

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

AGENDA

Thursday, September 27, 2018
Administrative Board Room
5:30 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. SUMMIT DD 2019-2021 LONG RANGE PLAN

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- II. 2019 EMPLOYEE INSURANCE
- III. COMDOC CONTRACTS

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- IV. AUGUST FINANCIAL STATEMENTS
- V. REVISED POLICY 4018 – EARLY INTERVENTION – DESCRIPTION OF SERVICES
- VI. CHILDREN'S SERVICES BOARD LEVY ENDORSEMENT REQUEST

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 23, 2018 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. 2019 EMPLOYEE INSURANCE
 - 2. COMDOC CONTRACTS
 - 3. AUGUST FINANCIAL STATEMENTS
 - B. SERVICES & SUPPORTS COMMITTEE
 - 1. REVISED POLICY 4018 – EARLY INTERVENTION – DESCRIPTION OF SERVICES
 - C. OTHER
 - 1. CHILDREN'S SERVICES BOARD LEVY ENDORSEMENT REQUEST
- VII. SUPERINTENDENT'S REPORT
 - A. FACILITIES PLANNING UPDATE
- VIII. PRESIDENT'S COMMENTS
- IX. ADJOURN

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

| TOPIC | ISSUE/CONCERN | RECOMMENDATION |
|-----------------------------|---|-------------------------------|
| 2019 – 2021 Long Range Plan | <p>The current long range plan expires at the end of 2018. The new plan will take effect in 2019, coinciding with the Board's final transition from being a direct service provider.</p> <p>Outline the mission, vision, values, and long range goals of the Agency from 2019 – 2021.</p> | Approve 2019-2021 Action Plan |

SUPPORTING DATA FOR RECOMMENDATION

The current long range plan expires at the end of 2018. The main emphasis of the 2016 – 2018 was to successfully transition each individual to a private provider of their choice while building capacity and quality within the service delivery system. As Summit DD completely transitions out of services, the 2019 – 2021 Long Range Plan will lay the foundation for the next generation of disability services within Summit County.

Feedback into the 2019 – 2021 Long Range Plan Process:

- Parents/Guardian and Individuals Eligible for services – a monthly survey collected data to identify priorities and value of services.
- Taxpayers – a community survey collected data for priorities, value of services, and attitudes and perceptions about inclusion.
- Employees – a series of focus groups collected data from more than 70 staff members from across the Agency.
- Providers – a focus group collected feedback from a diverse cross section of providers.
- A review of long term financial models
- Census trends and patterns

Proposed Mission, Vision, Values of 2019 – 2021 Long Range Plan:

- Mission – updated mission statement that reflects Summit DD's role and responsibility to the individual rather than emphasizing the services people receive. Mission statements clearly communicate why an organization exists and should be clear, concise and useful.
Proposed: Summit County Developmental Disabilities Board helps people realize their full potential, one person at a time.
- Vision – updated vision to more clearly articulate our vision for the community we serve. Vision statements clearly communicate the desired change resulting from an organization's work.
Proposed: We are a community where inclusion comes naturally.

Submitted By: Billie David

Date: 9/11/18

For: Superintendent/Assistant Superintendent

 x Finance & Facilities Committee

 x Services & Supports Committee

 x HR/LR Committee

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

- Values – updated values to reflect the commitment of Summit DD’s employees to those we support, each other and the community. Values speak to the personality of the organization and should be applied to everyday decisions and interactions.

Proposed: Respect, Collaboration, Innovation, Inclusion, Excellence and Trust.

Proposed Goals of 2019 – 2021 Long Range Plan:

- Goal 1: Ensure a stable service delivery system as we work towards full community inclusion.
 - Ensure that the allocation of local resources meet the desired outcomes identified by the Board.
 - Ignite the community as a natural support.
 - Support, develop, and monitor the provider community.
- Goal 2: Empower an engaged workforce to achieve high levels of organizational performance.
 - Foster a culture that reflects our core values.
 - Build work systems that support organizational performance excellence.
- Goal 3: Ensure that our system is sustainable into the future.
 - Maximize alternative revenue streams.
 - Prioritize resources.
 - Right-size our facilities to meet future needs.

Steps to obtain initial feedback on 2019 – 2021 Long Range Plan:

- Parents/guardians: phone survey
- Individuals we support: focus groups
- Employees: focus groups
- Providers: focus group

**Recommended for approval by the September HR/LR,
Services & Supports and Finance & Facilities Committees.**

Submitted By: Billie David

Date: 9/11/18

For: Superintendent/Assistant Superintendent

 x Finance & Facilities Committee

 x Services & Supports Committee

 x HR/LR Committee

Mission

Summit County Developmental Disabilities Board helps people realize their full potential, one person at a time.

Vision

We are a community where inclusion comes naturally.

Values

Respect - Collaboration - Innovation - Inclusion - Excellence - Trust

Respect: We value our customers and each other. We listen, thoughtful, and respectful. We are professional and timely with our responses. We approach our relationships with each other and our customers with a person-centered approach.

Collaboration: We develop, maintain and monitor win-win relationships within our organization and with our external partners. We understand and appreciate each other's expertise, bringing the right people together to develop solutions. We approach each new partnership with a focus on short-term benefits and long-term rewards. In this way, we can cultivate a strong, diverse community that offers natural support and opportunities for people with disabilities.

Innovation: We approach each situation with creative problem solving that moves people closer to meeting their vision of success. We are current with changes in the regulatory landscape, best practices and technology. We understand that thoughtful investments and innovation can offer long-term rewards in the future. We reward risk, yet understand the scope of various limitations.

Inclusion: We are intentional as we cultivate a workplace and a community that sees only opportunity in each other. We appreciate and seek to genuinely understand the diverse backgrounds, perspectives, and talents of our co-workers. We approach our external relationships as an opportunity to advocate for equality and inclusion of those we serve.

Excellence: We understand that our stakeholders depend on reliable and consistent processes. From supporting services to delivering them, we understand the needs of our customers and continuously improve to meet those needs. We accept that change is inevitable and continue to evolve, changing course when necessary.

Trust: We continue to earn the trust of our employees and customers with each interaction. We address each unique situation with empathy, compassion and a high level of professionalism. We appreciate the ebb and flow of the natural evolution of our system and the ever changing landscape and its impact on our relationships and offerings. We continue to be transparent with our employees and our customers.

Long Range Plan Goals

Goal 1: Ensure a stable service delivery system as we work towards full community inclusion.

Summit DD plays an important role in balancing the needs of many stakeholders on a given day. Our role is to listen to those we serve, identify outcomes, and connect people to paid or natural support that will help achieve those outcomes. In addition, we must work within the financial constraints that we face to provide access to supports for the thousands of people we serve. We will work to create a community that supports individuals naturally, while ensuring our current system is stable and aligned to our vision of full community inclusion.

Ensure that the allocation of local resources meet the desired outcomes identified by the Board.

- Complete an analysis of current spending using local dollars.
- Identify key outcomes that move individuals closer to community inclusion and are not funded through Medicaid dollars.
- Align local dollars to the achievement of community-based outcomes.

Ignite the community as a natural support.

- Provide community partners the tools and expertise needed to support people with disabilities, naturally.
- Use a person-centered approach to connect individuals with natural supports.

Support, develop, and monitor the provider community.

- Advocate with providers to address the direct service professional employment shortage.
- Identify training and development needs of providers and provide them the tools and expertise necessary to address those needs.

Goal 2: Empower an engaged workforce to achieve high levels of organizational performance.

Our employees are invested in our mission and vision. We will retain an energized and inspired team and ensure they have the knowledge, skills, tools and climate to maximize organizational performance.

Foster a culture that reflects our core values

- Assess employee satisfaction and engagement and take action to continuously improve.
- Streamline internal communication channels.
- Immerse ourselves in our core values and increase our internal collaborations to achieve them.

Build work systems that support organizational performance excellence.

- Identify workforce and leadership competencies aligned with our core values and develop programs that support a competency-based model.
- Analyze our organizational structure to support the goals of the long range plan.
- Be intentional to increase diversity at all levels in the organization.

Goal 3: Ensure that our system is sustainable into the future.

Summit DD has experienced an increased number of eligible people along with declining revenues for the past decade. Medicaid costs now account for the majority of the Agency's expenses. With the number of eligible people increasing we must build a financially sustainable model to ensure funding is available to support the health, safety and quality of life of those we serve well into the future.

