

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

AGENDA

Thursday, March 23, 2017
Administration – lower level conference center
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

NONE

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- I. ASSIGNMENT OF BOARD MEMBERS TO ETHICS COMMITTEE
- II. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT
- III. SOUTHERN CENTER LEASE AGREEMENT

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- IV. LEVY BUDGET FORECAST
- V. LIABILITY INSURANCE COVERAGE
- VI. FEBRUARY FINANCIAL STATEMENTS
- VII. REVISED POLICY 2006 – WEAPONS AND VIOLENCE-FREE WORKPLACE

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. FEBRUARY 23, 2017 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT
 - 2. SOUTHERN CENTER LEASE AGREEMENT
 - 3. LEVY BUDGET FORECAST
 - 4. LIABILITY INSURANCE COVERAGE
 - 5. FEBRUARY FINANCIAL STATEMENTS
 - B. HR/LR COMMITTEE
 - 1. REVISED POLICY 2006 – WEAPONS AND VIOLENCE-FREE WORKPLACE
 - C. OTHER
 - 1. ASSIGNMENT OF BOARD MEMBERS TO ETHICS COMMITTEE
- VII. SUPERINTENDENT'S REPORT
 - A. LEVY UPDATE
 - B. EXECUTIVE SUMMARY – PROVIDER SATISFACTION
- VIII. PRESIDENT'S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Contract with Oriana House for Alternative Environment Program (AEP)	AEP is a diversion option for individuals with developmental disabilities from county jail pending trial or disposition	Approve contract with Oriana House for AEP for the period 2/1/17 to 12/31/17 in an amount not to exceed \$87,036

SUPPORTING DATA FOR RECOMMENDATION

Service Area: SSA

of Individuals Currently Served: Projecting 200 bed days

Amount of Decrease: \$94,443

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

This contract has ensured the availability of four beds (3 male; 1 female) for eligible individuals in a restrictive, structured residential environment. Funds of \$100,000 per year have supported the guaranteed placement of eligible individuals into these beds. Over the last 5 years, the female bed has never been used and at most, have used only 2 male beds at one time. This contract will reduce the number of beds to 2 male beds at the cost of \$50,000 per year.

In addition this contract also supports the services provided to individuals when they are placed in the AEP program. Cost is \$185.18 per day. In 2015 and 2016 the budget accounted for the use of 440 bed days each year. In 2015 there were 261 bed days used and 171 in 2016.

The 2017 contract will fund 200 bed days.

Services while housed in the AEP may include case management, crisis counseling, social skills group, medication compliance, recreation, hygiene & nutrition.

Total contract amount: \$87,036

\$50,000 bed guarantee

\$37,036 bed usage

Funds are available in the 2016 budget to support this collaboration.

**Recommended for approval by the Services & Supports and
Finance & Facilities Committees.**

Submitted By: Holly Brugh

For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

 X Services & Supports Committee

 HR/LR Committee

Date: 2/1/17



**SERVICE CONTRACT
BETWEEN
SUMMIT COUNTY
DEVELOPMENTAL DISABILITIES BOARD
AND
ORIANA HOUSE**

This Contract, entered into by and between the Summit County Developmental Disabilities Board, a Board authorized, created and appointed under the provisions of Chapter 5126 of the Ohio Revised Code, with its principal office at 89 East Howe Road, Tallmadge, Ohio 44278, hereinafter referred to as "Summit DD", and Oriana House with its principal office located at 885 Buchtel Avenue, Akron, Ohio, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to Oriana House for Staff Supervision and Daily Living Services delivered to eligible individuals with developmental disabilities through the Oriana Alternative Environment Program (OAEP).

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

I. SUMMIT DD OBLIGATIONS

- A. The Summit DD shall monitor the quality of services delivered under this Contract in the following manner: monthly reports, documentation review and site visits. In the event of an adverse finding, the Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by the Summit DD.
- B. Summit DD shall review and provide prior approval of each person served in need of the service prior to placement in the Oriana Alternative Environment Program. Summit DD will complete periodic reviews of billing process to assure services billed reconcile with services provided.

II. ORIANA OBLIGATIONS

- A. Oriana shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Oriana staff shall provide supervision twenty-four (24) hours per day, seven (7) days per week for each person served in the Oriana Alternative Environment Program; shall assure all staff delivering services are trained to serve individuals with developmental disabilities in accordance with Summit DD standards; shall provide training in adaptive daily living areas as appropriate to each persons need; and shall provide for cost to live needs. Oriana shall review each person served in need of service prior to placement in the Oriana Alternative Environment Program and determine, within a reasonable period of time, whether Oriana is able to serve the person. Persons who do not comply with Oriana's rules may be returned to the county jail, if appropriate.

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

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

III. ORIANA FINANCIAL OBLIGATIONS

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

IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed ***EIGHTY-SEVEN THOUSAND AND THIRTY SIX DOLLARS (\$87,036)*** and is limited to the Summit DD'S 2017 appropriation.
- B. Upon execution of this contract Summit DD will pay Oriana the sum of Fifty Thousand Dollars and no/100 (\$50,000.00). Summit DD will reimburse Oriana an amount not to exceed One Hundred

- Eighty Five Dollars and 18/100 (\$185.18) per diem for each day of service provided to each individual served under this contract.

V. TERM AND TERMINATION

- A. The term of this Contract shall be from February 1, 2017 through December 31, 2017.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing the Contractor with notice in writing not less than ninety (90) days prior to terminating this Contract.
- C. In the event of a breach of any provision of this Contract, the non-breaching party may institute Conciliation Procedures as set forth in "Exhibit 2" attached hereto and made a part of this Contract. If the dispute is not resolved within the timeframes identified in the Conciliation Procedure, then the non-breaching party may terminate this Contract by written notice delivered via certified mail.

VI. CONFIDENTIALITY

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

VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED

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

VIII. MISCELLANEOUS

A. STANDARDS

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

B. ASSIGNMENT

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

C. ENTIRE CONTRACT

It is acknowledged by the parties that this Contract supersedes any and all previous

written or oral Contracts between the parties concerning the subject matter of this Contract. Exhibits attached hereto are adopted by reference as though fully rewritten herein.

D. NOTICES

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

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

TO: Oriana House, Inc.
Anne Connell-Freund
Executive Vice-President of Operations
P. O. Box 1501
Akron, Ohio 44309

- E. In the event that any statute, regulation, rule or state or federal law is amended, the requirements of this Contract shall be automatically amended to reflect such modification without any further action by the parties.
- F. This Contract shall be governed by and interpreted in accordance with the laws of Ohio.

