

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

# **AGENDA**

Thursday, July 26, 2018  
Administrative Board Room  
**5:30 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. SUMMIT DD 2019 BUDGET REQUEST
- II. AKRON CHILDREN'S HOSPITAL CONTRACT

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

- III. KOINONIA ENTERPRISES CONTRACT EXTENSION

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

- IV. REQUEST TO DISPOSE OF BUSES
- V. MAY/JUNE FINANCIAL STATEMENTS

## **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. MAY 24, 2018 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. KOINONIA ENTERPRISES CONTRACT EXTENSION
    - 2. REQUEST TO DISPOSE OF BUSES
    - 3. MAY/JUNE FINANCIAL STATEMENTS
- VII. SUPERINTENDENT'S REPORT
  - A. CENSUS
- VIII. PRESIDENT'S COMMENTS
- IX. ADJOURN

## Summit County Developmental Disabilities Board

### TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Approval of the 2019 Budget request	2019 Budget request needs to be approved by the Board prior to submission to SSAB and County Council.	Approval of the 2019 Budget request in the amount of \$69,877,409 for the Operating Fund, \$157,980 for the Gifts and Donations Fund, and \$729,405 for the Permanent Improvement Fund.

#### SUPPORTING DATA FOR RECOMMENDATION

The net result of the proposed 2019 budget is better than that of the 2018 budget. The revenue request is 1.7% higher than the 2018 budget. This increase is due to the anticipation of an extra cost report audit settlement which helps to offset the loss of Medicaid reimbursements due to the transition out of services. The 2019 budget request for operating expenditures is relatively flat in comparison to the 2018 budget. Net revenues and expenditures results in deficit spending of approximately \$3.2m.

The 2019 budget includes a reduction of 116.50 FTEs from the 2018 budget and is the effect of closing the Ellet, Tallmadge, Cuyahoga Falls, Barberton and Dream Out Loud Centers in addition to ceasing transportation services.

A reduction in salary costs is offset by anticipated exit cost payouts and an on average 2.5% pay increase. A direct effect of salary cost reductions is a reduction in benefit costs. However, this is offset by the anticipation of a one-time health insurance reserve payment, which results in an overall increase in employee benefits when compared to the 2018 budget.

The increase in direct service contracts is primarily due to additional local levy dollars allocated to services for eligible individuals so that service needs are met.

Increased waiver match is due to the transition out of services in addition to typical waiver growth. The Board will use the portion allocated to the Family Support Services (FSS) program of its state Subsidy as match for Medicaid waivers pursuant to OAC 5123:2-1-02. The FSS program has been replaced with the Family Engagement Program which is entirely funded with local levy dollars.

Most other 2019 budget expenditure categories are reduced when compared to the 2018 budget.

The budgeted 12/31/18 ending fund balance of \$45,636,382 less projected 2019 deficit spending results in a 12/31/19 projected fund balance of \$42,427,391.

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

Submitted By: Mira Pozna

For:        Superintendent/Assistant Superintendent

  X   Finance & Facilities Committee

Date: July 12, 2018

       Services & Supports Committee

       HR/LR Committee

HR/LR Staffing Report – To support 2019 Budget  
July 2018 Board Meeting

	2015	2016	2017	2018	2019
Budgeted Positions (Board Approved)	498	496	452.5	397	Proposed 280.5

397 (2018 FTEs) – 126 Eliminations + 9.5 Additions = 280.5 (2019 FTEs)

Detail				
Type	Position Elimination		Position Addition	
Non-bargaining - Management	12	Supervisor (2); Manager (7); Senior Management (3)	1	SSA Manager
Non-bargaining – Non-management				
Bargaining unit - Direct Service	111	Various classifications in adult services (67) and transportation (44)		
Bargaining unit – Non-direct Service	3	Accountant (1); Custodian (1); Speech Language Pathologist (1)	8.5	SSA (2); TBD Growth (6.5)
<b>Total</b>	<b>126</b>		<b>9.5</b>	

**SUMMIT COUNTY DD BOARD**  
**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE SIX MONTHS ENDED JUNE 30, 2018 AND THE YEARS ENDING DECEMBER 31, 2019, 2018 AND 2017**

