

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

AGENDA

Thursday, February 28, 2019
Administrative Board Room
5:30 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

- II. FUTURE FACILITIES PLANNING/SITE DEVELOPMENT

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- III. JANUARY FINANCIAL STATEMENTS
IV. REVISED POLICY 1119 – PAYER OF LAST RESORT
V. DISPOSAL OF SURPLUS INVENTORY

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. JANUARY 24, 2019 (Annual Organizational Meeting and combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. FUTURE FACILITIES PLANNING/SITE DEVELOPMENT
 - 2. JANUARY FINANCIAL STATEMENTS
 - 3. REVISED POLICY 1119 – PAYER OF LAST RESORT
 - 4. DISPOSAL OF SURPLUS INVENTORY
- VII. SUPERINTENDENT’S REPORT
 - A. CENSUS
 - B. 2018 COMMUNITY PERCEPTIONS REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
2019 Research Services	Obtain data from key stakeholders about Summit DD performance as an input to the Long Range Plan and Annual Action Plan.	Approve 2019 contract with the Center for Marketing and Opinion Research for an amount to exceed \$61,475.
<i>SUPPORTING DATA FOR RECOMMENDATION</i>		
<p>Summit DD utilizes an Akron-based research firm, Center for Marketing and Opinion Research (CMOR) to obtain data from key stakeholders. Data gathered from this research is used for continuous quality improvement and as an input into the Agency Long-Range Plan and Annual Action Plans. The 2019 Action Plan identified the need to collect additional data from providers and employees.</p> <p>Services identified in 2019 include:</p> <p>Monthly Satisfaction Survey (People and Families) - \$32,725</p> <p>The monthly satisfaction survey collects data from eligible adults and parents/guardians of adults and children. CMOR conducts up to 35 surveys of eligible adults and 50 surveys of parents/guardians. Adult surveys are conducted in-person and parent/guardian surveys are conducted over the phone. New in 2019, Summit DD can add 2-3 questions to ask direct care professionals who work with the individual, when available. The monthly sample is selected randomly and coincide with when the individual has an ISP meeting to obtain feedback and perceptions on a real-time basis. Results are reported using an online dashboard and detailed quarterly reports are provided that aggregate data by demographic segments and by provider.</p> <p>All CMOR employees conducting the surveys are trained in person-first language, rights of individuals with developmental disabilities, and major unusual incident reporting. Costs for this survey have remained flat for the past four years.</p> <p>Community Survey (Registered Voters) - \$15,500</p> <p>Since 2005, the community survey has assisted the Agency to understand community perspectives and opinions towards Summit DD and people with developmental disabilities. Data is used in marketing plans, agency messaging, levy plans and messaging, and as an input the Annual Action Plan with the goal of increasing support for the Agency and to improve attitudes and perceptions about inclusion.</p>		

Submitted By: Billie Jo David
 For: Superintendent/Assistant Superintendent
 x Finance & Facilities Committee
 Services & Supports Committee
 HR/LR Committee
Date: 2/1/19

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

The random sample consists of 400 registered voters, providing a +/- 4% margin of error within a 95% confidence level. The survey is delivered through both land-lines and cell phones. Upon completion of the survey CMOR produces a detailed report that is aggregated by several demographic segments. The cost of this survey has remained flat for the past four years.

NEW, Provider Satisfaction Survey - \$7,250

As a part of the 2019 Action Plan, Summit DD would like to obtain research data from providers who are authorized to deliver services in Summit County. The questionnaire will be developed in coordination with CMOR and will be delivered online to providers. Once data collection is complete CMOR will provide a report with data aggregated by type of provider employee, independent vs agency providers, and by provider type.

Data collected by the provider research survey will assist with provider development, training, and strategic planning.

NEW, Employee Engagement Survey - \$6,000

Summit DD has not conducted an employee satisfaction survey since 2014. Since then the Agency implemented its transition from directly providing day, employment and transportation services. This transition has significantly changed the makeup and numbers of Agency's workforce.

With Goal 2 of the Long Range Plan centered around shaping an engaged workforce, Summit DD would like to complete an employee engagement survey to measure attitudes and perceptions of Summit DD staff as a baseline data point. The survey will be offered to all employees online and will remain anonymous. At the conclusion of data collection, CMOR will prepare a detailed report with results aggregated by employee demographics.

Funds are available in the 2019 budget.

Recommended for approval by the February Finance & Facilities Committee.

Submitted By: Billie Jo David

Date: 2/1/19

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



2019 Research Services

Proposal for: Summit DD

Prepared by:



441 Wolf Ledges Parkway, Suite 103
Akron, OH 44311
www.cmoresearch.com

MONTHLY SATISFACTION SURVEY

The purpose of the Monthly Satisfaction Survey is to gather general satisfaction data throughout the year. CMOR will conduct up to 35 surveys from individuals and 50 from parents to measure satisfaction each month. The surveys will be conducted over the phone with parents and guardians and both in-person and over the phone for individuals. In addition, as a supplement to the in-person surveys, a short 3-5 questionnaire **can be** added to ask direct care professionals that work with the individual (when access is available).

Parents/Guardians of adults receiving services and individuals receiving services will be randomly selected and interviewed after their ISP team meeting. Each month, Summit DD will provide a list to CMOR of the individuals as well as the parents/guardians that are eligible to be interviewed that month. In addition, parents and guardians of children receiving EI or Childcare services will be interviewed as part of the parent/guardian component. Summit DD will provide a sample every 4 to 6 months, as needed, and cases will be drawn at random.

The sample will be received on or about the 10th of each month and interviews are spread out over a four-week period to allow time for scheduling and setting appointments. Parents and Guardians are called Monday through Friday anytime between 10am and 8pm, Saturday between 10am and 4pm and Sunday from 5pm to 8pm with appointments set for specific times as requested. Individuals will be interviewed either **in person** (at a day program, work center or place of employment as well as at residential settings) or **over the phone** (as deemed capable, during same hours as parents and guardians).

The results of the survey will be reported using an on-line data dashboard between the 15th and the 20th of each month. Quarterly reports will be available 3 weeks after the final dashboard for the quarter is made available. Results will be reported for the following time periods: The Current Month and the Rolling previous 12 months.

QUOTE FOR SERVICES: MONTHLY SATISFACTION STUDY	
Monthly set up fee	\$300
Survey Administration-parents/guardians, 50	\$950
Survey Administration-individuals, 35	\$1,225
Data Analysis and Report	\$500
MAX TOTAL (per month)	\$2,975
MAX TOTAL (11 months)	\$32,725
Pre-payment discount	\$985
TOTAL with discount	\$31,740

*invoiced by quarter - Prepayment discount available if paying full year in advance

COMMUNITY SURVEY

The Center for Marketing and Opinion Research (CMOR) would like to be considered to conduct a community research study for the County of Summit Board of Developmental Disabilities (Summit DD). The purpose of this study would be to assist in gaining community perspectives and opinions regarding attitudes towards the agency.

Work Plan: This project will consist of a random-sample telephone survey of 400 Summit County registered voters. A telephone survey conducted in Spring 2018 will assess the attitudes and opinions of registered voters as it relates (1) to awareness and perceptions concerning Summit DD in general, (2) to assess support for Summit DD and upcoming initiatives, and (3) test levels of support for Summit DD given different sets of information. A final sample of 400 registered voters in Summit County will result in an overall sampling error of 5%, within a 95% confidence level. Potential respondents may be screened for certain characteristics at some point during the study to ensure appropriate representation of the population in areas such as geographic location, age or gender. Each survey will last 10 minutes, on average. CMOR will design the survey in collaboration with Summit DD staff. CMOR will program the survey in the CATI (Computer Assisted Telephone Interviewing) program and prepare the survey for fielding.

Utilizing a telephone methodology ensures that the study will be representative of the targeted population as well as ensures that the correct number of interviews will be conducted to meet the targeted sampling error. Both landline and cell phone samples will be included in the sampling frame. Calling cell phones has become a critical element in designing a sample frame that allows for the collection of data that is representative of the population being surveyed. Cell phones are dialed manually in compliance with all state and federal regulations. Cell phone respondents are asked if they are over the age of 18 and if the cell phone is used for most or all calls. If a landline is used for most calls, the respondent is disqualified from participation. If eligible, the respondent is asked if it is safe to talk on the phone at that time. Interviewers are instructed to listen for cues that it is not safe, such as if the respondent is driving. CMOR follows all best practices in the survey research industry including all methodologies associated with calling mobile numbers.

Deliverables: Once Data Collection is complete, the professional staff at CMOR will analyze the survey data and provide an executive summary style report with analysis on all survey items as well as a section on the methodology employed and an executive summary detailing the key findings. Graphs, charts and tables will be used to help visually represent the outcomes of the survey.

QUOTE FOR SERVICES: COMMUNITY SURVEY	
Questionnaire Design & Programming	\$2,000
Survey Administration	\$10,000
Data analysis and report	\$3,500
TOTAL	\$15,500
Pre-payment discount	\$500
TOTAL with discount	\$15,000

**75% DEPOSIT REQUIRED PRIOR TO THE BEGINNING OF THE PROJECT*

***DISCOUNT AVAILABLE FOR FULL PAYMENT AT BEGINNING OF THE PROJECT*

Provider Satisfaction Survey

Summit DD would like to measure the level of satisfaction that providers have with Summit DD and identify areas in which the Board can improve. As such, CMOR recommends conducting a web survey of providers of approximately 200 Summit DD providers.

Research Plan: All providers will be sent an email invitation to participate in the survey. Providers will be asked to also distribute this to their staff to take as well. It is recommended that a communication about the upcoming survey request be sent via email by Summit DD a week prior to CMOR administering the survey. This will act as both a notification and an encouragement to complete. Two additional follow up invitations will be sent via email, encouraging those who have not participated to do so.

Survey Instrument: The questionnaire will be administered via the web and will be designed by CMOR in collaboration with Summit DD staff. The survey will contain about 25 questions.

Deliverables: Once Data Collection is complete, the professional staff at CMOR will code all open-ended responses and clean the final dataset. The results will be aggregated by types of provider employee (CEOs, management, direct care) and independent providers in addition to primary service they provide (day program, transportation, residential). At the conclusion of the project, the following will be delivered to Summit DD: An executive summary style report, including data tables and graphs and a final cleaned data set. *Professional staff at CMOR will also be available to do presentations of the survey results as requested.*

PROVIDER SATISFACTION SURVEY	
Questionnaire Design	\$1,250
Administration of Survey	\$3,750
Data Analysis & Report	\$2,250
Total	\$7,250
Pre-payment discount	\$275
Total	\$6,975

EMPLOYEE SURVEY

RESEARCH PLAN: Summit DD has approximately 250 employees. All employees will be invited to participate in the survey. Survey returns will be monitored to ensure that a representative sample is collected among departments. All employees with an email will be sent an email invitation to participate in the survey containing a code to be used to access the survey. Communication about the upcoming survey request will be sent and will act as both a notification and an encouragement to complete. Two additional follow up invitations will be sent via email to facilitate participation. CMOR staff will remain in contact with Summit DD staff to provide updates as to the representativeness of the returns and to identify departments from which returns are lower than expected.

SURVEY INSTRUMENT: The questionnaire will be administered via the web and will take employees between 10 minutes to complete on average (40ish questions).

PROJECT DELIVERABLES: Once Data Collection is complete, the professional staff at CMOR will conduct analysis and on the data and prepare a report, broken down by agency, department, and notable demographics (such as tenure, gender, etc.). At the conclusion of the project, the following will be delivered to the Summit DD: An executive summary style report, including data tables and graphs.

EMPLOYEE SURVEY	
Questionnaire Design	\$1,250
Administration of Survey	\$3,000
Data Analysis & Report	\$1,750
Total	\$6,000
Pre-payment discount	\$175
Total	\$5,985

SUMMARY - 2019 QUOTE FOR SERVICES			
	Subtotal	Pre-payment discount	Total
Monthly Satisfaction Survey	\$32,725	\$985	\$31,740
Community Survey	\$15,500	\$500	\$15,000
Provider Satisfaction Survey	\$7,250	\$275	\$6,975
Employee Survey	\$6,000	\$175	\$5,985
Total	\$61,475	\$1,935	\$59,540

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Facilities planning	Planning for future facilities usage at Summit DD and related site development	The Board approve the requests to enter into agreements not to exceed \$160,675.

SUPPORTING DATA FOR RECOMMENDATION

Summit DD recently completed an exercise related to future facilities planning and analysis. The details of that exercise have been previously reviewed with the Board and are summarized below for reference. This request for funding will afford Summit DD the opportunity to enter into various agreements related to future site development.