Maximize alternative revenue streams.

- Explore additional revenue options.
- Develop funding model for next levy period.

Prioritize resources.

- Evaluate key work processes to maximize efficiencies.
- Develop, manage and allocate our budget to align with the needs of those we serve and the implementation of annual action plans.

Right-size our facilities to meet future needs.

- Evaluate current building use and future needs.
- Implement a plan that meets future needs while maximizing our current assets.

Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT

Attachment #2

| TOPIC | ISSUE/CONCERN | RECOMMENDATION |
|--|--|---|
| 2019 Employee insurance | Provision of an affordable quality insurance program for Summit DD employees | Approve resolution to join Stark County Schools Council of Governments health plan effective January 1, 2019, contingent upon WWSA, WEA 1 and WEA 2 approving same. |
| <i>SUPPORTING DATA FOR RECOMMENDATION</i> | | |

Background

Local government entities in Ohio can participate in inter-governmental collaborations to reduce costs and enhance services through cost sharing arrangements. In the realm of health insurance purchasing, Ohio's State Employee Relations Board (SERB) has documented widespread participation in health benefit consortia by local government entities. The 2017 SERB Health Insurance Survey indicates that almost 61% of statewide public employers currently belong to a consortia with the primary goal of saving money by increasing the health benefit risk pool.

Prior to 2012, when Summit DD had 569.5 employees, the Agency participated in the County of Summit's Health Insurance plan, a health benefit consortia. The County proposed a 30% increase for 2013. As a result, Summit DD sought proposals from various carriers and the Insurance Committee recommended, and the Board approved, exiting the County program and selecting Aetna as its carrier for its fully-insured program.

Summit DD faced a proposed 47% rate increase from Aetna for 2018 due to recent high claims experience. The Insurance Committee recommended, and the Board approved, significant plan design changes (increased deductibles, co-pays, out-of-pocket maximums) and switching to Medical Mutual of Ohio (MMO) to offer a program that fell within 2018 budget parameters.

Current

As the 2019 budget indicates, Summit DD will now employ 280.5 employees, an approximately 50 percent reduction from its 2013 headcount, the year Summit DD left the Summit County consortium and shifted its program to Aetna. As a significantly smaller stand-alone entity, Summit DD is less able to withstand the volatility of the health care market place as well as the inevitable high claim years. As a result, Human Resource and Fiscal staff began to explore health benefit consortia options as a potential mechanism to offer a competitive health care plan and increase our health benefit risk pool. Initial research focused on the size, structure, application and termination processes, plan design and rates, as well as compliance and reporting support of several consortia.

Three consortia were explored in depth. All have MMO as their carrier.

1. CBA Benefits (Summit DD's current dental plan provider) - a fully insured program that covers approximately 1,700 lives. Initial rates are determined by underwriting and plan design. Members/employers are re-rated annually.
2. Summit County Health Connection - a self-insured program with approximately 15 members/employers that covers 8,000 lives. Initial rates are determined by underwriting and plan design. Members/employers receive the same percentage increase for the first two years of a three-year agreement period, and then are individually re-rated every third year based on claims and premiums paid.

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

3. Stark County Schools Council of Governments health benefits program – a partially self-insured program with 115 members/employers that covers 50,000 lives. All members pay the same rate for the single plan design that is offered. There is no individual member underwriting or re-rating process. Stark members must also purchase its ancillary insurance options (i.e., dental, vision, and life). The cost of these ancillary programs are anywhere from two to five times higher than Summit's current rates. Stark does provide a Section 125 Flexible Spending Account program at no cost to its members.

After sharing an overview of these three options with the Insurance Committee, members expressed strong interest in meeting with representatives from the Stark County Schools program. Summit DD and union leadership met with Stark County Schools' representatives on July 18.

Stark County Schools Program

Summit DD vs. Stark Health Plan design

| | Summit DD 2018 | Stark (7/1/18-6/30/19) |
|-----------------------|------------------------|------------------------|
| Deductible | \$1,500/\$3,000 | \$250/\$500 |
| Co-insurance | 80/20 | 90/10 |
| Out of pocket maximum | \$6,000/\$12,000 | \$1,000/\$2,000 |
| Monthly Premium | \$681/\$1836 (rounded) | \$782/\$1899 (rounded) |

Summit DD vs. Stark Dental Plan design

| | Summit DD 2018 | Stark (7/1/18-6/30/19) |
|-----------------|---------------------|------------------------|
| Deductible | \$50/\$100 | \$25/\$50 |
| Co-insurance | 100/80/50 | 100/80/80 |
| Maximum Benefit | \$1,500 | \$2,500 |
| Ortho | N/A | \$1,200 |
| Monthly Premium | \$27/\$84 (rounded) | \$99/\$245 (rounded) |

Additional information regarding Stark's program:

- Individual members/employers may negotiate the employee cost-sharing structure (currently 15% employee/85% Summit DD).
- Summit DD currently offers a \$100 per month opt-out waiver payment to employees, and domestic partner coverage. Stark prohibits both an opt-out waiver as well as domestic partner coverage.
- Stark has a spousal carve-out requirement. The spouses of Summit DD employees as of the date of entry into the program are grandfathered in and are eligible for coverage. Spouses of future employees are ineligible if they are eligible for employer provided coverage elsewhere.
- Stark's program has averaged a 4.8 percent rate increase over the last ten years.
- Stark requires members to contribute to its reserve. This reserves requirement can be achieved in one of two ways: (1) Buy in – pay an up-front amount equivalent to 30 percent of claims paid over the last three years. This equates to approximately \$1.58 million for Summit DD. (2) Achieve the reserve requirement over an up-to five year period. When a member achieves the reserve requirement, it becomes eligible for Premium Holidays.

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

- Premium holidays are defined as a month where neither the employer nor employee is responsible for paying for medical, dental and vision coverage (life insurance premiums must be paid.) The Stark program averages 2.4 premium holidays per plan year (July 1-June 30). A single premium holiday for Summit DD would equate to its current monthly premiums for medical and dental of approximately \$435,000. (Vision is 100 percent employee-paid.)

Financial Implications

The proposed 2019 budget includes, in anticipation of a possible change, a:

- five percent increase for the health insurance line item;
- fifty percent increase for dental and life insurance line items;
- line item equivalent to the reserve requirement buy-in amount of \$1,584,084.90.

The health insurance rates offered by Stark are comparable to current rates, but the plan design is far superior. While Stark's dental, vision and life insurance rates are significantly higher, the dental plan design is better and the employer costs of these coverages are modest compared to health care costs. In addition, if Summit DD shifted to the Stark program, there would be cost savings of approximately \$90,000 in 2019 and beyond associated with terminating a number of contracts/relationships (insurance consultant/broker, FSA/HSA/COBRA administrator, and on-line enrollment system.)

Staff anticipates that if the Agency associates itself with a large, well-respected health benefit consortia such as Stark with a track record of annual increases in the five percent range, Summit DD will be better able to control its future health insurance costs while providing an important benefit to its employees.

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

Submitted By: Lynn Sargi

Date: August 6, 2018

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

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

| TOPIC | ISSUE/CONCERN | RECOMMENDATION |
|---|--|--|
| Allocation of resources for support contracts in 2018 | Custom consulting solution and annual maintenance & licensing for document management system | The Board approve the request to enter into contracts with ComDoc in 2018 for an amount not to exceed \$99,344 |

SUPPORTING DATA FOR RECOMMENDATION

Total Cost: Not to exceed \$99,344 in 2018

Summary:

Summit DD is continuing to work with ComDoc to provide customized technical support and consulting as we expand document management and paperless processes in our organization. ComDoc was the vendor chosen at the end of 2014 to implement our document management solution. Processes have been implemented to streamline Early Intervention, Day Services Billing, Intake, MUI, Fiscal, HR, Records, and many others.

Work is currently in progress for processes in Administration, Fiscal, and HR. These and other areas such as SSA will be in scope in the remainder of 2018 and into 2019. There is \$100,000 budgeted for this consulting work in 2018, though based on need we intend to enter into new consulting contracts for an amount totaling \$66,120. The consulting work done so far this year has been covered by 2017 funds that were approved last year.

