

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

# AGENDA

Thursday, October 22, 2015  
Administrative Board Room  
**5:00 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) DEVELOPMENT FUND
- II. SENIOR INDEPENDENCE CONTRACT
- III. NEW POLICY 2020 – EMPLOYEE/PERSON SERVED RELATIONSHIPS
- IV. REVISED POLICY 2027 – WORKPLACE BULLYING, NON-DISCRIMINATION AND HARASSMENT
- V. DISCONTINUATION OF DOMESTIC PARTNER HEALTH AND WELFARE BENEFITS

### **ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY**

*NO ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY*

### **NEW ACTION ITEMS FOR BOARD CONSIDERATION**

- VI. SEPTEMBER FINANCIAL STATEMENTS
- VII. 2016 EMPLOYEE DENTAL INSURANCE

## **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. SEPTEMBER 24, 2015 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. SEPTEMBER FINANCIAL STATEMENTS
  - B. HR/LR COMMITTEE
    - 1. 2016 EMPLOYEE DENTAL INSURANCE
- VII. SUPERINTENDENT’S REPORT
  - 1. CENSUS
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

# Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>	<b>SUPPORTING DATA FOR RECOMMENDATION</b>
<ul style="list-style-type: none"> <li>• In 2012 with the support of the Summit DD Board, Summit Housing created a development fund to develop new homes and to pay off existing mortgages with the dollars SHDC pays Summit DD for reimbursement for the use of Board employees.</li> </ul>	<ul style="list-style-type: none"> <li>• SHDC pays Summit DD \$195,455 per year for reimbursement of employees' salaries based on a contract dated July 2014.</li> <li>• SHDC wants to continue this fund in 2014 and 2015 in the amount of \$337,470 for future development of homes and to continue to pay off existing mortgages with the dollars, instead of paying Summit DD Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Board to approve SHDC to apply reimbursement of employees' salaries toward future development and toward paying off existing mortgages, in an amount not to exceed \$337,470</li> </ul>	<p><i>Service Area:</i> Summit Housing Development Corp.</p> <p><i># of Individuals Currently Served:</i> 279</p> <p><i>Additional # of Individuals Served:</i></p> <p><i>Total Cost:</i> \$337,470</p> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• SHDC presently owns 91 homes</li> <li>• In 2015 SHDC hired its first full-time employee (Buck Buchanan)</li> <li>• In 2015 SHDC purchased 8 homes from Ardmore foundation in the amount of \$1,400,000.</li> <li>• SHDC developed 4 additional homes in the amount of \$620,000.</li> <li>• SHDC has debt on 17 mortgages in the amount \$2,000,000.00</li> <li>• In 2015 debt reduction in the amount of \$88,000 year to date.</li> <li>• SHDC is working with the State to develop 2 more additional homes.</li> <li>• In April 2014 SHDC re-examined the rent template and SHDC Board approved a 5 % reduction in rent to all tenants which equates to \$6,400 per month or \$76,800 annually</li> <li>• In 2010 SHDC in conjunction with Summit DD created a rent template for all homes, allowing transparency on how rents are determined. At that time rents were reduced by 7%</li> <li>• As debt continues to be paid off, SHDC and Summit DD will continue to review the rent template to ensure rents are being lowered as debt is diminished.</li> </ul> <p><b>Recommended for approval by the October Finance &amp; Facilities Committee.</b></p>

Submitted By: \_\_\_\_\_ Tom Jacobs

Date: \_\_\_\_\_ October 1, 2015

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

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Contract with Senior Independence Inc., for integrated day program for Senior Citizens.</p>	<ul style="list-style-type: none"> <li>Expanding choices for Senior Citizens currently enrolled in Summit DD's adult day programs.</li> </ul>	<p>Recommend that the Board approve a one year contract with Senior Independence, Inc. for the period 1/1/16 to 12/31/16, for a total contract amount not to exceed \$89,700. Summit DD will bill an individual's waiver on behalf of Senior Independence and then reimburse Senior Independence for services provided. Reimbursement rate will be the same as the current Waiver rate.</p>	<p>Service Area: Community Supports and Development                      # of Individuals Currently Served: 0                      Additional # of Individuals Served: 5                      Total Cost: \$89,700 to be reimbursed by billing the individual's waiver.                      Amount of Increase/Decrease: First contract                      Satisfaction: N/A</p> <hr/> <p>Senior Independence operates a day program in Akron for local Senior Citizens. Currently 5 individuals from the Akron Center and a staff member attend as part of the effort to integrate individuals into the community.                      After time, it was recognized by Senior Independence that individuals from Summit DD were able to independently enjoy activities and build relationships with others attending. Senior Independence suggested that they would be willing to serve individuals with developmental disabilities independently and that the Summit DD staff was not necessary.                      Currently, Senior Independence has participated in all required trainings necessary to become a provider. They are working on establishing how to bill the waiver and will at some point take over billing for the individuals in attendance. In order to make this collaboration successful, Summit DD agreed to bill the waiver on behalf of Senior Independence for the next year in order to allow them time to establish a mechanism to bill.                      This contract will reimburse Senior Independence, at the current waiver rate, for services provided to up to five individuals with disabilities attending their day program up to 6 hours, 5 days per week. Summit DD will recover this money by billing each individual's waiver.</p>

Submitted By: Holly Brugh  
 Date: October 2015

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



**SERVICE CONTRACT  
BETWEEN  
COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES  
BOARD  
AND  
Senior Independence, Inc.**

This Contract, entered into by and between the Summit County Developmental Disabilities Board, a Board authorized, created and appointed under the provisions of Chapter 5126 of the Ohio Revised Code, with its principal office at 89 East Howe Road, Tallmadge, Ohio 44278, hereinafter referred to as "Summit DD", and Senior Independence with its principal office located at 1001 Kingsmill Parkway Columbus, OH 43229, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to Senior Independence, Inc. for Adult Day Support Services.

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

**I. SUMMIT DD OBLIGATIONS**

- A. The Summit DD shall monitor the quality of services delivered under this Contract in the following manner: monthly reports, documentation reviews and/or site visits. In the event of an adverse finding, the Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by the Summit DD.
- B. Summit DD will provide, at no cost, training and support to Contractor on the general requirements of Contractor's responsibilities as outlined in Ohio Administrative Code Sections:
  - OAC 5213:2-9-17 Home and Community-Based Services Waivers (Attachment 1);
  - OAC 5123:2-9-19 Home and Community-Based Services Waivers General Requirements (Attachment 2); and
  - OAC 5123:2-17-02: Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement (Attachment 3).

