

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

# **AGENDA**

Thursday, July 25, 2019  
Administrative Board Room  
**5:30 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. SUMMIT DD 2020 BUDGET DRAFT
- II. AKRON CHILDREN'S HOSPITAL – PART C EARLY INTERVENTION CONTRACT

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

*No Previously Discussed Action Items this month*

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

- III. MAY AND JUNE FINANCIAL STATEMENTS
- IV. 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. MAY 23, 2019 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. MAY and JUNE FINANCIAL STATEMENTS
    - 2. SURPLUS INVENTORY
- VII. SUPERINTENDENT’S REPORT
  - A. CENSUS
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Approval of the 2020 Budget request	2020 Budget request needs to be approved by the Board prior to submission to SSAB and County Council.	Approval of the 2020 Budget request in the amount of \$67,553,258 for the Operating Fund, \$89,415 for the Gifts and Donations Fund, and \$6,388,386 for the Permanent Improvement Fund.

### **SUPPORTING DATA FOR RECOMMENDATION**

The 2020 Budget request reflects a revenue decrease of 5.3% and a decrease in operating expenditures of 3.3% in comparison to the 2019 approved budget, and projects total deficit spending of approximately \$3.9m.

Revenue is projected to be down in comparison to the 2019 budget largely due to a methodology change at DODD that has no net effect on the bottom line. DODD moved most of its state subsidy funding (approximately \$2.3m) out of revenue and included it as an offset against waiver match expense beginning with the 2020 fiscal year state budget. Additionally, the 2019 budget includes two years of Cost Report audit settlements rather than the typical one year settlement adding to the variance when comparing 2019 revenue against 2020.

The 2020 budget includes additional staffing needs of 14 FTEs as the number of individuals needing service coordination increases at higher rates than anticipated. In addition to increased staffing, salary costs increased due to a settled collective bargaining agreement in 2019, and an overall 3% increase.

Employee benefit costs for 2020 are lower when compared to 2019 due to a reserve payment required to enter into the Stark County Schools consortium giving us the benefit of two premium holidays in 2020. In addition, unemployment costs are reduced for 2020 with the completion of our transition out as a direct service provider.

A majority of the decrease in Direct Contract Services is due to a planned three-year phaseout of a contract with Summit Housing Corp. (SHDC). We are confident that SHDC can now independently sustain the service of assuring stable and affordable residence for individuals living in homes owned by SHDC.

Indirect Contract Services includes an increase in architect fees for new facility design work offset by reduced brokerage fees for employee benefits with the shift to the Stark County Schools consortium and overall reductions in other areas.

As noted above Medicaid Cost is reduced with the shift in state subsidy funding but is offset by additional individuals needing services.

Submitted By:     Mira Pozna    

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

Date:     July 11, 2019

**Summit County Developmental Disabilities Board**  
**TOPIC SUMMARY REPORT**

The Board will use the revenue portion allocated to the Family Support Services (FSS) program of its state subsidy (approximately \$279k) as an offset against match for Medicaid waivers pursuant to OAC 5123:2-1-02. The FSS program has been replaced with the Family Engagement Program which is entirely funded with local levy dollars.

The budgeted 12/31/19 ending fund balance of \$47,985,705 less projected 2020 deficit spending results in a 12/31/20 projected fund balance of \$44,046,224.

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

Submitted By:     Mira Pozna    

Date:     July 11, 2019    

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

HR/LR Staffing Report – To support 2020 Budget  
July 2019 Board Meeting

	2015	2016	2017	2018	2019	2020
Budgeted Positions (Board Approved)	498	496	452.5	397	280.5	Proposed 294.5

280.5 (2019 FTEs) – 19 Eliminations + 33 Additions = 294.5 (2020 FTEs)

Detail			
Type	Position Elimination	Position Addition	
Non-bargaining - Management	18 Assistant Director SSA (2) Manager <sup>1</sup> (16)	21 Leader (NB) – SSA/CS (7), Supervisor (NB) – SSA/CS (13), Coordinator (NB) – SSA/Medicaid	
Non-bargaining – Non-management	0	0	
Bargaining unit	1 Communications Assistant	12 Special Events Coordinator, Administrative Assistant – bargaining, QA Specialist, Coordinator – Residential Options, SSA Coordinator (3), Referral Support Specialist, Developmental Specialist, Records Specialist (3)	
<b>Total</b>	<b>19</b>	<b>33</b>	

<sup>1</sup> Risk Mgr, QA Mgr, SSA Mgr (9), Admin Mgr, EI Mgr (2), Inclusion Mgr.