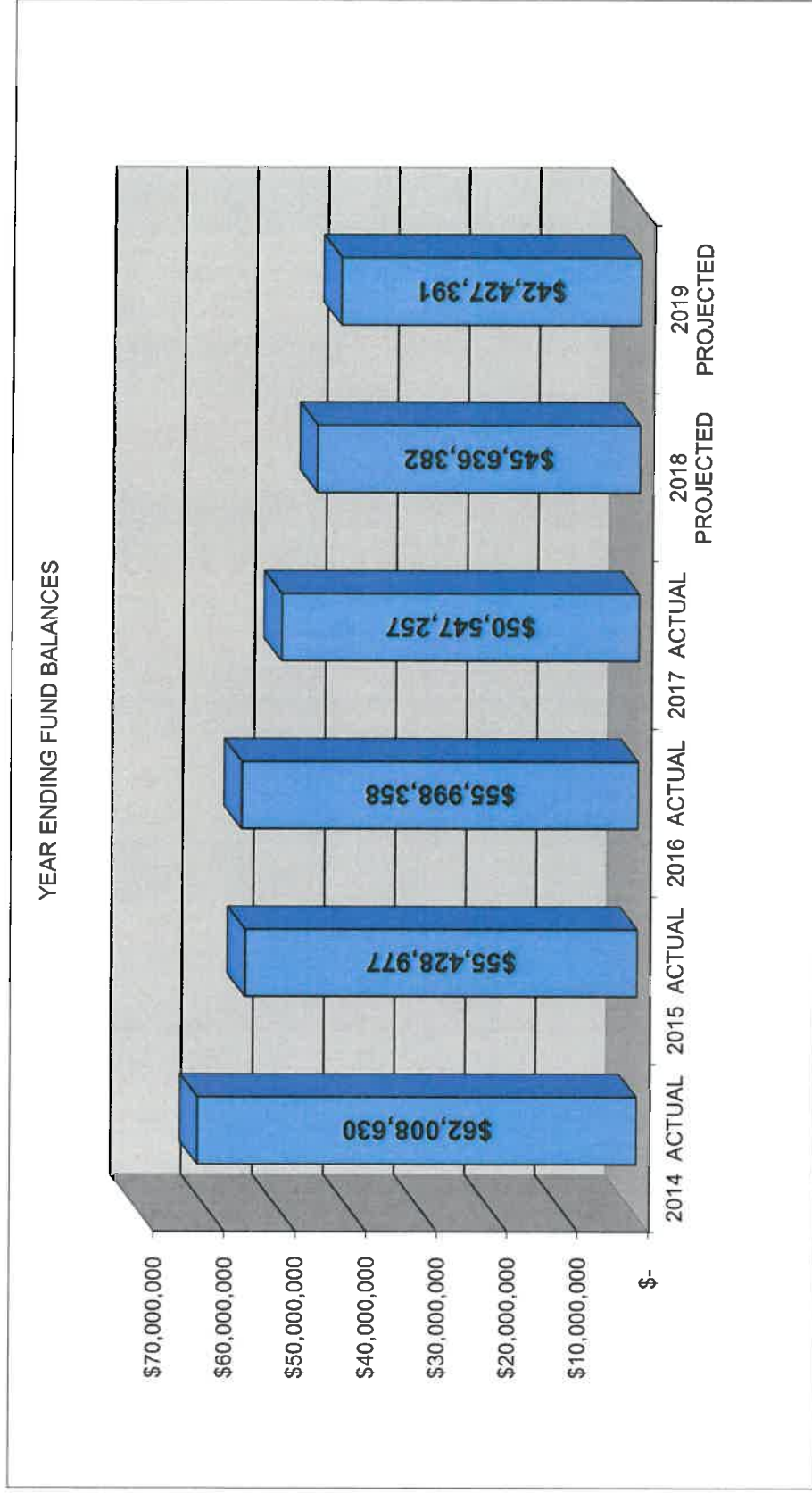
	<b>ACTUAL</b>		<b>BUDGET</b>		<b>\$ CHANGE</b>	<b>% CHANGE</b>
	<b>12/31/2017</b>	<b>6/30/2018</b>	<b>12/31/2018</b>	<b>12/31/2019</b>	<b>PY BUDGET</b>	<b>PY BUDGET</b>
<b>OPERATING REVENUE</b>						
PROPERTY TAXES	\$ 51,022,088	\$ 27,028,251	\$ 51,456,835	\$ 51,466,835	\$ 10,000	0.0%
REIMBURSEMENTS	12,154,047	7,944,302	12,301,000	13,462,254	1,161,254	9.4%
GRANTS	1,011,767	729,767	1,250,000	1,523,329	273,329	21.9%
CONTRACT SERVICES	579,808	54,461	450,000	120,000	(330,000)	-73.3%
REFUNDS	9,594	18,948	-	-	-	0.0%
OTHER RECEIPTS	848,246	139,470	86,000	96,000	10,000	11.6%
<b>TOTAL REVENUE</b>	<b>\$ 65,625,550</b>	<b>\$ 35,915,199</b>	<b>\$ 65,543,835</b>	<b>\$ 66,668,418</b>	<b>\$ 1,124,583</b>	<b>1.7%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES	\$ 19,914,731	\$ 9,373,998	\$ 19,083,932	\$ 16,409,804	\$ (2,674,128)	-14.0%
EMPLOYEE BENEFITS	9,059,610	3,491,429	8,611,271	9,278,922	667,651	7.8%
SUPPLIES	597,046	235,227	708,020	431,423	(276,597)	-39.1%
TRAVEL AND TRAINING	319,746	122,439	315,350	297,700	(17,650)	-5.6%
DIRECT SERVICE CONTRACTS	8,901,058	4,631,660	9,310,583	9,578,218	267,635	2.9%
INDIRECT SERVICE CONTRACTS	2,043,778	864,416	2,183,530	1,857,350	(326,180)	-14.9%
MEDICAID COSTS	28,002,816	13,236,209	28,410,000	30,390,000	1,980,000	7.0%
UTILITIES	563,743	242,780	649,174	565,175	(83,999)	-12.9%
RENTALS	130,216	19,682	23,600	8,000	(15,600)	-66.1%
ADVERTISING	138,295	49,800	132,000	145,000	13,000	9.8%
OTHER EXPENSES	332,218	252,460	335,250	311,817	(23,433)	-7.0%
EQUIPMENT	168,004	138,572	342,000	304,000	(38,000)	-11.1%
REAL PROPERTY IMPROVEMENT	905,391	10,254	350,000	300,000	(50,000)	-14.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,076,652</b>	<b>\$ 32,668,926</b>	<b>\$ 70,454,710</b>	<b>\$ 69,877,409</b>	<b>\$ (577,301)</b>	<b>-0.8%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (5,451,102)</b>	<b>\$ 3,246,273</b>	<b>\$ (4,910,875)</b>	<b>\$ (3,208,991)</b>		
<b>BEGINNING FUND BALANCE</b>						
PLUS: REVENUE	\$ 55,998,359	\$ 50,547,257	\$ 50,547,257	\$ 45,636,382		
LESS: EXPENDITURES	65,625,550	35,915,199	65,543,835	66,668,418		
	(71,076,652)	(32,668,926)	(70,454,710)	(69,877,409)		
<b>ENDING FUND BALANCE</b>	<b>\$ 50,547,257</b>	<b>\$ 53,793,530</b>	<b>\$ 45,636,382</b>	<b>\$ 42,427,391</b>		

Description	2018 Approved Budget	2019 Proposed Budget	% Change From 2018 Budget	Notes
<b>Revenue</b>				
Property Taxes	\$ 51,456,835	\$ 51,466,835	0.0%	Per most current Budget Commission Certification of Tax Levy.
Grants	1,250,000	1,523,329	21.9%	Addition of Multi-System Youth Grant and Part C Child Find Grant.
Contract Services	450,000	120,000	-73.3%	Decrease in waivers allocated for needs of the Children Services Board as children are granted alternative supports.
Other Receipts	86,000	96,000	11.6%	Increased sales of surplus assets no longer needed.
Reimbursements	12,301,000	13,462,254	9.4%	Loss of Medicaid reimbursements offset by an additional cost report audit settlement.
<b>Total Revenue</b>	<b>\$ 65,543,835</b>	<b>\$ 66,668,418</b>	<b>1.7%</b>	
<b>Expenditures</b>				
Salaries	\$ 19,083,932	\$ 16,409,804	-14.0%	Reduction in staffing levels as we transition out of services offset by exit cost payouts and a 2.5% wage increase.
Employee Benefits	8,611,271	9,278,922	7.8%	One time health insurance reserve payment in anticipation of entering into a consortium in addition to increased dental and life insurance costs.
Supplies	708,020	431,423	-39.1%	Reduced fuel, vehicle parts, and direct service supplies in addition to other overall net reductions.
Travel and Training Expense	315,350	297,700	-5.6%	Overall net reduction directly related to reduced staffing.
Direct Service Contracts	9,310,583	9,578,218	2.9%	Increase in services funded with local levy dollars.
Indirect Service Contracts	2,183,530	1,857,350	-14.9%	Reduction in administrative and transportation related costs due to the transition out of services.
Waiver Match, 1.25% Waiver Admin Fee, MAC Fees	28,410,000	30,390,000	7.0%	Increase due to the transition out of services in addition to typical waiver growth.
Utilities	649,174	565,175	-12.9%	Directly effected by the non-renewal of expired building leases at the Ellet Center and Dream out Loud locations.
Rentals	23,600	8,000	-66.1%	Non-renewal of the remaining expired building leases.
Advertising	132,000	145,000	9.8%	Additional expenditures for the Multi-System Youth Grant and Part C Child Find Grant.
Other Expenses	335,250	311,817	-7.0%	Reduction of vehicle insurance costs.
Equipment	342,000	304,000	-11.1%	Reduced computer and hardware costs.
Real Property Improvements	350,000	300,000	-14.3%	General decrease with fewer locations.
<b>Total Expenditures</b>	<b>70,454,710</b>	<b>69,877,409</b>	<b>-0.8%</b>	
<b>Net Change</b>	<b>(4,910,875)</b>	<b>(3,208,991)</b>	<b>-34.7%</b>	

# Fund Balance Information

Based on current projections

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2019 PROJECTED
ENDING FUND BALANCES	\$ 62,008,630	\$ 55,428,977	\$ 55,998,358	\$ 50,547,257	\$ 45,636,382	\$ 42,427,391



Fund Balances are typically built up during the early years of a levy period and spent down during the later years of the levy period.