**II. CONTRACTOR OBLIGATIONS**

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Contractor agrees to provide services in accordance with all applicable state and federal laws, including but not limited to those specifically identified in this Contract.

- C. Contractor will maintain all training records and provide them upon request to Summit DD.
- D. Contractor will submit weekly attendance records to Summit DD.
- E. Contractor shall make available to the Summit DD or its designated representative for review all records and data pertaining to payments, claims and services rendered to individuals under this contract. Contractor shall initiate corrective action where necessary to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided.
- F. Contractor shall reply to and cooperate in arranging compliance with an identified program or fiscal audit. Contractor is liable to Summit DD for any adverse findings that result from an action it takes or fails to take in the implementation of its response to adverse audit findings.
- G. Contractor shall comply with all professional licensure and certification requirements, including but not limited to furnishing evidence of the following: Contractor shall conduct criminal background investigations of all staff in accordance with Ohio Revised Code § 5123.081. Contractor shall require that all staff meet the Ohio Department of Developmental Disabilities rules and regulations as applicable to Contractor. Contractor shall employ staff in sufficient numbers and with sufficient academic background and/or experience to meet the training, health, safety, social and personal needs of the individual as such needs are mutually agreed upon by the parties. Contractor shall obtain training, which is acceptable to the Summit DD for all staff providing services under this Contract. Contractor shall comply with all local, state and federal requirements regarding non-discrimination, fair employment practices and wage/hour standards, and shall not discriminate in the provision of services on the basis of race, color, disability, religion, sex or national origin. Contractor shall furnish the Summit DD with evidence of appropriate state licensure and credentials as required for all personnel providing services under this Contract.
- H. The Contractor agrees to submit all such programmatic and financial information as may reasonably be required by the Summit DD:
  - 1. To permit monitoring and evaluation of the faithful performance of services being rendered under this contract; and
  - 2. To allow effective program planning, service coordination and resource development.
- I. Contractor shall give notice of incidents adversely affecting health and safety pertaining to individuals receiving services under this Contract to the Summit DD's Major Unusual Incident (MUI) Unit, and shall provide other additional reports to the Summit DD and to such other persons and/or agencies as is required by applicable state and federal law. "Major Unusual Incidents" and "Unusual Incidents" shall be defined for purposes of this Contract as such term is defined in the Ohio Administrative Code § 5123:2-17-02 and Contractor shall notify the Summit DD's MUI Unit within the timelines spelled out in said rule. Notification shall be made by submitting same to the Summit DD by electronic mail to [www.muireports@summitdd.org](mailto:www.muireports@summitdd.org) or by facsimile to 330.634.8553.

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

### **III. CONTRACTOR FINANCIAL OBLIGATIONS**

- A. Contractor will disclose for-profit or not-for-profit status on "Exhibit 1" attached hereto and made part of this Contract and a complete list of names and addresses of any individuals or organizations having a direct or indirect ownership or controlling interest of five percent (5%) or more in the Contractor.
- B. The Contractor agrees to keep a regular book of accounts maintained on an accrual basis of accounting and in such form as is consistent with generally accepted accounting principles. The Contractor further agrees to submit an audit of its operation by an independent certified public accountant annually. The Summit DD, or its authorized representative, shall have access to the books and records of the Contractor at any time during the normal business hours of the Contractor.
- C. If the Contractor is a non-federal entity that expends five-hundred thousand dollars (\$500,000) or more per year in federal awards, a single or program-specific audit shall be conducted in

accordance with OBM Circular No. A-133. Any audit made in accordance with this paragraph shall be in lieu of any financial audit requirement under this Contract.

#### **IV. CLAIMS AND PAYMENT**

- A. The amount of this Contract shall not exceed **EIGHTY NINE THOUSAND AND SEVEN HUNDRED DOLLARS (\$89,700.00)** and is limited to the Summit DD'S 2016 appropriation.
- B. Payments will be made monthly based on individual attendance records.

#### **V. TERM AND TERMINATION**

- A. The term of this Contract shall be from January 1, 2016 to December 31, 2016.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing the Contractor with notice in writing not less than ninety (90) days prior to terminating this Contract.
- C. In the event of a breach of any provision of this Contract, the non-breaching party may institute Conciliation Procedures as set forth in "Exhibit 2" attached hereto and made a part of this Contract. If the dispute is not resolved within the timeframes identified in the Conciliation Procedure, then the non-breaching party may terminate this Contract by written notice delivered via certified mail.

#### **VI. CONFIDENTIALITY**

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

#### **VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED**

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

#### **VIII. MISCELLANEOUS**

##### **A. STANDARDS**

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



**B. ASSIGNMENT**

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

**C. ENTIRE CONTRACT**

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

**D. NOTICES**

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

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

TO: Attention: Chief Executive Officer  
Senior Independence  
1001 Kingsmill Parkway  
Columbus, OH 43229

E. In the event that any statute, regulation, rule or state or federal law is amended, the requirements of this Contract shall be automatically amended to reflect such modification without any further action by the parties.

F. This Contract shall be governed by and interpreted in accordance with the laws of Ohio.

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

**SIGNATURES**

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

**PROVIDER:**

**COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness / Date

\_\_\_\_\_  
Witness / Date

**APPROVED AS TO FORM**

**OPINION NO.: 10-095**

General Services

Rev 8.2013

MICHAEL D. TODD  
ASSISTANT PROSECUTING ATTORNEY  
SUMMIT COUNTY, OHIO

**EXHIBIT 1:**

Status: \_\_\_\_\_ Not-for-Profit \_\_\_\_\_ For Profit

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

NAME	ADDRESS

**CONCILIATION PROCEDURE**

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

**STEP I**

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

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

**STEP II**

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

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

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

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Creation of Board Policy 2020 – Employee/Person Served Relationships</p>	<p>Need to clarify acceptable and unacceptable relationships between employees and persons served.</p>	<p>Approval of Policy 2020 – Employee/Person Served Relationships</p>	<p>Summit DD does not have a policy that identifies appropriate or prohibited relationships between employees and persons served beyond what is defined as a major unusual incident (MUI). While there have not been any recent known incidents of inappropriate relationships, proposed policy 2020 attempts to clarify acceptable and unacceptable relationships between employees and persons served.</p> <p style="text-align: center;"><b>Recommended for approval by the October HR/LR Committee.</b></p>

Submitted By: Lynn Sargi

Date: October 12, 2015

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

## 2020 – EMPLOYEE/PERSON SERVED RELATIONSHIPS

Summit DD believes that maintaining an appropriate, professional rapport with persons served is essential to the provision of high quality services and supports. In addition, personal relationships support opportunities for people with disabilities to live fully inclusive lives.

