1	Living Independently in community w/ Homemaker Personal Care Supports	83	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Foster Homemaker Personal Care	1	In-Home supports in family home or persons' own residence
3	24/7 shared staffing for Homemaker Personal Care Supports	0	Person living with care giver not a family member
4	TOTAL Summit DD FUNDED SUPPORTED LIVING (unduplicated count) V A through V D	84	Person receiving 24/7 paid staff supervision support
VI	INDIVIDUALS LIVING IN AN ICFMR (unduplicated count)	82	Cumulative YTD if's may be duplicated across service categories
VII	INDIVIDUALS LIVING IN A NURSING HOME (unduplicated count)	65	Individuals residing in an intermediate care facility funded by OJUF's, and is an option for persons served
VIII	TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS (unduplicated count) VI, VII	143	Individuals residing in a Nursing Home funded by OJUF's, and is an option for persons served
IX	TRANSPORTATION		
A	Non Medical Transportation, Summit DD Operated, Waiver Funded (unduplicated count)	441	Transportation to and from Day Away services, Summit DD contributes 40% Match
B	Non Medical Transportation, Summit DD Operated, Locally Funded (unduplicated count)	99	Transportation to and from Day Away services, Summit DD pays 100% local
C	TOTAL NUMBER OF PERSONS SERVED SUMMIT DD OPERATED TRANSPORTATION (unduplicated count) IX A plus IX B	539	
D	Non Medical Transportation, Private Provider, Waiver Funded (unduplicated count)	1085	Transportation to and from Day Away services, Summit DD contributes 40% Match
E	Non Medical Transportation, Private Provider, Locally Funded (unduplicated count)	205	Transportation to and from Day Away services, Summit DD pays 100% local
F	TOTAL NUMBER OF PERSONS SERVED PRIVATE PROVIDER TRANSPORTATION (unduplicated count) IX D plus IX E	1284	
G	TOTAL NUMBER OF PERSONS SERVED RECEIVING TRANSPORTATION (unduplicated count) IX C plus IX F	1776	
X	QUALITY OF LIFE ACTIVITIES		
A	Special Olympics	35	Summit DD pays 100% local
B	Blast	23	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	83	number of people that attended Educational and Leisure classes offered in the quarter
D	Camp	N/A	number of people that attended summer camp for school-aged students (reported end of Aug)
E	Family Support Services	26	number of people that were awarded FSS dollars for respite, Adaptive Equ, or home mod.
F	Other	N/A	
G	TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES X A through X G	167	Includes duplicates, NOT Included in Total Lives Touched
XI	TOTAL ANNUAL PERSONS SERVED (unduplicated count)	3725	Cumulative total of YTD Persons Served receiving some type of service or support SSA Assigned, Children, Early Intervention, Typically Developing Children, School Age, Registry
XII	WAITING LISTS - Services Requested or Needed within 12 Months		
A	Adult Day Array services	0	Waiting for Voc Rehab, Day Support, and/or Supported Employment longer than 45 days
B	24/7 shared staffing for Homemaker Personal Care Supports	0	Waiting to receive 24 x 7 paid staff supervision support
C	Individual Options Waiver	1834	Waiting for an Individual Options waiver, not
D	Level One Waiver	1254	Waiting for a Level One waiver slot

2015 July Census

CHILDREN'S SERVICES

		Point in Time 7/31/2015	Cumulative Year to Date	Definitions
EARLY INTERVENTION (EI)				
1	Total EI Children Served Community Based 0-2	454	593	
2	Total EI Children Served Community Based 3-5	77	93	
Child Care (Birth to 3)				
1	Paving the Way	4	5	Age Birth - 3, center based, children with delays
2	Community Child Care - (Community Partnerships for Inclusion)	14	17	Age Birth - 3, community partnership for inclusion
3	Total Children (Birth to 3) (unduplicated count) II.B.1 through II.B.2	14	17	
Child Care (3 and up)				
1	Paving the Way	6	6	Age 3 and up, center based, children with delays
2	Community Child Care - (Community Partnerships for Inclusion)	67	84	Age 3 and up community partnership for inclusion
3	Total Children ages 3 and up served (unduplicated count) I.C.1 through I.C.3	69	86	
4	TOTAL CHILDREN SERVED IN HEAD START (unduplicated count) I.A.1 plus I.A.2 plus I.B.3 plus I.C.3	566	729	
TOTAL ENROLLED IN HEAD START (unduplicated count)				
5	TOTAL CHILDREN ON SCHOOL-AGE REGISTRY SERVED	N/A	729	
6	TOTAL CHILDREN, not assigned a specific SSA, receiving services as needed and as requested	224	1048	

