

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

AGENDA

Thursday, May 26, 2016
Administrative Board Room
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

There are no items for discussion only this month.

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- I. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) CONTRACT EXTENSION
- II. BINARY DEFENSE SYSTEMS CONTRACT
- III. NEW POLICY 3024 – OMBUDSMAN INFORMAL DISPUTE PREVENTION AND RESOLUTION PROCESS

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- IV. TANF SUMMER WORK EXPERIENCE PROGRAM
- V. REMOVAL OF NON-WORKING VEHICLE INVENTORY
- VI. APRIL FINANCIAL STATEMENTS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. APRIL 28, 2016 (Combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) CONTRACT EXTENSION
 - 2. BINARY DEFENSE SYSTEMS CONTRACT
 - 3. TANF SUMMER WORK EXPERIENCE PROGRAM
 - 4. REMOVAL OF NON-WORKING VEHICLE INVENTORY
 - 5. APRIL FINANCIAL STATEMENTS
 - B. SERVICES & SUPPORTS COMMITTEE
 - 1. NEW POLICY 3024 – OMBUDSMAN INFORMAL DISPUTE PREVENTION AND RESOLUTION PROCESS
- VII. SUPERINTENDENT’S REPORT
 - A. FIRST QUARTER ACTION PLAN RESULTS
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> Extend the housing contract between Summit Housing Development Corp. and Summit DD for an additional six months expiring in December 31, 2016 	<ul style="list-style-type: none"> Summit Housing and Summit DD agree the Housing Board should be an entity independent of financial assistance from Summit DD. The two parties agree to negotiate a successor contract to facilitate the transition. 	<ul style="list-style-type: none"> Renew a contract with Summit Housing Development Corp. expiring December 31, 2016 to allow time for both parties to negotiate a long term contact with Summit Housing moving toward independence 	<p><i>Service Area:</i> Summit Housing Development Corp.</p> <p><i># of Individuals Currently Served:</i> 274</p> <p><i>Total Cost:</i> (\$72,833.48)</p> <p><i>Amount of Increase/Decrease:</i></p> <p><i>Satisfaction:</i></p> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> Summit Housing is a 501 c (3) not-for-profit and is governed by its own Board. Summit DD through the contract with Summit Housing allocates one half Executive Director FTE and one full maintenance worker FTE including salary and benefit cost. Summit DD and Summit Housing believe through a transition supported by Summit DD that Summit Housing can become entirely independent. This agreement will commence July 1, 2016 and expires on 12/31/2016

Recommended for approval by the April Finance & Facilities Committee.

Submitted By: Tom Jacobs

Date: 04/14/2016

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

First Amendment to Agreement

This First Amendment to Agreement is made this _____ day of May, 2016, by and between the Summit County Developmental Disabilities Board (hereafter "Summit DD"), 89 East Howe Road, Tallmadge, Ohio 44278, and the Summit Housing Development Corporation (hereafter "Corporation"), with its principal offices located at 636 W. Exchange St., Akron, Ohio 44302.

WHEREAS, the Parties entered into a two-year Agreement per Board Resolution No. 14-05-03 for the period July 1, 2014 through June 30, 2016 for housing services for persons with developmental disabilities and;

WHEREAS, the Parties desire to amend said Agreement by extending the terms for an additional six (6) month period;

NOW, THEREFORE, the Parties agree to amend said Agreement as follows:

Article I: Term. This Agreement will commence on July 1, 2014 and will remain in force and effect through December 31, 2016. The parties agree to negotiate in good faith a successor contract to facilitate the transition of Corporation to an entity independent of Summit DD effective January 1, 2017.

Article V: Compensation. The Corporation is responsible to reimburse Summit DD for staffing services provided by Summit DD to Corporation during the extended term of this Agreement in the amount of Seventy Two Thousand, Eight Hundred Thirty Three and 48/100 Dollars (\$72,833.48). The aforementioned amount is based upon the prorated 2016 salary and benefit cost of one-quarter Executive Director FTE, and one-half maintenance worker FTE.

All other terms and conditions of the parties' Agreement remain unchanged and in full force and effect.

SUMMIT DD BOARD

John Trunk

Superintendent

Title

Date

SUMMIT HOUSING DEVELOPMENT CORPORATION

Loma Swett

Title

Date

County of Summit Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>Enhanced security monitoring for our IT systems</p>	<p>Our contract with Dell SecureWorks for network security monitoring services ends in July and we are looking to switch to a new vendor that offers expanded services and features</p>	<p>Board approve a contract with Binary Defense Systems to purchase their network security products and monitoring services, at an amount not to exceed \$67,096</p>	<p>Summit DD currently has layers of defenses to protect its computer networks. Among these layers are the network Intrusion Prevention System (IPS) and Intrusion Detection System (IDS). These systems are designed to alert us about suspicious activity and prevent unauthorized traffic from getting into our network.</p> <p>However, if someone were to circumvent these layers, we do not have visibility into that fact. As such, we need to implement a solution to analyze events occurring on our networks and critical servers. Implementing such a system will give Summit DD to ability to monitor critical computer assets, including the systems where HIPAA-protected information is stored.</p> <p>Over the last several months, members of the IT department have reviewed several potential vendors that offer these services, and have selected Binary Defense Systems (BDS). They offer the best mix of functionality, expertise, and price of the vendors we reviewed. Additionally, BDS is based in Summit County, with their headquarters in Hudson, OH.</p> <p>The one-time cost to implement this solution is \$24,500, with annual monitoring, licensing, and support costs of \$42,596. That brings the total cost of the contract to \$67,096.</p> <p>Based on ORC guidelines, there is no need to do a formal RFP since this is proprietary information technology that is limited to a single source.</p>

**Recommended for approval by the April
Finance & Facilities Committee.**

Submitted By: Russ DuPlain For: _____ Superintendent / Assistant Superintendent

Date: April 2016 _____

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

1.0 Statement of Work

This **STATEMENT OF WORK** (“SOW”), effective as of March 8, 2016 is made pursuant to the Master Services Agreement (MSA) by and between **Binary Defense Systems, LLC. (BDS)** with its principal place of business located at 5 Aurora St. Hudson, OH 44236, and **Summit County Board of Developmental Disabilities** with its principal place of business located at **89 East Howe Road, Tallmadge, OH 44278** (“Client”).

1.1 Scope

This section contains the overall scope for the Services to be provided by BDS for Summit County Board of Developmental Disabilities. This scope can be changed by mutual agreement of the parties in writing, and any material deviation to this scope will require a written change order, accepted by both parties, to accommodate for additional time allocation on the engagement and other factors.

Monitoring Scope

- 24/7 Monitoring and Detection
- Incident notifications within:
 - 30 minutes for Critical, High and Medium criticality alarms
 - 24 hours for low criticality alarms
- Up to 1000 Events Per Second
- Please reference Appendix A

Threat Intelligence- Basic

- Known Malicious IPs
- Daily Threat Feeds

Implementation

- Properly install and configure BDS hardware
- Ongoing updates to configuration of solution
- Integration into IR plan (optional)

Hardware Equipment

- Provide hardware equipment for monitoring and detection.
- BDS All in One Server, Logger and Sensor

Software Licensing

- BDS All in One Server, Logger and Sensor

1.2 Product(s)/Service(s) and Pricing

Product(s)/Service(s)	Description	Cost
Hardware	Costs for hardware	\$ 13,000
Implementation	Staging, installing & tuning	\$ 11,500
Total One Time Cost	One Time Cost	\$ 24,500
MSSP Services		
	Annual 24/7 monitoring and detection	\$ 30,500
Licensing/ Maintenance/Support	Licensing Fees, Maintenance & Support	\$ 12,096
Threat Intelligence		
Basic Service	Daily Updates	FREE
Total Annual Cost	Total cost per year	\$ 42,596

1.3 Term

The term of this Statement of Work shall be a period commencing on the Effective Date and continuing through the third anniversary of the Effective Date (the "Initial Term"). The Initial Term will automatically renew in one (1) year increments (each, a "Renewal Term"). Either party may terminate this Agreement effective at the end of the Initial Term or the then-current Renewal Term by providing the other with written notice of termination not less than sixty (60) days prior to the end of the Initial Term or such Renewal Term. The Initial Term and all Renewal Terms are referred to collectively as the "Term".