- Summit DD conducted a study to determine how to best serve our customers in all geographic areas while maximizing our current assets.
- We worked with a consultant that has expertise in this area, and used a methodical and data-driven approach.
- We have refined our estimated needs down to around 45,000 square feet, and may still reduce that estimate further based on modern design and work concepts.
- We have vetted the 6 potential scenarios that were reviewed with the Board in September 2018 and are proposing moving forward on a single preferred solution.
- We have been coordinating with the County and the cities of Barberton, Cuyahoga Falls, and Tallmadge on various aspects related to our preferred solution.
- Various agreements are required to further develop and implement our proposed solution. These agreements are expected to have a total cost not to exceed \$160,675.
- Summit DD will be reimbursed for the costs of these agreements by the eventual developer of the properties.

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

Submitted By: Russ DuPlain

Date: January 2019

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

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE MONTH ENDED JANUARY 31, 2019 AND 2018

	1/31/2019				1/31/2018			
	2019 ANNUAL BUDGET	2019 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2018 ANNUAL BUDGET	2018 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 51,466,835	\$ -	\$ 51,466,835	100.0%	\$ 50,570,330	\$ -	\$ 50,570,330	100.0%
REIMBURSEMENTS	13,462,254	832,010	12,630,244	93.8% 1	12,301,000	3,831,070	8,469,930	68.9%
GRANTS	1,523,329	-	1,523,329	100.0%	1,250,000	255,387	994,613	79.6%
CONTRACT SERVICES	120,000	1,624	118,376	98.6%	450,000	10,725	439,275	97.6%
REFUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER RECEIPTS	96,000	12,289	83,711	87.2%	86,000	52,850	33,150	38.5%
TOTAL REVENUE	\$ 66,668,418	\$ 845,923	\$ 65,822,495	98.7%	\$ 64,657,330	\$ 4,150,032	\$ 60,507,298	93.6%
OPERATING EXPENDITURES								
SALARIES	\$ 16,409,804	\$ 1,616,803	\$ 14,793,001	90.1%	\$ 19,083,932	\$ 1,658,630	\$ 17,425,302	91.3%
EMPLOYEE BENEFITS	9,278,922	1,846,031	7,432,891	80.1% 2	8,611,271	253,775	8,357,496	97.1%
SUPPLIES	431,423	53,201	378,222	87.7%	708,020	39,318	668,702	94.4%
TRAVEL AND TRAINING	297,700	47,022	250,678	84.2%	315,350	17,585	297,765	94.4%
DIRECT CONTRACT SERVICES	9,578,218	821,197	8,757,021	91.4% 3	9,320,084	683,711	8,636,373	92.7%
INDIRECT CONTRACT SERVICES	1,857,350	122,061	1,735,289	93.4% 4	2,174,030	163,815	2,010,215	92.5%
MEDICAID COSTS	30,390,000	6,911,367	23,478,633	77.3% 5	28,410,000	6,618,330	21,791,670	76.7%
UTILITIES	565,175	30,232	534,943	94.7%	649,174	20,115	629,059	96.9%
RENTALS	8,000	282	7,718	96.5%	23,600	17,945	5,655	24.0%
ADVERTISING	145,000	2,500	142,500	98.3%	132,000	1,145	130,855	99.1%
OTHER EXPENSES	311,817	7,479	304,338	97.6%	335,250	8,329	326,921	97.5%
EQUIPMENT	304,000	-	304,000	100.0%	342,000	82,540	259,460	75.9%
REAL PROPERTY IMPROVEMENTS	300,000	8,790	291,210	97.1%	350,000	4,914	345,086	98.6%
TOTAL EXPENDITURES	\$ 69,877,409	\$ 11,466,965	\$ 58,410,444	83.6%	\$ 70,454,711	\$ 9,570,152	\$ 60,884,559	86.4%
NET REVENUES AND EXPENDITURES	\$ (3,208,991)	\$ (10,621,042)			\$ (5,797,381)	\$ (5,420,120)		
	BUDGET	ACTUAL						
BEGINNING FUND BALANCE	\$ 50,720,263	\$ 50,720,263						
PLUS: REVENUE	66,668,418	845,923						
LESS: EXPENDITURES	(69,877,409)	(11,466,965)						
ENDING FUND BALANCE	\$ 47,511,272	\$ 40,099,221						

2/7/2019 10:13 AM

Recommended for approval by the
February Finance & Facilities Committee.

**SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENTS
FOR THE MONTH ENDED JANUARY 31, 2019
(Rounded)**

An evenly distributed budget remaining for a one month period	8.3%
Evenly distributed budget remaining for eleven months	91.7%

Revenue:

1	Reimbursements:	Quarterly state subsidy.	\$ 655,500
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Expenditures:

2	Employee Benefits:	One-time payment of a reserve requirement to enter into the Stark County Schools benefits consortium and to receive an immediate benefit of premium holidays.	1,584,100
3	Direct Contract Services:	Final payment of a contract with Summit Housing Development Corp. (SHDC) to assure stable and affordable residence for individuals living in homes owned by SHDC,	150,000
		Quarterly funding of the Family Engagement Program for people enrolled in the program.	125,000
4	Indirect Contract Services:	Annual maintenance and support contract renewal with Advizex for storage area network hardware and software,	20,200
		Annual payment to Center for Marketing & Opinion Research (CMOR) for 2019 monthly satisfaction surveys,	31,700
		Architect fees paid to The Triad Group for the facilities realignment project.	18,600
5	Medicaid Costs:	Quarterly Medicaid waiver administrative fee,	397,000
		Quarterly Medicaid waiver match.	6,514,300

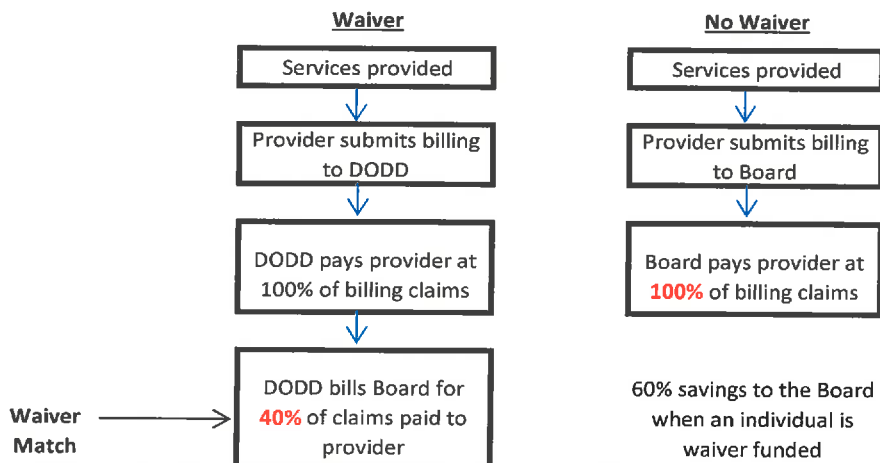
Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Revision of current Board Policy	Need to align current policy language with Ohio's recently revised waiting list rule to ensure individuals continue to be enrolled on home and community-based services (HCBS) waivers in a fashion that maximizes the Board's receipt of federal funding and best meets individual needs	Board approve revisions to Policy 1119, Payer of Last Resort, as presented

SUPPORTING DATA FOR RECOMMENDATION

Ohio Administrative Code Section 5123:9-04, *Home and community-based services waivers – waiting lists*, was recently updated to reflect a more accurate state-wide status of the numbers of individuals with disabilities who are on waiting lists for services. The revised rule sets forth a process by which individuals are assessed for need for purposes of adding the individual to the waiting list such that those individuals may be enrolled on a HCBS waiver. One of the requirements to enroll on a HCBS waiver is the county board identifying that the individual has a need within the next 12 months that cannot be met by the county board using local funds.

The proposed revisions provide the policy statement needed to ensure that the Board will continue to maximize its receipt of federal funds, by limiting the cost of locally funded services to an amount equal to the match cost if those services are available to be funded by a Medicaid waiver. The policy further provides the Superintendent with the ability to authorize local funding for a time-limited period based upon individual circumstances.



Submitted By: Lisa Kamlowsky For: Superintendent/Assistant Superintendent
 X Finance & Facilities Committee
Date: 2/14/19 Services & Supports Committee
 HR/LR Committee

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

1119 - BOARD PAYER OF LAST RESORT

~~The Board~~ Summit DD is committed to maximizing resources available to serve individuals with developmental disabilities who are eligible for services. ~~from the Board.~~

Each individual who seeks services and supports that can be funded by a Medicaid Home and Community Based Services (HCBS) Waiver administered by the Board that will meet the individual's needs is expected to apply for such waiver.

If the individual is determined ineligible for a Medicaid waiver because of inability to obtain the appropriate level of care or to meet Medicaid eligibility requirements, or if an individual ~~is willing to apply but~~ is unable to gain access to a Medicaid waiver because no appropriate waiver slot is available, ~~the Superintendent shall have the authority to authorize local funding~~ may be used for the cost of services in an amount not to exceed what would otherwise be the Board's required match obligation for those services.

Any eligible individual who declines to apply for or otherwise chooses to not enroll when offered a Medicaid waiver shall be eligible to receive local funding for services at an amount not to exceed the Board's required match obligation for those services. ~~expenditure of the non-federal share of Medicaid expenditures.~~ The Superintendent will have the authority to authorize local funding for a time-limited period, not to exceed one (1) year, ~~waive a portion of the cost~~ based upon individual circumstances.

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Surplus inventory	Summit DD has items in inventory that are no longer needed or usable	The Board approve the request to auction or dispose of the surplus inventory
<i>SUPPORTING DATA FOR RECOMMENDATION</i>		
<p>There are a large amount of surplus items and equipment from our Transportation garage that are no longer needed by Summit DD.</p> <p>These assets are identified on the attached list.</p> <p>Some of the items on the list may be sold to other local government entities as surplus assets that are no longer needed by Summit DD, and the rest of the inventory will be offered for sale via internet auction where assets are sold to the highest bidder. Any assets remaining will be disposed of in an environmentally safe manner.</p> <p>The internet auction will be conducted by a Summit County vendor that specializes in this area.</p> <p>It is recommended that the Board approve the request to remove and sell or scrap the identified surplus assets in accordance with the Ohio Revised Code.</p>		

