

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

**AGENDA**

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

**WORK SESSION**

**DISCUSSION ONLY ITEMS**

- I. VOLUNTEER GUARDIAN PROGRAM CONTRACT

**ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY**

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

**NEW ACTION ITEMS FOR BOARD CONSIDERATION**

- III. AGENCY LIABILITY INSURANCE  
IV. FEBRUARY FINANCIAL STATEMENTS

**BOARD MEETING**

- I. CALL TO ORDER  
II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS  
III. CAUCUS – SUPERINTENDENT  
IV. PUBLIC COMMENT  
V. APPROVAL OF MINUTES  
A. FEBRUARY 28, 2019 (combined Work Session/Regular Meeting)  
VI. BOARD ACTION ITEMS  
A. FINANCE & FACILITIES COMMITTEE  
1. CENTER FOR MARKETING AND OPINION RESEARCH (CMOR) CONTRACT  
2. AGENCY LIABILITY INSURANCE  
3. FEBRUARY FINANCIAL STATEMENTS  
VII. SUPERINTENDENT’S REPORT  
VIII. PRESIDENT’S COMMENTS  
IX. ADJOURN

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

| <b>TOPIC</b>   | <b>ISSUE/CONCERN</b>  | <b>RECOMMENDATION</b>   |
|--|---|---|
| Volunteer Guardian Program   | Agreement between Summit DD and other public partners including the Probate Court to acquire guardianship services for eligible individuals | Approve the renewal of a Memorandum of Agreement between Summit DD, Summit County Combined General Health District (SCPH), Summit County Probate Court, ADM Board, and DJFS in support of the Voluntary Guardian Program for the period April 1, 2019 through March 31, 2020 in an amount not to exceed \$50,000. |
| <b>SUPPORTING DATA FOR RECOMMENDATION</b>  |   |   |
| <p><b># of Individuals Currently Served:</b> 219 wards – (of the 219 wards, 56 individuals are eligible for Summit DD services)</p> <p><b>Additional # of Individuals Served:</b> Estimated to be 30, or approximately 12%. Referrals are random, but cases have increased each year the program has been in operation.</p> <p><b>Amount of Increase:</b> None</p>   |   |   |
| <p>Guardianships assist people, known as wards, who are unable to manage their own affairs due to mental and/or physical impairments or a developmental disability.</p> <p>In many cases a ward has no children or other family member to serve as a guardian. When that happens, the Probate Court can appoint a volunteer guardian from the Volunteer Guardian Program (VGP) to serve as the legal guardian. The program had been operated through a contract with Jewish Family Services from July 2014 until April 2018, at that time, it was transferred to the Summit County Combined General Health District. Stakeholders include SCDD, the ADM Board, Summit County Public Health, Summit County Probate Court and Summit County DJFS.</p> <p>Clearly not all individuals with developmental disabilities, or other mental and/or physical impairments for that matter, require the services of a guardian. Only a small percentage of those who are SCDD eligible do. However, when family members are not available, and a guardian is necessary, the availability of one through the County Probate Court is essential.</p> <p>This agreement allows funds to be used, almost exclusively, to cover staff costs associated with monitoring the cases and recruiting additional volunteer guardians. There are currently approximately 110 Volunteer Guardians. Specific deliverables as part of the agreement, beyond recruiting and training volunteers include: accepting referral of clients needing a guardian, matching volunteer guardians with clients, assuring monthly visits take place and case notes are completed and filed, and participating and reporting back to the Advisory Committee on a quarterly basis.</p> <p style="text-align: center;"><b>Recommended for approval by the March Finance &amp; Facilities Committee.</b></p> |   |   |

Submitted By: John TrunkFor:  Superintendent/Assistant Superintendent Finance & Facilities Committee Services & Supports Committee HR/LR CommitteeDate: March 2019

## MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT (the "Agreement") is entered into this 1st day of April 2019 by and between the Summit County Combined General Health District, (OWNER), also known as Summit County Public Health, located at 1867 West Market Street, Akron, Ohio ("SCPH"), the Summit County Court of Common Pleas – Probate Division, ("Probate Court"), the Summit County Alcohol, Drug and Mental Health Board, (ADM), the Summit County Developmental Disabilities Board (DD) and the Summit County Department of Jobs and Family Services (DJFS). Each entity shall be referred to as a "party" and collectively shall be referred to as the "Parties."

The parties intend to continue their collaboration in a new program to provide volunteer guardians for wards identified by the Probate Court. As the potential wards are indigent citizens who may receive services from the parties, the parties desire to work together and fund an identified not for profit agency which will recruit volunteers and administer the program.

### SERVICES

#### **A. Scope of Services.**

SCPH shall perform the services described in the Statement of Work, incorporated herein (the "Services"). The Parties acknowledge that performance of the Services may require additional contractual terms, and the Parties agree to negotiate those terms in good faith.