**Summit County DD Board  
Appropriation Request for Other Funds  
For the Year Ending December 31, 2019**

**Gifts and Donations Fund**

Fund Balance as of 6/30/18	\$ 157,980
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2019 Appropriation Request	\$ 157,980
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**Permanent Improvement Fund**

Fund Balance as of 6/30/18	\$ 229,405
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Anticipated Capital Assistance rewarded during 2019	500,000
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Anticipated permanent improvement costs	229,405
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2019 Appropriation Request	\$ 729,405
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## Summit County Developmental Disabilities Board

### TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Contract with Akron Children's Hospital to provide service coordination for Part C early intervention services (formally Help Me Grow)	Service Coordination is a key component of Part C early intervention services, serving on average 800 children in Summit County annually	Recommend that the Board approve a one year contract with Akron Children's Hospital for the period of 7/1/18-6/30/19 in an amount not to exceed \$761,518.

#### **SUPPORTING DATA FOR RECOMMENDATION**

**Service Area:** Children's Services / Early Intervention

**Total Cost:** \$761,518 (\$5634 increase)

**Satisfaction:** Akron Children Hospital has met or exceeded all expectations as a service provider.

- Part C is Ohio's early intervention system serving children under the age of three with developmental delays and disabilities. The primary role is to:
  - Conduct developmental evaluations to identify delays in the areas of adaptive, cognitive, communication, physical, and social-emotional development; and
  - Use Service Coordinators to develop Individualized Family Service Plans to address the individual needs of each child and family.
- As the lead agency for the Family and Children's First Council, the local authority over Part C Services, Summit County Public Health has contracted with Summit DD to oversee the contract manager and service coordination portion of Part C early intervention services. Summit DD, through an RFP process in 2015, selected Akron Children's Hospital to provide service coordination. Early this year, the Summit DD staff member who was serving as the contract manager left the agency. At that time a joint decision was made to move the contract manager role to the current Part C supervisor at ACH with no increase to the current contract. Summit DD was able to keep the remaining funds allocated for the contract manager and use them toward reimbursement for the Part C evaluations which have always been provided 100% in-kind.
- For this contract period, Akron Children's Hospital has proposed absorbing the cost of salary increases for the Service Coordination staff allowing \$22,762 of the total grant allocation to remain at Summit DD for evaluations. Total grant allocation is \$807,184, which is the same as the current year.

- Funds to cover the contract are included in the budget and will be supported by grant funds.

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

Submitted By: Holly Brugh

Date: June 2018

For:        Superintendent/Assistant Superintendent

  X   Finance & Facilities Committee

  X   Services & Supports Committee

       HR/LR Committee



**SERVICE CONTRACT  
BETWEEN SUMMIT COUNTY  
DEVELOPMENTAL DISABILITIES BOARD  
AND  
Children's Hospital Medical Center of Akron**

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 Children's Hospital Medical Center of Akron, an Ohio non-profit corporation with its principal office at One Perkins Square, Akron, Ohio, 44308-1062, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby Summit DD will provide reimbursement to Contractor for Part C Early Intervention Service Coordination.

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

**I. SUMMIT DD OBLIGATIONS**

- A. 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, 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 Summit DD.

**II. CONTRACTOR OBLIGATIONS**

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Contractor shall provide service coordination and specific activities as required in Chapter 3701-8 of the Ohio Administrative Code (OAC), including but not limited to:
  - OAC Section 3701-8-03: Personnel and Supervision Requirements;
  - OAC Section 3701-8-07: Help Me Grow Early Intervention System Eligibility and Determination of Need for Early Intervention;
  - OAC Section 3701-8-07.1: Early Intervention Individualized Family Service Plan and Service Delivery; and
  - OAC Section 3701-8-09: Data and Maintenance of Records.
- C. Contractor shall make available to 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 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](mailto: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 Contractor shall provide the Summit DD with a copy of the Contractor's liability insurance policy upon request of Summit DD. 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 seven-hundred and fifty thousand dollars (\$750,000) or more per year in Federal awards, a single or program-specific audit shall be conducted in accordance with the provisions included in OBM Uniform Guidance, Subpart F. 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 Seven Hundred Sixty-One Thousand Five Hundred and Eighteen Dollars and no/100 (\$761,518) and is limited to the Summit DD'S 2018/2019 appropriation.

- B. Payments will be made monthly upon Summit DD's receipt of a detailed invoice from Contractor which will include identification of costs of salary/benefits, expenses, and itemized breakdown of staff time spent on activities required to carry out Contractor's responsibilities under this Contract.
- C. Payments under this Contract are contingent upon receipt of grant funds by Summit DD for the funding period July 1, 2018 to June 30, 2019 through Summit DD's contract with the Summit County Family and Children's First Council.

## **V. TERM AND TERMINATION**

- A. The term of this Contract shall be from July 1, 2018 through June 30, 2019.
- 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: County of Summit  
Developmental Disabilities Board  
ATTENTION: Superintendent  
89 East Howe Road  
Tallmadge, Ohio 44278-1099

TO: Grace Wakulchik  
Chief Operating Officer  
Children's Hospital Medical Center of Akron  
One Perkins Square  
Akron, OH 44308-1062

COPY TO: Shelley Walker  
Director of Social Work  
Children's Hospital Medical Center of Akron  
One Perkins Square  
Akron, OH 44308-1062

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

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

***SIGNATURES***

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

**PROVIDER:**

**COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD**

\_\_\_\_\_  
Grace Wakulchik, Chief Operating Officer  
Signature / Date

\_\_\_\_\_  
John Trunk, Superintendent  
Signature / Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness / Date

\_\_\_\_\_  
Witness / Date

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

**EXHIBIT 1:**

Status: \_\_\_\_\_ Not-for-Profit \_\_\_\_\_ For Profit

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

NAME	ADDRESS



**CONCILIATION PROCEDURE**

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

**STEP I**

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

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

**STEP II**

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

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

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

## Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Transition Services for Youth Partnership	Partnership between Koinonia Enterprises LLC and Summit DD to support Transition services for youth at Woodridge Local School District	That Summit DD's Board extend the contract between Koinonia and Summit DD until June 30th 2019 to continue to support Transition services at Woodridge Local School District.

### **SUPPORTING DATA FOR RECOMMENDATION**

*Service Area:* Transition Services for Youth

*# of Individuals Currently Served:* There have been 13 students served through this partnership.

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To assist in supporting college and career ready graduates, Summit DD has been partnering with Koinonia Enterprises LLC. and Woodridge Local School District (WLSD) to support transition services for youth. The program started in March, 2017 and students have participated in a variety of community based activities; including Discovery, Career Exploration, Vocational Assessments and community based volunteer opportunities.

In addition to Koinonia supporting community based transition services, a representative also attends IEP Team meetings where the students' progress is reviewed and next steps are discussed. Koinonia submits reports monthly which are reviewed by Summit DD and then are shared with the students SSA. Summit DD, WLSD and Koinonia meet monthly to review the partnership.