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

Submitted By: Russ DuPlain

Date: February 2019

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

Transportation Parts Inventory

2/5/19

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
1	31-28	WIPER BLADE 28"	Wipers	10-A-3	12
2	#9006XSLL	HEAD LIGHT	Lighting - External	bulbs	15
3	0020615	rear bumper ford	Body Parts	body shop	1
4	0028619	rear 3rd brake light sv299 up	Lighting - External	8-a-1	1
5	0032870-03	spring kit 300s	Suspension		1
6	01-27998-095	cab spacer	Body Parts		2
7	01-30455-000	cac hose black	Engine	8-B-1	1
8	0209971148	thermostat o-ring	Cooling System	9-C-2	2
9	05-19338-000	RADR RUBBER MOUNTS C-2	FREIGHT/THOMAS	9-B-4	2
10	05-23345-001	UNION RESTRICTOR SURGE TANK C-2	Cooling System	9-B-2	4
11	05-24932-001	TOP RADR HOSE C-2	Hoses	9-B-2	1
12	05-25967-000	steel tube	Cooling System	9-A-3	1
13	06-35090-000	STARTER IGN RELAY C-2	Ignition	8-A-1	5
14	06-37275-000	BATTERY BOX SLIDES C-2	FREIGHT/THOMAS	9-C-3	2
15	06-42391-003	EXPANSION MODULE C-2	FREIGHT/THOMAS	7-B-4	1
16	06-45290-000	BATTERY TRAY SPRING C-2	FRT/TOM	8-A-2	3
17	06-52125-017	HORN C-2	FREIGHT/THOMAS	8-C-1	2
18	06-54378-000	BATTERY TRAY LATCH BRAK	FRT/TOM	8-A-2	5
19	06-54592-000	BATTERY TRAY LATCH C-2	FRT/TOM	8-A-2	5
20	06-59882-000	RELAY LEFT FENDER C-2	Cranking System	8-A-1	1
21	065400	WASHER BOTTLE ASSY	Wipers	7-A-4	3
22	1-5180-0110	MARKER LIGHT RED C-2	Lighting - External	8-d-1	9
23	1000-2395KS	WCL ROLLER BEARING STOW	BRAUN	7-B-3	2
24	100080	E WINDOW BUZZER C-2	FREIGHT/THOMAS	8-A-1	1
25	100159-001KS	CURCUIT BOARD	BRAUN	7-A-3	1
26	100332	RUB RAIL END CAP C-2	FREIGHT/THOMAS	9-D-1	1
27	100868	SIDE GLASS C-2	Glass	1-A- WALL	1
28	1014858	MUDFLAP	Body Parts	END OF 13	4
29	1069MP	filter	Engine	cabinet	2
30	10774	ROLL STOP SPRING	Body Parts	7-A-2	6
31	1099128	blower motor dash c-2	ELECTRICAL	9-C-2	3
32	10R22.5 NEW DR	NEW DRIVES	Tires	SHOP	4
33	10R22.5BFG STEER	steer	Tires		4
34	10X37 STEP	step tread	Body Parts	WCL	1
35	11432	alt sv	Charging System	bench	1
36	12-19916-000	AIR TANK MOUNTING STRAP	AIR SYSTEM	9-D-2	4
37	12-21021-052	AIR BRK HOSE 52IN.	Brakes	END OF R-8	4
38	12005	pulley c-2 alt	Charging System	bench	1
39	127573	BACKUP LIGHT C-2 NONE/LE	Lighting - External	8-D-2	5
40	1299017	REAR HEATER FAN BLADE C2	FREIGHT/THOMAS	9-C-1	6
41	1322629A	WEBASTO OVER HEAT FUS	WEBASTO	7-D-2	8
42	136210	DRIVERS SEAT BELT C-2	Seats	11-B-1	1
43	138672	FORWARD LEAF BRACKET FRL	FRT/TOM	9-D-2	3
44	15-22685-000	cab spring	Body Parts		5
45	1500-0500P	WCL CYLINDER SEAL KIT C-	BRAUN	7-A-1	4
46	15328	ROLL STOP WASHER THIN	Body Parts	7-A-2	2
47	16-17010-002	AIR BAG UPPER BRACKET C2	Suspension	8-D-4	1
48	1791XE	filter	Engine	cabinet	1
49	1799029	STEPWELL HEATER CORE C-2	FREIGHT/THOMAS	FLOOR-RAIL	1
50	18-53940-000	cab isolaters	Body Parts	6-B-4	2

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
51	180702	OIL FILL CAP C-2	Engine	8-A-2	3
52	18098	trans filter vans	Transmission	13-B-2	3
53	181704XN1161	seat cover for drivers seat	Seats	/	1
54	181SW28	28 IN AIR BRAKE LINE	INT/BB	4-D-1	4
55	181SW30	30 IN AIR BRAKE LINE	INT/BB	4-D-1	1
56	181SW32	32 IN AIR BRAKE LINE	INT/BB	4-D-1	6
57	1U2Z-14S411-BB	pigtail blower switch sv's	ELECTRICAL	6-A-1	2
58	2-5180-0110	MARKER LIGHT yellow C-2	Lighting - External	8-D-1	3
59	2007 C-2	NEW DOORS	Body Parts	BODY SHOP	3
60	205-1761	BEARING GUIDE	BRAUN	3-d-3	3
61	211-1235A	WHALE ARM FRONT/RIGH	BRAUN	3-d-3	1
62	22-63282-000	BRAKE VALVE BRACKET C-2	Body Parts	9-B-1	1
63	22575-16	22575-16 wrangler SV'S	Tires	TIRES	6
64	23-09114-003	cab washer 1/2 in.	Body Parts	6-B-4	6
65	23-09114-004	cab washer 3/4	Body Parts	6-B-4	6
66	23-09114-017	cab washer	Body Parts	6-B-4	6
67	23-11751-500	cab bolt	Body Parts	6-B-4	25
68	23-12186-040	STARTER BOLTS C-2	Engine	bolt cabinet	8
69	23-13100-004	ATD ELB -90 DEG-#4 C-2	Exhaust	9-A-2	9
70	23-13301-412	1/4 in air fitting oring	AIR SYSTEM	9-A-2	6
71	23-13833-108	cab nut	Body Parts	6-B-4	6
72	23184	MICRO SWITCH BRAUN	BRAUN	7-B-1	11
73	24000	wheel seal	Brakes		1
74	24028	OUTER ROLLSTOP BUSHING	BRAUN	7-A-2	9
75	24233099	trans drain plug	Transmission	BY DESK	3
76	24537	WCL SCREW C-2	Body Parts	7-A-2	7
77	24550	ROLL STOP OUTTER LEVER	Body Parts	7-A-2	13
78	25-FL525-000	EM DOOR HNDLE THOM/FREIGHT	FREIGHT/THOMAS	9-D-3	2
79	26963	LIFT TITE DAMPENER	BRAUN	7-A-2	3
80	27208RW	rear wc latch	BRAUN	7-B-3	2
81	27276	ROLL STOP SPRING WASHER	Body Parts	7-A-2	17
82	28593A	WCL STOW BUMPER C-2	BRAUN	7-C-2	2
83	29186	WCL GAS SPRING LONG	BRAUN	7-C-2	3
84	29535617	AUX FILTER MAGNET C-2	Filters		5
85	29536408	SPEED SENSOR OUTPUT C-2	Transmission		1
86	29542824	TRANS INTERNAL FILTER C-2	TRANS	CABINET	2
87	29581-59	MICRO SWITCH DOOR/WCL	Body Parts	6-A-2	2
88	30-22	WINTER BLADE	Wipers	10-A-4	12
89	30662KS	KIT-MAGNET SENSOR	BRAUN	7-A-3	8
90	309-0973	REAR WHEEL SEAL C-2	Drive Line	8-C-2	1
91	31-22	WIPER BLADE 22"	Wipers	10-A-2	26
92	31060	bulb for w/c lift	BULBS		2
93	31199	WCL PRESSURE SWITCH C-2 YELLOW	FRT/TOM	7-A-1	2
94	3199071	HEATER FILTER-STEP C2	FREIGHT/THOMAS	9-C-1	6
95	32000022	HEATER ACTUATOR MOTORC2	Body Parts	9-C-1	2
96	32408	WCL RUBBER BUMPER C-2	FREIGHT/THOMAS	7-A-2	2
97	32519KS	harness for switch	BRAUN	7-B-1	1
98	32645NA60	magnetic sensor & harness	BRAUN	7-B-2	1
99	32734	ROLLER LOCK ARM C-2	BRAUN	7-A-2	6
100	32831	WC GAS SHOCK	BRAUN	7-C-2	2
101	32855A	WCL HARNESS BRIDGE C-2	FREIGHT/THOMAS	7-B-2	9
102	32864A	HARNESS GROUND	BRAUN	7-B-1	1
103	32934A	WCL MAIN HARNESS	BRAUN	7-B-1	3
104	32949	BARREL WED NUT	Body Parts	7-A-2	4

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
105	330030-982	MULTI-VEH DEX TRANS FLUID 2015 UP	Fluids		188.75
106	33218	WCL HAND CONTROL SWITCH	BRAUN	7-A-2	9
107	3325X4	union 1/4 pipe	AIR SYSTEM	9-A-3	9
108	33337A	THRESHOLD SWITCH BRAUN	BRAUN	7-C-1	2
109	33745KS	ROLL STOP HARNESS	BRAUN	7-B-2	1
110	33775A	ROLLSTOP HARNES SV-24-25	BRAUN	7-B-2	1
111	34258	puimp webasto	WEBASTO	7-d-4	1
112	350SC10	3-1/2IN BAND CLAMP	Exhaust	13-A-3	7
113	35290	FRONT MUFFLER CLAMP C-2	Exhaust	8-A-2	4
114	354902	WEBASTO THERMOSTST CONTR	WEBASTO		7
115	3600AX	C-2 REAR DRUM	Brakes	by tires	2
116	3703OKS	tower	BRAUN		4
117	4 OZ. WHEEL BAL	4 oz. wheel balance bb's	Tires	cabinet	4
118	40-64075-52	a/c fitting kit c-2	Air Conditioning	comp room taped to box	1
119	40-64075-53	a/c fitting kit c-2	Air Conditioning	compr room taped to box	2
120	409510	A\C OIL	Air Conditioning		1.15
121	452272	STEERING COLUMN FOOT PED	FREIGHT/THOMAS	8-A-2	2
122	452329C1	AIR TNK STRAP	INT/BB	5-c-1	2
123	453869-8	front hub gasket c-2	Brakes	8-B-2	4
124	46018B	WEBASTO TIMER	WEBASTO	7-D-3	2
125	485322	1 IN COUPLING	Cooling System	9-A-3	4
126	485462	1 IN ELBOW	Cooling System	9-A-3	2
127	4944PA	ALTERNATOR			1
128	50220218706	coolant level probe	Cooling System	9-b-1	5
129	505-1204	#1 hose clamp	Hoses		8
130	505-1216	#16 hose clamp	Hoses		37
131	505-1232	#32 hose clamp	Hoses		5
132	5088641A	WEBASTO NOZZLE .35GPH	WEBASTO	7-D-2	1
133	5106WCC	caged bearing for idler pulley	Belts	9-C-2	1
134	5216825-00	HOOD CABLES C-2	Body Parts	9-D-1	1
135	5542S-8	A/C FITTING	Air Conditioning	2-A-2	2
136	5543S-10	A/C COMPRESSOR FITTING	Air Conditioning	2-A-2	3
137	60800	FAN SPEED DIODE C-2	FREIGHT/THOMAS	7-A-1	2
138	608719A	WEBASTO THERMOSTAT A	WEBASTO	7-D-2	3
139	64003831	WCL DOOR BUMPERS	BRAUN	8-A-1	1
140	64035	marker led red 300's	Lighting - External	6-D-2	4
141	64036	marker light led yellow 300's	Lighting - External	6-D-2	4
142	66-3060-7	c-2 sun viser	FREIGHT/THOMAS	9-d-1	1
143	668189	DASH HEATER O-RING C-2	Body Parts	8-A-1	6
144	67000772	BATTERY BOX DOOR LATCH	FRT/TOM	8-A-2	1
145	680-501-00-82	cac hose blue	Engine	8-B-1	3
146	6829	drain ncock valve	AIR SYSTEM	7-C-3	4
147	6891314B	back up alarm	ELECTRICAL	8-A-2	1
148	6X286	DOOR SWITCH C-2	FREIGHT/THOMAS	6-A-2	1
149	71800Q	18 in. door prop	Body Parts	9-D-4	6
150	71R1485	REAR A/C RESISTER 02-04	ELECTRICAL	2-A-2	3
151	725-1481	WC LIFT STOP C-2	BRAUN	3-D3	2
152	732-1006	EXH HNGR	Exhaust	13-A-1	2
153	732-1009	exhaust hanger	Exhaust	13-A-1	3
154	733-5424	ubolt	Exhaust		1
155	733-5753	3.5 ubolt exhaust clamp	Exhaust	13-A-1	4
156	733-5794	u-bolt	Exhaust	13-A-1	1
157	736914	DASH HEATER O-RING C-2	Body Parts	8-A-1	6
158	75150	5W20 OIL	Fluids		8