However, Summit DD employees are prohibited from engaging in intimate, romantic or dating relationships with persons served. Employees having an intimate, romantic or dating relationship with persons served has the potential for compromised professional judgement and creating a conflict of interest.

Violations of this policy will not be tolerated. Employees found to have engaged in an intimate, romantic or dating relationship with a person served shall be subject to disciplinary action, up to and including termination of employment.

Ohio Revised Code Sections 5123.50 – 5123.542

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Revision of Board Policy 2027 – Non-Discrimination and Harassment</p>	<p>Expand scope of policy to include workplace bullying</p>	<p>Approval of revised Policy 2027 – Workplace Bullying, Non-Discrimination and Harassment</p>	<p>Summit DD’s current policy addresses the legal areas of non-discrimination and harassment. However, workplace bullying – like bullying in schools – has received more attention recently. Employees who feel victimized at work by bullying can create potential legal and public relations issues for employers, can suffer emotional and physical effects and can be less productive.</p> <p>Currently, federal and state discrimination laws prohibit bullying or otherwise harassing an employee because of the individual’s race, gender, disability, age, religion or other characteristics protected by federal or state law. Legislation is pending in several states and generally seeks to prohibit workplace bullying even in the absence of a protected characteristic. Even if no state or federal workplace bullying law is passed, Summit DD would like to proactively address workplace bullying to ensure its employees feel safe and know that this type of conduct is prohibited.</p> <p>The proposed revisions incorporate workplace bullying into Summit DD’s Non-Discrimination and Harassment policy and defines inappropriate behavior.</p> <p><b>Recommended for approval by the October HR/LR Committee.</b></p>

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

Date: October 12, 2015

## 2027 – **WORKPLACE BULLYING, NON-DISCRIMINATION AND HARASSMENT**

The Summit County Board of Developmental Disabilities is committed to providing a **safe and healthful** work environment **and culture of mutual respect and dignity** that is free of unlawful harassment and discrimination. The Board will not tolerate acts of **workplace bullying**, unlawful harassment or discrimination on the basis of race, color, national origin, gender, age, disability, sexual orientation, religion, ancestry, veteran status, genetics or military status.

The Board is committed to creating and maintaining a workplace free of exploitation and intimidation, including sexual harassment. No person or persons responsible to the Board shall sexually harass any other employee, service provider, contractor, client of the Board, or member of the public or any other individual with whom the employee interacts in connection with the employee's job duties. Sexual harassment includes but is not limited to unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct with sexual overtones where any of the following conditions are present or implied:

- Submission or tolerance of the conduct by an employee, service provider or contractor is required, either explicitly or implicitly, as a condition of employment or participation in a program.
- Submission or rejection of the conduct by an employee, service provider or contractor is the basis for an employment-related decision.
- The conduct interferes with an employee's, service provider's or contractor's work performance or the program purpose.
- The conduct creates an intimidating, hostile or offensive work environment.

The Board defines **workplace bullying** as "repeated inappropriate behavior, either direct or indirect, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Inappropriate behavior can include, but is not limited to:

- **Verbal bullying** – slandering, ridiculing or maligning a person or his or her family; persistent name-calling which is hurtful, insulting or humiliating; abusive and offense remarks.
- **Physical and gesture bullying** – aggressive physical behavior such as pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property; non-verbal threatening gestures.
- **Exclusion** – socially or physically excluding or disregarding a person in work-related activities.



~~The Board will not tolerate retaliation against an individual who makes a complaint of unlawful harassment or against any participant in the investigation. Retaliation is a severe violation of this policy and must be reported immediately.~~

Violations of this policy will not be tolerated. Any employee engaging in **workplace bullying**, unlawful harassment or discrimination shall be disciplined in accordance with the Board's policies.

**The Board will not tolerate retaliation against an individual who makes a good faith complaint of workplace bullying, unlawful harassment or discrimination, or against any participant in the investigation. Retaliation is a severe violation of this policy and must be reported immediately.**

Any employee, applicant or person served or other person covered by this policy who feels that he/she has been a victim of **workplace bullying**, unlawful harassment or discrimination must report the incident to the Human Resources Director.

The Board complies with the provisions of all Federal and State statutes relevant to this issue.

DRAFT

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>Domestic Partner health and welfare benefits</li> </ul>	<ul style="list-style-type: none"> <li>Re-evaluation of domestic partner benefits due to change in law.</li> </ul>	<ul style="list-style-type: none"> <li>Discontinue health and welfare benefits to same sex and opposite sex domestic partners and their dependents effective January 1, 2017.</li> </ul>	<p>Effective January 1, 2014, Summit DD began to provide welfare benefits (medical and dental insurance) to same sex or opposite sex domestic partners to create total compensation equity and fairness amongst employees and to be consistent with the agency's commitment to diversity and inclusiveness.</p> <p>On June 26, 2015, a U. S. Supreme Court decision resulted in the United States legally recognizing same-sex marriages. This decision is causing employers to review their domestic partner benefits since now all couples can legally marry. Reasons organizations are choosing to continue domestic partner benefits include the desire to (1) recognize all types of families, and (2) retain or attract quality employees. Reasons organizations are choosing to discontinue domestic partner benefits include (1) cost issues; (2) administrative complexities; and (3) they were provided in the past to same and opposite sex couples because same sex couples could not legally marry.</p> <p>Summit DD currently has five couples and their dependents taking advantage of its domestic partner benefits at a total additional annual cost of over \$70,000 (the difference in the single employer contribution vs. the family employer contribution.) With the average Summit DD cost (Medicaid match) of an IO Waiver at over \$26,000, the cost of providing domestic partner benefits equates to approximately three I/O waivers. Summit DD believes given the change in law recognizing all marriages it is an appropriate time to re-evaluate its use of financial resources to support domestic partner benefits.</p>

Submitted By: \_\_\_\_\_ Lynn Sargi \_\_\_\_\_

Date: \_\_\_\_\_ October 12, 2015 \_\_\_\_\_

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

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

			<p>Summit DD is recommending that it discontinue domestic partner benefits effective January 1, 2017, but announce it during the 2015 open enrollment period thereby allowing individuals impacted more than a year to identify other options to obtain health insurance (e.g., the health care exchange, etc.)</p> <p><b>Recommended for approval by the October HR/LR and Finance &amp; Facilities Committees</b></p>
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Submitted By: \_\_\_\_\_ Lynn Sargi \_\_\_\_\_