To date, students have participated in 596 hours of community based activities, which has occurred at nine (9) local businesses. At the end of May, WLSD and Koinonia hosted a year end event where students received notebooks detailing their progress and parents got to see a multimedia presentation highlighting the activities their children participated in during the school year.

This contract extension will not increase the originally approved contracted amount of \$125,000. The purpose of the contract extension is to support the program through the end of the 2018-2019 school year, instead of having the program end 12/31/18. This will allow for a more fluid transition to the services WLSD will be offering the following school year.

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

Submitted By: Drew Williams

For:            Superintendent/Assistant Superintendent

  X   Finance & Facilities Committee

Date: July 2018

  X   Services & Supports Committee

           HR/LR Committee

## **First Amendment to Agreement**

This First Amendment to Agreement is made this 25<sup>th</sup> day of June, 2018, by and between the Summit County Developmental Disabilities Board (hereafter "Summit DD"), 89 East Howe Road, Tallmadge, Ohio 44278, and Koinonia Enterprises, LLC, (hereafter "Contractor") with its principal offices located at 6161 Oak Tree Boulevard, Independence, Ohio 44131.

WHEREAS, the Parties entered into an Agreement per Board Resolution No. 17-01-03 for the period January 1, 2017 to December 31, 2018 for transition based services for youth in the Woodridge Local School District; and

WHEREAS, the Parties desire to amend said Agreement,

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

### **V. TERM AND TERMINATION.**

- A. The term of this Contract shall be from January 1, 2017 to June 30, 2019

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

### **SUMMIT DD BOARD**

### **PROVIDER NAME**

\_\_\_\_\_  
John J. Trunk

\_\_\_\_\_  
Name

\_\_\_\_\_  
Superintendent  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**SERVICE CONTRACT  
BETWEEN  
COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD  
AND  
KOINONIA ENTERPRISES, LLC**

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 Koinonia Enterprises, LLC, with its principal office located at 6161 Oak Tree Boulevard, Independence, Ohio 44131, hereinafter referred to as "Contractor", recites that:

WHEREAS, the parties desire to enter into a Contract whereby the Summit DD will provide reimbursement to Koinonia Enterprises, LLC for transition based services for youth in the Woodridge Local School District.

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: regular communication with contractor and Woodridge staff, feedback from families, regularly scheduled progress meetings, and documentation review. 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.

**II. CONTRACTOR OBLIGATIONS**

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Contractor shall provide transition-based services to ensure students are college and career ready upon graduation so they can be fully participating members of their community.
- C. Contractor shall provide specific activities to include Discovery Assessments for students, business engagement and job development, participation in parent education meetings and IEP meetings, career based internship and exploration activities, and job coaching support.
- D. 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.

- E. 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.
- F. 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.
- G. 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.
- H. 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](mailto:www.muireports@summitdd.org) or by facsimile to 330.634.8553.
- I. 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.

- J. 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.
- K. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- L. 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.
- M. Contractor shall name the Summit DD as a source of funding in any audit, literature, brochure or presentation.
- N. 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 TWENTY FIVE THOUSAND DOLLARS AND 00/100 (\$125,000.00)** and is limited to the Summit DD'S **2017/2018** appropriation.
- B. Payment will be made monthly upon receipt of an invoice detailing services rendered.

- C. If through this partnership, additional students become eligible for Summit DD services and desire to participate in this program. Summit DD and Koinonia will come to a mutual agreement in regards to an increase in the contract amount.

## **V. TERM AND TERMINATION**

- A. The term of this Contract shall be from **January 1, 2017 to 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  
John Trunk, Superintendent  
89 East Howe Road  
Tallmadge, Ohio 44278-1099

TO: Koinonia Enterprises, LLC  
Diane Beastrom, President and CEO  
6161 Oak Tree Boulevard  
Independence, Ohio 44131

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

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



***SIGNATURES***

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

**PROVIDER:**

**COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness / Date

\_\_\_\_\_  
Witness / Date

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

**EXHIBIT 1:**

Status: \_\_\_\_\_ Not-for-Profit \_\_\_\_\_ For Profit

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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

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
The sale of vehicles that are no longer needed to transport person served	Summit DD has vehicles that are no longer needed for the transportation of person served and would like to sell them.	That Summit DD's Board approve of the disposal of certain buses via auction in accordance with ORC 307.12
<b><i>SUPPORTING DATA FOR RECOMMENDATION</i></b>		
<p><b><i>Service Area:</i></b> Transportation</p> <p>As a result of Summit DD's transition out of being a provider for transportation services, Summit DD has buses that are no longer needed. In accordance with Ohio Revised Code Section 307.12, Summit DD will auction to the highest bidder the vehicles identified on Attachment A, which are C2 Freightliner buses no longer needed for public use. Summit DD will partner with Bottomline Auctions to assist in marketing the vehicles to reach a larger customer base than if Summit DD hosted the auction itself.</p> <p>Please see attachment A for a detailed list of the vehicles that are no longer needed for public use and will be included in the auction.</p>		

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

Submitted By:   Drew Williams  

Date:   7/1/18  

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

## **Attachment A**

1. Bus 104 Vin# 4UZABRDJ38CZ25142
2. Bus 108- Vin# 4UZABRDJ08CZ25146
3. Bus 109- Vin# 4UZABRDJ28CZ25147
4. Bus 110- Vin# 4UZABRDJ48CZ25148
5. Bus 113- Vin# 4UZABRDJ48CZ25151
6. Bus 114- Vin# 4UZABRDJ38CZ25013
7. Bus 288- Vin# 4UZABRDJ98CZ25002
8. Bus 290- Vin# 4UZABRDJ28CZ25004
9. Bus 292- Vin# 4UZABRDJ68CZ25006
10. Bus 293- Vin# 4UZABRDJ88CZ25007
11. Bus 294- Vin# 4UZABRDJX8CZ25008
12. Bus 296- Vin# 4UZABRDJ88CZ25010
13. Bus 297- Vin# 4UZABRDJX8CZ25011
14. Bus 298- Vin# 4UZABRDJ18CZ25012

All buses are C2 Freightliners with a passenger capacity of 24 and have been modified to include a wheelchair lift and securement system. The average miles is 168,000 and each has an estimated worth of \$2,500.