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
159	7541	A/C DRYER	Air Conditioning	6-A-3	4
160	77-00274-11	a/c condensor c-2	Air Conditioning	compressor room	3
161	770-6548	GRINDER WHEEL			1
162	782-2166	fuse			43
163	785132	battery accessory	ELECTRICAL		4
164	800-0740	LIFT PLATFORM SPR CYL	BRAUN	3-d-4	4
165	813-1221	BRAKE LINE	Brakes	END OF 12	5
166	813-1222	BRAKE LINE	Brakes	END OF 12	3
167	813-1224	brake line	Brakes	END OF12	2
168	8200075	starter c-2	Cranking System	under bench	2
169	8205	HOSE MOLDED C-2 HEATER	Cooling System	9-A-3	7
170	827-2286	TAIL LIGHT	Lighting - External		1
171	83687	brake caliper bolts	Brakes	6-B-1	1
172	84383	E CLIP 3/8 SHAFT	BRAUN	7-A-2	7
173	85-105	SHOP USE			2
174	900012	INERTIA SWITCH WEBASTO	WEBASTO	9-A-3	4
175	9005XS	hi beam c-2	Lighting - External		1
176	9006XS	head light	Lighting - External	draw	3
177	9008/H13	HEADLIGHT SV-24--25	Lighting - External	DRAWER	5
178	901013	WEBASTO PUMP O-RING	WEBASTO	9-A-3	6
179	901017	WEBASTO PUMP O-RING	WEBASTO	9-A-4	6
180	90319	extentions valve stem	Tires	CABINET	4
181	90WT GEAR OIL	90 WT GEAR OIL QTS.	Fluids	FLOOR IN BARREL	1.5
182	911 FUEL ADDITIV	fuel additive	Fluids	CABINET IN BODY SHOP	2.5
183	915-3367	TAB ROLL STOP C-2	BRAUN	7-B-3	4
184	915-6367NABM	outer barrier tab/magnet	BRAUN	8-B-2	1
185	915R4312A-34Y	WCL ROLL STOP C-2	BRAUN	WCL	1
186	945-2500NA	WCL HARNESS SV-24-25	BRAUN	7-B-1	1
187	947-0345NA	LEVER ROLL STOP C-2	BRAUN	7-B-3	2
188	975-3121A	MICRO SWITCH ASSY C-2	BRAUN	7-A-1	2
189	9883	AIR FILTER	Engine		1
190	990-0341	ROLL STOP LEVER OUT	Body Parts	7-A-2	4
191	A0000100301	oil fill cap c-2	Engine	9-C-1	3
192	A0000902751	FUEL FILTER MBE 900 2NDARY	Filters	CABINET	1
193	A0000961880	dozer seal	Exhaust	9=A=2	2
194	A0001312321	PLUG	AIR SYSTEM		4
195	A0001428157	EGR SEAL RING	Exhaust	9-A-1	6
196	A0001539932	OIL PRESSURE SENSOR	Engine		1
197	A0001883380	GASKET OIL COOLER	Engine	8-B-4	2
198	A0039903050	lock nut	Engine	8-b-3	4
199	A0042038375	thermastat c-2 mb900	Cooling System	9-C-1	2
200	A0045459205	INTAKE HEATER RELAY C-2	ELECTRICAL	8-A-1	1
201	A0049973952	egr bypass hose curved	Cooling System	9-b-2	8
202	A0149972845	seal ring THERMASTAT	Engine	9-C-1	2
203	A0249972148	o-ring for compressor	AIR SYSTEM	9-B-1	2
204	A0249972848	SEAL RING	Engine		2
205	A0279976048	COOLANT TUBE O-RINGS	Cooling System	9-B-2	4
206	A0289976348	o-ring for turbo intake	Engine	9-B-2	10
207	A05-25160-000	METAL COOLANT HOSE C-2	Cooling System	9-C-4	1
208	A06-36956-003	TURN SIGNAL SWITCH C-2	Lighting - Internal	8-A-1	1
209	A06-40131-000	HOOD TURN LIGHT C-2	FREIGHT/THOMAS	8-D-2	1
210	A138000404474	check valve	AIR SYSTEM		1
211	A17-15058-000	HOOD REST-THOMAS 2008	FRT/TOM	9-D-1	2
212	A2029900310	bolts dozer	Exhaust		1

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
213	A22-69882-000	WIPER MOTOR LINKAGE C-2	Wipers	9 FLOOR	1
214	A22-72009-000	LEFT WIPER ARM C-2	Wipers	9-C-3	2
215	A22-72009-001	WIPER ARM RIGHT C-2	Wipers	9-C-3	3
216	A23-12270-014	HOSE EXH BRAKE	Exhaust	9-A-2	6
217	A23-12316-060	trans cooler line c-2	Transmission	8-A-4	2
218	A23-12772-058	trans cooler lines c-2	Transmission	8-A-4	1
219	A4421440335	LEVER EXHAUST BRAKE C-2	Exhaust	9-A-2	3
220	A4429915022	BALL SOCKET EXHAUST BRAKE	Exhaust	9-A-2	1
221	A4429915215	BALL PIVOT C-2	Exhaust	9-A-2	2
222	A4720700746	doser inj nozzle	Exhaust	8-B-3	2
223	A4721530028	DPF PRESSURE SENSOR ATD	Exhaust	8-B-3	2
224	A6804910180	DPF GASKET	Exhaust	8-B-3	1
225	A6804910380	EXH GASKET FRONT/MUF-C-2	Exhaust	8-B-3	5
226	A6804921455	back half of dpf exhaust c-2	Exhaust	8-b-4	1
227	A6805401617	DPF OUT SENSOR ATD	Exhaust	8-B-3	2
228	A6805401817	DOCK INLET TEMP SENSOR	Exhaust	8-B-3	2
229	A6805402617	TEMP DOC OUTLET SENSOR ATD	Exhaust	8-B-3	1
230	A6809950102	DPF V CLAMP	Exhaust	8-B-3	3
231	A6809970152	HOSE 12.5" ATD C-2	Exhaust	8-B-3	2
232	A6809970752	HOSE PRES SENSOR TO BOX	Exhaust	8-B-3	2
233	A9060702433	inj fuel line c-2	Engine	8-A-1	3
234	A9060980580	GASKET EGR C-2	Engine	9-A-1	5
235	A9061420057	EGR SEAL GASKET	Exhaust	9-A-1	6
236	A9061590004	GRID HEATER RELAY	Ignition		3
237	A9061840280	oil filter housing gasket	Engine	8-B-4	2
238	A9061880280	GASKET OIL COOLER	Engine	8-B-4	2
239	A9062030180	gasket pump housing	Engine		3
240	A9062036202	COOLANT TUBE WATER P/EGR	Cooling System	9-B-4	1
241	A9062037302	COOLANT LINE OFF OF AIR COMPRESSOR	Cooling System	9-B-2	2
242	A9260960768	dozer sheild	Exhaust		1
243	A9260960868	dozer screen	Exhaust		1
244	A9261400264	air pressure line	Exhaust		1
245	A9261400340	BRACKET EXHAUST BRAKE C-2	Exhaust	9-A-2	1
246	A9261420045	egr cooler clamps	Engine	9-A-2	2
247	A9261420283	EGR HOSE	Engine	9-A-1	5
248	A9261420904	EGR TUBE	Engine	9-A-1	1
249	A9262000058	egr vent line	Cooling System	9-B-3	2
250	A9262031502	crossover steel line to egr	Cooling System	9-B-4	1
251	A9269970053	turbo drain hose	Exhaust	9-B-2	3
252	AA8Z-9D370-B	MODULE-ENGINE			1
253	ABP N83 328455	REAR HEATER FILTER	Filters	9-C-1	14
254	AP103	SPARK PLUG E350 FORD VAN	Engine	6-A-2	16
255	B400	4 INCH EXHAUST BAND CLAMP	Exhaust	13-A-2	3
256	BKK021558	SR7 VALVE C-2	Brakes	9-B-1	2
257	BSH0392003501	washer pump c-2	Wipers	9-A-2	2
258	BSM 203412	blower motor front c-2	ELECTRICAL	8-B-4	1
259	BSM 563500	blower motor wheel	ELECTRICAL	8-B-4	1
260	BSM 654313	resistor c-2	ELECTRICAL	8-B-4	1
261	BUS-32006D22	BLUE CONNECTOR C-2 PLUG	FREIGHT/THOMAS	8-D-1	1
262	BWX 275491N	AIR GOVERNOR	INT/BB	9-B-1	2
263	BWX 800142	DASH CONTROL VALVE C-2	Brakes	9-B-1	1
264	BWX 801315	DASH PARK BRAKE VALVE C2	AIR SYSTEM	9-B-1	1
265	BWX 801379	BRAKE CHAMBER DIAP 30 LS	Brakes	8-C-1	1
266	BWX 802743	QUIK RELEASE VALVE INT/FLR	INT/ELDORADO	3-C-1	1

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
267	BWX 80299	type 20 brake chamber	Brakes	8-B-2	4
268	BXK022105	spitter valve dryer	AIR SYSTEM	8-c-4	1
269	C-2 P/S	C-2 P/S HOSE	Steering	8-A-4	2
270	C/T RS1560CC-21	FUEL TANK C-2	Body Parts	body shop	3
271	CR1612	hub cap c-2	Wheels	8-B-2	2
272	CR35066	oil seal front hub c-2	Brakes	8-B-2	5
273	DEXTRON 2 ATF	TRANS FLUID QTS	Fluids		125.75
274	DIFF FLUSH	DIFF	Drive Line		8
275	DOR-888-5203	RF HEADLIGHT ASSY. C-2	Body Parts	rail	1
276	E-5960	wedge axle	Suspension	8-B-2	45
277	E4TZ-1107-A	FRONT WHEEL STUD FORD SV	FORD PARTS	6-D-2	15
278	E69Z-18D434-A	HEATER CORE COUPLING	Hoses	6-A-2	1
279	E69Z-18D434-B	HEATER CORE COUPLING	Hoses	6-A-2	1
280	E96BP-2	BATTERIES SHOP USE	SHOP MISC		4
281	EA0024467102	cpc module for c-2's	Engine	7-B-4	1
282	ECVML122R	RED MARKER LIGHT	Lighting - External	8-D-1	1
283	ECVRT861RPTY	8.5 rectangle led yellowtaillight	Lighting - External	8-D-1	3
284	ECVRT861STT	8.5 rectangle led stop light red	Lighting - External	8-d-1	3
285	EGR CLEAN	MAINT	Engine		46
286	ES70599	INJ O-RING	Engine	6-A-2	4
287	EUC E-11855	REAR LEVELING VALVE C-2	Suspension	8-C-4	1
288	EUC E-2435	REAR AXLE GASKET C-2	Drive Line	8-C-2	24
289	F2UZ-1012-B	LUG NUT FORD SV-1	FORD PARTS	6-D-2	22
290	F75Z-6730-BA	oil drain plug sv's	Engine	IN GREY CABINET	1
291	FF104	FUEL FILTER WEBASTO HEAT	Filters	CABINET	4
292	FF5418	fuel filter	Filters	CABINET	3
293	FINAL CHARGE	final charge coolant	Fluids		31.5
294	FLE2583-0150	T bolt clamp	Exhaust		6
295	FS19593	FUEL FILTER C-2	Filters	CABINET	1
296	FT-8440	REAR BRAKE PADS	Brakes		1
297	GAB 28400	1/2 HEATER HOSE/FOOT	Hoses		5
298	GAB 28444	1" HEATER HOSE/FOOT	Hoses	12	1.5
299	GAH 70606	3/8 AIR BRAKE HOSE	Brakes	12-C-3	1
300	GAH G60312-0808	90 deg fitting p/s c-2	Steering	8-A-4	3
301	GOLD A/F	UNIVERSAL A/F EXT. LIFE GAL.	Fluids		162.75
302	GRO 82-5706	1 gauge black batt cable	Ignition	12	32
303	GRO 82-6706	1 gauge red batt cable	Ignition	12	38.5
304	GRO 84-9181	COPPER TUBE	Cooling System	12	3
305	GRR CP-38A	coupler 3in.	Exhaust		2
306	GRR CP-48A	EXH 4" PIPE UNION FE/FE	Exhaust	LFT	2
307	GRR L490-1212A	EXH ELBOW 12"	Exhaust	LOFT	1
308	GRR L490-1818A	EXH ELBOW 18"	Exhaust	LOFT	1
309	GRR S4-120EXA	4" exhaust pipe straight BY FOOT	Exhaust	LOFT	10
310	GRR ZP2496-6	EXHAUST PIPE REAR C-2	Exhaust	LOFT	2
311	GS620	dpf cleaner	Fluids	CABINET	2
312	H-508	silicone htr hose	Hoses		0.5
313	HAL 224 389 026	head light cover	FREIGHT/THOMAS		1
314	HAL-224-396-007	HEADLIGHT PIG TAIL C-2	FREIGHT/THOMAS	8-D-1	2
315	HD200	BEARING SET FRONT C-2	Brakes	8-C-2	4
316	HD205	BEARING SET FRONT C-2	Brakes	8-C-2	5
317	HD6054	HEADLIGHT BULB	BULBS	6-C-2	4
318	K080839HD	SERPENTINE BELT C-2	Belts	12-C-3	2
319	LF HUB SAMPLE	SAMPLE	Fluids		49
320	LT225/75R16	front steer 300's	Tires	shelf floor	2

