

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

Thursday, January 28, 2016  
Administrative Board Room  
**5:00 p.m.**

**ANNUAL ORGANIZATIONAL MEETING**

- I. CALL TO ORDER – 2016 ORGANIZATIONAL MEETING
- II. ELECTION OF OFFICERS
  - A. PROPOSED: PRESIDENT  
VICE PRESIDENT  
SECRETARY
  - B. NOMINATIONS FROM THE FLOOR
  - C. ELECTION OF OFFICERS
- III. ASSIGNMENT OF BOARD MEMBERS TO BOARD COMMITTEE
  - A. PROPOSED: ETHICS COMMITTEE
- IV. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES
  - A. PROPOSED: FINANCE & FACILITIES COMMITTEE  
HR/LR COMMITTEE  
SERVICES & SUPPORTS COMMITTEE
- VI. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT
- VII. ADJOURN ORGANIZATIONAL MEETING

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. NON-BARGAINING UNIT PAY STRUCTURE

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

- II. TRANSFER OF SECOND STREET PROPERTY

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

- III. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT
- IV. DECEMBER FINANCIAL STATEMENTS
- V. REVISED POLICY 2030 – HIRING AND SELECTION
- VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB)  
2016 MEMBERSHIP DUES

## **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. DECEMBER 15, 2015 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. TRANSFER OF SECOND STREET PROPERTY
    - 2. THE ARC OF SUMMIT & PORTAGE COUNTIES PEOPLE TOGETHER PROGRAM CONTRACT
    - 3. DECEMBER FINANCIAL STATEMENTS
  - B. HR/LR COMMITTEE
    - 1. REVISED POLICY 2030 – HIRING AND SELECTION
  - C. OTHER
    - 1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2016 MEMBERSHIP DUES
- VII. SUPERINTENDENT’S REPORT
  - A. FOURTH QUARTER MUI REPORT
  - B. FOURTH QUARTER OPERATING PLAN REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. ADJOURN

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Non-bargaining unit employee compensation system	<ul style="list-style-type: none"> <li>Update pay structure for non-bargaining unit employees</li> </ul>	<ul style="list-style-type: none"> <li>Adopt updated pay structure for non-bargaining unit employees effective January 1, 2016.</li> </ul>	<p>In 2012 Summit DD retained Belz and Associates, a compensation consultant with extensive public sector experience, to assist Summit DD with updating its non-bargaining unit compensation system. The project included a compensation policy statement; a position evaluation methodology that staff can administer to determine internal equity; a market analysis to determine appropriate positions and market comparisons to ensure external competitiveness; a pay structure with relevant pay grades that reflected the results of the position evaluation and the market analysis input; and pay administration procedures.</p> <p>Summit DD again retained Belz and Associates in late 2014 to assist (1) the Position Evaluation Committee with evaluating job descriptions associated with the reorganization; and (2) with conducting an updated market analysis to ensure external competitiveness. As a result, in January 2015 Summit DD adopted a revised pay structure (attached) which included a 4% adjustment applied to each pay grade (not individual salary increases) to align it with current market conditions.</p> <p>Attached is a proposed pay structure which reduces the number of pay grades from eleven to nine, collapsing three pay grades dedicated to Director positions to one. This recommendation adjusts the minimum, midpoint, and maximum for pay grades seven through nine and provides:</p> <p>(1) the Superintendent's office the flexibility to shift (add and/or remove) major and emerging functions to a Director based on the Agency's need without necessarily having to upgrade or</p>
Recommended for approval by the January HR/LR Committee			

Submitted By: John Trunk

For: Superintendent / Assistant Superintendent

Finance & Facilities Committee

Services & Supports Committee

☒ HR/LR Committee

Ethics Committee

Date: January 11, 2016

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

		<p>downgrade a position to a different pay grade; and (2) a single pay grade with a midpoint that better reflects current market conditions for the variety of skills, knowledge and experience of the director positions. (For example, a director position that requires significant DD knowledge and experience may have lower benchmark salaries – such as Service and Support Administration, Services or MUI – because they are only benchmarked to other DD/public/nonprofit agencies. Other director positions where Summit DD competes with a broader labor market may have higher benchmark salaries – such as IT, fiscal, HR, communications or facilities.)</p> <p>Collapsing the three Director pay grades (one of which is vacant) to a single pay grade will provide the desired flexibility to shift major and emerging functions as necessary, and identifies a midpoint reflective of public, nonprofit and general market salaries for these positions.</p> <p>If adopted, the revised pay structure will be effective January 1, 2016, and will have no impact on individuals' salaries in the affected pay grades. One individual's salary will be increased to the minimum of the pay grade which is consistent with adopted pay administration procedures.</p>
--	--	---

Submitted By: John Trunk

Date: January 11, 2016

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

CURRENT ---- SUMMIT DD PAY STRUCTURE 2015

Grade	Minimum	Midpoint	Maximum	Pay Structure Job Title	Vacation	E/NE
1	\$32,800 \$15.77	\$41,000 \$19.71	\$49,200 \$23.65	Assistant I (Fiscal) Coordinator I (Staffing)	A A	NE NE
2	\$36,800 \$17.69	\$46,000 \$22.12	\$55,200 \$26.54	Assistant II (SSA, Comm Supp & Dev, Assistant Superintendent) Coordinator II (HR)	A A	NE NE
3	\$40,800 \$19.62	\$51,000 \$24.52	\$61,200 \$29.42	Assistant III (Superintendent) Coordinator III (HR, FMLA/Benefits) Systems Analyst I	B B A	E E NE
4	\$48,400 \$22.31	\$58,000 \$27.88	\$69,600 \$33.46	Systems Analyst II, Systems Administrator I Investigative Agent Coordinator IV (HRIS) Supervisor I (Operations)	A B B B	NE E E E
5	\$51,200 \$24.62	\$64,000 \$30.77	\$76,800 \$36.92	Supervisor II (Mechanic, Facilities Management) Manager I (Transportation, Records, HR)	B B	E E
6	\$58,800 \$27.31	\$71,000 \$34.13	\$85,200 \$40.96	Manager II (SSA, IT, Facility, Children's Services, Quality, Community Employment, Community Supports & Development, MUI, HR/Payroll, Fiscal, Medicaid Services, Communications, Risk) Systems Administrator II, Network Systems Administrator	B B	E E
7	\$62,400 \$30.00	\$78,000 \$37.50	\$93,600 \$45.00	Ombudsman Senior Manager (Adult Services, Children's Services, Comm Employment) Community Supports & Development Assistant Director (SSA)	B B B B	E E E E
8	\$69,600 \$33.46	\$87,000 \$41.83	\$104,400 \$50.19	Director I	C	E
9	\$77,600 \$37.31	\$97,000 \$48.63	\$116,400 \$55.96	Director II (HR, IT, Labor Relations/Risk Mgmt, Comm Supp & Dev)	C	E
10	\$85,600 \$41.15	\$107,000 \$51.44	\$128,400 \$61.73	Director III (Operations, Quality/MUI/Communications, SSA, Fiscal)	C	E
11	\$92,800 \$44.82	\$116,000 \$55.77	\$139,200 \$66.92	Assistant Superintendent	C	E