ADULT Day Array Services

Summit DD OPERATED WAIVER FUNDED SERVICE				
1	Vocational Habilitation	165	190	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Day Support	123	132	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	131	145	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services Waiver Funded - Summit DD Operated (unduplicated count) II.A.1 through II.A.3	418	434	Combination of Voc Hab and Day Support
Summit DD OPERATED LOCALLY FUNDED SERVICE				
1	Vocational Habilitation	37	40	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Day Support	13	17	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	11	15	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services - Summit DD Operated (unduplicated count) II.B.1 through II.B.3	61	67	Combination of Voc Hab and Day Support
5	TOTAL ADULT DAY Array services - Summit DD OPERATED (unduplicated count) II.A.4 plus II.B.4	479	498	
PRIVATE PROVIDER WAIVER FUNDED SERVICE, Summit DD MATCH				
1	Vocational Habilitation	340	392	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Day Support	540	584	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	73	90	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services Waiver Funded - Private Provider (unduplicated count) II.C.1 through II.C.3	926	975	Combination of Voc Hab and Day Support
PRIVATE PROVIDER LOCALLY FUNDED SERVICE				
1	Vocational Habilitation	89	106	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Day Support	66	76	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	11	13	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services - Private Provider (unduplicated count) II.D.1 through II.D.3	164	192	Combination of Voc Hab and Day Support
5	TOTAL ADULT DAY Array services (unduplicated count) II.C.4 plus II.D.4	1089	1149	
6	TOTAL ADULT DAY Array services (unduplicated count) II.B.5 plus II.D.5	1557	1624	
Summit DD OPERATED EMPLOYMENT WAIVER FUNDED, Summit DD MATCH				
1	Supported Employment Enclave	25	29	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Supported Employment Community	98	117	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Waiver Funded Summit DD Provided (unduplicated count) II.E.1 through II.E.2	122	143	Help people to perform work in a regular employment setting with minimal support
Summit DD OPERATED EMPLOYMENT LOCALLY FUNDED				
1	Supported Employment Enclave	8	9	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Supported Employment Community	77	88	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Locally Funded Summit DD Provided (unduplicated count) II.F.1 through II.F.2	85	97	Help people to perform work in a regular employment setting with minimal support
4	TOTAL ADULT DAY Array services, EMPLOYMENT Summit DD OPERATED (unduplicated count) II.E.3 plus II.F.3	205	236	
PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, Summit DD MATCH				
1	Supported Employment Enclave	101	114	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Supported Employment Community	21	28	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Private Provider (unduplicated count) II.G.1 through II.G.2	122	140	Help people to perform work in a regular employment setting with minimal support
PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED				
1	Supported Employment Enclave	26	32	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Supported Employment Community	18	28	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Locally Funded Private Provider (unduplicated count) II.H.1 through II.H.2	44	60	Help people to perform work in a regular employment setting with minimal support
4	TOTAL ADULT DAY Array services, EMPLOYMENT PRIVATE PROVIDER (unduplicated count) II.G.3 plus II.H.3	165	197	
5	TOTAL ADULT DAY Array services, EMPLOYMENT (unduplicated count) II.F.4 plus II.H.4	363	418	
6	TOTAL ADULT SERVICES ARRAY (unduplicated count) II.D.6 plus II.I.5	1868	1944	
7	Total Competitively Employed	TBD	TBD	