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

**SUMMIT COUNTY DD BOARD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE TWO MONTHS ENDED MAY 31, AND JUNE 30, 2018**  
**(Rounded)**

<b><u>Revenue:</u></b>				
<b>1</b>	Property Taxes:	May receipt of Homestead & Rollback.	\$	2,978,000
<b>2</b>	Grants:	May quarterly Title XX reimbursement, June quarterly Medicaid Administrative Claims (MAC) reimbursement.		95,900 402,900
<b><u>Expenditures:</u></b>				
<b>3</b>	Direct Contract Services:	May payment of the shared pool agreement with Summit County Family and Children First Council in support of services through CLUSTER.		110,700
<b>4</b>	Indirect Contract Services:	May incremental payment to NEON to fund the Family Engagement Program for persons served enrolled in the program. June payment to Binary Defense Systems for enhanced security monitoring of our IT systems including annual licensing and maintenance fees.		125,000 42,600
<b>5</b>	Other Expenses:	June quarterly payment to Primary Solutions for Gatekeeper and OhioDD.com software licensing and maintenance fees. May payment to Wichert Insurance Company for the following insurance costs: Cyber insurance with AIG-Illinois National Insurance, Director and officers liability insurance with Selective Insurance Company, Property & casualty, business automobile and umbrella coverage with Selective Insurance Company. June annual county chargeback for building insurance.		13,200 10,100 32,100 74,900 31,300
<b>6</b>	Equipment:	May purchase of a new Ford F-350 and plow for the Facilities Department to replace three vehicles, used as trade ins, that were past their useful lives.		28,700
<b><u>Revenue:</u></b>				
	Reimbursements:	FY 2013 DODD Cost Report settlement, over budget.	\$	2,828,400
	Grants:	Receipt of HMG reimbursements that was expected in 2017.		244,300
<b><u>Expenditures:</u></b>				
	Employee Benefits:	Health insurance costs are currently below budget. As a new customer Medical Mutual required a binder payment in 2017 in the amount of \$490,000 which has been credited against 2018 premiums. In addition, due to lower rates and a rebate from the state there will be no workers' compensation cost for 2018.		
	Other Expenses:	Payment of 2018 Ohio Association of County Boards (OACB) annual dues.		77,300

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

## Summit County Board of Developmental Disabilities

### **MINUTES - DRAFT**

Thursday, May 24, 2018  
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, May 24, 2018 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:32 p.m.

#### BOARD MEMBERS PRESENT

Randy Briggs, Board President  
Meghan Wilkinson, Board Vice President  
Allyson V. Lee  
Tom Quade  
Tami Gaugler

#### BOARD MEMBERS EXCUSED

Denise Ricks, Board Secretary  
Dave Dohnal

#### ALSO PRESENT

John J. Trunk, Superintendent  
Lisa Kamlowsky, Assistant Superintendent  
Billie Jo David, Director of Communications  
& MUI  
Russ DuPlain, Director of IT, Records &  
Facilities  
Drew Williams, Director of Community  
Supports & Development

Joe Eck, Director of Labor Relations &  
Risk Management  
Lynn Sargi, Director of HR  
Mira Pozna, Director of Fiscal  
Holly Brugh, Director of SSA & Children's  
Services  
Maggi Albright, Recording Secretary  
and others

#### I. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM

The TANF Summer Youth Work Experience Program is an eight week summer work experience that is administered by the Summit County Department of Job & Family Services (JFS). To be eligible to participate, students must be between the ages of 16-24 and live with a family that has an income that is at or below 200% of federal poverty level. For students who are 19 and older, a minor child must also reside in the homel. The program runs from June 11<sup>th</sup> – August 4<sup>th</sup>, with students working 20 hours/week in local businesses across Summit County. Students are paid \$9.50/hour. In 2017, Summit DD partnered with six providers to serve 40 students. JFS has requested to partner with Summit DD again in 2018 to serve up to 45 eligible students in the TANF Program. JFS has allotted \$140,000 for the TANF Program and Summit DD would contribute an additional \$78,235, for a total of \$218,235. Additional funds were added to cover the cost of serving five additional individuals.



MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

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

### **I. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM** *(continued)*

The dollars allocated to Summit DD for this program will cover the cost of an onsite job coach as well as transportation services. Summit DD would partner with four providers to support students in the work experience. There were originally five providers that were going to participate in this program, however, one has dropped out. The Bridges Rehabilitation Services contract would be in an amount not to exceed \$30,501, Koinonia - \$20,910, Louisa Ridge - \$143,914 and New Avenues - \$20,910. One of the 2018 changes to the program is the minimum age of 16. Last year the minimum age was 14 and, based on feedback, it was decided that age 16 was a more appropriate starting age for this program. Last year, local dollars were not utilized so those funds were reallocated, with the same outcome anticipated this year as well. Mr. Briggs asked if any of the kids participating received employment. Mr. Williams replied that three kids who participated in TANF last year received employment opportunities. Funds are available in the budget and the TANF Summer Youth Work Experience Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

### **II. SUMMIT DD SUMMER WORK PROGRAM**

Summit DD will be administering a summer work program for individuals between the ages of 16-20 who are still enrolled in school or have recently graduated. This program would be in addition to the TANF Program. Students who participate would work 20 hours/week for eight weeks and would be paid minimum wage of \$8.30/hour. Mrs. Lee asked about the difference in hourly rate between the TANF and Summit DD Summer programs. Mr. Trunk replied the Summit DD Summer Work Program has an added cost of the Minute Men contract, which increases costs. Students will be supported in groups of two with an onsite job coach. The program will run from June 11<sup>th</sup> – August 18<sup>th</sup>. The week of June 11<sup>th</sup> will consist of a three-day orientation. The orientation includes touring the work site, enrolling in payroll services and starting a job readiness curriculum that will be completed throughout the eight week program. Students will work at various community based businesses across Summit County including property management, retail, services to seniors, Akron Parks and Recreation Department and the Akron City summer lunch program. There will be 35 kids supported through this program. Summit DD will contract with four providers who will provide onsite job coaching and transportation to and from the work site. The Bridges to Rehabilitation Services contract would not exceed \$47,316, Koinonia - \$24,715, Louisa Ridge - \$92,555 and Total Education Solutions - \$33,670, for the total contract amount not to exceed \$198,256. There will be a separate but related Agreement with Minute Men to cover payroll administration of this program. Funds are available in the budget and the Summit DD Summer Work Experience Program has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

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

### III. MINUTE MEN CONTRACT

Summit DD is requesting to administer a summer work program and, as an additional supporting request, to contract with Minute Men Staffing Services to provide payroll administration for the students enrolled in the program. Minute Men would be the employer of record and would verify work eligibility, process various employment-related documents, process payroll ensuring that students are paid weekly and that worker's compensation and other legally required insurances are in place. They will also provide all required tax related information. To provide these services, Minute Men will charge a 30% fee, which will result in Summit DD being billed \$10.79 for every hour a student works. Of that amount, \$8.30 will cover the wages paid to the student and \$2.49 will cover the Minute Men service fee. Approximately 35 individuals would be served under this contract for the total cost per student of \$1,855.88. If a student works the full program length they would earn \$1,427. The contract period would be June 1<sup>st</sup> – August 31, 2018, for the total contract not to exceed \$75,000. Mr. Trunk noted that when a person goes through one of these programs it can build their resume and it they may help to get a job upon graduation. The programs fit into the long-term commitment to get kids involved in the community at an earlier age and it is believed that these programs will have long-term benefits. Funds are available in the budget and the Minute Men contract has been recommended for approval by the April Finance & Facilities and Services & Supports Committee.

### IV. APRIL FINANCIAL STATEMENTS

April ended in a positive position with a balance of \$5,550, 050. Revenue for April included first half property tax settlement in the amount of \$24,039,000, quarterly state subsidy reimbursement of \$673,000 and reimbursement of \$40,300 from Aetna for the 2017 employee wellness program. Mr. Briggs asked if the money reimbursed from the Wellness program is reinvested. Mrs. Pozna replied the reimbursed funds are invested into staff wellness programs. Expenditures for April included payments to the Ohio Department of Developmental Disabilities (DODD) for quarterly waiver match in the amount of \$6,280,900 and quarterly waiver administration fee of \$337,000. The fund balance at the end of April was \$56,097,307. The April Financial Statements have been recommended for approval by the May Finance & Facilities Committee.