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

SIGNATURES

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

ORIANA HOUSE

Signature

Title

Date

Witness / Date

**COUNTY OF SUMMIT
DEVELOPMENTAL DISABILITIES BOARD**

Signature

Title

Date

Witness / Date

*APPROVED AS TO FORM
OPINION NO.: 10-095
MICHAEL D. TODD
ASSISTANT PROSECUTING ATTORNEY
SUMMIT COUNTY, OHIO*

EXHIBIT 1:

Status: _____ Not-for-Profit

_____ For Profit

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

NAME	ADDRESS

EXHIBIT 2

CONCILIATION PROCEDURE

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

STEP I

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

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

STEP II

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

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

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

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Approval of leasing Southern Center to a third party	Summit DD will be vacating the Southern Center in July 2017	The Board enter into a lease agreement with Greater Summit County Early Learning Center
<i>SUPPORTING DATA FOR RECOMMENDATION</i>		
<p>Summit DD will be discontinuing operations at the Southern Center at the end of June 2017. This facility, located at 1651 Massillon Rd in Akron (Springfield Township), is in process of transferring ownership from the County to Summit DD.</p> <p>We have a potential tenant lined up to sign a five-year lease agreement: Greater Summit County Early Learning Center. GSCELC is a highly-rated public conversion school serving grades K-4 that is in need of finding a new facility for the 2017-2018 school year. Our Southern Center is about a mile from their existing facility, and has a lot of features the school needs.</p> <p>The lease will generate \$40,000/year of revenue for Summit DD, and also ensure that we make use of a building that could otherwise sit vacant for the foreseeable future. The potential lessee has signed a Letter of Intent agreeing to the basic terms of a five (5) year lease.</p> <p>It is recommended that the Board enter into a lease agreement with Greater Summit County Early Learning Center.</p> <p style="text-align: center;">Recommended for approval by the February Finance & Facilities Committee.</p>		

Submitted By: Russ DuPlainDate: February 2017
 For: Superintendent/Assistant Superintendent
 X Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee

Letter of Intent

This Letter of Intent (the "letter") made is 10th day of January, 2017 (the "Execution Date")

Between: Summit County DD Board 89 E. Howe Rd. Tallmadge, Ohio 44279

(The "Lessor")

AND

Greater Summit County Early Learning Center K-4

2141 Pickle Rd. Akron, Ohio

(The "Lessee")

BACKGROUND:

- A. The Lessor is the owner of the property located at 1651 Massillon Rd.
Akron, Ohio 44312**
- B. The Lessee wishes to lease the property located at 1651 Massillon Rd.
Akron, Ohio 44312**

This letter will establish the basic Lease between the Lessor and Lessee. The terms contained in this letter are not comprehensive and it is expected that additional terms may be added, and existing terms may be changed or deleted. The Basic terms are as follows:

Non-Binding:

1. This letter does not create a binding agreement between lessor and lessee and will not be enforceable. Only the future lease agreement, duly executed by the Lessor and the Lessee, will be enforceable. The terms and conditions of any future lease will supersede any terms and conditions contained in this letter.

Transition Description:

2. The property (the "property") that is subject to this letter is located at: 1651 Massillon Rd. Akron, Ohio
3. The total base lease price is \$ 40,000.00 per year, paid monthly in the amount of \$ 3,333.33 for a term Five (5) years.
4. The Lessee will pay to lessor the security deposit in the amount of \$5,000.00 due on or before March 31, 2017
5. The lessee will take possession on August 1, 2017
6. Lessee will be responsible for payment of all utilities to the property including Electric, water and sewer, natural gas, trash removal and insurance for all lessee owned contents in the building and maintenance of the boiler and HVAC system
7. Lessor will be responsible for all capital items for the building, including roof, boiler and HVAC
8. Lessor will furnish snow removal of the driveways and parking lot, lessee responsible for sidewalks and entrances into the building.
9. Lessor will furnish lawn-care for the property including mowing of all grassy areas.

10. The lessee accepts the Property in its current state and condition without any further work. Repairs, treatments or improvements.

Dale L Cook / *#23-17*

Greater Summit County Early Learning Center K-4



John R. Kasich, Governor
Tom Gunlock, President, State Board of Education
Paolo DeMaria, Superintendent of Public Instruction

November 14, 2016

Teresa M. Graves, Principal
Greater Summit County Early Learning Center
2141 Pickle Rd
Akron, Ohio 44312



Dear Principal Graves:

Congratulations! I'm pleased to tell you that Ohio's State Board of Education has granted Greater Summit County Early Learning Center the 2016 All A Award. The All A Award recognizes schools that have received A's on every aspect of school performance measured on their 2016 Ohio School Report Cards.

As an All A Award winner, yours is an elite school demonstrating high-quality teaching and leadership that resulted in high academic performance for all your students. Your report card for the 2015-2016 school year showed two admirable achievements: Your school closed achievement gaps between subgroups of students and ensured that your pupils received more than a year's worth of academic growth. I congratulate you on recruiting and motivating high-quality school leaders and educators capable of achieving these kinds of successes.

Members of the State Board appreciate your leadership and the dedication of your staff who clearly produced this great success. Please express our thanks to your staff members and parents for believing that every child can succeed and for making sure that every child does.

Yours is a wonderful example for all Ohio schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Gunlock".

Thomas Gunlock
President
State Board of Education

25 South Front Street
Columbus, Ohio 43215
sboe.ohio.gov

(877) 644-6338
(888) 886-0181 (TTY)

2015-2016 Report Card for Greater Summit County Early Learning Center

SCHOOL GRADE

Coming in
2018



Achievement

The Achievement component represents the number of students who passed the state tests and how well they performed on them.

Performance Index
90.7%.....A

Indicators Met
100.0%.....A

COMPONENT GRADE

A



Progress

The Progress component looks closely at the growth that all students are making based on their past performances.

Value Added

Overall.....A
Gifted.....NR
Students with Disabilities.....NR
Lowest 20% in Achievement.....NR

COMPONENT GRADE

A



Gap Closing

The Gap Closing component shows how well schools are meeting the performance expectations for our most vulnerable populations of students in English language arts, math and graduation.

Annual Measurable Objectives
100.0%.....A

COMPONENT GRADE

A



Graduation Rate

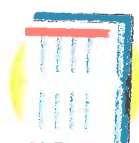
The Graduation Rate component looks at the percent of students who are successfully finishing high school with a diploma in four or five years.

Graduation Rates

This school is not evaluated for graduation rate because there are not enough students in the graduating class.

COMPONENT GRADE

Not Rated



K-3 Literacy

The K-3 Literacy component looks at how successful the school is at getting struggling readers on track to proficiency in third grade and beyond.

K-3 Literacy Improvement
NC.....NR

COMPONENT GRADE

Not Rated



Prepared for Success

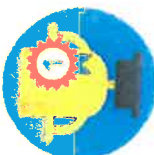
Whether training in a technical field or preparing for work or college, the Prepared for Success component looks at how well prepared Ohio's students are for all future opportunities.

COMPONENT GRADE

Not Rated

2015-2016 Report Card for Greater Summit County Early Learning Center

Achievement



The Achievement component represents the number of students who passed the state tests and how well they performed on them.

COMPONENT GRADE

A

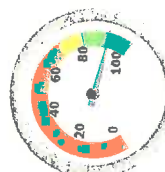
GRADE

A

Performance Index

The Performance Index measures the test results of every student, not just those who score proficient or higher. There are six levels on the index and districts receive points for every student in each of these levels. The higher the achievement level the more the points awarded in the district's index. This rewards schools and districts for improving the performance of all students, regardless of achievement level.