#### **B. Statement of Work.**

SCPH shall be the fiscal agent for the Volunteer Guardianship Program, and will contract to fill the following positions, professional guardian (1 FT, 2 PT), program coordinator (PT), volunteer recruiter (1-PT). All parties will work collaboratively to meet the following deliverables:

- 1) Follow all policies, procedures and reporting forms as defined by the Court;
- 2) Contract with one a professional guardian and two part- time professional guardians;
- 3) Contract with a program coordinator;
- 4) Contract with volunteer recruiter;
- 5) Recruit and train volunteers;
- 6) Accept referrals of clients needing guardians from the Court
- 7) Match volunteers to clients needing guardians
- 8) Assure monthly case contact reports are submitted to the program coordinator
- 9) Assure that the volunteers file annual reports (with annual guardianship plan if applicable) with the Court
- 10) Assure that volunteer guardians comply with their responsibilities pursuant to Ohio Supreme Court Rule of Superintendence 66.09(F)
- 11) Assure that volunteers file all appropriate documentation with the Court according to the requirements of the Ohio Revised Code, Ohio Supreme Court Rules, and Local Probate Court rules, and any applicable Court orders
- 12) Participate and report quarterly to the Probate Advisory Committee established by the Court.
- 13) Provide copies of reports presented to the Probate Advisory Committee to SCPH.

SCPH and all contractors' will comply with all guidelines that are established by Probate Court for training, record checks, and reporting requirements. SCPH will also work cooperatively with

the Advisory Committee to monitor the program outcomes. The specific details of the Services are described in the contract "Exhibit A".

- 1) Any changes to the Statement of Work must be made in writing and signed by the Parties;
- 2) The terms and conditions of this Agreement govern the Statement of Work, and any revisions thereto, and any conflict between the terms of this Agreement and the terms of the Statement of Work will be resolved by applying the terms of this Agreement, except where the Statement of Work specifically indicates an intention to modify the terms of this Agreement.

### **PAYMENT**

#### **A. Fees.**

Probate Court shall pay SCPH a fixed Fifty Thousand Dollars (\$50,000) in full satisfaction for the proper performance of the Services. DD and DJFS shall each pay SCPH a fixed Fifty- Thousand Dollars (\$50,000) and the ADM shall pay SCPH a fixed One Hundred Thousand (\$100,000) in full satisfaction for the proper performance of the services. Payments shall be made annually by May 1 beginning May 1, 2019.

### **TERM AND TERMINATION**

#### **A. Term.**

The term of this Agreement is one (1) year, commencing on April 1, 2019 (the "Effective Date") and ending on March 31, 2020.

#### **B. Termination without Cause.**

This Agreement may be terminated by any party for any reason by providing the other parties with sixty (60) days written notice.

#### **C. Termination for Cause.**

This Agreement may be terminated by any party immediately upon providing written notice to the other parties when a party commits a material breach of this Agreement that continues for a period of thirty (30) days after the non-breaching party sent written notice of the alleged breach to the breaching party.

#### **D. Effect of Termination.**

Termination of this Agreement for any reason shall not affect the parties' obligation to pay SCPH for non-disputed, properly performed Services and Reimbursable Expenses properly incurred up to the effective date of termination.

### **CONFIDENTIALITY**

The Parties agree to treat all Confidential Information and materials in accordance with the Confidentiality Addendum attached hereto and incorporated herein as Exhibit B.

### **DEBARMENT**

The parties each hereby represent and warrant the following:

- A. That it has not been debarred, excluded, suspended or otherwise determined to be ineligible to participate in federal health care programs (collectively “Debarment” or “Debarred,” as applicable); and
- B. That it shall not knowingly employ or contract with, with or without compensation, any individual or entity (singularly or collectively, “Agent”) listed by a federal agency as Debarred or found on the List of Specially Designated Nationals and Blocked Persons maintained by the Office of Foreign Assets Control. To comply with this provision, each party shall make reasonable inquiry into the status of any Agent contracted or arranged by it to fulfill the terms of this Agreement by reviewing, at a minimum the following Internet sites, which such sites may be revised from time to time by the U.S. government:
1. The Department of Health and Human Services – Office of Inspector General Cumulative Sanctions Report (<http://oig.hhs.gov/fraud/exclusions.html>);
  2. The General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs (<http://epls.arnet.gov/>); or
  3. The List of Specially Designated Nationals and Blocked Persons (<http://www.ustreas.gov/offices/enforcement/ofac/sdn/>).
- C. In the event either party and/or its Agent (1) becomes Debarred, (2) receives notice of action or threat of action with respect to its Debarment, or (3) is placed on the List of Specially Designated Nationals and Blocked Persons during the term of this Agreement, the parties agree to immediately notify the other parties. In the event that either party or its Agent becomes Debarred as set forth above, this Agreement relative to such Debarred entity or individual’s participation hereunder shall automatically terminate upon receipt of such notice without any further action or notice.
- D. The parties agree to act in compliance with all laws and regulations (including, without limitation, Medicare and Medicaid program requirements as applicable) which relate to each party’s performance under this Agreement. Each party agrees to immediately notify the other parties in the event that it has violated any such statutory or regulatory requirement(s) and the nature of such violation(s), to enable the non-violating parties to take prompt corrective action. Each party agrees the non-violating party shall have the right to automatically terminate this Agreement in the event that the other party fails to comply with this provision.