Other expenses with ComDoc include annual maintenance for the software packages used for our document management environment for \$28,224, support for some of our printers. The cost for printer support is based on usage and is expected to be less than \$5,000 for the year.

| | |
|------------------------------|-----------------|
| Consulting | \$66,120 |
| Licensing annual maintenance | \$28,224 |
| Printer support | \$5,000 |
| Total | \$99,344 |

The total cost of annual software maintenance, printing, and all statements of work will be a maximum of \$99,344 in 2018, and funding is available in the 2018 budget.

It is recommended that the Board approve the request to enter into contracts with ComDoc in 2018 for an amount not to exceed \$99,344.

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

Submitted By: Russ DuPlain

Date: August 2018

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

COMDOC PREMIER SOLUTIONS AGREEMENT

THIS COMDOC PREMIER AGREEMENT (this "Agreement") is made effective as of _____ (the "Effective Date"), by and between ComDoc, Inc. with its principal place of business at 3458 Massillon Rd., Uniontown, OH 44685 ("Provider") and County of Summit Developmental Disabilities Board (Client Name) with its principal place of business at 89 E Howe Rd Tallmadge, OH 44278 ("Client"). Provider and Client are sometimes referred to individually as a "Party" and collectively as the "Parties".

| BILLING INFORMATION | | |
|---|--------------------------------------|------------|
| LEGAL NAME: County of Summit Developmental Disabilities Board | | |
| ADDRESS: 89 E Howe Rd | | |
| CITY: Tallmadge | STATE: OH | ZIP: 44278 |
| BILLING CONTACT NAME: Russ Duplain | | |
| CONTACT PHONE: 330-634-8830 | CONTACT EMAIL: rduplain@summitdd.org | |

WHEREAS, Provider is in the business of delivering professional services, including, but not limited to, programming services and software installation; and WHEREAS, Client wishes to obtain certain professional services from Provider from time to time on the terms set forth herein;

NOW, THEREFORE, intending to be legally bound hereby, and in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound agree as follows:

1. Hardware and Software purchases:

| HARDWARE AND SOFTWARE PURCHASES | | | | |
|-------------------------------------|-----|---|-------|-----------|
| | QTY | Description | Price | Extension |
| 1 | | n/a | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| Total (plus tax) | | | | |
| <input checked="" type="checkbox"/> | N/A | See SOW for billing, project completion and sign-off. | | |

2. Cloud Based Software purchases:

| CLOUD AND TERM BASED SOFTWARE SOLUTIONS | | | |
|---|-------------|---|------------------------|
| | Description | Term in Months | Price/month (plus Tax) |
| | n/a | | |
| | Details: | | |
| <input checked="" type="checkbox"/> | N/A | See SOW for billing, project completion and sign-off. | |

3. Professional Services:

| PROFESSIONAL SERVICES AND IMPLEMENTATION | |
|---|-------|
| Description | Price |
| | |
| If Professional Services are not included, Client agrees to be billed separately for implementation of items in Sections 1 and 2. | |

4. Premier Maintenance:

| PREMIER MAINTENANCE AND SUPPORT | | | |
|--|---|----------------|--|
| Description | | Term in Months | <input type="checkbox"/> Billed Monthly <input checked="" type="checkbox"/> Billed Annually |
| DocuWare Maintenance & Support | | | \$1,209 / mo. |
| JobRouter Maintenance & Support | | | \$1,143 / mo. |
| | | Total: | \$2,352 / mo. |
| <input type="checkbox"/> N/A | See SOW for billing, project completion and sign-off. | | |
| If Premier Maintenance and Support is not included, Client agrees to be billed on a per call basis for all break/fix assistance and upgrades | | | |



County of Summit Developmental Disabilities Board Block of Hours Statement of Work

This Statement of Work is made by and between:

ComDoc
3458 Massillon Rd.
Uniontown, OH 44685
(hereinafter "ComDoc")

and

County of Summit Developmental
Disabilities Board
89 E Howe Rd
Tallmadge, OH 44278
(hereinafter "Client")

This Statement of Work shall be governed by, and is an integral part of, the Master Services Agreement (MSA) effective "Date" between ComDoc and "Client". In the event of conflict between this Statement of Work and the Master Services Agreement, the terms and conditions of the MSA shall prevail unless specifically and purposely modified by herein.

This Agreement expressly supersedes and replaces all Proposals and/or Statement of Works (whether oral or written) and any other communications between ComDoc and the Client relating to the subject matter of this Agreement.

I. ComDoc Project Team and Roles

ComDoc will engage the following resources for this project:

| Name | Role | Effort |
|-------------------------|------------------|--|
| Jason Wilson | Project Manager: | Project Communications Scope Management |
| Zach Kemppe/Brad Magyar | Project Analyst: | Process review Technology review |
| Matt Molnar | Account Manager | Sales |

II. Assumptions

The following are assumptions upon which this Statement of Work (SOW) is based:

- Client will identify a Project Manager/Owner as a Primary Contact for this project Client will establish a Project Steering Committee for this project
- Client will ensure support and participation from all project stakeholders
- Client will comply to the agreed upon project schedule
- If available, Client will share current state documentation
- Project work will be done both on-site and off-site
- Each Project Phase when completed will be signed off on by both parties
- Any changes to this (SOW) will be documented in a Change Request Form and will be agreed to and signed off on by both parties.
- Submission of a Change Request (by the customer) does not imply that the change will be made.
- ComDoc will configure necessary scanning on MFP's and/or scanners under a ComDoc maintenance contract. Configuration of devices not under a ComDoc maintenance contract will not be the responsibility of ComDoc.
- Client will be responsible for providing proper access to any pertinent databases, as well as the appropriate tables and views etc.
- Remote access (Assisted or Unassisted) to Servers will be provided to ComDoc, by the Client. If this access cannot be granted, additional Implementation and Maintenance costs may be required. Windows updates for all servers and workstations will be the responsibility of the client.
- Configuration and Maintenance of scanners or MFP's not under a ComDoc Maintenance contract, will be the responsibility of the Client.



III.

Travel Expense Reimbursement

In addition to the payment for the project, Client will pay all actual, reasonable, documented travel related expenses incurred by ComDoc in connection with the provision of the Services in accordance with the terms of the Master Services Agreement. ComDoc adheres to the following travel policy and makes travel arrangements and accommodations in accordance with the travel policy as follows. **If Client requires ComDoc resources to travel beyond the standard daily trips to Client site(s) the following travel rules will be followed:**

- **Airfare** - All travelers are required to travel at the lowest reasonable cost. Every attempt will be made to book travel requirements at least two weeks in advance. On domestic flights, travelers are required to travel coach class.
- **Hotel** – Client or ComDoc will provide a list of hotels and corporate apartments where discounted rates have been negotiated. All travelers will be expected to stay at these locations when reasonably available.
- **Car Rental/Personal Car** - Traveler may only rent mid-size "intermediate" or compact cars. Every attempt will be made to reduce the number of rental cars by combining 2 or 3 consultants in one rental car whenever possible. If a personal car is used, mileage will be reimbursed at the current Internal Revenue Service standard mileage rate. Tolls and parking fees will also be reimbursed.
- **Meals** – Travelers will be reimbursed for reasonable expenses for breakfast, lunch and dinner while working at a location other than the traveler's normal office location. For meal allowances and incidental expenses, ComDoc will be reimbursed up to \$50.00/per day, per consultant in the continental United States.

All expenses must be documented with the original receipt for the expense. These receipts will be retained by ComDoc and copies provided to Client upon request.



IV. Project Objectives

This block of Professional Service will be provided by ComDoc (Not the Manufacturer) and will be used on the tasks detailed below, as well as future projects. The block of hours will prepaid (invoiced up front), and drawn from as used. Any remaining balance will be available to be used in future months, until it is consumed.

Services will be provided at 2 rates as listed below.

Total Professional Service Dollars Allocated: \$66,120.00

Technical Rate = \$149.15. This rate will be used for any time spent configuring the system(s) or for training IT staff on how to configure the product.

Non-Technical Rate = \$71.25. This rate will be used for time spent in planning meetings or for end user training.

All time will be tracked using a Spreadsheet. The spreadsheet will provide an itemized list of the tasks completed, date of completion, the time required to do so, and the rate at which the work was completed. The Client will be asked to sign off on this summary each month, so that an invoice can be generated for payment.