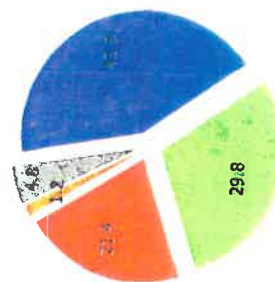
Performance Index



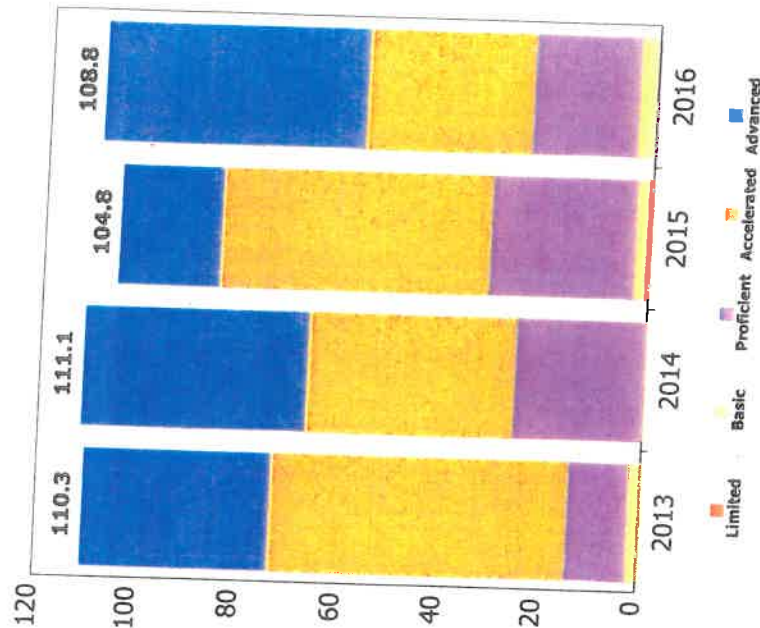
108.8 of a possible 120.0

A = 90.0 - 100.0%
B = 80.0 - 89.9%
C = 70.0 - 79.9%
D = 60.0 - 69.9%
F = 0.0 - 49.9%

Achievement Level	Pct of Students	Points for this Level	Points Received
Advanced Plus	0.0	x 1.3	= 0.0
Advanced	42.9	x 1.2	= 51.4
Accelerated	29.8	x 1.1	= 32.7
Proficient	21.4	x 1.0	= 21.4
Basic	4.8	x 0.6	= 2.9
Limited	1.2	x 0.3	= 0.4
Untested	0.0	x 0.0	= 0.0
			108.8



Performance Index Trend



Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Approval of the budget forecast for a request of a 2019-2024 Levy renewal.	<p>Current levy funding expires on December 31, 2018. The continuation of funding is critical to ensure that 4,700 adults and kids with developmental disabilities get the services and supports needed to live their lives to the fullest.</p> <p>This is not a new tax. Houses valued at \$100,000 pay approximately \$11.50 a month.</p>	<p>Board approval of the request for levy renewal to be placed on the ballot in November, 2017.</p> <p>It is recommended by the Social Services Advisory Board that the fund balance be no less than three months operating expenses and two quarters of waiver match.</p>

SUPPORTING DATA FOR RECOMMENDATION

The county tax levy that generates more than 80% of funding for services to individuals with developmental disabilities will expire on December 31, 2018. This is Summit DD's only operating levy. The continuation of funding is critical to ensure that more than 4,700 adults and kids with developmental disabilities get the community services and supports needed to live their lives to the fullest. The Board is asked to approve a levy forecast for the period 2019-2024 based upon a renewal of the existing 4.5 mill levy, and to consider requesting the term of said renewal to be for a six-year period of time. This is not a new tax and will fund services from 2019-2024.

The levy supports Early Intervention services for more than 1,000 kids and families from birth to age 6 and provides inclusion support to more than 100 private childcare centers that support more than 280 kids with special needs alongside typically developing children. More than 2,000 adults receive support in community and facility based settings, including transportation to and from their day program. In addition, more than 1,700 adults receive residential services. Levy funds are used to provide monitoring and oversight of more than 500 private providers and to complete more than 1,300 administrative MUI investigations. Local levy funding is used as Medicaid match to access \$70 million dollars of additional federal funding invested directly into the local economy.

If the levy does not pass, Early Intervention support will be discontinued for more than 1,000 kids from birth through age 6, more than 650 Special Olympics athletes will lose support, and adults will be placed on a waiting list for necessary services, including residential support or day programs.

Based on historical trend data, it is projected that the number of adults and kids Summit DD supports will continue to grow by at least 5% each year through the life of the levy cycle. Growth will continue in Service and Support Administration, Early Intervention, transition support for school age youth, inclusion support for community programs, and in oversight and monitoring of services.

Submitted By: Mira Pozna

For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

Date: 3/9/17

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

Draft levy projections are based on actual expenditures from 2012–2016 as well as known and projected future budget impactors. The projections are predicated on the following assumptions:

Revenue Assumptions:

- Preliminary estimate of levy renewal proceeds was calculated and provided by the Summit County Fiscal Office
- Medicaid reimbursement revenue realized by Summit DD is decreased as individuals choose private providers
- Other revenue areas remain relatively flat throughout the levy cycle

Expenditure Assumptions:

- Staff reductions are consistent with the current *Our Journey Forward* timeline and are offset by exit cost payouts and a 2.5% annual increase
- Employee benefits are consistent with staffing levels and include additional unemployment costs resulting from staff reductions
- Medicaid costs are increased as individuals choose private providers and new waiver growth
- Additional resources are added to direct service contracts for school aged youth transitioning into adulthood and provider support to support Long Range Plan goals
- Most other cost areas are decreased as individuals choose private providers

Current projections show continued deficit spending through the end of the next levy cycle. A detailed analysis of expenditures is performed with the annual budget preparation to meet the goals of the Long Range Plan within budget priorities.

Recommended for approval by the March Finance & Facilities Committee.