Date: \_\_\_\_\_ October 12, 2015 \_\_\_\_\_

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

**SUMMIT COUNTY DD BOARD  
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE  
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2015 AND 2014**

	9/30/2015			9/30/2014			YTD % BUDGET REMAINING	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
	2015 ANNUAL BUDGET	2015 YTD ACTUAL	YTD \$ BUDGET REMAINING	2014 ANNUAL BUDGET	2014 YTD ACTUAL	YTD \$ BUDGET REMAINING					
<b>OPERATING REVENUE</b>											
PROPERTY TAXES	\$ 50,520,000	\$ 47,347,548	\$ 3,172,452	\$ 50,896,620	\$ 47,137,354	\$ 3,759,266	6.3% <b>1</b>	\$ 50,896,620	\$ 47,137,354	\$ 3,759,266	7.4%
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	533,981	266,990	266,991	50.0%	533,981	266,990	266,991	50.0%
REIMBURSEMENTS	16,395,286	9,953,595	6,441,691	15,250,321	13,188,476	2,061,845	39.3% <b>2</b>	15,250,321	13,188,476	2,061,845	13.5%
GRANTS	1,188,382	358,290	830,092	1,080,000	328,398	751,602	69.9% <b>3</b>	1,080,000	328,398	751,602	69.6%
CONTRACT SERVICES	309,618	204,183	105,435	325,000	303,158	21,842	34.1%	325,000	303,158	21,842	6.7%
REFUNDS	-	-	-	-	26,712	(26,712)	0.0%	-	26,712	(26,712)	0.0%
OTHER RECEIPTS	124,500	106,935	17,565	350,000	245,155	104,845	14.1%	350,000	245,155	104,845	30.0%
SALES	-	-	-	-	2	(2)	0.0%	-	2	(2)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 69,071,767</b>	<b>\$ 58,237,541</b>	<b>\$ 10,834,226</b>	<b>\$ 68,435,922</b>	<b>\$ 61,496,245</b>	<b>\$ 6,939,677</b>	<b>15.7%</b>	<b>\$ 68,435,922</b>	<b>\$ 61,496,245</b>	<b>\$ 6,939,677</b>	<b>10.1%</b>
<b>OPERATING EXPENDITURES</b>											
SALARIES	\$ 24,512,500	\$ 16,952,919	\$ 7,559,581	\$ 25,251,980	\$ 18,071,962	\$ 7,180,018	30.8% <b>4</b>	\$ 25,251,980	\$ 18,071,962	\$ 7,180,018	28.4%
ERP COSTS	-	77,623	(77,623)	5,143,037	1,217,547	3,925,490	0.0%	5,143,037	1,217,547	3,925,490	76.3%
EMPLOYEE BENEFITS	11,111,902	7,578,806	3,533,096	11,280,271	7,741,615	3,538,656	31.8%	11,280,271	7,741,615	3,538,656	31.4%
SUPPLIES	1,502,985	911,775	591,210	1,492,195	846,774	645,421	39.3%	1,492,195	846,774	645,421	43.3%
TRAVEL AND TRAINING	390,963	227,927	163,036	408,820	252,365	156,455	41.7%	408,820	252,365	156,455	38.3%
CONTRACT SERVICES	13,070,585	7,599,787	5,470,798	11,589,499	9,021,520	2,567,979	41.9% <b>5</b>	11,589,499	9,021,520	2,567,979	22.2%
MEDICAID COSTS	23,865,000	18,389,233	5,475,767	21,960,000	16,263,682	5,696,318	22.9%	21,960,000	16,263,682	5,696,318	25.9%
UTILITIES	701,150	532,909	168,241	809,000	573,265	235,735	24.0%	809,000	573,265	235,735	29.1%
RENTALS	631,022	623,530	7,492	760,740	758,367	2,373	1.2%	760,740	758,367	2,373	0.3%
ADVERTISING	130,000	98,379	31,621	135,000	62,144	72,856	24.3%	135,000	62,144	72,856	54.0%
OTHER EXPENSES	377,806	305,543	72,263	409,630	308,111	101,519	19.1%	409,630	308,111	101,519	24.8%
EQUIPMENT	449,000	494,699	(45,699)	647,200	181,873	465,327	-10.2%	647,200	181,873	465,327	71.9%
REAL PROPERTY IMPROVEMENT	200,000	294,087	(94,087)	500,000	73,673	426,327	-47.0%	500,000	73,673	426,327	85.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 76,942,913</b>	<b>\$ 54,087,217</b>	<b>\$ 22,855,696</b>	<b>\$ 80,387,372</b>	<b>\$ 55,372,898</b>	<b>\$ 25,014,474</b>	<b>29.7%</b>	<b>\$ 80,387,372</b>	<b>\$ 55,372,898</b>	<b>\$ 25,014,474</b>	<b>31.1%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (7,871,146)</b>	<b>\$ 4,150,324</b>	<b>\$ 11,951,450</b>	<b>\$ (11,951,450)</b>	<b>\$ 6,123,347</b>	<b>\$ 18,071,962</b>					
<b>BEGINNING FUND BALANCE</b>	<b>\$ 62,008,630</b>	<b>\$ 62,008,630</b>									
PLUS: REVENUE	69,071,767	58,237,541									
LESS: EXPENDITURES	(76,942,913)	(54,087,217)									
<b>ENDING FUND BALANCE</b>	<b>\$ 54,137,484</b>	<b>\$ 66,158,954</b>									

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

**SUMMIT COUNTY DD BOARD  
NOTES TO FINANCIAL STATEMENTS  
FOR THE MONTH ENDED SEPTEMBER 30, 2015  
(Rounded)**

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

Current Month

<u>Revenue:</u>									
1	Property Taxes:								\$ 21,400,000
2	Reimbursements:								
3	Grants:								133,600
	<u>Expenditures:</u>								
4	Salaries:								
5	Contract Services:								78,000

<u>Revenue:</u>									
	Property Taxes:								\$ 301,000
	Personal Property Reimb:								267,000

<u>Expenditures:</u>									
	ERIP:								96,700
	Rentals:								(19,100)
	Other Expenses:								612,000
	Equipment:								11,000
									39,000
									103,000
									301,000

Second half tax settlement.

Behind budget due to a timing difference with an expected 2010 Cost Report settlement of approximately \$2m, and the DODD change in TCM reimbursement methodology.

Title XX, Bridges to Transition and Help Me Grow grant reimbursements.

Compared to current year budget and prior year actual results, salaries are down approximately \$1.2m which is attributed to the ERIP and a concerted effort in not filling vacant positions.

