

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

AGENDA

Thursday, September 28, 2017
Administration – lower level conference center
5:00 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. HATTIE LARLHAM NURSING SERVICES CONTRACT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- II. ARAKYTA CONTRACT
- III. OFFICE SPACE RENOVATIONS

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- IV. 2018 EMPLOYEE HEALTH INSURANCE
- V. AUGUST FINANCIAL STATEMENTS
- VI. 2018 SUMMIT DD CALENDAR

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. August 24, 2017 (work session and regular meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. ARAKYTA CONTRACT
 - 2. OFFICE SPACE RENOVATIONS
 - 3. 2018 EMPLOYEE HEALTH INSURANCE
 - 4. AUGUST FINANCIAL STATEMENTS
 - B. HR/LR COMMITTEE
 - 1. 2018 SUMMIT DD CALENDAR
- VII. SUPERINTENDENT'S REPORT
- VIII. PRESIDENT'S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Hattie Larlham Community Services (HLCS) Nursing contract	Nursing services for adults who attend Summit DD facilities	Approve contract with Hattie Larlham Community Services to provide nursing services to Board eligible individuals for the period January 1, 2018 through December 31, 2018 in an amount not to exceed \$182,492
SUPPORTING DATA FOR RECOMMENDATION		
<p>Service Area: Adult Services # of Individuals Currently Served: 120 Additional # of Individuals Served: None Total Cost: \$182,492 per year Amount of Decrease: \$62,353 Satisfaction: Families and consumers continue to be satisfied with the nursing services they receive.</p> <p>Funding will support nursing services to adults attending Summit DD center-based facilities. Nursing services are required to oversee medication administration, nursing delegation and perform specific nursing tasks within Summit DD's Centers.</p> <p>Even though, person served continue to transition from Summit DD private providers, there is still a need for nursing services and oversight within Summit DD Centers. Summit DD staff continue to perform delegated nursing tasks, such as, the passing of medication, assisting person served with receiving nutrition and medication through a G-tube or J-tube and other health related activities. Staff that perform these tasks must be over seen by a registered nurse and participate in regular trainings. In addition, nursing staff have assisted teams and private providers with ensuring a smooth transition for individuals that needed support with health related activities.</p> <p>Starting January 2018, Summit DD Center Based services will need two Registered Nurses and one Licensed Professional Nurse (LPN). After the transition out of the Tallmadge Center on June 30, 2018, the LPN will no longer be needed.</p> <p>Funds are available in the budget.</p>		

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

Submitted By: Drew Williams

Date: September 2017

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



**SERVICE CONTRACT
BETWEEN
SUMMIT COUNTY
DEVELOPMENTAL DISABILITIES BOARD
AND
HATTIE LARLHAM COMMUNITY SERVICES**

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 HATTIE LARLHAM COMMUNITY SERVICES with its principal office located at 9772 Diagonal Road, Mantua, Ohio 44255, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to HATTIE LARLHAM COMMUNITY SERVICES for *Nursing Services for Adult Services*.

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

I. SUMMIT DD OBLIGATIONS

- A. The Summit DD shall monitor the quality of services delivered under this Contract in the following manner: monthly reports, documentation reviews and/or site visits. In the event of an adverse finding, the Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by the Summit DD.
- B. Summit DD shall review and evaluate the services delivered by Contractor on a continuing basis to ensure that such services are delivered in accordance with the individual's Individual Plan (IP), Individualized Education Plan (IEP) and Individualized Family Service Plan (IFSP). The results of said review and evaluation will be shared by Summit DD with the Contractor.
- C. Summit DD will provide all necessary medical equipment and medical supplies for completion of daily nursing services for individuals enrolled in Summit DD programs.

II. CONTRACTOR OBLIGATIONS

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. 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 Summit DD for all staff providing services under this Agreement.

1. Nursing services shall be carried out under the supervision of the Contractor who shall have the full authority regarding the employment and direction of nursing personnel, personnel policies, and medical and nursing policies.
 2. Nursing time to be scheduled at locations designated by Summit DD. All nurses will work Summit DD's 260 day varied scheduled daily and shall work all days that Summit DD staff is required to work unless other arrangements are made. If nursing staff is not available on the designated day, the Contractor is responsible to provide coverage to meet client needs. The Contractor will notify the Managers of sites affected by absences. Summit DD will furnish Contractor with a copy of the work calendar for each designated site.
 3. For the period of January through June 2018, nursing services shall be provided by two (2) Registered Nurses (RN) and one (1) Licensed Practical Nurse (LPN). For the period of June through December 2018, nursing services shall be provided by two (2) RNs.
- C. Contractor shall make available to the Summit DD or its designated representative for review all records and data pertaining to payments, claims and services rendered to individuals under this contract. Contractor shall initiate corrective action where necessary to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided.
- D. Contractor shall reply to and cooperate in arranging compliance with an identified program or fiscal audit. Contractor is liable to Summit DD for any adverse findings that result from an action it takes or fails to take in the implementation of its response to adverse audit findings.
- E. Contractor shall comply with all professional licensure and certification requirements, including but not limited to furnishing evidence of the following: Contractor shall conduct criminal background investigations of all staff in accordance with Ohio Revised Code § 5123.081. Contractor shall require that all staff meet the Ohio Department of Developmental Disabilities rules and regulations as applicable to Contractor. Contractor shall employ staff in sufficient numbers and with sufficient academic background and/or experience to meet the training, health, safety, social and personal needs of the individual as such needs are mutually agreed upon by the parties. Contractor shall obtain training, which is acceptable to the Summit DD for all staff providing services under this Contract. Contractor shall comply with all local, state and federal requirements regarding non-discrimination, fair employment practices and wage/hour standards, and shall not discriminate in the provision of services on the basis of race, color, disability, religion, sex or national origin. Contractor shall furnish the Summit DD with evidence of appropriate state licensure and credentials as required for all personnel providing services under this Contract.
- F. The Contractor agrees to submit all such programmatic and financial information as may reasonably be required by the Summit DD:
1. To permit monitoring and evaluation of the faithful performance of services being rendered under this contract; and

2. To allow effective program planning, service coordination and resource development.
- G. Contractor shall give notice of incidents adversely affecting health and safety pertaining to individuals receiving services under this Contract to the Summit DD's Major Unusual Incident (MUI) Unit, and shall provide other additional reports to the Summit DD and to such other persons and/or agencies as is required by applicable state and federal law. "Major Unusual Incidents" and "Unusual Incidents" shall be defined for purposes of this Contract as such term is defined in the Ohio Administrative Code § 5123:2-17-02 and Contractor shall notify the Summit DD's MUI Unit within the timelines spelled out in said rule. Notification shall be made by submitting same to the Summit DD by electronic mail to www.muireports@summitdd.org or by facsimile to 330.634.8553.
- H. Contractor shall provide and maintain, in full force and effect, general liability insurance covering the Contractor's activities under this contract. This shall include coverage for liability or casualty loss or claims arising from actions by or from the use or occupancy by Contractor of premises used by the Contractor in performance of its duties under this contract. The Summit DD shall be included as an additional insured on the Contractor's liability insurance coverage. The Contractor shall provide the Summit DD with a copy of the Contractor's liability insurance policy before providing services in accordance with the Contract. Such coverage shall be in an amount of no less than \$1,000,000.00/occurrence. Should the policy have a general aggregate limit, such aggregate limit must not be less than \$2,000,000.00.
- I. Contractor shall comply with all applicable Workers' Compensation laws and acquire a certificate of insurance, evidence of which must be produced to the Summit DD upon demand.
- J. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- K. The Contractor shall indemnify, save and hold harmless the Summit DD and any agents or employees thereof, from any and all claims, demands, actions, or causes of action of whatsoever nature or character resulting from the performance of Contractor, its agents and/or employees, and shall make good any loss, damage or injury without the loss to the Summit DD.
- L. Contractor shall name the Summit DD as a source of funding in any audit, literature, brochure or presentation.
- M. Employees of the Contractor are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

III. CONTRACTOR FINANCIAL OBLIGATIONS

- A. Contractor will disclose for-profit or not-for-profit status on "Exhibit 1" attached hereto and made part of this Contract and a complete list of names and addresses of any individuals or organizations having a direct or indirect ownership or controlling interest of five percent (5%) or more in the Contractor.