Tasks: JobRouter and DocuWare work



V. Acceptance

The above summary and referenced addendums are agreed to and accepted as the Scope of this Project, by a duly authorized officer of each party on behalf of such party as of the Effective Date set forth in the Master Service Agreement.

ComDoc

Signed:

Name (printed):

Title:

Date:

Client

Signed:

Name (printed):

Title:

Date:

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2018 AND 2017

| | 8/31/2018 | | | | 8/31/2017 | | | |
|--------------------------------------|--------------------------|-----------------------|-------------------------------|------------------------------|--------------------------|------------------------|-------------------------------|------------------------------|
| | 2018 ANNUAL BUDGET | 2018 YTD ACTUAL | YTD \$ BUDGET REMAINING | YTD % BUDGET REMAINING | 2017 ANNUAL BUDGET | 2017 YTD ACTUAL | YTD \$ BUDGET REMAINING | YTD % BUDGET REMAINING |
| OPERATING REVENUE | | | | | | | | |
| PROPERTY TAXES | \$ 51,456,835 | \$ 27,052,478 | \$ 24,404,357 | 47.4% | \$ 50,701,798 | \$ 26,107,281 | \$ 24,594,517 | 48.5% |
| REIMBURSEMENTS | 12,301,000 | 9,195,260 | 3,105,740 | 25.2% | 12,485,745 | 9,866,616 | 2,619,129 | 21.0% |
| GRANTS | 1,250,000 | 1,079,542 | 170,458 | 13.6% 1 | 1,627,402 | 829,373 | 798,029 | 49.0% |
| CONTRACT SERVICES | 450,000 | 62,645 | 387,355 | 86.1% | 157,110 | 522,842 | (365,732) | -232.8% |
| REFUNDS | - | 22,580 | (22,580) | 0.0% | - | 9,594 | (9,594) | 0.0% |
| OTHER RECEIPTS | 86,000 | 159,402 | (73,402) | -85.4% | 63,243 | 754,646 | (691,403) | -1093.2% |
| TOTAL REVENUE | \$ 65,543,835 | \$ 37,571,907 | \$ 27,971,928 | 42.7% | \$ 65,035,298 | \$ 38,090,352 | \$ 26,944,946 | 41.4% |
| OPERATING EXPENDITURES | | | | | | | | |
| SALARIES | \$ 19,083,932 | \$ 12,022,436 | \$ 7,061,496 | 37.0% | \$ 21,676,369 | \$ 13,390,112 | \$ 8,286,257 | 38.2% |
| EMPLOYEE BENEFITS | 8,611,271 | 4,634,405 | 3,976,866 | 46.2% | 9,854,803 | 5,882,025 | 3,972,778 | 40.3% |
| SUPPLIES | 708,020 | 273,137 | 434,883 | 61.4% | 958,239 | 424,927 | 533,312 | 55.7% |
| TRAVEL AND TRAINING | 315,350 | 161,245 | 154,105 | 48.9% | 336,950 | 200,816 | 136,134 | 40.4% |
| DIRECT CONTRACT SERVICES | 9,310,583 | 6,453,340 | 2,857,243 | 30.7% 2 | 8,504,516 | 6,409,434 | 2,095,082 | 24.6% |
| INDIRECT CONTRACT SERVICES | 2,183,530 | 1,025,307 | 1,158,223 | 53.0% | 2,794,498 | 1,527,426 | 1,267,072 | 45.3% |
| MEDICAID COSTS | 28,410,000 | 21,645,155 | 6,764,845 | 23.8% | 24,765,000 | 21,375,867 | 3,389,133 | 13.7% |
| UTILITIES | 649,175 | 330,065 | 319,110 | 49.2% | 702,250 | 382,296 | 319,954 | 45.6% |
| RENTALS | 23,600 | 19,682 | 3,918 | 16.6% | 142,675 | 87,135 | 55,540 | 38.9% |
| ADVERTISING | 132,000 | 58,917 | 73,083 | 55.4% | 132,000 | 76,162 | 55,838 | 42.3% |
| OTHER EXPENSES | 335,250 | 255,213 | 80,037 | 23.9% | 363,323 | 292,577 | 70,746 | 19.5% |
| EQUIPMENT | 342,000 | 199,876 | 142,124 | 41.6% 3 | 256,000 | 153,671 | 102,329 | 40.0% |
| REAL PROPERTY IMPROVEMENTS | 350,000 | 10,254 | 339,746 | 97.1% | 818,680 | 845,038 | (26,358) | -3.2% |
| TOTAL EXPENDITURES | \$ 70,454,711 | \$ 47,089,032 | \$ 23,365,679 | 33.2% | \$ 71,305,303 | \$ 51,047,486 | \$ 20,257,817 | 28.4% |
| NET REVENUES AND EXPENDITURES | \$ (4,910,876) | \$ (9,517,125) | | | \$ (6,270,005) | \$ (12,957,134) | | |
| BEGINNING FUND BALANCE | | | | | | | | |
| PLUS: REVENUE | \$ 50,547,257 | \$ 50,547,257 | | | | | | |
| LESS: EXPENDITURES | 65,543,835 | 37,571,907 | | | | | | |
| ENDING FUND BALANCE | \$ (70,454,711) | (47,089,032) | | | | | | |
| | \$ 45,636,381 | \$ 41,030,132 | | | | | | |

Recommended for approval by the
September Finance & Facilities Committee.

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED AUGUST 31, 2018
(Rounded)**

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

8.3%
33.3%

| <u>Revenue:</u> | | <u>Current Month</u> | |
|-----------------|---|----------------------|---------|
| 1 | Grants: | | |
| | Quarterly Title XX reimbursement, | \$ | 89,100 |
| | Multi-system Youth Grant reimbursement. | | 49,900 |
| | A DODD grant award of \$249,692 effective 4/16/2018 - 6/30/19 for therapeutic respite and intensive in-home supports to prevent or reduce out-of-home placements and improve outcomes for multi-system youths. This grant was not included in the current budget. | | |
| 2 | Direct Service Contracts: | | |
| | Payments to providers participating in the TANF Summer Youth Program: | | |
| | Bridges Rehabilitation Services, | \$ | 26,400 |
| | Koinonia Enterprises LLC, | | 8,000 |
| | Louisa Ridge Adult Day Service Inc. | | 61,400 |
| | Incremental payment to NEON to fund the Family Engagement Program for persons served enrolled in the program. | | 200,000 |
| 3 | Equipment: | | 18,100 |
| | Purchase of two new servers to support external access to SCDD applications. | | |

| <u>Revenue:</u> | <u>Prior Months</u> | |
|--------------------|---|--------------|
| Reimbursements: | | \$ 2,828,400 |
| Grants: | | 244,300 |
| Contract Services: | | |
| | Under-budget due to an unanticipated decrease in waivers allocated for needs of the Children Services Board as children are granted alternative supports. | |

| <u>Expenditures:</u> | | |
|----------------------|---|--------|
| 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: | | 77,300 |
| | Payment of 2018 Ohio Association of County Boards (OACB) annual dues. | |
| | Payment to Wichert Insurance Company for the following insurance costs: | |
| | Cyber insurance with AIG-Illinois National Insurance, | 10,100 |
| | Director and officers liability insurance with Selective Insurance Company, | 32,100 |
| | Property & casualty, business automobile and umbrella coverage with Selective Insurance Company, | 74,900 |
| | Annual county chargeback for building insurance. | 31,300 |

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

| TOPIC | ISSUE/CONCERN | RECOMMENDATION |
|--|--|------------------------|
| Revision of Early Intervention Policy 4018 | Current policy reflects language that is no longer being used. | Approve revised policy |

SUPPORTING DATA FOR RECOMMENDATION

Service Area: Early Intervention
of Individuals Currently Served: @ 800
Amount of Increase: N/A

In 2017 the Ohio Department of Developmental Disabilities (DoDD) became the lead state agency for the Part C Early Intervention program. With the move from the Ohio Department of Health to DoDD the early intervention name was officially rebranded from Help Me Grow to Part C Early Intervention. The proposed police reflect the name change as well as the elimination of language that better fits in a local procedure.

Recommended for approval by the September Services & Supports Committee.