Vacation Plan A - 0-4 years = 2 weeks; > 5 years of service = 3 weeks; > 10 years of service = 4 weeks; > 15 years of service = 5 weeks

Vacation Plan B - 0-9 years = 3 weeks; > 10 years of service = 4 weeks; > 15 years of service = 5 weeks

Vacation Plan C - 5 weeks

10/2015



**PROPOSED --- SUMMIT DD PAY STRUCTURE 2016**

Grade	Minimum	Midpoint	Maximum	Pay Structure Job Title	Vacation	E/NE
1	\$32,800 \$15.77	\$41,000 \$19.71	\$49,200 \$23.85	Assistant I (Fiscal) Coordinator I (Staffing)	A A	NE NE
2	\$36,800 \$17.69	\$46,000 \$22.12	\$55,200 \$26.54	Assistant II (SSA, Services, Assistant Superintendent) Coordinator II (HR)	A A	NE NE
3	\$40,800 \$19.62	\$51,000 \$24.52	\$61,200 \$29.42	Assistant III (Superintendent) Coordinator III (HR) Systems Analyst I (IT)	B B A	E E NE
4	\$46,400 \$22.31	\$58,000 \$27.88	\$69,600 \$33.46	Systems Analyst II (IT), Systems Administrator I (IT) Investigative Agent Coordinator IV (HR) Supervisor I (Operations, Payroll)	A B B B	NE E E E
5	\$51,200 \$24.62	\$64,000 \$30.77	\$76,800 \$36.92	Supervisor II (Mechanic, Facilities Management) Manager I (Transportation, HR, Records, )	B B	E E
6	\$56,800 \$27.31	\$71,000 \$34.13	\$85,200 \$40.96	Manager II (SSA, Facility, Children's Services, MUI, Quality, HR, IT, Fiscal, Medicaid Services, Communications) Systems Administrator II (IT)	B B	E E
7	\$65,300 \$31.39	\$81,700 \$39.28	\$98,000 \$47.12	Senior Manager (Adult Services, Children's Services, Comm, Employment) Assistant Director (SSA), Ombudsman	B B	E E
8	\$81,700 \$39.28	\$102,100 \$49.09	\$122,500 \$58.89	Director (HR, IT, Labor Relations/Risk Mgmt, SSA, Fiscal, Operations, Community Supports and Development, Quality/MUI/Communications)	C	E
9	\$93,900 \$45.14	\$117,400 \$56.44	\$140,800 \$67.69	Assistant Superintendent	C	E

Vacation Plan A - 0-4 years = 2 weeks; > 5 years of service = 3 weeks; > 10 years of service = 4 weeks; > 15 years of service = 5 weeks

Vacation Plan B - 0-9 years = 3 weeks; > 10 years of service = 4 weeks; > 15 years of service = 5 weeks

Vacation Plan C - 5 weeks

1/1/2016

County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

<b>Topic</b>	<b>Issue/Concern</b>	<b>Recommendation</b>	<b>Supporting Data for Recommendation</b>
Transfer of real property located at 1770 Second Street in Cuyahoga Falls	1770 Second Street is owned by the County and is not needed for Summit DD use	Board authorize the County to transfer said property to Summit County ADM Board in consideration of \$129,405	<p>The Summit County Commissioners acquired the residential property located at 1770 Second St. in Cuyahoga Falls in 1977 for use as housing for individuals eligible for Board services. The residence is a two-story home approximately 4400 sq. ft., built in 1908. Summit DD has not needed this property for its purposes for a number of years and has been leasing same to Community Support Services, a partner agency of Summit County ADM Board.</p> <p>Summit DD's cost to maintain the property has exceeded its revenue under the lease agreement. The property was appraised in September of 2015 and is in need of numerous interior and exterior repairs. Summit County ADM Board is interested in acquiring this property for its purposes and has agreed to reimburse Summit DD \$129,405 for the same. The purchase price was arrived at using the appraised value of \$203,000 less \$73,595 for required repairs.</p> <p>The County has requested Board resolutions from both Summit DD and Summit County ADM authorizing and accepting this transfer. Upon receipt of same, the County will proceed with legislation seeking Council approval for the transfer.</p>
<b>Recommended for approval by the January Finance &amp; Facilities Committee</b>			

Attachment #2

Submitted By: John J. Trunk For: Superintendent / Assistant Superintendent  
Date: January 2016 X Finance & Facilities Committee  
Services & Supports Committee  
HR/LR Committee



County of Summit Board of Developmental Disabilities  
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Contract for People Together Program with The Arc of Summit and Portage Counties.	There is a need for education program in schools in Summit County acceptance and inclusion for those living with disabilities.	Approval of contract with The Arc of Summit and Portage Counties for the period February 1, 2016 through December 31, 2016 in the amount of \$61,000 to administer the People Together Program to students and community stakeholders in Summit County.	<p>The People Together Program is an education and awareness program administered by The Arc of Summit and Portage Counties to schools and community organizations. The program is designed to increase knowledge and acceptance for integration.</p> <p>The total amount is \$61,000 which covers approximately sixty percent of the program costs. The remainder of the costs are subsidized by United Way, grants, and The Arc operating expenses.</p> <p>The Arc has delivered this program to more than 6,000 participants at more than 50 sites in each of the six years since the program's inception. The People Together program has a proven track record in changing the attitudes of school age students and community members.</p> <p><u>Report of Program Delivery</u> Every six months a detailed report is submitted to Summit DD reporting the number of students served, number of sites and classes along with student pre-post evaluation results.</p> <p>The students that participated in the program were asked if and how their feelings about people with disabilities changed, and the following are some examples:</p> <ul style="list-style-type: none"> <li>o "I was at recess today and I talked to a person with a disability and got to know her. Now I know how to communicate with her and I'm going to try to play with her on Monday."</li> <li>o "Yes it did change my feelings. I will treat someone with a disability just like I would treat my friends. I would play with</li> </ul>
	Recommended for approval by the January Finance & Facilities and Services & Supports Committees		

Submitted By: Drew Williams

Date: 1/6/2016

For: Superintendent / Assistant Superintendent

x Finance Committee

x Services and Supports Committee

HR/LR Committee

County of Summit Board of Developmental Disabilities  
TOPIC SUMMARY REPORT

			<p>them just like my other friends. I will try to communicate with them and never, never, ever say the 'r' word."</p> <ul style="list-style-type: none"> <li>• "Yes it changed me. I used to feel scared but now I feel like I know what to do. I will play with a kid who has a disability and I will talk to them."</li> <li>• "They are very upset if someone uses the "r" word. One of my students heard someone use that word and corrected that person."</li> </ul> <p>Funds are in the 2016 budget.</p>
--	--	--	--

Submitted By:       Drew Williams      

Date:       1/6/2016      

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



**SERVICE CONTRACT  
BETWEEN  
COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD  
AND  
THE ARC OF SUMMIT & PORTAGE COUNTIES**

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 The Arc of Summit and Portage Counties, with its principal office located at 3869 Darrow Road, Suite 109, Stow, Ohio 44224, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to The Arc of Summit and Portage Counties for the People Together Program.