1.4 Additional Conditions

BDS's fees under this Statement of Work do not include out-of-pocket expenses, including transportation, meals, and lodging for travel to perform any of our services. BDS's reasonable out-of-pocket expenses will be added to BDS's invoices, at BDS's cost and will be due and payable at the same time as the fees set forth on such invoice.

Any changes to the agreed upon schedule for on-site work that requires travel will incur a re-scheduling fee equal to all out-of-pocket expenses for modifying the travel arrangements.

Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>New Policy 3024 Informal Dispute Prevention and Resolution Process</p>	<p>Policy statement must accurately reflect the values of the Board relative to conflict resolution.</p>	<p>The Board approve new Policy 3024 Informal Dispute Prevention and Resolution Process</p>	<p>Approval of new Board Policy 3024 outlines the values the organization desires the Ombudsman possess and demonstrate in the performance of this function. The policy statement signifies the Summit DD Board's commitment to the highest standards of customer service.</p> <p>This policy identifies our customers as both internal and external stakeholders who will have access to the Ombudsman's services. The Ombudsman's role and function is meant to complement the formal dispute resolution processes available.</p> <p>The Ombudsman is tasked to assist in clearing up confusion, helping people to better navigate, communicate, think through the next steps to resolve conflict and assist in getting the right people around the table for discussion. In addition, the Ombudsman will refer stakeholders to formal channels for dispute resolution (administrative resolution of complaints, grievances), as appropriate.</p> <p>The Ombudsman will not engage in any situation that could present a conflict of interest.</p> <p style="text-align: right;">Recommended for approval by the April Services & Supports Committee.</p>

Submitted By: _____ Diamon Perry

Date: _____ April 6th, 2016

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

3024 – OMBUDSMAN INFORMAL DISPUTE PREVENTION AND RESOLUTION PROCESS

The Summit DD Board is committed to the highest standards of customer service in the administration of its policies and procedures affecting both internal and external stakeholders. In support of this commitment, the Agency has established an Ombudsman office available to all individuals served, families, employees, providers and other agency partners. The Ombudsman's objective is to develop a public service culture characterized by fairness, dedication, commitment, openness and accountability.

The Ombudsman function is independent and impartial in its problem solving process, serving as a liaison between the Agency and those affected by its policies, services and processes. The office provides a safe and informal channel open to any stakeholder who wishes to voice their concerns with Summit DD or its ability to meet its Mission. The Ombudsman is charged with identifying trends and patterns confronting the organization, and to provide upward feedback and recommendations when a systemic issue or trend occurs.

The Ombudsman will utilize various conflict resolution processes while working with individuals or organizations to assist them in identifying options for managing or resolving concerns informally as well as facilitating communication between conflicting parties. The Ombudsman will refer individuals to formal dispute resolution processes within the organization, as appropriate. The Ombudsman does not engage in any situation that could create a conflict of interest. This process is intended to complement the formal channels available for dispute resolution, including but not limited to the administrative resolution of complaints process and grievances.

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<p>TANF Summer Work Experience Program Partnership</p>	<ul style="list-style-type: none"> • Summit County Jobs and Family Services has partnered with Summit DD to provide summer employment opportunities to eligible youth 	<p>The Board approve the request to partner with Summit County Job and Family Services and eight private providers.</p> <p>The Board to approve an additional budget request in the amount of \$344,000 for funding of this program.</p>	<p>Service Area: <u>Community Supports and Development</u></p> <hr style="border-top: 1px dashed black;"/> <p>Summit County Job and Family Services has requested to partner with Summit DD on supporting 100 eligible students in the TANF Summer Work Experience Program. Summit County Job and Family Services has allotted \$344,000 to support on site job coaching and transportation services to support eligible youth in a 10 week work experience program.</p> <p>Summit DD will partner with eight private provider organizations to support students in small groups, with an onsite job coach for twenty five hours per week. In addition, students will also be provided transportation to and from the work site.</p> <p>The following eight private providers will be providing job coaching and transportation services. Below is a list of the estimated cost of providing the identified services.</p> <p>Hattie Larlham- \$45,000 Community Connections of North East Ohio- \$85,800 Ardmore Inc. \$51,480 REM-Ohio- \$47,934 Bridges Rehabilitation Services- \$34,320 The Help Foundation- \$34,320 Kiniona- \$17,160 Weaver Industries- \$31,956</p> <p>Total Cost- \$347,970</p>

Submitted By: Drew Williams / Mira Pozna For: Superintendent / Assistant Superintendent

Date: 5/2/16 Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

 Ethics Committee

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

			<p>Reimbursement funding for this agreement is through Summit County Job and Family Services. An additional budget appropriation is requested for approval in the amount of \$344,000 in Contract Services to fund the expenditures of this agreement. There will be no net monetary effect for Summit DD.</p>
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**Recommended for approval by the
May Finance & Facilities and
Services & Supports Committees**

Submitted By: Drew Williams / Mira Pozna

Date: 5/2/16

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



COUNTY OF SUMMIT, OHIO

Russ Pry, Executive

Department of Job and Family Services

Patricia L. Divoky, Director

April 18, 2016

Via Email Only

Drew Williams, Director of Community Support and Development
Summit County Developmental Disabilities Board
89 East Howe Road
Tallmadge, Ohio 44278

Dear Mr. Williams:

Your organization has been recommended for a Temporary Assistance to Needy Families (TANF) Summer Youth Employment Program (SYEP) services contract utilizing Fiscal Year (FY) 2016 funds in the amount of **\$344,000.00** for **Youth and Employer Worksite Monitoring Services** for the period **May 1, 2016 through September 30, 2016**. As you may be aware, per OAC §5101:9-4-07(A)(2), these TANF funded services are exempt from competitive bidding requirements.

It is vitally important to make note that our department continues to undergo reductions to state allocations. Please be aware that the offer contained in this letter is subject to change or could be completely withdrawn pending final notification of FY 2016 TANF SYEP allocation levels from the State of Ohio. Further, this offer is subject to approval by Summit County Board of Control and Summit County Council.

Should your organization wish to accept this offer, sign and return the enclosed **Statement of Agreement** to the attention of **Joann Harper, Contract Administrator**, by **May 2, 2016**, via email at Joann.Harper@jfs.ohio.gov. By signing this statement you will indicate your intent to enter into the contract offered herein. If you find your organization is not able to accept the above contract offer, please submit this in writing to my attention by **May 2, 2016**.


As we continue the contracting process, we must gather the following items from your organization by **May 2, 2016**. Please submit these items to the attention of Ms. Harper via email at Joann.Harper@jfs.ohio.gov.

1. **FY 2016 Budget and Narrative** – Submit a budget for the contract period utilizing the format prescribed in the budget instructions (**forms included**). If we have funded these services previously, through this submission process you have an opportunity to revise current line items. Each budgetary line item must be explained in the Narrative. If you have questions about completing these forms, please contact **Deborah Gill, External Audit & Compliance Manager, Budget and Finance Division**, at (330) 643-7862. Once submitted, Ms. Gill's team will be working with you to finalize the budget.