Submitted By: Mira Pozna

Date: 3/9/17

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

**SUMMIT COUNTY DEVELOPMENTAL DISABILITIES BOARD
LEVY FORECAST
FOR THE YEARS ENDING DECEMBER 31, 2017 THROUGH 2024**

	Levy Cycle					Levy Cycle							
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 FORECAST	2018 FORECAST	2019 FORECAST	2020 FORECAST	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST
REVENUE													
PROPERTY TAXES	\$ 49,626,366	\$ 50,029,330	\$ 50,246,690	\$ 50,383,353	\$ 50,445,128	\$ 50,609,746	\$ 50,609,746	\$ 50,609,746	\$ 50,609,746	\$ 50,609,746	\$ 50,609,746	\$ 50,609,746	\$ 50,609,746
PUBLIC UTILITIES/SHARED TAX	1,615,496	533,981	533,981	266,890									
GRANTS	514,814	484,359	470,814	669,041	1,490,698	1,627,402	1,127,402	1,127,402	1,127,402	1,127,402	1,127,402	1,127,402	1,127,402
CONTRACT SERVICES	372,568	393,686	383,683	250,026	150,218	157,110	150,000	150,000	150,000	150,000	150,000	150,000	150,000
SALES	13,650	13,209											
OTHER RECEIPTS	443,812	1,031,330	379,460	138,413	141,236	79,910	103,243	103,243	103,243	103,243	103,243	103,243	103,243
REFUNDS	39,074	2,866	28,383		32,822	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
REIMBURSEMENTS	17,452,806	15,159,463	16,422,930	13,236,134	17,740,129	12,485,745	11,792,439	10,157,713	10,237,713	10,237,713	10,237,713	10,237,713	10,237,713
TOTAL REVENUE	\$ 70,078,586	\$ 67,648,224	\$ 68,465,943	\$ 64,943,957	\$ 70,000,231	\$ 64,994,913	\$ 63,817,830	\$ 62,183,104	\$ 62,263,104	\$ 62,263,104	\$ 62,263,104	\$ 62,263,104	\$ 62,263,104
EXPENDITURES													
SALARIES	\$ 24,883,787	\$ 23,973,558	\$ 23,193,665	\$ 22,812,640	\$ 21,619,985	\$ 21,676,369	\$ 19,731,004	\$ 18,086,608	\$ 16,855,731	\$ 17,072,125	\$ 17,498,926	\$ 17,936,401	\$ 18,384,811
ERIP COSTS			3,177,110	77,623									
EMPLOYEE BENEFITS	10,063,900	10,038,546	10,102,571	10,155,303	9,244,657	9,854,803	9,347,909	8,165,052	7,261,899	7,443,446	7,629,533	7,820,271	8,015,778
SUPPLIES	1,602,982	1,590,223	1,251,275	1,160,289	706,318	958,239	712,091	469,633	460,241	451,036	442,015	433,175	424,511
TRAVEL	367,603	363,326	408,774	342,853	333,044	336,950	366,870	321,772	333,115	341,442	349,979	358,728	367,696
MEDICAID COSTS	21,264,992	21,195,911	22,126,519	24,341,370	24,624,485	24,765,000	26,381,227	28,149,209	28,833,908	29,518,607	30,203,307	30,888,006	31,572,706
DIRECT SERVICE CONTRACTS	6,644,647	6,996,161	8,504,574	7,322,030	8,774,216	8,318,264	8,098,196	8,069,451	8,230,840	8,395,457	8,563,366	8,734,633	8,909,326
INDIRECT SERVICE CONTRACTS	3,664,591	3,665,310	3,161,653	2,748,341	2,395,543	2,980,608	2,075,039	1,769,347	1,733,960	1,699,281	1,665,295	1,631,989	1,599,349
UTILITIES	561,356	570,442	735,179	651,980	610,646	698,586	658,511	667,757	667,757	667,757	667,757	667,757	667,757
RENTALS	819,803	809,130	790,592	630,485	397,427	142,675	21,600	5,600	5,600	5,600	5,600	5,600	5,600
ADVERTISING	135,459	127,691	132,540	136,465	124,534	132,000	132,000	132,000	132,000	132,000	135,960	140,039	144,240
OTHER EXPENSES	329,540	305,582	368,928	340,975	329,128	363,289	347,922	332,271	338,916	345,695	352,609	359,661	366,854
EQUIPMENT	455,727	311,223	359,666	504,199	195,666	256,000	250,880	245,862	240,945	236,126	231,404	226,776	222,240
CAPITAL OUTLAY	666,876	621,222	287,079	299,057	73,201	379,000	371,420	363,992	356,712	349,578	342,586	335,734	329,020
TOTAL EXPENDITURES	\$ 71,341,262	\$ 70,570,345	\$ 74,600,126	\$ 71,523,610	\$ 69,430,850	\$ 70,861,763	\$ 68,494,669	\$ 64,780,553	\$ 65,261,623	\$ 66,656,149	\$ 68,088,337	\$ 69,538,769	\$ 71,009,887
NET REVENUES AND EXPENDITURES	\$ (1,262,676)	\$ (2,922,121)	\$ (6,134,183)	\$ (6,579,663)	\$ 569,381	\$ (5,866,851)	\$ (4,676,839)	\$ (2,597,449)	\$ (2,986,519)	\$ (4,395,045)	\$ (5,825,233)	\$ (7,275,665)	\$ (8,746,783)
FUND BALANCE													
BEGINNING FUND BALANCE	\$ 72,327,810	\$ 71,064,934	\$ 68,142,813	\$ 62,008,630	\$ 55,428,977	\$ 55,998,358	\$ 50,131,507	\$ 45,454,669	\$ 42,857,220	\$ 39,868,701	\$ 35,473,656	\$ 29,848,423	\$ 22,372,756
REVENUE	70,078,586	67,648,224	68,465,943	64,943,957	70,000,231	64,994,913	63,817,830	62,183,104	62,263,104	62,263,104	62,263,104	62,263,104	62,263,104
EXPENDITURES	(71,341,262)	(70,570,345)	(74,600,126)	(71,523,610)	(69,430,850)	(70,861,763)	(68,494,669)	(64,780,553)	(65,261,623)	(66,658,149)	(68,088,337)	(69,538,769)	(71,009,887)
ENDING FUND BALANCE	\$ 71,064,934	\$ 68,142,813	\$ 62,008,630	\$ 55,428,977	\$ 55,998,358	\$ 50,131,507	\$ 45,454,669	\$ 42,857,220	\$ 39,868,701	\$ 35,473,656	\$ 29,848,423	\$ 22,372,756	\$ 13,629,975
					3 mos operating and 2 qtrs waiver match		\$ 23,718,974	\$ 23,232,440	\$ 23,521,383	\$ 24,044,189	\$ 24,572,911	\$ 25,106,694	\$ 25,645,648
							\$ 21,735,695	\$ 19,624,780	\$ 16,347,318	\$ 11,429,467	\$ 5,075,512	\$ (2,733,936)	\$ (12,019,674)
							Difference						

Notes:

- Includes a 2010 cost report settlement that was expected in 2015. a 2011 cost report settlement that is more than budget and a TCM one line reconciliation for a total of \$4.4m more than budgeted.

Revenue Assumptions:

- Passage of levy renewal for years 2019 through 2024.

- Reimbursement revenue is decreased with the elimination of conflict of interest. All other revenues remains flat through the next levy cycle.

Expenditure Assumptions:

- Staff reductions are consistent with the current transition timeline and offset by exit cost payouts and a 2.5% annual increase.

- Employee benefits include additional unemployment costs resulting from staff reductions.

- Medicaid costs are increased with the elimination of conflict of interest and new waiver growth.

- Additional resources are added to Direct Service Contracts for school aged youth transitioning into adulthood and provider support to realize cost savings in future years.

- Most other cost areas are decreased as individuals choose private providers.

