

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

AGENDA

Thursday, March 24, 2016
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. SARAH DAY CENTERS CONTRACT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

No Items This Month

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- II. DIRECTORS AND OFFICERS, EMPLOYMENT PRACTICES, PROPERTY AND LIABILITY, FLEET/AUTOMOBILE AND UMBRELLA COVERAGE INSURANCE
- III. FEBRUARY FINANCIAL STATEMENTS
- IV. SURPLUS INVENTORY
- V. REVISED POLICY 1104 – ORGANIZATION AND OFFICERS OF THE BOARD
- VI. REVISED POLICY 2002 – EDUCATIONAL ASSISTANCE
- VII. REVISED POLICY 2021 – BACKGROUND INVESTIGATION REQUIREMENTS FOR EMPLOYMENT WITH SUMMIT DD

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. FEBRUARY 25, 2016 (Combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. DIRECTORS AND OFFICERS, EMPLOYMENT PRACTICES, PROPERTY AND LIABILITY, FLEET/AUTOMOBILE AND UMBRELLA COVERAGE INSURANCE
 - 2. FEBRUARY FINANCIAL STATEMENTS
 - 3. SURPLUS INVENTORY
 - B. HR/LR COMMITTEE
 - 1. REVISED POLICY 1104 – ORGANIZATION AND OFFICERS OF THE BOARD
 - 2. REVISED POLICY 2002 – EDUCATIONAL ASSISTANCE
 - 3. REVISED POLICY 2021 – BACKGROUND INVESTIGATION REQUIREMENTS FOR EMPLOYMENT WITH SUMMIT DD
- VII. SUPERINTENDENT’S REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Contract with Sarah Day Centers Inc. for integrated day program for Senior Citizens.	<ul style="list-style-type: none"> Expanding choices for Senior Citizens currently enrolled in Summit DD's adult day programs. 	<p>Recommend that the Board approve a seven month contract with Sarah Day Centers Inc. for the period 5/1/16 to 12/31/16, for a total contract amount not to exceed \$55,000. Summit DD will bill an individual's waiver on behalf of Sarah Day Centers Inc. and then reimburse Sarah Day Centers Inc. for services provided.</p>	<p>Service Area: Community Supports and Development # of Individuals Currently Served: 0 Additional # of Individuals Served: 5 Total Cost: \$55,000 to be reimbursed by billing the individual's waiver. Amount of Increase/Decrease: First contract Satisfaction: N/A</p> <hr/> <p>Sarah Day Centers Inc. is a provider of senior services across Ohio. They recently opened up a center in Stow, Ohio and approached Summit DD regarding partnering together to support integrated senior services for person served. Summit DD will provide Sarah Day Center staff all required training and ongoing support. Sarah Day Centers provides senior services to local seniors, which includes daily community based opportunities. This partnership will support interested senior aged person served in connecting with other local seniors and having the opportunity to build relationships with seniors who have similar interests.</p> <p>This contract will reimburse Sarah Day Centers Inc. for services provided to up to five individuals with disabilities attending their program up to 6 hours, 5 days per week. Summit DD will recuperate this money by billing each individual's waiver.</p>

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

Submitted By: _____ Drew Williams _____

Date: _____ 3/1/16 _____

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



**SERVICE CONTRACT
BETWEEN
COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD
AND
SARAH DAY CENTERS 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 Sarah Day Centers Inc. with its principal office located at 4565 Dressler Road, Canton, Ohio 44718, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to Sarah Day Centers 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 current 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 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.
- 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 to provide for reasonable notice (72 hours) for any request to see the books and records of the Contractor. This request is limited only to those records involving clients of Summit DD according to HIPPA regulations.

- 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 Fifty Five Thousand and no/100 (\$55,000) 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 May 1, 2016 to December 31, 2016.
- B. This Contract may be mutually terminated by either party at any time for cause or without 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: Sarah Day Centers Inc.
Attn: CEO
4565 Dressler Road NW
Canton, Ohio 44718

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 Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION			
Renew Fleet, Property and Liability Insurance	Summit DD must maintain risk protection for Board operations. Current policies expire March 31, 2016.	<p>That the Board approve:</p> <ul style="list-style-type: none"> Property and Liability, Fleet/Automobile, and Umbrella coverage with Selective Insurance Co. in an amount not to exceed \$96,585, for the period April 1, 2016 – March 31, 2017. Directors and Officers and Employment Practices Insurance with Hiscox Insurance Co. in an amount not to exceed \$34,915, for the period April 1, 2016 – March 31, 2017. 	Existing coverage was reviewed and minor adjustments were made based on current state.			
			Cost of Coverage	2014-15	Proposed 15-16	
			Property/Umbrella	\$ 47,904	\$ 45,860	
			Fleet/Automobile	\$ 50,927	\$ 50,725	
			Subtotal	\$ 98,831	\$ 96,585	
			\$ Change from prior year ¹		(\$ 2,246)	
			% Change from prior year		(2%)	
			D & O, Employment Practices	\$ 34,088	\$ 34,915	
			\$ Change from prior year ²		\$ 827	
			% Change from prior year		2%	
			Cyber Liability	\$ 11,111	\$ 11,124	
			\$ Change from prior year		\$ 13	
			% Change from prior year		0%	
			Grand Total	\$ 144,030	\$ 142,624	
			\$ Change from prior year		(\$ 1,406)	
			% Change from prior year		(1%)	

¹ Primarily attributable to Twinsburg lease non-renewal effective 4/1/16.

² Primarily attributable to anticipated layoffs.

Submitted By: Joe Eck, Director of Labor Relations & Risk Management

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

Date: March 10, 2016

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

	<ul style="list-style-type: none">• Cyber Liability with Illinois National Insurance Co. (AIG) in an amount not to exceed \$11,124 for the period April 1, 2016 – March 31, 2017.	<p><u>A.M. Best Ratings:</u> Selective Insurance Co. of America A+ (Superior) Hiscox Insurance Co. A (Excellent) Illinois National Insurance Co. A (Excellent)</p> <p>Funds are available in the 2016 budget.</p> <p>Recommended for Approval by the March Finance & Facilities Committee.</p>
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Submitted By: Joe Eck, Director of Labor Relations & Risk Management

For: _____ Superintendent / Assistant Superintendent

_____ ☒ Finance & Facilities Committee

_____ Services & Supports Committee

_____ HR/LR Committee

_____ Ethics Committee

Date: March 10, 2016

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE TWO MONTHS ENDED FEBRUARY 29, 2016 AND 2015