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
321	MAV 300502	ball valve	AIR SYSTEM	9-C-3	1
322	MOTOR OIL SAMPLE	oil sample	Engine	cabinet	234
323	N000000001085	o-ring for oil pan c-2	Engine		1
324	N000000004809	BOLT SHEILD	Exhaust	9-B-2	13
325	N000000004898	HOLLOW BOLT	Cooling System	9-B-2	3
326	N000908022011	OIL PAN DRAIN PLUG C-2	Engine	DOWN BENCH	1
327	N00090822000	drain plug c-2	Engine		1
328	N003902006001	coupling	Exhaust		1
329	N007603012110	SEAL RING	Engine	9-A-1	8
330	N007603022100	DRAIN PLUG SEAL C-2	Engine		3
331	N071805016402	BALL CLIP	Exhaust	9-A-1	1
332	NP-22	WIPER BLADE	Body Parts		2
333	NRG 27SWB313R	AIR MAN/VAL C-2 D/LITES	FRT/TOM	8-C-1	1
334	NTS 230088 01	DRIVER SEAT RELEASE C-2	FREIGHT/THOMAS	9-D-1	2
335	OB 023907	AIR BBRAKE COONECTOR SPRING	Brakes	12-C-3	6
336	OB 024887	AIR BRAKE CONNECTOR MALE	Brakes	7-C-3	6
337	OB 1462-4	1/4 brass union	AIR SYSTEM	7-C-3	2
338	OB 1469-6-8	brass 90 degree	AIR SYSTEM	7-C-3	1
339	OB 2462-4	1/4 push in union	AIR SYSTEM	7-C-3	6
340	OB 2468-10-6	FOOT VALVE PUSH LOCK C-2	Brakes	7-C-3	15
341	OB 2468-4	1/4 nylon 1/8 pipe straight	AIR SYSTEM	7-C-3	3
342	OB 2468-4-4	brass	AIR SYSTEM	7-C-3	8
343	OB 2469-4	1/4 nylon to 1/8 pipe	AIR SYSTEM		6
344	OB 2469-6	BRASS FITTING 3/8 PIPE 90%	AIR SYSTEM	7-C-3	8
345	OB 2469-6-6	3/8 x 3/8 brass fitting	AIR SYSTEM	7-C-3	7
346	OB 2469-6-8	PUSHLOCK 90	AIR SYSTEM	7-C-3	6
347	OB 2469-8-8	1/2 nylon to 1/2 push on union	AIR SYSTEM	7-C-3	18
348	OB 2480-4	45 push lock	AIR SYSTEM	7-C-3	9
349	OB 3350-6	FOOT VALVE 45 FITTING C2	Brakes	7-C-3	4
350	OB E2469 -10	pusk lock 90degree	AIR SYSTEM	7-C-3	5
351	OUTSIDE REPAIR	OUTSIDE REPAIR	Engine		1
352	PAC-15326614	HOOD TURN LIGHT SOCKET C-2 HOOD	FREIGHT/THOMAS	8-D-2	2
353	PAC12129493	BLUE CONNECTOR C-2 MALE	FREIGHT/THOMAS	8-D-1	1
354	PHM06LA3CX	nut compression exhaust brake	Exhaust	9-A-1	14
355	PHPSRO6LX	compression ring exhaust brake	Exhaust	9-A-1	4
356	Q-8101-SC	Q STRAINT BELT KIT	Safety Devices	R13	2
357	Q62PMTF4 4	1/4 air X #4 SAE	Exhaust	9-A-2	7
358	Q8-6325-A	LAP SHOULDER BELT C-2 Q	FREIGHT/THOMAS	11-B-1	2
359	Q8-7580-A	Q STRAINT MOUNT PLATE	Safety Devices	11-A-4	12
360	R002467	AXLE LOCK WASHER C-2	Brakes	8-B-2	5
361	R134	REFRIDGERANT--BY LBS	Air Conditioning		68.64
362	R801073	SLACK ADJUSTER	Brakes	8-C-1	6
363	R801700	SLACK AJDUSTER PAWL	Brakes	8-C-1	3
364	R801772	BRAKE CHAMBER BUSHING	INT/BB	8-C-2	5
365	R810019	CLEVIS KIT	Brakes	8-C-2	7
366	RA6804908792RE	dpf filter reman	Exhaust	COMPRESSOR ROOM	1
367	RA9061304315	air compressor c-2	AIR SYSTEM	under work bench	1
368	RA9261420419	EGR VALVE C-2	Engine	9-A-1	1
369	RDC 70R5031	EXPANSION VALVE SEAL	Air Conditioning	8-A-3	7
370	RDC 70R5032	EXPANSION VALVE SEAL	Air Conditioning	8-A-3	6
371	RDC 70R5033	EXPANSION VALVE SEAL	Air Conditioning	8-A-3	29
372	RDC 70R5051	o-rings a/c c-2	Air Conditioning	6-b-3	7
373	RDC 70R5058	EXPANSION VALVE O-RING	Air Conditioning	8	31
374	RDC 70R8212	A/C LINE UNION LARGE C-2	Hoses	6-B-3	9

Item #	Part No	Part Description	Part Category	Shel Location	Quantity
375	RDC 70R8218	A/C LINE UNION SMALL C-2	Hoses	6-C-2	2
376	RDC 70R8272	AC FITTING	A/C	2-A-2	1
377	RDC 70R8698	EXPANSION VALVE FITTING	Air Conditioning	2-A-2	1
378	RDC 70R8798	A/C FITTINGS C-2	Air Conditioning	2-A-2	2
379	RDC 71R1150	A/C FAN SWITCH REAR 02-4	Air Conditioning	2-A-2	2
380	RDC 71R2200	thermostat 32in. fixed	Air Conditioning	2-A-2	1
381	RDC 71R2250	TEMP CONTROL SENSOR	Air Conditioning	2-A-2	2
382	RDC 71R8301	expansion valve rear c-2	Air Conditioning	2-A-2	7
383	RDC 71R8425	EXPANSION VALVE front c-2	Air Conditioning	6-A-3	4
384	RDC 75R86322Q	A/C COMPRESSOR C-2	Air Conditioning	6-B-3	1
385	RDC 78R8451	AC HOSE	A/C	10-C-1	8
386	RDC 78R8458	A/C LINE SMAL C-2 FOOT	Hoses	10-C-1	5
387	REBUILT UP RIGHT	upright cyl wc lift	BRAUN	7-C-1	1
388	RECAP 10 X 22.5	RECAP DRIVE TIRE 10/22.5	Tires		8
389	REGEN	REGEN	Engine	MANUEL	38
390	REP AIR TO AIR	REPAIRED AIR TO AIR	Cooling System	COMPRESSOR ROOM	1
391	RF HUB SAMPLE	SAMPLE	Fluids		50
392	RK21527	FUEL WATER FILTER BOWL	Filters	8-A-1	2
393	S4725000072	CENTER VALVE ABS c-2	Brakes		3
394	S4725001230	ABS VALVE ASSY COMPLETE C-2	Brakes		2
395	SEAT BELT CUT	seat belt cutter	Safety Devices	DESK	19
396	SMRLP2001	LICENSE PLATE LIGHT	Lighting - External	8-D-2	2
397	SPILL KITS	SPILL KITS	Safety Devices	11-A-4	19
398	STS 359-5990	OIL HUB CAP PLUG LARGE	Wheels		9
399	SUPER DXA M/OIL	MOTOR OIL 15 W 40 KENDAL	Fluids		216
400	TBB 104745	MIRROR HEAD FLAT			2
401	TBB 104746	CONVEX MIRROR	MIRROR	11	1
402	TBB 116734	WCL DOOR SWITCH C-2	FREIGHT/THOMAS	6	6
403	TBB 168245	LOWER PIVOT BLOCK C-2	Body Parts		1
404	TBB 170288	rear wc door switch	BRAUN	6	4
405	TBB THSP03001	DOOR END TBB DO C-2	Body Parts		1
406	THO 04PL	RADIATOR NEW C-2	Cooling System	compressor room	2
407	THSP-15004	DRIVERS WINDOW LATCH C-2	Body Parts	8-A-2	9
408	THSP-64001	E/WINDOW LATCH KIT C-2	FRT/TOM	8-A-2	2
409	THSP-68022	WINDOW LATCH SET C-2	FREIGHT/THOMAS	8-A-2	4
410	TMSET401	REAR WHEEL BEARING C-2	Drive Line	8-C-2	1
411	TMSET403	REAR WHEEL BEARINGS C-2	Drive Line	8-C-2	1
412	TRANS FLUID SAMP	fluid sample	Transmission		244
413	TRANS SYNTHETIC	TRANS FLUID	Fluids		11.5
414	TRL 33050R3	MARKER LIGHT FENDER SV24	Lighting - External	6-A-1	3
415	TRL 33050Y3	REAR FENDER MARKER SV-24	Lighting - External	6-A-1	3
416	TRL 60204C	WCL OUTSIDE WHITE LIGHT	Lighting - External	2-D-3	3
417	TRL 94993-3	BACK UP LIGHT PIGTAIL	Lighting - External	2-D-3	3
418	UP-8440-M	brake pads sv's	Brakes	6-B-1	1
419	UP-8441-M	brake pads rear	Brakes	6-B-1	1
420	UP-8442-M	rear pads 300	Brakes		1
421	VCC T1001837R	HEATER CORE C-2	FREIGHT/THOMAS	9-C-3	1
422	W1400	WHEEL STUDS C-2	Wheels	8--B-2	3
423	WEBASTO EXHAUST	STAINLESS STEEL EXHAUST	Exhaust	LOFT	15
424	WINDOW CAULKING	window caulking	Body Parts	red cabinet	2
425	XK2124707QPMB	REAR BRAKE SHOES C-2	Brakes	work bench	2
426	ZR715H	mirror assem sv	MIRROR		1
427	ZRCLA1001	mirror clamp	MIRROR	9-D-1	9

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

Summit County Board of Developmental Disabilities

MINUTES - DRAFT

Thursday, January 24, 2019
5:30 p.m.

The **annual organizational meeting, combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, January 24, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **annual organizational meeting** convened at 5:34 p.m.

BOARD MEMBERS PRESENT

Meghan Wilkinson
Denise Ricks
Tom Quade
Dave Dohnal
Allyson V. Lee
Tami Gaugler

BOARD MEMBER EXCUSED

Randy Briggs

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Holly Brugh, Director of SSA & Children's
Service
Billie Jo David, Director of Communications
& MUI

Joe Eck, Director of Labor Relations &
Risk Management
Russ DuPlain, Director of IT, Records &
Facilities
Drew Williams, Director of Community
Supports & Development
Maggi Albright, Recording Secretary
and others

I. ELECTION OF OFFICERS

Mrs. Wilkinson thanked Mr. Quade and Mrs. Ricks for serving as the Nominating Committee and collecting nominations for 2019 Board Officers. Mr. Quade shared a slate of officers in which one candidate was nominated for each position. He stated that each person nominated has agreed to serve. Mrs. Wilkinson called for additional nominations. Hearing none, Mr. Quade reported the 2019 Summit DD Board Officer nominations are: President: Meghan Wilkinson, Vice-President: Denise Ricks, and Secretary: Allyson V. Lee.

RESOLUTION No. 19-01-01

Mr. Quade moved that the election of Board Officers for 2019 be approved, as follows:

President:	Meghan Wilkinson
Vice President:	Denise Ricks
Secretary:	Allyson V. Lee

The motion, seconded by Mr. Dohnal, was unanimously approved.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

ANNUAL ORGANIZATIONAL MEETING *(continued)*

II. ETHICS COMMITTEE

Mrs. Wilkinson stated that an Ethics Committee is needed for 2019.

R E S O L U T I O N

No. 19-01-02

Mr. Quade moved that the Board Members appointed to serve on the Ethics Committee in 2019 are as follows:

Tami Gaugler

Randy Briggs

Allyson V. Lee

The motion, seconded by Mrs. Gaugler, was unanimously approved.

III. ASSIGNMENT OF BOARD MEMBERS TO SUPERINTENDENT COMMITTEES

The following Superintendent Committee assignments were proposed:

Finance & Facilities Committee: Tom Quade, Dave Dohnal, Allyson V. Lee

HR/LR Committee: Tom Quade, Randy Briggs, Meghan Wilkinson

Services & Supports Committee: Dave Dohnal, Tami Gaugler, Denise Ricks

Mrs. Wilkinson asked Board Members if they are satisfied with the 2019 committee assignments. Hearing no objections, the proposed committee assignments for 2019 stand. Mrs. Albright will develop dates and times of 2019 committee meetings and distribute as soon as possible.

IV. BOARD MEMBER DECLARATIONS AND CODE OF ETHICS AND CONDUCT

Individuals appointed or reappointed to serve on a county developmental disabilities boards are required by the Ohio Revised Code (ORC) Section 5126:024 to provide a Declaration of Eligibility to serve upon appointment or reappointment. Best practice recommends this document be reviewed and signed by each Board Member on an annual basis versus solely upon appointment or reappointment. Additionally, Summit DD Board Members agreed to sign a Code of Ethics and Conduct each year at the time Declarations are signed. Mrs. Albright has distributed both documents to Board Members for their signatures and will collect the signed forms at the end of the meeting.