### **INDEPENDENT CONTRACTOR**

Nothing in this Agreement may be construed as creating an employer-employee relationship, agency relationship, joint venture or partnership between SCPH and Probate Court. The Parties must not represent to anyone that either party is an agent of or is otherwise authorized to bind or commit the other party in any way without the other party’s prior written authorization.

### **NOTICES**

Any notice required or permitted to be given under this Agreement will be effective if it is sent by certified or registered mail, return receipt requested, or insured courier to the appropriate party at the address set forth below. Any party may change its address for receipt of notice by providing the other party with the new address in accordance with this Section. Notices are deemed given five (5) business

days following the date of mailing or one (1) business day following delivery to a courier; the date of notice is the date of mailing.

**To SCPH:**

Donna Skoda, MS, RD, LD  
Summit County Health Commissioner  
Summit County Health District  
1867 W. Market Street  
Akron, Ohio 44313

**To Probate Court:**

Judge Elinore Marsh Stormer  
Summit County Common Pleas Court  
Probate Division  
209 South High Street  
Akron, Ohio 44308

**To DD:**

John Trunk  
Superintendent  
County of Summit Developmental  
Disabilities Board  
89 East Howe Road  
Tallmadge, Ohio 44278

**To ADM:**

Gerald Craig  
Executive Director  
County of Summit ADM Board  
100 West Cedar #300  
Akron, Ohio 44307

**To DJFS**

Terri Burns  
Summit County Department of and Family Services,  
Director  
1180 S. Main Street, Suite 102  
Akron, Ohio 44301-1256

**MISCELLANEOUS**

- A. Workers' Compensation.**  
Each party shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio.
- B. Equal Employment Opportunity.**  
Each party shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age or Vietnam-era status ("Protected Status"). Each party shall ensure that applicants for employment and employees are treated without regard to their Protected Status. Each party agrees to post notices with the provisions of this Section in conspicuous places that are available to employees and applicants and to state in all solicitations and advertisements for employees that it is an equal opportunity employer.
- C. Assignability.**  
Parties may not assign this Agreement without the other parties' prior written consent.
- D. Governing Law.**  
This Agreement is governed by the laws of the State of Ohio, without giving effect to provisions related to choice of laws or conflict of laws, and venue for any disputes shall lie exclusively with the appropriate court in Summit County, Ohio.

**E. Unenforceability.**

If any term of this Agreement is found to be invalid or unenforceable, such term will be given effect to the fullest extent possible such that the term is valid and enforceable, and the remaining portions of this Agreement will remain in full force and effect as written.

**F. Counterparts.**

This Agreement may be executed in any number of identical counterparts, notwithstanding that the Parties have not signed the same counterpart, with the same effect as if the Parties had signed the same document. All counterparts will be construed as and constitute one and the same agreement.

**G. Modification or Amendment.**

No modification, amendment or change of this Agreement shall be valid unless in writing signed by the Parties.

**H. Entire Agreement.**

This Agreement including any attachments constitutes the entire understanding and agreement of the parties, and any and all prior agreements, understandings and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

In witness whereof, the Parties have caused this Consulting Services Agreement to be executed as of the Effective Date.

AGREED TO AND ACCEPTED:

Summit County Combined General  
Health District

Summit County Common Pleas Court –  
Probate Division

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

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

Donna Skoda, MS, RD, LD  
Printed Name

Elinore Marsh Stormer  
Printed Name

Health Commissioner  
Title

Judge, Probate Court  
Title

County of Summit Developmental Disabilities  
Disabilities Board

County of Summit ADM Board

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

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

John Trunk  
Printed Name

Gerald Craig  
Printed Name

Superintendent

Executive Director

Title

Title

County of Summit Department of Job  
and Family Services

\_\_\_\_\_  
Signature

Terry Burns  
Printed Name

Director  
Title

DRAFT



## Summit County Developmental Disabilities Board

### TOPIC SUMMARY REPORT

| <i><b>TOPIC</b></i>    | <i><b>ISSUE/CONCERN</b></i>  | <i><b>RECOMMENDATION</b></i>   |
|------------------------|--|--|
| 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. |

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

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.

Services identified in 2019 include:

#### **Monthly Satisfaction Survey (People and Families) - \$32,725**

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.

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.

#### **Community Survey (Registered Voters) - \$15,500**

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.

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

For:            Superintendent/Assistant Superintendent

  X   Finance & Facilities Committee

           Services & Supports Committee

           HR/LR Committee

Date:   2/1/19



# 2019 Research Services

**Proposal for: Summit DD**

*Prepared by:*



441 Wolf Ledges Parkway, Suite 103  
Akron, OH 44311  
[www.cmoresearch.com](http://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 10<sup>th</sup> 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 15<sup>th</sup> and the 20<sup>th</sup> 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           |
| <b>MAX TOTAL (per month)</b>                   | <b>\$2,975</b>  |
| <b>MAX TOTAL (11 months)</b>                   | <b>\$32,725</b> |
| <b>Pre-payment discount</b>                    | <b>\$985</b>    |
| <b>TOTAL with discount</b>                     | <b>\$31,740</b> |

\*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         |
| <b>TOTAL</b>                         | <b>\$15,500</b> |
| <b>Pre-payment discount</b>          | <b>\$500</b>    |
| <b>TOTAL with discount</b>           | <b>\$15,000</b> |