	2/29/2016				2/28/2015			
	2016 ANNUAL BUDGET	2016 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2015 ANNUAL BUDGET	2015 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,543,000	\$ 12	\$ 50,542,988	100.0%	\$ 50,520,000	\$ -	\$ 50,520,000	100.0%
PERSONAL PROPERTY REIMB	-	-	-	0.0%	533,981	-	533,981	100.0%
REIMBURSEMENTS	13,915,074	4,964,666	8,950,408	64.3% 1	16,395,286	1,314,600	15,080,686	92.0%
GRANTS	1,434,473	164,855	1,269,618	88.5% 2	630,000	110,936	519,064	82.4%
CONTRACT SERVICES	291,750	18,125	273,625	93.8%	868,000	50,069	817,931	94.2%
REFUNDS	-	930	(930)	0.0%	-	-	-	0.0%
OTHER RECEIPTS	72,456	85,827	(13,371)	-18.5% 3	124,500	21,563	102,937	82.7%
TOTAL REVENUE	\$ 66,256,753	\$ 5,234,415	\$ 61,022,338	92.1%	\$ 69,071,767	\$ 1,497,168	\$ 67,574,599	97.8%
OPERATING EXPENDITURES								
SALARIES	\$ 23,384,781	\$ 3,706,337	\$ 19,678,444	84.2%	\$ 24,512,500	\$ 4,328,961	\$ 20,183,539	82.3%
ERIP COSTS	-	-	-	0.0%	-	83,750	(83,750)	0.0%
EMPLOYEE BENEFITS	9,408,874	1,524,500	7,884,374	83.8%	11,111,902	1,655,706	9,456,196	85.1%
SUPPLIES	1,252,728	147,965	1,104,763	88.2%	1,502,985	171,004	1,331,981	88.6%
TRAVEL AND TRAINING	382,260	61,003	321,257	84.0%	390,963	43,010	347,953	89.0%
DIRECT CONTRACT SERVICES	9,054,720	1,373,934	7,680,786	84.8% 4	9,325,368	1,072,049	8,253,319	88.5%
INDIRECT CONTRACT SERVICES	3,197,344	517,227	2,680,117	83.8% 5	3,745,217	494,566	3,250,651	86.8%
MEDICAID COSTS	24,715,000	5,942,330	18,772,670	76.0% 6	23,865,000	5,835,219	18,029,781	75.5%
UTILITIES	746,018	117,360	628,658	84.3%	701,150	139,302	561,848	80.1%
RENTALS	357,700	393,336	(35,636)	-10.0% 7	631,022	614,416	16,606	2.6%
ADVERTISING	127,500	3,873	123,627	97.0%	130,000	17,617	112,383	86.4%
OTHER EXPENSES	383,424	100,073	283,351	73.9% 8	377,806	92,680	285,126	75.5%
EQUIPMENT	277,500	18,067	259,433	93.5%	449,000	112,697	336,303	74.9%
REAL PROPERTY IMPROVEMENT	400,000	-	400,000	100.0%	200,000	190,514	9,486	4.7%
TOTAL EXPENDITURES	\$ 73,687,849	\$ 13,906,005	\$ 59,781,844	81.1%	\$ 76,942,913	\$ 14,851,491	\$ 62,091,422	80.7%
NET REVENUES AND EXPENDITURES	\$ (7,431,096)	\$ (8,671,590)			\$ (7,871,146)	\$ (13,354,323)		
BEGINNING FUND BALANCE	BUDGET	ACTUAL						
PLUS: REVENUE	\$ 55,428,977	\$ 55,428,977						
LESS: EXPENDITURES	66,256,753	5,234,415						
ENDING FUND BALANCE	(73,687,849)	(13,906,005)						
	\$ 47,997,881	\$ 46,757,387						

Recommended for approval by the March
Finance & Facilities Committee

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED FEBRUARY 29, 2016
(Rounded)**

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

**8.3%
83.3%**

Revenue:

1 Reimbursements:

2010 Cost Report settlement that was expected in 2015.
Quarterly state subsidy.

\$

3,100,000

2 Grants:

Help me Grow grant reimbursement.

684,400

3 Other Receipts:

Aetna wellness program reimbursement.

130,300

47,000

Expenditures:

4 Direct Contract Services:

Contract payment for the administration of the People Together Program.

\$

61,000

5 Indirect Contract Services:

County chargeback for the internal audit performed in 2015.

48,000

6 Medicaid Costs:

Quarterly waiver administrative fee.

295,400

7 Rentals:

Rental prepayment to Summit Housing Corp. for the Akron, Ellet and Twinsburg facilities.

350,700

8 Other Expenses:

Payment of 2016 Ohio Association of County Boards (OACB) annual dues.

75,000

Revenue:

Prior Months

Property Taxes:

Timing difference - Approximately 49% of annual property taxes are expected in March or April.

Expenditures:

Rentals:

Payment of the 2015 balance remaining for the Twinsburg facility utilizing 2015 funds.

\$

40,000

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Removal of old & surplus inventory	There is an excessive amount of surplus inventory that is either no longer working, too old to be usable, or no longer needed by Summit DD.	The Board approve the request to remove the surplus and non-functional inventory via the County's processes.	<p>Through the process of ongoing cleanup of old equipment sitting in storage, as well as the process of replacing aging computers throughout Summit DD, there is a large amount of surplus and old / broken technology-related inventory.</p> <p>We have inventoried all that has been collected to date, and are keeping any equipment that is still potentially needed at Summit DD.</p> <p>Equipment that is no longer needed by Summit DD will be put through the County's process for handling surplus inventory. The County process offers the equipment to other government entities in Summit County, other non-Summit County governments, and then to registered non-profit organizations. Any equipment that is not claimed by another entity will be auctioned or disposed of in an environmentally responsible manner, depending on the condition.</p> <p>The surplus inventory is listed on the attached "Declaration of Surplus Inventory Form 20151231.xls".</p> <p>It is recommended that the Board approve the request to remove the surplus and non-functional inventory via the County's surplus inventory process.</p>

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

Submitted By: Russell DuPlain

Date: March 2016

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

County of Summit Declaration of Surplus Inventory Form

Summit Board of DD - IT Department
 Department
 Russell DuPlain
 Contact Person

3/5/2016
 Date
 330-634-8830
 Contact Phone

I hereby declare the below listed items are either obsolete, unfit for use, or are generally no longer needed by this department.

Signature of Department Administrator

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
1	Cashier Drawer (Posiflex CR4200)	CR6A4044	101050	Poor	\$0
2	Cell Phone (LG VX3300)	510CYHE1666505	N/A	Poor	\$0
3	Cell Phone (LG VX3300)	510CYLH1666512	N/A	Poor	\$0
4	Cell Phone (LG VX3300)	510CYXM1666498	N/A	Poor	\$0
5	Cell Phone (LG VX3300)	511CYAS2438704	N/A	Poor	\$0
6	Cell Phone (LG VX3300)	511CYAS2445376	N/A	Poor	\$0
7	Cell Phone (LG VX3300)	511CYAS2447296	N/A	Poor	\$0
8	Cell Phone (LG VX3300)	511CYBD2440053	N/A	Poor	\$0
9	Cell Phone (LG VX3300)	511CYCV2401971	N/A	Poor	\$0
10	Cell Phone (LG VX3300)	511CYDG2447026	N/A	Poor	\$0
11	Cell Phone (LG VX3300)	511CYDG2473450	N/A	Poor	\$0
12	Cell Phone (LG VX3300)	511CYDG2476138	N/A	Poor	\$0
13	Cell Phone (LG VX3300)	511CYFT2439595	N/A	Poor	\$0
14	Cell Phone (LG VX3300)	511CYGW2473447	N/A	Poor	\$0
15	Cell Phone (LG VX3300)	511CYGW2476111	N/A	Poor	\$0
16	Cell Phone (LG VX3300)	511CYHE2438953	N/A	Poor	\$0
17	Cell Phone (LG VX3300)	511CYHE2445313	N/A	Poor	\$0
18	Cell Phone (LG VX3300)	511CYHE2447233	N/A	Poor	\$0
19	Cell Phone (LG VX3300)	511CYKJ2439709	N/A	Poor	\$0
20	Cell Phone (LG VX3300)	511CYKJ2447245	N/A	Poor	\$0
21	Cell Phone (LG VX3300)	511CYMR2401667	N/A	Poor	\$0
22	Cell Phone (LG VX3300)	511CYPY2438736	N/A	Poor	\$0
23	Cell Phone (LG VX3300)	511CYPY2439936	N/A	Poor	\$0
24	Cell Phone (LG VX3300)	511CYPY2446008	N/A	Poor	\$0
25	Cell Phone (LG VX3300)	511CYPY2473464	N/A	Poor	\$0
26	Cell Phone (LG VX3300)	511CYQX2373196	N/A	Poor	\$0
27	Cell Phone (LG VX3300)	511CYSF2042118	N/A	Poor	\$0
28	Cell Phone (LG VX3300)	511CYSF2401446	N/A	Poor	\$0
29	Cell Phone (LG VX3300)	511CYSF2476518	N/A	Poor	\$0
30	Cell Phone (LG VX3300)	511CYTB2439705	N/A	Poor	\$0
31	Cell Phone (LG VX3300)	511CYTB2447313	N/A	Poor	\$0
32	Cell Phone (LG VX3300)	511CYTB2473449	N/A	Poor	\$0
33	Cell Phone (LG VX3300)	511CYUK2401550	N/A	Poor	\$0
34	Cell Phone (LG VX3300)	511CYVU2476151	N/A	Poor	\$0
35	Cell Phone (LG VX3300)	511CYWC2446409	N/A	Poor	\$0
36	Cell Phone (LG VX3300)	511CYWC2447753	N/A	Poor	\$0
37	Cell Phone (LG VX3300)	511CYXM2439714	N/A	Poor	\$0
38	Cell Phone (LG VX3300)	511CYXM2447154	N/A	Poor	\$0
39	Cell Phone (LG VX3300)	511CYYQ2476514	N/A	Poor	\$0
40	Cell Phone (LG VX3300)	511CYPZ2476109	N/A	Poor	\$0
41	Cell Phone (LG VX3400)	612CYQX0730556	N/A	Poor	\$0
42	Cell Phone (LG VX3400)	701CYEA0779732	N/A	Poor	\$0
43	Cell Phone (LG VX3400)	701CYJZ0799780	N/A	Poor	\$0
44	Cell Phone (LG VX3400)	701CYQX0800292	N/A	Poor	\$0
45	Cell Phone (LG VX3400)	704CYKJ0957957	N/A	Poor	\$0
46	Cell Phone (LG VX3400)	704CYLH0973144	N/A	Poor	\$0
47	Cell Phone (LG VX3400)	704CYVU0957967	N/A	Poor	\$0
48	Cell Phone (Motorola Q H/W A)	SJUG1134JM	N/A	Poor	\$0
49	Cisco 1800 switch	FKH134975LL	N/A	Poor	\$0
50	Cisco 1800 switch	FKH142170WN	N/A	Poor	\$0
51	Cisco 2960 switch	F0C1252VOU8	N/A	Poor	\$0
52	Cisco ASA 5505	68260607B0	N/A	Poor	\$0
53	CRT Monitor (Dell E772P)	22794E344M39	N/A	Poor	\$0
54	CRT Monitor (Dell E772P)	CN04P121478032AFCVLL	027128	Poor	\$0
55	CRT Monitor (Dell Trinitron UltrasCAN 15lx)	7048814	026816	Poor	\$0
56	Dell (2407WFPb)	MX0CC30246634776160S	101062	Scrap	\$0
57	Dell (2208WFPb)	CN0H069H7287288G1H6MA00	N/A	Scrap	\$0
58	Dell (E198Fpb)	CN0CN08446633781H3U	101080	Poor	\$0
59	Dell (Optiplex 580) - No hard drive	JMS4FQ1	N/A	Poor	\$0
60	Dell (Optiplex 755) - No hard drive	G44SNH1	N/A	Poor	\$0