Submitted By: Holly Brugh

Date: September 17, 2018

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

4018 - EARLY INTERVENTION – DESCRIPTION OF SERVICES

Intake/Eligibility

In Summit County, the Family and Children First Council (FCFC), administered by Summit County Public Health, is responsible for coordinating ~~Help Me Grow (HMG) services and supports~~ **Early Intervention (EI) services**. Within the ~~HMG Early Intervention~~ system of services, the Summit County ~~Board of Developmental Disabilities~~ **Board** (Summit DD) is a provider of certain early intervention specialized services, ~~as more fully described below~~, in natural environments for families of eligible infants and toddlers from birth through age ~~two~~ **five**.

~~Summit County HMG~~ **When a child with a diagnosed medical condition or suspected developmental delay is referred for early intervention services, the child first must be determined eligible for those services. Locally, the FCFC contracts with Summit DD to complete all assessments and evaluations to determine for eligibility for children referred to HMG with a suspected delay or disability. Eligibility is determined using the Battelle, a comprehensive evaluation tool, as required by rule, and then** ~~and assessment for program planning, a summary report is developed and shared with the family. Summit DD either participates in the evaluation process or provides funding to HMG to support their contract.~~

~~When~~ **After** a child has been determined eligible, the ~~HMG EI~~ Service Coordinator provides families with information about their options for early intervention services in Summit County. **Summit DD, using funds generated from its local tax levy, is the only option for home and/or community based early intervention services in Summit County. Families may choose to receive these services from Summit DD or therapy services from a community provider.** If the family selects Summit DD as their **early intervention** service provider, the **child is assigned a Summit DD team member to serve as their Primary Service Coordinator Provider (PSP)** ~~faxes a referral packet to the Children's Services Intake and Support Specialist at Summit DD.~~ **Once the PSP is selected, they work with the family to identify individual areas of their daily routine to embed intervention for the child.**

4018 - EARLY INTERVENTION – DESCRIPTION OF SERVICES

(continued)

Individual Family Service Plan (IFSP)

Once a family selects Summit DD as their early intervention service provider and a referral is received, Summit DD collaborates with Summit County HMG **the EI Service Coordinator** in utilizing one statewide Individual Family Service Plan (IFSP) form for each family. The early intervention staff participates in the development of the IFSP along with the HMG **EI Service Coordinator**, parents and other providers, and provides information relative to the IFSP to team members, as appropriate. The IFSP is a family-driven document and families have the right to refuse any or all services that may be recommended or suggested to them. Each family's designated HMG **EI Service Coordinator** and Summit DD Primary Service Provider will review and update the IFSP minimally annually or more frequently, as needed.

Summit DD Early Intervention Services

All early intervention services provided and supported by Summit DD shall be delivered consistent with the Evidence-Based Early Intervention (EBEI) approach **ensuring each family has access to a team of professionals who can best help them meet their chosen IFSP outcomes**. Summit DD supports a family-centered, consultative approach to its early intervention services, providing families of infants and toddlers with delays and disabilities a primary provider (or coach) as the liaison between the family and other team members.

The Primary Service Provider (PSP), determined upon referral, is often the Developmental Specialist; however it can also be one of the other team members which includes a Physical Therapist, Occupational Therapist, Speech/Language Pathologist or other team member as needed. The PSP accesses information and support for the family from the other team members, coordinates the information and provides it to families in a way that increases their skills and abilities at promoting their child's development and competence and independence through daily routines and activities.

Team meetings are scheduled weekly and are an opportunity for all team members to have conversations regarding support and strategies for children and families. Occasionally co-visits to the home by another team member along with the PSP can be scheduled when need is determined. The EBEI model has been determined a best practice, evidence-based model for delivery of services to children under the age of three and is based on current research regarding early brain development and how young children learn best.

4018 - EARLY INTERVENTION – DESCRIPTION OF SERVICES

(continued)

~~When Summit DD has been selected as the early intervention service provider, families can expect to receive home visits conducted by qualified developmental specialists or licensed therapy staff. Staff will use a coaching model to assist parents in addressing each individual child's IFSP outcomes. The early intervention services provided and supported by Summit DD do not include what families typically describe as direct therapy services, where a specialist works one-on-one with a child. When families choose to seek direct therapy services through another service provider, Summit DD early intervention staff makes every effort to meet and coordinate with those therapy providers to assist families in embedding their therapy goals at home and into their everyday activities. Services listed on the IFSP that do not adhere to the EBEI consultative approach shall not be construed as authorizing Summit DD staff to provide, or agree to provide or fund any other type of early intervention service.~~

~~Summit DD's family-centered early intervention services are culturally sensitive, are provided year-round and are coordinated with families so that services are flexible, accessible and built upon their interests, concerns, priorities, strengths and wishes. Services are provided in natural environments throughout daily activities and routines which most often occur in the family home or child care center. Developmental Specialists work closely with the Community Partners for Inclusion (CPI) staff at Summit DD to assist families in accessing the most inclusive environments for child care. The CPI Program has partnered with many child care centers in the County who have embraced an inclusive learning environment through training and the ongoing support of our Inclusion Specialists.~~

~~Community inclusion is also encouraged and enhanced through funding and support to Summit DD early intervention families who wish to have their child included in existing community toddler activities in the community such as swimming at the YMCA, and play groups at the education center at the Akron Zoo.~~

~~Children can be discharged or exited from early intervention services at Summit DD per team agreement if they are found to be age appropriate at the time of assessment and/or eligibility redetermination. In addition, they can be exited if the family no longer wishes to participate in the program, or when the child turns three.~~

4018 - EARLY INTERVENTION – DESCRIPTION OF SERVICES

(continued)

Help Me Grow Collaborative

As part of a collaborative effort, **to ensure all families who meet eligibility requirements and voluntarily seek Part C service coordination have access to high quality, effective services**, Summit County HMG **EI Service Coordinators** and Summit DD **EI staff** work together on child find and outreach activities. Summit DD early intervention ~~staff and supervisors~~ **managers, Summit County FCFC Director and EI Service Coordination Supervisor/Contract Manager** participate on the ~~Summit County HMG Advisory Committee and sub-committees (Child Find, Service Coordination, and Family Support)~~ **Part C EI and Maternal Infant Early Childhood Home Visiting (MIECHV) Advisory Committee**. In addition, Summit DD's early intervention staff participates in the transition planning process as requested by the HMG **EI Service Coordinator** and/or parent or guardian. Annually, parents are made aware of their rights and procedural safeguards as afforded under the lead agency and are provided a copy of the complaint resolution procedure annually.

IDEA—**Part C of the Individuals with Disabilities Education Act 20 USC 1431-1465**
~~OAC 3701-8-07-34~~ **CFR Part 303**
OAC 3701-8-07.1
OAC 5123-4-01



Summit County
CHILDREN SERVICES
Building Families . . . Building Futures

Together for Safe Kids.

For more than 100 years, Summit County Children Services (SCCS) has maintained focus on its mission of safety, permanency and well-being of children served in partnership with families and the community.

In recent years, the number of children needing services has increased. The trauma experienced by children has left them with complex needs requiring extensive interventions.

At the same time, agency resources and funding have been stretched to provide the services children need.

9,719 children received agency services in 2017. That's ...

1 out of every 12 children in Summit County. We've seen a ...

36% increase in the number of children in custody since 2012.

Since 2008, revenue for SCCS has **decreased by nearly \$60 million.**

As a result, SCCS has had to **decrease its staff by 35%.**
Compared to prior decades.

In order to continue the critical work of 'keeping children safe,' SCCS will place its levy on the November 6, 2018 ballot. It is a **2.25 mill renewal levy with a 1 mill increase** and provides nearly 60 percent of the agency's operating budget.



The 1 mill increase would cost the owner of a \$100,000 home ...
less than 10¢ a day.

Summitkids.org



Attachment #6



Summit County
CHILDREN SERVICES
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Summitkids.org



Why is there a need for additional funding?