\*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        |
| <b>Total</b>                 | <b>\$7,250</b> |
| <b>Pre-payment discount</b>  | <b>\$275</b>   |
| <b>Total</b>                 | <b>\$6,975</b> |

## 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        |
| <b>Total</b>             | <b>\$6,000</b> |
| Pre-payment discount     | \$175          |
| <b>Total</b>             | <b>\$5,985</b> |

| 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         |
| <b>Total</b>                      | <b>\$61,475</b> | <b>\$1,935</b>       | <b>\$59,540</b> |

## Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

| TOPIC  | ISSUE/CONCERN  | RECOMMENDATION   |           |          |  |
|--|--|--|-----------|----------|--|
| Liability Insurance  | Summit DD must maintain risk protection for Board operations.<br><br>Current policies expire March 31, 2019. | That the Board approve, for the period April 1, 2019 through March 31, 2020: <ul style="list-style-type: none"> <li>Property and general liability, fleet/automobile liability, and umbrella liability with Selective Insurance Co. in an amount not to exceed \$67,689.</li> <li>Directors and officers, and employment practices liability insurance with Selective Insurance Co. in an amount not to exceed \$32,294.</li> <li>Cyber liability insurance with AIG, Inc. in an amount not to exceed \$10,072.</li> </ul> |           |          |  |
| SUPPORTING DATA FOR RECOMMENDATION   |  |  |           |          |  |
| Recommended renewals include the following coverage enhancements: <ul style="list-style-type: none"> <li>Employment Practices retention decrease from \$50,000 to \$35,000 per claim</li> <li>Directors and Officers retention decrease from \$25,000 to \$20,000 per claim</li> </ul> |  |  |           |          |  |
|  |  | Premium  |           |          |  |
| Policy   | Expiring 2018-19   | Renewal 2019-20  | \$ Change | % Change |  |
| Property, General, Fleet, Auto, Umbrella   | \$ 66,273  | \$ 67,689  | \$ 1,416  | 2.14%    |  |
| Directors and Officers, Employment Practices   | \$ 32,175  | \$ 32,294  | \$ 119    | 0.37%    |  |
| Cyber Liability  | \$ 10,072  | \$ 10,072  | \$ 0      | 0.00%    |  |
| Total  | \$ 108,520   | \$ 110,055   | \$ 1,535  | 1.41%    |  |
| <p><b>A.M. Best Ratings:</b><br/>           Selective Insurance Co. of America A (Excellent)<br/>           AIG, Inc. A (Excellent)</p> <p>Funds are available in the 2019 budget.</p> <p><b>Recommended for approval by the March Finance &amp; Facilities Committee.</b></p>         |  |  |           |          |  |

Submitted By: Joe Eck, Dir. LR & RMDate: March 14, 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 TWO MONTHS ENDED FEBRUARY 28, 2019 AND 2018**