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

**I. SUMMIT DD OBLIGATIONS**

- A. The Summit DD shall monitor the quality of services delivered under this Contract in the following manner: review of a biannual report detailing the number of program participants, the number of participating schools, pre- and post-test results and comments from students, teachers, and parents. Attitudes and opinions of individuals should present a favorable variance through pre- and post-testing. In the event of an adverse finding, the Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by the Summit DD.
- B. Summit DD shall take no action pursuant to this Agreement that would compromise the primary position of the Contractor as an independent advocate for individuals with developmental disabilities.

**II. CONTRACTOR OBLIGATIONS**

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Contractor agrees to provide sessions on disability awareness and education through the People Together Program to students in public and private schools and youths and community groups in Summit County. Contractor shall conduct pre-surveys and post-surveys with students in order to measure increased knowledge and acceptance about individuals with disabilities. Contractor shall also conduct satisfaction surveys with parents and teachers. Knowledge, attitudes and

opinions should present a favorable variance through pre- and post-surveys. Contractor shall utilize individuals supported by Summit DD as paid speakers. Failure of Contractor to meet these specific obligations will permit the Board, at its discretion, to request recoupment of consideration paid in proportion to the percentage of Contractor's failure to perform. Biannual reports will be provided by July 31, 2016 and January 31, 2017.

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

submitting same to the Summit DD by electronic mail to [www.muireports@summitdd.org](mailto:www.muireports@summitdd.org) or by facsimile to 330.634.8553.

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

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

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

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

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

- A. The amount of this Contract shall not exceed SIXTY ONE THOUSAND AND 00/100 DOLLARS (\$61,000) and is limited to the Summit DD'S 2016 appropriation.
- B. This contract will be paid in one installment of SIXTY ONE THOUSAND DOLLARS (\$61,000) payable in February 2016.
- C. Failure of Contractor to meet the specific obligations identified in Section II of this Contract will permit Summit DD, at its discretion, to request recoupment of consideration paid in proportion to the percentage of Contractor's failure to perform.

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

- A. The term of this Contract shall be from **January 1, 2016 through 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: Summit DD Board  
John Trunk, Superintendent  
89 East Howe Road  
Tallmadge, Ohio 44278-1099

TO: The Arc of Summit & Portage Counties  
Leeanne Saro, Executive Director  
3869 Darrow Road, Suite 109  
Stow, Ohio 44224

- 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  
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.

**SUMMIT COUNTY DD BOARD**  
**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

	12/31/2015			12/31/2014		
	2015	2015	YTD %	2014	2014	YTD %
	ANNUAL	YTD	BUDGET	ANNUAL	YTD	BUDGET
	BUDGET	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
<b>OPERATING REVENUE</b>						
PROPERTY TAXES	\$ 50,520,000	\$ 50,383,353	\$ 136,647	\$ 50,896,620	\$ 50,246,690	\$ 649,930
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	533,981	533,981	-
REIMBURSEMENTS	16,395,286	13,236,134	3,159,152	15,250,321	16,422,930	(1,172,609)
GRANTS	1,188,382	669,041	519,341	1,080,000	470,814	609,186
CONTRACT SERVICES	309,618	250,026	59,592	325,000	383,683	(58,683)
REFUNDS	-	-	-	-	28,383	(28,383)
OTHER RECEIPTS	124,500	138,413	(13,913)	350,000	379,460	(29,460)
SALES	-	-	-	-	2	(2)
<b>TOTAL REVENUE</b>	<b>\$ 69,071,767</b>	<b>\$ 64,943,957</b>	<b>\$ 4,127,810</b>	<b>\$ 68,435,922</b>	<b>\$ 68,465,943</b>	<b>\$ (30,021)</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES	\$ 24,512,500	\$ 22,812,640	\$ 1,699,860	\$ 25,251,980	\$ 23,193,666	\$ 2,058,314
ERIP COSTS	-	77,623	(77,623)	5,143,037	3,177,110	1,965,927
EMPLOYEE BENEFITS	11,111,902	10,155,303	956,599	11,280,271	10,102,571	1,177,700
SUPPLIES	1,502,985	1,160,289	342,696	1,492,195	1,251,275	240,920
TRAVEL AND TRAINING	390,963	342,853	48,110	408,820	408,774	46
CONTRACT SERVICES	13,040,585	10,070,371	2,970,214	11,589,499	11,666,227	(76,728)
MEDICAID COSTS	23,865,000	24,341,370	(476,370)	21,960,000	22,126,519	(166,519)
UTILITIES	701,150	651,980	49,170	809,060	735,179	73,821
RENTALS	661,022	630,485	30,537	760,740	790,592	(29,852)
ADVERTISING	130,000	136,465	(6,465)	135,000	132,540	2,460
OTHER EXPENSES	377,806	340,975	36,831	409,630	368,928	40,702
EQUIPMENT	449,000	504,199	(55,199)	647,200	359,666	287,534
REAL PROPERTY IMPROVEMENT	200,000	299,057	(99,057)	500,000	287,079	212,921
<b>TOTAL EXPENDITURES</b>	<b>\$ 76,942,913</b>	<b>\$ 71,523,610</b>	<b>\$ 5,419,303</b>	<b>\$ 80,387,372</b>	<b>\$ 74,600,126</b>	<b>\$ 5,787,246</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (7,871,146)</b>	<b>\$ (6,579,653)</b>	<b>\$ (1,291,493)</b>	<b>\$ (11,951,450)</b>	<b>\$ (6,134,183)</b>	<b>\$ 5,817,267</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 62,008,630</b>	<b>\$ 62,008,630</b>				
<b>PLUS: REVENUE</b>	<b>69,071,767</b>	<b>64,943,957</b>				
<b>LESS: EXPENDITURES</b>	<b>(76,942,913)</b>	<b>(71,523,610)</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 54,137,484</b>	<b>\$ 55,428,977</b>				