2. **Provider Contact Information Worksheet** – Please submit a new Provider Contact Information Worksheet (**form included**) which will be used to update your organization's contact information in CSDJFS' databases.
3. **Complete Standard Affirmation and Disclosure Form - (form included)** - Recipients of funds through the Ohio Department of Job and Family Services are required to complete the Department of Administrative Services/Ohio Department of Job and Family Services Standard Affirmation and Disclosure Form, which bans the expenditures of public funds on offshore services per Executive Order 2011-12K.
4. **Subcontracts** – Any subcontracts to perform/provide the contracted service, must be submitted at this time.

We look forward to a continued productive relationship with your organization. Should you have any questions about this letter and requirements stated herein, please contact Ms. Harper, at (330) 643-7022.

Sincerely,



Anita L. Davis,
Legal Counsel

AD/jh

Enclosure

cc: Patricia L. Divoky, Director, CSDJFS
Stephen Zimmerman, Assistant Director, Administration & Finance, CSDJFS
Terri Burns, Deputy Director, Budget and Finance, CSDJFS
Christine Marshall, Deputy Director, Workforce Development, CSDJFS
File

SUBCONTRACTOR DISCLOSURE

Should the proposing organization be awarded a contract, all subcontracts relevant to the contracted service must be submitted prior to disbursement of funds. All subcontracting agencies are subject to the same terms, conditions, and covenants contained in this proposal and the primary contract. Effective dates of the subcontractor's work shall fall within the contract period of the primary contractor. The subcontractor shall comply with these rules set forth in the Laws of the State of Ohio, and any rules, regulations, and procedures associated with the program's funding source(s) as well as other relevant county, state, and federal requirements.

The Provider shall not subcontract in an amount that exceeds Fifty Thousand Dollars (\$50,000) unless expressly authorized to do so by resolution of Summit County Council. Additions not exceeding fifteen thousand dollars (\$15,000) may be made upon approval of the Executive. Board of Control must approve additions cumulatively exceeding Fifteen thousand dollars (\$15,000), but less than Fifty Thousand Dollars (\$50,000). Additions exceeding fifty thousand dollars (\$50,000) must be approved/authorized by County Council.

All subcontracts must detail the following:

- A beginning and end date of the subcontract to be used.
- Payment stipulations must be included
- A description of service must be provided
- The subcontract must include the statement "Independent Contractor is bound by the terms and conditions of the Purchase of Service Agreement between [Primary Contractor] and the County of summit Department of Job and family Services (CSDJFS), her relationship to CSDJFS is that of Independent Contractor and not as an employee."

Should my organization employ the use of subcontract(s) in carrying out any services detailed in this proposal, I agree to abide by the terms listed above and agree to supply copies of all subcontracts used.

SIGNATURE OF AUTHORIZED OFFICER OF ORGANIZATION

Name & Title

Organization

Printed Name & Title

Statement of Agreement

Summit County Developmental Disabilities Board hereby agrees to provide **Youth and Employer Worksite Monitoring Services** through Temporary Assistance to Needy Families (TANF) Summer Youth Employment Program (SYEP) **Funding for Fiscal Year 2016** offered through the County of Summit Department of Job and Family Services (CSDJFS) and agrees to accept the recommended funding level of **\$344,000.00** should it be approved by Summit County Board of Control and Summit County Council.

We understand the recommended contract level is subject to change or could be completely withdrawn pending CSDJFS' final notification of TANF SYEP allocation levels from the State of Ohio.

SIGNATURE OF AUTHORIZED CHIEF EXECUTIVE OFFICER OF ORGANIZATION

Name & Title

Printed Name & Title

Date

INSTRUCTIONS FOR PREPARATION OF THE BUDGET

The budget should be the actual costs of the proposed program.

The budget for the program of services offered by the provider must reflect efficient administration and good management practices. Anticipated expenditures shown on the budget must be reasonably in line with those of similar service providers providing comparable services.

The budget is to be completed for a period of one year. Separate budgets must be submitted for each program the organization is proposing to provide.

Before preparing the program budget, some providers will find it necessary to prepare a total budget, including both the purchased services and other services which are offered by the provider. This will ensure proper allocation of indirect cost, such as overhead and administrative expenses, to the specific program of purchased services. Only providers offering services other than those to be purchased or responsible to a parent agency or organization which operates other programs will incur indirect costs.

BUDGET FORMS EXPLANATION

1. Budget Form A - This is the total requested budget from CSDJFS.
2. Budget Form B - List all staff positions subject to reimbursement. Direct Service Cost is the cost for staff providing direct service to program participants and/or staff devoting 100% of their time to this program. If the position is vacant, the annual salary must be prorated to reflect the date the position is expected to be filled. If an individual functions in more than one capacity, segregate the position titles, and properly allocate the salary to the specific functions. Include the number of hours per week the individual works to earn the listed salary. Indicate the employer share of benefits relevant to the salary of listed staff. These costs are to reflect actual established rates less any cost subsidy by state or federal monies.
3. Budget Form C - List all operating, materials, and supplies expenses requested to provide direct services.
4. Budget Form D – List all support services and subcontracted service expenses of this program. Please note a budget or cost analysis is required to determine the rate of pay to subcontractors.
5. Budget Form E – Show indirect cost calculation that applies to the program. Attach detailed calculation of indirect cost. Note: Indirect cost rate cannot exceed 10% of

BUDGET PACKET- Effective 1/1/2015

the Total Direct Program costs unless your agency has a federally approved rate (attach a copy).

- 6. Budget Narrative - Describe how the specific requested funding will be used in the program operations. Include how the amounts are calculated.

INSTRUCTIONS FOR BUDGET NARRATIVE

Provide a narrative for each funding source identified on the proposed project budget form.

LINE ITEM BUDGET: Provide documentation on how each line item was calculated for each section identified in the proposed budget.

Example:

Staff Costs	<u>Amount of Request</u>	<u>Other Funds</u>	<u>Total</u>
Project Director: This full-time position was computed by the rate of pay (\$14.00) x the number of hours per year (2,080) = \$29,120. Salary paid with 50% CSDJFS funds and 50% with Apple Foundation funds. The Project Director will provide administrative oversight of the project	\$14,560	\$14,560	\$29,120
Payroll Related Expenses			
Fringe benefits include FICA at 7.5% (2184), Medicare at 1.45% (422.24), unemployment insurance at 2.825% (257.64) and Workers Compensation at 7% (\$2038.40). These percentages are calculated on total cost of salaries (\$29,120). Approximately 50% of each benefit is paid by CSDJFS and 50% by Apple Foundation funds.	\$2,451.14	\$2,451.14	\$4,902.28
Material Costs			
"Assessment Tools"	\$800.00	\$0	\$800.00

BUDGET PACKET- Effective 1/1/2015

ALLOWABLE STAFF COSTS:

Salaries - Includes all remuneration, paid currently or accrued, for services rendered during the period of the contract. Salaries are allowable to the extent that the costs are reasonable for the services rendered, and are supported by documented payroll vouchers or a generally accepted method of documentation. Payroll must be further supported by time and attendance or equivalent records for individual employees. Salaries of employees chargeable to more than one program or cost center will be supported by appropriate time distribution records. The method used should produce an equitable distribution of time and effort. Compensation for owners is allowable provided the service performed is a necessary function.

Payroll Related Expenses - Employee benefits in the form of employer contributions to social security, state and municipal retirement systems, life and health insurance plans, unemployment insurance coverage, workers' compensation insurance and pension plans are allowable if equitably distributed. Severance pay is allowable when payment is consistent with standard or approved policy.

Incentive Compensation - Such payments to employees based on cost reduction, or efficient performance, suggestion awards, etc., are allowable to the extent that overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an established plan followed by the institution so consistently as to imply, in effect, an agreement to make such payment.