|                                      | 2/28/2019                |                        |                               |                              | 2/28/2018                |                       |                               |                              |
|--------------------------------------|--------------------------|------------------------|-------------------------------|------------------------------|--------------------------|-----------------------|-------------------------------|------------------------------|
|                                      | 2019<br>ANNUAL<br>BUDGET | 2019<br>YTD<br>ACTUAL  | YTD \$<br>BUDGET<br>REMAINING | YTD %<br>BUDGET<br>REMAINING | 2018<br>ANNUAL<br>BUDGET | 2018<br>YTD<br>ACTUAL | YTD \$<br>BUDGET<br>REMAINING | YTD %<br>BUDGET<br>REMAINING |
| <b>OPERATING REVENUE</b>             |                          |                        |                               |                              |                          |                       |                               |                              |
| PROPERTY TAXES                       | \$ 51,941,268            | \$ -                   | \$ 51,941,268                 | 100.0% 1                     | \$ 51,456,835            | \$ -                  | \$ 51,456,835                 | 100.0%                       |
| REIMBURSEMENTS                       | 13,462,254               | 1,102,512              | 12,359,742                    | 91.8%                        | 12,301,000               | 4,272,599             | 8,028,401                     | 65.3%                        |
| GRANTS                               | 1,523,329                | 132,060                | 1,391,269                     | 91.3% 2                      | 1,250,000                | 373,491               | 876,509                       | 70.1%                        |
| CONTRACT SERVICES                    | 120,000                  | 3,248                  | 116,752                       | 97.3%                        | 450,000                  | 22,738                | 427,262                       | 94.9%                        |
| REFUNDS                              | -                        | 2,100                  | (2,100)                       | 0.0%                         | -                        | 6,662                 | (6,662)                       | 0.0%                         |
| OTHER RECEIPTS                       | 96,000                   | 21,209                 | 74,791                        | 77.9%                        | 86,000                   | 66,477                | 19,523                        | 22.7%                        |
| <b>TOTAL REVENUE</b>                 | <b>\$ 67,142,851</b>     | <b>\$ 1,261,129</b>    | <b>\$ 65,881,722</b>          | <b>98.1%</b>                 | <b>\$ 65,543,835</b>     | <b>\$ 4,741,967</b>   | <b>\$ 60,801,868</b>          | <b>92.8%</b>                 |
| <b>OPERATING EXPENDITURES</b>        |                          |                        |                               |                              |                          |                       |                               |                              |
| SALARIES                             | \$ 16,409,804            | \$ 2,783,853           | \$ 13,625,951                 | 83.0%                        | \$ 19,083,932            | \$ 3,143,202          | \$ 15,940,730                 | 83.5%                        |
| EMPLOYEE BENEFITS                    | 9,278,922                | 2,460,248              | 6,818,674                     | 73.5%                        | 8,611,271                | 903,104               | 7,708,167                     | 89.5%                        |
| SUPPLIES                             | 431,423                  | 92,500                 | 338,923                       | 78.6% 3                      | 708,020                  | 88,893                | 619,127                       | 87.4%                        |
| TRAVEL AND TRAINING                  | 297,700                  | 57,057                 | 240,643                       | 80.8%                        | 315,350                  | 33,233                | 282,117                       | 89.5%                        |
| DIRECT CONTRACT SERVICES             | 9,578,218                | 1,481,112              | 8,097,106                     | 84.5%                        | 9,320,084                | 1,682,661             | 7,637,423                     | 81.9%                        |
| INDIRECT CONTRACT SERVICES           | 1,857,350                | 298,280                | 1,559,070                     | 83.9% 4                      | 2,174,030                | 280,334               | 1,893,696                     | 87.1%                        |
| MEDICAID COSTS                       | 30,390,000               | 6,911,367              | 23,478,633                    | 77.3%                        | 28,410,000               | 6,618,330             | 21,791,670                    | 76.7%                        |
| UTILITIES                            | 565,175                  | 69,381                 | 495,794                       | 87.7%                        | 649,174                  | 95,343                | 553,831                       | 85.3%                        |
| RENTALS                              | 8,000                    | 1,282                  | 6,718                         | 84.0%                        | 23,600                   | 17,945                | 5,655                         | 24.0%                        |
| ADVERTISING                          | 145,000                  | 13,051                 | 131,949                       | 91.0%                        | 132,000                  | 2,765                 | 129,235                       | 97.9%                        |
| OTHER EXPENSES                       | 311,817                  | 111,442                | 200,375                       | 64.3% 5                      | 335,250                  | 93,033                | 242,217                       | 72.2%                        |
| EQUIPMENT                            | 304,000                  | 8,350                  | 295,650                       | 97.3%                        | 342,000                  | 87,340                | 254,660                       | 74.5%                        |
| REAL PROPERTY IMPROVEMENTS           | 300,000                  | 8,790                  | 291,210                       | 97.1%                        | 350,000                  | 4,914                 | 345,086                       | 98.6%                        |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 69,877,409</b>     | <b>\$ 14,296,713</b>   | <b>\$ 55,580,696</b>          | <b>79.5%</b>                 | <b>\$ 70,454,711</b>     | <b>\$ 13,051,097</b>  | <b>\$ 57,403,614</b>          | <b>81.5%</b>                 |
| <b>NET REVENUES AND EXPENDITURES</b> | <b>\$ (2,734,558)</b>    | <b>\$ (13,035,584)</b> |                               |                              | <b>\$ (4,910,876)</b>    | <b>\$ (8,309,130)</b> |                               |                              |
|                                      | <b>BUDGET</b>            | <b>ACTUAL</b>          |                               |                              |                          |                       |                               |                              |
| <b>BEGINNING FUND BALANCE</b>        | <b>\$ 50,720,263</b>     | <b>\$ 50,720,263</b>   |                               |                              |                          |                       |                               |                              |
| PLUS: REVENUE                        | 67,142,851               | 1,261,129              |                               |                              |                          |                       |                               |                              |
| LESS: EXPENDITURES                   | (69,877,409)             | (14,296,713)           |                               |                              |                          |                       |                               |                              |
| <b>ENDING FUND BALANCE</b>           | <b>\$ 47,985,705</b>     | <b>\$ 37,684,679</b>   |                               |                              |                          |                       |                               |                              |

3/12/2019 9:35 AM

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

**SUMMIT COUNTY DD BOARD  
NOTES TO FINANCIAL STATEMENTS  
FOR THE MONTH ENDED FEBRUARY 28, 2019  
(Rounded)**

**An evenly distributed budget remaining for a one month period 8.3%**  
**Evenly distributed budget remaining for ten months 83.3%**

**Revenue:**

|   |                 |   |    |         |
|---|-----------------|---|----|---------|
| 1 | Property Taxes: | The County's Executive office increased the Property Tax budget to reflect a revised tax collection estimate. | \$ | 474,400 |
| 2 | Grants:         | Quarterly Title XX grant reimbursement.   |    | 74,100  |

**Expenditures:**

|   |                             |   |    |                            |
|---|-----------------------------|---|----|----------------------------|
| 3 | Supplies:                   | Nine new HP Elite tablets with docking stations for the SSA Department.   | \$ | 11,200                     |
| 4 | Indirect Contract Services: | Annual licensing, maintenance and support contract renewals for the following applications:<br>iCIMS - Applicant tracking software for the Human Resources Department,<br>ComDoc - Job Router maintenance and support,<br>Primary Solutions - Gatekeeper and ohioDD.com applications used for tracking billing and utilization of services. |    | 12,600<br>13,300<br>21,800 |
| 5 | Other Expenses:             | Ohio Association of County Boards (OACB) 2019 annual dues.  |    | 92,700                     |

