

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

# **AGENDA**

Thursday, August 25, 2016  
Administrative Board Room  
**5:00 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

*No Items*

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

- I. SUMMIT DD 2017 BUDGET REQUEST
- II. SUMMIT DD 2017 AGENCY CALENDAR
- III. REVISED POLICY 1121 – PUBLIC RECORDS and DELETION OF POLICY 2016 – MAINTENANCE, AVAILABILITY, RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS
- IV. REVISED POLICY 3021 – SOCIAL MEDIA

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

- V. JULY 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. JULY 28, 2016 (Combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. SUMMIT DD 2017 BUDGET REQUEST
    - 2. JULY FINANCIAL STATEMENTS
  - B. HR/LR COMMITTEE
    - 1. SUMMIT DD 2017 AGENCY CALENDAR
    - 2. REVISED POLICY 1121 – PUBLIC RECORDS and DELETION OF POLICY 2016 – MAINTENANCE, AVAILABILITY, RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS
    - 3. REVISED POLICY 3021 – SOCIAL MEDIA
- VII. SUPERINTENDENT'S REPORT
  - A. SECOND QUARTER ACTION PLAN DASHBOARD
  - B. CHILDREN'S SERVICES UPDATE
- VIII. PRESIDENT'S COMMENTS
  - A. BOARD MEMBER TERMS
- IX. ADJOURN

County of Summit Board of Developmental Disabilities  
TOPIC SUMMARY REPORT

Topic	Issue/Concern	Recommendation	Supporting Data for Recommendation
Approval of 2017 Budget request	2017 Budget request needs to be approved by the Board prior to submission to SSAB and County Council.	Approval of the 2017 Budget request in the amount of \$70,865,623 for the Operating Fund, \$115,000 for the Gifts and Donations Fund, and \$129,405 for the Permanent Improvement Fund.	<p>The 2017 Budget request reflects a 3.0% decrease in overall revenue and a 3.8% decrease in overall operating expenditures in comparison to the 2016 approved budget.</p> <p>The 2017 Budget projects total deficit spending of approximately \$6.6m.</p> <p>The reduction in revenue is caused primarily by reduced Medicaid reimbursements as services shift to private providers with the elimination of Summit DD's conflict of interest.</p> <p>The 2017 budget includes a reduction of 43.5 FTEs from the 2016 budget offset by anticipated exit cost payouts and an on average 2.5% pay increase. Additionally, in accordance with our timeline, 2017 projected cost savings for staffing reductions for the closing of Southern and Ellet Centers, reduction of transportation routes and phase out of community employment services is taken into consideration. That reduction in FTE count will be noted with the 2018 budgeted FTE count.</p> <p>The anticipation of additional unemployment costs contributes to most of the increase in the cost of Employee Benefits compared to the 2016 budget.</p> <p>The budgeted 12/31/16 ending fund balance of \$47,997,881 less projected 2017 deficit spending results in a 12/31/17 projected fund balance of \$41,388,738 which is within 5% of the Board's approved levy plan.</p>
<b>Recommended for approval by the July Finance &amp; Facilities Committee</b>			

Attachment #1

Submitted By: Mira Pozna

Date: July 14, 2016

For: \_\_\_\_\_ Superintendent / Assistant Superintendent  
           ☒ Finance and Facilities Committee  
           \_\_\_\_\_ Programs & Services Committee  
           \_\_\_\_\_ HR/LR Committee

**SUMMIT COUNTY DD BOARD**  
**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE SIX MONTHS ENDED JUNE 30, 2016 AND THE YEARS ENDING DECEMBER 31, 2017, 2016, AND 2015**

	2015		2016		2017		
	ANNUAL ACTUAL	6/30/2016 ACTUAL	ANNUAL BUDGET	ANNUAL BUDGET	ANNUAL BUDGET	2017 LEVY PROJECTED	
<b>OPERATING REVENUE</b>							
PROPERTY TAXES	\$ 50,383,353	\$ 25,766,505	\$ 50,543,000	\$ 49,860,928	\$ (682,072)	-1.3%	\$ 50,961,305
PERSONAL PROPERTY REIMB	266,990	-	-	-	-	0.0%	-
REIMBURSEMENTS	13,236,134	10,077,910	13,915,074	12,485,745	(1,429,329)	-10.3%	15,528,628
GRANTS	669,041	684,653	1,434,473	1,666,697	232,224	16.2%	384,000
CONTRACT SERVICES	250,026	62,566	291,750	157,110	(134,640)	-46.1%	250,000
REFUNDS	-	31,738	-	-	-	0.0%	-
OTHER RECEIPTS	138,413	115,622	72,456	86,000	13,544	18.7%	327,000
<b>TOTAL REVENUE</b>	<b>\$ 64,943,957</b>	<b>\$ 36,738,994</b>	<b>\$ 66,256,753</b>	<b>\$ 64,256,480</b>	<b>\$ (2,000,273)</b>	<b>-3.0%</b>	<b>\$ 67,450,933</b>
<b>OPERATING EXPENDITURES</b>							
SALARIES	\$ 22,812,640	\$ 10,398,782	\$ 23,384,781	\$ 21,676,369	\$ (1,708,412)	-7.3%	\$ 27,302,634
ERIP COSTS	77,623	-	-	-	-	0.0%	-
EMPLOYEE BENEFITS	10,155,303	4,879,944	9,408,874	9,854,803	445,929	4.7%	10,746,770
SUPPLIES	1,160,289	407,950	1,252,728	958,239	(294,489)	-23.5%	2,070,475
TRAVEL AND TRAINING	342,853	161,612	382,260	336,950	(45,310)	-11.9%	394,014
DIRECT SERVICE CONTRACTS	7,322,030	4,339,142	9,054,720	8,318,264	(736,456)	-8.1%	33,975,445
INDIRECT SERVICE CONTRACTS	2,748,341	1,303,632	3,222,214	2,980,900	(241,314)	-7.5%	-
MEDICAID COSTS	24,341,370	11,891,005	24,715,000	24,765,000	50,000	0.2%	-
UTILITIES	651,980	310,006	721,148	702,100	(19,048)	-2.6%	-
RENTALS	630,485	395,023	357,700	142,675	(215,025)	-60.1%	1,081,983
ADVERTISING	136,465	76,989	127,500	132,000	4,500	3.5%	141,773
OTHER EXPENSES	340,975	283,682	383,424	363,323	(20,101)	-5.2%	381,638
EQUIPMENT	504,199	131,876	277,500	256,000	(21,500)	-7.7%	1,121,091
REAL PROPERTY IMPROVEMENT	299,057	28,126	400,000	379,000	(21,000)	-5.3%	567,040
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,523,610</b>	<b>\$ 34,607,769</b>	<b>\$ 73,687,849</b>	<b>\$ 70,865,623</b>	<b>\$ (2,822,226)</b>	<b>-3.8%</b>	<b>\$ 77,782,863</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (6,579,653)</b>	<b>\$ 2,131,225</b>	<b>\$ (7,431,096)</b>	<b>\$ (6,609,143)</b>			<b>\$ (10,331,930)</b>
<b>BEGINNING FUND BALANCE</b>							<b>PROJECTED</b>
PLUS: REVENUE	\$ 62,008,630	\$ 55,428,977	\$ 55,428,977	\$ 47,997,881			\$ 47,997,881
LESS: EXPENDITURES	64,943,957	36,738,994	66,256,753	64,256,480			67,450,933
	(71,523,610)	(34,607,769)	(73,687,849)	(70,865,623)			(77,782,863)
<b>BEGINNING FUND BALANCE</b>	<b>\$ 55,428,977</b>	<b>\$ 57,560,202</b>	<b>\$ 47,997,881</b>	<b>\$ 41,388,738</b>			<b>\$ 37,665,951</b>