Summit County Board of Developmental Disabilities

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Liability Insurance	Summit DD must maintain risk protection for Board operations. Current Policies expire March 31, 2017.	That the Board approve, for the period April 1, 2017 through March 31, 2018: <ul style="list-style-type: none"> • Property and general liability, fleet/automobile liability, and umbrella liability with Selective Insurance Co. in an amount not to exceed \$83,883. • Directors and officers, and employment practices liability insurance with Selective Insurance Co. in an amount not to exceed \$32,508. • Cyber liability insurance with Illinois National Insurance Co. in an amount not to exceed \$10,692.

SUPPORTING DATA FOR RECOMMENDATION

Exposure has decreased over previous 12 months due to closure of Akron Center, sales of equipment and reduction in number of vehicles.

Policy	Premium		\$ Change	% Change
	2016-2017	2017-2018		
Property, General, Fleet, Auto, Umbrella	\$ 96,585	\$ 83,883	(\$ 12,702)	(13%)
Directors and Officers, Employment Practices	\$ 29,798	\$ 29,800	\$ 2	0%
Cyber Liability	\$ 11,124	\$ 10,692	(\$ 432)	(4%)
Total	\$ 137,507	\$ 124,375	(\$ 13,132)	(9.6%)
Optional: Reduce Employment Practices Retention from \$100,000 to \$75,000		\$ 2,708		
Grand Total		\$ 127,083		

A.M. Best Ratings:

Selective Insurance Co. of America A+ (Superior)

Illinois National Insurance Co. A (Excellent)

Funds are available in the 2017 budget.

Recommended for Approval by the March Finance & Facilities Committee.

Submitted By: Joe Eck, Dir. LR & RM

Date: March 9, 2017

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

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2017 AND 2016

	2/28/2017				2/28/2016			
	2017 ANNUAL BUDGET	2017 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2016 ANNUAL BUDGET	2016 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 50,015,032	1 \$ -	\$ 50,015,032	100.0%	\$ 50,543,000	\$ 12	\$ 50,542,988	100.0%
REIMBURSEMENTS	12,485,745	1,460,471	11,025,274	88.3%	13,915,074	4,964,666	8,950,408	64.3%
GRANTS	1,627,402	192,240	1,435,162	88.2% 2	1,434,473	164,855	1,269,618	88.5%
CONTRACT SERVICES	157,110	184,630	(27,520)	-17.5%	291,750	18,125	273,625	93.8%
REFUNDS	-	6,123	(6,123)	0.0%	-	930	(930)	0.0%
OTHER RECEIPTS	63,243	22,526	40,717	64.4%	72,456	85,827	(13,371)	-18.5%
TOTAL REVENUE	\$ 64,348,532	\$ 1,865,990	\$ 62,482,542	97.1%	\$ 66,256,753	\$ 5,234,415	\$ 61,022,338	92.1%
OPERATING EXPENDITURES								
SALARIES	\$ 21,676,369	\$ 3,431,039	\$ 18,245,330	84.2%	\$ 23,384,781	\$ 3,706,337	\$ 19,678,444	84.2%
EMPLOYEE BENEFITS	9,854,803	1,455,177	8,399,626	85.2%	9,408,874	1,524,500	7,884,374	83.8%
SUPPLIES	958,239	132,347	825,892	86.2%	1,252,728	147,965	1,104,763	88.2%
TRAVEL AND TRAINING	336,950	56,925	280,025	83.1%	382,260	61,003	321,257	84.0%
DIRECT CONTRACT SERVICES	8,264,516	1,582,830	6,681,686	80.8% 3	9,054,720	1,373,934	7,680,786	84.8%
INDIRECT CONTRACT SERVICES	3,034,648	362,936	2,671,712	88.0%	3,197,344	517,227	2,680,117	83.8%
MEDICAID COSTS	24,765,000	5,965,818	18,799,182	75.9% 4	24,715,000	5,942,330	18,772,670	76.0%
UTILITIES	702,100	108,243	593,857	84.6%	746,018	117,360	628,658	84.3%
RENTALS	142,675	33,724	108,951	76.4%	357,700	393,336	(35,636)	-10.0%
ADVERTISING	132,000	16,698	115,302	87.4%	127,500	3,873	123,627	97.0%
OTHER EXPENSES	363,323	99,373	263,950	72.6% 5	383,424	100,073	283,351	73.9%
EQUIPMENT	256,000	116,902	139,098	54.3% 6	277,500	18,067	259,433	93.5%
REAL PROPERTY IMPROVEMENTS	379,000	48,754	330,246	87.1%	400,000	-	400,000	100.0%
TOTAL EXPENDITURES	\$ 70,865,623	\$ 13,410,766	\$ 57,454,857	81.1%	\$ 73,687,849	\$ 13,906,005	\$ 59,781,844	81.1%
NET REVENUES AND EXPENDITURES	\$ (6,517,091)	\$ (11,544,776)			\$ (7,431,096)	\$ (8,671,590)		
BEGINNING FUND BALANCE								
PLUS: REVENUE	\$ 55,998,359	\$ 55,998,359						
LESS: EXPENDITURES	64,348,532	1,865,990						
	(70,865,623)	(13,410,766)						
ENDING FUND BALANCE	\$ 49,481,268	\$ 44,453,583						

Recommended for approval by the
March Finance & Facilities Committee

SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED FEBRUARY 28, 2017
(Rounded)

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

8.3%
83.3%

Revenue Budget:

1 Property Taxes:

\$ 92,000

Revenue:

2 Grants:

Quarterly Title XX grant reimbursement.

52,300

Expenditures:

3 Direct Contract Services:

Payment of the shared pool agreement with Summit County Family and Children First Council in support of services through CLUSTER.

\$ 110,700

Payment to The Arc of Ohio for the administration of the People Together Program.

25,000

4 Medicaid Costs:

Payment for waiver administration fee.

313,300

5 Other Expenses:

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

75,000

6 Equipment:

Payment to ComDoc for customized technical support of the paperless document management system.

77,100

Payment to Altura Communication Solutions for 2016 and 2017 annual phone system maintenance contracts.

33,600

Revenue:

Property Taxes:

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

Contract Services:

Payments received from Children Services Board for shared waiver costs for services provided June through December 2016.

\$ 117,500

Direct Contract Services:

Annual contract payment to Summit Housing Development Corp. (SHDC) to assure stable and affordable residence for individuals living in homes owned by SHDC.