**Prior Months**

**Expenditures:**

|                           |   |    |                    |
|---------------------------|---|----|--------------------|
| 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          |
| 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,<br>Quarterly funding of the Family Engagement Program for people enrolled in the program. |    | 150,000<br>125,000 |

MINUTES – combined work session and regular meeting  
Thursday, February 28, 2019

## Summit County Board of Developmental Disabilities

# MINUTES - DRAFT

Thursday, February 28, 2019  
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, February 28, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:28 p.m.

### BOARD MEMBERS PRESENT

Meghan Wilkinson, Board President  
Denise Ricks, Board Vice President  
Tom Quade  
Dave Dohnal  
Tami Gaugler

### BOARD MEMBER EXCUSED

Randy Briggs  
Allyson V. Lee, Board Secretary

### ALSO PRESENT

|  |   |
|--|---|
| John J. Trunk, Superintendent                      | Joe Eck, Director of Labor Relations & Risk Management      |
| Lisa Kamlowky, Assistant Superintendent            | Mira Pozna, Director of Fiscal                              |
| Russ DuPlain, Director of IT, Records & Facilities | Drew Williams, Director of Community Supports & Development |
| Billie Jo David, Director of Communications & MUI  | Maggi Albright, Recording Secretary and others              |

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

Summit DD uses a local 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 input into the Agency's Long-Range Plan and annual Action Plans. The 2019 Action Plan identifies the need to collect additional data from providers and employees. The request is to enter into a contract with CMOR in 2019 for an amount not to exceed \$61,475. This amount would cover monthly satisfaction surveys to individuals and families (\$32,725), community surveys of registered voters (\$15,500), a provider satisfaction survey (\$7,250) and an employee engagement survey (\$6,000). CMOR conducts up to 35 monthly satisfaction surveys of eligible adults and 50 surveys of parents/guardians of adults and children. The monthly sample is selected randomly and they coincide with when the individual has an ISP meeting to obtain feedback and perceptions on a real-time basis.

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

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

Results are reported and provided that aggregate data by demographic segments and by provider. A new aspect of this survey in 2019 is that Summit DD can add 2-3 questions to ask direct care professionals who work with the individual, when available. All CMOR employees conducting surveys are trained in person-first language, rights of individuals with developmental disabilities and major unusual incident reporting. Cost for the satisfaction survey has remained flat for the past four years. Since 2005, the community survey has assisted the Agency to understand community perspectives and opinions about Summit DD and people with disabilities. This data is used in marketing plans, Agency messaging, levy plans and as input for the annual Action Plan, with the goal of increasing support for the Agency and to improve attitudes and perceptions about inclusion. The random sample consists of 400 registered voters. CMOR produces a detailed report of aggregated results by several demographic segments. The cost of the community survey has remained flat for the past four years. The provider satisfaction survey, new in 2019, will obtain data from providers who are authorized to deliver services in Summit County. Once complete, CMOR will provide a report with data aggregated by type of provider employee, independent versus agency provider and by provider type. This data will assist with provider development, training and strategic planning. Summit DD has not conducted an employee satisfaction survey since 2014. Since that time, the Agency has transitioned out of being a direct service provider. This transition has significantly changed the makeup and numbers of the Agency's workforce. This survey will measure employee attitudes and perceptions of Summit DD as a baseline data point. Upon completion, CMOR will prepare a detailed report with results aggregated by employee demographics. Funds are available in the budget and the CMOR Contract has been recommended for approval by the February Finance & Facilities Committee.

### II. FUTURE FACILITIES PLANNING/SITE DEVELOPMENT 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 solutions are anticipated not to exceed \$160,675. Summit DD would be reimbursed the costs of these agreements by the eventual developer of the properties. Funds are available in the budget and the January Finance & Facilities Committee recommends approval.

MINUTES – combined work session and regular meeting  
Thursday, February 28, 2019

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

### III. JANUARY FINANCIAL STATEMENTS

January ended in a negative position of \$10,621,042 with a fund balance of \$40,099,221. Monthly financial statements will continue to reflect a deficit position until approximately April when the first tax settlement is anticipated to be received. Revenue in January included quarterly state subsidy of \$655,500. Some expenditures in January consisted of a one-time payment of \$1,584,100 as required reserve to enter into the Stark County Schools benefits consortium and get immediate benefit of premium holiday in January, final payment of \$150,000 to Summit Housing Development Corporation, a quarterly funding payment of \$125,000 for the Family Engagement Program, quarterly Medicaid waiver administrative fees of \$397,000 and quarterly Medicaid waiver match of \$6,514,300. The January Financial Statements have been recommended for approval by the February Finance & Facilities Committee.