The annual organizational meeting adjourned at 5:39 p.m.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

WORK SESSION

The **work session meeting** of the Summit County Developmental Disabilities Board convened at 5:39 p.m.

I. FUTURE FACILITIES PLANNING UPDATE

Summit DD worked with a consultant and conducted a study using a methodical and data-driven approach to determine how to best serve its customers in all geographic areas of the County while maximizing current assets. Estimated space needs are approximately 45,000 square feet, which may be reduced based on further model design and work concepts. There were six potential scenarios reviewed with the Board last fall and those have been narrowed down to one proposed solution, which includes renovation of both the Barberton and Cuyahoga Falls buildings and possible short-term rental of additional property if needed. Staff have been coordinating with the County and the cities of Tallmadge, Cuyahoga Falls and Barberton on various aspects of the proposed solution. Agreements that further develop and implement the proposed solution will be forthcoming and those agreements are anticipated to have a total spending authority not to exceed \$160,675. Summit DD would be reimbursed the costs of these agreements by the eventual developer of the properties.

II. SUMMIT 2020 QUALITY OF LIFE PROJECT CONTRACT

Summit 2020 Quality of Life Project is a collaboration between Summit County Job & Family Services (SCDJFS) and nonprofit health and social services agencies to serve the most vulnerable citizens of Summit County. Summit 2020 has been in place since 2002 and is a priority of County Executive Ilene Shapiro with oversight of the project delegated to the Social Services Advisory Board (SSAB). The contract is managed by the Summit County Combined General Health District with SCDJFS, Summit DD, Summit County ADM Board and Summit County Children's Services Board (CSB) sharing equally in the cost of the Agreement. The primary indicators and initiatives are:

- Economic stability and prosperity
- Early childhood
- Older adults
- Health and health disparities
- Government efficiencies and effectiveness

Project goals include:

- Collecting data for 22 indicators to measure the quality of health and social services in Summit County
- Developing plans and goals to improve the quality of services, as measured by the 22 indicators
- Implementing plans to strengthen public health and social service infrastructure
- Strengthening collaborations between public health and social service provider and systems

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

WORK SESSION *(continued)*

II. SUMMIT 2020 QUALITY OF LIFE PROJECT CONTRACT *(continued)*

It will be a priority of the directors of the three levy funded agencies (Summit DD, ADM Board, CSB) to integrate more agency priorities into the Summit 2020 Plan and to assure the Plan reflects more initiatives of those agencies. The request is to renew funding support for Summit 2020 for the two-year period of January 1, 2019 through December 31, 2020, for the total contract amount not to exceed \$65,000. Funds are available in the budget and the Summit 2020 contract has been recommended for approval by the December Finance & Facilities Committee.

III. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL CONTRACT – SHARED FUNDING POOL

Family & Children First Councils must develop a county-specific Service Coordination Mechanism (SCM), which serves as the guiding document for coordination of services in the county. The purpose of the SCM is to streamline and coordinate existing government services for families seeking services for their children age birth through 21 and to ensure that eligible families have access to service coordination. Developed through the SCM, a team of professional from child-serving agencies in Summit County meet weekly to:

- Review and monitor requests for community-based services for children with multi-system needs
- Offer case consultation from a multi-system perspective to staff from any agency serving a complex youth/family
- Refer families for wrap around/service coordination
- Review individual cases that are in need of more restrictive placement settings, such as residential treatment and monitoring youth in residential treatment
- Issuing recommendations and/or offering alternatives to better serve youth and families

So far in 2018, there were 60 referrals for wrap around/service coordination, 20 referrals for case consultation, 56 funding requests for community-based services and 13 funding requests for out of home placement. The request is to continue to participate in the shared pool agreement for the period January 1, 2019 through December 31, 2019, in an amount not to exceed \$110,700. Funds for this contract will be pooled from CSB in the amount of \$171,245, the ADM Board in the amount of \$145,431, Juvenile Court in the amount of \$131,084 and Summit DD in the amount of \$110,700. Summit DD will have two staff members who serve as part of the SCFCFC and will have access to bring any Board-eligible child/family case to the committee for support and funding recommendations. Funds are available in the budget and the Summit County Family & Children First Council contract has been recommended for approval by the December Finance & Facilities and Services & Supports Committees.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

WORK SESSION *(continued)*

IV. DECEMBER FINANCIAL STATEMENTS

December ended with a balance of \$173,006 and a year-end fund balance of \$50,720,263. Revenue for December reflects quarterly grant reimbursement of \$49,900 for the multi-system youth and \$417,200 for the quarterly Medicaid Administrative Claims (MAC) reimbursement. Expenditures included annual maintenance and licensing fees for networking equipment in the amount of \$11,000. The Gifts and Donations fund ended the year with a balance of \$133,532 and the Permanent Improvement Fund has a balance of \$3,307,563. Relative to year-end variances, revenue was about \$332,686 better than projected mostly due to Cost Report Audit settlement and annual waiver match reconciliations being better than budgeted. Under expenditures, salaries and benefits were also below budgeted amounts. The December Financial Statements have been recommended for approval by the January Finance & Facilities Committee.

V. DISPOSAL OF VEHICLES

Summit DD has vehicles that are no longer needed and requests to dispose of them in accordance with Ohio Revised Code Section 307.12. Summit DD will either sell the vehicles using an online auction, with reserve amounts on several vehicles that still have value or will donate the vehicles identified in attachment #4. The disposal of vehicles has been recommended for approval by the January Finance & Facilities Committee.

VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2019 MEMBERSHIP DUES

The OACB has been in place for 34 years and provides assistance to county boards with federal and state issues, legislative lobbying, advocacy, communication, professional development, policy development and technical assistance. Some of the accomplishments of the OACB include:

- ✓ Securing a 25% increase in Targeted Case Management (TCM) rates, netting a minimum of \$25 million dollars in additional funds for county boards relative to Medicaid waivers
- ✓ Securing state funds to defray county board costs for TDD waivers
- ✓ Securing state funds to reduce local SSA costs for ICF Exit waivers
- ✓ Streamlined county board levy statutes resulting in more flexibility in managing levy renewal cycles
- ✓ Assisting with the creation and implementation of a short-term admission process for Developmental Centers
- ✓ Assisting the Ohio Treasurer's Office with the creation and launch of STABLE accounts

At the OACB Delegate Assembly in December, members voted for an increase to membership dues.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

WORK SESSION *(continued)*

VI. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2019 MEMBERSHIP DUES *(continued)*

It has been a number of years since the last time dues were increased. Summit DD's 2019 OACB membership dues are \$92,700. OACB maintains 100% membership from all 88 counties in Ohio. Mr. Quade asked about the size of OACB's budget. Mr. Trunk replied that it is about \$2 million dollars. Funds are available in the budget and Superintendent Trunk recommends that Summit DD continue to participate in OACB membership in 2019.

VII. 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 Yolanda Mahoney, who is also employed by Total Education Solutions, 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 Connections in Ohio. The December Ethics Committee recommends approval.

The work session adjourned at 6:01 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:01 p.m.

I. PUBLIC COMMENT

Darlene Rose identified herself as a 30-year Board employee and the WWSA Union Representative. She said the past few years have not been easy for staff with the transition. Staff and individuals supported by the Board are one big family and it's hard to see people lose their jobs. She thanked the Board, the Superintendent and his staff, particularly Drew Williams, Joe DiFranco and Joe Eck for their support and compassion during this difficult time. Mrs. Wilkinson thanked Ms. Rose for her comments and said that the Board is very cognizant of the impact on staff.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

BOARD MEETING *(continued)*

I. PUBLIC COMMENT *(continued)*

Leslie Frank, an employee and parent, stated that tonight will be her last Board Meeting as an employee, as the temporary SSA position she has been performing ends on February 5th. She expressed her gratitude to Joe DiFranco for all of his guidance to families, individuals and staff during the transition and noted that the individual transition sheet he developed was very valuable. She thanked Drew Williams for allowing staff to accompany individuals as they visited and selected new providers. Ms. Frank thanked the Superintendent and his team for the process and manner in which the transition was handled. She stated it has been a smooth process and she appreciates all the supports that were put in place to assist those staff that would be impacted.

II. APPROVAL OF MINUTES

A. DECEMBER 11, 2018 (combined work session and regular meeting)

R E S O L U T I O N **No. 19-01-03**

Mrs. Lee moved that the Board approve the minutes of the December 11, 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. SUMMIT 2020 QUALITY OF LIFE PROJECT CONTRACT

R E S O L U T I O N **No. 19-01-04**

Mr. Quade moved that the Board renew its funding support for the Summit 2020 Quality of Life Project and approve a two-year contract for the period January 1, 2019 through December 31, 2020, for the total amount not to exceed Sixty Five Thousand Dollars (\$65,000), as presented in attachment #1, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL CONTRACT - SHARED FUNDING POOL

RESOLUTION

No. 19-01-05

Mrs. Ricks moved that the Board approve a contract with the Summit County Family & Children First Council to continue participation in the shared pool agreement for the period January 1, 2019 through December 31, 2019, for the total amount not to exceed One Hundred Ten Thousand Seven Hundred Dollars (\$110,700), as presented in attachment #2 and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

3. DECEMBER 2018 FINANCIAL STATEMENTS

RESOLUTION

No. 19-01-06

Mrs. Gaugler moved that the Board approve the December 2018 Financial Statements, as presented in attachment #3. The motion, seconded by Mr. Dohnal, was unanimously approved.

4. DISPOSAL OF VEHICLES

RESOLUTION

No. 19-01-07

Mr. Dohnal moved that the Board approve the disposal of certain Summit DD vehicles, identified in attachment #4, in accordance with Ohio Revised Code Section 307.12. The motion, seconded by Mrs. Gaugler, was unanimously approved.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

BOARD MEETING (continued)

III. BOARD ACTION ITEMS (continued)

B. OTHER

1. OHIO ASSOCIATION OF COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES (OACB) 2019 MEMBERSHIP DUES

RESOLUTION

No. 19-01-08

Mrs. Lee moved that the Board approve payment of 2019 membership dues to the Ohio Association of County Boards in the amount of Ninety Two Thousand Seven Hundred Dollars (\$92,700), as presented in attachment #5, and that the Superintendent be authorized to execute said payment. The motion, seconded by Mr. Quade, was unanimously approved.

C. ETHICS COMMITTEE

1. DIRECT SERVICE CONTRACT

RESOLUTION

No. 19-01-09

Mr. Quade moved that whereas the Board's Ethics Committee has reviewed the affidavit of Board employee Yolanda Mahoney and found that 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 Mrs. Ricks, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. 2019 BOARD MEMBER IN-SERVICE SCHEDULE

A draft 2019 Board Member in-service schedule was included in packets. The schedule includes topics of interest identified by the Board. Two months have been left open to incorporate mandatory topics identified by DODD, when that information becomes available.

MINUTES – annual organizational meeting and combined work session and regular meeting
Thursday, January 24, 2019

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. MISCELLANEOUS

The Agency will be participating in an onsite DODD accreditation review January 29th – 31st. About 82 files have been identified for the review and the surveyors plan to visit most, if not all, individuals at their homes, work sites or day programs. This is a good opportunity to talk about Summit DD's programs and projects. Mr. Trunk thanked Drew Williams and his team for taking the lead on getting the Agency ready. He stated that under Drew's leadership, the Agency is very well prepared for the upcoming review. Part of the review includes meeting with several Board Members, which will be Meghan Wilkinson, Allyson V Lee and Tom Quade. Mrs. Gaugler asked if staff select the files to be reviewed. Mr. Trunk replied that DODD makes the selection and provides staff with a list, which in this review includes individuals with more complex needs.

Mr. Trunk commented the last Board self-review identified a desire for training on Board governance so he is working with a consultant, who has expertise in this area, to plan a Board retreat in the spring to cover this topic. He recommends holding the two-hour training outside of a regular board meeting. More information will follow as it becomes available.

Metro hosted an "art in transit" show where local artists displayed their work at a hub in which 5,000 customers pass through. Some artists with disabilities were invited to display their work at the show and The Reporter ran a nice article on the event. It was a good opportunity to partner with Metro and spotlight the artists.