254,000

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Revision to Board Policy 2006 – Weapons and Violence-Free Workplace	Revise Policy 2006 to bring it into compliance with Senate Bill 199	Approval of revised Policy 2006
<i>SUPPORTING DATA FOR RECOMMENDATION</i>		
<p>Current Policy 2006 prohibits possession of firearms in privately owned vehicles on Board property.</p> <p>Senate Bill 199, effective March 21, 2017, prohibits Summit DD from having or enforcing a policy that precludes persons who are otherwise authorized to carry firearms from having a firearm and/or ammunition in their privately owned vehicle when it is parked on employer property, subject to specific conditions, which include:</p> <ul style="list-style-type: none"> • The firearm and/or ammunition must remain in the vehicle; and • The firearm and/or ammunition must be locked in a glove box, trunk or other container inside the vehicle when the person authorized to carry the firearm is outside the vehicle; and • The vehicle must be properly parked in an authorized location. <p style="text-align: center;">Recommended for approval by the March HR/LR Committee.</p>		

Submitted By: Joe Eck, Dir. LR & RMDate: March 13, 2017
 For: ☐ Superintendent/Assistant Superintendent
☐ Finance & Facilities Committee
☐ Services & Supports Committee
☒ HR/LR Committee

2006 – ~~VIOLENCE-FREE WORKPLACE AND WEAPONS~~ **WEAPONS AND VIOLENCE-FREE WORKPLACE**

To ensure that Summit DD ~~is committed to creating and maintaining~~ **is** a safe work environment that is free ~~of~~ from violence, deadly weapons or dangerous ordnance **the Agency prohibits the possession or use of dangerous weapons on Board property.**

This policy applies to all **Summit DD** ~~Board~~ staff and individuals receiving supports in a Summit DD workplace. Workplace includes any Summit DD owned or operated building, Summit DD property, any place where a Summit DD-related activity, event or function is conducted, Summit DD vehicle, and/or Summit DD approved vehicle used to and from a Summit DD or Summit DD-related activity, event or function, such as a field trip or athletic event where persons served are under the jurisdiction of the Board.

Any acts or threatened acts of violence will not be tolerated. Summit DD staff engaging in threatening and/or violent behavior will be subject to discipline, up to and including termination of employment.

Unless otherwise authorized by law, ~~pursuant to the Ohio Revised Code~~, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto or into any Summit DD property, Summit DD owned/operated vehicle or any locations where Summit DD conducts business and/or where Summit DD sponsors events. Weapons are defined as firearms, knives, clubs, chains or any other implement intended for use as a weapon. ~~It is also prohibited for persons to possess a firearm or other deadly weapon(s) in his/her own motor vehicle that is parked on Summit DD property or locations where Summit DD conducts business, including Summit DD sponsored events.~~

A license to carry a concealed handgun does not supersede Board policy. Any person with a valid license to carry a concealed handgun ("CHL") who chooses to possess a firearm and/or ammunition while on Summit DD property may do so only if all of the following conditions are met: the firearm and/or ammunition must remain in the CHL holder's privately owned vehicle; the vehicle must be lawfully and properly parked in an authorized location/ and the firearm and/or ammunition must be locked in a trunk, glove box or other container inside the vehicle at all times when the CHL holder is not present in the vehicle.

2006 – ~~VIOLENCE-FREE WORKPLACE AND WEAPONS~~
WEAPONS AND VIOLENCE-FREE WORKPLACE
(continued)

Summit DD reserves the right to question staff and visitors in order to ensure compliance with this Policy. Violations will be subject to discipline, up to and including termination of employment and/or criminal prosecution, as appropriate.

Summit DD will post at all of its facilities a notice in a conspicuous location prohibiting persons from carrying weapons. The absence of such notice shall not negate or cancel this policy.

ORC 2923.1210
ORC 2923.1212
ORC 2923.126

MINUTES – combined work session and regular meeting
Thursday, February 23, 2017

Summit County Developmental Disabilities Board

MINUTES - ~~draft~~

Thursday, February 23, 2017
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, February 23, 2017 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

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

ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowky, Assistant Superintendent	Holly Brugh, Director of SSA & Children's Services
Diamon Perry, Ombudsman	Mira Pozna, Director of Fiscal
Lynn Sargi, Director of HR	Russ DuPlain, Director of IT & Facilities
Billie Jo David, Director of Communications & MUI	Maggi Albright, Recording Secretary and others
Drew Williams, Director of Community Supports & Development	

I. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

Summit DD has partnered with the Oriana House since October 2012 to provide an Alternative Environment Program (AEP), which is a pretrial diversion option to house individuals with developmental disabilities who are facing certain criminal charges in lieu of awaiting trial/disposition in the Summit County jail. In past years, the contract has ensured the availability of four beds (3 male and 1 female) in a restrictive, structured, residential environment. However, the female bed has never been used and, at most, only two male beds have been used at one time. Within the past week, a need arose for a female placement and the Oriana House has made the accommodation. Mr. Briggs asked if the female bed is eliminated from the contract will the Oriana House make a commitment to make a bed available if the need arises again in the future.

MINUTES – combined work session and regular meeting
Thursday, February 23, 2017

WORK SESSION *(continued)*

I. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT *(continued)*

Mrs. Brugh responded that the contract reduction was at the suggestion of the Oriana House and that there has never been a physical bed held, it has been a placeholder. The Oriana House has made assurances that if the need arises for a female bed in the future, space will be made available. Mr. Briggs asked if money is included in the contract to cover the use of a female bed. Mrs. Brugh replied she is working with the Oriana House to ensure that resources are in place. Additionally, the contract supports services provided to individuals when they are placed in the AEP such as case management, crisis counseling, social skills group, medication compliance, hygiene, nutrition and recreation. In 2015, 261 bed days were used and 171 bed days were used in 2016. Mr. Quade asked if people are aware of these alternative resources. Mrs. Brugh stated staff have visited the SHARPS program and the courts and have done reminder presentations to staff. The request is to enter into a contract for the period February 1, 2017 through December 31, 2017 in an amount not to exceed \$87,036. The contract reduces the number of beds to two male beds at a cost of \$50,000 per year and funds 200 bed days. The support services are at a cost of \$185.18/day. Funds are available in the budget and the Oriana House AEP contract has been recommended for approval by the February Finance & Facilities and Services & Supports Committees.

II. SOUTHERN CENTER LEASE AGREEMENT

Summit DD will be discontinuing operations at the Southern Center at the end of June 2017. Ownership of this facility is currently being transferred from the County to Summit DD. The Greater Summit County Early Learning Center (GSCELC) would like to enter into a five-year lease agreement for this building beginning August 1, 2017. GSCELC is a highly rated public conversion school serving grades K-4. The lease would generate \$40,000/year in revenue and would also ensure that the building is not vacant. GSCELC has signed a Letter of Intent agreeing to the terms of a five-year lease. The GSCELC CEO, Teresa Graves, along with two GSCELC Board Members were in attendance at the Board Meeting. Ms. Graves thanked the Board for consideration of the lease agreement. She stated GSCELC serves eight different school districts and the Southern Center building is within several miles of their current operation. She noted that Summit DD staff, Marion Perkins and Mary Helen Voros, have been outstanding ambassadors and Russ DuPlain has also been a great connection in facilitating communication. Mr. Briggs thanked the GSCELC representatives for their interest and commented that their attendance tonight demonstrates the commitment to this agreement. The letter of intent has been reviewed and recommended for approval by the February Finance & Facilities Committee.