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Operating Plan Results – 2015 Results	Report on the status of the second quarter 2015 Operating Plan measures	No Board action required	<p>10 of 21 measures have met or exceeded the first quarter goal</p> <p>7 of 21 measures are within 5% of the goals</p> <p>4 of 21 measures are below goal</p> <p>Second Quarter highlights include:</p> <ul style="list-style-type: none"> • 3,912 total individuals supported, which is slightly less than the second quarter of 2014. • Summit DD experienced a slight increase from the first quarter in the percentage of adults working in the community (21% compared to 19.9%) and parents perceptions of connections in the community (79% compared to 77%). • 78 % of individuals and 82% of parents/guardians report high satisfaction with Summit DD as an agency. • 86% of adults receive federal funding for services. • Summit DD has supported 28 organizations through sponsorships or volunteerism, including nearly 5,000 pounds of food recently donated to the Akron Food Bank. <p>Status update on 2015 Strategic Objectives:</p> <ul style="list-style-type: none"> • New ISP template and assessment has been completed through iData and training has been completed with staff and providers. • A provider work group focused on Transition services was created. This group will focus on how providers and school districts can collaborate to support Discovery, employment internships, job readiness training and on time graduation. This work compliments the current work of the Summit County Employment First Transition Team. • School age SSA support has transitioned to dedicated caseloads, with SSA's contacting parents on a regular basis, based on individual needs, to determine frequency of contact and current needs.

Submitted By: Billie Jo David

For: x Superintendent/Assistant Superintendent

 Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

 Ethics Committee

Date: 8/18/2015

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none"> Summit DD has entered into a contract with Senior Independence to provide adult day support for up to five individuals. Developed partnerships with several private day care centers to provide child care support for medically fragile children with support from Summit DD. One medically fragile child has successfully integrated into a community day care center with one more in transition. The document management system is implemented in MUI, Children's Services, Records, and Fiscal. Discovery and development work is in progress for Intake, HR, and Fiscal. The first Best Practices Committee meeting was held on June 22nd. Membership consists of the Board President, Board staff and approximately 20 community stakeholders. The role of this diverse group will be to assess how well we are meeting our mission of creating community based opportunities for persons served. Quarterly meetings have been scheduled. <p>Areas below goal:</p> <ul style="list-style-type: none"> Community Inclusion Index (Individuals): Individuals in Summit County access the community on average 14.3 times per month, compared to the statewide average of 21.3 times. The index is a composite of the average number of times individuals went shopping, on errands, out for entertainment, out to eat, to religious services, or exercised. These measures align with the National Core Indicators. The biggest gap was the number of times an individual went out to exercise in a month. We will use the new assessment and ISP to identify what individuals want to do and link them to supports. Results have increased slightly since the first quarter of 2015.
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Submitted By: Billie Jo David

For: x Superintendent/Assistant Superintendent

 Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

 Ethics Committee

Date: 8/18/2015

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none">• Performance Evaluation were complete on-time 85.4% of the time, compared to the projection of 90%. Summit DD is currently implementing an online review system, Review Snap, that will automate and streamline the performance evaluation system. The system is currently being piloted with employees with a performance review due after September 2015.• Administrative costs as a % of total budget. During the first half of 2015 administrative costs comprised 9.87% of the total budget, compared to the projection of 9.25%. This is as a result of one time purchased made during the first quarter, projections indicate that we will remain within budget and meet the 9.25% goal.• Total Medicaid revenue to Summit DD for services provided (millions). Summit DD has received approximately \$5.9 Million in Waiver reimbursements for services provided. The Agency budgeted \$13.5 Million for 2015.
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Submitted By: Billie Jo David For: x Superintendent/Assistant Superintendent
Date: 8/18/2015 Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee
 Ethics Committee