A new Director of DODD, Jeff Davis, was announced. Mr. Davis is the former Executive Director of OPRA and has worked in the system for about 40 years. Mr. Trunk mentioned he has known Mr. Davis for many years and believes he is a good fit. Mr. Davis has visited Summit DD several times in the past and Mr. Trunk will be extending an invitation for him to visit again. Director Davis has identified some of his top priorities such as fixing the broken technology system right away, customer service and recruitment, training and retention of DSPs (direct service professionals). Mr. Trunk stated he is looking forward to working with Mr. Davis in his new capacity.

Mr. Trunk mentioned that he and Mrs. Pozna met with former DODD Director Martin and secured two state-funded waivers. It may not sound like a lot, however, Summit DD has two young adults who need additional supports and will likely be part of the system for 50 years. These waivers represent about \$2.5 million dollars of local match over that time.

December 2018 Executive Summary Dashboard

	YTD Total	Definition
Total Annual Persons Served	4640	Unduplicated cumulative total of YTD Persons Served. Census line XI
Total Adults	2406	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	2570	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.
Total Waiver	2240	Unduplicated cumulative total of YTD count of individuals receiving a waiver. Census line IVB5
IO	1419	Individuals receiving I/O funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
Level 1	784	Individuals receiving level 1 funding. Note: if funding changes from Level 1 to IO, person counted in both waiver types
Total Day Array	1914	Unduplicated cumulative total of YTD Persons Served receiving day array services. Census line IIH6
Waiver funded	1777	Individuals receiving waiver funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Locally funded	418	Individuals receiving locally funded day array services. Note: if funding changes from Local to waiver, person counted in both funding types.
Total Day Array Service Delivery		
Summit DD	123	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	1922	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.
Total NMT Service Delivery	2054	Unduplicated 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	2042	Individuals receiving NMT services with private provider. Note: if changed from Summit DD to Provider counted in both provider categories
Total Homemaker Personal Care Supports	1772	Unduplicated 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	238	# of sites individuals receive shared HPC services. Note: this represents congregate community sites
Foster sites (Shared Living)	155	# of Foster Care sites. Note: This includes single and shared Foster care

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

2018 December Census

I CHILDREN'S SERVICES

A	Early Intervention (EI)	Snapshot as of 12/31/2018	Point in Time	Cumulative Year to Date	Definitions
1	Total EI Children Served Community Based 0-2	612		947	Developmental specialist assigned
2	Total EI Children Served Community Based 3-5	411		539	Developmental specialist assigned
3	Total EI Child Care Specialist assigned 3-5	0		0	old children's registry who services
B					
1	Child Care (Birth to 3)	0		0	Age Birth - 3, center based, children with delays
2	Paying the Way	25		37	Age Birth - 3, community partnership for inclusion
3	Community Child Care - (Community Partnerships for Inclusion)	0		0	Age 3 and up, center based, children with delays
4	Total Children (Birth to 3) (unduplicated count) I.B.1 through I.B.2	25		37	Age 3 and up community partnership for inclusion
C					
1	Child Care (3 and up)	0		0	Age 3 and up, center based, children with delays
2	Paying the Way	91		200	Age 3 and up community partnership for inclusion
3	Community Child Care - (Community Partnerships for Inclusion)	91		200	Age 3 and up community partnership for inclusion
4	Total Children ages 3 and up served (unduplicated count) I.C.1 through I.C.3	182		1482	
D					
1	TOTAL CHILDREN ENROLLED IN HEAD START (unduplicated count)	1049		1482	
2	TOTAL CHILDREN ON-SCHOOL-AGE REGISTRY SERVED	N/A		0	NOT included in Total Lives Touched
3	TOTAL CHILDREN ON-SCHOOL-AGE REGISTRY SERVED	0		0	Eligible children, not assigned a specific SSA, receiving services as needed and as requested

II ADULT Day Array Services

ADULT DD OPERATED WAIVER FUNDED SERVICE					
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	0		0	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services - Locally Funded - Summit DD Operated (unduplicated count) II.A.1 through II.A.3	29		111	Combination of Voc Hab and Day Support
B					
1	Summit DD Operated Locally Funded Service	29		111	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Vocational Habilitation	2		7	Services teach and reinforce concepts related to work
3	Day Support	1		3	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services - Locally Funded - Summit DD Operated (unduplicated count) II.B.1 through II.B.3	3		10	Combination of Voc Hab and Day Support
C					
1	PRIVATE PROVIDER WAIVER FUNDED SERVICE; Summit DD MATCH	32		121	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Vocational Habilitation	0		0	Services teach and reinforce concepts related to work
3	Day Support	0		0	Assessment, Personal care, Skill reinforcement
4	Total Adult Day Array services - PRIVATE PROVIDER (unduplicated count) II.C.1 through II.C.3	1483		1593	Combination of Voc Hab and Day Support
D					
1	PRIVATE PROVIDER LOCALLY FUNDED SERVICE	94		162	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Vocational Habilitation	116		178	Services teach and reinforce concepts related to work
3	Day Support	0		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	205		317	Combination of Voc Hab and Day Support
5	TOTAL ADULT Day Array services - PRIVATE PROVIDER (unduplicated count) II.C.4 plus II.D.4	1666		1831	
6	TOTAL ADULT Day Array services - (unduplicated count) II.B.5 plus II.D.5	1683		1861	
E					
1	Summit DD OPERATED EMPLOYMENT WAIVER FUNDED, Summit DD MATCH	0		0	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Supported Employment Enclave	0		0	Help people to perform work in a regular employment setting with enhanced supervision
3	Supported Employment Community	0		0	Help people to perform work in a regular employment setting with minimal support
4	Total Adult Day Array services, Employment - Waiver Funded Summit DD Provided (unduplicated count) II.E.1 through II.E.2	0		0	
F					
1	Summit DD OPERATED EMPLOYMENT LOCALLY FUNDED	0		0	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Supported Employment Enclave	0		1	Help people to perform work in a regular employment setting with enhanced supervision
3	Supported Employment Community	0		1	Help people to perform work in a regular employment setting with minimal support
4	Total Adult Day Array services, Employment - Locally Funded Summit DD Provided (unduplicated count) II.F.1 through II.F.2	0		2	
G					
1	PRIVATE PROVIDER EMPLOYMENT WAIVER FUNDED, Summit DD MATCH	0		2	Summit DD contributes 40% Match for Waiver Eligible Individuals
2	Supported Employment Enclave	46		73	Help people to perform work in a regular employment setting with enhanced supervision
3	Supported Employment Community	0		0	Help people to perform work in a regular employment setting with minimal support
4	Total Adult Day Array services, Employment - Waiver Funded Private Provider (unduplicated count) II.G.1 through II.G.2	46		73	
H					
1	PRIVATE PROVIDER EMPLOYMENT LOCALLY FUNDED	1		3	Summit DD pays 100% local for individuals not enrolled on Waiver
2	Supported Employment Enclave	3		15	Help people to perform work in a regular employment setting with enhanced supervision
3	Supported Employment Community	4		18	Help people to perform work in a regular employment setting with minimal support
4	Total Adult Day Array services, Employment - Locally Funded Private Provider (unduplicated count) II.H.1 through II.H.2	50		91	
5	TOTAL ADULT Day Array services, EMPLOYMENT PRIVATE PROVIDER (unduplicated count) II.G.3 plus II.H.3	50		92	
6	TOTAL ADULT Day Array services, EMPLOYMENT (unduplicated count) II.F.4 plus II.H.4	1731		1914	
7	TOTAL ADULT SERVICES ARRAY (unduplicated count) II.D.6 plus II.H.5	TBD		TBD	
Total Competitively Employed					

2018 December Census

Point in Time
snapshot as of
12/31/2018

Definitions

SSA ONLY		Point in Time snapshot as of 12/31/2018	Cumulative Year to Date	Definitions
III	A	Children - SSA Assigned	989	Age 6-22 in School, SSA Assigned, No Other Services Provided
	B	Adults - SSA Assigned	404	Age 22 and over - SSA Assigned, No Other Services Provided
	C	TOTAL SSA ONLY (unduplicated count) III.A through III.B	1393	
HOME AND COMMUNITY BASED WAIVERS				
IV	A	WIO WAIVERS		Summit DD contributes 40% Match
	1	Number of Waivers requested	15	
	2	Number of Waivers ODD awarded	XXX	As requested by Summit DD as awarded by ODD
B	3	Number of Waivers Filled	1380	Waivers in active use
	4	Living Independently in community w/ Homemaker Personal Care Supports	1419	In-Home supports in family home or persons' own residence
	5	Foster Homemaker Personal Care	452	Person living with care giver not a family member
C	6	24/7 shared staffing for Homemaker Personal Care Supports	0	
	7	LEVEL ONE WAIVERS	591	Person receiving 24x7 paid staff supervision support
	8	Number of Waivers requested	40	
D	9	Number of Waivers ODD awarded	XXX	As requested by Summit DD as awarded by ODD
	10	Number of Waivers Filled	738	Waivers in active use
	11	Living Independently in community w/ Homemaker Personal Care Supports	334	In-Home supports in family home or persons' own residence
E	12	Number of Waivers requested	15	
	13	Number of Waivers ODD awarded	XXX	
	14	Number of Waivers Filled	60	Waivers in active use
F	15	TOTAL WAIVERS	0	
	16	TOTAL NUMBER OF PERSONS SERVED ENROLLED ON WAIVERS (unduplicated count) IV.A.3 plus IV.B.3 plus C.7 and D	2176	
	17	Summit DD FUNDED SUPPORTED LIVING	2240	Summit DD pays 100% local for Individuals not enrolled on Waiver
G	18	Living Independently in community w/ Homemaker Personal Care Supports	111	In-Home supports in family home or persons' own residence
	19	Foster Homemaker Personal Care	0	Person living with care giver not a family member
	20	24/7 shared staffing for Homemaker Personal Care Supports	3	Person receiving 24x7 paid staff supervision support
TOTAL SUMMIT DD FUNDED SUPPORTED LIVING (unduplicated count) V.A through V.D			114	Cumulative YTD #'s may be duplicated across service categories
INDIVIDUALS LIVING IN AN ICFDD (unduplicated count)			77	Individuals residing in an intermediate care facility funded by ODDFS, and is an option for persons served
INDIVIDUALS LIVING IN A NURSING HOME (unduplicated count)			54	Individuals residing in a Nursing Home funded by ODDFS, and is an option for persons served
TOTAL NUMBER OF INDIVIDUALS RECEIVING RESIDENTIAL SUPPORTS IV A4;5;6;IVB4, VD VI VII (unduplicated count)			1565	Cumulative total of YTD residential supports is unduplicated
TRANSPORTATION				
A	21	Non Medical Transportation, Summit DD Operated, Waiver Funded (unduplicated count)	8	Transportation to and from Day Array services, Summit DD contributes 40% Match
	22	Non Medical Transportation, Summit DD Operated, Locally Funded (unduplicated count)	3	Transportation to and from Day Array services, Summit DD pays 100% local
	23	TOTAL NUMBER OF PERSONS SERVED SUMMIT DD OPERATED TRANSPORTATION (unduplicated count) IX.A plus IX.B	11	
B	24	Non Medical Transportation, Private Provider, Waiver Funded (unduplicated count)	1638	Transportation to and from Day Array services, Summit DD contributes 40% Match
	25	Non Medical Transportation, Private Provider, Locally Funded (unduplicated count)	243	Transportation to and from Day Array services, Summit DD pays 100% local
	26	TOTAL NUMBER OF PERSONS SERVED PRIVATE PROVIDER TRANSPORTATION (unduplicated count) IX.D plus IX.E	1876	
C	27	TOTAL NUMBER OF PERSONS SERVED RECEIVING TRANSPORTATION (unduplicated count) IX.C plus IX.F	1884	
	28	QUALITY OF LIFE ACTIVITIES	2054	
	29	Special Olympics		Summit DD pays 100% local
D	30	Blast	56	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.
	31	College For Living	83	number of people that attended Educational and Leisure classes offered this quarter.
	32	Camp	193	number of people that attended summer camp for school-aged students. (reported end of Aug)
E	33	Family Support Services/Family Engagement Plan	208	number of people that were awarded FSS dollars for respite, Adaptive Equ, or home mod.
	34	Other	14	Includes duplicates, NOT included in Total Lives Touched
	35	TOTAL NUMBER OF PARTICIPATIONS IN QUALITY OF LIFE ACTIVITIES X.A through X.G	554	Cumulative total of YTD Persons Served receiving some type of service or support.
TOTAL ANNUAL PERSONS SERVED (unduplicated count)			4084	SSA Assigned, Calico, Early Intervention, Typically Developing Children, School Age Registry
WAITING LISTS				
A	36	Adult Day Array services	0	Waiting for Voc Hab, Day Support, and/or Supported Employment longer than 45 days
	37	24/7 shared staffing for Homemaker Personal Care Supports	0	Waiting to receive 24 x 7 paid staff supervision support
	38	Individual Options Waiver	1548	Waiting for an Individual Options waiver slot
B	39	Level One Waiver	868	Waiting for a Level One waiver slot



Summit DD

2018 Community Perceptions Report

Executive Summary

Overview

Overall, community awareness and favorability of Summit DD remains high, with 88.5 percent of residents who have heard about Summit DD and 70.5 percent of residents who are familiar with services or supports Summit DD coordinates or funds. More residents than ever have an opinion of Summit DD and that opinion is at an all-time high of 70.4 percent. Most people have heard about Summit DD from a friend or a family member, followed closely by stories they have seen on news outlets and paid advertising in newspapers and billboards.