- B. The Contractor agrees to keep a regular book of accounts maintained on an accrual basis of accounting and in such form as is consistent with generally accepted accounting principles. The Contractor further agrees to submit an audit of its operation by an independent certified public accountant annually. The Summit DD, or its authorized representative, shall have access to the books and records of the Contractor at any time during the normal business hours of the Contractor.
- C. If the Contractor is a non-federal entity that expends five-hundred thousand dollars (\$500,000) or more per year in federal awards, a single or program-specific audit shall be conducted in accordance with OBM Circular No. A-133. Any audit made in accordance with this paragraph shall be in lieu of any financial audit requirement under this Contract.

IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed **ONE HUNDRED SEVENTY EIGHT THOUSAND FOUR HUNDRED NINETY TWO DOLLARS AND 00/100 (\$178,492.00) plus an additional FOUR THOUSAND DOLLARS AND 00/100 (\$4,000.00) for mileage reimbursement (to be included on the monthly invoice and paid at the current IRS rate)**, and is limited to the Summit DD'S 2018 appropriation.
- B. **Payments will be made in six (6) equal monthly payments (plus mileage) for January through June, and six (6) equal monthly payments (plus mileage) for July through December.**

V. TERM AND TERMINATION

- A. The term of this Contract shall be from **January 1, 2018 through December 31, 2018.**
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing the Contractor with notice in writing not less than ninety (90) days prior to terminating this Contract.
- C. In the event of a breach of any provision of this Contract, the non-breaching party may institute Conciliation Procedures as set forth in "Exhibit 2" attached hereto and made a part of this Contract. If the dispute is not resolved within the timeframes identified in the Conciliation Procedure, then the non-breaching party may terminate this Contract by written notice delivered via certified mail.

VI. CONFIDENTIALITY

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

VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED

The Contractor shall establish a procedure for affording individuals served due process as appropriate. The Contractor shall utilize this procedure in the event of a disagreement between

the Contractor and the individual related to the Contractor's performance of its duties and obligations under this Contract.

VIII. MISCELLANEOUS

A. STANDARDS

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

B. ASSIGNMENT

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

C. ENTIRE CONTRACT

It is acknowledged by the parties that this Contract supersedes any and all previous written or oral Contracts between the parties concerning the subject matter of this Contract. Exhibits attached hereto are adopted by reference as though fully rewritten herein.

D. NOTICES

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

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

TO: Hattie Larlham Community Services
9772 Diagonal Road
Mantua, Ohio 44255

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

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

SIGNATURES

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

PROVIDER:

**SUMMIT COUNTY
DEVELOPMENTAL DISABILITIES BOARD**

Signature / Date

Signature / Date

Print Name

Print Name

Witness / Date

Witness / Date

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

EXHIBIT 1:

Status: _____ Not-for-Profit _____ For Profit

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

NAME	ADDRESS

CONCILIATION PROCEDURE

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

STEP I

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

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

STEP II

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

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

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

Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT

Attachment #2

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Allocation of resources for contracts in 2017	Licensing and custom consulting solution for SharePoint system upgrade	The Board approve the request to enter into contracts with Arakyta and software vendors in 2017 for an amount not to exceed \$108,455

SUPPORTING DATA FOR RECOMMENDATION

Total Cost: Not to exceed \$108,345 in 2017

Summary:

Summit DD is working with Arakyta ("air-AH-key-tah") to provide customized technical support and consulting as we migrate from an outdated version of SharePoint to a current version. SharePoint is a server-based software that is used for collaboration, file sharing, and departmental-specific uses. We are migrating from an on-premise installation of SharePoint 2007 to a cloud-based installation of SharePoint 2016 (part of the Office365 suite).

Arakyta has already done initial discovery and planning work, and will use their proven methodology to complete the upgrade and migration of our SharePoint environment at a cost of \$55,000.

Annual licensing costs for SharePoint online will be no more than \$39,600 per year, and will be purchased using State-term pricing or better. ShareGate software will be purchased to help us migrate from our old to our new environment at a cost of \$3,995.

The total cost of software, technical work, and contingency will be a maximum of \$108,455, and funding is available in the 2017 budget.

Contingency

Consulting services and technical support	\$55,000
SharePoint 2016 licenses	\$39,600
ShareGate - SharePoint migration software	\$3,995
Contingency (10%)	\$9,860
Total	\$108,455

It is recommended that the Board approve the request to enter into contracts with Arakyta and software vendors in 2017 for an amount not to exceed \$108,455.

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

Submitted By: Russ DuPlain

Date: August 2017

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

Main: (419)740-7150
Email: dennis@arakyta.com
www.arakyta.com

arakyta

O365 & SharePoint Online Migration

Quote Information:

Quote #: 000263
Version: 1
Delivered: 08/04/2017
Expires: 10/02/2017

Prepared for:

Summit County Developmental
Disabilities
Russ DuPlain
89 E. Howe Rd.
Tallmadge, OH 44278
rduplain@summitdd.org
(330) 634-8830

Prepared by:

Arakyta
Dennis Schroder
419-740-7150
dennis@arakyta.com



Migration / Professional Services		Price	Qty	Ext. Price
201	O365 & SharePoint Online: Design, Setup, Implementation, Migration & Project Management Per the scope of work.	\$55,000.00	1	\$55,000.00
205	ShareGate - SharePoint Migration software	\$3,995.00	1	\$3,995.00
Migration / Professional Services Subtotal				\$58,995.00

Quote Summary		Amount
Migration / Professional Services		\$58,995.00
Total		\$58,995.00

Payment Terms are 50% due at signing and 50% at completion of project. Invoices are due upon receipt. Unless otherwise stated in the scope of work.

All pricing quoted does NOT reflect any shipping or applicable taxes.

By signing below, I understand and approve all items listed in this Quote and approve this Quote to become my Order. I acknowledge that I have reviewed and understand all Terms associated with this Order listed at: <http://www.arakyta.com/terms/>

Signature

Date



Statement of Work

Arakÿta will perform the migration to O365/SharePoint Online using Microsoft's best standard practices.

Below is an outline of those tasks.

The following tasks are related to a standard migration project which includes:

1. Office 365 implementation
2. Exchange online migration from an existing Exchange environment, be it On-Premises or Cloud Based
3. File share migration to SharePoint online
4. SharePoint 2007 migration to SharePoint Online

Top level plan based on 3 main stages:

1. Plan
2. Prepare
3. Migrate
4. Post - Migration

Migration Plan

Plan

- Coordinate and execute kick off meeting & Schedule Plan
- Plan infrastructure - (Mail Servers, File Share, Apps that use Exchange and Microsoft Office, Bandwidth, Printing, content viewers, security)
- SharePoint online - (users private space (OneDrive), team sites, metadata)
- User experience - (Office 365 web apps, Apps that use Exchange and Microsoft Office, printing, files share)
- Mobile users - (Office 365 setup & capabilities)
- Coordinate license acquisition
- Desktop users & communication plan
- Bandwidth analysis strategy
- Define environment for migration tools

File Storage

- Analyze current file & security structure
- Categorize files and define filters (old files, not used, not needed)
- Define new Folder structure and security in Office 365
- Define files new metadata(optional)
- Define action plan for files with errors and warnings
- Define user profiles
- Define sites and site types
- Define personal OneDrive for Business usage

- Develop Backup policy

SharePoint Online

- Develop subsite structure
- Develop web part structure
- Develop list structure
- Apply internal permissions to "Grid" on all these settings and permissions

Applications

- Check applications that use exchange and Microsoft Office
- Setup scope of migration

Users Training

- Setup users training schedule

Prepare

- Create and setup account
- Add domains to Office 365
- Create and configure user accounts and roles / groups
- Initial setup user accounts (optional)
- Configure Office 365 (Acquire additional storage)
- Network Configurations (Local network configuration, firewall, NAT, DNS, printers)
- Setup SharePoint and team sites
- Configure client computers and end-user experience
- Install migration tools in local environment