**SUMMIT COUNTY DD BOARD**  
**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE SIX MONTHS ENDED JUNE 30, 2019 AND THE YEARS ENDING DECEMBER 31, 2020, 2019, AND 2018**

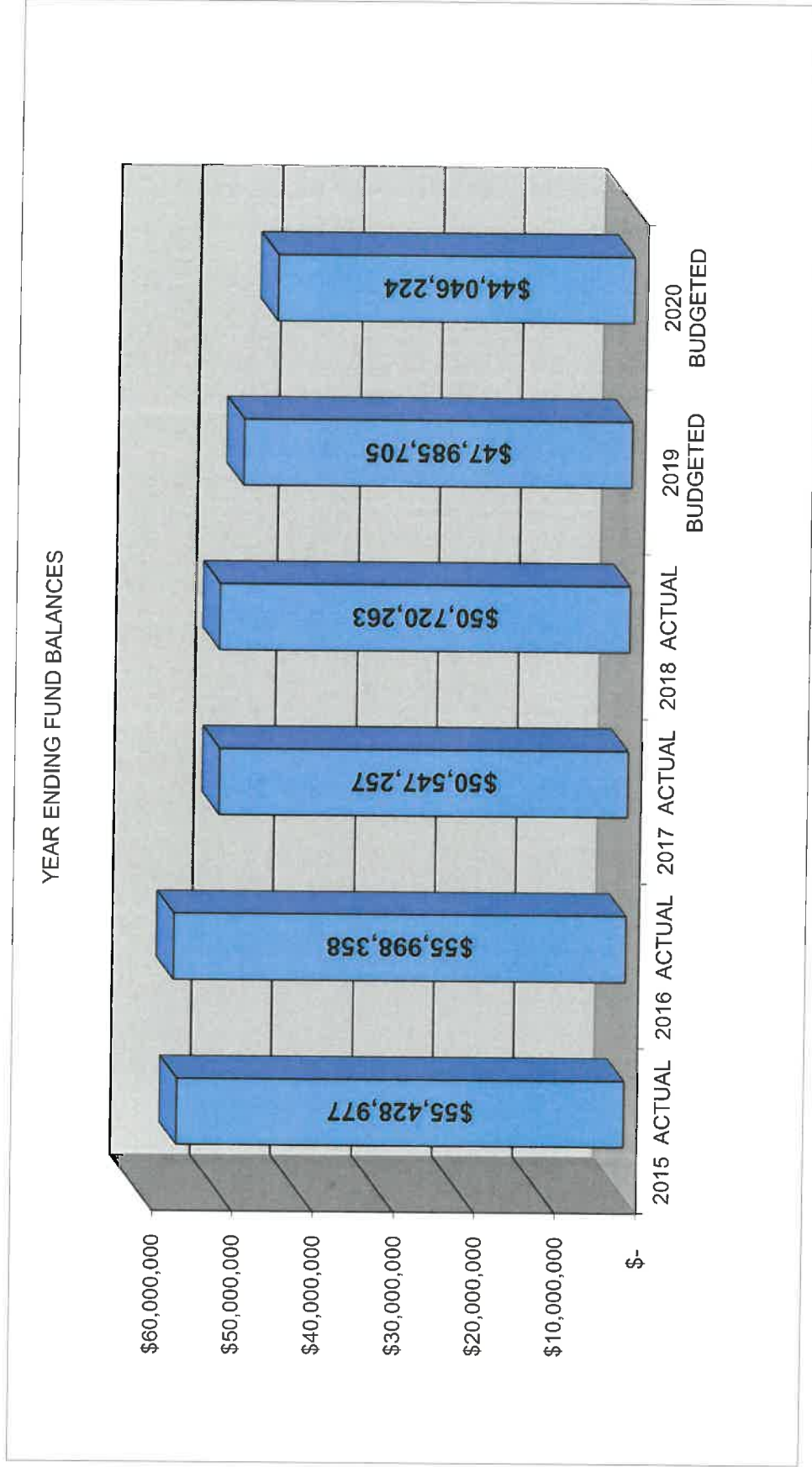
	ACTUAL		BUDGET		% CHANGE PY BUDGET
	12/31/2018	6/30/2019	12/31/2019	12/31/2020	
<b>OPERATING REVENUE</b>					
PROPERTY TAXES	\$ 51,904,190	\$ 26,431,883	\$ 51,941,268	\$ 51,959,267	\$ 17,999 0.0%
REIMBURSEMENTS	11,944,657	4,214,668	13,462,254	10,262,948	(3,199,306) -23.8%
GRANTS	1,706,696	568,228	1,523,329	1,290,062	(233,267) -15.3%
CONTRACT SERVICES	69,037	9,535	120,000	20,000	(100,000) -83.3%
REFUNDS	29,512	27,352	-	-	0.0%
OTHER RECEIPTS	222,429	58,389	96,000	81,500	(14,500) -15.1%
<b>TOTAL REVENUE</b>	<b>\$ 65,876,521</b>	<b>\$ 31,310,055</b>	<b>\$ 67,142,851</b>	<b>\$ 63,613,777</b>	<b>\$ (3,529,074) -5.3%</b>
<b>OPERATING EXPENDITURES</b>					
SALARIES	\$ 17,656,473	\$ 8,136,999	\$ 16,409,804	\$ 17,860,147	\$ 1,450,343 8.8%
EMPLOYEE BENEFITS	6,998,470	4,794,308	9,278,922	7,598,570	(1,680,352) -18.1%
SUPPLIES	369,285	165,765	431,423	414,572	(16,851) -3.9%
TRAVEL AND TRAINING	246,451	155,246	297,700	344,264	46,564 15.6%
DIRECT SERVICE CONTRACTS	9,341,830	4,251,603	9,584,733	9,351,590	(233,143) -2.4%
INDIRECT SERVICE CONTRACTS	1,437,057	846,958	1,850,835	1,857,535	6,700 0.4%
MEDICAID COSTS	28,504,362	13,745,460	30,390,000	28,790,000	(1,600,000) -5.3%
UTILITIES	472,402	241,799	565,175	562,000	(3,175) -0.6%
RENTALS	21,706	4,333	8,000	8,000	0.0%
ADVERTISING	88,833	65,852	145,000	131,000	(14,000) -9.7%
OTHER EXPENSES	300,698	273,407	311,817	324,580	12,763 4.1%
EQUIPMENT	232,936	81,937	304,000	111,000	(193,000) -63.5%
REAL PROPERTY IMPROVEMENT	33,012	8,790	300,000	200,000	(100,000) -33.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 65,703,515</b>	<b>\$ 32,772,457</b>	<b>\$ 69,877,409</b>	<b>\$ 67,553,258</b>	<b>\$ (2,324,151) -3.3%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ 173,006</b>	<b>\$ (1,462,402)</b>	<b>\$ (2,734,558)</b>	<b>\$ (3,939,481)</b>	
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	
<b>BEGINNING FUND BALANCE</b>	\$ 50,547,257	\$ 50,720,263	\$ 50,720,263	\$ 47,985,705	
PLUS: REVENUE	65,876,521	31,310,055	67,142,851	63,613,777	
LESS: EXPENDITURES	(65,703,515)	(32,772,457)	(69,877,409)	(67,553,258)	
<b>ENDING FUND BALANCE</b>	<b>\$ 50,720,263</b>	<b>\$ 49,257,861</b>	<b>\$ 47,985,705</b>	<b>\$ 44,046,224</b>	