Payment to NEON for TDD waiver case management

Prior Months

Refund of excess Real Estate Assessment (REA) fees collected by the Summit County Fiscal Office to help defray reappraisal and reassessment costs.

1st Half and final reimbursement

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.

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.

Prepayment to Summit Housing Corp. for annual facility rents for the Akron, Ellet and Twinsburg Centers.

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  
 Purchase of five (5) new busses for the Transportation Department

Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$413,000 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.

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 \$86,000 was used out of the 2015 budget.

Real Property Improvements:

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>2016 Employee dental insurance.</p>	<p>Cost of current Delta Dental insurance plan is increasing 2% for 2016.</p>	<p>Renew Delta Dental program, administered thru Ohio Association of County Boards CBA Benefit Services, for the 2016 benefit year.</p>	<p>The Board provides eligible employees dental coverage thru the Ohio Association of County Boards CBA Benefit Services. Summit DD has been notified by CBA that it is increasing its rates by 2% for 2016. There was a 2% increase in premiums last year and no increase in 2014. A single premium will be \$26.02 while a family premium will be \$79.98. Funds are available in the 2016 budget.</p> <p>Dental trend increases for 2016 is 7%. The Board did not request bids for this insurance plan because our consultant, Oswald Companies, has examined the benefit coverage and monthly premiums paid by the Board and indicates our rates remain very favorable.</p> <p>AFSCME employees receive dental coverage through the AFSCME Ohio Care Plan; Summit DD contributes \$41.25 per month for regular employees and \$38.50 per month for substitutes.</p>

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

Submitted By: \_\_\_\_\_ Lynn Sargi \_\_\_\_\_

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

Date: \_\_\_\_\_ October 12, 2015 \_\_\_\_\_

MINUTES –combined work session and regular meeting  
Thursday, September 24, 2015

## Summit County Board of Developmental Disabilities

### MINUTES - draft

Thursday, September 24, 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, September 24, 2015 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:00 p.m.

#### BOARD MEMBERS PRESENT

Joe Siegfert, Vice President  
Denise Ricks, Secretary  
Tom Quade  
Dave Dohnal  
Meghan Wilkinson

#### BOARD MEMBERS EXCUSED

Randy Briggs, President  
Jennifer Dwyer

#### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowky, Assistant Superintendent  
Mira Pozna, Director of Fiscal  
Lynn Sargi, Director of HR  
Melissa Skiljan, Director of SSA  
Holly Brugh, Director of Services

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

### I. SUMMIT DD 2016-2018 LONG RANGE PLAN

The 2016-2018 draft Long Range Plan was developed from a series of planning sessions with the Board and Executive Leadership Team. The Plan considered current and future projected census, satisfaction, budget, provider quality and human resource data. The Plan is the Board's blue print for the future and emphasizes Summit DD's role as a connector to the greater community and increased community presence and integration. The Plan updates the Agency's Vision and Mission statements and outlines strategic objectives around the five key goal areas and action plans will be developed for each year of the Plan. Below are the five key goal areas along with the main focus of each:

- Inclusive Community – cultivate partnerships that offer support and opportunity to people with disabilities to live fully inclusive lives and overcome misperceptions.

MINUTES –combined work session and regular meeting  
Thursday, September 24, 2015

## **WORK SESSION** *(continued)*

### I. SUMMIT DD 2016-2018 LONG RANGE PLAN *(continued)*

- Person-Centered Planning – hold meaningful conversations with individuals and families with active listening to empower people to create their own path with individualized supports.
- Individualized Support – connect people and their families to providers within the community to afford everyone the opportunity to be included in the greater community and to help them achieve their vision of a happy, satisfying life.
- Quality – Summit DD is committed to quality, innovative services that meet best practice standards and promote health and safety.
- Organizational Success – develop innovative solutions with an appreciation for the ebb and flow of the evolution of the system, while maintaining long-term sustainability.

### II. NEW POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

Proposed new Policy 2035 compliments Summit DD’s recently adopted Policy 3022 – Charitable Contributions and Sponsorships in supporting local, non-profit community organizations by providing volunteer support. This proposed policy provides a framework for interested employees to request up to one paid day off each year to participate in a Summit DD endorsed/sponsored opportunity such as United Way Day of Action, the National Down Syndrome Society’s Buddy Walk, Autism Speaks Walk/Run, etc. If the Board adopts this policy, it would become effective January 1, 2016. At the August Board Meeting Mr. Briggs had commented that this is a great idea and it goes hand in hand with the Board being a leader in the community and in helping to create awareness. New Policy 2035 has been recommended for approval by the August HR/LR Committee.

### III. AUGUST FINANCIAL STATEMENTS

August ended with deficit spending in the amount of \$14,435,252, taking the fund balance to \$47,573,378. There were no unusual events to report relative to revenue. Expenditures in August included the purchase of software licenses for infrastructure upgrades in the amount of \$30,000, the purchase of two new servers for disaster recovery in the amount of \$23,000 and funding in the amount of \$25,000 to participate in the Volunteer Guardianship Program.

The work session adjourned at 5:08 p.m.



## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:08 p.m.

### I. BOARD MEMBER CAUCUS

Mr. Dohnal announced that he and Staci Nevels, Summit DD Senior Manager of Community Employment, are serving on an Ohio Association of County Boards (OACB) sub-committee that is seeking to set up a network of small business owners to create a job bank for employment opportunities in the community for individuals with disabilities. He mentioned there will be an employment seminar on November 5<sup>th</sup> at Cuyahoga Community College in Cuyahoga County with approximately 150 participants. The purpose of the event is to connect members of the Northeast Ohio business community to the untapped workforce of people with disabilities. Mr. Dohnal stated Tom Hamilton, broadcaster for the Cleveland Indians, will also be involved in this event.

### II. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, commented that she attended the public forum held at the Natatoruim in Cuyahoga Falls on September 16<sup>th</sup>. She noted it was well attended by families, community members and staff and felt the content was very informative. She mentioned that when it comes time to talk with the community about passage of the levy, there will need to be a clear explanation of why some of the work centers are closing.

### III. APPROVAL OF MINUTES

#### A. AUGUST 27, 2015 (combined work session and regular meeting)

#### RESOLUTION

#### No. 15-09-01

Mrs. Wilkinson moved that the Board approve the minutes of the August 27, 2015 combined work session and regular meeting, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES –combined work session and regular meeting  
Thursday, September 24, 2015

## **BOARD MEETING (continued)**

### IV. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. AUGUST FINANCIAL STATEMENTS

#### RESOLUTION No. 15-09-02

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

#### B. HR/LR COMMITTEE

##### 1. NEW POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

#### RESOLUTION No. 15-09-03

Mrs. Ricks moved that the Board approve new Policy 2035 – Volunteerism and Volunteer Time, as presented in attachment #2. The motion, seconded by Mr. Dohnal, was unanimously approved.