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
61	Dell (Optiplex GX270) - No hard drive	9HWXV31	027413	Poor	\$0
62	Dell 8400 workstation - No hard drive	JQQ4971	N/A	Poor	\$0
63	Dell MMP workstation - No hard drive	630JD01	026683	Poor	\$0
64	Dell Monitor (P2213F)	CN0FP04F728722BKA1LM	N/A	Scrap	\$0
65	Dell PowerEdge 1850 - No hard drive	HN052B1	N/A	Poor	\$0
66	Dell PowerEdge 1950 - No hard drive	9ZL3CF1	N/A	Poor	\$0
67	Dell PowerEdge 1950 - No hard drive	H0B6RG1	N/A	Poor	\$0
68	Dell PowerEdge 2500 - No hard drive	4QB5R01	026810	Poor	\$0
69	Dell PowerEdge 2600 - No hard drive	26Z0F21	027158	Poor	\$0
70	Dell PowerEdge 2600 - No hard drive	DG5VL21	027177	Poor	\$0
71	Dell PowerEdge 2600 - No hard drive	HG6H721	027138	Poor	\$0
72	Dell PowerEdge 2650 - No hard drive	??	027467	Poor	\$0
73	Dell PowerEdge 2950 - No hard drive	5HM6RG1	N/A	Poor	\$0
74	Dell PowerEdge 2950 - No hard drive	C76KDC1	N/A	Poor	\$0
75	Dell PSU (H240AS)	CN03WN114789024D04T9A02	N/A	Scrap	\$0
76	Desktop (Dell Dimension 9200) - No hard drive	F968LC1	N/A	Poor	\$0
77	Desktop (Dell Optiplex 320) - No hard drive	9LWXQD1	N/A	Poor	\$0
78	Desktop (Dell Optiplex 380) - No hard drive	FQG7QN1	N/A	Poor	\$0
79	Desktop (Dell Optiplex 380) - No hard drive	JCQQ9P1	N/A	Poor	\$0
80	Desktop (Dell Optiplex 580) - No hard drive	HCDGPN1	N/A	Poor	\$0
81	Desktop (Dell Optiplex 580) - No hard drive	JMT6FQ1	N/A	Poor	\$0
82	Desktop (Dell Optiplex GX200) - No hard drive	2DSJC01	026660	Poor	\$0
83	Desktop (Dell Optiplex GX260) - No hard drive	3JXT631	027284	Poor	\$0
84	Desktop (Dell Optiplex GX260) - No hard drive	83SBM21	027178	Poor	\$0
85	Desktop (Dell Optiplex GX280) - No hard drive	7FXQT21	0272151	Poor	\$0
86	Desktop (Dell Optiplex GX520) - No hard drive	55DPS91	N/A	Poor	\$0
87	Desktop (Dell Power Edge 830) - No hard drive	6YL1W81	028433	Poor	\$0
88	Desktop (Dell Precision 670) - No hard drive	DBKZ591	N/A	Poor	\$0
89	Desktop (Dell Precision T1500) - No hard drive	70RKML1	N/A	Poor	\$0
90	Desktop (HP RP3000) - No hard drive	14CJ00409V2	N/A	Poor	\$0
91	Desktop Printer (HP Color LaserJet 2550Ln)	CNCGG30861	028202	Poor	\$0
92	Desktop Printer (Kodak i40 Scanner)	43236551	28640	Poor	\$0
93	DVR (Sanyo Digital Video Recorder DSR300)	11810093R	N/A	Poor	\$0
94	Elo Touch Screen (ET1925L)	925LIS6222542K	N/A	Poor	\$0
95	Fax Machine (Muratec F-320)	A1720	N/A	Poor	\$0
96	Fax Machine (Muratec F-320)	A2054	N/A	Poor	\$0
97	Fax Machine (Muratec F-320)	A3050	028372	Poor	\$0
98	Fax Machine (Muratec F-320)	A3970	N/A	Poor	\$0
99	Fax Machine (Muratec F-320)	A3977	N/A	Poor	\$0
100	HP Printer	CNF9C2CXMH	N/A	Poor	\$0
101	Label Printer (Star TSP100)	2346613060801373C	101093	Scrap	\$0
102	Laptop (Compaq 2860C) - No hard drive	7533HPB21435	N/A	Scrap	\$0
103	Laptop (Compaq Contura 430C) - No hard drive	7542HUC20684	N/A	Scrap	\$0
104	Laptop (Dell Inspiron 1150) - No hard drive	FF1QX41	027735	Scrap	\$0
105	Laptop (Dell Inspiron 1300) - No hard drive	9D2XZ81	28487	Scrap	\$0
106	Laptop (Dell Latitude E5400) - No hard drive	7H47JL1	N/A	Scrap	\$0
107	Laptop (Dell Latitude E5410) - No hard drive	CMZ0XM1	100983	Scrap	\$0
108	Laptop (Dell Latitude E5530) - No hard drive	JPY3CW1	N/A	Scrap	\$0
109	Laptop (Dell Latitude E6430S) - No hard drive	8XQ68W1	N/A	Scrap	\$0
110	Laptop (Dell Mini PP40S) - No hard drive	GZW9QJ1	N/A	Scrap	\$0
111	Laptop (Dell Vostro 1720) - No hard drive	DT6S3L1	N/A	Scrap	\$0
112	Laptop (Dell Vostros PP37L) - No hard drive	160VBM1	N/A	Scrap	\$0
113	Laptop (Dell Vostros PP37L) - No hard drive	7RVBKL1	N/A	Scrap	\$0
114	Laptop (Dell Vostros PP37L) - No hard drive	JQVBKL1	N/A	Scrap	\$0
115	Laptop (Dell Inspiron 1100) - No hard drive	6CTTV31	027468	Scrap	\$0
116	Laptop (HP ProBook 4310s) - No hard drive	CNU0113D8V	N/A	Scrap	\$0
117	LG (Flatron W2246T)	110NDFV3E059	N/A	Poor	\$0
118	LG (Flatron W2442PA-BF)	109NDKD0F489	N/A	Poor	\$0
119	Microsoft Surface Dock (1664)	0018822452486	N/A	Scrap	\$0
120	Microsoft Surface Dock (1664)	0042276452486	N/A	Scrap	\$0
121	Microsoft Surface Dock (1664)	0072633504486	N/A	Scrap	\$0
122	Microsoft Surface Dock (1664)	0102074428486	N/A	Scrap	\$0
123	Microsoft Surface Dock (1664)	0178075431486	N/A	Scrap	\$0
124	Monitor (Acer X183HB)	ETLEZ0W003007069054329	N/A	Poor	\$0
125	Monitor (Dell 1704FPTT)	CNDY4299716185CECEZR	28530	Poor	\$0
126	Monitor (Dell 1708FPT)	CN0D54H716188EADJ6A00	N/A	Poor	\$0
127	Monitor (Dell 2407WFPB)	CN0CC302466336790VVS	N/A	Poor	\$0
128	Monitor (Dell 2407WFPb)	MX0GM5044663477Q22NS	N/A	Poor	\$0
129	Monitor (Dell 2407WFPB)	MX0GM5044663478V382S	101065	Poor	\$0
130	Monitor (Dell E198FPb)	CN0CN08446633781DPU	101070	Poor	\$0
131	Monitor (Dell2405FPW)	CN0T61334663362R27TS	28588	Poor	\$0
132	Monitor (Elo ET19251)	925LIS6171943K	N/A	Poor	\$0
133	Monitor (HP L5006TM)	CN2934225N	N/A	Poor	\$0
134	Monitor (LG Flatron L1734S-BN)	809UXDM21546	N/A	Poor	\$0
135	Monitor (LG Flatron L1734S-BN)	809UXEZ21548	N/A	Poor	\$0
136	Monitor (LG Flatron L1734S-BN)	809UXZJ22861	N/A	Poor	\$0