File Storage

- Work with internal staff to scrub all existing data. Majority of cleaning up this data will fall to Customer's Internal Staff
- Re-organize folder structure
- Remove passwords from Microsoft Excel files
- Fix document broken links to other documents before migration
- Tag links in file share before migration with link fixing tool
- Look up and fix files and folders with warnings and errors
- Create complete list of files to be migrated

SharePoint Online

- Organize sub-site structure

- Organize web part structure
- Organize list structure
- Lock in "Grid" on all these settings and permissions

Migration

File Storage

- Archive non selected files
- Validate entire migration results (before and after)
- Reconnect file links in SharePoint after migration with link fixing tool
- Recreate passwords in Microsoft Excel files
- Apply security

Migrate Selected Files

- Apply new Metadata(optional)
- Create migration plan in 3rd party tool using Microsoft Excel files
- Create migration schedules
- Monitor and validate preliminary results
- Rerun migration for failed files and folders

SharePoint Online

- Implement sub-site structure
- Implement web part structure
- Implement list structure
- Implement "Grid" on all these settings and permissions
- Brand new site

Customization

SharePoint Online

- None of the workflows we mentioned in Discovery will be included in this implementation. Once a Governance Committee is established and a plan for expansion of the Intranet is defined a project scope and estimate will be provided to complete any customizations or hooks to other O365 applications, eg Delve, Flow, PowerApps, etc.

Reconfigure Applications that use Exchange and Microsoft Office

QA & UAT

- Ensure end-users email is working properly and emails, calendars and contacts have been migrated

- Ensure end -users can access, edit and upload all kind of files to the cloud based on security access
- Ensure that all documents with links are working properly
- Ensure that all applications that use Exchange and Microsoft Office are working properly

Training

- Office 365 Super users Training
- Office 365 Training
- New file organization Super Users Training
- New file organization Training
- Provide client computers support on configuration

Go Live

- Coordinate outage
- Initiate planned outage and take down network services
- Change DNS/MX records
- Rerun migration for files and folders modified during QA and UAT
- Synchronize exchange
- Validate final results
- Remove access from file share
- Terminate planned outage and communicate results
- Go live

Documentation

- Assessment document
- Infrastructure document
- New files structure document
- Security document
- Write User Guides
- Write User FAQ

QUOTE CONFIRMATION



DEAR RUSS DUPLAIN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HXZN099	5/25/2017	ONLINE ENT CLOUD SHARE PNT	5790702	\$39,600.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft SharePoint Online (Plan 2) - subscription license (1 year) - 1 us Mfg. Part#: R2Z-00007 UNSPSC: 43232915 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	400	3434939	\$99.00	\$39,600.00

PURCHASER BILLING INFO	SUBTOTAL	\$39,600.00
Billing Address: COUNTY OF SUMMIT ACCTS PAYABLE 89 E HOWE RD COUNTY OF SUMMIT BOARD OF DD TALLMADGE, OH 44278-1003 Phone: (330) 634-8003 Payment Terms: Net 30 Days-Govt State/Local	SHIPPING	\$0.00
	GRAND TOTAL	\$39,600.00
	DELIVER TO	
Shipping Address: COUNTY OF SUMMIT RUSS DUPLAIN 89 E HOWE RD COUNTY OF SUMMIT BOARD OF DD TALLMADGE, OH 44278-1003 Phone: (330) 634-8003 Shipping Method: ELECTRONIC DISTRIBUTION	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



John Bautista

(877) 810-5987

johnbau@cdwg.com

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For more information, contact a CDW account manager

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Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Renovation of classrooms into office space	Summit DD has filled almost all available office space at the Administration building, and more office space is needed to accommodate organizational changes	The Board approve the allocation of funds for renovating classrooms into office space for an amount not to exceed \$55,300.

SUPPORTING DATA FOR RECOMMENDATION

More office space is needed at the Administration building (Howe Rd), as Summit DD has a number of office areas that are over-crowded, and more space will be needed to accommodate upcoming organizational changes and staff moving from sites that are closing.

There are empty classrooms in C-wing of the Administration building that can be converted into usable office space by filling them with 8 cubicles and desks per classroom. This project would convert 2 of those classrooms into office space.

The total cost to renovate both rooms will be no more than \$55,300. The large majority of that cost (about 63%) will be the cost of purchasing, assembling, and installing the cubicles and desks. We are purchasing from a vendor that is approved under a state-term contract, so there is no requirement to complete an RFP.

Preparation of the rooms such as drywall, painting, and electrical connections, will be done using in-house staffing, so the only direct cost for those aspects of the project will be materials. A breakdown of the project costs is as follows:

Cubicles, desks, assembly, and installation	\$34,727.84
Carpet and installation	\$8,478.66
Drywall, cabinets, and other materials	\$3,072.42
Network wiring, equipment, and installation	\$2,772.00
Paint and painting supplies	\$534.50
Dumpster rental	\$350.00
Bathroom fixtures	\$337.74
Contingency (10%)	\$5,026.84
Total	\$55,300.00

It is recommended that the Board approve the request to fund the renovation of classrooms into office spaces for an amount not to exceed \$55,300.

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

Submitted By: Russ DuPlain

For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

Date: August 2017

NationalOffice

Page 1 of 3

Manufacturer of **Gen²** Office Furniture

15655 Brookpark Road, Cleveland OH 44142

P:216-898-0080 F:216-898-8388

Quotation

Nate Doney
Summit County Board of DD
89 East Howe Road
Tallmadge, OH 44278

Phone: (330) 819-3483

RFQ: 36ws08sum

Salesperson: Sue Stanko

Manager

Date: August 4, 2017

natedoney@summitdd.org

Quantity	Description	Unit Price	Total Price
Gen² Avenir			
UC23			
8	Panel 65x24	\$ 155.00	\$ 1,240.00
16	Panel 65x36	\$ 176.00	\$ 2,816.00
6	Panel 65x36 P4	\$ 220.00	\$ 1,320.00
6	Panel 65x48 P4	\$ 257.00	\$ 1,542.00
16	Duplex Receptacle	\$ 8.00	\$ 128.00
2	Base in power feed 8-wire/4-circuit	\$ 119.00	\$ 238.00
1	Worksurface 30x60, 3mm all sides	\$ 112.00	\$ 112.00
8	Worksurface 24x36	\$ 52.00	\$ 416.00
8	Worksurface 24x48	\$ 67.00	\$ 536.00
8	Worksurface - curved corner 24x36	\$ 102.00	\$ 816.00
16	Overhead bin 36" lock, flush door	\$ 172.00	\$ 2,752.00
8	Center drawer	\$ 33.00	\$ 264.00
8	Pedestal FF 22" lock, 9000 front	\$ 165.00	\$ 1,320.00
8	Pedestal BBF 22" lock, 9000 front	\$ 165.00	\$ 1,320.00
16	Cantilever - shared	\$ 22.00	\$ 352.00
2	T-leg	\$ 110.00	\$ 220.00
6	Corner bracket - left	\$ 6.00	\$ 36.00
2	Corner bracket - right	\$ 6.00	\$ 12.00
1	gen2 Select Finish Discount	\$ (1,544.00)	\$ (1,544.00)
1	Project Discount	\$ (1,389.60)	\$ (1,389.60)

Sit-On-It - STS 800264

UC23			
6	Chair - side with loop arms, upholstered seat and back Upholstery: Cosmos-Asteroid - Grade 1 Frame: Black	\$ 399.00	\$ 2,394.00
8	Chair - desk with adjustable arms Upholstery: Cosmos-Asteroid - Grade 1 Base: Black	\$ 506.00	\$ 4,048.00
1	STS Discount 44%	\$ (2,834.48)	\$ (2,834.48)

Accepted By _____

Date _____

*Prices are valid for 60 days.

*50% Downpayment due upon ordering (if under \$1500, payment in full is required).