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

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

		<u>Current Month</u>
<b><u>Budget:</u></b>		
<b><u>1</u></b> Expenditures:	Through Summit County Executive Order, a budget transfer releasing funds out of Contract Services and re-appropriated them into Rentals to cover budget deficits.	\$ 30,000
<b><u>Revenue:</u></b>		
<b><u>2</u></b> Reimbursements:	Quarterly Medicaid Administrative Claims (MAC) reimbursement.	281,000
<b><u>3</u></b> Grants:	Quarterly Title XX reimbursement. September and October Help Me Grow reimbursements.	93,000 158,000
<b><u>Expenditures:</u></b>		
<b><u>4</u></b> Contract Services:	Remaining balance of the annual match requirement for the Bridges to Transition grant	47,000

Year End Variances

<b><u>Revenue:</u></b>		
<b>Personal Property Reimb:</b>	Below budget due to a complete phase out with the 2015 state budget. With OACB advocacy, an alternative proposal was passed where county boards 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.	
<b>Reimbursements:</b>	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.	
<b>Grants:</b>	Below budget due to lower than expected activity with the Bridges to Transition program and timing differences with Help Me Grow grant reimbursements.	
<b>Salaries:</b>	Costs are lower than budget due to the ERIP, attrition and not filling vacant positions. 2015 contained an extra pay period. When removing that pay period and then comparing 2015 to 2014 , salary costs were down about \$1.2m.	
<b>ERIP:</b>	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)
<b>Equipment:</b>	Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$423,000 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.	
<b>Real Property Improvements:</b>	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 \$91,000 was used out of the 2015 budget.	

**SUMMIT COUNTY DD BOARD  
SUMMARY OF CHANGES IN FUND BALANCE  
DISCRETIONARY FUND  
FOR THE YEAR ENDED DECEMBER 31, 2015**

Fund Balance, 1/1/2015	\$ 173,850
Add Revenue:	
Donations	53,931
Interest income	183
	<u>54,114</u>
Less Expenditures	<u>22,460</u>
Ending Fund Balance, 12/31/15	<u><u>\$ 205,504</u></u>

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Revision of Board Policy 2030 Hiring and Selection	<ul style="list-style-type: none"> <li>Update policy to be consistent with current practice.</li> </ul>	<ul style="list-style-type: none"> <li>Approval of revised Policy 2030 – Hiring and Selection</li> </ul>	The proposed revision to Policy 2030 Hiring and Selection codifies Summit DD's current practice of limiting the responsibility of extending offers to candidates/employees for permanent and temporary positions to designated Human Resources staff.

Recommended for approval by the  
January HR/LR Committee

Submitted By: \_\_\_\_\_ Lynn Sargi \_\_\_\_\_ For: \_\_\_\_\_ Superintendent / Assistant Superintendent  
 Date: \_\_\_\_\_ January 11, 2016 \_\_\_\_\_ \_\_\_\_\_ Finance & Facilities Committee  
 \_\_\_\_\_ Services & Supports Committee  
 \_\_\_\_\_ X \_\_\_\_\_ HR/LR Committee  
 \_\_\_\_\_ Ethics Committee



## 2030 – HIRING AND SELECTION

All requests to fill an existing vacancy must be submitted on a Personnel Requisition Form with final approval by the Director of Human Resources and the Superintendent. If approved, the Human Resources Department will post and/or advertise, or fill it by appointment. The Superintendent must approve all requests for unbudgeted positions before they may be added to the Table of Organization.

**When posting** All vacant positions that the Board intends to fill, **they** shall be posted in a manner to encourage application from any potential candidate and to promote the diversity of its workforce. Such postings shall include internal posting notices in designated areas, **links on our online career page on Summit DD's internal and external websites,** and ~~on Sharepoint~~ and may include online notices on employment websites as well as to universities, local newspapers, and state associations, including the Ohio Association of County Boards of Developmental Disabilities (OACB).

**The Human Resources Department is responsible for ensuring that Summit DD complies with various laws, regulations, policies, procedures and collective bargaining agreements as it relates to hiring and the appointment of candidates/employees into positions (both permanent and temporary). Therefore, only designated Human Resources staff are authorized to extend offers to candidates/employees.**

**INVOICE**

OACB

73 E Wilson Bridge Road, Suite B1  
 Worthington, OH 43085

Date	Invoice #
12/1/2015	16MD-74

Bill To
Summit CBDD 89 E. Howe Road Tallmadge, OH 44278

P.O. No.

Description	Amount
2016 OACB Membership Dues	75,000.00
Thank you for your support! Please include the invoice number on your checks payable to OACB.	
<b>Total</b>	\$75,000.00
<b>Payments/Credits</b>	
<b>Balance Due</b>	\$75,000.00

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

## Summit County Board of Developmental Disabilities

### MINUTES - ~~REG~~

Tuesday, December 15, 2015  
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Tuesday, December 15, 2015 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:01 p.m.

#### BOARD MEMBERS PRESENT

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

#### BOARD MEMBER EXCUSED

Joe Siegferth, Vice President

#### ALSO PRESENT

John J. Trunk, Superintendent  
Tom Jacobs, Director of Operations/SHDC  
Mira Pozna, Director of Fiscal  
Lynn Sargi, Director of HR  
Holly Brugh, Director of SSA and Children's  
Services  
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations &  
Risk Management  
Russ DuPlain, Director of IT & Records  
Billie Jo David, Director of  
Communications, Quality & MUI  
Drew Williams, Director of Community  
Supports & Development  
and others

#### I. HATTIE LARLHAM DISCOVERY CONTRACT

In January 2015, as part of the Employment First Initiative, Summit DD contracted with seven community providers to conduct Discovery. Discovery is a one-on-one assessment over the course of many weeks to determine the interests and desires of an individual. At the end of the assessment, the provider produces a Positive Personal Profile which details all of the collected information along with recommendations for service options. As part of the contract, providers were trained by Summit DD and were required to follow Summit DD's best practice model for conducting Discovery. Upon completion and review of the Discovery process, providers receive \$600 from Summit DD. It was anticipated that each provider would complete 28 Discovery profiles. Throughout the year, several providers were not able to commit to completing the Discovery process, mostly due to the provider's inability to dedicate staff to conduct assessments. In addition, there were higher than anticipated referrals for Discovery. Hattie Larlham began to accept the overflow of referrals and they have been able to keep up with referrals and produce high quality profiles.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

### **I. HATTIE LARLHAM DISCOVERY CONTRACT** *(continued)*

The request is to increase the current contract with Hattie Larlham for the period October 1, 2015 through December 31, 2015 in the amount of \$44,914, for the total contract amount not to exceed \$61,914. The original contract was in the amount of \$17,000 for the completion of 28 profiles. The new contract would allow for 75 additional profiles. Many of the assessments will be completed for individuals attending the Akron Center. Mr. Briggs asked if the additional assessments would be completed by the end of this year. Mr. Trunk replied the assessments are already underway and most will be completed by the end of the year with possibly a few rolling over into next year. Mr. Quade asked if Hattie Larlham is the only provider participating. Mr. Trunk responded there are several other providers, however, Hattie Larlham has dedicated two full-time staff to discovery so they are able to complete a higher number of assessments. Funds to increase this contract would come from encumbered funds from the other Discovery providers who were not able to complete the process. The contract increase has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