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITON Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
137	Monitor (LG Flatron W1943SS)	109TPKN08629	N/A	Poor	\$0
138	Monitor (Optquest Q9B-2)	Q5W062701075	28719	Poor	\$0
139	Monitor (ViewSonic VG2230WM)	RBD093603124	N/A	Poor	\$0
140	NetGear Router w/DSL	WR299BE00711	N/A	Poor	\$0
141	PosiFlex Terminal	SD6B0942	N/A	Poor	\$0
142	Printer (Epson Workforce 30)	KMQK083074	N/A	Poor	\$0
143	Printer (HP Deskjet 6122)	MY46E2B07J	027918	Poor	\$0
144	Printer (HP LaserJet 4000TN)	USSC011829	0258481	Poor	\$0
145	Projector (Hitachi CP-X2511)	F0GU08650	N/A	Poor	\$0
146	Samsung (244T)	BR24HVZLC03183V	101014	Poor	\$0
147	Series Touch Terminal (Posiflow TP5700/5800)	TP6B0358	101051	Poor	\$0
148	Server (STBernard Iprism 30h)	812355068	N/A	Poor	\$0
149	Switch (Bay Networks BayStack 10BaseT-Hub)	0120401	N/A	Poor	\$0
150	Thin Client (NTA TXZ Series)	010471933116565921G6L404720904	N/A	Poor	\$0
151	Thin Client (NTA TXZ Series)	010471933116565921G6N404720980	N/A	Poor	\$0
152	Thin Client (NTA-6010)	05A00033	028554	Poor	\$0
153	Thin Client (WYSE CX0)	2EKDJ903994	N/A	Poor	\$0
154	Thin Client (Wyse CX0)	2EKDJ904119	N/A	Poor	\$0
155	Thin Client (Wyse CX0)	2EKDJ904208	N/A	Poor	\$0
156	Thin Client (Wyse CX0)	2EKDJ904293	N/A	Poor	\$0
157	Thin Client (Wyse CX0)	2EKDJ904405	N/A	Poor	\$0
158	Thin Client (WYSE CX0)	2EKDJ904500	N/A	Poor	\$0
159	Thin Client (Wyse CX0)	2EKDJ904890	N/A	Poor	\$0
160	Thin Client (Wyse CX0)	2EKDJ904932	N/A	Poor	\$0
161	Thin Client (WYSE CX0)	2EKDL106275	N/A	Poor	\$0
162	Thin Client (WYSE CX0)	2EKDL106712	N/A	Poor	\$0
163	Thin Client (Wyse CX0)	2EKDL106905	N/A	Poor	\$0
164	Thin Client (Wyse CX0)	2EKDL106992	N/A	Poor	\$0
165	Thin Client (Wyse CX0)	2EKDL108564	N/A	Poor	\$0
166	Thin Client (Wyse SX0)	6E8D3100118	N/A	Poor	\$0
167	Thin Client (WYSE SX0)	6E8DH500045	N/A	Poor	\$0
168	Thin Client (Wyse SX0)	6E8DH500423	N/A	Poor	\$0
169	Thin Client (Wyse SX0)	6E8DH500473	N/A	Poor	\$0
170	Thin Client (WYSE SX0)	6E8DH500480	N/A	Poor	\$0
171	Thin Client (WYSE SX0)	6E8DH500873	N/A	Poor	\$0
172	Thin Client (Wyse SX0)	6E8DH500881	N/A	Poor	\$0
173	Thin Client (Wyse SX0)	6E8DH804039	N/A	Poor	\$0
174	Thin Client (Wyse SX0)	6E8DH805012	N/A	Poor	\$0
175	Thin Client (Wyse SX0)	6E8DH808101	N/A	Poor	\$0
176	Thin Client (Wyse SX0)	6E8DI601350	N/A	Poor	\$0
177	Thin Client (WYSE SX0)	6E8DI601491	N/A	Poor	\$0
178	Thin Client (WYSE SX0)	6E8DI601593	N/A	Poor	\$0
179	Thin Client (WYSE SX0)	6E8DI601594	N/A	Poor	\$0
180	Thin Client (Wyse SX0)	6E8DI601854	N/A	Poor	\$0
181	Thin Client (Wyse SX0)	6E8DI601900	N/A	Poor	\$0
182	Thin Client (Wyse SX0)	6E8DI601912	N/A	Poor	\$0
183	Thin Client (Wyse SX0)	6E8DI602022	N/A	Poor	\$0
184	Thin Client (WYSE SX0)	6E8DI602207	N/A	Poor	\$0
185	Thin Client (Wyse SX0)	6E8DI602213	N/A	Poor	\$0
186	Thin Client (Wyse SX0)	6E8DIC01771	N/A	Poor	\$0
187	Thin Client (Wyse SX0)	6E8DIC01842	N/A	Poor	\$0
188	Thin Client (WYSE SX0)	6E8DIC02339	N/A	Poor	\$0
189	Thin Client (Wyse SX0)	6E8DIC02514	N/A	Poor	\$0
190	Thin Client (WYSE SX0)	6E8DIC02578	N/A	Poor	\$0
191	Thin Client (Wyse SX0)	6E8DIC02838	N/A	Poor	\$0
192	Thin Client (Wyse SX0)	6E8DIC02901	N/A	Poor	\$0
193	Thin Client (Wyse SX0)	6E8DIC02908	N/A	Poor	\$0
194	Thin Client (Wyse SX0)	6E8DIC02983	N/A	Poor	\$0
195	Thin Client (Wyse SX0)	6E8DIC03013	N/A	Poor	\$0
196	Thin Client (WYSE SX0)	6E8DJ100120	N/A	Poor	\$0
197	Thin Client (WYSE SX0)	6E8DJ100312	N/A	Poor	\$0
198	Thin Client (Wyse SX0)	6E8DJ100834	N/A	Poor	\$0
199	Thin Client (WYSE SX0)	6E8DJ100858	N/A	Poor	\$0
200	Thin Client (WYSE SX0)	6E8DJ101949	N/A	Poor	\$0
201	Thin Client (Wyse SX0)	6E8DJ102232	N/A	Poor	\$0
202	Thin Client (Wyse SX0)	6E8DJ102701	N/A	Poor	\$0
203	Thin Client (WYSE SX0)	6E8DJ103137	N/A	Poor	\$0
204	Thin Client (Wyse SX0)	6E8DK201059	N/A	Poor	\$0
205	Thin Client (WYSE SX0)	6E8DK201115	N/A	Poor	\$0
206	Thin Client (Wyse SX0)	6E8DK201265	N/A	Poor	\$0
207	Thin Client (Wyse SX0)	6E8DK201482	N/A	Poor	\$0
208	Thin Client (WYSE SX0)	6E8DK201503	N/A	Poor	\$0
209	Thin Client (WYSE SX0)	6E8DK201832	N/A	Poor	\$0
210	Thin Client (Wyse SX0)	SE8DH805782	N/A	Poor	\$0
211	Think Client (NTA TXZ Series)	010471933116565927G6R404720115	N/A	Poor	\$0
212	UPS (APC Smart UPS 1500)	PH08J423187405A73213	028490	Scrap	\$0