NationalOffice

Page 2 of 3

Manufacturer of **Gen²** Office Furniture
15655 Brookpark Road, Cleveland OH 44142
P:216-898-0080 F:216-898-8388

Quotation

Nate Doney
Summit County Board of DD
89 East Howe Road
Tallmadge, OH 44278

Phone: (330) 819-3483

RFQ: 36ws08sum

Salesperson: Sue Stanko

Manager

Date: August 4, 2017

natedoney@summitdd.org

Quantity	Description	Unit Price	Total Price
UC29			
8	Panel 65x24	\$ 155.00	\$ 1,240.00
16	Panel 65x36	\$ 176.00	\$ 2,816.00
6	Panel 65x36 P4	\$ 220.00	\$ 1,320.00
6	Panel 65x48 P4	\$ 257.00	\$ 1,542.00
16	Duplex Receptacle	\$ 8.00	\$ 128.00
2	Base in power feed 8-wire/4-circuit	\$ 119.00	\$ 238.00
1	Worksurface 30x60, 3mm all sides	\$ 112.00	\$ 112.00
8	Worksurface 24x36	\$ 52.00	\$ 416.00
8	Worksurface 24x48	\$ 67.00	\$ 536.00
8	Worksurface - curved corner 24x36	\$ 102.00	\$ 816.00
16	Overhead bin 36" lock, flush door	\$ 172.00	\$ 2,752.00
8	Center drawer	\$ 33.00	\$ 264.00
8	Pedestal FF 22" lock, 9000 front	\$ 165.00	\$ 1,320.00
8	Pedestal BBF 22" lock, 9000 front	\$ 165.00	\$ 1,320.00
16	Cantilever - shared	\$ 22.00	\$ 352.00
2	T-leg	\$ 110.00	\$ 220.00
6	Corner bracket - left	\$ 6.00	\$ 36.00
2	Corner bracket - right	\$ 6.00	\$ 12.00
1	gen2 Select Finish Discount	\$ (1,544.00)	\$ (1,544.00)
1	Project Discount	\$ (1,389.60)	\$ (1,389.60)

Sit-On-It - STS 800264

UC29			
6	Chair - side with loop arms, upholstered seat and back Upholstery: Cosmos-Asteroid - Grade 1 Frame: Black	\$ 399.00	\$ 2,394.00
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Page 3 of 3

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P:216-898-0080 F:216-898-8388

Quotation

Nate Doney
Summit County Board of DD
89 East Howe Road
Tallmadge, OH 44278

natedoney@summitdd.org

Phone: (330) 819-3483

RFQ: 36ws08sum
Salesperson: Sue Stanko
Manager: _____

Date: August 4, 2017

Quantity	Description	Unit Price	Total Price
1	Delivery and installation	\$ 2,500.00	\$ 2,500.00

Delivery and installation to be completed during normal business hours in one phase. Any additional work not specified above will be billed at \$60 per man-hour for normal business hours.

Unless indicated, our installation quote is based on a first floor location, and/or a suitable elevator is made available. Additional labor will be charged for stair carries.

National Office is not responsible for any electrical connections to the building's power source, nor is National Office responsible for the installation of data cabling and terminations.

Finishes

Paint: 7238 Textured Fieldstone
Fabric: Century 7183 Limestone
Laminate-worksurfaces: gen2 Select Maple
Edge: gen2 Select Maple, 3mm front, 1-1/4" thick

	Subtotal	\$	34,727.84
1	Sales Tax - Tax Exempt 0%	\$	-
	Grand Total	\$	34,727.84

Accepted By _____

Date _____

*Prices are valid for 60 days.

*50% Downpayment due upon ordering (if under \$1500, payment in full is required).

Carpet Centre Carpet One

Summit DD
89 E. Howe Rd
Tallmadge OH 44278
330-634-8712
Attn Nathan Doney
Ndoney@summitdd.ord

Date 8/3/2017
Quote # 8320171

PO# _____

Carpet tile

Rooms to be Done: 2 Classrooms

UC-23, UC-29

Style: Color Play Tile

Color: 58111 Cane

Carpet tile

Direct glue down

40 ctns

Shaw n5000 adh 4 gallon pail

Johnsonite vinyl cove base

Color: black

128'

2 - Tec cove base adh 28oz tubes

Black snap-in and track for doorways

Total \$7150.66

Labor

Carpet labor

Install vinyl cove base

Total \$1328.80

Grand total \$ 8478.66

Deposit 50% Down

Balance upon completion

Notes:

Tax exempt

price is good for at least 90 days unless notified by Shaw Contract

Carpet Centre does not cut doors or remove and install railings. Our installers are not qualified to do carpentry work, therefore, if a door or doors will not close because of new carpet, we will leave it off the hinges. It is the customer's responsibility to have doors cut.

Carpet Centre will move furniture. We do not move fragile items such as lamps, knick-knacks, chinaware, antiques, fish tanks, electronic equipment, grandfather clocks, ect...

Seam are never guaranteed to be unnoticeable. Our workman will do the best job possible with the goods involved

Carpet Backing. Due to manufactures using synthetic backing materials, Carpet Centre is not responsible for scuffing or scratching of baseboards

Installation Guarantee. Carpet Centre offers a 2 year guarantee on all residential installation, 1 year for commercial installation

If job scope is changed by customer on the day of the job, the job may not be completed on its day and time scheduled and may need to have a new day set up to install the job or for Carpet Centre to start part of the job and finish on another day.

Thanks again

Aaron King

X _____

865 Wooster Rd N. Barberton OH 330-745-4454 Fax 330-745-4613

QUOTE

Store 3809 CUYAHOGA FALLS
325 HOWE AVE
CUYAHOGA FALLS, OH 44221

Phone: (330) 922-3448
Salesperson: JXM4768
Reviewer: JXM4768

Name

COUNTY OF SUMMIT BOARD
OF DEVELOPMENTAL
DISABILITIES

Phone 1

(330) 634-8000

QUOTE

Address 89 E HOWE RD

Phone 2 (330) 634-8003

Company Name

City TALLMADGE

Job Description

State OH

County SUMMIT

Zip 44278

2017-08-04 08:30

Prices Valid Thru: 08/04/2017

CUSTOMER PICKUP #1

MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

S.O. MERCHANDISE TO BE PICKED UP: REF # W34 SKU # 0000-515-664 Customer Pickup / Will Call
S/O WILSONART REF # S32

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
S3232	1000-653-930	4.00	EA	7909603504896 / 7909603504896 48 in. x 96 in. Laminate S / 7909603504896 48 in. x 96 in. Laminate Sheet in Fusion Maple Matte	A	N	\$58.56	\$234.24

SCHEDULED PICKUP DATE: Will be scheduled upon arrival of all S/O Merchandise

MERCHANDISE TOTAL: \$234.24

END OF CUSTOMER PICKUP - REF #W34

CUSTOMER PICKUP #2

STOCK MERCHANDISE TO BE PICKED UP: REF # W33 SKU # 0000-515-664 Customer Pickup / Will Call

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R01	0000-165-557	4.00	EA	3/4" 4'X8' PARTICLEBOARD	A	N	\$16.23	\$64.92*
R02	0000-755-731	2.00	EA	GBAY-SHRD-DB-FR MT-SST-33X22X8 /	A	N	\$84.69	\$169.38*
R03	0000-564-898	2.00	EA	FOUNDATIONS AND KITCH FAUCET CH /	A	N	\$59.00	\$118.00
R04	1001-280-445	4.00	EA	8" SS DISHWASHER SUPPLY LINE /	A	N	\$17.98	\$71.92
R05	0000-299-898	50.00	EA	4" SO COVER 1/2" RAISED 1 DEVICE /	A	N	\$0.99	\$49.50

*** CONTINUED ON NEXT PAGE ***

FOR WILL CALL
MERCHANDISE PICK-UP
PROCEED TO WILL CALL OR
SERVICE DESK AREA
(Pro Customers, Proceed To The Pro Desk)

* Indicates item markdown
Customer Copy

CUSTOMER PICKUP #2

(Continued)