**HR/LR Staffing Report – To support 2017 Budget  
July 2016 Board Meeting**

	2010	2011	2012	2013	2014	2015	2016	2017
Budgeted Positions (Board Approved)	598	595	583.5	569.5	540.5	498	496	452.5 Proposed

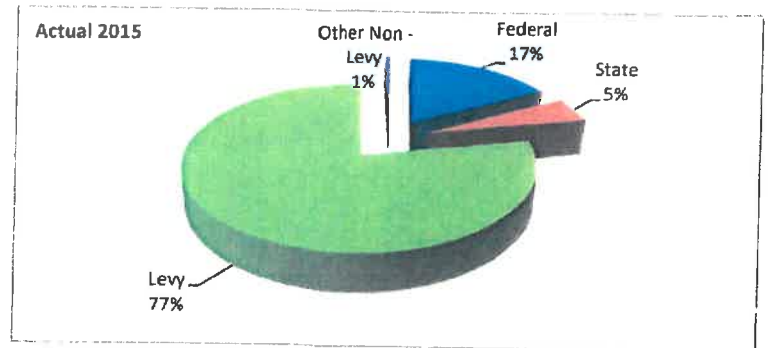
**496 (2016 FTEs) – 72.5 Eliminations + 29 Additions = 452.5 (2017 FTEs)**

Detail				
Type	Position Elimination			Position Addition
Non-bargaining - Management	11	Director (1); Managers (9); Supervisor (1)	5	Asst. Director (1); Ombudsman (1); Manager (3)
Non-bargaining – Non-management	1	Administrative Assistant	1	Inclusion Coordinator (1)
Bargaining unit - Direct Service Provision	50.5	Adult Facility (18); Community Emp/Sup & Dev.(8); Bus Driver (9); Bus Attendant (8); SLP (.5); Childrens' Services Assistant (5); Elig & Sup Spec (1); Dev Spec (1)	6	Inclusion Spec (1); Inclusion Assistant (5);
Bargaining unit – Non-direct Service Provision	10	Secretary II (4); Mechanic (1); Custodial (3); Graphic Reprod Tech (1); Community Sup Serv Spec (1)	17	Service and Support Administrators (6); Evaluation Specialist (1); Ref & Sup Spec (5); Quality Assurance Spec (1); Bridges Transition Spec (1); Assistive Technical Sup (1); Community Business Spec (2)
<b>Total</b>	<b>72.5</b>		<b>29</b>	

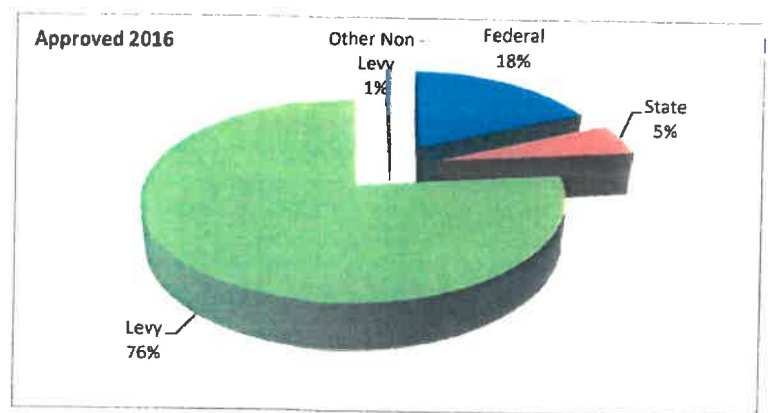
Revenue		2016 Approved Budget	2017 Proposed Budget	% Change From 2016 Budget	Notes
Taxes / Public Utilities / Shared Tax		\$ 50,543,000	\$ 49,860,928	-1.3%	Per most current Budget Commission Certification of Tax Levy
Grants		1,434,473	1,666,697	16.2%	Addition of the TANF Summer Work Experience grant (\$500,000) offset by a reduction in Bridges Grant reimbursement.
Contract Services		291,750	157,110	-46.1%	Reduction based on 2016 actual.
Other Receipts		72,456	86,000	18.7%	Anticipation of a wellness program reimbursement offset by a reduction of rental income from the Twinsburg Center, Second St. home and the Head Start Program.
Reimbursements		13,915,074	12,485,745	-10.3%	Reduction of reimbursements as we move to eliminate conflict of interest offset by the reclassification of waiver match reconciliation into revenue.
<b>Total Revenue</b>		<b>\$ 66,256,753</b>	<b>\$ 64,256,480</b>	<b>-3.0%</b>	
<b>Expenditures</b>					
Salaries		\$ 23,384,781	\$ 21,676,369	-7.3%	Reduction in staffing levels as we move to eliminate conflict of interest offset by exit cost payouts and an on average 2.5% increase.
Employee Benefits		9,408,874	9,854,803	4.7%	Anticipation of higher unemployment costs due to staffing reductions.
Supplies		1,252,728	958,239	-23.5%	Reduced fuel and vehicle repair and supply costs in addition to other overall net reductions.
Travel and Training Expense		382,260	336,950	-11.9%	Overall net reduction directly related to staffing reductions.
Direct Service Contracts		9,054,720	8,318,264	-8.1%	Decreased levy funded service authorizations as alternative funding sources are sought in addition to reductions in many direct service contracts.
Indirect Service Contracts		3,222,214	2,980,900	-7.5%	Increased costs for innovative programs offset by cost reductions in most other areas.
Waiver Match, 1.25% Waiver Admin Fee, MAC Fees		24,715,000	24,765,000	0.2%	Increase in services provided by private providers in addition to the reclassification of waiver match reconciliation into revenue offset by \$1.6m additional state allocation.
Utilities		721,148	702,100	-2.6%	Reduction due to non-renewal of an expired lease for the Akron Center.
Rentals		357,700	142,675	-60.1%	Reduction due to non-renewal of expired leases for the Akron and Twinsburg centers.
Advertising		127,500	132,000	3.5%	Additional DD awareness events that are offset by reimbursements included in revenue.
Other Expenses		383,424	363,323	-5.2%	Anticipation of reductions in building and vehicle insurance.
Equipment > \$5,000		277,500	256,000	-7.7%	Elimination of vehicle purchases.
Capital Outlay		400,000	379,000	-5.3%	General decrease with fewer locations.
<b>Total Expenditures</b>		<b>73,687,849</b>	<b>70,865,623</b>	<b>-3.8%</b>	
<b>Net Change</b>		<b>(7,431,096)</b>	<b>(6,609,143)</b>	<b>-11.1%</b>	

## SUMMIT DD REVENUE FUNDING SOURCES

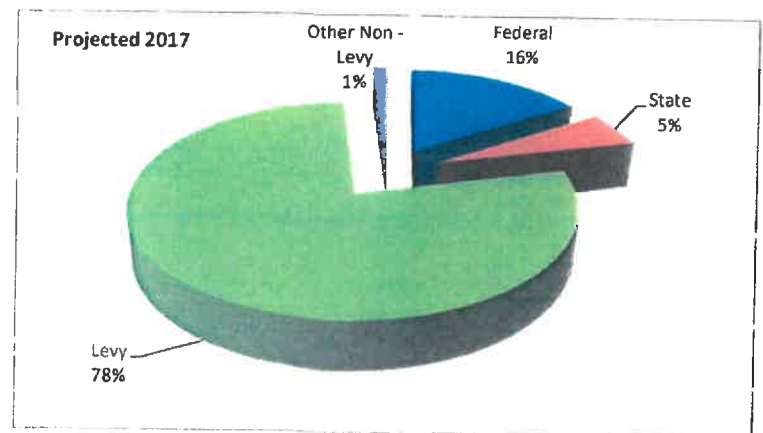
Description	Actual 2015
Federal	10,895,565
State	3,276,599
Levy	50,383,353
Other Non - Levy	388,441
<b>Totals</b>	<b>64,943,958</b>