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
213	UPS: APC 450		??	Scrap	\$0
214	UPS: APC battery backup	AS0504310396	027801	Scrap	\$0
215	US Robotics 33.6k modem	735077-15	028326	Scrap	\$0
216	Verizon (Qualcomm 3g CDMA USB Modem)	9321570315	N/A	Poor	\$0
217	Verizon (Qualcomm 3g CDMA USB Modem)	9720076569	N/A	Poor	\$0
218	Verizon (UMW190 USB Modem)	9321570246	N/A	Poor	\$0
219	Verizon (UMW190 USB Modem)	9321570256	N/A	Poor	\$0
220	Verizon (UMW190 USB Modem)	9321570306	N/A	Poor	\$0
221	Verizon (UMW190 USB Modem)	9321570315	N/A	Poor	\$0
222	Verizon (UMW190 USB Modem)	9321570809	N/A	Poor	\$0
223	Verizon (USB760 USB Modem)	9115015845	N/A	Poor	\$0
224	VOIP (9620C)	11N507406373	N/A	Scrap	\$0
225	VOIP (Ameritech M8009)	A0620637	T004006	Poor	\$0
226	VOIP (Ameritech M8009)	AA0056142	N/A	Poor	\$0
227	VOIP (Avaya 9620)	09N529401281	N/A	Poor	\$0
228	VOIP (Avaya 9620)	07N521723554	N/A	Poor	\$0
229	VOIP (Avaya 9620)	07N521723628	N/A	Poor	\$0
230	VOIP (Avaya 9620)	07N524739562	N/A	Poor	\$0
231	VOIP (Avaya 9620)	07N528706655	N/A	Poor	\$0
232	VOIP (Avaya 9620)	07N529704156	N/A	Poor	\$0
233	VOIP (Avaya 9620)	07N529704634	N/A	Poor	\$0
234	VOIP (Avaya 9620)	07N530700426	N/A	Poor	\$0
235	VOIP (Avaya 9620)	09N529303729	102202	Poor	\$0
236	VOIP (Avaya 9620)	09N529304279	N/A	Poor	\$0
237	VOIP (Avaya 9620)	09N529304283	102403	Poor	\$0
238	VOIP (Avaya 9620)	09N529304305	N/A	Poor	\$0
239	VOIP (Avaya 9620)	09N529304311	N/A	Poor	\$0
240	VOIP (Avaya 9620)	09N529304899	102030	Poor	\$0
241	VOIP (Avaya 9620)	09N529305006	N/A	Poor	\$0
242	VOIP (Avaya 9620)	09N529306061	N/A	Poor	\$0
243	VOIP (Avaya 9620)	09N529306073	N/A	Poor	\$0
244	VOIP (Avaya 9620)	09N529401016	N/A	Poor	\$0
245	VOIP (Avaya 9620)	09N529401085	N/A	Poor	\$0
246	VOIP (Avaya 9620)	09N529401159	N/A	Poor	\$0
247	VOIP (Avaya 9620)	09N529401196	102199	Poor	\$0
248	VOIP (Avaya 9620)	09N530306662	N/A	Poor	\$0
249	VOIP (Avaya 9620C)	09N509301019	N/A	Scrap	\$0
250	VOIP (Avaya 9620C)	09N509301044	N/A	Scrap	\$0
251	VOIP (Avaya 9620C)	09N514001077	N/A	Scrap	\$0
252	VOIP (Avaya 9620C)	09N514001130	N/A	Scrap	\$0
253	VOIP (Avaya 9620C)	09N514604098	N/A	Scrap	\$0
254	VOIP (Avaya 9620C)	11N505506626	N/A	Scrap	\$0
255	VOIP (Avaya 9620C)	11N507405435	N/A	Scrap	\$0
256	VOIP (Avaya 9620C)	11N507405495	N/A	Scrap	\$0
257	VOIP (Avaya 9620C)	11N507405537	N/A	Scrap	\$0
258	VOIP (Avaya 9620C)	11N507405566	N/A	Scrap	\$0
259	VOIP (Avaya 9620C)	11N507405665	N/A	Scrap	\$0
260	VOIP (Avaya 9620C)	11N507408363	N/A	Scrap	\$0
261	VOIP (Avaya 9620C)	11N507406436	N/A	Scrap	\$0
262	VOIP (Avaya 9620C)	11N507407509	N/A	Scrap	\$0
263	VOIP (Avaya 9620C)	11N507407515	N/A	Scrap	\$0
264	VOIP (Avaya 9620C)	11N507407607	N/A	Scrap	\$0
265	VOIP (Avaya 9620C)	11N508302767	N/A	Scrap	\$0
266	VOIP (Avaya 9620C)	11N508304803	N/A	Scrap	\$0
267	VOIP (Avaya 9620C)	11N508304875	N/A	Scrap	\$0
268	VOIP (Avaya 9620C)	11N508304976	N/A	Scrap	\$0
269	VOIP (Avaya 9620C)	11N508304993	N/A	Scrap	\$0
270	VOIP (Avaya 9620C)	11N508305112	N/A	Scrap	\$0
271	VOIP (Avaya 9620C)	11N508306079	N/A	Scrap	\$0
272	VOIP (Avaya 9620C)	11N508306100	N/A	Scrap	\$0
273	VOIP (Avaya 9620C)	11N508306360	N/A	Scrap	\$0
274	VOIP (Avaya 9620C)	11N508306361	N/A	Scrap	\$0
275	VOIP (Avaya 9620C)	11N508306368	N/A	Scrap	\$0
276	VOIP (Avaya 9620L)	09N511501242	N/A	Poor	\$0
277	VOIP (Avaya 9620L)	09N512401392	N/A	Scrap	\$0
278	VOIP (Avaya 9620L)	09N512402581	N/A	Poor	\$0
279	VOIP (Avaya 9620L)	09N512501926	N/A	Poor	\$0
280	VOIP (Avaya 9620L)	09N513302202	N/A	Poor	\$0
281	VOIP (Avaya 9620L)	10N542402967	N/A	Poor	\$0
282	VOIP (Avaya 9620L)	10N542402977	N/A	Poor	\$0
283	VOIP (Avaya 9620L)	10N542402992	N/A	Poor	\$0
284	VOIP (Avaya 9620L)	10N542402994	N/A	Poor	\$0
285	VOIP (Avaya 9620L)	10N542402996	N/A	Poor	\$0
286	VOIP (Avaya 9620L)	10N542403481	N/A	Scrap	\$0
287	VOIP (Avaya 9620L)	10N542404758	N/A	Poor	\$0
288	VOIP (Avaya 9670G)	11N534302568	N/A	Scrap	\$0

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
289	VOIP (Avays 9620C)	09N515301087	N/A	Scrap	\$0
290	VOIP (Avays 9620C)	11N508307038	N/A	Scrap	\$0
291	VOIP (Fujitsu F10B)	98030270	N/A	Poor	\$0

County of Summit Developmental Disabilities Board
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Update to Policy 1104	Incorporate recent statutory language changes	Board approve revisions to Policy 1104	<p>Board Policy 1104 – Organization and Officers of the Board, codifies in policy the requirements relative to county board membership, terms of office, board member restrictions, organizational meeting schedules and duties of officers.</p> <p>The policy has been revised to include language that permits the County Executive to appoint as a Board member an individual who is eligible for services provided by the county board.</p> <p style="text-align: center;">Recommended for approval by the March HR/LR Committee</p>

Attachment #5

Submitted By: Lisa Kamlowsky
 Date: March, 2016

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

1104 - ORGANIZATION AND OFFICERS OF THE BOARD

County Board Membership and Terms of Office

The Summit DD Board shall consist of seven (7) Members. Five (5) Members shall be appointed by the Summit County Executive and two (2) Members shall be appointed by the ~~County of Summit~~ **County** Probate Court. Each Member shall be a resident of the county and a citizen of the United States. All Board Members shall be persons interested in and knowledgeable in the field of developmental disabilities and other allied fields.