REF #W33

R06	0000-587-799	50.00	EA	4" SQUARE DRAWN BOX 1-1/2" DEEP /	A	N	\$1.25	\$62.50
R07	1000-050-132	3.00	EA	CENTER OUTLET WASTE, PLASTIC /	A	N	\$5.62	\$16.86*
R08	0000-478-405	4.00	EA	GB DORSET 8" 2HDL BATH FAUCET CH /	A	N	\$40.98	\$163.92*
R09	0000-535-230	4.00	EA	16"X26" WHT FRMLESS SRFC MNT MED CAB /	A	N	\$28.15	\$112.60*
R10	0000-950-254	3.00	EA	4.5GAL PAIL-PLUS 3-COMPOUND /	A	N	\$13.99	\$41.97
R11	1000-050-138	3.00	EA	1-1/2" P-TRAP PLASTIC /	A	N	\$2.42	\$7.26*
R12	0000-193-844	2.00	EA	1-1/2" X 10' PVC40-DWV PE PIPE /	A	N	\$5.52	\$11.04
R13	0000-604-174	12.00	EA	PL400 SUBFLOOR ADH 10 OZ /	A	N	\$3.84	\$46.08
R14	0000-469-296	24.00	EA	GE SILICONE II K&B CLEAR 10.1 OZ /	A	N	\$5.62	\$134.88*
R15	0000-258-193	12.00	EA	QUAD WIN, DOOR& SDNG SLNT BEIGE 10 OZ /	A	N	\$5.11	\$61.32*
R17	0000-600-503	4.00	EA	SATIN WHITE 30" BASE CABINET /	A	N	\$141.10	\$564.40*
R16	1001-966-391	2.00	EA	STD POST SINK STRAINER SS 2 PK /	A	N	\$13.98	\$27.96
R19	0000-600-494	2.00	EA	SATIN WHITE 24" BASE CABINET /	A	N	\$115.20	\$230.40*
R18	0000-600-511	2.00	EA	SATIN WHITE 36" BASE CABINET /	A	N	\$181.90	\$363.80*
R21	0000-482-218	6.00	CA	1/8"EXCELON SDRFTWHT VCT 51858-45SF /	A	N	\$31.05	\$186.30
R20	0000-146-553	5.00	EA	MET SURFACE RACEWAY 10'-IVORY /	A	N	\$8.05	\$40.25
R23	0000-189-456	6.00	EA	1-1/2" DWV EL 90DEG HXH /	A	N	\$0.72	\$4.32
R22	0000-898-758	4.00	CA	4"X4' ALMOND VINYL WALLBASE 16PC-CA /	A	N	\$28.37	\$113.48
R25	0000-189-316	4.00	EA	1-1/2" DWV EL 45DEG-HXH /	A	N	\$0.86	\$3.44
R24	0000-189-855	2.00	EA	1-1/2" DWV TRAP ADAPTER HXSJ /	A	N	\$1.05	\$2.10*
R27	0000-189-251	4.00	EA	1-1/2" DWV CLEANOUT PLUG MPT /	A	N	\$0.65	\$2.60*
R26	0000-189-162	4.00	EA	1-1/2" DWV FEMALE ADAPTER HXFPT /	A	N	\$0.81	\$3.24*
R29	0000-250-606	20.00	EA	1-1/4" ROUND KNOB STN CHROME /	A	N	\$2.97	\$59.40
R28	0000-186-141	3.00	EA	1-1/2"X144" SILVER CARPET TRIM /	A	N	\$5.10	\$15.30*
R31	0000-233-671	1.00	EA	1-5/8" COARSE DRYWALL BUCKET 25 LB /	A	N	\$39.96	\$39.96
R30	0000-569-102	12.00	EA	7200 COVE WALL BASE ADHESIVE 30OZ /	A	N	\$4.09	\$49.08*
SCHEDULED PICKUP DATE: 08/14/2017								
MERCHANDISE TOTAL								\$2,838.18
END OF CUSTOMER PICKUP - REF #W33								

TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

Policy Id (PI):

A: 90 DAYS DEFAULT POLICY;

The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.

ORDER TOTAL	\$3,072.42
SALES TAX	\$0.00
TOTAL	\$3,072.42
BALANCE DUE	\$3,072.42

END OF ORDER No. H3809-50981

Einheit Connect
 239 Old Brookpark Road
 Cleveland, OH 44109
 216-661-6000
 www.einheitelectric.com

Proposal

Summit DD

Client Information

Name Summit DD

Address 89 E. Howe Rd.
Tallmadge, Ohio

Phone 330-634-8933 Fax

Date 6August, 2017

Contact Ron Plagens

Title Systems Administrator

Dept. IT

ITEMS	Description	Unit Price	TOTAL
	(10) Data Locations, to (2) Renovated Offices as Depicted; Total of (20) Cat 6 CMP Locations Terminated at Each End on Panduit Cat 6 Jacks. All Locations will be Fished Down Walls Furred During Renovation into 4x4 Boxes and Finished on Panduit Faceplates. Patching into Modular Furniture to be Completed by Others. All Locations will Terminate in Existing TR on New 24 Port Panduit Unpopulated Patch Panel; Sleeving and Hanging Hardware as Needed This Quote Includes all Labeling and Category 6 Certifications.		
	Material		1,895.00
	Labor		877.00
	TAX EXEMPT		

Project Information

Name Summit DD

Ref. No. Delivery upon accept.

Subtotal	\$ 2,772.00
Shipping & Handling	
State Tax	
Local Tax	
Total	\$ 2,772.00

Price quoted good for thirty days



PRODUCT ORDER FORM

Order Date:		Purchase Order Number:		Control Number:	
e Rec'd:		Date Needed:		Time Needed:	
Order Entered By:		Pick Up <input type="checkbox"/>	Delivery <input type="checkbox"/>		
Sold to:			Ship to:		
Name		Name			
Street		Street			
City, State, Zip		City, State, Zip			
Contact:		Telephone:			

Int Ext (circle one)	Product Description	Sheen	Formula / Color	Sales / Rex Number	Size (circle one)	Qty	Price
Int Ext	15 gal x 23.80/gal = \$357				-44 -16 -20		
Int Ext	5 gal x 23.80 = \$119				-44 -16 -20		
			\$470				
	liners @ 25 x 1.50 = \$37.50				-44 -16 -20		
Int Ext	Pack Liners 4 x 5.25 = \$21.00				-44 -16 -20		
Int Ext			534.50 PAID		-44 -16 -20		
Int Ext					-44 -16 -20		
Int Ext					-44 -16 -20		



REPEAT CUSTOMER ORDER and OBTAIN VERBAL CONFIRMATION

SPECIAL INSTRUCTIONS:

This form is to be used for internal purposes only. DO NOT release any merchandise unless the corresponding sale has been processed on the Point of Sale system. If the Point of Sale is not operating properly, use a Manual P.O.S.T to complete the sale. Follow normal procedure when the Computer System is operating properly. Rev.3-14-13

655-1857



WOLFF QUOTATION

WOLFF BROS. SUPPLY INC. WWW.WOLFFBROS.COM

Quote No. 00233951

Summit County Board of
Mental Retardation
89 E Howe Rd
Tallmadge OH 44278-1003

Summit County Board of
Mental Retardation
89 E Howe Rd
Tallmadge OH 44278-1003

Quote Prepared By: DON SCHULTZ
330/786.4158

1200 Kelly Avenue
Akron, OH 44306-3735

TERMS: Customer is responsible for verifying that material purchased is correct for the application. No materials are to be returned without our permission. Cut lengths of pipe, cable, and fabricated items are not returnable. Special order returns also require manufacturer approval. All returned items except defectives must be in like-new condition and packaged as originally received. Returnable items must be returned within 90 days of invoice date. Returns are subject to a Wolff Bros. Supply minimum 15% restocking fee. All special order returns are subject to additional manufacturer restocking fees plus return freight and handling costs. Item credit pricing will be net of restocking charges. For defective material, no allowances will be made beyond the manufacturer's warranty. Claims for billing discrepancies or pricing errors must be made within 10 working days of invoice date. A 2% per month service charge will be invoiced to your account on all past due balances.

CUSTOMER NO.	CUSTOMER ORDER NO.	SLSM	ENTRY DATE	WHS	EXP. DATE	ORDERED BY	PAGE
5056	QUOTE	870	08/04/2017	AKR	09/04/2017	BRIAN COOPER	1
Qty.	Item Number	Description	Price	Ext. Price			
2	MSF135WH	1.6/1.28 GAL BOWL ELONG WHITE	58.8965 EA	117.79			
2	MSF160WH	1.6 GAL FLUSH TANK ONLY	44.7070 EA	89.41			
2	MSF1917CWH	19X17 WALL HUNG LAV WHITE	45.8421 EA	91.68			
		1 in Akron					
		1 1 day transfer from Medina					
2	CHF327	GRID DRAIN 1 1/4 IN	19.4310 EA	38.86			

Quotation does not include SALES TAX if applicable.