Deferred Compensation - Such cost is allowable to the extent that except for past service pension and retirement costs: (1) it is for services rendered during the period of the projected budget; (2) it is, together with all other compensation paid to the employee, reasonable in amount; (3) it is paid pursuant to an agreement entered into in good faith between the institution and its employees before the services are rendered, or pursuant to an established plan followed by the institution so consistently as to imply, in effect, an agreement to make such payments; (4) the benefits of the plan are vested in the employees or their designated beneficiaries and no part of the deferred compensation reverts to the employer institution; (5) for a plan which is subject to approval by the Internal Revenue Service, and falls within the criteria and standards of the Internal Revenue Service Code and the regulations of the Internal Revenue Service.

Severance Pay - Also commonly referred to as dismissal wages, it is payment in addition to regular salaries and wages, by institutions to workers whose employment is being terminated. Costs of severance pay are allowable only to the extent that, in each case, it is required by law; employer/employee agreement; or established policy that constitutes, in effect, an implied agreement on the institution's part. Only severance benefits that accrue during the period of the contract are allowable.

BUDGET PACKET- Effective 1/1/2015

ALLOWABLE OPERATIONAL COSTS:

Travel - Includes the costs of operation, maintenance, and repairs of agency vehicles when relevant to the delivery of contract services; expenses for transportation incurred by employees who are on a travel status on official business incident to delivery of contract services either on an actual basis or a per diem and mileage basis; expenses for meetings and conferences, if the primary purpose is the dissemination of technical information relating to contract services. Purchased transportation is allowable if required for the delivery of contract services. Reimbursement for travel shall not exceed maximum federal reimbursement rates. **Out of State Travel Is Not Reimbursable.**

Consumable Supplies/Materials - The cost of program-related materials and supplies are allowable. Direct charges to services should be based upon the actual price less cash discounts, trade discounts, rebates, and allowances. Supplies may include but are not limited to, mailings, postage and printing.

Occupancy Costs/Building Lease - Rental cost for space is an allowable charge and should not exceed the cost of comparable space and facilities in the same locality. The lease agreement must stipulate the extent of the lessee's responsibility for renovations. Utilities should be prorated or included in indirect costs calculation.

Consultation Fees - The cost of consultation fees, charges for the use of personal services of outside agencies; or functions related to contract services, i.e., audit service, legal counseling, and specialized consultation.

Indirect Costs - Indirect costs are those costs incurred for a common or joint purpose benefiting more than one service area or cost center. The allocation of indirect costs may be determined by any method, assuring that the distribution is equitable. A suggested method of allocating indirect cost is to divide the direct delivery staff costs of the specific service area by the total direct delivery staff costs of the entire agency. This percentage is then applied to the indirect cost pool. Allowable indirect costs for the indirect cost pool include, but are not limited to, the accounting and budgeting functions, disbursing services, personnel administration and payroll preparation, procurement services and general administrator's office. **Note: Indirect costs cannot exceed 10% of the Total Direct Program costs unless your agency has a federally approved rate. Please attach documentation of rate approval.**

UNALLOWABLE COSTS:

Bad Debt - Losses arising from **UNCOLLECTIBLE** accounts and other claims and related costs are unallowable.

Contributions and Donations - Outlays of cash with no prospective benefit to the contracting agency or program are unallowable.

BUDGET PACKET- Effective 1/1/2015

Entertainment - Costs of amusements, social activities, and related costs are unallowable.

Advertising - Advertising costs are unallowable with the exception of contract related recruitment needs.

Fines and Penalties - Costs resulting from violations of, or failure to comply with, laws and regulations are unallowable.

Interest and Other Financial Costs - Interest on borrowings, bond discounts, or any cost of financing or refinancing operations are unallowable.

Costs Borne by Other Federal or State Programs - Any costs specifically subsidized by other state or federal dollars are unallowable and must be deducted from the applicable line items.

Clothing - Clothing for eligible individuals or employees is unallowable.

Sabbatical Leave - Payment of any sabbatical leave is unallowable.

Fundraising - Cost of activities to raise monies to support the provider program is unallowable.

Education - Cost of activities provided by the public schools that are free of charge to the general public is unallowable.

While this list provides helpful examples of Allowable and Unallowable Costs, it is not meant to be exhaustive. Any questions regarding Allowable or Unallowable Costs should be directed to CSDJFS staff or referenced in the attached link.

<http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf>

Approved:	Y	N
Date:	_____	
By:	_____	
CSDJFS Use Only		

Please Complete:		
Budget Date:	_____	
Circle:	Initial	Revised

**Summit County Department of Job & Family Services
Actual Cost Budget**

Contract Period: _____ **to** _____

Funding / Budget: TANF WIOA Title XX TANF/Title XX NET CCQG

Agency Name: _____

Contact Person: _____

Contact Person Phone/Email: _____

Program Name: _____

**BUDGET FORM A
COVER SHEET**

COST CATEGORIES				JFS BUDGET AMOUNT
Staff Salaries (Direct)		(Form B)	\$	-
Operating Costs		(Form C)	\$	-
Support Services Costs		(Form D)	\$	-
Total Direct Program Costs			\$	-
Indirect Costs	*	#DIV/0! (Form E)		#DIV/0!
Total Proposed Budget				#DIV/0!

* Indirect costs cannot exceed 10% of the Total Direct Program Costs unless your agency has a Negotiated Federal Rate (attach a copy).

COUNTY OF SUMMIT DEPARTMENT OF JOB & FAMILY SERVICES

PROVIDER CONTACT INFORMATION WORKSHEET

Information entered on this worksheet will be used to populate CSDJFS' web-based tracking system. Only complete this worksheet for the proposed/purchased program, not all programs offered by the vendor.

Provider Organization Information			
Vendor Name			
Federal ID #			
DUNS #			
Street Address			
Address Continued	City	State	Zip Code (9 digit)
Phone Number	Fax Number		
	TDD		
Web Address	http://		
Agency Hours			
Service Days and Hours			
Description of services proposed/purchased:			
Provider Staff Information	Administrative Contact	Finance Contact	Program Contact
Salutation			
First Name			
Last Name			
Job Title			
Telephone & Ext			
Fax (if different)			
Email Address			
Address (if different)			
City (if different)			
State (if different)			
Zip Code (if different)			

**DEPARTMENT OF ADMINISTRATIVE SERVICES/OHIO DEPARTMENT OF
JOB AND FAMILY SERVICES**

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Banning the Expenditure of Public Funds on Offshore Services

This form must be completed and signed by every bidder, offeror, applicant, grantee, or vendor seeking to do business with Ohio Department of Job and Family Services. This form must either be submitted as part of the response to any invitation to bid, request for proposals, state term schedule, multiple award contract, request for quotations, informal quotations, and statement of work or submitted during the negotiation of a business relationship but prior to the execution of an agreement.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Signee affirms, understands and will abide by the requirements of Executive Order 2011-12K issued by Ohio Governor John R. Kasich. If awarded an agreement, the Signee becomes the Contractor/Grantee and affirms that both the Contractor/Grantee and any of its subcontractors/subgrantees shall perform no services requested under this Agreement outside of the United States. The Executive Order is attached and is available at the following website: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Signee shall provide all the name(s) and location(s) where services under this Agreement will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Signee not responsive and no further consideration will be given to the response. Signee's offering will not be considered. If the Signee will not be using subcontractors/subgrantees, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor/Grantee:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s)/subgrantee(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor/Grantee:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s)/subgrantee(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor/Grantee:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s)/subgrantees:

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor/Grantee:

(Address) (Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s)/Subgrantee(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this project will be used to purchase services provided outside the United States or to contract with a subcontractor who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

Signature

Date

Entity Name

Address (Principal Place of Business)

Printed name of individual authorized to sign
on behalf of entity.