MINUTES – combined work session and regular meeting
Thursday, February 23, 2017

WORK SESSION *(continued)*

III. CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT

CMOR is an Akron-based company that follows best practices in the survey research industry, including all methodologies associated with calling mobile numbers. CMOR provides an in-house data and calling center where staff are trained in the rights of individuals with disabilities and MUI identification and reporting prior to making contact with individuals or families. The request is to enter into a contract with CMOR for the period March 1, 2017 through December 31, 2017 in an amount not to exceed \$71,115. Services provided under this contract would include completion of surveying and data mining with individuals, parents/guardians and registered voters. Data from these surveys is used to assess relative levels of satisfaction with Summit DD and the services individuals receive from all providers, awareness of perceptions of Summit DD and barriers and facilitators of community inclusion. Results are used to identify a Strengths, Weaknesses, Threats and Opportunities (SWOT) analysis that is used for the creation of the Agency's Long Range Plan and the Annual Action Plan. The monthly satisfaction survey cost of \$31,065 includes a random sample of 35 individuals and 50 parents/guardians, which coincide with recent annual team meetings. The survey measures general levels of satisfaction with Summit DD as an administrator of services and satisfaction with services received from across all service providers. Responders are also asked to identify barriers and facilitators to community inclusion. Results are aligned with the National Core Indicators to obtain state and national benchmarks and are provided using an online dashboard each month as well as quarterly reports aggregated by select demographics and providers. The community research cost of \$31,025 includes a telephone poll of 800 registered voters using landline and mobile phones. The poll assesses awareness and perceptions of Summit DD and identifies barriers and facilitators of community inclusion. It also tests the support for Summit DD when given different sets of information. Results are provided in a detailed report aggregated by demographic and geographic attributes as well as an executive summary. Detailed maps are also provided to help target key messaging and prioritize communities for inclusion initiatives. The community recall cost is \$9,025 which includes a recall of 400 registered voters to provide awareness and perceptions of Summit DD and assess support for Summit DD compared to the March survey benchmark. The contract was taken to bid in 2016 and offers competitive pricing. Funds are available in the budget and the CMOR contract has been recommended for approval by the February Finance & Facilities and Services & Supports Committees.

IV. JANUARY FINANCIAL STATEMENTS

The year started with deficit spending which will continue through the first quarter until tax revenue is received. Revenue for January includes reimbursement of the quarterly state subsidy in the amount of \$684,000 and payments received from the Children's Services Board for shared waiver costs for services provided from June through December 2016 in the amount of \$117,500.

MINUTES – combined work session and regular meeting
Thursday, February 23, 2017

WORK SESSION *(continued)*

IV. JANUARY FINANCIAL STATEMENTS *(continued)*

There was also a timing difference; approximately 49% of annual property taxes are expected in March or April. Expenditures for the month included an annual contract payment to Summit Housing Development Corporation (SHDC) in the amount of \$254,000, quarterly Medicaid waiver match in the amount of \$5,653,000 and roof repairs at the administration building in the amount of \$35,700. The fund balance at the end of January 2017 is \$47,994,557. The January financial statements have been recommended for approval by the February Finance & Facilities Committee.

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

BOARD MEETING

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

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, asked for an update regarding the sale of Bath Center. Mr. Trunk responded that there is still a potential buyer showing interest in the facility but no offer has been made. He added that staff will be requesting that County Council deed the property over to the Board.

Ms. Frank commented that some people have questions about why the Board needs a renewal levy since services are being reduced. Mr. Trunk replied the Board is still the administrator of services and will support private providers where individuals will receive services. Additionally, the areas of Children's Services and SSA will continue to grow and services will be maintained in the areas of MUI and Quality. The Board supports about 100 new graduates each year and approximately 10-20 individuals need new residential services each year.

MINUTES – combined work session and regular meeting
Thursday, February 23, 2017

BOARD MEETING *(continued)*

I. PUBLIC COMMENT *(continued)*

Darlene Rose, a Summit DD staff, asked about future plans for the inclusive playground. Mrs. Brugh responded that Summit DD has partnered with Lock 3 for many events and activities and they have asked to have the playground relocated at Lock 3. Staff are working with the City of Akron to have the playground moved, which can be quite expensive. The City of Akron has committed to cover the cost of the move. Once the playground is moved and in place at Lock 3, the plan is to expand the playground. Mr. Dohnal asked if the dedication plaque will be relocated with the playground. Mrs. Brugh responded that this request was made and the City indicated it would not be a problem. Mr. Briggs noted this partnership is in line with Mayor Horrigan's commitment to keep youth in the City.

II. APPROVAL OF MINUTES

- A. JANUARY 26, 2017 (annual organizational meeting and combined work session and regular meeting)

R E S O L U T I O N

No. 17-02-01

Mrs. Wilkinson moved that the Board approve the minutes of the January 26, 2017 annual organizational meeting and combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

III. BOARD ACTION ITEMS

A. **FINANCE & FACILITIES COMMITTEE**

1. **CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT**

R E S O L U T I O N

No. 17-02-02

Mr. Siegferth moved that the Board approve a contract with the Center for Marketing and Opinion Research (CMOR) for the period March 1, 2017 through December 31, 2017, in an amount not to exceed Seventy One Thousand One Hundred Fifteen Dollars (\$71,115.00), as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting
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BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. JANUARY FINANCIAL STATEMENTS

RESOLUTION

No. 17-02-03

Mr. Dohnal moved that the Board approve the January financial statements, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. 2016 YEAR END MUI UPDATE

There were 317 MUIs opened during the fourth quarter of 2016 for a total of 1,276 cases in 2016, as compared to 1,299 MUIs in 2015 and 1,296 MUIs in 2014. Approximately 46% of MUIs opened were category A cases, 13% were category B cases and 41% were category C cases, with the remaining 5% of cases still open investigations. 47.59% of the category A cases were substantiated. All category A cases must be reviewed by law enforcement. The breakdown of case type has remained relatively consistent over the past three years. Out of 550 cases referred, 101 were opened by the Summit County Sheriff's office. Mr. Quade asked about the difference between the total number of category A cases and the number referred. Mr. Trunk explained that some cases cross into multiple categories. There were a total of 25 arrests in 2016; two misdemeanor and 13 felony, with 13 individuals indicted. 90% of MUIs were reported to DODD within 24 hours of discovery; 100% of MUI investigations were completed on time and the average time to close a case is 40 calendar days.

B. 2016 YEAR END ACTION PLAN UPDATE

The Action Plan reports on the status of key performance indicators and action items. Of the overall key performance measures, 15 of 22 measures have met or exceeded projections; 4 of 22 measures are within 5% of projections; and 3 of 22 measures are below projections. Below are some of the highlights:

Inclusive Community

- More than 284 children are supported in community childcare centers, compared to 103 in 2015. Childcare options for children over age 3 has increased by 161%, going from 89 kids in 2015 to 233 kids in 2016.
- The number of adults working in the community has increased from 17.6% during the first quarter of 2016 to 23.6%

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

B. 2016 YEAR END ACTION PLAN UPDATE *(continued)*

Inclusive Community *(continued)*

- Summit DD was represented at over 40 local events throughout the County and supported more than 30 organizations through sponsorships. The Board has partnered with local libraries, Lock 3 and Akron Children's Museum to provide more inclusive opportunities for adults and children. Meetings continue with local elected officials and the Superintendent will be speaking at the Mayor's Association in late February.
- Acceptance of integrated classrooms is at 65% so there is still room for improvement in this area.
- Website visitors fell below the 50,000 projection with approximately 41,505 visitors. The content has been analyzed and a content calendar around areas that increase traffic has been developed.