### V. REVISED POLICY 3022 – CHARITABLE CONTRIBUTIONS, EVENT AND VOLUNTEER SUPPORT and REQUEST TO DELETE POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

Policy 3022 was adopted in May 2015 and Policy 2035 was adopted in September 2015, becoming effective in January 2016. Staff from the HR and Communications Departments have planned and organized volunteer activities on a designated in-service day – *"Summit DD Give Back Day"*.

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

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

V. REVISED POLICY 3022 – CHARITABLE CONTRIBUTIONS, EVENT AND VOLUNTEER SUPPORT and REQUEST TO DELETE POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME *(continued)*

As the Agency downsizes, both the HR and Communications Departments have eliminated positions resulting in insufficient staff resources to plan and execute a large scale employee activity. The revisions to Policy 3022 maintain support for employees to participate in community efforts in a self-directed way, within specified criteria. Key components of Policy 2035 have been incorporated into revised Policy 3022, therefore it is no longer needed and the request is for deletion. The corresponding Procedure will also be updated and provides supervisors and employees details and guidance when requesting and approving time off for volunteer activities. Revisions to Policy 3022 and the request to delete Policy 2035 have been recommended for approval by the May HR/LR Committee.

VI. DIRECT SERVICE CONTRACT

When Summit DD employees are also employed by another agency that contracts with Summit DD, the Board's Ethics Committee reviews the direct service contract(s) to ensure that ethical standards are not violated. The Affidavit of Board employee John Bacola, who is also employed by Community Connections, was reviewed and found that conditions specified in Ohio Revised Code (ORC) 5123:033 have been met. Therefore, the Ethics Committee recommends that the Board continue to participate in its contract with Community Connections. The April Ethics Committee recommends approval.

The work session adjourned at 5:48 p.m.

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:48 p.m.

### **I. PUBLIC COMMENT**

Leslie Frank, a parent and Summit DD staff, commented that two individuals at Cuyahoga Falls have selected new providers and will be transferring June 1<sup>st</sup>, which leaves 15 individuals at the Center. She noted four individuals expressed their desire to stay until December when Cuyahoga Falls is scheduled to close. Mr. Quade asked, based on how Ms. Frank worded her comments that the four individuals are staying until they are "*kicked out*", if these folks think they are being kicked out of Cuyahoga Falls. Ms. Frank replied she believes they understand the program is changing; they want to stay at Cuyahoga Falls as long as possible since it is familiar and comfortable. Ms. Frank spoke about her daughter and mentioned that Drew Williams was instrumental in obtain placement at Warrensville Developmental Center, which was very helpful. When her daughter turned 18 she petitioned the court to become her own guardian and things have turned out well.

### **II. APPROVAL OF MINUTES**

#### **A. APRIL 26, 2018 (combined work session and regular meeting)**

##### **R E S O L U T I O N**

##### **No. 18-05-01**

Mrs. Wilkinson moved that the Board approve the minutes of the April 26, 2018 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mr. Quade, was unanimously approved.

### **III. BOARD ACTION ITEMS**

#### **A. FINANCE & FACILITIES COMMITTEE**

##### **1. TANF SUMMER YOUTH WORK EXPERIENCE PROGRAM**

##### **R E S O L U T I O N**

##### **No. 18-05-02**

Mr. Quade moved that the Board approve a partnership with Summit County Job & Family Services, Bridges Rehabilitation Services, Koinonia Enterprises, Louisa Ridge, and New Avenues to Independence to support eligible students in summer work experiences for the period June 11, 2018 through August 4, 2018, in an amount not to exceed Seventy Eight Thousand Two Hundred Thirty Five Dollars (\$78,235.00), as presented in attachment #1, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Gaugler, was unanimously approved.

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

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

### III. BOARD ACTION ITEMS *(continued)*

#### A. FINANCE & FACILITIES COMMITTEE *(continued)*

##### 2. SUMMIT DD SUMMER WORK PROGRAM

###### RESOLUTION

No. 18-05-03

Mrs. Gaugler moved that the Board approve a partnership with Bridges Rehabilitation Services, Koinonia Enterprises, Louisa Ridge, and Total Education Solutions to support eligible students in a summer work program for the period June 11, 2018 through August 18, 2018, in an amount not to exceed One Hundred Ninety Eight Thousand Two Hundred Fifty Six Dollars (\$198,256.00), as presented in attachment #2, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Quade, was unanimously approved.

##### 3. MINUTE MEN CONTRACT

###### RESOLUTION

No. 18-05-04

Mrs. Lee moved that the Board approve a contract with Minute Men Staffing Services for payroll administration and employer of record for the Summit DD Summer Work Program, for the period June 1, 2018 through August 31, 2018, in an amount not to exceed Seventy Five Thousand Dollars (\$75,000.00), as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

##### 4. APRIL FINANCIAL STATEMENTS

###### RESOLUTION

No. 18-05-05

Mrs. Wilkinson moved that the Board approve the April Financial Statements, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting  
Thursday, May 24, 2018

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

### III. BOARD ACTION ITEMS *(continued)*

#### B. HR/LR COMMITTEE

1. REVISED POLICY 3022 – CHARITABLE CONTRIBUTIONS, EVENT AND VOLUNTEER SUPPORT and REQUEST TO DELETE POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

#### R E S O L U T I O N

No. 18-05-06

Mr. Quade moved that the Board approve revisions to Policy 3022, as presented in attachment #5.

Be it further resolved that the Board approve the deletion of Policy 2035. The motion, seconded by Mrs. Gaugler, was unanimously approved.

#### C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

#### R E S O L U T I O N

No. 18-05-07

Mrs. Gaugler moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee John Bacola and found that the conditions specified in Ohio Revised Code (ORC) 5126:033 have been met;

Therefore be it resolved that the Board adopt the recommendations of the Ethics Committee, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. OACB SPRING CONFERENCE

The recent OACB Spring Conference had an intentional theme around relationship building and collaboration. The keynote speaker talked about trust, loyalty and relationships, which set the tone for the conference. Some tracks focused on families, some on best practice concepts and some centered around assistive technology. There were also sessions around youth services, multi-system youth and school to work transition. Holly Brugh was a presenter for a session about developing alternative supports for children. The conference also included information about building and maintaining relationships with elected officials and the importance of doing so.



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## **BOARD MEETING (continued)**

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

#### **A. OACB SPRING CONFERENCE (continued)**

Mr. Briggs, who also attended the conference, commented there was interesting information about proposed legislation around guardianships where funds can be filtered to county DD boards. Mr. Trunk stated he is very proud of Summit DD and its progression and noted that Summit DD staff are often sought out to present at conferences and training events.