Subtotal	337.74
Plus Tax	
Total	

Prices are subject to change without notice. # Special order items may not be returnable.
DELIVERY CHARGES: A delivery charge will be added to deliveries that are less than \$500; deliveries \$500 and over will be prepaid. UPS and special freight charges will also be invoiced.

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
2018 Employee health insurance	Provision of quality health plan for Summit DD employees	Adopt Insurance Committee's recommendation for Medical Mutual of Ohio's (MMO) health insurance plan for eligible employees for the 2018 benefit year.
SUPPORTING DATA FOR RECOMMENDATION		

The Board's 2018 budget for health insurance is \$4,552,593 compared to \$4,988,828 in 2017. This amount is the result of the Board expecting to use approximately \$500,000 from the 2017 encumbrance in early 2018 resulting in total available funds of \$5,052,593 for 2018 health insurance cost.

The Board has been with Aetna since 2013 and has made no significant plan design changes (increasing deductible or out-of-pocket maximums) since 2012. Summit DD has had favorable claims experience until the past twelve months. The Board currently has several high claimants totaling 37% of medical only claims and over \$1.5 million in claims paid. This claims experience resulted in Aetna's initial renewal proposal of a 47% increase over 2017 rates.

The Insurance Committee (comprised of representatives from each of the four bargaining units and management) met three times in August to: review historical and comparative information regarding budget and plan design; and evaluate plan design and carrier options. As a result, the Insurance Committee reached consensus and recommends:

- Changing the health insurance carrier from Aetna to Medical Mutual of Ohio (MMO).
- Changing the point-of-service plan design from a: (1) \$500 single/\$1,000 family deductible to \$1,500 and \$3,000 respectively; and (2) \$2,500 single/\$5,000 family out-of-pocket maximum to \$6,000/\$12,000 respectively.
- Introducing a Health Savings Account plan option with a \$2,750 single/\$5,500 family deductible and a \$4,000 single/\$8,000 family out-of-pocket maximum.

This recommendation results in approximately a 5.8% increase over 2017 rates. (Aetna's final proposal for plan design changes outlined above was approximately a 9% increase over 2017 rates.) Total 2018 cost should fall within budget although changes associated with an open enrollment and staff transitions, provides some level of variability.

Employees contribute 15% of the cost of health insurance; the Board contributes 85%.

Submitted By: Lynn Sargi

Date: September 11, 2017

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

Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT

2018 rates are reflected below.

	Monthly Premium		Monthly Employer Share		Monthly Employee Share	
	Single	Family	Single	Family	Single	Family
Point of Service	\$681.61	\$1,835.65	\$579.37	\$1,560.30	\$102.24	\$275.35
Health Savings Account	\$665.07	\$1,782.63	\$565.31	\$1,515.24	\$99.76	\$267.39

Recommended for approval by the September HR/LR and Finance & Facilities Committees.

Submitted By: Lynn Sargi

Date: September 11, 2017

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

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2017 AND 2016

	8/31/2017				8/31/2016			
	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	\$ 50,701,798	\$ 26,107,281	\$ 24,594,517	48.5%	\$ 50,543,000	\$ 25,766,904	\$ 24,776,096	49.0%
REIMBURSEMENTS	12,485,745	9,866,616	2,619,129	21.0% ¹	13,915,074	14,553,402	(638,328)	-4.6%
GRANTS	1,627,402	829,373	798,029	49.0% ²	1,434,473	807,901	626,572	43.7%
CONTRACT SERVICES	157,110	522,842	(365,732)	-232.8% ³	291,750	84,334	207,416	71.1%
REFUNDS	-	9,594	(9,594)	0.0%	-	31,738	(31,738)	0.0%
OTHER RECEIPTS	63,243	754,646	(691,403)	-1093.2%	72,456	129,608	(57,152)	-78.9%
TOTAL REVENUE	\$ 65,035,298	\$ 38,090,352	\$ 26,944,946	41.4%	\$ 66,256,753	\$ 41,373,887	\$ 24,882,866	37.6%
OPERATING EXPENDITURES								
SALARIES	\$ 21,676,369	\$ 13,390,112	\$ 8,286,257	38.2%	\$ 23,384,781	\$ 14,485,706	\$ 8,899,075	38.1%
EMPLOYEE BENEFITS	9,854,803	5,882,025	3,972,778	40.3%	9,408,874	6,393,499	3,015,375	32.0%
SUPPLIES	958,239	424,927	533,312	55.7%	1,252,728	498,567	754,161	60.2%
TRAVEL AND TRAINING	336,950	200,816	136,134	40.4%	382,260	219,008	163,252	42.7%
DIRECT CONTRACT SERVICES	8,504,516	6,409,434	2,095,082	24.6%	9,525,658	6,066,110	3,459,548	36.3%
INDIRECT CONTRACT SERVICES	2,794,498	1,527,426	1,267,072	45.3%	3,095,276	1,636,284	1,458,992	47.1%
MEDICAID COSTS	24,765,000	21,375,867	3,389,133	13.7% ⁴	24,715,000	18,645,336	6,069,664	24.6%
UTILITIES	702,250	382,296	319,954	45.6%	721,148	413,087	308,061	42.7%
RENTALS	142,675	87,135	55,540	38.9%	357,700	396,700	(39,000)	-10.9%
ADVERTISING	132,000	76,162	55,838	42.3%	127,500	88,162	39,338	30.9%
OTHER EXPENSES	363,323	292,577	70,746	19.5%	383,424	288,665	94,759	24.7%
EQUIPMENT	256,000	153,671	102,329	40.0%	277,500	159,527	117,973	42.5%
REAL PROPERTY IMPROVEMENTS	818,680	845,038	(26,358)	-3.2% ⁵	400,000	28,126	371,874	93.0%
TOTAL EXPENDITURES	\$ 71,305,303	\$ 51,047,486	\$ 20,257,817	28.4%	\$ 74,031,849	\$ 49,318,777	\$ 24,713,072	33.4%
NET REVENUES AND EXPENDITURES	\$ (6,270,005)	\$ (12,957,134)			\$ (7,775,096)	\$ (7,944,890)		
BEGINNING FUND BALANCE		ACTUAL						
PLUS: REVENUE	\$ 55,998,359	\$ 55,998,359						
LESS: EXPENDITURES	65,035,298	38,090,352						
	(71,305,303)	(51,047,486)						
ENDING FUND BALANCE	\$ 49,728,354	\$ 43,041,225						

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

SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED AUGUST 31, 2017
(Rounded)

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

<u>Revenue:</u>			
1	Reimbursements:		8.3%
			33.3%
2	Grants:		
3	Contract Services:		
<u>Expenditures:</u>			
4	Medicaid Costs:		
5	Real Property Improvements:		
		\$	2,750,700
			373,900
			73,300
			46,600
			115,000
		\$	335,700
			6,280,900
			2,782,200
			11,200
			439,680

Payments to DODD for the following costs:
Quarterly waiver administration fee,
Quarterly waiver match,
Annual supplemental waiver match,
Quarterly Medicaid Administrative Claiming (MAC) fee.
Flow-through Community Capital Assistance funding received from DODD on behalf of Summit Housing Corp. for the purchase of three homes.

Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$321,000 of an available \$331,000 from prior year purchase orders and encumbrances due to timing issues. The remaining expenditures in this category, approximately \$523,000, were 2017 budget expenditures.

Prior Months

<u>Revenue:</u>			
	Grants:		
	Contract Services:		
	Other Receipts:		
<u>Expenditures:</u>			
	Direct Contract Services:		
	Other Expenses:		
		\$	117,500
			680,780
			254,000
			75,000
			10,700
			32,500
			83,900
			32,600
			241,100

Trending under budget due to a timing difference with the TANF Summer Youth Employment Program which is expected to begin in the third quarter.