City, State, Zip



JOHN R. KASICH
GOVERNOR
STATE OF OHIO

Executive Order 2011-12K

Governing the Expenditure
of Public Funds for Offshore Services

WHEREAS, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

WHEREAS, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

WHEREAS, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

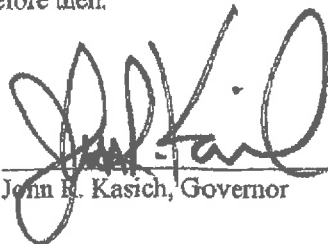
NOW THEREFORE, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
 - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
 - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
 - 1. Affirm that they understand and will abide by the requirements of this Order.
 - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
 - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
 - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
 - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
 - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
 - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
 - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.





John E. Kasich, Governor

ATTEST:

Jon Husted, Secretary of State

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
Removal non-working Vehicle inventory	<ul style="list-style-type: none"> • Transportation has identified 17 Vehicles which are no longer in working order and are in need of disposal. 	The Board approve the request to remove the surplus inventory via the County's processes.	<p>Service Area: Community Supports and Development</p> <hr style="border-top: 1px dashed black;"/> <p>The Transportation Department has identified 17 Vehicles, see Attachment A, which are no longer in working order. These vehicles have been deemed to no longer be safe and appropriate for the transportation of passengers. All parts that have been deemed reusable have been removed. The identified vehicles will be scrapped and Summit DD will be reimbursed the market based scrap rate.</p> <p style="text-align: center;">Recommended for approval by the May Finance & Facilities Committee</p>

Submitted By: _____ Drew Williams _____ For: _____ Superintendent / Assistant Superintendent

Date: _____ 5/2/16 _____

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

Summit DD- Attachment A Vehicle Disposal Inventory List

	<u>Vehicle #</u>	<u>Year</u>	<u>License Plate #</u>	<u>Odometer</u>	<u>Description</u>	<u>Outcome</u>
1	269	2004	OD3773	199,987	INTERNATIONAL/3200	Scrap
2	270	2004	OD4782	211,112	INTERNATIONAL/3200	Scrap
3	271	2004	OD4783	191,866	INTERNATIONAL/3200	Scrap
4	272	2004	OD3774	220,437	INTERNATIONAL/3200	Scrap
5	273	2004	OD4785	198,106	INTERNATIONAL/3200	Scrap
6	274	2004	OD4786	215,626	INTERNATIONAL/3200	Scrap
7	275	2004	OD4789	194,110	INTERNATIONAL/3200	Scrap
8	276	2004	OD4787	252,324	INTERNATIONAL/3200	Scrap
9	277	2004	OF3772	179,365	INTERNATIONAL/3200	Scrap
10	278	2004	OD4790	180,511	INTERNATIONAL/3200	Scrap
11	280	2004	OD4792	221,549	INTERNATIONAL/3200	Scrap
12	282	2004	OD4794	214,264	INTERNATIONAL/3200	Scrap
13	285	2004	OD6663	193,143	INTERNATIONAL/3200	Scrap
14	286	2004	OD6664	206,709	INTERNATIONAL/3200	Scrap
15	CSD1	2003	OD4928	253,064	FORD/E350	Scrap
16	CSD12	2004	OD6621	210,245	FORD/E350	Scrap
17	SV10	2004	OD6547	209,613	FORD/E350	Scrap

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE FOUR MONTHS ENDED APRIL 30, 2016 AND 2015

	4/30/2016				4/30/2015			
	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	\$ 22,756,890	\$ 27,786,110	55.0% 1	\$ 50,520,000	\$ 22,886,582	\$ 27,633,418	54.7%
PERSONAL PROPERTY REIMB	-	-	-	0.0%	533,981	-	533,981	100.0%
REIMBURSEMENTS	13,915,074	7,936,592	5,978,482	43.0% 2	16,395,286	5,439,366	10,955,920	66.8%
GRANTS	1,434,473	408,797	1,025,676	71.5%	630,000	120,165	509,835	80.9%
CONTRACT SERVICES	291,750	25,576	266,174	91.2%	868,000	95,999	772,001	88.9%
REFUNDS	-	1,190	(1,190)	0.0%	-	-	-	0.0%
OTHER RECEIPTS	72,456	108,058	(35,602)	-49.1%	124,500	45,106	79,394	63.8%
TOTAL REVENUE	\$ 66,256,753	\$ 31,237,103	\$ 35,019,650	52.9%	\$ 69,071,767	\$ 28,587,218	\$ 40,484,549	58.6%
OPERATING EXPENDITURES								
SALARIES	\$ 23,384,781	\$ 7,087,798	\$ 16,296,983	69.7%	\$ 24,512,500	\$ 7,692,303	\$ 16,820,197	68.6%
ERP COSTS	-	-	-	0.0%	-	77,623	(77,623)	0.0%
EMPLOYEE BENEFITS	9,408,874	3,040,747	6,368,127	67.7%	11,111,902	3,298,089	7,813,813	70.3%
SUPPLIES	1,252,728	282,428	970,300	77.5%	1,502,985	473,445	1,029,540	68.5%
TRAVEL AND TRAINING	382,260	117,250	265,010	69.3%	390,963	94,226	296,737	75.9%
DIRECT CONTRACT SERVICES	9,054,720	3,010,482	6,044,238	66.8% 3	9,325,368	2,353,195	6,972,173	74.8%
INDIRECT CONTRACT SERVICES	3,197,344	990,611	2,206,733	69.0%	3,745,217	1,075,767	2,669,450	71.3%
MEDICAID COSTS	24,715,000	11,871,561	12,843,439	52.0% 4	23,865,000	10,655,607	13,209,393	55.4%
UTILITIES	746,018	211,164	534,854	71.7%	701,150	261,740	439,410	62.7%
RENTALS	357,700	393,598	(35,898)	-10.0%	631,022	616,590	14,432	2.3%
ADVERTISING	127,500	46,062	81,438	63.9%	130,000	68,942	61,058	47.0%
OTHER EXPENSES	383,424	112,155	271,269	70.7%	377,806	260,716	117,090	31.0%
EQUIPMENT	277,500	24,216	253,284	91.3%	449,000	471,365	(22,365)	-5.0%
REAL PROPERTY IMPROVEMENT	400,000	11,571	388,429	97.1%	200,000	287,760	(87,760)	-43.9%
TOTAL EXPENDITURES	\$ 73,687,849	\$ 27,199,643	\$ 46,488,206	63.1%	\$ 76,942,913	\$ 27,687,368	\$ 49,255,545	64.0%
NET REVENUES AND EXPENDITURES	\$ (7,431,096)	\$ 4,037,460			\$ (7,871,146)	\$ 899,850		
BEGINNING FUND BALANCE	\$ 55,428,977	\$ 55,428,977						
PLUS: REVENUE	66,256,753	31,237,103						
LESS: EXPENDITURES	(73,687,849)	(27,199,643)						
ENDING FUND BALANCE	\$ 47,997,881	\$ 59,466,437						

Recommended for approval by the
May Finance & Facilities Committee

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED APRIL 30, 2016
(Rounded)**

An evenly distributed budget remaining for a one month period 8.3%
 Evenly distributed budget remaining for eight months 66.7%

Current Month

<u>Revenue:</u>		
1	Property Taxes:	\$ 22,700,000
2	Reimbursements:	690,000
	Quarterly Medicaid Administrative Claims (MAC) reimbursement	341,000
<u>Expenditures:</u>		
3	Direct Contract Services:	\$ 100,000
4	Medicaid Costs:	296,000
	Payment of quarterly waiver match	5,633,000
	Payment of the contract with Oriana House for the alternative environment program	
	Payment for waiver administration fee	
	Payment of quarterly waiver match	
	Actual cost:	
	Payments made to date for quarterly waiver match, administrative fees and MAC fees	11,872,000
	Fiscal year 2014 reconciliation refund received	(694,000)
	Net Medicaid cost to date	<u>11,178,000</u>

Prior Months

<u>Revenue:</u>		
Reimbursements:	2010 Cost Report settlement that was expected in 2015.	\$ 3,100,000
	Fiscal year 2014 waiver reconciliation	694,000

In prior years this has been recorded as a direct reduction of waiver match cost. During the 2014 county CAFR audit the state auditors determined that this is to be recorded as a revenue. The effect of this change is inflated revenue and Medicaid costs this year and going forward.