Description	Approved 2016
Federal	11,828,000
State	3,521,547
Levy	50,543,000
Other Non - Levy	364,206
<b>Totals</b>	<b>66,256,753</b>



Description	Projected 2017
Federal	10,064,032
State	3,488,410
Levy	49,860,928
Other Non - Levy	843,110
<b>Totals</b>	<b>64,256,480</b>

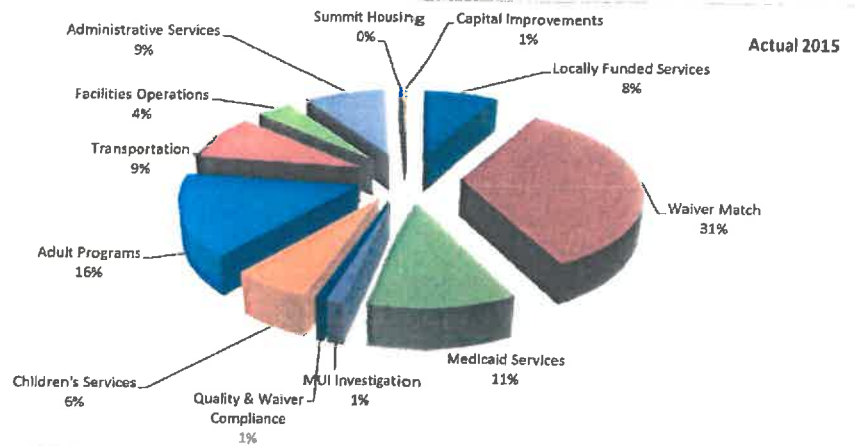




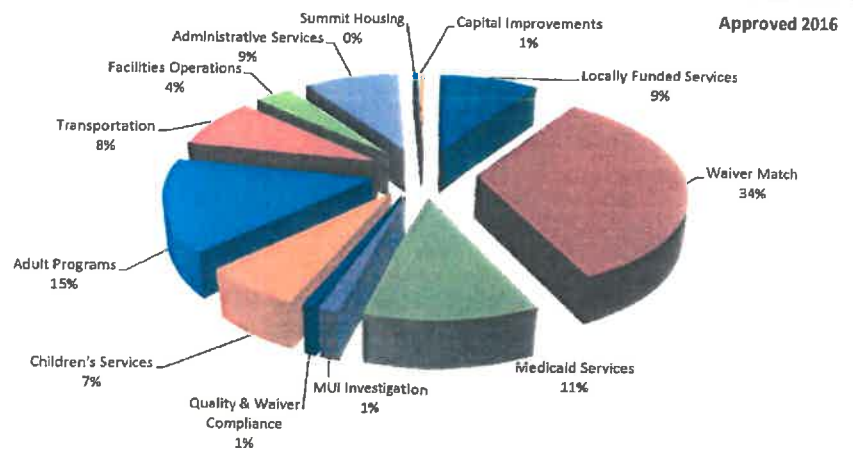
## SUMMIT DD EXPENDITURES BY PROGRAM

Description	Actual 2015
Locally Funded Services	5,904,221
Waiver Match	24,341,370
Medicaid Services	7,894,025
MUI Investigation	969,827
Quality & Waiver Compliance	423,239
Children's Services	4,253,486
Adult Programs	11,225,470
Transportation	6,478,599
Facilities Operations	2,857,635
Administrative Services	6,625,609
Summit Housing	167,986
Capital Improvements	299,036
<b>Totals By Program</b>	<b>71,445,987</b>

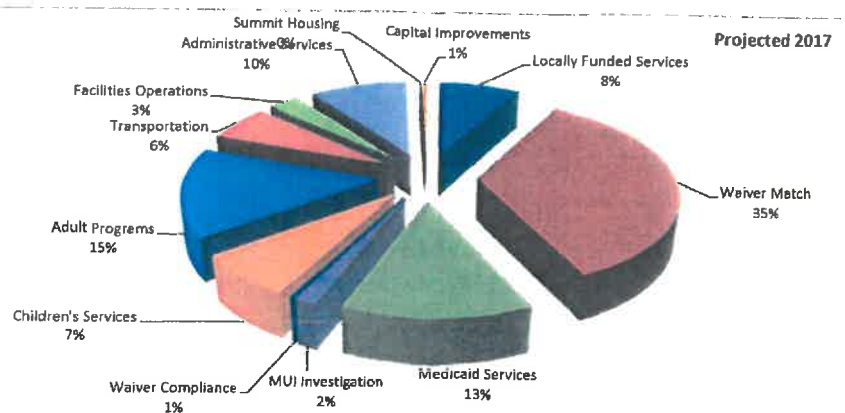
\* Does not include ERIP costs



Description	Approved 2016
Locally Funded Services	6,826,000
Waiver Match	24,715,000
Medicaid Services	8,351,547
MUI Investigation	1,005,894
Quality & Waiver Compliance	603,560
Children's Services	4,792,221
Adult Programs	11,164,692
Transportation	6,169,645
Facilities Operations	2,655,692
Administrative Services	6,777,992
Summit Housing	219,606
Capital Improvements	400,000
<b>Totals By Program</b>	<b>73,687,849</b>



Description	Projected 2017
Locally Funded Services	5,568,200
Waiver Match	24,765,000
Medicaid Services	9,362,249
MUI Investigation	1,062,753
Quality & Waiver Compliance	169,061
Children's Services	5,010,424
Adult Programs	10,864,527
Transportation	4,489,792
Facilities Operations	2,164,767
Administrative Services	6,902,575
Summit Housing	121,275
Capital Improvements	379,000
<b>Totals By Program</b>	<b>70,865,623</b>