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

Flow-through Community Capital Assistance funding received from DODD on behalf of Summit Housing Development Corp. for the purchase of homes.

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

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

Payments to Wicher Insurance Company for the following insurance costs:

Cyber insurance with AIG-Illinois International Insurance,

Director and officers liability insurance with Selective Insurance Company,

Property & casualty, business automobile and umbrella coverage with Selective Insurance Company.

County annual chargeback for building insurance.

Flow-through Community Capital Assistance funding received from DODD on behalf of Summit Housing Corp. for the purchase of a home.

Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT

Attachment #6

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
2018 Summit DD Calendar	Identification of holidays and in-service days.	Adopt the 2018 Summit DD Calendar.
<i>SUPPORTING DATA FOR RECOMMENDATION</i>		
<p>The attached 2018 Calendar is consistent with Summit DD's holiday procedure and collective bargaining unit agreements.</p> <p>The 2018 calendar reduces the number of in-service days from six to five.</p> <p style="text-align: center;">Recommended for approval by the September HR/LR Committee</p>		

Submitted By: Lynn Sargi

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

Date: September 11, 2017

2018 AGENCY CALENDAR

Holidays

New Year's Day	Monday, January 01, 2018
Martin Luther King Day	Monday, January 15, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 04, 2018
Labor Day	Monday, September 03, 2018
Thanksgiving Break	Thursday, November 22, 2018 Friday, November 23, 2018

Winter Break:	Monday, December 24, 2018 Tuesday, December 25, 2018 Wednesday, December 26, 2018 Thursday, December 27, 2018 Friday, December 28, 2018 Monday, December 31, 2018
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In-Service Days

Friday, February 16, 2018
Friday, April 6, 2018
Monday, June 11, 2018
Friday, July 27, 2018
Monday, October 15, 2018



MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

Summit County Developmental Disabilities Board

MINUTES - draft

Thursday, August 24, 2017
5:00 p.m.

The combined work session and regular monthly meeting of the Summit County Developmental Disabilities Board was held on Thursday, August 24, 2017 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The work session convened at 4:59 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

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

I. ARAKYTA CONTRACT

Summit DD is working with Arakyta to provide customized technical support and consulting to migrate from an outdated version of SharePoint to a current version. SharePoint is server-based software that is used for collaboration, file sharing and other department specific uses. The upgrade will migrate from an on-premise installation of SharePoint 2007 to a cloud-based installation of SharePoint 2016, which is part of the Office 365 Suite. Arakyta staff have already completed initial discovery and planning and will use their methodology to perform the upgrade and migration, at a cost of \$55,000. Annual licensing costs for SharePoint online will not exceed \$39,600/year and will be purchased using state-term pricing. ShareGate software will be purchased to help migrate from the old environment to the new, at a cost of \$3,995. The total cost of software, technical work and a 10% contingency will not exceed \$108,455.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

WORK SESSION *(continued)*

I. ARAKYTA CONTRACT *(continued)*

Mr. Briggs asked if this upgrade and migration will result in costs savings in the future. Mr. DuPlain replied there will be cost savings not only relative to staff time but also with current versions of software and security patches as well. Funds are available in the budget and request has been recommended for approval by the August Finance & Facilities Committee.

II. OFFICE SPACE RENOVATIONS

Additional office space is needed at the Administration building to accommodate organizational changes. There are currently several empty classrooms in C-wing that can be converted into office space by renovating into eight cubicles in each room. The total cost to renovate two rooms would not exceed \$55,300, with the majority of this cost (approximately 63%) being applied toward the purchase, assembly and installation of cubicles and desks. Purchasing would be done through a state-wide contract so there is no requirement to RFP. Some of the other work, such as drywall, painting and electrical connections, will be performed by in-house staff. The total cost includes a 10% contingency of \$5,026.84. Mr. Quade asked about renovations that were approved by the Board recently. Mr. DuPlain responded that those renovations were for conversion of classrooms into office space in D-wing. Mrs. Lee asked how often contingency funds are used in projects and what are the typical reasons for accessing those funds. Mr. DuPlain replied that when the D-wing space was renovated, the contingency was \$10,000 and several thousand dollars was used to cover unanticipated costs. He noted this project is expected to be on target without the use of the contingency funds. Funds are available in the budget and the contract has been recommended for approval by the August Finance & Facilities Committee.

III. 2018 BUDGET REQUEST

The 2018 Budget request is in the amount of \$70,454,711 for the Operating Fund, \$115,000 for the Gifts and Donations Fund and \$629,405 for the Permanent Improvement Fund. The 2018 budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2018 budget reflects relatively flat revenue and operating expenditures in comparison to 2017 and projects total deficit spending of approximately \$5.8 million dollars. The 2017 ending fund balance is projected to be \$49,481,267, less projected deficit spending in 2018, resulting in a fund balance at the end of 2018 of approximately \$43,683,886. The 2018 budget includes a reduction of 55.5 FTEs over the 2017 budget, offset by anticipated exit cost payouts and an average pay increase of 2.5%. Cost savings for staff reductions from the closing of the Tallmadge Center and a reduction in Transportation staff will be reflected in the 2019 budget.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

WORK SESSION *(continued)*

III. 2018 BUDGET REQUEST *(continued)*

Revenue projections for Medicaid reimbursements are decreasing as services shift to private providers but is offset with an increase in the reimbursement rate for Targeted Case Management (TCM). Increases in direct services contracts are due to additional resources allocated to innovative programs and community collaborations for children, teens and adults. Increased waiver match is due to individuals selecting private providers in addition to typical waiver growth. The Board will use the portion of its state subsidy allocated to the Family Support Services (FSS) program as match for Medicaid waivers. The FSS program has been replaced with the Family Engagement Program (FEP), which is funded entirely with local tax dollars. Mr. Siegferth asked about the increase in contract services revenue. Mr. Trunk replied it is mostly related to dollars the Board receives from Children's Services Board (CSB) for children who have waivers and residential services and CSB pays the match. The 2018 budget request has been recommended for approval by the July Finance & Facilities Committee.

IV. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

The Oriana House AEP is a diversion option, in lieu of county jail, for individuals with developmental disabilities who are awaiting trial or disposition. The request is to increase the current contract with Oriana House by \$50,000, for the total 2017 contract amount not to exceed \$137,036. The increase would reserve two additional beds for the rest of the year. The contract was originally decreased in 2017 by \$94,443 over the 2016 contract based on usage. Increased education about the AEP and improved relationships with the court system have led to unanticipated increased use this year. To date, there have been five individuals involved with the AEP with the length of stay varying from 1-127 days. There are currently two individuals utilizing the program. Funds are available in the budget and the contract increase has been recommended for approval by the August Finance & Facilities and Services & Supports Committees.

V. SURPLUS INVENTORY

There are items from the Southern and Ellet Centers and Transportation that are no longer needed or in useable condition. The request is to hold an internet auction, conducted by a Summit County vendor that specializes in this area, for the items from Southern and Ellet Centers and also conduct closed bids to sell the transportation vehicles to the highest bidder. Any unsold items would be scrapped in an environmentally friendly manner. The list of surplus items identified in attachment #5 have been recommended for approval by the August Finance & Facilities Committee.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

WORK SESSION *(continued)*

VI. JULY FINANCIAL STATEMENTS

July ended with deficit spending in the amount of \$3,857,432. An adjustment was made by the County for a revision to the Certificate of Tax Levy in the amount of \$686,766, along with an additional budget appropriation to pass-through Community Capital Assistance funding to Summit Housing Development Corporation (SHDC) in the amount of \$439,680. Revenue for the month of July reflects quarterly state subsidy in the amount of \$662,000. With persons served selecting private providers at a faster pace than anticipated, Medicaid reimbursements for Board provided services is about 20% under budget to date and will likely continue trending downward. This is offset by approximately 10% better than budgeted reimbursements for targeted case management (TCM), due in part by an unbudgeted rate increase. There was also flow-through Community Capital Assistance funding received from DODD on behalf of SHDC for the purchase of a home in the amount of \$118,800. Expenditures for the month included payment in the amount of \$81,100 for the Oriana House contract. The fund balance at the end of July was \$52,140,927. The July Financial Statements have been recommended for approval by the August Finance & Facilities Committee.