Expenditures:

Rentals:	Payment of the 2015 balance remaining for the Twinsburg facility utilizing 2015 funds.	40,000
	Rental prepayment to Summit Housing Corp. for the Akron, Ellet and Twinsburg facilities.	350,700

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

Summit County Board of Developmental Disabilities

MINUTES - ~~draft~~

Thursday, April 28, 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, April 28, 2016 at the 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

Joe Siegferth, President
Dave Dohnal, Vice President
Denise Ricks, Secretary
Jennifer Dwyer
Tom Quade
Meghan Wilkinson

BOARD MEMBER EXCUSED

Randy Briggs

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowky, Assistant Superintendent
Mira Pozna, Director of Fiscal
Billie Jo David, Director of Communications,
Quality & MUI
Tom Jacobs, Director of Operations/SHDC
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations &
Risk Management
Lynn Sargi, Director of HR
Russ DuPlain, Director of IT & Records
Drew Williams, Director of Community
Supports & Development
and others

I. SUMMIT HOUSING DEVELOPMENT CORPORATION (SHDC) CONTRACT EXTENSION

SHDC is a 501 C (3) not-for-profit and is governed by its own Board. Summit DD, through contract, allocates one half Executive Director FTE and one full maintenance worker FTE, including salary and benefit costs. Both entities agree that SHDC should be independent of financial assistance from Summit DD. The request is to extend the current contract for an additional six-month, expiring on December 31, 2016, to allow time for both parties to continue development of a transition plan with the new model beginning in 2017. Mr. Trunk asked Mr. Siegferth to consider appointing two Summit DD Board Members to serve on the SHDC transition committee and noted that Mr. Briggs has expressed interested in participating. Mr. Siegferth asked Board Members for an additional volunteer. Hearing none, Mr. Siegferth stated he would be happy to serve along with Mr. Briggs. Mr. Quade asked if there are any governance issues. Mr. Trunk replied that there are not and he anticipates the committee will start with review of the contract and also review personnel, property and financial support. Funds are available in the budget and the SHDC contract extension has been recommended for approval by the April Finance & Facilities Committee.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

WORK SESSION *(continued)*

II. BINARY DEFENSE SYSTEMS CONTRACT

Summit DD currently has layers of defense to protect its computer network. Among the layers are the network Intrusion Prevention System (IPS) and Intrusion Detection System (IDS). These systems are designed to alert about suspicious activity and prevent unauthorized traffic from getting into the network. However, if these layers were to be circumvented, the current system does not permit visibility to that fact. The goal is to implement an enhanced solution to analyze events occurring on the networks and critical servers. Over the past several months, members of the IT Department have reviewed several potential vendors that offer solutions and Binary Defense Systems is being recommended. Binary Defense Systems is a company headquartered out of Hudson that offers the best mix of functionality, expertise and price. The request is to approve a contract in the amount of \$67,096, which includes a one-time implementation cost of \$24,500, annual monitoring, licensing and support of \$42,596. The contract has an automatic three-year renewal with pricing guarantee, however, Summit DD may cancel after the first year. Mr. Quade asked if historically the Board's investment is steady or should increases be expected. Mr. DuPlain replied that costs have been fairly consistent, however, this contract provides a significant increase in services received for more enhanced security of the Board's systems. Funds are available in the budget and the Binary Defense Systems contract has been recommended for approval by the April Finance & Facilities Committee.

III. NEW POLICY 3024 – OMBUDSMAN INFORMAL DISPUTE PREVENTION AND RESOLUTION PROCESS

New Policy 3024 outlines the values that the Agency desires the Ombudsman to possess and demonstrate in the performance of the function of this position. The Policy signifies the Board's commitment to the highest standards of customer service and identifies both internal and external stakeholders who will have access to the Ombudsman's services. The Ombudsman will assist in clearing up confusion, helping people navigate, communicate and think through next steps to resolve conflict. The Ombudsman's role and function is intended to compliment the formal dispute resolution processes currently available. The Ombudsman will not engage in any situation that could present a conflict of interest. New Policy 3024 has been recommended for approval by the April Services & Supports Committee.

IV. SARAH DAY CENTERS CONTRACT

Sarah Day Centers is a provider of senior services across the State of Ohio. A new center recently opened in Stow and their staff approached Summit DD about partnering to support integrated senior services. Sarah Day Centers provide services to seniors that include daily community based opportunities. The partnership would support connecting seniors who have similar interests.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

WORK SESSION *(continued)*

IV. SARAH DAY CENTERS CONTRACT *(continued)*

Summit DD would provide Sarah Day Centers' staff all required training and ongoing support. The proposed contract would be for the period May 1st through December 31, 2016 in an amount not to exceed \$55,000. The contract would provide services for up to five individuals, up to six hours per day, five days per week. Summit DD would continue to bill the waiver on Sarah Day Centers' behalf until they are able to become a Medicaid provider. Funds are available in the budget and the contract has been recommended for approval by the March Finance & Facilities Committee.

V. SURPLUS INVENTORY

After the transition out of the Akron Center, Summit DD will have a large amount of equipment and surplus inventory that is aged and no longer needed, as well as a few items that could be sold. The County has a process for disposal of surplus inventory where surplus items can be offered to other government agencies and non-profit organizations. Any items that are unclaimed are auctioned or disposed of in an environmentally responsible manner. The April Finance & Facilities Committee recommends approval of disposal of the surplus inventory identified in attachment #5.

VI. MARCH FINANCIAL STATEMENTS

The first quarter ended with deficit spending in the amount of \$10,767,596, leaving a fund balance of \$44,661,381. Revenue for the month reflects reimbursement of 2014 waiver reconciliation in the amount of \$694,000. In past years, this has been recorded as a direct reduction of waiver match costs, however the County and State auditors determined it should be recorded as revenue. The effect of this change is inflated revenue and Medicaid costs this year going forward. Expenditures for the month included payment of the shared pool agreement for Cluster in the amount of \$110,700, payment of the DJFS contract for on-site caseworker in the amount of \$62,000, and payment of match installment for Bridges to Transition grant in the amount of \$25,000. The March Financial Statements have been recommended for approval by the April Finance & Facilities Committee.

The work session adjourned at 5:20 p.m.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

BOARD MEETING

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:20 p.m.

I. SUPERINTENDENT'S CAUCUS

A. TANF SUMMER YOUTH EMPLOYMENT PROGRAM AND AKRON CENTER UPDATE

Mr. Trunk introduced former County Council Member Frank Comunale, who now works for the Ohio Department of Job & Family Services of Summit County as the Community Outreach Liaison. Mr. Trunk stated Mr. Comunale has been a long-time supporter and friend of the Board. He approached staff offering the Board to partner in a TANF summer youth employment opportunity where local youth would have paid, meaningful work experiences doing jobs in the public and private sectors. Mr. Comunale explained the program runs from June 30th through August 20th and is open to 100 students age 16 through early 20's who reside in Summit County. Youth with disabilities will be able to work alongside of their typical peers. Along with Mr. Comunale and Board staff, the collaboration has involved County Executive Russ Pry, Mayor Kline of Stow, Mayor Kline of Tallmage and the Akron Mayors office, as employment sites are identified. The youth workers are paid \$9.00/hour by county contracted payroll services so there is no financial commitment or responsibility to the employer. Job coaching and transportation is also being provided. Mr. Comunale stated this great collaboration and good work will have a lasting impact in the community.