- ◆ **The opioid epidemic has increased the number of children who are risk of abuse and neglect.** Children are the 'silent victims' of the opioid crisis. In 2017, the #1 drug use reported concern to SCCS was heroin and other opiates.
- ◆ **Ohio ranks last in the nation in financial support for child protection.** And, even if Ohio doubled its allocation, it would still be among the lowest in the nation. That is why local support to help keep children safe is paramount.
- ◆ **Due to the increase of children in custody, the annual placement cost has risen 15% since 2012.** Although approximately 40% of children in agency custody are placed with relatives or kinship providers, the cost of paid placements have increased.
- ◆ **The agency receives nearly 11,000 calls each year involving the safety and well-being of children.** SCCS needs to continue to be among the 'first responders' to assess reports of child abuse and neglect.
- ◆ **SCCS has not had a levy increase in 30 years.** The agency has been fiscally responsible with taxpayer resources but continually faces deficit spending without additional funding.

What happens if the levy doesn't pass?

- ◆ **Without it, SCCS runs the risk of having to cut 34% of its staff and reduce its budget by 20%.** SCCS needs the staff, resources and foster homes to continue to keep kids safe.
- ◆ **Without it, programs and services will be cut and reduced.** Some current services will have to be eliminated while other essential programs will be drastically reduced, all of which will have a direct impact on the children and families of this community.



Summit
Kids
Levy

Summitkids.org



Nov. 6
2018

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Summit
Kids
Levy

Summitkids.org



Nov. 6
2018

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

Summit County Board of Developmental Disabilities

MINUTES - DRAFT

Thursday, August 23, 2018
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, August 23, 2018 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:30 p.m.

BOARD MEMBERS PRESENT

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

ALSO PRESENT

John J. Trunk, Superintendent
Mira Pozna, Director of Fiscal
Lynn Sargi, Director of HR
Maggi Albright, Recording Secretary

Joe Eck, Director of Labor Relations &
Risk Management
Russ DuPlain, Director of IT, Records
and Facilities
and others

I. 2019 EMPLOYEE INSURANCE

Local government entities in Ohio can participate in inter-governmental collaborations to reduce costs and enhance services through cost sharing arrangements. Relative to purchasing health insurance, Ohio's State Employee Relations Board (SERB) has documented widespread participation in health benefit consortia by local government entities. The 2017 SERB Health Insurance Survey indicates that almost 61% of statewide public employers currently belong to a consortia, with the primary goal of saving money by increasing the health benefit risk pool. Prior to 2012, Summit DD had 569.5 employees and the Agency participated in Summit County's Health Insurance plan, a health benefit consortia. The County proposed a 30% increase for 2013 and, as a result, Summit DD sought proposals from various carriers. The Insurance Committee recommended, and the Board approved, exiting the County program and selecting Aetna as its carrier for its fully-insured program. For benefit year 2018, Summit DD faced a proposed 47% rate increase from Aetna due to high claims experience. The Insurance Committee recommended, and the Board approved, switching to Medical Mutual of Ohio (MMO) with significant plan design changes such as increased deductibles, co-pays and out-of-pocket maximums to offer a program that fell within 2018 budget parameters.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

WORK SESSION *(continued)*

I. 2019 EMPLOYEE INSURANCE *(continued)*

In 2019, Summit DD will now employ 280.5 employees which is approximately a 50% reduction from its 2013 headcount, the year Summit DD left the Summit County consortium and shifted its program to Aetna. As a significantly smaller stand-alone entity, Summit DD is less able to withstand the volatility of the health care market as well as inevitable high claim years. As a result, Human Resource and Fiscal staff began to explore health benefit consortia options as a potential mechanism to offer a competitive health care plan and increase the health benefit risk pool. Initial research focused on the size, structure, application and termination processes, plan design and rates, as well as compliance and reporting support of several consortia. Three consortia were explored in depth; all have MMO as the carrier:

1. CBA Benefits (Summit DD's current dental plan provider) is a fully insured program that covers approximately 1,700 lives. Initial rates are determined by underwriting and plan design. Members/employers are re-rated annually.
2. Summit County Health Connection is a self-insured program with approximately fifteen members/employers that covers 8,000 lives. Initial rates are determined by underwriting and plan design. Members/employers receive the same percentage increase for the first two years of a three-year agreement period and then are individually re-rated every third year based on claims and premiums paid.
3. Stark County Schools Council of Governments health benefits program is a partially self-insured program with 115 members/employers that covers 50,000 lives. All members pay the same rate for the single plan design offered. There is no individual member underwriting or re-rating process. Stark members must also purchase its ancillary insurance options (i.e., dental, vision, and life). The cost of the ancillary programs is anywhere from 2-5 times higher than Summit DD's current rates. Stark does provide a Section 125 Flexible Spending Account program at no cost to its members.

An overview of these three options was shared with the Insurance Committee, which is comprised of representatives of each of the bargaining units as well as representatives from administration. Insurance Committee members expressed strong interest in meeting with representatives from the Stark County Schools program.

Summit DD and union leadership met with representatives of Stark County Schools on July 18th. The Stark Health Plan design as compared to Summit DD's current plan is outlined in attachment #1. Below is additional information regarding Stark's program:

- Individual members/employers may negotiate the employee cost-sharing structure (currently 15% employee - 85% Summit DD).
- Summit DD currently offers \$100 per month opt-out waiver payment to employees as well as domestic partner coverage. Stark prohibits both an opt-out waiver and domestic partner coverage.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

WORK SESSION *(continued)*

I. 2019 EMPLOYEE INSURANCE *(continued)*

- Stark has a spousal carve-out requirement. Spouses of Summit DD employees, as of the date of entry into the program, are grandfathered in and are eligible for coverage. Spouses of future employees are ineligible if they are eligible for employer provided coverage elsewhere.
- Stark's program has averaged a 4.8% rate increase over the last ten years.
- Stark requires members to contribute to its reserve. This reserve requirement can be achieved in one of two ways: buy in – pay an upfront amount equivalent to 30% of claims paid over the last three years, which equates to approximately \$1.58 million for Summit DD, or achieve the reserve requirement over an up to five year period. When a member achieves the reserve requirement, it becomes eligible for premium holidays.
- Premium holidays are defined as a month where neither the employer nor employee is responsible for paying for medical, dental and vision coverage (life insurance premiums must be paid). The Stark program averages 2.4 premium holidays per plan year (July 1-June 30). A single premium holiday for Summit DD would equate to its current monthly premiums for medical and dental of approximately \$435,000. Vision is 100% employee-paid.

In anticipation of a potential change in health insurance, the 2019 proposed budget includes:

- 5% increase for the health insurance line item
- 50% increase for dental and life insurance line items
- line item equivalent to the reserve requirement buy-in amount of \$1,584,084.90

The health insurance rates offered by Stark are comparable to current rates, however, the plan design is far superior. While Stark's dental, vision and life insurance rates are significantly higher, the dental plan design is better and the employer costs of these coverages are modest compared to health care costs. In addition, if Summit DD shifted to the Stark program there would be cost savings of approximately \$90,000 in 2019 and beyond associated with terminating a number of contracts/relationships (insurance consultant/broker, FSA/HSA/COBRA administrator, and on-line enrollment system). Staff anticipates that if the Agency associates itself with a large, well-respected health benefit consortia such as Stark with a track record of annual increases in the 5% range, Summit DD will be better able to control its future health insurance costs while providing an important benefit to its employees. Joining the Stark plan would be contingent upon reaching agreements with the three unions (WWSA, WEA I and WEA II) adopting contract language. Any changes in the union contracts would be brought to the Board. Mr. Briggs asked if the Insurance Committee would be dismantled if the Agency becomes part of the Stark consortia. Mrs. Sargi confirmed that it would no longer be needed. Mr. Briggs asked about prescription coverage and if Stark provided a formulary list.

WORK SESSION *(continued)*

I. 2019 EMPLOYEE INSURANCE *(continued)*

Mrs. Sargi responded that prescription benefits are part of the plan and will be the same as the current MMO coverage. Mrs. Lee asked if it is best practice to prepay into a plan. Mrs. Sargi explained the Board does not have to prepay, that option is up to the organization. If the Board decides to allocate resources to prepay, it and staff will benefit by receiving premium holidays. If the Board elects not to prepay then it will take approximately five years to reach the reserve. Mr. Quade asked if annual increases are higher if the Board does not prepay. Mrs. Sargi confirmed that increases would be higher and added the plan is designed to allow organizations to recover upfront costs sooner by prepaying the reserve. Mr. Eck added that the Agency has not yet received language from Stark that the unions and Board would need to ratify. Mr. Trunk thanked Mrs. Sargi and Mr. Eck for taking the lead on this very sophisticated topic and doing a great job compiling information. Funds are available in the budget and the August HR/LR and Finance & Facilities Committees recommend approval of joining the Stark County Schools Council of Governments health plan for 2019 benefit coverages.