#### C. OTHER

##### 1. SUMMIT DD 2016-2018 LONG RANGE PLAN

#### RESOLUTION No. 15-09-04

Mr. Dohnal moved that the Board approve the Summit DD 2016-2018 Long Range Plan, as presented in attachment #1. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

### V. SUPERINTENDENT'S REPORT

#### A. PUBLIC FORUMS

Three public forum community meetings were held to discuss the system transformation. On September 14<sup>th</sup> a forum was held at the Red Cross on West Market Street in Akron; September 16<sup>th</sup> at the Natatorium in Cuyahoga Falls; and September 21<sup>st</sup> at the Barberton Library. The purpose of the meetings was to provide an update on the system transitions and create an opportunity to dialogue with individuals, families, providers, community members and staff around this topic.

## **BOARD MEETING** *(continued)*

### V. SUPERINTENDENT'S REPORT *(continued)*

#### A. PUBLIC FORUMS *(continued)*

Mr. Trunk stated he wants people to get information from the Board first and also wants to provide the opportunity for people to ask questions. He advised the requirement is for county boards to phase out of the role of direct service provider within the next nine years, however, he noted it may be a 4-5 year process in Summit County. Mr. Trunk also clarified that these changes must occur statewide and all 88 county boards in Ohio are required to transition. He stated that Summit DD is not going away; the Board's role will be greater in becoming more of a community connector and we will need to tell our story differently to make sure the community understands that their tax dollars are still crucial to service provision and developing capacity in the community.

#### B. PROVIDER EXECUTIVE COUNCIL WORK GROUPS UPDATE

Mr. Trunk introduced Drew Williams, Senior Manager of Community Supports & Development, and Jacquie Owens, Manager of Community Supports & Development, who will be providing an update on the exciting and innovative work they have been doing with providers. Mr. Williams explained that three work groups were formed:

1. Best Practices – this group is a collaborative effort among providers focused on defining what best practice looks like across all service areas.
2. Rules and Rates – this group is focused on reviewing the new service definitions that are being developed. The group is also discussing consistent implementation of the rules.
3. Transition Services for Youth – the group identified best practices in this area and is now focused on how service providers can partner with school districts so that students can take advantage of a wide variety of community-based internships, experiences and support services which can lead to college and career ready graduates.

Mr. Quade asked if there are persons served participating on the group that is working on defining best practices. Mr. Williams replied there are not currently, however that is an excellent suggestion. Summit DD staff are serving as facilitators to form school/provider partnerships. SSAs write plans, coordinate services and facilitate the individual teams. Transition navigators will begin consultation at age 14 to develop an individualized plan/path to employment. They will also connect youth to services available to continue movement along the path to employment or to college upon graduation. Graduation will be encouraged at age 18 instead of age 22. Some areas of overlap include funding, since grants can be secured by both the school and provider, and services, depending upon what services may be available through the school district and provider.

**BOARD MEETING** *(continued)*V. SUPERINTENDENT'S REPORT *(continued)*B. PROVIDER EXECUTIVE COUNCIL WORK GROUPS UPDATE *(continued)*

Providers will create business relationships to offer a broad range of internships, employment opportunities and summer work experiences. There is some concern about identifying a wide variety of community resources to support integration, specifically in recreation and leisure activities. Staff and providers are working on shifting the message when it comes to hiring individuals with disabilities. It is a solid business decision and research shows that individuals with disabilities tend to be more productive, take less days off work, have a better safety record and stay on the job longer. In addition, companies that have a culture of inclusion and diversity are typically more productive workplaces. Also, individuals with disabilities and their families and friends are an extremely loyal customer base and it is estimated they control five billion dollars in disposable income every year and want to frequent companies that support inclusive hiring practices. Mr. Williams showed a brief business development video of employers talking about the benefits of hiring individuals with disabilities. Mr. Quade asked if there is a role or strategy to have providers stand beside the Board at levy time to help tell the story of the system transition and that providers are becoming part of the Summit DD family. Mr. Trunk replied the intent is to have providers be part of the levy campaign and create an opportunity for providers to tell their story as well. Mr. Quade asked about the Board's role in reinforcing quality standards in the community. Mr. Trunk stated that regarding free choice of provider, the Board will be in a better position to demonstrate measurable outcome data for families to review. He mentioned that several counties are in the process of piloting a program that is somewhat like an Angie's List where families can go to get information and can also leave feedback. Summit County hopes to be included in this process in the near future.

## C. MISCELLANEOUS

Mr. Trunk mentioned he was recently a presenter at the Ohio Guardianship Conference held in Akron. As a result, he was asked to participate in creating a video on guardianship, in conjunction with Judge Stormer of Probate Court, which will be used state-wide to educate potential guardians.

Mr. Trunk presented the Summit DD 2016 budget to the Budget & Levy Review Committee and he will be reviewing that information with the Health & Human Services Committee, a sub-committee of County Council. The budget will be presented to the full Council in October.

MINUTES –combined work session and regular meeting  
Thursday, September 24, 2015

## **BOARD MEETING** *(continued)*

### V. SUPERINTENDENT'S REPORT *(continued)*

#### C. MISCELLANEOUS *(continued)*

There was a second meeting of the Best Practices Advisory Committee in late September. The committee consists of a group of individuals from the community, local businesses, providers, parents, a person served and staff. Additional meetings will be held throughout 2016.

Mr. Trunk mentioned he continues to host meetings with labor leadership to dialogue around the system transition. He noted the meetings seem to be very beneficial and he plans to continue them.

### VI. PRESIDENT'S COMMENTS

Mr. Siegfert thanked everyone involved in the development of the 2016-2018 Long Range Plan. He complimented the alignment of the Plan with the Agency's Vision and Mission and stated it is a great blueprint to follow to continue the success of the organization.

Mr. Siegfert commented on an article in the Columbus Dispatch in early September that spotlighted the relationship Summit DD has with the Summit County Sheriff's office. Summit County is only one of two of the 88 counties in the State of Ohio using this collaborative approach to successful prosecutions; Summit County has 31 of 31 convictions.

There being no further business, the Board Meeting adjourned at 5:54 p.m.