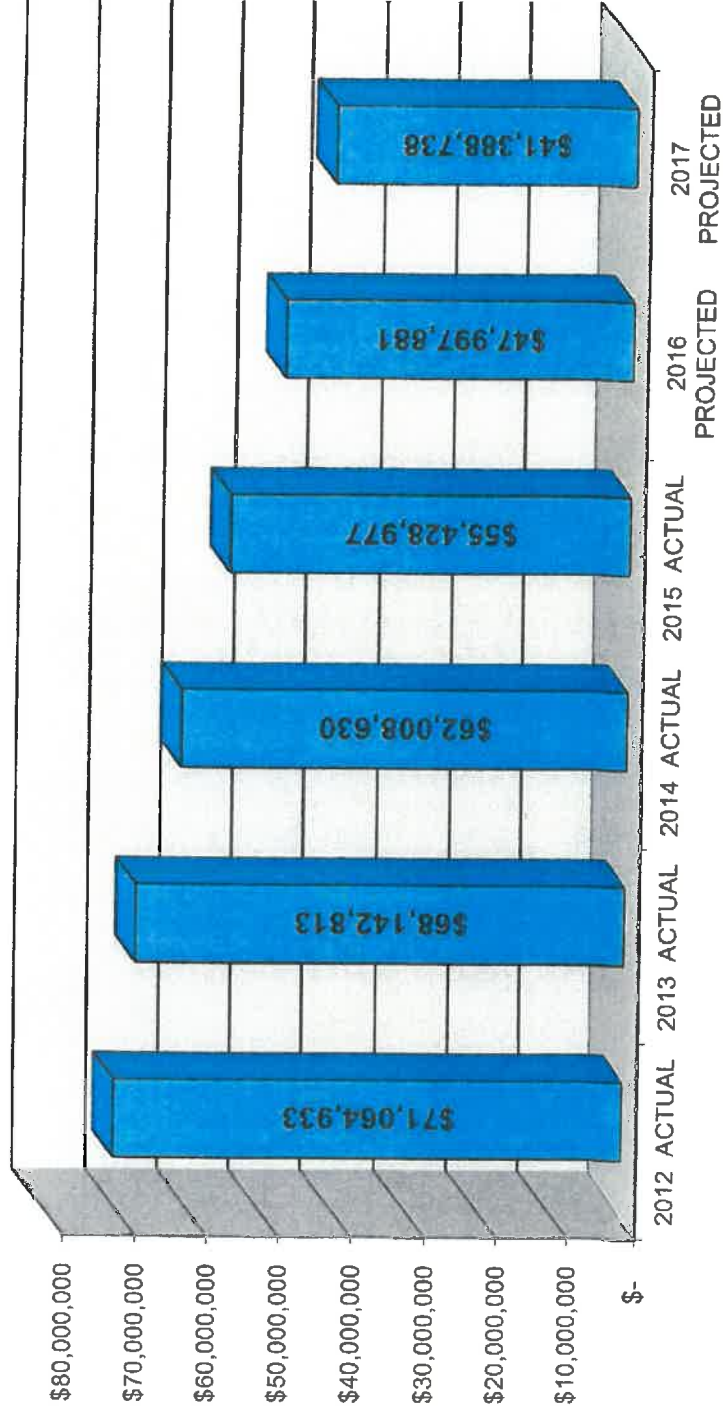


# Fund Balance Information

Based on current projections

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 PROJECTED	2017 PROJECTED
TOTAL ENDING FUND BALANCES	\$ 71,064,933	\$ 68,142,813	\$ 62,008,630	\$ 55,428,977	\$ 47,997,881	\$ 41,388,738

YEAR ENDING FUND BALANCES



Resolution regarding the non-federal share of Medicaid expenditures

Motion to approve the use of up to \$24,765,000 of the 2017 budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code to pay the non federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood the payment of the non federal share represents an ongoing financial commitment of the Summit County Board of DD.

**Summit County DD Board  
Appropriation Request for Other Funds  
For the Year Ending December 31, 2017**

**Gifts and Donations Fund**

Fund Balance as of 6/30/16

\$ 158,551

2017 Appropriation Request

\$ 115,000

**Permanent Improvement Fund**

Fund Balance as of 6/30/16

\$ 129,405

2017 Appropriation Request

\$ 129,405

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>2017 Summit DD Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Identification of holidays and in-service days.</li> </ul>	<ul style="list-style-type: none"> <li>Adopt the 2017 Summit DD Calendar.</li> </ul>	<ul style="list-style-type: none"> <li>The attached 2017 Calendar is consistent with Summit DD's holiday procedure and collective bargaining unit agreements.</li> <li>In 2016 Summit DD reduced the number of in-service days from eight in to six. The 2017 Calendar retains six in-service days.</li> </ul>
<p>Recommended for approval by the July HR/LR and Services &amp; Supports Committees</p>			

Attachment #2

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

## **2017 AGENCY CALENDAR**

### **Holidays**

New Year's Day	Monday, January 02, 2017
Martin Luther King Day	Monday, January 16, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 04, 2017
Labor Day	Monday, September 04, 2017
Thanksgiving Break	Thursday, November 23, 2017 Friday, November 24, 2017
Winter Break:	Friday, December 22, 2017 Monday, December 25, 2017 Tuesday, December 26, 2017 Wednesday, December 27, 2017 Thursday, December 28, 2017 Friday, December 29, 2017 Monday, January 01, 2018

### **In-Service Days**

Friday, February 3, 2017  
Friday, April 7, 2017  
Friday, June 2, 2017  
Monday, June 5, 2017  
Friday, September 1, 2017  
Monday, October 16, 2017



County of Summit Developmental Disabilities Board  
TOPIC SUMMARY REPORT

<b>Topic</b>	<b>Issue/Concern</b>	<b>Recommendation</b>	<b>Supporting Data for Recommendation</b>
Revision to Board Policy 1121 – Public Records	Update Policy to include record retention responsibilities from Policy 2016 as well as best practices	<p>Board approve revisions to Policy 1121</p> <p>Board approve deletion of Policy 2016</p>	<p>Board Policy 1121 – Public Records, outlines the public's rights to access records in accordance with the Sunshine Laws.</p> <p>Pertinent portions of Board Policy 2016 – Maintenance, Availability, Retention and Disposal of Administrative Records, have been incorporated in the revisions to Policy 1121.</p> <p>Policy 2016 is recommended for deletion.</p> <p>A procedure detailing how to request a record, as well as the Agency's responsibility in maintaining and producing records accompanies this Policy.</p>

Attachment #3

Submitted By: Lisa Kamlowsky

Date: August 2016

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

## 1121 - PUBLIC RECORDS

It is the Policy of Summit DD to ~~provide prompt and open access to all public records maintained by Summit DD in accordance with Ohio Revised Code Section 149.43 strictly adhere to Ohio's (Public Records Act). Summit DD is dedicated to responding to all public records requests in a timely and efficient manner. All public records will be organized and maintained in accordance with properly approved records retention schedules~~ so that they are readily available for inspection and copying. ~~All public records will be promptly prepared and made available for inspection to any person, at all reasonable times, during regular business hours in accordance with Ohio law.~~ Record retention schedules shall be updated regularly and posted prominently.

Unless otherwise exempt, a public record is any "record" kept by a public office which:

- (a) Contains information stored on a fixed medium (e.g. paper, computer, film, etc.);
- (b) Is created, received or sent under the jurisdiction of a public office; and
- (c) Documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

Documents in electronic format are records as defined by the Public Records Act when their content relates to the business of the office, or are used to conduct public business. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedule.

~~Upon~~ Public records requests may be verbal or in writing. Public records requests must identify the records requested with sufficient clarity so as to permit Summit DD to identify, retrieve, and review the records. If the request fails to sufficiently identify the records being requested, Summit DD will contact the requester for clarification and will offer assistance in revising the request by informing the requester of the manner in which Summit DD maintains its records.



All public records will be promptly prepared and made available for inspection to any person, at all reasonable times, during regular business hours. **No original document will be permitted to leave the control of Summit DD, but may be inspected under supervision.** Upon request **for copies, and at the direction of the** Superintendent/designee, the responsible department **Summit DD** shall make **copies** available ~~copies of the public record(s) requested, at cost,~~ within a reasonable period of time **and at the actual cost of producing the copy.**

**A review of all public records requests is necessary to prevent the disclosure of personal information, confidential information and other exempt information which may include but is not limited to records and information concerning persons served by Summit DD.**

If a public record contains information that is exempt from disclosure, **Summit DD** ~~the Superintendent/designee~~ shall visibly redact that information and make available all of the information within the public record that is not exempt. **Any denial of a public records request must include an explanation and supporting legal authority.** ~~Copies of 8-1/2 x 11 or 8-1/2 x 14 documents shall be available at a cost not to exceed five cents (5¢) per page. Copies of oversized and unconventional records, such as computer discs, CD-ROMs, and DVDs shall be available at the actual cost of reproduction of the record.~~

~~In the event the person asking for copies of public records requests the records to be transmitted by U.S. Mail, the person shall be required to pay in advance the cost of postage and other supplies used in the mailing. All requests for public records to be fulfilled by U.S. Mail shall be sent within a reasonable period of time.~~

Records copied shall not be used for commercial purposes as commercial is defined by the Public Records Act.