### **II. HATTIE LARLHAM NURSING CONTRACT**

The request is to approve a contract with Hattie Larlham for nursing services for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$389,685. The contract would cover adults who attend Summit DD facilities and children in community child care settings. Nursing services are required for both children and adults who need g-tube feeding, aerosol treatments, medication administration and other medical treatments. The current number of staff specified in this contract will be reduced with the closing of Akron Center and the training of direct care staff to perform delegated nursing duties. With the transition of all children into community child care centers, one RN will be available to provide consultative support to child care center staff. Support would fade as child care centers become more comfortable with providing the specialized care. The contract amount would be reduced by approximately \$105,000 over last year's amount; \$60,000 in the Adult Services portion of the contract and \$45,000 in the Children's Services portion of the contract. This contract supports approximately 479 adults and 4-5 children. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

### **III. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT**

Summit DD has partnered with Oriana House since October 2012 to provide a pretrial option that houses individuals with developmental disabilities who are facing certain criminal charges in lieu of awaiting trial/disposition in the Summit County Jail.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

## **WORK SESSION (continued)**

### **III. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT (continued)**

The request is to renew a contract with Oriana House for the Alternative Environment Program (AEP) for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$181,479.20. There would be \$100,000 dispersed up front and then funds are distributed based on usage. The new contract represents the same rates as the current contract. The contract would ensure the availability of four beds (3 male and 1 female) for eligible individuals in a restrictive, structured residential environment while maintaining continuity of care through programming and treatment services based on the ISP, with a projection of 440 bed days. Services while in the AEP may include case management, crisis counseling, social skills group, medication compliance, recreation, hygiene and nutrition. Summit DD has used 261 bed days through September 28, 2015 (11 males and zero females). Mr. Quade asked if bed day usage is fairly consistent from year to year. Mr. Trunk replied it is and remarked that usage will be analyzed near the end of this proposed contract for potential changes to the 2017 contract, if necessary. Mr. Briggs commented that this is a great program and probably the only one of its kind in the State. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

### **IV. WEAVER INDUSTRIES ADULT SERVICES CONTRACT**

The request is to renew a contract with Weaver Industries for contract procurement, payroll functions, management of benefits, workers compensation and fringe benefits for persons served for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$503,753. This represents a decrease of \$110,753 over the current contract due to reduction in the Workshop Aide Program, reduction in procurement of contract work, elimination of the incentive/disincentive that had been built into previous contracts and the reduction of payroll support needed due to enrollment and the transition out of the Akron Center. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.

### **V. PRIMARY SOLUTIONS (GATEKEEPER) CONTRACT**

Summit DD uses the Gatekeeper system provided by Primary Solutions as its main application for tracking information on individuals served and to manage billing activities. Annual license cost for Gatekeeper will be \$49,753, which is a 2% increase over 2015. Summit DD uses OhioDD.com, provided by Primary Solutions, for tracking billing and utilization of services. The annual license costs for OhioDD.com will be \$7,828, which is a 3% increase over 2015. Summit DD has also budgeted \$10,000 for customized work and specialized technical support in 2016 beyond what is included in the licensing agreements. The request is to enter into a contract with Primary Solutions in 2016 in an amount not to exceed \$67,581.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

### **V. PRIMARY SOLUTIONS (GATEKEEPER) CONTRACT** *(continued)*

Primary Solutions serves approximately 90% of the DD Boards in the State of Ohio. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Committee.

### **VI. COMDOC CONTRACT**

Summit DD has been working with ComDoc, a local company in Uniontown that specializes in customized consulting solution for document management systems, since 2014. In 2015 processes were implemented in several departments to streamline operations. The request is to enter into a contract with ComDoc in 2016 to continue the scope of this work. The total contract amount is not to exceed \$175,000. Mr. DuPlain noted Summit DD is able to set parameters of a retention schedule, including alerts to staff prior to items being automatically deleted. Mr. Quade asked about the target date to be totally paperless. Mr. DuPlain replied the overall plan is four-years and the organization is in the first year. Various work areas/departments within the Agency are brought into the plan systematically as they become ready for the transition. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities Committee.

### **VII. NORTH EAST OHIO NETWORK (NEON) CONTRACT**

North East Ohio Network (NEON) is a Council of Governments (COG) established under the authority of the Ohio Revised Code. The primary purpose of NEON is to coordinate the duties of members to better benefit and serve individuals with developmental disabilities. Summit DD contracts with NEON to administer the TDD Waiver and to conduct reviews on its behalf for QARN and provider compliance reviews, services that are required by the Ohio Administrative Code. The request is to enter into a contract with NEON for the period January 1, 2016 through December 31, 2016 in an amount not to exceed \$464,996. The 2016 contract amount would be \$350,996 for TDD Waiver Administration, \$60,000 for QARN reviews, \$50,000 for provider compliance reviews and \$4,000 for annual NEON dues. Mr. Trunk noted the longer term plan is to conduct these services internally. Mr. Briggs asked if these services will be handled internally to gain efficiencies. Mr. Trunk responded that the Board has had a great relationship with NEON and it is due to cost efficiencies that Summit DD staff will perform these functions in the future. Funds are available in the budget and the contract has been recommended for approval by the November Finance & Facilities and Services & Supports Committees.



MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

### **VIII. 2016 SUMMIT DD ACTION PLAN**

The 2016 Action Plan provides the framework for how Summit DD will accomplish its Mission and achieve its Vision. For each goal identified in the Long Range Plan, the Action Plan highlights the measures and action items in the coming year to accomplish the long-range goals. Some of the highlights of the 2016 Plan are:

- Increase connections with local governments, community leaders and civic organizations to become a primary resource for disability issues
- Provide more creative resources and tools for SSAs and teams to offer creative solutions and increase person centered planning
- Provide parent networks and coaching for individuals and families to become greater advocates
- Pilot a new transition framework for school to work
- Promote an array of residential support options
- Create a best practice inclusive day program model
- Expand child care and early intervention supports by increasing the age of individuals supported in those programs
- Implement the conflict free case management by building provider capacity, expanding service monitoring, developing new integrated models, phasing out Akron Center and not accepting any new referrals
- Develop a business plan to remain sustainable through the next levy period
- Develop a variety of approaches to educate and support employees impacted by the transition

A public forum was held on November 11<sup>th</sup>. Feedback has been incorporated into the Action Plan. The 2016 Summit DD Action Plan has been recommended for approval by the November HR/LR, Finance & Facilities and Services & Supports Committees.