II. COMDOC CONTRACTS

Summit DD has worked with ComDoc since 2014 to provide customized technical support and consulting services to expand document management and paperless processes. There is \$100,000 budgeted for consulting work in 2018 although the work done so far has been covered by 2017 funds that were approved last year. Other expenses with ComDoc include annual maintenance for software packages, printer support and annual software maintenance and licensing fees. The request is to enter into contracts with ComDoc for these services and approve additional funds not to exceed \$99,344 to cover the scope of work through 2018. Funds are available in the budget and the ComDoc contracts have been recommended for approval by the August Finance & Facilities Committee.

III. SUMMIT DD 2019 BUDGET REQUEST

The 2019 Summit DD budget requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2019 Budget request is 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. The 2019 projected revenue is \$66,668,418, which is 1.7% higher than the 2018 budget due to anticipation of an extra cost report audit settlement which helps offset the loss of Medicaid reimbursements due to the transition out of direct services. Reimbursements include approximately \$2.6 million dollars in state subsidy, about \$4.5 million dollars in targeted case management (TCM), \$1.5 million dollars in Medicaid Administrative Claims (MAC) and \$4.8 million dollars in cost report settlements.

WORK SESSION *(continued)***III. SUMMIT DD 2019 BUDGET REQUEST** *(continued)*

Grants are increased as a result of Holly Brugh securing a \$200,000 grant for multi-system youth and a slight increase in the Help Me Grow (HMG) appropriation. The 2019 request for operating expenditures is projected to be \$68,877,409, which is relatively flat in comparison to the 2018 budget. Net revenues and expenditures result in deficit spending of approximately \$3.2 million dollars. The 2019 budget for salaries is projected at approximately \$2.7 million dollars less than 2018 due to a net reduction of 116.50 FTEs versus the 2018 budget and is the effect of closing the Ellet, Tallmadge, Cuyahoga Falls and Barberton Centers and the Dream Out Loud Studio. 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. Staff have been reviewing health insurance options and considering joining a large consortium. There is an option to prepay the reserve payment which would qualify the Agency for premium holidays. 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 Family Support Services (FSS) Program state subsidy allocation will be used as match for Medicaid waivers. The FSS has been replaced with the Family Engagement Program (FEP) which is entirely funded with local levy dollars. Most other 2019 budget expenditure categories are reduced when compared to the 2018 budget. The 2018 budgeted ending fund balance of \$45,636,382 less projected 2019 deficit spending results in a projected fund balance of \$421,427,391 at the end of 2019. The July Finance & Facilities Committee recommends approval of the 2019 budget request.

IV. AKRON CHILDREN'S HOSPITAL CONTRACT

Part C is Ohio's Early Intervention (EI) system serving children with developmental disabilities under the age of three. The primary role is to conduct developmental evaluations to identify delays in the areas of adaptive, cognitive, communication, physical and social-emotional development and to use service coordinators to develop Individualized Family Service Plans (ISP) to address the individual needs of each child and family. As the lead agency for the Family and Children First Council (FCFC), which is the local authority over Part C services, Summit County Public Health has contracted with Summit DD to oversee the contract and manage the service coordination portion of Part C EI services. Through an RFP process, Summit DD selected Akron Children's Hospital (ACH) to provide service coordination. Early this year, the Summit DD staff 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.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

WORK SESSION *(continued)*

IV. AKRON CHILDREN'S HOSPITAL CONTRACT *(continued)*

Summit DD was able to keep the remaining funds allocated for the contract manager and use them toward reimbursement for Part C evaluations which have previously been provided 100% in-kind. The recommendation is to enter into a one year contract with ACH for the period July 1, 2018 through June 30, 2019 in an amount not to exceed \$761,518. For this contract period, ACH has proposed absorbing the cost of salary increases for service coordination staff, allowing \$22,762 of the total grant allocation to remain with Summit DD for evaluations. The total grant allocation is \$807,184, which is the same as the current year. This contract serves an average of 800 children in Summit County annually and ACH has met or exceeded all expectations as a service provider. Funds are available in the budget and will be supported by grant funds and the contract with ACH has been recommended for approval by the July Services & Supports and Finance & Facilities Committees.

V. SURPLUS INVENTORY

There is a large amount of surplus items and equipment from the Tallmadge Center that are no longer needed by Summit DD, as identified in attachment #5. The request is to conduct an internet auction, through a vendor who specializes in this area, and sell the surplus items in accordance with Ohio Revised Code. Any unsold items would be disposed of in an environmentally safe manner. Mr. Briggs asked if items are offered to other county entities prior to auction. Mr. DuPlain replied that it is not a requirement to offer surplus items to other county organizations, however, if Summit DD was not utilizing an auction service then surplus items would be offered to other county entities first, followed by non-profit organizations. Mrs. Lee asked how electronic equipment is disposed. Mr. DuPlain explained that hard drives are removed and then staff work with an electronic recycling company that breaks down components, strips circuit boards and performs secure destruction of all electronic equipment. The August Finance & Facilities Committee recommend approval of the auction and/or disposal of surplus inventory.

VI. JULY FINANCIAL STATEMENTS

July ended with deficit spending of \$7,076,225 and a fund balance of \$43,471,032. Revenue in July included reimbursement of the quarterly state subsidy in the amount of \$650,000. Expenditures included payments to the Ohio Department of Developmental Disabilities (DODD) in the amount of \$347,600 for quarterly waiver administration fee, \$6,514,300 for quarterly waiver match and \$1,547,000 for annual supplemental waiver match. The July Financial Statements have been recommended or approval by the August Finance & Facilities Committee.

The work session adjourned at 5:56 p.m.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:56 p.m.

I. BOARD MEMBER CAUCUS

Mr. Briggs asked about the status of analyzing how Summit DD buildings will be utilized. Mr. Trunk replied staff have been working with a consultant and are about a month or so away from bringing recommendations to the Board for consideration. He added it is likely that one of the recommendations will include retaining the Barberton and Cuyahoga Falls buildings since they are the newest and renovation costs would be reasonable. Some of the existing buildings, such as the administrative campus, may require too many costly repairs and modifications. He also noted there are still other vacant properties that will need to be sold, such as the Bath Center. The Board was leasing space at Ellet and Dream Out Loud and those leases have ended. The Southern Center building has been rented and is in year one of a five year lease agreement. Mr. Briggs stated he has been receiving inquiries about private providers utilizing the buildings and also hearing concerns about the administration building being moved to an area that would not be accessible to consumers. Mr. Trunk responded that buildings are not going to be leased to private providers and added that a location for administration is being reviewed relative to the distribution of the population in the county that the Board supports. Russ DuPlain has taken the lead on this project and is doing an outstanding job with the analysis and in moving the project forward. Mr. Briggs commented it would be helpful to have more information on this topic so that Board Members can appropriately answer questions from stakeholders. Mr. Trunk indicated there is much information to share and he will have more details next month. Mr. Quade mentioned that even if concrete decisions have not been made and initial assumptions need to be revised, it would be helpful if Board Members have some basic talking points. Mr. DuPlain replied that he would be happy to provide that information.

II. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, asked when the auction of items from the Tallmadge Center will be held. Mr. DuPlain replied that if the Board approves the request to auction items, the auction should take place sometime in September. He mentioned that an e-mail will be sent to staff to advise when the auction will be held. Ms. Frank noted that the Cuyahoga Falls Center will be closing at the end of this year and some individuals have said they will be staying until the very last day. She asked if it has been considered to retain several direct service staff into next year to assist with the transition. Mr. Trunk replied the goal and commitment is to make sure that every person served has made a smooth transition so he will have a conversation with Drew Williams to see what the needs may be. Ms. Frank commented that she recently visited twelve provider locations where 23 individuals have transitioned to follow-up on how everyone is adjusting.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

BOARD MEETING *(continued)*

II. PUBLIC COMMENT *(continued)*

She noted that all individuals expressed to her how happy they are with their new staff and new environments. She also noted that the providers have been very helpful and have done a good job getting to know individuals. Ms. Frank conveyed she was very appreciative of the opportunity to make these visits.