[Click here to view Business Practices Procedures](#)

ORC 149.43

## **2016 - MAINTENANCE, AVAILABILITY, RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS**

Summit DD will maintain its records in accordance with properly approved records retention schedules, and will transfer and destroy records provided for by such regulations.

"Records" includes any document, device, or item, regardless of physical form or characteristic, created or received by or coming under jurisdiction of any public office of the State or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Any record, as defined by Ohio Revised Code, shall be maintained, safeguarded and retained according to the rules and legal standards as defined by the Ohio Revised Code. These shall include "...only those records as are necessary for adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and for the protection of the legal and financial rights of the State and persons directly affected by the agency's activities."

Records which contain information that is "confidential" under the Ohio Revised Code or where the release of the record is prohibited by state or federal law are exempt from disclosure under the Public Records Act. Exemptions listed in the Ohio Revised Code include: medical records, adoption, probation, and parole records, trial preparation records, and confidential law enforcement investigatory records.

Records that are not governed by the Ohio Revised Code shall be maintained as designated by the Superintendent.

Cite: 149.43

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>Revised Policy 3021 - Social Media</li> </ul>	<ul style="list-style-type: none"> <li>The Social Media Policy, 3021, was recently updated to reflect best practices in for how employees communicate or post information or content of any sort on the Internet as it relates to Summit DD. Essentially, this Policy is meant to include any forum that allows a participant to share ideas, comments, views, activities, events and interests within a network.</li> </ul>	<ul style="list-style-type: none"> <li>Approve revisions to Policy 3021 – Social Media Policy</li> </ul>	<ul style="list-style-type: none"> <li>This Policy applies to both Summit DD sponsored social media and employees' personal use as it relates to Summit DD. This Policy does not relate to content posted by employees that is otherwise not related to Summit DD.</li> <li>This Policy prohibits the use of Summit DD email addresses to register on social networks, blogs, media websites or other online tools utilized for personal use and limits personal use of social media to incidental use.</li> <li>Conduct that would be illegal or a violation of a Summit DD Policy in the "offline" world is still illegal or a violation of policy when it occurs online.</li> <li>Employees should not disclose anything to do with a legal issue, personnel issue, legal case, or communications with Agency attorneys. If employees have an issue or complaint, they must report it through the appropriate chain of command or process for resolution and not express it on-line.</li> <li>This Policy establishes that social media account and content posted on any Summit DD account is property of Summit DD and requires the written permission of the Superintendent to start a new page or profile that represent Summit DD.</li> <li>This Policy also establishes guidelines for employees who comment or post on Summit DD's accounts using the personal profile.</li> </ul>

Submitted By: Billie Jo David

Date: 8/12/16

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

## 3021 - Social Media Policy

Guidelines for communicating in an electronic world carry the same ethics, values, and confidentiality that are expected from employees of Summit County Developmental Disabilities Board, or Summit DD, in its traditional communication methods every day. For the purpose of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, the comment section of a media web site, personal web site, social networking or affinity web site, web bulletin board or a chat room; essentially, this policy is meant to include any forum that allows a participant to share ideas, comments, views, activities, events and interests within a network. This policy applies to both Summit DD sponsored social media and employees' personal use as it relates to Summit DD. This policy does not relate to content posted by employees that is otherwise not related to Summit DD.

Personal use of social media during working hours should be incidental only and must not interfere with Summit DD operations. Do not use Summit DD email addresses to register on social networks, blogs, media websites or other online tools utilized for personal use.

Employees who choose to participate in off-duty social networking must do so in compliance with this and other Summit DD policies. Conduct that would be illegal or a violation of a Summit DD policy in the "offline" world is still illegal or a violation of policy when it occurs online. While employees are entitled to express opinions and ideas, employees have a responsibility not to violate Summit DD policies or negatively affect the operations of the Agency. Employees should not disclose anything to do with a legal issue, personnel issue, legal case, or communications with Agency attorneys. If employees have an issue or complaint, they must report it through the appropriate chain of command or process for resolution and not express it on-line. Following this policy will ensure that employees' actions reflect our Agency's core values while exhibiting a level of professionalism that individuals served and their families and caregivers expect and are entitled to receive.

Summit DD's social media accounts are property of the Agency and shall be maintained by the Office of Communications. Any posting made on the Agency's social media accounts is the property of Summit DD, along with any account names associated with the same.



## **3021 - Social Media Policy *(continued)***

Summit DD employees are encouraged to share, re-tweet or otherwise promote content from Summit DD social networks on their own personal social media networks. Employees who comment on Summit DD social media posts or platforms should be transparent about their identity and not post under “aliases” or use “fake” identities.

Summit DD employees are not authorized to represent through on-line files or pages that they are doing so on behalf of Summit DD unless specifically authorized in writing by their supervisors. When on-line, employees should make it clear that their views do not represent those of Summit DD, its staff, individuals served, families, providers or people working on behalf of Summit DD.

Summit DD employees are prohibited from posting any content on Summit DD social media networks that could be construed as political lobbying, endorsing a political candidate or party, or soliciting contributions in support of a political candidate, party or campaign.

Summit DD employees are prohibited from posting any content on Summit DD or personal social media networks that contains any identifying and/or confidential information about individuals we serve or their families, guardians or caregivers.

Employees may not use Summit DD’s logo or logo mark on any social network or website without written permission from the Superintendent. Written permission from the Superintendent is required to start a new page or profile that is identified as affiliated with Summit DD.

If a Summit DD employee is contacted by reporters or other media personnel through a social media network about a matter related to Summit DD, the employee must refer the media representative to the Summit DD Communications Department.

Violations of this policy will result in disciplinary action up to and including termination. Summit DD prohibits retaliation against any employee for reporting or for cooperating in an investigation of a possible violation of this Policy.

## **3021 - Social Media Policy**

This policy governs the publication of and commentary on social media by employees of the Summit County Board of Developmental Disabilities ("Summit DD"). For the purpose of this policy, social media are works of user-created video, audio, text or multimedia that are published and shared in an electronic environment, including but not limited to blogs, wiki's, instant messaging, YouTube, and social networking sites such as Facebook, LinkedIn, Twitter, and Flickr. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Summit DD employees may not access, read, post or monitor their personal social networking sites while at work. Employees who choose to participate in off-duty social networking must do so in compliance with this and other Summit DD policies. Conduct that would be illegal or a violation of a Summit DD policy in the "offline" world is still illegal or a violation of policy when it occurs online. While employees are entitled to express opinions and ideas, employees have a responsibility not to violate Summit DD policies or negatively affect the operations of the Agency. Following this policy will ensure that employees' actions reflect our Agency's core values while exhibiting a level of professionalism that individuals served and their families and caregivers expect and are entitled to receive.

Summit DD's social media outlets are property of the Agency and shall be maintained by the Office of Communications.

Summit DD employees are not authorized to represent through on-line files or pages that he or she is a representative of the Summit DD unless specifically authorized in writing by his/her supervisor. When on-line, employees are speaking in their personal capacity unless the employee has been pre-approved to speak on behalf of the Agency.

### What Employees Should Do

1. Be honest and respectful in on-line communications. Make sure what you are saying on-line is factually correct.
2. Be authentic when posting or commenting in social media by stating your name.
3. Be transparent. State that your post or comment is your opinion. Unless authorized to speak on behalf of Summit DD you must state that the views expressed are your own.
4. Be careful to protect what personal information you share online.

**3021 - Social Media Policy *(continued)***What Employees Should Do *(continued)*

5. Be responsible and act ethically. Do not make inappropriate remarks about individuals served or families.
6. Report any possible or perceived violations to your supervisor or to the Office of Communications.