Of the Members appointed by the County Executive, at least two shall be **individuals who are eligible for services provided by the County Board or are** immediate family members of **such individuals.** ~~persons eligible for services provided by Summit DD and,~~ Whenever possible, **one of those two Members should be an individual eligible for Adult Services or** ~~shall~~ **should** be an immediate family member of a ~~person~~ **an individual** eligible for Adult Services, and the other ~~shall~~ **should** be an immediate family member of a person eligible for **Early Intervention** services **or services** for preschool or school age children. Of the two Members appointed by the probate judge, at least one shall be an immediate family member of a person eligible for residential services or supported living. The appointing authority shall, to the maximum extent possible, appoint individuals who have professional training and experience in business management, finance, law, health care practice, personnel administration or government service. The membership of the Board shall, as nearly as possible, reflect the composition of the population of the county.

All appointments shall be for terms of four (4) years. A Member who has served during each of three (3) consecutive terms shall not be reappointed for a subsequent term until two (2) years after ceasing to be a Member of the Board, except that a Member who has served for ten (10) years or less within three (3) consecutive terms may be reappointed for a subsequent term before becoming ineligible for reappointment for two (2) years. Prior to an individual's appointment or reappointment to the Board, the individual shall provide to the appointing authority a written declaration specifying his/her eligibility to serve as a Board Member, and disclosing any ownership or contractual interest in any agency contracting with the Board by the individual or an immediate family member of the individual.

Within sixty (60) days after a vacancy occurs, it shall be filled by the appointing authority for the unexpired term. A Member appointed to fill a vacancy occurring prior to the expiration of the term for which the Member's predecessor was appointed shall hold office for the remainder of that term. Appointment other than appointment to fill a vacancy shall be made no later than the last day of November of each year and the term of office shall commence on the date of the stated annual organizational meeting in January. The membership of an individual appointed as a relative of a recipient of services shall not be terminated because the services are no longer needed.

1104 - ORGANIZATION AND OFFICERS OF THE BOARD *(continued)*

County Board Member Restrictions

The following individuals shall not serve as Board Members:

1. Elected public officials;
2. Members of the immediate family of another Summit DD Board Member;
3. An employee of any county board of developmental disabilities;
4. Members of the immediate family of a Summit DD Board employee;
5. Former Summit DD employees within four (4) calendar years of the separation of employment with the Board;
6. Former employees of a different county board of developmental disabilities within two (2) years of the separation of employment with that county board;
7. Unless there is no conflict of interest, an individual who is or whose immediate family member is a board member of an agency licensed or certified by the Department of Developmental Disabilities to provide services to individuals with developmental disabilities or an individual who or whose immediate family member is an employee of such agency.

In no circumstance shall a Board Member participate in or vote on any matter before the Board concerning a contract agency of which the Board Member or member of the Board Member's immediate family is also a Board Member or an employee.

A person shall not serve as a county Board Member if a member of the person's immediate family serves as a member of County Council.

Organizational Meetings/Officer Duties

The County Board shall hold an organizational meeting no later than the thirty-first (31st) day of January of each year and shall elect its officers at that time. There shall be elected a President, Vice President and Recording Secretary who shall be elected for one year and shall serve until their successors are elected. Any member may succeed himself or herself in office. No Member shall hold more than one (1) office. The Board may elect any other officers determined to be necessary or expedient to conduct its business.

1104 - ORGANIZATION AND OFFICERS OF THE BOARD *(continued)*

The President of the Board shall be elected from among the Members of the Board for one (1) year and shall serve until a successor is elected. The duties of the President shall be:

1. To preside at all meetings of the Board;
2. To appoint committees;
3. To represent the Board as spokesperson on all public matters relating to the Board;
4. To perform such other duties as may be prescribed by law or by action of the Board.

The Vice President of the Board shall be elected from among its Members for one (1) year and shall serve until a successor is elected. The duties of the Vice President shall be:

1. To preside in the absence of the President;
2. To perform the duties of the President in the President's absence;
3. To perform such other duties designated by the President.

The Recording Secretary of the Board shall be elected from among its Members for one (1) year and shall serve until a successor is elected. The duties of the Recording Secretary shall be:

1. To keep a complete and correct record of all Board resolutions and meetings;
2. To notify all Board Members of meetings and handle other Board correspondence as requested by the President;
3. To perform such other duties as may be delegated either by the President or as assigned by the Board.

**ORC - 5126.021, 5126.022, 5126.023, 5126.024, 5126.025,
5126.026, 5126.027, 5126.0212, 5126.029**

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Revision of Board Policy 2002 Tuition Reimbursement	Update policy to support educational pursuits that align with Summit DD's mission, vision and goals.	Approval of revised Policy 2002 – Educational Assistance	<p>The proposed revisions to Policy 2002 Tuition Reimbursement supports employees who are seeking college degrees or pursuing college coursework that will increase their knowledge, skills and/or abilities related to the performance of their job duties and/or for the benefit of the Agency. These provisions will now include college coursework required to maintain Ohio Department of Developmental Disabilities credentials.</p> <p>The proposed revisions also delete a reference to the Superintendent's authority to sponsor the full educational costs for select employees.</p> <p>The proposed policy, along with its comprehensive Educational Assistance procedure, incorporates changes in the review and approval process which is now administered by the Human Resources Department as a benefit program.</p> <p>It is Summit DD's intent to enter into negotiations with three of its collective bargaining units to eliminate provisions of the Educational Assistance/Tuition Reimbursement program that require repayment and continued employment for positions/employees impacted by the Transition Plan.</p> <p>Recommended for approval by the March HR/LR Committee.</p>

Submitted By: Lynn Sargi

Date: March 14, 2016

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

2002 - ~~TUITION REIMBURSEMENT~~ EDUCATIONAL ASSISTANCE

Summit DD recognizes the value of education for its staff **employees** relative to the quality of services and supports received by persons served. It is Summit DD's intent to **support educational pursuits that are aligned with Summit DD's Mission, Vision and/or Goals.** ~~assist staff that chooses to pursue a college degree or college coursework from an institution of higher learning accredited by a recognized accrediting body that will directly increase their knowledge and competencies related to the performance of their job duties with the agency. It is with that in mind that Summit DD elects to offer a tuition reimbursement program as outlined below:~~ **In keeping with this philosophy, Summit DD established a Tuition Reimbursement Program.**

Tuition Reimbursement Program

The Tuition Reimbursement Program provides financial assistance for full-time employees that choose to pursue a college degree or college coursework from an institution of higher learning accredited by a recognized accrediting body that will directly increase their knowledge, skills and/or abilities related to the performance of their job duties or career path within the Agency. Highlights of this program are outlined below:

1. Summit DD ~~will~~ **may** establish a tuition reimbursement fund annually based on ~~established spending priorities and a determination of sufficient funds.~~
2. All regular, full-time employees who have been employed by Summit DD in **full time status** for at least one year and **are in good standing, as evidenced by performance evaluations and no active discipline,** ~~have met established eligibility criteria are eligible to~~ **may** apply for the Tuition Reimbursement Program.
3. **Pre** -approval for **the** Tuition Reimbursement **Program** must be obtained from the ~~employee's supervisor and the Superintendent/designee~~ pursuant to the established approval process **in the Educational Assistance Procedure.**

2002 - ~~TUITION REIMBURSEMENT~~ EDUCATIONAL ASSISTANCE

4. **Once the approved course is completed, reimbursement requests will be processed pursuant to established eligibility criteria outlined in the Educational Assistance Procedure. If an employee does not remain in employment status for one year from the date of the last tuition reimbursement payment, the employee is responsible for repayment of all tuition funds received in the twelve months prior to the end of employment, unless an employee is covered by an agreement that provides otherwise. ~~An employee approved for tuition reimbursement shall agree, as a condition for such reimbursement, to continue employment with Summit DD for at least twelve (12) months from the date of the last received tuition reimbursement payment.~~**