#### **B. GRAHAM ROAD PROJECT**

Mr. Trunk mentioned that he recently met with representatives from DODD, the ADM Board and OHMA to discuss the four bedroom dual diagnosis home currently under construction on Graham Road, which is scheduled to open in September. Collaboration has begun around criteria for identifying occupants for this home and a RFP is being developed for the provider. DODD would like residents of the home to be individuals who are currently living in an institutional setting or who are at risk. The idea is to provide support by well-trained providers to stabilize living situations that, in the long run, will reduce the need for the individuals to be hospitalized or placed back into institutions. Capital funding will pay for the provider and DODD will pay for additional training for the specialized provider that will be needed. Mr. Trunk pointed out this will be the first home of this nature in the State of Ohio and he is honored that Summit County was selected. There is discussion about four additional dual diagnosis homes being developed across the state.

#### **C. TRANSITION UPDATE**

Mr. Trunk reported that by the July Board Meeting services at the Tallmadge Center will be discontinued and the Center will be closed. There are currently 20 individuals still attending that Center, most have already identified alternate providers but have chosen to stay until the Center closes. It is anticipated the final transitions will go smoothly.

#### **D. MISCELLANEOUS**

Mr. Trunk mentioned that there was the possibility of holding a Board Retreat in June, however, that will not occur until later in the year so that staff have time to put together additional information, mostly around the Agency's Long Range Plan. He also reminded everyone that there is no Board Meeting in June.

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

### V. PRESIDENT'S COMMENTS

Mr. Briggs stated that he attended the OACB Spring Conference and he always leaves feeling very proud of Summit DD. He noted that Dave Dohnal and Superintendent Trunk play an important role across the State of Ohio relative to their involvement in both state and local issues, workgroups and committees; both are very well respected. Their leadership represents Summit County very well and Summit DD is recognized as a leader in the state. Staff work hard and challenge the Board, as well as the Board challenging staff, and that is a great collaboration. He encouraged everyone to keep up the good work!

### VI. EXECUTIVE SESSION

#### RESOLUTION

No. 18-05-08

Mr. Quade 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 Mrs. Wilkinson.

Roll call: Quade-yes, Wilkinson-yes, Gaugler-yes, Briggs-yes and Lee-yes.

The regular session of the Board Meeting adjourned at 6:10 p.m.

The Board entered Executive Session at 6:15 p.m.

The Board Meeting reconvened at 6:25 p.m.

### VII. ADDITIONAL ACTION ITEM

#### A. EMPLOYMENT CONTRACT EXTENSION – RICHARD RYBAK

#### RESOLUTION

No. 18-05-09

Mr. Quade moved that the Board approve an extension to the employment contract of Richard Rybak, Facility Manager, for a revised term of November 5, 2017 through March 21, 2019. The motion, seconded by Mrs. Gaugler, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:26 p.m.

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Denise Ricks, Secretary



## June 2018 Executive Summary Dashboard

	YTD Total	Definition
<b>Total Annual Persons Served</b>	<b>4279</b>	<b>Unduplicated</b> cumulative total of YTD Persons Served. Census line XI
Total Adults	2237	Cumulative total of YTD adults. SSA Assigned and adults receiving a day array service. Note: Adults who received "SSA only" and then receive a service would be counted in both SSA only and Day Array.
Total Children	2225	Cumulative total of YTD children. EI and ages 3+, SSA Assigned, and school age registry snapshot. Note: Children who become adults during time period are also counted as adults.
<b>Total Waiver</b>	<b>2157</b>	<b>Unduplicated</b> cumulative total of YTD count of individuals receiving a waiver. Census line IVB5
IO	1383	Individuals receiving I/O funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	730	Individuals receiving level 1 funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
<b>Total Day Array</b>	<b>1813</b>	<b>Unduplicated</b> cumulative total of YTD Persons Served receiving day array services. Census line IHH6
Waiver funded	1618	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	296	Individuals receiving locally funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
<b>Total Day Array Service Delivery</b>		
Summit DD	124	Individuals receiving day array services with Summit DD. Note: if served by Summit DD and then change to private provider, or served by both at same time, then counted in both provider categories.
Private Provider	1759	Individuals receiving day array services with Private Provider. Note: if served by Private Provider and then change to Summit DD, or served by both at same time, then counted in both provider categories.
<b>Total NMT Service Delivery</b>	<b>1950</b>	<b>Unduplicated</b> cumulative total of YTD Persons Served receiving Non Medical Transportation (NMT). Census line IXG
Summit DD	62	Individuals receiving NMT with Summit DD. Note: if changed from Summit DD to Provider counted in both provider categories
Private Provider	1913	Individuals receiving NMT services with private provider. Note: if changed from Summit DD to Provider counted in both provider categories
<b>Total Homemaker Personal Care Supports</b>	<b>1675</b>	<b>Unduplicated</b> cumulative total of YTD persons served receiving homemaker personal care (HPC). Note: HPC is defined as residential services and supports. Census line VIII
Shared 24/7 sites	226	# of sites individuals receive shared HPC services. Note: this represents congregate community sites
Foster sites	149	# of Foster Care sites. Note: This includes single and shared Foster care