What Employees Should Never Disclose

1. Do not transmit any identifying and/or confidential information about individuals served or their families, guardians or caregivers.
2. Employees may not transmit images of persons served or the Summit DD workplace without proper authorization. If you are unsure whether you can talk about something you learned at work—don't.
3. An employee may not harass in any manner another employee, Board member, or other persons associated with Summit DD by any social networking or social media activity or other means of communication such as telephone or email. Do not refer to your co-workers in an abusive or harassing manner.
4. Do not disclose anything to do with a legal issue, personnel issue, legal case, or attorneys.
5. Do not post materials that belong to someone else. Post only your own creations. Do not share copyrighted publications, logos or other images that are trademarked. If you do use someone else's material, do it with their permission and give them credit.
6. Respect the Agency's relationships with individuals served, families, providers, employees and other stakeholders. If you have an issue or complaint, you must report it through the appropriate chain of command or process for resolution and not air it on-line.

Violations of this policy will result in disciplinary action up to and including termination.



**SUMMIT COUNTY DD BOARD**  
**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE SEVEN MONTHS ENDED JULY 31, 2016 AND 2015**

	7/31/2016				7/31/2015			
	2016 ANNUAL BUDGET	2016 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2015 ANNUAL BUDGET	2015 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
<b>OPERATING REVENUE</b>								
PROPERTY TAXES	\$ 50,543,000	\$ 25,766,904	\$ 24,776,096	49.0%	\$ 50,520,000	\$ 25,939,914	\$ 24,580,086	48.7%
PERSONAL PROPERTY REIMB	-	-	-	0.0%	533,981	266,990	266,991	50.0%
REIMBURSEMENTS	13,915,074	11,225,600	2,689,474	19.3%	16,395,286	8,739,983	7,655,303	46.7%
GRANTS	1,434,473	758,049	676,424	47.2%	630,000	219,603	410,397	65.1%
CONTRACT SERVICES	291,750	73,015	218,735	75.0%	868,000	160,902	707,098	81.5%
REFUNDS	-	31,738	(31,738)	0.0%	-	-	-	0.0%
OTHER RECEIPTS	72,456	121,410	(48,954)	-67.6%	124,500	80,128	44,372	35.6%
<b>TOTAL REVENUE</b>	<b>\$ 66,256,753</b>	<b>\$ 37,976,716</b>	<b>\$ 28,280,037</b>	<b>42.7%</b>	<b>\$ 69,071,767</b>	<b>\$ 35,407,520</b>	<b>\$ 33,664,247</b>	<b>48.7%</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES	\$ 23,384,781	\$ 12,867,689	\$ 10,517,092	45.0%	\$ 24,512,500	\$ 13,588,062	\$ 10,924,438	44.6%
ERIP COSTS	-	-	-	0.0%	-	77,623	(77,623)	0.0%
EMPLOYEE BENEFITS	9,408,874	5,688,682	3,720,192	39.5%	11,111,902	5,967,987	5,143,915	46.3%
SUPPLIES	1,252,728	450,540	802,188	64.0%	1,502,985	714,251	788,734	52.5%
TRAVEL AND TRAINING	382,260	193,992	188,268	49.3%	390,963	182,715	208,248	53.3%
DIRECT CONTRACT SERVICES	9,418,720	5,107,240	4,311,480	45.8%	9,325,368	3,971,758	5,353,610	57.4%
INDIRECT CONTRACT SERVICES	3,202,214	1,566,230	1,635,984	51.1%	3,745,217	1,744,983	2,000,234	53.4%
MEDICAID COSTS	24,715,000	18,645,336	6,069,664	24.6%	23,865,000	18,389,233	5,475,767	22.9%
UTILITIES	721,148	363,838	357,310	49.5%	701,150	426,588	274,562	39.2%
RENTALS	357,700	395,275	(37,575)	-10.5%	631,022	618,296	12,726	2.0%
ADVERTISING	127,500	81,219	46,281	36.3%	130,000	91,074	38,926	29.9%
OTHER EXPENSES	383,424	284,856	98,568	25.7%	377,806	299,137	78,669	20.8%
EQUIPMENT	277,500	131,876	145,624	52.5%	449,000	471,365	(22,365)	-5.0%
REAL PROPERTY IMPROVEMENT	400,000	28,126	371,874	93.0%	200,000	288,018	(88,018)	-44.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,031,849</b>	<b>\$ 45,804,899</b>	<b>\$ 28,226,950</b>	<b>38.1%</b>	<b>\$ 76,942,913</b>	<b>\$ 46,831,090</b>	<b>\$ 30,111,823</b>	<b>39.1%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (7,775,096)</b>	<b>\$ (7,828,183)</b>			<b>\$ (7,871,146)</b>	<b>\$ (11,423,570)</b>		
<b>BEGINNING FUND BALANCE</b>		<b>ACTUAL</b>						
PLUS: REVENUE	\$ 55,428,977	\$ 55,428,977						
LESS: EXPENDITURES	66,256,753	37,976,716						
	(74,031,849)	(45,804,899)						
<b>ENDING FUND BALANCE</b>	<b>\$ 47,653,881</b>	<b>\$ 47,600,794</b>						

SUMMIT COUNTY DD BOARD  
NOTES TO FINANCIAL STATEMENTS  
FOR THE MONTH ENDED JULY 31, 2016  
(Rounded)

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

8.3%  
41.7%

Current Month

Revenue:

1 Reimbursements:

Quarterly state subsidy

\$ 678,500

Expenditures:

2 Medicaid Costs:

Quarterly Medicaid waiver administrative fee

310,400

Quarterly waiver match

5,152,500

Annual supplemental waiver match

1,291,400

Revenue:

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

Actual cost to date:

Payments made to date for quarterly waiver match, administrative fees and MAC fees

18,645,336

Fiscal year 2014 reconciliation refund received

(694,000)

Net Medicaid cost to date

17,951,336

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

## Summit County Board of Developmental Disabilities

### MINUTES - draft

Thursday, July 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, July 28, 2016 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:03 p.m.

#### BOARD MEMBERS PRESENT

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

#### BOARD MEMBER EXCUSED

Meghan Wilkinson

#### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowsky, Assistant Superintendent  
Diamon Perry, Ombudsman  
Billie Jo David, Director of Communications,  
Quality & MUI  
Tom Jacobs, Director of Operations/SHDC  
Holly Brush, Director of SSA and Children's  
Services

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  
Maggi Albright, Recording Secretary  
and Guests

### I. SUMMIT DD 2017 BUDGET REQUEST

The Summit DD 2017 budget needs to be reviewed and approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2017 budget request is in the amount of \$70,865,623 for the operating fund, \$115,000 for the gifts and donations fund and \$129,405 for the permanent improvement fund. The 2017 budget reflects a 3.0% decrease in overall revenue, primarily due to reduced Medicaid reimbursements as services shift to private providers to eliminate the county board conflict of interest. The 2017 budget also reflects a 3.8% decrease in overall operating expenditures in comparison to the 2016 budget and projects total deficit spending of approximately \$6.6 million dollars. The 2017 budget includes a reduction of 43.5 FTEs from the 2016 budget, offset by anticipated exit cost payouts and an average 2.5% pay increase.

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

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

### **I. SUMMIT DD 2017 BUDGET REQUEST** *(continued)*

Additional projected cost savings for staffing reductions upon the closing of the Southern Center, Ellet Center and Dream Out Loud, along with reduction in transportation routes and phasing out of community employment services will be taken into consideration in the 2018 budget. The increase in employee benefits is due to anticipated unemployment costs. Mr. Briggs asked about the 23% reduction in supplies. Mr. Trunk replied that supplies include things such as office supplies, postage, etc. and that some reduction in this area also takes into account the facility closures as well as reduced fuel costs. The reduction is an intentional effort to scale back costs. The fund balance at the end of 2016 is projected to be approximately \$47,997,881, less deficit spending in 2017, leaving a fund balance of \$41,388,738 at the end of 2017, which is within 5% of the Board's approved Levy plan. The 2017 budget request has been recommended for approval by the July Finance & Facilities Committee.