2015 Operating Plan Results

2nd Quarter

meets or exceeds goal



≤5% of goal



≥5% of goal



Measure

2015 Projection

1st Q

2nd Q

3rd Q

4th Q

YTD

Quality Services						
# of Individuals Supported	4,116	4,154	3,679	3,912		3,912
% of adults working in the community	27.5%	25.0%	19.9%	21.0%		21.0%
Person-Centered Planning Index (Individual)	80%	79.8%	81%	78.0%		78.0%
Information and Planning Index (Parents)	89%	90.8%	90%	91.0%		91.0%
Choice and Decision Making Index (Individual)	80.0%	80.5%	84.0%	77.0%		77.0%
Choice and Decision Making Index (Parents)	70%	70.0%	67%	68.0%		68.0%
Community Inclusion Index (Individual)	14.1	21.3	13.9	14.3		14
Community Connections Index (Parents)	79%	80.2%	77%	79.0%		79.0%
Customer Satisfaction						
Individual High Satisfaction with Summit DD	75.0%	76.0%	79.0%	78.0%		78.0%
Parent/guardian High Satisfaction with Summit DD	76.0%	77.0%	79.0%	82.0%		82.0%
Individual Satisfaction with Services	94.0%	95.0%	94.0%	93.0%		93.0%
Parent/guardian Satisfaction with Services	88.0%	89.0%	88.0%	89.0%		89.0%
Residents Familiarity with Summit DD Services	39.2%	39.2%	39.2%	N/A		39.2%
Residents Community Inclusion Index	79.8%	80.0%	78.5%	N/A		78.5%
Administrative costs as a % of total expenses						
Employee Satisfaction	72.0%	78.0%	78.0%	N/A		78.0%
On-time Performance Evaluations	74.0%	90.0%	85.4%	85.4%		85.4%
Provider Collaboration						
Provider Overall Satisfaction	73%	73%	N/A	N/A		N/A
Sustainability						
Administrative costs as a % of total expenses	9.62%	9.25%	10.71%	9.87%		9.87%
Total Medicaid reimbursement to private providers for services provided (millions)	73.9	60	18.6	21.2		39.8
Total Medicaid revenue to Summit DD for services provided (millions)	13.7	13.5	3.2	2.7		5.9
% of adults who receive federal funds	88%	85%	86%	86%		86%
Citizenship						
% of staff who contribute to charitable organizations through United Way	25%	25.0%	N/A	N/A		N/A
Organizations supported to sponsorships	32	30	20	28		28



Summit DD 2nd Quarter 2015 MUI Summary

1) Departmental Performance Measures

- a.** The Ohio Department of Developmental disabilities has migrated the data in the Incident Tracking System from Cognos to the Data Warehouse. Incidents reported with 24 hours, timely response to questions and timely closure of case reports are still under construction. We will report on those metrics next quarter.

2) Law Enforcement Trends

- a.** Out of the 319 cases referred, 60 were opened by the Summit County Sherriff's Office. This accounts for approximately 19% of law enforcement referrals.
- b.** There were 15 arrests YTD in 2015, 8 misdemeanor and 7 felony arrests. There is one open warrant. 8 individuals were indicted in 2015.

3) MUI Trends & Patterns

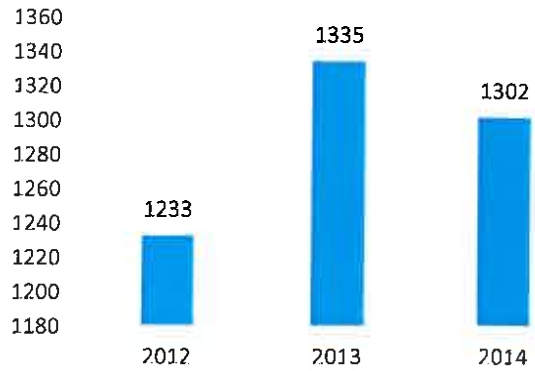
- a.** Reported MUI's have increased by 3 percent from this time last year with 677, compared to 659 in the first quarter of 2014 and by 5% from this time in 2013 compared to 644 in 2013.
- b.** 48% of cases reported were Category A cases, 16% were Category B cases, and 36% were Category C cases. The breakdown of types of cases has remained consistent over the past three years.
- c.** Category Specific Trends
 - i.** Alleged Sexual Abuse has decreased by 50% in both reported and substantiated MUI's reported and substantiated in 2013 and 2014.
 - ii.** Substantiated Alleged Verbal Abuse has increased since this time last year. The PPI is mostly paid staff and the incident location is at the residence in this category.
 - iii.** Substantiated Failure to Report MUI's have experienced an unfavorable trend with 3 in the first half of 2013, 5 in the first half of 2014, and 7 in the first half of 2015.
 - iv.** Misappropriation MUI's have drastically decreased since the first half of 2014.