VII. REVIEW OF DIRECT SERVICE CONTRACTS

When Summit DD employees are also employed by another agency that contracts with the Board, the Board's Ethics Committee reviews the direct service contracts to ensure that ethical standards are not violated. Affidavits of Board employees Sheila Watson, who is also self-employed as an individual provider of home and community based waiver services, and Patricia Dean, who is also employed by Hartville Meadows, were reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the July Ethics Committee recommends that the Board continue to participate in its contract with Hartville Meadows.

The work session adjourned at 5:25 p.m.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:25 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, commented that she attended the recent art show at the Akron Art Museum on August 3rd and was very impressed by the abilities of the artists with disabilities. It was very nice to see their work on display.

Ms. Frank noted that several new provider facilities have been toured, however, none mirror the program at the Cuyahoga Falls Center. Mr. Quade asked that when noticing a gap between services at Cuyahoga Falls Center and other providers, does anything stand out other than the nursing components. Ms. Frank replied that Cuyahoga Falls Center offers smaller settings with private rooms and some of the private providers have an open setting, which doesn't always work well for everyone. She observed that some providers have presented services one way and when toured, it was discovered that they offered something different than what was presented.

II. APPROVAL OF MINUTES

A. JULY 27, 2017 (combined work session and regular meeting)

R E S O L U T I O N **No. 17-08-01**

Mrs. Wilkinson moved that the Board approve the minutes of the July 27, 2017 combined work session and regular meeting, as presented in attachment #8. The motion, seconded by Mr. Siegferth, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2018 BUDGET REQUEST

R E S O L U T I O N **No. 17-08-02**

Mr. Siegferth moved that the Board approve the 2018 Summit DD budget in the amount of Seventy Million Four Hundred Fifty Four Thousand Seven Hundred Eleven Dollars (\$70,454,711.00) for the Operating Fund, One Hundred Fifteen Thousand Dollars (\$115,000.00) for the Gifts and Donations Fund and Six Hundred Twenty Nine Thousand Four Hundred Five Dollars (\$629,405.00) for the Permanent Improvement Fund, and authorize positions of employment, as indicated on the HR/LR Staffing Report in attachment #3.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

1. SUMMIT DD 2018 BUDGET REQUEST *(continued)*

Be it further resolved that the Board approve up to Twenty Eight Million Four Hundred Ten Thousand Dollars (\$28,410,000.00) of the 2018 Summit DD budget to pay the non-federal share of Medicaid expenditures for services under Ohio Revised Code (ORC) Sections 5126.059 and 5126.0510. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Board of Developmental Disabilities. The motion, seconded by Mr. Quade, was unanimously approved.

2. ORIANA HOUSE ALTERNATIVE ENVIRONMENT PROGRAM (AEP) CONTRACT

RESOLUTION

No. 17-08-03

Mr. Dohnal moved that the Board approve an increase of Fifty Thousand Dollars (\$50,000.00) to the Oriana House Contract for the Alternative Environment Program, for the period February 1, 2017 through December 31, 2017, for the total contract amount not to exceed One Hundred Thirty Seven Thousand Thirty Six Dollars (\$137,036.00), as outlined in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

3. SURPLUS INVENTORY

RESOLUTION

No. 17-08-04

Mrs. Ricks moved that the Board approve the disposal of surplus inventory in accordance with the Ohio Revised Code, as identified in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

A. FINANCE & FACILITIES COMMITTEE (continued)

4. JULY FINANCIAL STATEMENTS

RESOLUTION

No. 17-08-05

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

B. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACTS

RESOLUTION

No. 17-08-06

Mrs. Lee moved that whereas the Board's Ethics Committee has reviewed the affidavits of Board employees Sheila Watson and Patricia Dean and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be resolved that the Board adopt the recommendations of the Ethics Committee, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Superintendent Trunk commented that the Dream Out Loud Art Show on August 3rd, held at the Akron Art Museum, was a tremendous success. He stated that Judge Stormer was instrumental in the process and noted that more than 60 pieces of art produced by individuals with disabilities will be on display throughout the County Court complex. Approximately 20-25 items were sold for a total of about \$2,000, which will go directly to the artists. Mr. Trunk thanked Drew Williams, Jacquie Owens and their staff for organizing the event.

The County's Internal Audit Department (IAD) conducts audits of all county agencies on a rotating basis. IAD was onsite at Summit DD the week of July 31st to conduct a follow-up to the review from last year. Several minor issues around keys were noted for resolution.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

The first meeting of DODD's statewide committee to assure provider health and safety compliance and to identify the role of county boards will be held next week.

Mr. Trunk advised he was asked to serve on this committee along with provider representatives, persons served, family members, representatives from advocacy groups and representatives from other county boards. Mr. Dohnal stated that local authority is a glaring weakness in the system and said that having the Superintendent participate on this work group will be a tremendous benefit and will make a huge impact to persons served in Summit County and across the state.

Summit DD's 2018 Budget request will be presented to the Social Services Advisory Board (SSAB) on September 5th. After approval from the SSAB, the 2018 budget will then go to County Council for approval.

The Levy Committee, which operates outside of the Board, consists of volunteer staff and community members. The Superintendent and members of the Levy Steering Committee gave a presentation to the Greater Akron Chamber (GAC) on August 4th seeking its endorsement. Official endorsement has not been received, however, endorsements are typically announced about 30 days prior to the election. Mr. Trunk thanked Randy Briggs, Allyson Lee and other Steering Committee members for participating in the GAC presentation. Levy sub-committees have been established and are beginning activities. An issue number should be assigned soon.

Relative to the ballot language that was submitted by the Board, approved by County Council and subsequently submitted to the Board of Elections (BOE), the Secretary of State proposed alternative language to the local BOE, which seemed to be dated and not transparent relative to the current system transition. The local BOE elected not to use the Board's ballot language and approved the outdated language submitted by the Secretary of State. The language alludes to the Board as the service provider and the language the Board submitted reflected that private providers deliver services. The vote by the BOE was 3-1 against the Board's proposed language. Mr. Trunk thanked Lisa Kamlowsky for her efforts in trying to get the revised language passed. He commented that staff will need to educate the community about the role of the Board and its private provider partners. Mr. Quade asked if there are implications once the levy passes relative to the way the dollars can be used. Ms. Kamlowsky replied the ballot language tracks the statutory language so there won't be any issue allocating funds. Mr. Briggs commented that he does not believe this will have an impact in the election; it is more of a missed opportunity to be as transparent as the Board would like to be. Mrs. Lee noted the Board and staff still have opportunity to be transparent in the messaging to voters.

MINUTES – combined work session and regular meeting
Thursday, August 24, 2017

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

The annual golf outing was a great success with approximately 124 golfers this year. Nearly \$36,000 net was raised, which is the best year so far. Mr. Trunk thanked Billie Jo David and all of the many volunteers for their efforts.

V. PRESIDENT'S COMMENTS

Mr. Briggs congratulated the Golf Committee for a successful event. He noted that everyone seemed to be having a nice time and there was a good cross section of community participation, which is exactly what the Board wants to see. The community recognizes and supports Summit DD. Summit DD is a leader and the organization is becoming the vision he saw when he first began his service on the Board. People respect what Summit DD does because staff are doing a good job, which offers the Board seats at important tables in the County. Mr. Briggs commented that the speeches made by Phil Kaufmann and Bill Considine at the levy presentation to the Greater Akron Chamber were moving and made him feel very proud. He thanked everyone for their hard work and efforts. *"Let's get the levy passed!"*

VI. EXECUTIVE SESSION

RESOLUTION No. 17-08-07

Mrs. Ricks moved that the Board enter into Executive Session in compliance with 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: Wilkinson-yes, Siegferth-yes, Briggs-yes, Ricks-yes, Quade-yes and Lee-yes.

The regular session of the Board Meeting adjourned at 5:56 p.m.

The Board entered Executive Session at 6:00 p.m.

The Board Meeting reconvened at 6:31 p.m.

There being no further business, the Board Meeting adjourned at 6:31 p.m.

Denise Ricks, Secretary