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Denise Ricks, Secretary



## September 2015 Executive Summary Dashboard

	YTD Total	Definition
<b>Total Annual Persons Served</b>	<b>4097</b>	<b>Unduplicated cumulative total of YTD Persons Served</b> Census line XI
Total Adults	2227	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	1978	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.
<b>Total Waiver</b>	<b>1993</b>	<b>Unduplicated cumulative total of YTD</b> count of individuals receiving a waiver. Census line IVB5
IO	1204	Individuals receiving I/O funding Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	680	Individuals receiving level 1 funding Note: if funding changes from Level 1 to IO, person counted in both waiver types
<b>Total Day Array</b>	<b>1971</b>	<b>Unduplicated cumulative total of YTD Persons Served receiving day array services</b> Census line IIH6
Waiver funded	1726	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	449	Individuals receiving locally funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
<b>Total Day Array Service Delivery</b>		
Summit DD	757	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	1380	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.
<b>Total NMT Service Delivery</b>	<b>1871</b>	<b>Unduplicated cumulative total of YTD Persons Served receiving Non Medical Transportation (NMT).</b> Census line IXG
Summit DD	585	Individuals receiving NMT with Summit DD. Note: if changed from Summit DD to Provider counted in both provider categories
Private Provider	1392	Individuals receiving NMT services with private provider. Note: if changed from Summit DD to Provider counted in both provider categories
<b>Total Homemaker Personal Care Supports</b>	<b>1651</b>	<b>Unduplicated cumulative total of YTD persons served receiving homemaker personal care (HPC).</b> 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 September Census

Point in Time  
Cumulative  
Year to Date  
9/30/2015

Definitions

Point in Time	Cumulative	Year to Date	Definitions
9/30/2015	Year to Date		
<b>I CHILDREN'S SERVICES</b>			
<b>EARLY INTERVENTION (EI)</b>			
1	450	661	Total EI Children Served Community Based 0-2
2	97	113	Total EI Children Served Community Based 3-5
<b>B</b>			
1	0	0	Child care (Birth to 3)
2	4	5	Paving the Way
3	14	17	Community Child Care - (Community Partnerships for Inclusion)
4	14	17	Total Children (Birth to 3) (unduplicated count) II.B.1 through II.B.2
<b>C</b>			
1	1	6	Child Care (3 and up)
2	64	84	Paving the Way
3	64	84	Community Child Care - (Community Partnerships for Inclusion)
4	64	84	Age 3 and up community partnership for inclusion
5	589	604	Total Children ages 3 and up served (unduplicated count) I.C.1 through I.C.3
6	89	104	TOTAL CHILDREN SERVED IN HEAD START (unduplicated count) A.1 plus I.A.2 plus I.B.3 plus I.C.3
7	186	1044	TOTAL CHILDREN ON SCHOOLAGE REGISTRY SERVED
<b>II ADULT DAY ARRAY SERVICES</b>			
<b>SUMMIT DD OPERATED WAIVER FUNDED SERVICE</b>			
1	161	194	Vocational Habilitation
2	124	134	Day Support
3	128	147	Vocational Habilitation/Day Support
4	413	440	Total Adult Day Array services Waiver Funded - Summit DD Operated (unduplicated count) II.A.1 through II.A.3
<b>B</b>			
1	36	40	Vocational Habilitation
2	12	17	Day Support
3	11	17	Vocational Habilitation/Day Support
4	59	68	Total Adult Day Array services Locally Funded - Summit DD Operated (unduplicated count) II.B.1 through II.B.3
5	471	502	TOTAL ADULT DAY ARRAY SERVICES - SUMMIT DD OPERATED (unduplicated count) II.A.4 plus II.B.4
<b>C</b>			
1	342	400	Vocational Habilitation
2	544	596	Day Support
3	70	93	Vocational Habilitation/Day Support
4	930	987	Total Adult Day Array services Waiver Funded - Provider Operated (unduplicated count) II.C.1 through II.C.3
<b>D</b>			
1	84	110	Vocational Habilitation
2	73	89	Day Support
3	13	17	Vocational Habilitation/Day Support
4	167	210	Total Adult Day Array services Locally Funded - Private Provider (unduplicated count) II.D.1 through II.D.3
5	1096	1174	TOTAL ADULT DAY ARRAY SERVICES PRIVATE PROVIDER (unduplicated count) II.B.5 plus II.D.5
6	1554	1646	TOTAL ADULT DAY ARRAY SERVICES (unduplicated count) II.C.4 plus II.D.4
<b>E</b>			
1	24	29	SUMMIT DD OPERATED EMPLOYMENT WAIVER FUNDED, SUMMIT DD MATCH
2	24	29	Supported Employment Enclave
3	97	122	Supported Employment Community
4	120	148	Total Adult Day Array services Employment - Waiver Funded Summit DD Provided (unduplicated count) II.E.1 through II.E.2
<b>F</b>			
1	10	11	Supported Employment Enclave
2	79	101	Supported Employment Community
3	89	112	Total Adult Day Array services Employment - Locally Funded Summit DD Provided (unduplicated count) II.F.1 through II.F.2
4	207	255	TOTAL ADULT DAY ARRAY SERVICES EMPLOYMENT SUMMIT DD OPERATED (unduplicated count) II.E.3 plus II.F.3
<b>G</b>			
1	103	120	PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, SUMMIT DD MATCH
2	28	33	Supported Employment Enclave
3	130	151	Supported Employment Community
4	120	148	Total Adult Day Array services Employment - Waiver Funded Private Provider (unduplicated count) II.G.1 through II.G.2
<b>H</b>			
1	24	33	PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED
2	13	26	Supported Employment Enclave
3	37	38	Supported Employment Community
4	166	206	Total Adult Day Array services Employment - Locally Funded Private Provider (unduplicated count) II.H.1 through II.H.2
5	367	444	TOTAL ADULT DAY ARRAY SERVICES EMPLOYMENT PRIVATE PROVIDER (unduplicated count) II.G.3 plus II.H.3
6	1862	1971	TOTAL ADULT DAY ARRAY SERVICES EMPLOYMENT (unduplicated count) II.F.4 plus II.H.4
7	TBD	TBD	TOTAL ADULT SERVICES ARRAY (unduplicated count) II.D.6 plus II.F.5
8	TBD	TBD	Total Competitively Employed