III. APPROVAL OF MINUTES

A. JULY 26, 2018 (combined work session and regular meeting)

R E S O L U T I O N

No. 18-08-01

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

IV. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT DD 2019 BUDGET REQUEST

R E S O L U T I O N

No. 18-08-02

Mrs. Wilkinson moved that the Board approve the 2019 Summit DD budget in the amount of Sixty Nine Million Eight Hundred Seventy Seven Thousand Four Hundred Nine Dollars (\$69,877,409) for the Operating Fund, One Hundred Fifty Seven Thousand Nine Hundred Eighty Dollars (\$157,980) for the Gifts and Donations Fund and Seven Hundred Twenty Nine Thousand Four Hundred Five Dollars (\$729,405) for the Permanent Improvement Fund, and authorize positions of employment, as indicated on the HR/LR Staffing Report in attachment #3.

Be it further resolved that the Board approve up to Thirty Million Three Hundred Ninety Thousand Dollars (\$30,390,000) of the 2019 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 Developmental Disabilities Board. The motion, seconded by Mr. Quade, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. AKRON CHILDRENS HOSPITAL

RESOLUTION

No. 18-08-03

Mr. Quade moved that the Board approve a contract with Akron Children's Hospital to provide service coordination for Part C Early Intervention Services for the period July 1, 2018 through June 30, 2019, in an amount not to exceed Seven Hundred Sixty One Thousand Five Hundred Eighteen Dollars (\$761,518), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

3. SURPLUS INVENTORY

RESOLUTION

No. 18-08-04

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

4. JULY FINANCIAL STATEMENTS

RESOLUTION

No. 18-08-05

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

V. SUPERINTENDENT'S REPORT

A. MISCELLANEOUS UPDATES

Mr. Trunk noted the 2018 Summit DD Golf Outing was a tremendous success. There were 126 golfers and the event raised \$33,000 with proceeds going to the PAC that supports the levy. It's a good opportunity to connect with the public and raise awareness about Summit DD.

MINUTES – combined work session and regular meeting
Thursday, August 23, 2018

BOARD MEETING (continued)

V. SUPERINTENDENT'S REPORT (continued)

A. MISCELLANEOUS UPDATES (continued)

The recent bus auction went very well with \$36,000 raised, averaging about \$3,000 per vehicle sold. Some of the vehicles sold were headed to Mexico.

Summit DD received a five year accreditation from the Ohio Department of Developmental Disabilities (DODD) in 2013. The next review is scheduled to begin in January 2019. DODD is no longer offering five year accreditations so the highest level the Agency will be able to achieve will be for three years. Drew Williams is taking the lead and doing a great job conducting mock surveys to prepare.

Mr. Trunk provided Board Members with a hand out of the Ohio Association of County Boards of Developmental Disabilities (OACB) Strategic Plan Quarterly Update. It is an overview of what OACB is working on and a glimpse of what the Board's annual dues are used for.

Mr. Trunk also provided Board Members with a hand out from the recent Ohio Superintendents of County Boards (OSCB) conference which was held earlier in August. The conference was a working meeting where Superintendents from around the state worked together to identify planning and priority goals.

Mr. Trunk noted staff are putting the final touches on the Agency's Long Range Plan (LRP). Staff will be soliciting feedback from providers, families, persons served, stakeholders and other staff relative to the Agency's Mission, Vision and goals. It is anticipated that the LRP will be presented to the Board in September.

VI. PRESIDENT'S COMMENTS

Mr. Briggs thanked everyone who had a part in volunteering for the 2018 Summit DD golf outing. It takes dedication and allot of work to make an event such as this happen and that effort showed. Without the hard work of staff, these events don't happen and they greatly benefit the individuals we are here to support. He commented that it was a spectacular event.

There being no further business, the Board Meeting adjourned at 6:25 p.m.

Denise Ricks, Secretary

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

| TOPIC | ISSUE/CONCERN | RECOMMENDATION |
|---|---|---|
| Facilities planning | Planning for future facilities usage at Summit DD | This topic is largely informational and no Board action is needed at this time. |
| <i>SUPPORTING DATA FOR RECOMMENDATION</i> | | |
| <p>This is a summary regarding the current status of our future facilities planning and analysis.</p> <ul style="list-style-type: none"> • Summit DD is conducting a study to determine how to best serve our customers in all geographic areas while maximizing our current assets. • We are working with a consultant that has expertise in this area, and we are using a methodical and data-driven approach to our analysis. • We have been working to right-size the future square footage requirements to ensure we do not over-invest in future building capacity. <ul style="list-style-type: none"> ○ Our initial estimates called for around 80,000 square feet needed based on today's model of work. ○ We have refined our estimated needs down to around 45,000 square feet, and may still reduce that further. • There are 6 possible scenarios that are going to be costed out to provide a basis of comparison and determine feasibility. <ul style="list-style-type: none"> ○ At this point most of our existing sites are still being considered for possible future use in some combination. ○ We expect to identify 2 or 3 scenarios to pursue further in the next month or two. • Bath Center is the only site we have ruled out for future use by Summit DD. | | |

Submitted By: Russ DuPlainDate: September 2018
For: ☐ Superintendent/Assistant Superintendent
☒ Finance & Facilities Committee
☐ Services & Supports Committee
☐ HR/LR Committee



Facility Planning

Future Facilities Planning for Summit DD

Russ DuPlain
Director of IT, Records, and Facilities
Summit County DD Board
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Introduction

- By the end of 2018, all individuals will be served by providers other than Summit DD
- As we exit direct care services, five Summit DD buildings will be mostly empty
- Summit DD is conducting a study to determine how to best serve our customers in all geographic areas while maximizing our current assets



Current Facilities

- Summit DD currently has 7 facilities:
 - Main Campus (28.5 acres)
 - Administration aka Weaver Learning Center 129,325 sq ft
 - Tallmadge Center 36,500 sq ft
 - Transportation 11,610 sq ft
 - Barberton Center 15,156 sq ft
 - Cuyahoga Falls 15,848 sq ft
 - Bath Center 28,616 sq ft
 - Southern Center 22,562 sq ft (Leased to Greater Summit County Early Learning Center through 7/31/2022)



Current Facilities

- The current Administration building (WLC) is not ideal for Summit DD in a number of ways:
 - Routine maintenance is expensive
 - Cleaning, mowing, landscaping, plowing, salting, etc.
 - High utility and maintenance bills due to the size and age of the building
 - Poor accessibility
 - Inefficient layout for an administrative building
 - In need of significant capital repairs
 - Overdue roof replacement will cost \$1.1 - \$1.5 million
 - Aging HVAC units will cost \$1.8 - \$2.0 million to replace
 - Interior electrical transformer needs replaced (original from 1970), estimated to be a minimum of \$250k, potentially much more



Future Facility Needs

- 2019 staffing plan shows approximately 280 employees at Summit DD
- Based on analysis performed by the leadership team working with a consultant, we have refined our future space needs to be approximately 45,000 square feet, plus some space for Records and Facilities storage
- We are analyzing the top few scenarios to compare cost and feasibility
 - Considering both up-front costs as well as ongoing operating expenses



Scenarios Being Reviewed

Single site solutions:

1. Perform repairs on the current Admin building (WLC) and make needed accessibility improvements as best we can (capital improvements, elevators, restrooms, powered doors, etc)
2. Renovate and expand Tallmadge Center to accommodate all employees
3. Renovate and expand Cuyahoga Falls Center to accommodate all employees

Two site solutions:

4. Renovate Cuyahoga Falls Center and rent the additional space elsewhere to meet our needs
5. Renovate Cuyahoga Falls and Barberton Centers, and expand 1 of the 2 sites

Three site solution:

6. Renovate Cuyahoga Falls and Barberton Centers, and rent the additional space elsewhere to meet our needs



Next Steps

- Complete the cost analysis for each scenario
 - Expected remodeling/renovation scope and costs
 - Operating expenses of each scenario
 - Expected proceeds from selling unneeded properties
- Reduce the list to 3 or less of the most viable scenarios
 - Based on cost as well as other important factors that are part of our analysis such as accessibility, drive times to reach the population, etc
- Explore remaining scenarios in greater detail
 - Theoretical site layouts, personnel locations, etc.
- Work with the County to sell the property in Bath