Category – Semi-Annual	2014 Reported MUIs	2014 Substantiated MUIs	2015 Reported MUIs	2015 Substantiated MUIs
Category A				
Physical Abuse	64	13	60	18
Sexual Abuse	10	4	5	2
Verbal Abuse	32	8	42	17
Suspicious/ Non Accidental Death	1	0	1	0
Exploitation	3	1	2	0
Misappropriation	67	50	53	31
Neglect	90	43	88	51
Peer-to-Peer Acts	52	34	48	39
Failure to Report	11	5	7	7
Category B				
Prohibited Sexual Relations	0	n/a	1	n/a
Rights Code Violation	4	n/a	4	n/a
Attempted Suicide	0	n/a	4	n/a
Missing Individual	15	n/a	14	n/a
Significant Injury	39	n/a	44	n/a
Medical Emergency	12	n/a	23	n/a
Accidental or natural death	23		21	n/a
Category C				
Law Enforcement	33	n/a	25	n/a
Unapproved Behavior Support	65	n/a	56	n/a
Unscheduled Hospitalization	138	n/a	151	n/a

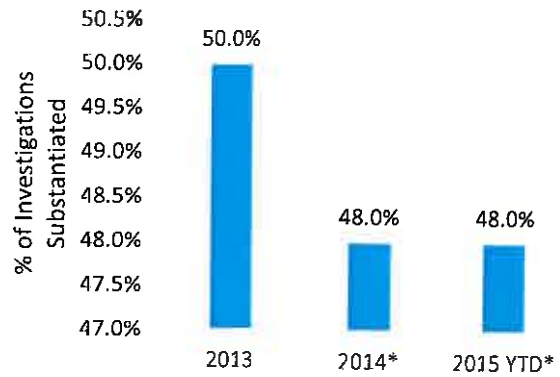
**28 cases open*

2nd Quarter MUI Trends and Patterns

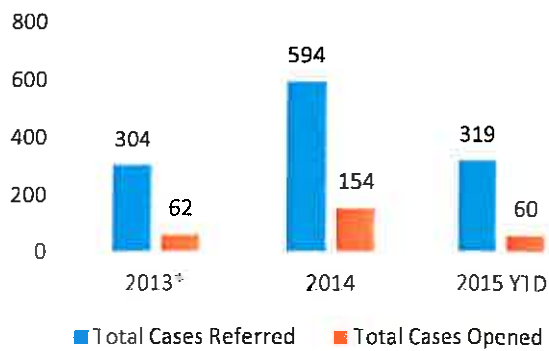
MUI Cases Investigated



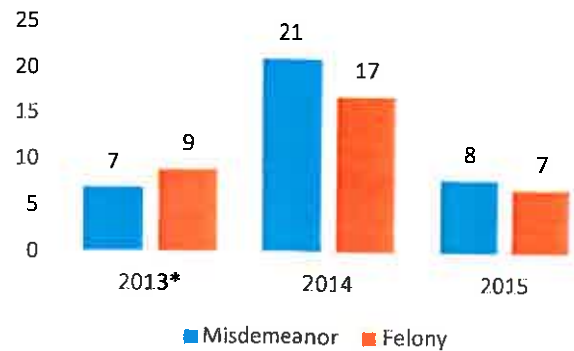
Category A Substantiated



Law Enforcement Cases



Arrests



Reported MUIs by Quarter