Mr. Quade asked about the decrease in website visitors. Ms. David responded there is more traffic during inclement weather times when people check the Agency open/closed status. She noted that the video posts are getting a lot of traffic and stated there is a website refresh planned for this year.

Person Centered Planning

- Parents/guardians experienced a high level of choice and involvement in the planning of services, with a 94% rating from parents/guardians of adults and 95% from parents/guardians of children.
- All SSAs and managers have been trained in person centered planning and managers have been trained on coaching and mentoring. Managers attend team meetings and observe the person centered planning process. Navigators have also been added as a team resource.
- An area below goal is around individuals feeling like they have more choice in their services and supports.

Individualized Support

- Summit DD supports 4,728 children, which exceeded the projection of 4,338 – an 8% increase over 2015 and 52% increase over 2006. The majority of this increase is expanding supports to children over age 3.
- Summit DD supports 1,162 families with Early Intervention, which is a 33% increase from 2015. A total of 369 children are between the ages of 3-6 compared to 134 in 2015.
- An emphasis was to increase support for transition age youth – Summit DD assisted three schools in developing a provider partnership to assist with the transition.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. 2016 YEAR END ACTION PLAN UPDATE (continued)

Quality

- Summit DD's satisfaction rating remains high at 98% from individuals and 88% from parents/guardians.
- Summit DD launched a provider website to communicate and offer assistance to providers. Best practice standards for service areas were developed and training and technical assistance is also available to providers. Quality Assurance services were also expanded.
- Summer youth employment opportunities were expanded in 2016.

Organizational Success

- Summit DD continues to exercise fiscal stewardship with less than 9% administrative costs as a percentage of all expenses. 95% of adults receiving day services are enrolled on a Medicaid waiver, compared to 85% in 2015.
- As part of the CMS mandate to no longer provide direct services, the Agency successfully transitioned all adults attending the Akron Center to private providers in June 2016. Transition plans for Ellet Center, Southern Center, Dream Out Loud and most community employment programs are scheduled for the end of June 2017. Regular communication is provided to all stakeholders and parent transition teams are in place for all Summit DD services. Most staffing reductions have been accomplished through attrition, with 43 staff finding new opportunities. Summit DD continues to offer job search assistance, education and training support and benefit enhancements to staff.

Mrs. Wilkinson stated this is fantastic information and thanked staff for their hard work. She said it is easy to take for granted the amazing services available in Summit County that some other counties don't offer. Other counties in Ohio and surrounding states are not as progressive as Summit County, particularly in the area of community inclusion, which is vital. She commented how welcoming and inclusive Summit County has become.

Mr. Briggs stated he is impressed with the overall satisfaction and even more impressed with the employee satisfaction rating. He is, however, concerned about the percentage of residents who support inclusive classrooms and asked what can be done to move the needle. He said it is imperative to achieve integrated classrooms and acceptance of individuals with disabilities as equal citizens. Increasing these numbers will make our community stronger and better. He commented that the Board needs to look at this area and determine what can be done. Mr. Trunk replied that staff are using the Board's influence to work with schools and families by offering partnerships as a commitment to the Board's priorities.

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BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

C. ETHICS COMMITTEE

In order for the full Board to perform the duties of the Ethics Committee, the Board would need to adopt a policy specifying that the Board is not willing to enter into direct services contracts with any person who is a Board Member, a former Board Member or a member of the immediate family of a Board Member or former Board Member. While it is unlikely that such a situation would arise with the current Board composition, adopting such a policy would remove existing flexibility and it is not recommended. The recommendation is to have the Board appoint three Board Members to serve as the Ethics Committee once the current Board Member vacancy is filled. The preference would be to appoint Members who will not have any interest in direct services contracts during the next two-year period.

D. LEVY UPDATE

Mr. Trunk stated staff are in the process of identifying a leadership committee and noted that several people have already expressed interest. Benchmarks have been identified which include Board approval of the levy plan in March. The levy plan will be presented to the SSAB for approval in April and from there it will go to the County to approve the millage, with subsequent approval by full Council. Mr. Briggs asked when ballot language needs to be submitted to the Board of Elections. Mrs. Kamlowky replied the language needs to be submitted 90 days in advance, which is in August.

E. MISCELLANEOUS

Mr. Trunk announced that Allyson V. Lee has been appointed by Probate Judge Elinore Stormer to the Summit DD Board. Ms. Lee will fill the current Board vacancy and will begin in March.

Mr. Trunk thanked Mr. Briggs and Mrs. Kamlowky for their participation in the meeting with METRO staff. He advised this issue around disparity in fee charges to individuals with disabilities is still unresolved. He indicated that barriers remain around how METRO defines work. Mr. Briggs added that the last meeting with METRO, which included METRO's Board President, was positive and he is hopeful there will be a resolution to this issue soon.

Mr. Trunk noted the Board received a proclamation signed by the Governor and First Lady of Ohio recognizing Summit DD's commitment in promoting the talents of individuals with disabilities through art, while gaining confidence in their skills and abilities and for being self-advocates.

BOARD MEETING *(continued)*IV. SUPERINTENDENT'S REPORT *(continued)*E. MISCELLANEOUS *(continued)*

March is DD Awareness month and some of the activities planned include:

- ✓ March 7th – Advocacy Day sponsored by the Mustard Seed in Montrose where self-advocates will speak about inclusion.
- ✓ March 9th – Movie Night at the Linda Theater where the 1984 classic, *Ghostbusters*, will be shown
- ✓ March 16th – Inclusion Day where all are encouraged to wear orange and show their support for inclusion
- ✓ March 16th – Akron Children's Museum is sponsoring an inclusive, sensory-friendly event that will be free to everyone
- ✓ March 30th – 2nd Annual Appreciation Breakfast/Awards Ceremony held at Quaker Station where County Executive will be the keynote speaker.

V. PRESIDENT'S COMMENTS

Mr. Briggs commented that 2016 was an exciting year and he commended the Executive Leadership Team and staff for their excellent planning of the transition and for maintaining the good reputation of Summit DD. He stated Summit DD is the best DD Board in the State of Ohio. Staff cannot rest, and this administration and team never does, since there is much more work to be done. He encouraged everyone to roll up their sleeves and work together to do great things for the individuals and families supported in Summit County.

VI. EXECUTIVE SESSION

R E S O L U T I O N

No. 17-02-04

Mrs. Ricks moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (3) to discuss pending court action. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

The regular session of the Board Meeting adjourned at 6:03 p.m.

The Board entered Executive Session at 6:10 p.m.

The Board Meeting reconvened at 7:29 p.m.

There being no further business, the Board Meeting adjourned at 7:30 p.m.

Denise Ricks, Secretary