### **II. SUMMIT DD 2017 AGENCY CALENDAR**

The Summit DD 2017 calendar identifies holiday and in-service days when the Agency will be closed. In 2016, Summit DD reduced the number of in-service days from eight to six. The proposed 2017 calendar is consistent with Summit DD's holiday procedure and the collective bargaining agreements. The Summit DD 2017 Agency Calendar has been recommended for approval by the July HR/LR and Services & Supports Committees.

### **III. AKRON CHILDREN'S HOSPITAL/HELP ME GROW CONTRACT**

Help Me Grow (HMG) Part C is Ohio's Early Intervention system serving children with developmental delays and disabilities who are under the age of three. The primary role of Help Me Grow is to conduct developmental evaluations to identify delays in the areas of adaptive, cognitive, communication, physical and social-emotional development, and to use service coordinators to develop Individualized Family Service Plans to address the individual needs of each child and family. In July 2015, the Summit County Public Health District contracted with Summit DD for the management of the HMG Program. Summit DD maintains the role of contract manager for HMG and, through the RFP process, selected Akron Children's Hospital to provide service coordination. Service Coordination is an important component of the HMG program, which serves approximately 800 children annually in Summit County. The request is to approve a one-year contract with Akron Children's Hospital to provide service coordination for the HMG Program for the period July 1, 2016 through June 30, 2017 in an amount not to exceed \$728,057. The entire amount of the contract will be supported by grant funds. If grant funds become unavailable, Summit DD is able to withdraw from the contract. Akron Children's Hospital has met or exceeded all

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

expectations as a service provider. The contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

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

### **IV. MAY AND JUNE FINANCIAL STATEMENTS**

An additional budget appropriation in the amount of \$344,000 was approved by County Council for the TANF program. Revenue for May and June reflects receipt of the June Homestead and Rollback taxes in the amount of \$3,009,600, which is trending lower than budgeted, a one-time receipt of TCM match in the amount of \$487,500 for reconciliation for the change in methodology, \$312,000 for the June quarterly MAC reimbursement and \$84,000 in June for quarterly Title XX reimbursement. Some of the May and June expenditures include \$374,400 for County charge-back for Worker's Compensation insurance, \$42,600 payment for the Binary Defense contract, \$19,400 payment for the first and second quarter TCM fees, insurance payments in the amount of \$132,500 and payment of \$30,800 to the County for annual chargebacks of building insurance. The fund balance at the end of June was \$57,560,202. The July Finance & Facilities Committee recommend approval of the May and June Financial Statements.

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

## **BOARD MEETING**

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

### **I. CAUCUS – BOARD MEMBERS**

Mr. Dohnal commented that he had the good fortune to be involved with an ad hoc group and attend the Northeast Ohio Employability Conference. The group's intent is to attain and retain employment for individuals with disabilities. He noted the conference last year was focused on employers, and this year the conference will be held November 10<sup>th</sup> at the Canton Football Hall of Fame. Mr. Dohnal stated help was needed in the area of marketing and that Eric Bailey, Summit DD Communications Coordinator, has designed professional communications for the group. Mr. Dohnal also attended a seminar for Kent State University staff where Jan Dougherty, Summit DD Community Supports & Development Manager, was a panelist. The seminar outlined processes that other counties are studying, which Summit DD is already doing. He noted that with staff effort and the progress that has been made so far, there is no doubt the Agency will achieve its goals.

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

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

### **I. CAUCUS – BOARD MEMBERS** *(continued)*

Mr. Briggs asked about the status of the Bath Center. Mr. Trunk replied that things are not moving along very quickly. He mentioned that he had a conversation with Jason Dodson about giving Summit DD the opportunity to list the property if there are no buyers and it appears that there are none. We are working with the County on entering an agreement with the City of Bath to park heavy equipment on the Bath site temporarily. Mr. Briggs stressed the need for staff to make a formal request to the County to deed the property to Summit DD right away. Mr. Trunk agreed. Mr. Siegferth asked the rest of the Board Members if they are comfortable and agree with that direction. Hearing no objections, Mr. Siegferth asked the Superintendent to pursue that avenue. Mr. Trunk replied he will request a meeting with County officials.

### **II. PUBLIC COMMENT**

Leeanne Saro, Executive Director of the Arc of Summit and Portage Counties, commented that it has been quiet in the Arc offices and that families have said they feel informed about the changes. She thanked the Board and staff for their transparency and open communication. Ms. Saro announced that Tom Berry will be moving out of the area to be closer to his daughter but that he sends his regards and commented that the Board and staff are doing a great job.

Leslie Frank, a parent and Summit DD staff, stated that she participated in the volunteer day and worked at the LeBron James Boys and Girls Club. She commented that she liked the way that opportunity was presented with several choices of days to volunteer and different sites that were available to work. She said it seemed well organized and thanked the Board for allowing staff to participate. She also noted that many staff are uneasy about the changes and some are already seeking other opportunities.

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

#### **A. MAY 26, 2016 (combined work session and regular meeting)**

#### **R E S O L U T I O N** **No. 16-07-01**

Mr. Briggs moved that the Board approve the minutes of the May 26, 2016 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.



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

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

### IV. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. AKRON CHILDREN'S HOSPITAL/HELP ME GROW CONTRACT

###### RESOLUTION

No. 16-07-02

Mr. Quade moved that the Board approve a contract with Akron Children's Hospital to provide service coordination for the Help Me Grow Program for the period July 1, 2016 through June 30, 2017, in an amount not to exceed Seven Hundred Twenty Eight Thousand Fifty Seven Dollars (\$728,057.00), as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Briggs, was unanimously approved with abstention from Dr. Dwyer.

##### 2. MAY AND JUNE FINANCIAL STATEMENTS

###### RESOLUTION

No. 16-07-03

Mr. Dohnal moved that the Board approve the May and June Financial Statements, as presented in attachment #4. The motion, seconded by Mrs. Ricks, was unanimously approved.

### V. SUPERINTENDENT'S REPORT

#### A. CENSUS

Mr. Trunk noted that the June Census is included in packets. There are several things that stand out:

- ✓ When compared to first half 2015, the Board is serving about 400 additional individuals year-to-date with almost 2/3 of the increase being children due to expanded services in that area; many are children who were previously on the registry. Compared to 2015, the number of persons served receiving employment, day services and transportation from the Board versus private providers has switched to a 70/30 ratio, which means that 70% of adults are now receiving those services from private providers, 30% receive those services from the Board.
- ✓ The year-to-date number of IO waivers has increased by 84.
- ✓ The number of people utilizing quality of life services is approximately 1,400 during the second quarter.
- ✓ There continues to be no waiting list for adult day services and kids graduating from school are being connected to some type of services.



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

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

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

#### B. OUR JOURNEY FORWARD UPDATE

Mr. Trunk commented that the Agency continues to move from direct provider of services to connector and leader in the community to help create opportunities. He stated that he and staff continue to uphold the "Six Month Promise" of reviewing the timeline in six month blocks and are meeting with labor leadership and staff, going to each site to provide updates. He also stated there will be a letter going out to families in the next few weeks to provide an update, as well as information posted on the Agency website and blog postings. Mr. Trunk mentioned that the 70 individuals who received services at the Akron Center have been connected to other services and that 40-50 individuals at other centers have already made choices about receiving services from private providers. The transition is moving quicker than anticipated and staffing ratios and plans will continue to be reviewed on an ongoing basis. Mr. Quade commented that having experienced the merger with the health department, he wants to commend the Superintendent and staff for plotting the path forward strategically and with transparent communication. He stated you can never communicate too much and said that the six month check point is a smart idea. Mr. Trunk replied that he wants to build trust and be transparent so that there are no surprises.