Description	2019 Approved Budget	2020 Proposed Budget	% Change From 2019 Budget	Notes
<b>Revenue</b>				
Property Taxes	\$ 51,941,268	\$ 51,959,267	0.0%	Per most current Budget Commission Certification of Tax Levy.
Reimbursements	13,462,254	10,262,948	-23.8%	DODD moved State Subsidy out of revenue and included it as an offset of waiver match expense beginning with the 2020 state budget. In addition, the 2019 budget includes two years of Cost Report audit settlements.
Grants	1,523,329	1,290,062	-15.3%	Expiration of Multi-System Youth Grant and Part C Child Find Grant in 2019.
Contract Services	120,000	20,000	-83.3%	Decrease in waivers allocated for individuals with dual diagnosis.
Other Receipts	96,000	81,500	-15.1%	Decrease in sales of surplus assets no longer needed.
<b>Total Revenue</b>	<b>\$ 67,142,851</b>	<b>\$ 63,613,777</b>	<b>-5.3%</b>	
<b>Expenditures</b>				
Salaries	\$ 16,409,804	\$ 17,860,147	8.8%	Results of union negotiations in 2019, additional staffing needs as the number of individuals needing service coordination increases at a higher rate than anticipated and an average 3% wage increase.
Employee Benefits	9,278,922	7,598,570	-18.1%	A one-time health insurance reserve payment in 2019 giving us the benefit of two premium holidays in 2020. Lower unemployment costs in 2020 as the transition out as a direct service provider is complete.
Supplies	431,423	414,572	-3.9%	Overall net reductions.
Travel and Training Expense	297,700	344,264	15.6%	Additional costs with the added resources needed for service coordination and monitoring.
Direct Service Contracts	9,584,733	9,351,590	-2.4%	Completion of a contract with Summit Housing Development Corp. in 2019.
Indirect Service Contracts	1,850,835	1,857,535	0.4%	Increase in architect fees for new facility design work offset by reduced brokerage fees for employee benefits with the shift to the Stark County consortium and overall reductions in other areas.
Waiver Match, 1.25% Waiver Admin Fee	30,390,000	28,790,000	-5.3%	DODD moved State Subsidy out of revenue and included it as an offset of waiver match expense beginning with the 2020 state budget.
Utilities	565,175	562,000	-0.6%	No anticipated net change.
Rentals	8,000	8,000	0.0%	No anticipated net change.
Advertising	145,000	131,000	-9.7%	Additional community outreach costs in 2019 for the Multi-System Youth Grant and Part C Child Find Grant both of which expire in 2019.
Other Expenses	311,817	324,580	4.1%	Increased Ohio Association of County Board (OACB) dues.
Equipment	304,000	111,000	-63.5%	Reduction in resources designated for data systems disaster recovery and infrastructure enhancement in the operating fund with the intention of moving the expenditures to the Permanent Improvement Fund.
Real Property Improvements	300,000	200,000	-33.3%	Efforts to reduce spending to a minimum with the anticipation of moving out of the current Administrative Building.
<b>Total Expenditures</b>	<b>69,877,409</b>	<b>67,553,258</b>	<b>-3.3%</b>	
<b>Net Change</b>	<b>(2,734,558)</b>	<b>(3,939,481)</b>	<b>44.1%</b>	