### **IX. DEPARTMENT OF JOB & FAMILY SERVICES (DJFS) ONSITE ASSISTANCE CONTRACT**

Summit DD receives onsite assistance from a DJFS caseworker who maintains an office at the Board's administrative building. The caseworker provides assistance with Medicaid enrollment, Medicaid waivers, Healthy Start and food assistance programs. Persons served and families are able to work with the DJFS staff without going to the downtown Akron offices. The advantage of this arrangement allows for one caseworker to address special issues and barriers that could delay Medicaid enrollment. Reimbursement is made to DJFS on a monthly basis in the amount of \$5,833.33, not to exceed \$70,000 for the period January 1, 2016 through December 31, 2016. The 2016 contract has been increased by \$5,000 due to DJFS staff salary increases in 2015 and 2016. Funds are available in the budget and the contract has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.



MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

### **X. FAMILY & CHILDREN FIRST COUNCIL/SUMMIT COUNTY CLUSTER FOR YOUTH FUNDING AGREEMENT**

The purpose of this contract is to establish a shared funding pool to support services through Cluster, which provides services to multi-needs children in Summit County. These services include things such as service coordination, placement, food, clothing, medical care, psychological and psychiatric care. The agreement allows Summit DD access to additional funding for services to children that Summit DD would otherwise sustain. Funds from this agreement are used to pay for Cluster services, the cost of two Cluster Coordinators and Cluster Cross Systems training. Summit County Health Department is the administrative fiscal agent and generates the contract as well as providing accounting of funds held in the shared pool. The request is for Summit DD to continue to participate in the shared funding pool through a one-time disbursement in the amount of \$110,700 for the period January 1, 2016 through December 31, 2016. This amount represents a slight increase in the 2016 contract amount based on actual utilization averaged over the past few years. Shared pool contributors include: Children's Services Board in the amount of \$171,245; Juvenile Court in the amount of \$131,084; ADM Board in the amount of \$145,431. Mr. Quade asked if the other contributing organizations are comfortable with each agency's share. Mr. Trunk replied that the executive directors of each organization meet and agree on the dollar amounts. In 2014, 54 children were served through this agreement; eleven were individuals with developmental disabilities. From January-November 2015, 52 children were served; eight were individuals with developmental disabilities. Funds are available in the budget and the contract has been recommended for approval by the December Finance & Facilities and November Services & Supports Committees.

### **XI. NOVEMBER FINANCIAL STATEMENTS**

November reflects deficit spending in the amount of \$3,349,743 with an ending fund balance of \$58,658,887. Expenditures for the month include Relias software fees in the amount of \$30,000, Kronos timekeeping system fees of \$36,700, server fees in the amount of \$20,000 and electronic document management fees of \$26,400. The quarterly waiver administration fee was \$302,000 and there was a County chargeback for CAFR audit fees in the amount of \$32,600. The November Financial Statements have been recommended for approval by the December Finance & Facilities Committee.

The work session adjourned at 5:28 p.m.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:28 p.m.

### **I. BOARD MEMBER CAUCUS**

#### **A. 2016 NOMINATING COMMITTEE**

Mr. Briggs stated that election of Board officers takes place at the January Organizational Meeting. He asked Mr. Quade to serve as the Board's Nominating Committee. Mr. Quade agreed. Mr. Briggs asked that nominations be submitted to Mr. Quade no later than January 15, 2016. Nominations will also be accepted from the floor at the January 28, 2016 Board Meeting.

### **II. PUBLIC COMMENT**

Leslie Frank, a parent and Summit DD staff, commented she is very pleased that the Board is continuing to participate in the contract/collaboration with Cluster. She mentioned that her daughter has utilized the services provided under this contract and it was extremely beneficial.

Ms. Frank congratulated Holly Brugh, Drew Williams and Patricia Clarke for the recent extension of their contracts. She asked about the 6 month duration of Ms. Clarke's contract. Mr. Trunk explained that after Ms. Clarke's contract expires, her duties will be performed by internal staff.

Ms. Frank wished everyone happy holidays.

### **III. APPROVAL OF MINUTES**

#### **A. NOVEMBER 17, 2015 (combined work session and regular meeting)**

#### **R E S O L U T I O N**

#### **No. 15-12-01**

Mrs. Wilkinson moved that the Board approve the minutes of the November 17, 2015 combined work session and regular meeting, as presented in attachment #12. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

### IV. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. HATTIE LARLHAM DISCOVERY CONTRACT

###### RESOLUTION No. 15-12-02

Mr. Quade moved that the Board approve an increase to the Hattie Larlham Discovery Contract for the total contract amount not to exceed Sixty One Thousand Nine Hundred Fourteen Dollars (\$61,914), for the period October 1, 2015 through December 31, 2015, as presented in attachment #1, and that the Superintendent be authorized to sign said contract amendment. The motion, seconded by Mrs. Ricks, was unanimously approved.

##### 2. HATTIE LARLHAM NURSING CONTRACT

###### RESOLUTION No. 15-12-03

Mrs. Ricks moved that the Board approve a contract with Hattie Larlham to provide nursing services to Board eligible children and adults in an amount not to exceed Three Hundred Eighty Nine Thousand Six Hundred Eighty Five Dollars (\$389,685), for the period January 1, 2016 through December 31, 2016, as presented in attachment #2, and that the Superintendent be authorized to sign said contract. The motion, seconded by Dr. Dwyer, was unanimously approved.

##### 3. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM CONTRACT

###### RESOLUTION No. 15-12-04

Dr. Dwyer moved that the Board approve a contract with Oriana House for an Alternative Environment Program in an amount not to exceed One Hundred Eighty One Thousand Four Hundred Seventy Nine Dollars and Twenty Cents (\$181,479.20), for the period January 1, 2016 through December 31, 2016, as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dohnal, was unanimously approved.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

## **BOARD MEETING (continued)**

### **IV. BOARD ACTION ITEMS (continued)**

#### **A. FINANCE & FACILITIES COMMITTEE (continued)**

##### **4. WEAVER INDUSTRIES ADULT SERVICES CONTRACT**

###### **R E S O L U T I O N No. 15-12-05**

Mr. Dohnal moved that the Board approve a contract with Weaver Industries for contract procurement, payroll functions, management of benefits, workers compensation and fringe benefits for persons served in an amount not to exceed Five Hundred Three Thousand Seven Hundred Fifty Three Dollars (\$503,753), for the period January 1, 2016 through December 31, 2016, as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

##### **5. PRIMARY SOLUTIONS (GATEKEEPER) CONTRACT**

###### **R E S O L U T I O N No. 15-12-06**

Mrs. Wilkinson moved that the Board approve a contract with Primary Solutions for annual maintenance and licensing fees for the Gatekeeper system, in an amount not to exceed Sixty Seven Thousand Five Hundred Eighty One Dollars (\$67,581), for the period January 1, 2016 through December 31, 2016, as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