~~If the Superintendent requests that an employee pursue coursework to increase that individual's knowledge and competence in a specific area that will benefit Summit DD, the Superintendent may request Summit DD to sponsor the full educational costs for the recommended course of study for such individual. All requests for Summit DD sponsored educational costs under this paragraph shall be brought to Summit DD pursuant to the established criteria for final determination.~~

[Click here to view Human Resources Procedures](#)

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Revision of Board Policy 2021 - Background Check Requirement For Employees of Agencies/Entities Under Contract With Summit DD	Update policy to comply with legislative and rule changes and current practice	Approval of revised Policy 2021 – Background Investigation Requirement for Employment With Summit DD	<p>The proposed revisions to Policy 2021 - Background Check Requirement For Employees of Agencies/Entities Under Contract With Summit DD:</p> <ul style="list-style-type: none"> Incorporates changes required by H.B. 56, effective March 23, 2016, which (1) prohibits a public employer from including on any employment application form any question concerning an applicant's criminal background; and (2) prohibits a felony conviction from being used against an officer or employee when a public employer is undertaking certain employment practices, unless the conviction occurs while the officer or employee is employed in the civil service. Cites applicable Ohio Revised Code, Ohio Administrative Code and Ohio Department of Developmental Disabilities rules. <p>The proposed policy has an accompanying comprehensive Background Investigation Requirements procedure that delineates steps for Pre-Employment Investigations/Criminal Background Checks and Post-Hire Background Check Monitoring.</p> <p>Summit DD is also taking steps to comply with the March 23 effective date to remove any reference to criminal convictions on its application, and update its disclosure to applicants regarding ORC 5123.081 which outlines disqualifying offenses for employment with a County Board.</p>

Recommended for approval by the March HR/LR Committee.

Submitted By: Lynn Sargi

Date: March 14, 2016

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

2021 - BACKGROUND CHECK INVESTIGATION REQUIREMENTS FOR EMPLOYEES EMPLOYMENT OF ~~AGENCIES/ENTITIES UNDER CONTRACT WITH SUMMIT DD~~

In accordance with Ohio Revised Code (ORC) 5123:2-2-02, ~~Contract agencies/entities with Summit DD shall conduct background checks~~ **investigations** of all ~~persons or volunteer position when that person will be providing direct services to individuals with developmental disabilities.~~ **employees and applicants** under final consideration for employment, **re-employment and recall after layoff.**

Background investigations ~~For new employees and volunteers this shall include, but not be limited to, reference checks with previous employers, personal references, confirmation of education degrees earned, fingerprinting and a criminal background check through the Bureau of Criminal Investigation and Identification, or Federal Bureau of Investigation Nurse Aide Registry check, CMS Exclusion List and Registry of Employees Guilty of Abuse, Neglect, or Misappropriation Check, as appropriate. — and check for inclusion in the registries and databases as regulated by rule or law.~~ **Summit DD shall obtain an employee's driving record to determine eligibility for employment if the applicant is under final consideration for a position that involves transporting individuals with developmental disabilities, operating a Board owned vehicle for any purpose or operating a personal vehicle on a routine basis in the performance of his/her job.**

~~Summit DD may assist a contracting agency in obtaining reports from the Bureau of Criminal Identification/Federal Bureau of Investigation, or any other state or federal agency.~~

Applicants for volunteer/internship opportunities with the Summit DD Board will undergo a background investigation to include, but not be limited to, criminal background check through BCI/FBI and all registries specified in rule 5123:2-2-02.

Summit DD shall not employ an applicant, or retain an employee, if the applicant or employee:

- 1. Fails to provide a set of fingerprint impressions as outlined in O.R.C. 5123.081 (D)(3);**
- 2. Is found by a criminal records check to have been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense as outlined in O.R.C. 5123.081, O.R.C. 109.572 and OAC 5123:2-2-02.**

**2021 - BACKGROUND CHECK INVESTIGATION REQUIREMENTS
FOR EMPLOYEES EMPLOYMENT OF
~~AGENCIES/ENTITIES UNDER CONTRACT WITH SUMMIT DD~~**

3. Fails to sign an agreement to notify Summit DD within 14 calendar days if, while employed by the Board, the employee is formally charged with, convicted of, or pleads guilty to a disqualifying offense as outlined in applicable law, as well as any felony or misdemeanor other than a minor traffic offense; or
4. Is found to be included in one or more of the databases identified for exclusion as outlined in O.A.C. 5123:2-2-02 (C)(2).

ORC 5123.081
ORC 109.572
OAC 5123:2-2-02

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

Summit County Board of Developmental Disabilities

MINUTES – ~~draft~~

Thursday, February 25, 2016
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, February 25, 2016 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:02 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBER EXCUSED

Jennifer Dwyer

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Billie Jo David, Director of Communications,
Quality & MUI
Diamon Perry, Ombudsman
Tom Jacobs, Director of Operations/SHDC
Drew Williams, Director of Community
Supports & Development

Joe Eck, Director of Labor Relations &
Risk Management
Russ DuPlain, Director of IT & Records
Holly Brugh, Director of SSA & Children's
Children's Services
Mira Pozna, Director of Fiscal
Maggi Albright, Recording Secretary
and others

I. NON-BARGAINING UNIT PAY STRUCTURE

In 2012 Summit DD retained Belz & Associates, a compensation consultant with extensive public sector experience, to assist Summit DD update 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 eleven pay grades that reflect the results of the position evaluation and market analysis input and pay administration procedures. Summit DD retained Belz & Associates again in 2014 to assist the Position Evaluation Committee with evaluating job descriptions associated with the reorganization and with conducting an updated market analysis to ensure external competitiveness.

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

WORK SESSION *(continued)*

I. NON-BARGAINING UNIT PAY STRUCTURE *(continued)*

As a result, Summit DD adopted a revised pay structure which included a 4% adjustment applied to each pay grade to align with current market conditions. The 4% was not individual salary increases. The proposed new pay structure reduces the number of pay grades from eleven to nine, collapsing three Director position pay grades into one to give the Superintendent flexibility to shift major and emerging functions based on Agency needs without having to upgrade or downgrade positions to different pay grades. It also reflects 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. This recommendation adjusts the minimum, midpoint and maximum for pay grades seven through nine. If adopted, the revised pay structure would become effective January 1, 2016 and will have no impact on individual salaries with the exception of one individual whose salary would be increased to bring them to the minimum of the pay grade. The revised pay structure has been recommended for approval by the January HR/LR Committee.

II. SUMMIT DD MISSION, VISION & VALUES

The Board and Executive Leadership Team (ELT) worked on revisions to the Agency's Mission Statement, Vision Statement and Core Values at several planning sessions during 2015 and the outcome is reflected in attachment #2.

III. JANUARY 2016 FINANCIAL STATEMENTS

The year started with deficit spending in the amount of \$8,602,663, which ended the month of January with a fund balance of \$46,826,314. The first half tax settlement has not come in yet and will reflect a deficit until it is received; it is expected in March or April. Expenditures for the month include indirect contract services of \$20,200 for payment of licensing fees to Primary Solutions, quarterly Medicaid waiver match in the amount of \$5,633,000, Medicaid Administrative Claiming fees of \$14,000 and the 2015 remaining balance of \$40,000 for the Twinsburg facility.

IV. REVISED POLICY 1124 – LINE OF RESPONSIBILITY

Policy 1124 – Line of Responsibility outlines the responsibilities and oversight in the absence of the Superintendent and Assistant Superintendent. Mr. Trunk commented that he and the Assistant Superintendent try to plan time off so that both are not out of the office at the same time. Mr. Briggs raised a question about absences longer in duration and suggested staff may want to consider creating a policy that speaks to these situations. Mr. Trunk replied that is a good suggestion and stated staff will look into it. Revised Policy 1124 has been recommended for approval by the February HR/LR Committee.

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

WORK SESSION *(continued)*

V. REVIEW OF DIRECT SERVICE CONTRACT

When Summit DD employees are also employed by another agency that contracts with the Board, the Board's Ethics Committee reviews the direct service contract to ensure that ethical standards are not violated. Affidavits of Board employees Briana Larry and JaVonnda Merchant, who are both also employed by Ardmore, were reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the Ethics Committee recommends that the Board continue to participate in its contract with Ardmore.