Drew Williams explained that the TANF Program is one of many areas where best practices groups are collectively identifying best practice standards for services. Those standards will be used to develop questions that persons served and families can utilize when interviewing providers. Ardmore has been a resourceful partner in developing those standards and is a provider committed to providing high quality services. Ardmore reached out to Summit DD staff indicating they wanted to develop employment services and provide training. Working together, a contract was developed with Circle K. Mr. Williams introduced several special guests from Ardmore and Circle K. Franklin and Kelsey were previously supported at the Akron Center and now both are competitively employed with Circle K and doing extremely well. Franklin stated when he worked at Akron Center for 13 years and he did not feel he was able to work to his full potential but at his new job at Circle K he is able to reach his goals and is able to fully participate in his community. He talked about how much he liked his job and his new co-workers and that he makes more money and receives better benefits. Mr. Quade asked Franklin how he likes the people at Circle K with whom he works. Franklin replied that he likes his co-workers, they are like family.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

BOARD MEETING *(continued)*

I. SUPERINTENDENT'S CAUCUS *(continued)*

A. TANF SUMMER YOUTH EMPLOYMENT PROGRAM AND AKRON CENTER UPDATE *(continued)*

Kelsey said she likes working at Circle K because her boss gives her more duties and she likes to do different things. She said she is very happy working at Circle K and likes her new friends. Mr. Williams stated Circle K has approached him indicating they are very pleased with the partnership and want to talk about bringing on additional employees and expanding the program. Mrs. Wilkinson thanked Franklin and Kelsey for attending the meeting tonight and sharing their experiences and for paving the way for other individuals; she told Franklin and Kelsey that they are heroes to kids like hers that will one day hope to work in the community. She also thanked the job coaches for the great work they do and stated this outcome will have an impact for years and years to come. Mr. Dohnal said he has attended Board Meetings for 15 years and this has been the most exciting and optimistic meeting by far. He commented that Franklin and Kelsey are pioneers blazing the way for others and, as a parent, he wants to compliment everyone for doing a great job. Mr. Siefgerth thanked Franklin and Kelsey for attending the meeting tonight and sharing their success stories.

Mr. Williams stated that there are six individuals remaining at the Akron Center and all have already identified new providers. Those individuals are in the process of taking tours and it is anticipated they will transition soon. Regarding the other individuals who have already transitioned out of the Akron Center, all are happy with their new situations and no one has asked to return. SSAs, family meetings and provider meet and greets, as well as the team process has helped to identify best fit for each individual.

II. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, stated that staff were told that no direct service staff would be impacted by the transition in 2016 and that does not seem to be the case. She asked if the Superintendent could explain why what is occurring is different than what staff were told and if there will be additional impacts this year. Mr. Trunk replied that he was hoping there would be no staff impact or layoffs this year, however, in the Transportation Department there may be one layoff situation. Mr. Eck explained that in reviewing overall efficiencies, there is currently an upcoming job reduction that is not directly related to the transition. The position being impacted has the potential to impact several other positions, including a direct service staff. Mr. Trunk thanked Ms. Frank for bringing this issue up so that it could be clarified. He stated the Board remains committed to limiting the impact on staff and he will continue to provide updates as frequently as possible.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

BOARD MEETING *(continued)*

III. APPROVAL OF MINUTES

A. MARCH 24, 2016 (combined work session and regular meeting)

RESOLUTION No. 16-04-01

Mrs. Wilkinson moved that the Board approve the minutes of the March 24, 2016 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SARAH DAY CENTERS CONTRACT

RESOLUTION No. 16-04-02

Mr. Quade moved that the Board approve a contract with Sarah Day Centers, Inc. for the period May 1, 2016 through December 31, 2016, in an amount not to exceed Fifty Five Thousand Dollars (\$55,000.00), as presented in attachment #4, and that the Superintendent is authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

2. SURPLUS INVENTORY

RESOLUTION No. 16-04-03

Mr. Dohnal moved that the Board approve the surplus inventory identified in attachment #5. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

3. MARCH FINANCIAL STATEMENTS

RESOLUTION No. 16-04-04

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

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT

A. MARCH DD AWARENESS MONTH SUMMARY

The goal of DD awareness month was to reintroduce Summit DD's updated Mission to the community through self-advocacy. A committee was formed to work on three activities; Advocacy Day, Inclusion Day and the inaugural Appreciation Breakfast. A short term measure was also developed to increase the number of visitors to the website, engage in social media and sign up for the Agency newsletter. On March 8th Advocacy Day was held at Ohio Means Jobs. Judge Stormer and Superintendent Trunk chaired the event where two self-advocates addressed the group of over 100 participants. There were approximately 400 interactions on social media, reaching 25,000 people without paying for advertising. March 16th was Inclusion Day where everyone was encouraged to wear orange to represent inclusion. In addition to Summit DD staff, some local schools and the Akron Rubber Ducks participated. There were over 2,000 social media interactions, reaching 101,000 people. Staff posted a blog which increased traffic on this day by approximately 97%. March 29th was the first annual Appreciation Breakfast with over 300 people in attendance representing 32 community organizations. Awards were presented in the following areas:

- Dottie Schrum Culture Award - named after the former Assistant Superintendent of Summit DD and awarded to an employee in the DD field that goes above and beyond. Barb Jones, Summit DD Quality Manager, was the recipient.
- Carlene Weaver Achievement Award – presented to an individual with a developmental disability whose actions or self-advocacy has helped to change perceptions or bring about positive awareness. Todd Eisinger is the recipient of this award.
- Public Leader of the Year – recognizes an elected leader in the community who, through their leadership, helps ensure that communities are more inclusive and that citizens of all abilities have a voice in their community. Sara Kline, Mayor of Stow, received this award.
- Innovative Partner Award – honors an organization or business in the community whose innovative program has empowered individuals with developmental disabilities to connect with their community in a meaningful way. Liniform Linen and Uniform Service received this award for their role as a work assessment site, providing work experiences for individuals with disabilities.
- Community Impact Award – an individual or group who has made an impact in the DD community through advocacy, awareness efforts or a special project/event. This award went to Shon Christy.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

A. MARCH DD AWARENESS MONTH SUMMARY *(continued)*

On this day, there were approximately 2,700 interactions on social media, reaching 180,000 people online with 1,000 new people coming to the Summit DD website. Approximately 5,000 people visited the website in the month of March with over 8,300 interactions. Mr. Trunk added that Summit DD also received Proclamations supporting March DD Awareness Month from County Executive Russ Pry, the City of Hudson and Copley Township.

B. CENSUS

The Census Report was included in packets for review. Mr. Trunk commented that there are several areas to highlight on the Census report:

- Summit DD supports 400 more individuals versus this time last year due to expanding community based services and early childhood services.
- Individuals are choosing providers other than the Board, with over 100 people accessing private providers.
- There continues to be no waiting list for services, however, there is still a waiver waiting list which has decreased by 250 individuals over last year.
- Relative to quality of life activities, staff track the number of opportunities available for individuals to participate and this number has significantly increased over last year.

C. MISCELLANEOUS

Mr. Trunk mentioned that he and Mrs. Pozna attended the SSAB Budget & Levy Review Committee and presented a summary of the 2015 budget and discussed the Agency's transition. They also talked about what the SSAB can expect when next year's budget is presented. Mr. Trunk stated that the Board has been good ambassadors of public funds and there is a positive story to tell.

Mr. Trunk shared that there is a potential for a collaborative partnership with Kent State University's (KSU) Department of Disability Studies. KSU has access to a large federal grant to enhance student curriculum and he will be working with one of the professors in this area. A meeting has been scheduled for mid-May.

A check for payment in full has been received making the sale of the Second Street property to the ADM Board complete.