### IV. REVISED POLICY 1119 – PAYER OF LAST RESORT

Policy 1119 is requested for revision 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 funding and best meets individual needs. It is a 60% savings to the Board when individuals are waiver funded. The policy provides the Superintendent with the ability to authorize local funding for a time-limited period based on individual circumstances. Mr. Quade asked relative to the Superintendent's authority if there is a decision process and if the need continues beyond a year, is there reconsideration. Mr. Trunk replied that there is a team decision and it's typically around crisis need for a short period where use of local dollars makes sense to get individuals the support and intervention needed. If a need goes beyond the original term authorized a re-evaluation would occur. The revisions to Policy 1119 have been recommended for approval by the February Finance & Facilities Committee.

### V. DISPOSAL OF SURPLUS INVENTORY

There is a large amount of surplus items and equipment from the Transportation garage that are no longer needed by Summit DD, identified in attachment #5. Some of the items on the list may be sold to other local government entities as surplus assets and the rest of the inventory will be offered for sale via an internet auction conducted by a vendor that specializes in this area. Any remaining inventory will be disposed of in an environmentally safe manner and in accordance with Ohio Revised Code. The disposal of surplus inventory identified in attachment #5 has been recommended for approval by the February Finance & Facilities Committee.

The work session adjourned at 5:50 p.m.

MINUTES – combined work session and regular meeting  
Thursday, February 28, 2019

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:50 p.m.

### I. BOARD MEMBER CAUCUS

Dave Dohnal commented that the accreditation process consists of a lot of hard work, pressure and stress for staff and he pointed out that the Board is not surprised at the excellent result of the accreditation review; this is the standard that the Board has come to expect of staff under this administration. Mr. Dohnal stated that on behalf of the Board he would like to thank the Superintendent, Drew Williams and all the staff who took part in the accreditation process for their effort in achieving a successful result. Great job!

### II. APPROVAL OF MINUTES

- A. JANUARY 24, 2019 (annual organizational meeting and combined work session and regular meeting)

#### RESOLUTION No. 19-02-01

Mr. Quade moved that the Board approve the minutes of the January 24, 2019 annual organizational meeting and combined work session and regular meeting, as presented in attachment #6. The motion, seconded by Mrs. Ricks, was unanimously approved.

### III. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

1. FUTURE FACILITIES PLANNING/SITE DEVELOPMENT

#### RESOLUTION No. 19-02-02

Mrs. Ricks moved that the Board approve the request for funding for future site development in an amount not to exceed One Hundred Sixty Thousand Six Hundred Seventy-Five Dollars (\$160,675), as presented in attachment #2, and that the Superintendent be authorized to execute any documents necessary to effectuate said site development. The motion, seconded by Mrs. Gaugler, was unanimously approved.

MINUTES – combined work session and regular meeting  
Thursday, February 28, 2019

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

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

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

##### 2. JANUARY 2019 FINANCIAL STATEMENTS

###### RESOLUTION

No. 19-02-03

Mrs. Gaugler moved that the Board approve the January 2019 Financial Statements, as presented in attachment #3. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### 3. REVISED POLICY 1119 – PAYER OF LAST RESORT

###### RESOLUTION

No. 19-02-04

Mr. Dohnal moved that the Board approve revisions to Policy 1119 – Payer of Last Resort, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

##### 4. DISPOSAL OF SURPLUS INVENTORY

###### RESOLUTION

No. 19-02-05

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

### IV. SUPERINTENDENT'S REPORT

#### A. CENSUS

The 2018 year-end Census was included in packets. Mr. Trunk commented there are five areas worth noting:

1. The total number of unduplicated individuals served in 2018 increased by about 217 over the same period in 2017. These numbers represent both kids and adults and demonstrate the demand for services continues to grow each year.
2. The total number of waivers increased by 93 over 2017 which means more people who need waivers are accessing a combination of the Level 1, I/O and Self waivers, which explains why the Board's match budget has increased.

## **BOARD MEETING (continued)**

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

#### A. CENSUS (continued)

3. There are about 247 individuals receiving supported living services funded through the Board, an increase of 25 people over 2017.
4. About 3,200 people participated in some type of quality of life activity outside of work.
5. Relative to the waiting list, there is a requirement that by the end of 2020 county boards will have interviewed all individuals currently on the waiting list to determine if they have an immediate need or current need, as newly defined under Rule. Current need is defined as needing more support than currently receiving within the next 12 months. If there is an immediate need, services would be coordinated right away. Summit DD has about 1,548 individuals on the waiting list and staff are completing about 100 assessments per month. Mr. Quade asked if there is a triage of the 1,548 individuals on the waiting list to determine if someone has a more critical need than others. Mr. Trunk replied that SSAs are in regular contact with individuals and would know if something changed in an individual's life that would necessitate a different determination in their status. If an immediate need were to arise it would be addressed accordingly.