# 2015 September Census

Point in Time  
Cumulative  
Year to Date  
9/30/2015

## Definitions

III	SSA ONLY	9/30/2015	Cumulative Year to Date	Definitions
A	Children - SSA Assigned	914	988	Age 6-22 in School, SSA Assigned, No Other Services Provided
B	Adults - SSA Assigned	177	256	Age 22 and over - SSA Assigned, No Other Services Provided
C	<b>TOTAL SSA ONLY (unduplicated count) III.A through III.B</b>	1086	1200	
IV	<b>HOME AND COMMUNITY BASED WAIVERS</b>			
A	<b>IDD WAIVERS</b>			
1	Number of Waivers requested		75	As requested by Summit DD
2	Number of Waivers ODD awarded		52	As awarded by ODD
3	<b>Number of Waivers Filled</b>	1192	1204	Waivers in active use
4	Living Independently in community w/ Homemaker Personal Care Supports	392	458	In-Home supports in family home or persons' own residence
5	Foster Homemaker Personal Care	190	202	Person living with caregiver not a family member
6	24/7 shared staffing for Homemaker Personal Care Supports	574	617	Person receiving 24x7 paid staff supervision support
B	<b>LEVEL ONE WAIVERS</b>			
1	Number of Waivers requested		75	As requested by Summit DD
2	Number of Waivers ODD awarded		34	As awarded by ODD
3	<b>Number of Waivers Filled</b>	613	680	Waivers in active use
4	Living Independently in community w/ Homemaker Personal Care Supports	258	347	In-Home supports in family home or persons' own residence
C	<b>SELF WAIVERS</b>			
1	Number of Waivers requested		20	
2	Number of Waivers ODD awarded		9	
D	<b>TDD WAIVERS</b>			
1	Number of Waivers requested	134	138	
2	Number of Waivers ODD awarded			
3	<b>Number of Waivers Filled</b>	1970	1993	
V	<b>TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV.A.1 plus IV.B.3 plus C.2 and D.3</b>			
A	<b>Summit DD FUNDED SUPPORTED LIVING</b>			
1	Living Independently in community w/ Homemaker Personal Care Supports	82	111	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Foster Homemaker Personal Care	0	5	In-Home supports in family home or persons' own residence
3	24/7 shared staffing for Homemaker Personal Care Supports	2	10	Person living with caregiver not a family member
4	<b>Number of Waivers Filled</b>	83	125	Person receiving 24x7 paid staff supervision support
B	<b>TOTAL Summit DD FUNDED SUPPORTED LIVING (unduplicated count) V.A.1 through V.D.4</b>			
C	<b>Number of Waivers Requested</b>	81	83	Cumulative YTD 100% may be duplicated across service categories
D	<b>Number of Waivers Filled</b>	71	71	Individuals residing in an intermediate care facility tracked by ODFCS, and is an option for persons served
E	<b>Number of Waivers ODD Awarded</b>			Individuals residing in a Nursing Home tracked by ODFCS, and is an option for persons served
VI	<b>INDIVIDUALS LIVING IN AN ICFMR (unduplicated count)</b>			
1	<b>Number of Individuals</b>	1559	1651	Cumulative total of YTD residential supports is unduplicated
VII	<b>INDIVIDUALS LIVING IN A NURSING HOME (unduplicated count)</b>			
1	<b>Number of Individuals</b>			
VIII	<b>TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS (unduplicated count) IV.A.1 plus IV.B.3 plus C.2 and D.3 plus V.B.4 plus V.D.5 plus VI.1 plus VII.1</b>			
1	<b>Number of Individuals</b>	491	491	Transportation to and from Day/Atay services, Summit DD contributes 40% Match
2	<b>Number of Individuals</b>	88	130	Transportation to and from Day/Atay services, Summit DD pays 100% local
3	<b>Number of Individuals</b>	510	585	Transportation to and from Day/Atay services, Summit DD pays 100% local
4	<b>Number of Individuals</b>	1088	1158	Transportation to and from Day/Atay services, Summit DD contributes 40% Match
5	<b>Number of Individuals</b>	211	369	Transportation to and from Day/Atay services, Summit DD pays 100% local
6	<b>Number of Individuals</b>	1281	1392	Transportation to and from Day/Atay services, Summit DD pays 100% local
7	<b>Number of Individuals</b>	1764	1871	Transportation to and from Day/Atay services, Summit DD pays 100% local
IX	<b>TRANSPORTATION</b>			
A	Non-Medical Transportation, Summit DD Operated, Waiver Funded (unduplicated count)	80	455	Summit DD pays 100% local
B	Non-Medical Transportation, Summit DD Operated, Locally Funded (unduplicated count)	16	342	number of people that participated in year around sports training and athletic competition (duplicate of
C	<b>TOTAL NUMBER OF PERSONS SERVED SUMMIT DD OPERATED TRANSPORTATION (unduplicated count) IX.A plus IX.B</b>	135	564	number of people that participated in Social and Rec. for individuals employed in the community.
D	Non-Medical Transportation, Private Provider, Waiver Funded (unduplicated count)	355	355	number of people that attended Educational and Leisure classes offered the quarter.
E	Non-Medical Transportation, Private Provider, Locally Funded (unduplicated count)	13	318	number of people that attended summer camp for school-aged students. (reported end of Aug)
F	<b>TOTAL NUMBER OF PERSONS SERVED PRIVATE PROVIDER TRANSPORTATION (unduplicated count) IX.C plus IX.D</b>	N/A	N/A	number of people that were awarded FSS dollars for respite, Adaptive Equ. or home mod.
G	<b>TOTAL NUMBER OF PERSONS SERVED RECEIVING TRANSPORTATION (unduplicated count) IX.A through IX.F</b>	569	2032	includes duplicates, NOT included in Total Lives Reached
X	<b>QUALITY OF LIFE ACTIVITIES</b>			
A	Special Olympics	80	455	Cumulative total of YTD Persons Served receiving some type of service support
B	Blast	16	342	SSA Assigned, Calico, Early Intervention, Typically Developing Children, School Age Respite
C	College For Living	135	564	
D	Camp	355	355	
E	Family Support Services	13	318	
F	Other	N/A	N/A	
G	<b>TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES V.A. through V.G.</b>	569	2032	
XI	<b>TOTAL ANNUAL PERSONS SERVED (unduplicated count)</b>	3786	4097	
XII	<b>WAITING LISTS</b> Services Requested or Needed within 12 Months			
A	<b>Adult Day Atay Services</b>	6	6	Waiting for Voc Hab, Day Support, and/or Supported Employment longer than 45 days
B	24/7 shared staffing for Homemaker Personal Care Supports	0	0	Waiting to receive 24 x 7 paid staff supervision support
C	Individual Options Waiver	1835	1835	Waiting for an individual Options waiver slot
D	Level One Waiver	1263	1263	Waiting for a Level One waiver slot