MINUTES – combined work session and regular meeting
Thursday, April 28, 2016

BOARD MEETING *(continued)*

V. SUPERINTENDENT'S REPORT *(continued)*

C. MISCELLANEOUS *(continued)*

The Board has been collaborating with the ADM Board for years relative to short term services for individuals who have dual diagnosis. Summit Housing Development Corporation (SHDC) was approached by the Ohio Department of Developmental Disabilities (DODD) to develop a home in Northeast Ohio for individuals with dual diagnosis who have unique clinical needs as they come out of developmental centers. The ideal home would be designed around four separate bedrooms with common kitchen and social areas. A property in Stow has been located and is under consideration.

There were approximately 350 kids who attended summer camp last year delivered through 90 camp providers. Kids will be out of school by the end of May so staff are getting ready for this year's camp season.

Mr. Trunk mentioned about the need for an Executive Session at the May Board Meeting to finalize the Superintendent's performance review.

VI. PRESIDENT'S COMMENTS

Mr. Siegferth commented that it is wonderful to hear stories directly from persons served about their experiences and noted that he would like to see more of that at future Board Meetings. He also stated that the Summit DD 2015 Annual Report is outstanding; very well done and professional – great work!

There being no further business, the Board Meeting adjourned at 6:16 p.m.

Denise Ricks, Secretary

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
2016 Action Plan – 1 st Quarter Results	Report on the status of the first quarter 2016 Action Plan Key Performance Indicators and Action Items	No Board action required	<p>Overall Key Performance Measures Performance 15 of 24 measures have met or exceeded the first quarter projection 3 of 24 measures are within 5% of the first quarter projection 4 of 24 measures are below the first quarter projection 2 of 24 measures have not yet been measured</p> <p>Inclusive Community</p> <ul style="list-style-type: none"> 94% of residents support inclusive work places, familiarity with Summit DD is at an all-time high of 65%, and we are on track to meet our goal of 100 kids in Community Partnership for Inclusion Partner sites. Areas Below Goal: There is still room to improve residents acceptance of integrated classrooms with 65% of residents believing children with special needs can be successful in an integrated classroom. In addition, Summit DD is below its goal of 25% of adults working in the community with 17.6%. We have experienced growth in this goal but continue to work on action items to move us closer to the goal. In 2015, 23% of high school graduates choose community employment. Action Item Update: Met with nine elected officials during the first quarter of 2016, in addition nine elected officials attended the Appreciation Breakfast and Awards Celebration in March. We are currently planning meet and greets for all Mayors in the County at community integrated locations. Summit DD has connected with several organizations, including Stow-Munroe falls Kiwanis, Akron Rotary, Akron Rubber Ducks, the Stow Disability Commission, and more. 32 organizations were represented at our Appreciation Breakfast and Awards Celebration. <p>Person-Centered Planning</p> <p>For: <input checked="" type="checkbox"/> Superintendent / Assistant Superintendent <input type="checkbox"/> Finance & Facilities Committee <input type="checkbox"/> Services & Supports Committee <input type="checkbox"/> HR/LR Committee <input type="checkbox"/> Ethics Committee</p>

Submitted By: Billie Jo David

Date: 5/2/2016

TOPIC SUMMARY REPORT

		<ul style="list-style-type: none"> • Parents/Guardians experience a high level of choice and involvement in the planning of services with a 95% score on the information and planning index from parents of adults and a 91% score for parents of children. • <i>Areas Below Goal:</i> Individuals need to feel like they have more choice in their supports and services with an 82% on the service coordination index and a 75% on the choice and decision making index. The service coordination index is comprised of questions such as "my SSA asks what I want, my SSA gets me what I need, my SSA calls me back right away". The choice and decision making index is comprised of questions such as "I choose where I work, go during the day, how I spend my free time, my roommates, and where I live". • <i>Action Item Update:</i> There is a large emphasis on person-centered planning at Summit DD with new roles and resources dedicated to providing the best fit support based on what is important to each individual. This including coaching SSAs, additional training and support for managers, developing a navigator role to assist teams, restructuring SSA functions and supporting individuals with an Ombudsman. <p>Individualized Support</p> <ul style="list-style-type: none"> • Summit DD is on track to support 4,338 children and adults this year. • <i>Action Item Update:</i> Worked with schools to increase transition support continues with five provider organizations and seven school districts reached through the Employment First Transition Services for Youth Team. Eight provider organizations are participating in the integrated day services best practices workgroup. We continue to support more families through early intervention, offering services beyond age three. More than 70 families are receiving additional support.
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Submitted By: Billie Jo David For: Superintendent / Assistant Superintendent
 Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee
 Ethics Committee

Date: 5/2/2016

TOPIC SUMMARY REPORT

		<p>Quality</p> <ul style="list-style-type: none">• Satisfaction from individuals and parent/guardians with Summit DD as an agency remains high with an approval rating of 97% from individuals and 89% from parents/guardians.• <i>Action Item Update:</i> Through quarterly provider meeting for Agency and Independent providers we were able to reach 44 providers. We also conducted MUJ training for 10 providers. Provider support reached 433 people for help with billing, documentation, certification or other provider issues. Summit DD opened 305 MUJ's and conducted 29 regular compliance reviews and 12 special compliance reviews. One suspension of certification, one proposed revocation, and one adjudication orders to revoke certifications were issued in the first quarter of 2016. <p>Organizational Success</p> <ul style="list-style-type: none">• Summit DD continues to exercise fiscal stewardship with less than 10% administration costs as a percent of all expenses. 86% of all adults receiving day services are enrolled on a Medicaid Waiver.• Summit DD is committed to supporting staff through the transition and as such surveys employees every month through our All For One program. 100% of staff surveyed stated they have had opportunities at work to learn and grow in the last year, 78% feel that someone at work encourages their development and 100% of staff surveyed are satisfied that Summit DD's policies and procedures support workplace diversity.• <i>Action Item Update:</i> Summit DD is on track to achieve spending at 4% less than budget, 40% of employees participate in employee health and wellness initiatives, and communication channels are active with Our Journey Forward.
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Submitted By: ___ Billie Jo David ___ For: ___ x ___ Superintendent / Assistant Superintendent

___ Finance & Facilities Committee

___ Services & Supports Committee

___ HR/LR Committee

___ Ethics Committee

Date: 5/2/2016

2016 Action Plan Dashboard

▲ meets or exceeds goal

▲ ≤5%
▼ ≥5% of goal

1st Quarter

Measure	2016					Trend
	Projection	1st Q	2nd Q	3rd Q	4th Q	
Inclusive Community						
% of residents who support inclusive workplaces	80%	94%				94% ▲
% of residents who support inclusive classrooms	80%	63%				63.0% ▼
% of residents who are familiar with Summit DD	39.5%	65%				65.0% ▲
% of adults who work in the community	25.0%	17.6%				17.6% ▼
# of children who receive childcare in the community	100	89				89 ▲
Website visitors	50,000	12,926				12,926 ▲
Person Centered Planning						
Service Coordination Index (person served)	90.0%	82.0%				82.0% ▼
Choice and Decision Making Index (person served)	80.5%	75.0%				75.0% ▼
Information and Planning Index (parents of adults)	90.0%	95.0%				95.0% ▲
Information and Planning Index (parents of children)	90.0%	91.0%				91.0% ▲
Choices Index (parents)	70.0%	68.0%				68.0% ▼
Individualized Support						
# of families supported through early intervention	895	789				789 ▲
% of adults graduating from high school who are supported in college or community employment	50%	N/A				N/A -
# of adults who receive residential support	1,700	1,625				1,625 ▲
# of individuals supported	4,338	4,133				4,133 ▲
Quality						
Person served overall satisfaction	95%	97%				97% ▲
Parent/guardian overall satisfaction	89%	89%				89% ▲
Provider Satisfaction with Summit DD	75%	N/A				N/A -
Organizational Success						
Administrative costs as a % of total expenses	9.16%	9.23%				9.23% ▲