\*Locally funded means services are paid 100% with local tax dollars

**Point-In-Time**

		6/30/2018	Year to Date	
<b>CHILDREN'S SERVICES</b>				
<b>EARLY INTERVENTION (EI)</b>				
1	Total EI Children Served Community Based 0-2	520	691	Developmental specialist assigned
2	Total EI Children Served Community Based 3-5	434	483	Developmental specialist assigned
3	Total EI Child Care Specialist assigned 3-5	0	0	old children's registry w/o services
<b>Child Care (Birth to 3)</b>				
1	Paving the Way	0	0	Age Birth - 3, center based, children with delays
2	Community Child Care - (Community Partnerships for Inclusion)	31	42	Age Birth - 3, community partnership for inclusion
3	Total Children (Birth to 3) (unduplicated count) II.B.1 through II.B.2	31	42	
<b>Child Care (3 and up)</b>				
1	Paving the Way	0	0	Age 3 and up, center based, children with delays
2	Community Child Care - (Community Partnerships for Inclusion)	127	162	Age 3 and up community partnership for inclusion
3	Total Children ages 3 and up served (unduplicated count) I.C.1 through I.C.3	127	162	
4	TOTAL Children served in EI AND Child Care (unduplicated count) I.A.1 through I.A.3 plus I.B.3 plus I.C.3	991	1197	
<b>TOTAL ENROLLED IN HEAD-START (unduplicated count)</b>				
D	TOTAL ENROLLED IN HEAD-START (unduplicated count)	N/A		
<b>TOTAL CHILDREN ON SCHOOL-AGE REGISTRY SERVED</b>				
E	TOTAL CHILDREN ON SCHOOL-AGE REGISTRY SERVED	0	0	NOT included in Total Lives Touched
<b>ADULT Day Array Services</b>				
<b>Summit DD OPERATED WAIVER FUNDED SERVICE</b>				
1	Vocational Habilitation	0	0	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Day Support	0	0	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	74	112	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services Waiver Funded - Summit DD Operated (unduplicated count) II.A.1 through II.A.3	74	112	Combination of Voc Hab and Day Support
<b>Summit DD OPERATED LOCALLY FUNDED SERVICE</b>				
1	Vocational Habilitation	5	7	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Day Support	3	3	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	0	0	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services Locally Funded - Summit DD Operated (unduplicated count) II.B.4 through II.B.3	8	10	Combination of Voc Hab and Day Support
<b>TOTAL ADULT Day Array services - Summit DD OPERATED (unduplicated count) II.A.4 plus II.B.4</b>				
5	TOTAL ADULT Day Array services - Summit DD OPERATED (unduplicated count) II.A.4 plus II.B.4	82	122	
<b>PRIVATE PROVIDER WAIVER FUNDED SERVICE, Summit DD MATCH</b>				
1	Vocational Habilitation	0	0	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Day Support	0	0	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	1379	1444	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services, Waiver Funded - Provider Operated (unduplicated count) II.C.1 through II.C.3	1379	1444	Combination of Voc Hab and Day Support
<b>PRIVATE PROVIDER LOCALLY FUNDED SERVICE</b>				
1	Vocational Habilitation	102	141	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Day Support	118	137	Services teach and reinforce concepts related to work
3	Vocational Habilitation/Day Support	1	1	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services, Locally Funded - Private Provider (unduplicated count) II.D.1 through II.D.3	211	266	Combination of Voc Hab and Day Support
5	TOTAL ADULT Day Array services, PRIVATE PROVIDER (unduplicated count) II.C.4 plus II.D.4	1587	1679	
6	TOTAL ADULT Day Array services (unduplicated count) II.B.5 plus II.D.5	1650	1754	
<b>Summit DD OPERATED EMPLOYMENT WAIVER FUNDED, Summit DD MATCH</b>				
1	Supported Employment Enclave	0	0	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Supported Employment Community	0	0	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Waiver Funded Summit DD Provided (unduplicated count) II.E.1 through II.E.2	0	0	Help people to perform work in a regular employment setting with minimal support
<b>Summit DD OPERATED EMPLOYMENT LOCALLY FUNDED</b>				
1	Supported Employment Enclave	0	0	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Supported Employment Community	0	1	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Locally Funded Summit DD Provided (unduplicated count) II.F.1 through II.F.2	0	2	Help people to perform work in a regular employment setting with minimal support
4	TOTAL ADULT Day Array services, EMPLOYMENT SUMMIT DD OPERATED (unduplicated count) II.E.3 plus II.F.3	0	2	
<b>PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, Summit DD MATCH</b>				
1	Supported Employment Enclave	54	62	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Supported Employment Community	0	0	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Waiver Funded Private Provider (unduplicated count) II.G.1 through II.G.2	54	62	Help people to perform work in a regular employment setting with minimal support
<b>PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED</b>				
1	Supported Employment Enclave	2	3	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Supported Employment Community	10	15	Help people to perform work in a regular employment setting with enhanced supervision
3	Total Adult Day Array services, Employment - Locally Funded Private Provider (unduplicated count) II.H.1 through II.H.2	12	18	Help people to perform work in a regular employment setting with minimal support
4	TOTAL ADULT Day Array services, EMPLOYMENT PRIVATE PROVIDER (unduplicated count) II.G.3 plus II.H.3	66	80	
5	TOTAL ADULT Day Array services, EMPLOYMENT (unduplicated count) II.F.4 plus II.H.4	66	81	
6	TOTAL ADULT SERVICES ARRAY (unduplicated count) II.D.6 plus II.H.5	1713	1813	
7	Total Competitively Employed	TBD	TBD	



# 2018 June Census

Point in Time Snapshot as of 6/30/2018 Cumulative Year to Date

Definitions

SSA ONLY		978	1028		
III	A Children - SSA Assigned	382	424		Age 6-22 in School, SSA Assigned, No Other Services Provided
	B Adults - SSA Assigned	1360	1452		Age 22 and over - SSA Assigned, No Other Services Provided
TOTAL SSA ONLY (unduplicated count) III.A through III.B					
HOME AND COMMUNITY BASED WAIVERS					
IV	A				Summit DD contributes 40% Match
	B				As requested by Summit DD
V	A	0	15		as awarded by ODD
	B	1360	25		Waivers in active use
VI	A	459	532		In-Home supports in family home or persons' own residence
	B	0	0		Person living with care giver not a family member
VII	A	577	605		Person receiving 24x7 paid staff supervision support
	B				
VIII	A		40		As requested by Summit DD
	B	0	33		as awarded by ODD
IX	A	702	730		Waivers in active use
	B	312	339		In-Home supports in family home or persons' own residence
X	A	0	15		
	B	0	3		
XI	A	54	56		Waivers in active use
	B	0	0		
XII	A	2113	2157		
	B				
TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV.A.3 plus IV.B.3 plus C.3 and D					
Summit DD FUNDED SUPPORTED LIVING					
XIII	A	131	203		Summit DD pays 100% local for individuals not enrolled on Waiver
	B	1	3		In-Home supports in family home or persons' own residence
XIV	A	6	11		Person living with care giver not a family member
	B	138	213		Person receiving 24x7 paid staff supervision support
XV	A	74	78		Cumulative YTD #'s may be duplicated across service categories
	B				Individuals residing in an intermediate care facility funded by ODD/FS, and is an option for persons served
TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV.A.3 plus IV.B.3 plus C.3 and D					
Summit DD FUNDED SUPPORTED LIVING (unduplicated count) V.A through V.D					
XVI	A	54	54		Individuals residing in a Nursing Home funded by ODD/FS, and is an option for persons served
	B				
TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS IV		1561	1675		Cumulative total of YTD residential supports is unduplicated
A4:5:6 IV.B4, VD VI VII (unduplicated count)					
TRANSPORTATION					
XVII	A	36	55		Transportation to and from Day Array services, Summit DD contributes 40% Match
	B	7	7		Transportation to and from Day Array services, Summit DD pays 100% local
XVIII	A	43	62		Transportation to and from Day Array services, Summit DD contributes 40% Match
	B	1566	1627		Transportation to and from Day Array services, Summit DD contributes 40% Match
XIX	A	257	327		Transportation to and from Day Array services, Summit DD pays 100% local
	B	1820	1913		Transportation to and from Day Array services, Summit DD pays 100% local
XX	A	1854	1950		Summit DD pays 100% local
	B				number of people that participated in year around sports training and athletic competition (duplicate of number of people that participated in Social and Rec. for individuals employed in the community.
XXI	A	69	344		number of people that attended Educational and Leisure classes offered this quarter.
	B	38	349		number of people that attended summer camp for school-aged students. (reported end of Aug)
XXII	A	79	390		number of people that were awarded FSS dollars for respite, Adaptive Equ. or Home mod.
	B	N/A	N/A		Includes duplicates, NOT included in Total Lives Touched
TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES X.A through X.G		228	1316		Cumulative total of YTD Persons Served receiving some type of service or support.
TOTAL ANNUAL PERSONS SERVED (unduplicated count)		3993	4279		SSA Assigned, Calico, Early Intervention, Typically Developing Children, School Age Registry
WAITING LISTS Services Requested or Needed within 12 Months					
XXIII	A	0			Waiting for Voc Hub, Day Support, and/or Supported Employment longer than 45 days
	B	0			Waiting to receive 24 x 7 paid staff supervision support
XXIV	A	1592			Waiting for an Individual Options waiver slot
	B	937			Waiting for a Level One waiver slot