### Fund Balance Information

Based on current projections

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGETED	2020 BUDGETED
ENDING FUND BALANCES	\$ 55,428,977	\$ 55,998,358	\$ 50,547,257	\$ 50,720,263	\$ 47,985,705	\$ 44,046,224



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



**Summit County DD Board**  
**Appropriation Request for Other Funds**  
**For the Year Ending December 31, 2020**

**Gifts and Donations Fund**

Fund Balance as of 6/30/19 \$ 89,415

2020 Appropriation Request \$ 89,415

**Permanent Improvement Fund**

Fund Balance as of 6/30/19 \$ 3,146,888

Pending FY 2015 Cost Report audit settlement 2,741,498

Adjusted Fund Balance \$ 5,888,386

Anticipated Capital Assistance awarded during 2020 (flow-through) 500,000

Anticipated permanent improvement and building costs 5,888,386

2020 Appropriation Request \$ 6,388,386

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Contract with Akron Children's Hospital to provide contract management and service coordination for Part C Early Intervention Services.	Early Intervention (Help Me Grow) is Ohio's system for serving children birth to age 3 who have or are suspected of having a developmental disability. Evaluation, Service Coordination and Contract Management are required components of the Part C Early Intervention grant.	Recommend that the Board approve a one-year contract with Akron Children's Hospital for the period of 7/1/19-6/30/20 in an amount not to exceed \$784,667 for the provision of contract management and service coordination.

### **SUPPORTING DATA FOR RECOMMENDATION**

**Service Area:** Children's Services / Early Intervention  
**Total Cost:** \$784,667 (\$23,149 increase)  
**Satisfaction:** Akron Children Hospital has met or exceeded all expectations as a service provider.

- Part C is Ohio's early intervention system serving children under the age of three with developmental delays and disabilities. The primary role is to:
  - Conduct developmental evaluations to identify delays in the areas of adaptive, cognitive, communication, physical, and social-emotional development; and
  - Use Service Coordinators to develop Individualized Family Service Plans to address the individual needs of each child and family.
- Each year in Ohio, the Department of Developmental Disabilities receives Federal Part C Early Intervention dollars which are then allocated to each county's Family and Children First Council (FCFC). In Summit County, FCFC is housed at the Summit County Public Health Department. Again this year, FCFC has asked Summit DD to enter into a contract to oversee the contract management and service coordination portion of Part C early intervention services. Summit DD, then sub-contracts with Akron Children's Hospital (ACH) for these services.
- In addition to contract management and service coordination, an evaluation for eligibility for services takes place for each child referred. Evaluations must be conducted by staff who are either dually certified in 2 different disciplines or by 2 staff who each have a different certifications or licenses. In most counties across Ohio, these staff are employed by the County Boards of DD. Summit DD currently employs 3 dually certified evaluators and will be adding a 4<sup>th</sup> in the near future. Due to the limited amount of federal grant dollars available to administer the Part C program, Summit DD contributes \$229,557 in salary costs for the employees who perform the evaluations.