The work session adjourned at 5:16 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:16 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, mentioned she attended the public forum held at the Cuyahoga Falls Natatorium and commented she was disappointed there were not more families in attendance, but noted that the Superintendent's discussion was very informative and he did an excellent job explaining the transition process. She also noted how helpful it is that the Superintendent is visiting work centers and talking with the Speak Up Clubs to answer questions and discuss the transition with individuals served.

II. APPROVAL OF MINUTES

- A. JANUARY 28, 2016 (annual organizational meeting and combined work session and regular meeting)

R E S O L U T I O N **No. 16-02-01**

Mrs. Wilkinson moved that the Board approve the minutes of the January 28, 2016 annual organizational meeting and combined work session and regular meeting, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. JANUARY FINANCIAL STATEMENTS

R E S O L U T I O N

No. 16-02-02

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

B. HR/LR COMMITTEE

1. NON-BARGAINING UNIT PAY STRUCTURE

R E S O L U T I O N

No. 16-02-03

Mr. Dohnal moved that the Board approve the revised Non-Bargaining Unit Pay Structure, as presented in attachment #1. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. REVISED POLICY 1124 – LINE OF RESPONSIBILITY

R E S O L U T I O N

No. 16-02-04

Mrs. Ricks moved that the Board approve revised Policy 1125 – Line of Responsibility, as presented in attachment #4. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

C. OTHER

1. SUMMIT DD MISSION, VISION & VALUES

R E S O L U T I O N

No. 16-02-05

Mr. Briggs moved that the Board approve revisions to Summit DD's Mission, Vision & Values, as presented in attachment #2. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

D. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 16-02-06

Mrs. Wilkinson moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Briana Larry and JaVonnda Merchant and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be it resolved that the Board adopt the recommendations of the Ethics Committee, as presented in attachment #5. The motion, seconded by Mr. Dohnal, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. CENSUS

The December 2015 Census was included in packets for review. Mr. Trunk commented there are five things to note:

1. There is a downward trend relative to the number of people supported in day services and transportation from the third to the fourth quarter of 2015, which indicates people are making selections already about alternative providers.
2. Approximately 65% of adult individuals that access day services and employment utilize waivers through providers other than the Board, which is moving in the right direction for the transition. Mr. Briggs asked if this number is increasing. Mr. Trunk replied that the total overall number is increasing and noted that approximately 40 individuals have selected other providers since the third quarter. Mr. Briggs asked if this is due to messaging about the transition. Mr. Trunk replied he believes it is. Mr. Quade asked if staff are tracking the increase to other providers as the number of individuals the Board serves goes down. Mr. Trunk replied that data is being collected relative to the choices individuals are making, along with satisfaction data. Mr. Quade asked if there is a way to track why individuals select one provider over another. Mr. Williams responded that data is being collected through the team process about which providers individuals select and why the selections are made. He noted that approximately 80% of people who have left Akron Center have selected a similar provider or type of service that was provided at Akron. He stated staff are also contacting individuals after they get settled with the new provider to make sure they are satisfied.

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. CENSUS *(continued)*

2. *(continued)* Approximately 65 individuals have already made alternate provider choices utilizing 18 different providers. Mrs. Brugh added that staff will also be analyzing data for graduates. Mr. Briggs asked if geography factors into decisions. Mr. Williams replied there are a wide array of transportation providers so location has not been an issue, although most individuals are selecting supports close to their home.
3. Early Intervention for ages 3-5 – Mr. Trunk recapped that some staff positions were repurposed to add additional support to extend early intervention services to include the 3-5 age group. December Census reflect Summit DD has supported 54 additional children as a result.
4. There are approximately 2,003 waivers, including Level I, I/O and the SELF waiver.
5. There are approximately 2,500 individuals waiting for I/O and Level I waivers. Mr. Trunk noted staff have been working to identify needs of individuals who are on the waiting list and have made significant progress getting the list cleaned up to reflect actual need and timing of needs. He also noted there are no new graduates on the waiting list.

B. MISCELLANEOUS

Mr. Trunk commented that he and staff completed another round of three public forums to discuss the transition in early February. He has also been meeting with all staff and persons served at each facility to bring everyone up to date on details of the transition. There were approximately 100 people who participated in the three public meetings, with a mix of families, providers and staff at the sessions. Mr. Trunk said he has received feedback that people are appreciative of the transparency and of the advance notice to afford time to plan. Families have expressed desire to learn more about how to connect to providers so staff are working on a plan. He indicated he is also hearing concerns about passage of the levy next year. He noted the need to deploy a re-education campaign and stated staff are working on a plan to inform the public about all the services and supports provided by the Board. He also stated staff are working to make sure that individuals with complex needs don't fall through the cracks. Staff will ensure that all people transition to a program that is best for each individual.

Mr. Trunk noted there will be an Executive Council meeting next week to discuss the transition. Typically, approximately 20-30 provider agencies are represented at these meetings. He noted that Drew Williams has created about 3-4 provider work groups.

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. MISCELLANEOUS (continued)

Mr. Trunk commented there are a number of activities planned in March to celebrate DD Awareness month. Mrs. David outlined several of the activities and events to raise awareness and promote inclusion, including ads in local media as well as billboards around the county; engagement on social media – website traffic typically increases from 3,000 to 10,000 hits per month in March; on March 8th there is an Advocacy Day event modeled after the event held at the statehouse. The Advocacy event will be held at Ohio Means Jobs and there will be two self-advocates presenting as well as the Superintendent and Judge Stormer as keynote speakers; March 16th is inclusion day pride where everyone is encouraged to wear orange to represent inclusion and there will be buttons and social media postings to promote inclusion as well; March 29th is Summit DD's first annual Appreciation and Awards Breakfast to be held at Quaker Square. Local businesses, community leaders, providers and individuals will be awarded. More than 200 tickets have already been reserved for the event. The keynote speaker at this event will be County Executive, Russ Pry. Summit DD has also partnered with the Akron Rubber Ducks to offer discount tickets to the June 19th game.

Mr. Trunk stated he attended a recent Summit Housing Development Corporation (SHDC) Board Meeting and will also be attending their retreat in March. SHDC is working on their long range plan and goals and will be reviewing the relationship as it relates to roles and responsibilities between SHDC and the Board.

V. PRESIDENT'S COMMENTS

Mr. Sieferth commented that he appreciates staff looking into a new policy to address potential long-term absences of the Superintendent.

Mr. Sieferth remarked that he appreciates the emphasis on keeping persons served, families, staff and stakeholders informed on the transition process and stated the importance of transparency.

Mr. Sieferth noted that all the activities and awareness efforts planned in March are great!

MINUTES – combined work session and regular meeting
Thursday, February 25, 2016

BOARD MEETING *(continued)*

VI. EXECUTIVE SESSION

R E S O L U T I O N

No. 16-02-07

Mrs. Ricks moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (3) to consider the employment of a public employee and bargaining unit negotiations. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

Roll call: Wilkinson-yes, Quade-yes, Dohnal-yes, Siegferth-yes, Ricks-yes, and Briggs-yes.

The regular session of the Board Meeting adjourned at 5:53 p.m.
The Board entered Executive Session at 5:58 p.m.
The Board Meeting reconvened at 6:15 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – MIRA POZNA

R E S O L U T I O N

No. 16-02-08

Mr. Quade moved that the Board approve a contract of employment for Mira Pozna, Director of Fiscal, for the period April 16, 2016 through April 15, 2018. The motion, seconded by Mr. Briggs, was unanimously approved.

B. EXTENSION OF WWSA COLLECTIVE BARGAINING AGREEMENT

R E S O L U T I O N

No. 16-02-09

Mr. Dohnal moved that whereas the Board previously approved by Resolution 14-11-13 an extension of the collective bargaining agreement dated January 1, 2013 to December 31, 2015 between Summit DD and WWSA for the period January 1, 2016 through December 31, 2018;

Therefore be it resolved that the Board approve an additional extension of said collective bargaining agreement for the period January 1, 2019 through December 31, 2019, as documented in the parties' Tentative Agreement dated February 10, 2016. The motion, seconded by Mr. Quade, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:18 p.m.

Denise Ricks, Secretary