##### **6. COMDOC CONTRACT**

###### **R E S O L U T I O N No. 15-12-07**

Mr. Quade moved that the Board approve a contract with ComDoc for consulting services in an amount not to exceed One Hundred Seventy Five Thousand Dollars (\$175,000), for the period January 1, 2016 through December 31, 2016, as presented in attachment #6, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

## **BOARD MEETING (continued)**

### **IV. BOARD ACTION ITEMS (continued)**

#### **A. FINANCE & FACILITIES COMMITTEE (continued)**

##### **7. NEON CONTRACT**

#### **RESOLUTION**

**No. 15-12-08**

Mrs. Ricks moved that the Board approve a contract with Northeast Ohio Network for the administration of TDD Waivers, Quality Assessment Registered Nurse Reviews, Provider Compliance Reviews and annual dues, in an amount not to exceed Four Hundred Ninety Six Thousand Nine Hundred Ninety Six Dollars (\$496,996) for the period January 1, 2016 through December 31, 2016, as presented in attachment #7, and that the Superintendent be authorized to sign said contract. The motion, seconded by Dr. Dwyer, was unanimously approved.

##### **8. 2016 SUMMIT DD ACTION PLAN**

#### **RESOLUTION**

**No. 15-12-09**

Dr. Dwyer moved that the Board approve the 2016 Summit DD Action Plan, as presented in attachment #8. The motion, seconded by Mrs. Ricks, was unanimously approved.

##### **9. DEPARTMENT OF JOB & FAMILY SERVICES ONSITE ASSISTANCE CONTRACT**

#### **RESOLUTION**

**No. 15-12-10**

Mr. Dohnal moved that the Board approve a contract with the Department of Job & Family Services for onsite assistance in an amount not to exceed Seventy Thousand Dollars (\$70,000) for the period January 1, 2016 through December 31, 2016, as presented in attachment #9, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

### IV. BOARD ACTION ITEMS *(continued)*

#### A. FINANCE & FACILITIES COMMITTEE *(continued)*

##### 10. FAMILY & CHILDREN FIRST COUNCIL/SUMMIT COUNTY CLUSTER FOR YOUTH FUNDING AGREEMENT

###### R E S O L U T I O N

###### No. 15-12-11

Mrs. Wilkinson moved that the Board approve a contract with the Family & Children First Council/Summit County Cluster For Youth Services for continuation in the shared pool agreement, in an amount not to exceed One Hundred Thousand Dollars (\$100,000) for the period January 1, 2016 through December 31, 2016, as presented in revised attachment #10, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

##### 11. NOVEMBER FINANCIAL STATEMENTS

###### R E S O L U T I O N

###### No. 15-12-12

Mr. Quade moved that the Board approve the November Financial Statements, as presented in attachment #11. The motion, seconded by Dr. Dwyer, was unanimously approved.

### V. SUPERINTENDENT'S REPORT

#### A. SECOND STREET PROPERTY

The County purchased property on Second Street in Cuyahoga Falls on behalf of the Board utilizing Summit DD funds and the Board has been maintaining the property since 1977. Originally the property was purchased as a residential setting for Board eligible individuals, however, the home has been utilized by individuals served by the ADM Board. The Board collects rent and has continued to maintain the property. The ADM Board has requested that Summit DD transfer the right of possession to the ADM Board. Mr. Trunk explained this would need to be done through the County process and that he has spoken with the County Executive and he is supportive of the transfer. Mr. Trunk indicated that no official Board action is required at this time, however, he wanted to check with the Board to see if all are in agreement to sell the property. He noted the property is in need of some repairs and that he is working with the ADM Board to reach agreement on a sale price. Board Members indicated they are in agreement with the sale of this property.

MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

## **BOARD MEETING (continued)**

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

#### **B. OACB ANNUAL CONFERENCE & DELEGATE ASSEMBLY**

The annual OACB three-day Conference was held in early December in Columbus and was very well attended and provided information on a variety of relevant topics. The Delegate Assembly took place December 2<sup>nd</sup> and there was one resolution proposed from the floor relating to OACB establishing a work group to develop local, mission-driven quality standards for private providers that are consistent with state and federal laws that can be implemented and overseen by county boards and that OACB take necessary action to strengthen the SSA function and that this service remain with county boards. Mr. Trunk indicated some in attendance at the Delegate Assembly expressed that the resolution needed stronger language. Mr. Dohnal concurred that he would have liked to have seen stronger language in the resolution as well, however, he believes there is agreement relative to the philosophy and intent of the resolution. Mr. Briggs commented this is a step in the right direction.

#### **C. BEST PRACTICES ADVISORY COMMITTEE**

Mr. Trunk reported there have been three meetings of the Best Practices Advisory Committee in 2015 and all have been well attended with good participation. The group is comprised of local government, local business leaders, providers, an individual served, staff and stakeholders. At the most recent meeting, there was good conversation around the Board's services and how stakeholders view the Agency. The 2016 Action Plan was presented and discussed. One of the committee members is an executive with the Greater Akron Chamber and has offered to assist in making community connections with local business leaders. March is DD awareness month and this group will help vet nominations for several awards Summit DD will be presenting. Mr. Trunk stated he is hopeful this group will help take the Board's message out into the community. There will be another meeting of this group in the first quarter of 2016.

#### **D. MISCELLANEOUS**

Mr. Trunk advised that he received a call from Leah Jones of U.S. Senator Sherrod Brown's office requesting a meeting to learn more about the services the Board provides. He met with Ms. Jones and believes this will be a good resource in the future.

Mr. Trunk commented that he and Mr. Briggs met with County Executive Russ Pry to update him on the plan for system transition.



MINUTES –combined work session and regular meeting  
Tuesday, December 15, 2015

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

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

#### **D. MISCELLANEOUS**

Mr. Trunk noted that Summit DD recently underwent a Summit County Internal Audit and he attended the Audit Committee meeting today where the results and final review were discussed. The Agency had nine items noted as issues. Five of those issues were corrected before the auditors concluded the onsite visit and the other four items were addressed in the Management Action Plan (MAP). The Audit Committee approved the MAP.

### **VI. PRESIDENT'S COMMENTS**

Mr. Briggs announced that while he intends to remain on the Summit DD Board, he does not intend on holding the position of President in 2016. He indicated he believes it is time for new leadership and different perspectives. He thanked everyone for their support and stated he took more away from this experience than he contributed. Mr. Briggs remarked that he has worked with many organizations and political subdivisions and Summit DD has the most committed staff – keep up the good work.

Mr. Briggs wished everyone happy holidays!