Disability impacts nearly half of Summit County residents with 42.4% of residents who have regular interactions with someone, mostly friends or family. This provides Summit DD a unique opportunity to capitalize on those relationships to increase awareness about the Agency through word of mouth.

Summit DD still has work to do in the workplace with 95.9 percent of residents indicating a person with a disability could succeed in the workplace (acceptance), but only 62.3 percent indicate they could do well in their workplace (inclusion). For children this trend is reversed. More parents believe their child would succeed in their child's schools or activities and considering any school or activity.

More than 90% of Summit County residents believe that people with disabilities should be included in the community as much as possible, should have the same rights as everyone else and should be able to live in any community with the right support. This provides the Agency unlimited opportunities to further its mission and vision in the community. Nearly 15 percent of the community indicated that they feel uncomfortable socializing with someone with a disability, the highest amount since 2008.

Attitudes & Perceptions About Summit DD

Attitudes and perceptions about Summit DD as an Agency remain on a positive trend in Summit County. Residents who have heard of Summit DD and are familiar with the services and supports typically take a dip following a levy campaign, primarily because of the additional levy advertising and publicity of a campaign. Summit DD overall "heard of" and "familiarity rating" remain high following the 2017 levy campaign (Figures 1 and 2).

Most people have heard of Summit DD by word of mouth by family or friends (54.8%), followed closely by newspaper (52%), TV news stories (46%), and billboard advertising (39%). Summit DD's investment in its advertising campaign has helped further awareness of the Agency, its program and attitudes and perceptions about people with disabilities.

More people in Summit County are familiar with services and supports that Summit DD coordinates or funds (Figure 2). This is especially important in 2018 as Summit DD completed its transition out of directly providing services.

When asked an open-ended question to describe the services and supports Summit DD coordinates or funds the top three responses are: caring for children, job placement, and transportation. These responses have evolved over time with the top responses in the early 2000's being Weaver School, Work Centers and Transportation.

While most residents consider all services and supports that Summit DD funds to be important, investigations of allegations of abuse or neglect was considered to be the most important for the third straight year. This is followed by Early Intervention Support, employment support, and oversight and monitoring of private providers.

Summit DD favorability has also experienced a positive trend over time (Figure 3). Research has indicated that once you have an opinion of Summit DD, it tends to be a favorable one. Summit DD's marketing plan was designed with the goal of decreasing the percentage of residents who have "no opinion" through targeted marketing. In 2018, 26.1% of residents had no opinion, compared to 50% ten years ago. Residents who have both heard of Summit DD and have a favorable opinion are more likely to vote for Summit DD levies and tell friends and families to as well.

When comparing demographic breakout of the data, residents who are over age 65 are more likely to have no opinion than any other segment. Residents age 18-44 are more likely to know about Summit DD and have a favorable opinion with a favorability rating of 80% within that segment. Residents with a household income of more than \$49,000 per year also are more likely to know who Summit DD is and have a favorable opinion. In the

Figure 1: % of residents who have heard of Summit DD

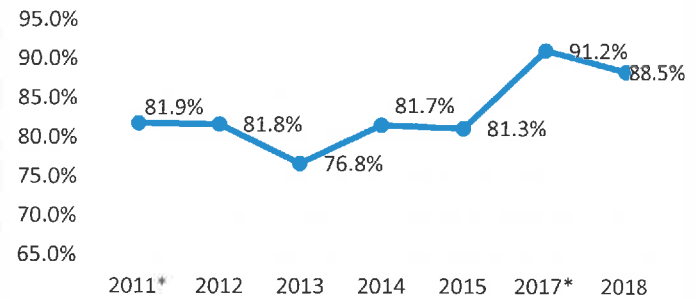


Figure 2: familiar with services/supports

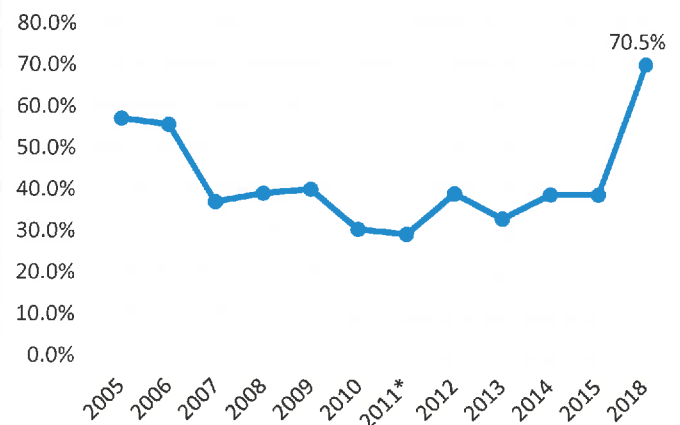
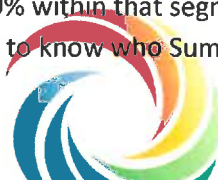
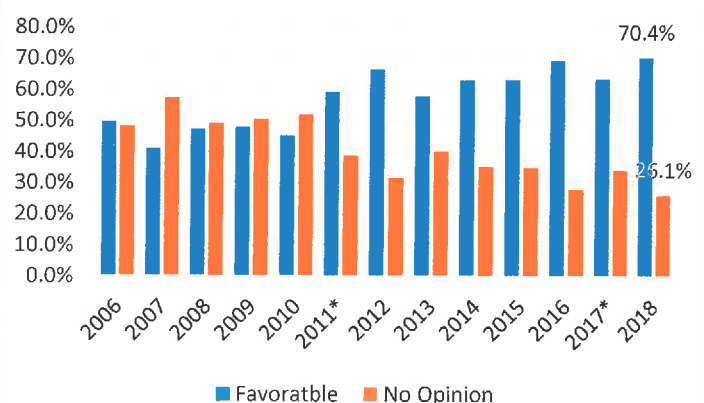


Figure 3: Overall Opinion of Summit DD



past, Summit DD used to be more familiar with women with children in the home, this trend is not longer valid with familiarity and favorability equal between those segments.

Attitudes & Perceptions About Inclusion

Nearly half of Summit County residents (42.4%) have regular interaction with someone with a disability. Most people's interactions are with family members, friends or acquaintances of friends or family. 37% of Summit County residents indicate they have a friend with a developmental disability.

In the workplace, most people indicate they feel like someone with a disability could be successful the workplace with 96% agreement. However, when they had to consider their own workplace only 62.3% of people agreed. This represents the gap between acceptance and inclusion (Figure 4). Reasons cited why a person with a disability would not succeed in the workplace include the job requirement require higher level thinking, jobs require too much emotional stamina, it is too dangerous, or the supervisor does not have enough time.

Conversely, more parents think children with disability would be more successful in their childrens classrooms and activities than considering any setting (Figure 5). Parents are more worried about children with disabilities getting bullied by other children than their own. In addition, parents who do not think full integration is possible cited the child's need for additional supports as the reason.

By correlating results of people who have interactions with someone with a disability to someone who does not have regular interactions, no statistical difference was found between attitudes and perception about Summit DD or with inclusion. This means that Summit DD has the opportunity to impact the opinion, acceptance and inclusion of every resident in Summit County equally.

SummitDD.org

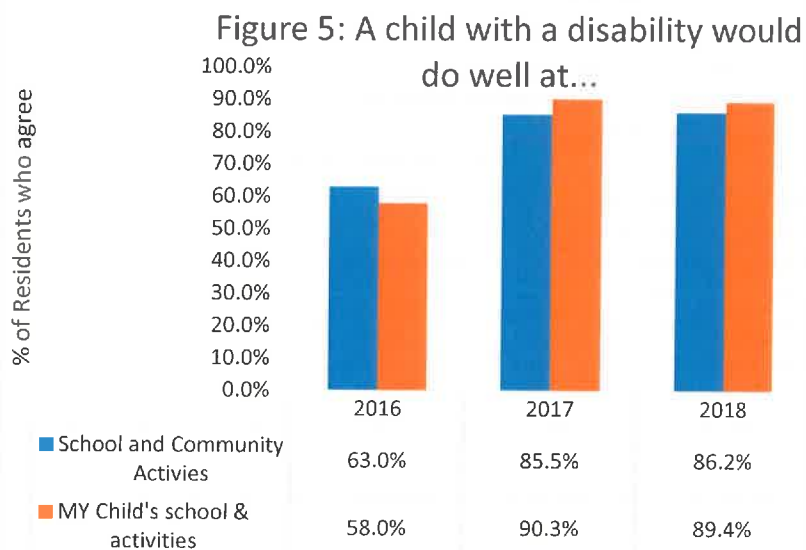
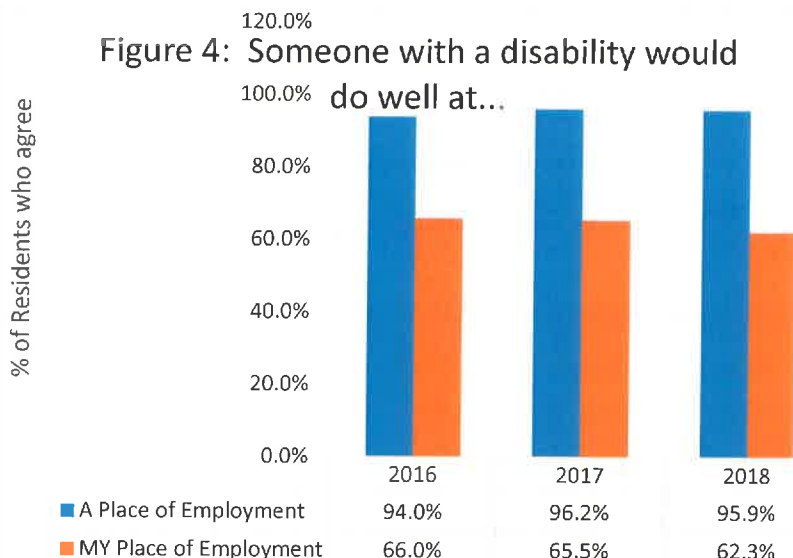
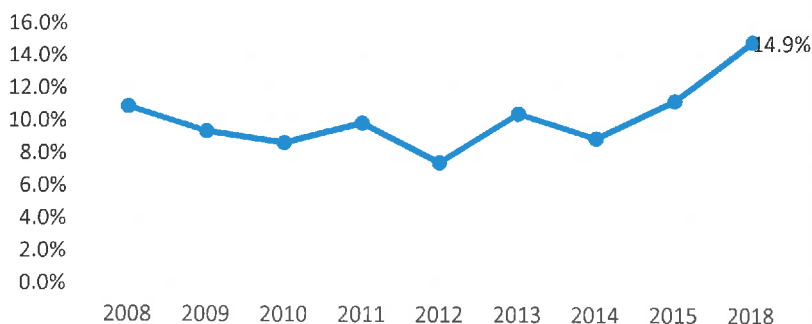


Figure 5: % of residents who feel uncomfortable



330.634.8000

More than 90% of Summit County residents feel that people with disability should be included in the community as much as possible, have the same rights as everyone else, and live where they want. Unfortunately nearly 15% of Summit County residents feel uncomfortable socializing with someone with a disability, a trend that has been unfavorable over the past three years (Figure 5). When asked why most residents feel they wouldn't know what to say, how to help them or their friends would not be open to it.

Research Methodology

Summit DD contracted with the Center for Marketing and Opinion Research (CMOR) to conduct a community research study. The final sample consisted of a total of 400 respondents, all which were registered voters. This provided a level of plus or minus 4.9% within a 95% confidence level. Respondents were reached on both land line and cell phones.