#### B. 2018 COMMUNITY PERCEPTIONS REPORT

CMOR compiled 2018 year-end data that reflects 88.5% of residents in Summit County have heard about Summit DD and more than 70% are familiar with the services provided. More than 70% of residents have a positive opinion of Summit DD and the number of people who believe that individuals with disabilities can work in the community is 96%. However, when asked if individuals with disabilities could work at their place of employment, the number dropped to 62%. When asked why not, some of the reasons included too dangerous, supervisors would not have enough time to spend and the work requires a higher level of thinking. With those results, staff clearly have more work to do in this area. When asked about children with disabilities being involved in schools and specifically your child's school, the response reflected a rising improved trend. When asked why not at your child's school, bullying was the main response. The overall results of the poll were favorable with good recognition of the Board and the services provided. There is more recognition about what Summit DD does in terms of caring for kids, job placement and transportation and less reference to the buildings and Weaver School. About 90% of residents believe individuals with disabilities should be included, which means that 10% don't so there is still work to do in this area.



**BOARD MEETING** *(continued)*IV. SUPERINTENDENT'S REPORT *(continued)*B. 2018 COMMUNITY PERCEPTIONS REPORT *(continued)*

Additionally, 15% of residents are uncomfortable socializing, however, this may not be a high number when all things are considered. Mr. Quade asked what these numbers are compared to – is it that this percentage of residents are uncomfortable being with people who are different in any way? And is there other data to compare? Mrs. David responded that the question did not specify what a person's difference are. The data is compared to the National Core Indicator state and national benchmarks and also to other levy funded agencies.

## C. MISCELLANEOUS

The Bath Center has officially been listed for sale and the County has agreed to forward the proceeds of the sale to the Board.

The Summit County Department of Sanitary Sewer Services is utilizing the Transportation building for the next 12-18 months and will cover the cost of utilities and building maintenance on that property. The County has also indicated an interest in purchasing the Tallmadge Center and converting it into a county-wide emergency dispatch center which would include all municipalities in the County. There is good potential that this sale will move forward.

Mr. Trunk advised that he will be giving a general Agency update to County Council at their retreat on March 8<sup>th</sup>.

The search for a new HR Director continues and interviews have been ongoing. Four candidates have been identified to go on to a second round of interviews with the Superintendent and Assistant Superintendent.

Mr. Trunk reminded the Board that there will be a Board governance in-service on March 28<sup>th</sup> from 3:00-5:00 followed by the March Board Meeting beginning at 5:30.

The new Director of the Ohio Department of Developmental is Jeff Davis who is the former Executive Director of OPRA. Some of the priorities he has identified include addressing the rate of pay for direct service professionals (DSP) along with training and retention. He has indicated a strategy to get additional money into the next budget that includes an increase for DSPs, which is supported by most county boards. It is also anticipated that language around quality and expectations will go beyond just increased rates.

MINUTES – combined work session and regular meeting  
Thursday, February 28, 2019

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

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

#### C. MISCELLANEOUS *(continued)*

There is also a new division of system supports and standards and the Director has assigned a deputy to oversee that area, to include provider support and making sure the state budget reflects that need; developing system-wide quality standards and methods for measuring; and enhancing the roles and responsibilities of SSAs.

Mr. Trunk mentioned that he will be reaching out to Representative Amelia Sykes, the House Minority Leader, who has visited Summit DD in the past and is a supporter, as well as Bill Rohmer of the 38<sup>th</sup> district, a member of the Health and Human Services Sub Committee. He hopes to continue to build relationships and provide additional education about the Agency and its services and supports provided to citizens in Summit County.

### V. PRESIDENT'S COMMENTS

Mrs. Wilkinson congratulated all who worked so hard throughout the accreditation process. She stated she was fortunate to participate in the Board Member interview portion of the review. Mrs. Wilkinson commented that reviewers expressed how impressed they were with the Agency and its staff. She also noted how pleased she is with the results of the Community Perceptions Report, stating that she had previously home-schooled her children but they are now in public school and doing very well; they have friends, good relationships and connections and Summit DD is a huge part of that; inclusion impacts all citizens in the community. Because of the great work that Summit DD does, employment will become easier over the years. Mrs. Wilkinson recalled when percentages around kids with disabilities in the classroom was much lower. There are still 15% of residents who don't get it, but Summit DD staff and the Board will get them there because that's what we do. The Communications Department is doing an amazing job telling the Board's story and getting positive messaging out. She encouraged everyone to keep up the good work.

### VI. EXECUTIVE SESSION

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

##### No. 19-02-06

Mrs. Ricks moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment of public employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

MINUTES – combined work session and regular meeting  
Thursday, February 28, 2019

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

The regular session of the Board Meeting adjourned at 6:19 p.m.

The Board entered Executive Session at 6:25 p.m.

The Board Meeting reconvened at 6:32 p.m.

### VII. ADDITIONAL ACTION ITEMS

#### A. EMPLOYMENT CONTRACT – LISA KAMLOWSKY

##### RESOLUTION No. 19-02-07

Mr. Quade moved that the Board approve a contract of employment for Lisa Kamlowsky, Assistant Superintendent, for the period May 29, 2019 through May 28, 2021. The motion, seconded by Mrs. Ricks, was unanimously approved.

#### B. EMPLOYMENT CONTRACT – BILLIE JO DAVID

##### RESOLUTION No. 19-02-08

Mrs. Ricks moved that the Board approve a contract of employment for Billie Jo David, Director of Communications & Quality, for the period May 3, 2019 through May 2, 2021. The motion, seconded by Mrs. Gaugler, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:33 p.m.

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Allyson V. Lee, Secretary