There being no further business, the Board Meeting adjourned at 5:57 p.m.

---

Denise Ricks, Secretary



## Summit DD 4th Quarter 2015 MUI Summary

### 1. Departmental Performance Measures

- a. 97% of MUIs were reported to DODD within 24 hours of discovery
- b. 100% of MUI investigations were completed on time

### 2. Law Enforcement Trends

- a. Out of the 587 cases referred, 108 were opened by the Summit County Sherriff's Office. This accounts for approximately 18% of law enforcement referrals.
- b. There were 29 total arrests in 2015, 12 misdemeanor and 17 felony arrests. There is one open warrant. 13 individuals were indicted in 2015.

### 3. MUI Trends & Patterns

- a. There were 293 MUIs reported during the fourth quarter of 2015 for a total of 1,299 in 2015. This represents a very slight increase from 1,296 reported in 2014.
- b. Approximately 51% of Category A cases have been substantiated.
- c. 44% of cases substantiated were Category A cases, 15% were Category B cases, and 36% were Category C cases. The remaining 5% of cases are still open investigations. The breakdown of types of cases has remained relatively consistent over the past three years.

<b>Category A</b>
Physical Abuse
Sexual Abuse
Verbal Abuse
Suspicious/ Non Accidental Death
Exploitation
Misappropriation
Neglect
Peer-to-Peer Acts
Failure to Report
<b>Category B</b>
Prohibited Sexual Relations
Rights Code Violation
Attempted Suicide
Missing Individual
Significant Injury
Medical Emergency
Accidental or natural death
<b>Category C</b>
Law Enforcement
Unapproved Behavior Support
Unscheduled Hospitalization

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Operating Plan Results – 2015 Results	Report on the status of the fourth quarter 2015 Operating Plan measures	No Board action required	<p>12 of 21 measures have met or exceeded the third quarter goal</p> <p>7 of 21 measures are within 5% of the goal</p> <p>2 of 21 measures are below goal</p> <p>Highlights</p> <ul style="list-style-type: none"> <li>Summit DD exceeded projections for the total individuals supported, with 4,369 individuals. This is slightly less than the 4,416 individuals supported in 2014.</li> <li>23.8 adults are receiving community employment services, compared to 19% during the first quarter of 2015.</li> <li>92% of parents feel like they have information they need to plan for services, compared to the statewide average of 90.8%. More parents of young children feel they get information from their Developmental Specialist regarding their child's development with 86% in 2015 compared to 65% in 2014.</li> <li>81% of families feel their loved ones are connected to the community, such as involvement in community activities, friends or relationships, or support to work or volunteer.</li> <li>Satisfaction with Summit DD as an Agency continues to be high, with 78% of individuals and 83% of parents/guardians giving Summit DD a 9 or 10 on a scale of 10, compared to 76% and 77% in 2014, respectively.</li> <li>In 2015 81,494,924 in Medicaid dollars were paid to private providers to support individuals with disabilities. When you subtract our local match for those dollars 59,033,280 of Federal Medicaid dollars were infused into the local community.</li> <li>85% of adults are funded through federal funds.</li> </ul>

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

Date: 1/20/2015          Finance & Facilities Committee

         Services & Supports Committee

         HR/LR Committee

         Ethics Committee

## TOPIC SUMMARY REPORT

		<p>Opportunities</p> <ul style="list-style-type: none"><li>• The average number of times per month individuals participate in activities, such as exercising, shopping, running errands, etc., is 17 compared to the statewide average of 21, however performance in this area continues to increase. In November, individuals participated in an average 22 activities. Exercising continues to be a favorable trend over time.</li><li>• In 2015, 73.9% of performance evaluations were completed on-time compared to the goal of 90%. In the fourth quarter of 2015 Summit DD implemented an electronic performance evaluation system that streamlines the process and adds accountability to complete reviews on a timely basis.</li></ul>
--	--	--

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

Date: 1/20/2015          Finance & Facilities Committee

         Services & Supports Committee

         HR/LR Committee

         Ethics Committee

# 2015 Operating Plan Results

		4th Quarter						
		4th Q	Trend					
		YTD						
		3rd Q						
		2nd Q						
		1st Q						
		Projection						
		2015						
		2014						
		Measure						
		Quality Services						
# of Individuals Supported	4,416	4,154	3,679	3,912	4,097	4,369	4,369	▲
% of adults working in the community	20.5%	25.0%	19.9%	21.0%	22.5%	23.8%	23.8%	●
Person-Centered Planning Index (Individual)	80%	79.8%	81%	78.0%	77.0%	78%	78.0%	●
Information and Planning Index (Parents)	88%	90.8%	90%	91.0%	93.0%	92.0%	92.0%	▲
Choice and Decision Making Index (Individual)	30.0%	80.5%	84.0%	77.0%	76.0%	76%	76.0%	●
Choice and Decision Making Index (Parents)	70%	70.0%	67%	68.0%	67.0%	68%	68.0%	●
Community Inclusion Index (Individual)	14.1	21.3	13.9	14.3	18.0	18	18	▼
Community Connections Index (Parents)	79%	80.2%	77%	79.0%	81.0%	81%	81.0%	▲
Customer Satisfaction								
Individual High Satisfaction with Summit DD	75.0%	76.0%	79.0%	78.0%	77.0%	78.0%	78.0%	▲
Parent/guardian High Satisfaction with Summit DD	76.0%	77.0%	79.0%	82.0%	84%	83.0%	83.0%	▲
Individual Satisfaction with Services	94.0%	95.0%	94.0%	93.0%	93%	96%	93.0%	●
Parent/guardian Satisfaction with Services	89.0%	89.0%	88.0%	89.0%	90%	88.0%	88.0%	●
Residents Familiarity with Summit DD Services	39.2%	39.2%	39.2%	N/A	N/A	N/A	39.2%	▲
Residents Community Inclusion Index	79.8%	80.0%	78.5%	N/A	N/A	N/A	78.5%	●
Employee Engagement								
Employee Satisfaction	78.0%	78.0%	78.0%	N/A	N/A	N/A	78.0%	▲
On-Time Performance Evaluations	76.0%	90.0%	85.4%	85.4%	79.5%	73.9%	73.9%	▼
Sustainability								
Administrative costs as a % of total expenses	9.62%	9.49%	10.71%	9.87%	9.17%	9.3%	9.27%	▲
Total Medicaid reimbursement to private providers for services provided, includes match (millions)	72.9	60	20	40.4	60.4	81.5	81.5	▲
Total Medicaid revenue to Summit DD for services provided (millions)	13.7	13.5	3.2	2.7	10	16.4	16.4	▲
% of adults who receive federal funds	88%	85%	86%	86%	89%	85%	85%	▲
Citizenship								
Organizations supported by volunteerism or sponsorships	32	30	20	28	30	34	30	▲