#### C. MISCELLANEOUS

Mr. Trunk noted that the annual golf outing will be held at Fairlawn Country Club this year on August 8<sup>th</sup> and that there is only one slot left for golfers. He thanked Billie Jo David and her staff, as well as the many other volunteers, for their hard work on this event.

Mr. Trunk commented that there will be a Board/ELT Planning Retreat on August 16<sup>th</sup> beginning at 1:00 p.m.

### VI. PRESIDENT'S COMMENTS

Mr. Siegferth asked Ms. Saro to let us know when Mr. Berry might attend a Board Meeting so that he can be recognized.

Mr. Siegferth commented that the July 27<sup>th</sup> conference sponsored by OACB was great and that Summit County should feel good about where we are on our journey forward. He thanked the Superintendent and staff for the work that has been done so far.

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

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

### VII. EXECUTIVE SESSION

#### RESOLUTION No. 16-07-04

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

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

The regular session of the Board Meeting adjourned at 5:45 p.m.

The Board entered Executive Session at 5:55 p.m.

The Board Meeting reconvened at 6:30 p.m.

There being no further business, the Board Meeting adjourned at 6:30 p.m.

---

Denise Ricks, Secretary

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
2016 Action Plan – 2nd Quarter Results	Report on the status of the second quarter 2016 Action Plan Key Performance Indicators and Action Items	No Board action required	<p><b>Overall Key Performance Measures Performance</b></p> <p>15 of 24 measures have met or exceeded the second quarter projection</p> <p>3 of 24 measures are within 5% of the second quarter projection</p> <p>3 of 24 measures are below the second quarter projection</p> <p>3 of 24 measures have not been measured</p> <p><b>Inclusive Community</b></p> <ul style="list-style-type: none"> <li>We are currently supporting more than 100 children in community childcare centers.</li> <li><i>Areas Below Goal:</i> 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 19.6%. We have experienced growth in this goal from first quarter (17.6) but continue to work on action items to move us closer to the goal.</li> <li><i>Action Item Update:</i> Our work with local elected officials continues in the second quarter, including representation on the City of Stow's Disability Commission. The City of Stow and the City of Akron were partners in the Summer Youth Employment Program. We continue to publish the success stories of those we support, including the launch of Brad's My Story Video which reached more than 40,000 people.</li> </ul> <p><b>Person-Centered Planning</b></p> <ul style="list-style-type: none"> <li>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.</li> <li><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</li> </ul>

Submitted By: Billie Jo DavidFor: x Superintendent / Assistant Superintendent           Finance & Facilities Committee           Services & Supports Committee           HR/LR Committee           Ethics CommitteeDate: 8/18/16

## TOPIC SUMMARY REPORT

		<p>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".</p> <ul style="list-style-type: none"> <li>• <i>Action Item Update:</i> SSA managers have started, and will continue, to attend team meeting to provide coaching opportunities to SSAs and to identify best practices. SSA functions are in the process of being aligned to support a person-centered approach. Navigators have been added to serve as a resource to teams.</li> </ul> <p><b>Individualized Support</b></p> <ul style="list-style-type: none"> <li>• Summit DD has exceeded its goal of supporting 4,338 children and adults with 4,356 supported by the second quarter of 2015. We are currently supporting 910 families with early intervention support, 300 of which are between the ages of 3 to 6. A 2015 Action Item was to increase support for early intervention to age six when needed.</li> <li>• <i>Action Item Update:</i> We continue to work with schools to increase transition. We have also launched a program, in collaboration with ADM Board, supporting individuals who have a dual diagnosis and are in crisis. This program addresses a gap and facilitate access to needed services, such as psychiatric diagnostics and assessments, crisis stabilization and/or intervention, and service provider linkage/training. A home has been established using shared dollars between the ADM Board and Summit DD. ViaQuest Inc. was selected as the provider for the home utilizing an RFP process.</li> </ul>
--	--	---

Submitted By: Billie Jo David

For: x Superintendent / Assistant Superintendent

           Finance & Facilities Committee

           Services & Supports Committee

           HR/LR Committee

           Ethics Committee

Date: 8/18/16

## TOPIC SUMMARY REPORT

		<p><b>Quality</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• <i>Action Item Update:</i> Provider best practices work groups continue to meet to develop best practice standards for service areas. Provider support and oversight functions have been expanded with an additional compliance FTE. The provider website was launched in the second quarter to provide communication and support to providers.</li></ul> <p><b>Organizational Success</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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, 76% 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.</li><li>• <i>Action Item Update:</i> An employee transition website was launched to provide support and information to staff during Our Journey Forward. Summit DD kept our 6 Month Promise by updating the Our Journey Forward timeline and provided information to staff and families through a variety of communication channels.</li></ul>
--	--	---

Submitted By: Billie Jo David

Date: 8/18/16

For:   x   Superintendent / Assistant Superintendent

           Finance & Facilities Committee

           Services & Supports Committee

           HR/LR Committee

           Ethics Committee

# 2016 Action Plan Dashboard

 meets or exceeds goal
  ≤5%
  ≥5% of goal

2nd Quarter

## Measure

2016

Measure	Projection	1st Q	2nd Q	3rd Q	4th Q	YTD	Trend
<b>Inclusive Community</b>							
% of residents who support inclusive workplaces	80%	94%	N/A	N/A	N/A	94%	▲
% of residents who support inclusive classrooms	80%	63%	N/A	N/A	N/A	63.0%	▼
% of residents who are familiar with Summit DD	39.5%	65%	N/A	N/A	N/A	65.0%	▲
% of adults who work in the community	25.0%	17.6%	19.6%			19.6%	▼
# of children who receive childcare in the community	100	89	104			104	▲
Website visitors	50,000	12,926	22,261			22,261	●
<b>Person Centered Planning</b>							
Service Coordination Index (person served)	90.0%	82.0%	82.0%			82.0%	▼
Choice and Decision Making Index (person served)	80.5%	75.0%	75.0%			75.0%	●
Information and Planning Index (parents of adults)	90.0%	95.0%	93.0%			94.0%	▲
Information and Planning Index (parents of children)	90.0%	91.0%	93.0%			92.0%	▲
Choices Index (parents)	70.0%	68.0%	68.0%			68.0%	●
<b>Individualized Support</b>							
# of families supported through early intervention	895	789	910			910	▲
% of adults graduating from high school who are supported in college or community employment	50%	N/A	N/A			N/A	-
# of adults who receive residential support	1,700	1,625	1,692			1,692	▲
# of individuals supported	4,338	4,133	4,356			4,356	▲
<b>Quality</b>							
Person served overall satisfaction	95%	97%	97%			97%	▲
Parent/guardian overall satisfaction	89%	89%	88%			89%	▲
Provider Satisfaction with Summit DD	75%	N/A	N/A			N/A	-
<b>Organizational Success</b>							
Administrative costs as a % of total expenses	9.16%	9.23%	9.36%			9.23%	▲
Medicaid reimbursement to private providers for services provided	\$40.4 M	12.6	-			12.6	-
% of adults who receive federal funds	86.00%	86%	85%			86%	▲
% of employees surveyed who have had opportunities at work to learn and grow in the last year	75.30%	100%	95%			100%	▲
% of employees who feel there is someone at work who encourages my development	Baseline	78%	76%			76%	▲
% of employees satisfied with policies and programs that promote workplace diversity	75.7%	100%	95%			100%	▲