Submitted By:           Holly Brugh          

For:            Superintendent/Assistant Superintendent

      X       Finance & Facilities Committee

      X       Services & Supports Committee

           HR/LR Committee

Date:           July 2019

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

- Total Grant Allocation:

	2018	2019	Increase/Decrease
<b># Served</b>	845	904	59
<b>Total Award Amount</b>	\$807,184	\$824,351	\$17,167
<b>FCFC</b>	\$23,482	\$22,490	\$992 (decrease)
<b>Summit DD</b>	\$22,184	\$17,194	\$4990 (decrease)
<b>ACH</b>	\$761,518	\$784,667	\$23,149

- ACH will continue to absorb any salary increase for the service coordinators, however there is an increase to the contract amount this year to account for a portion of a Service Coordinator salary that was absorbed by ACH in the 2018 grant period but will not be absorbed in the 2019 grant period.
- Funds to cover this contract are included in the budget and will be supported by grant funds.

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

Submitted By:       Holly Brugh      

Date:       July 2019      

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



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

This Contract, entered into by and between the Summit County Developmental Disabilities Board, a Board authorized, created and appointed under the provisions of Chapter 5126 of the Ohio Revised Code, with its principal office at 89 East Howe Road, Tallmadge, Ohio 44278, hereinafter referred to as “Summit DD”, and Children’s Hospital Medical Center of Akron, an Ohio non-profit corporation with its principal office at One Perkins Square, Akron, Ohio, 44308-1062, hereinafter referred to as “Contractor”, recites that:

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

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

**I. SUMMIT DD OBLIGATIONS**

- A. Summit DD shall monitor the quality of services delivered under this Contract in the following manner: monthly reports, documentation reviews and/or site visits. In the event of an adverse finding, Summit DD will share the results of said finding with the Contractor, and initiate corrective action to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided and in accordance with the standards established by Summit DD.

**II. CONTRACTOR OBLIGATIONS**

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations and credentials required hereunder.
- B. Contractor shall provide service coordination and specific activities as required pursuant to Ohio Administrative Cod (OAC) Chapter 5123-10, including but not limited to:
  - OAC Section 5123-10-01, Early Intervention Program – Procedural Safeguards
  - OAC Section 5123-10-02, Early Intervention Program – Eligibility and Services
  - OAC Section 5123-10-03, Early Intervention Program – System of payments
  - OAC Section 5123-10-04, Early Intervention Program – Credentials for Early Intervention Service Coordinators and Early Intervention Service Coordination Supervisors
- C. Contractor shall make available to Summit DD or its designated representative for review all records and data pertaining to payments, claims and services rendered to individuals under this contract. Contractor shall initiate corrective action where necessary to improve the quality of services in accordance with that level of service which is recognized as acceptable professional practice in the community in which services are provided.

- D. Contractor shall reply to and cooperate in arranging compliance with an identified program or fiscal audit. Contractor is liable to Summit DD for any adverse findings that result from an action it takes or fails to take in the implementation of its response to adverse audit findings.
- E. Contractor shall comply with all professional licensure and certification requirements, including but not limited to furnishing evidence of the following: Contractor shall conduct criminal background investigations of all staff in accordance with Ohio Revised Code § 5123.081. Contractor shall require that all staff meet the Ohio Department of Developmental Disabilities rules and regulations as applicable to Contractor. Contractor shall employ staff in sufficient numbers and with sufficient academic background and/or experience to meet the training, health, safety, social and personal needs of the individual as such needs are mutually agreed upon by the parties. Contractor shall obtain training, which is acceptable to the Summit DD for all staff providing services under this Contract. Contractor shall comply with all local, state and federal requirements regarding non-discrimination, fair employment practices and wage/hour standards, and shall not discriminate in the provision of services on the basis of race, color, disability, religion, sex or national origin. Contractor shall furnish the Summit DD with evidence of appropriate state licensure and credentials as required for all personnel providing services under this Contract.
- F. The Contractor agrees to submit all such programmatic and financial information as may reasonably be required by Summit DD:
  - 1. To permit monitoring and evaluation of the faithful performance of services being rendered under this contract; and
  - 2. To allow effective program planning, service coordination and resource development.
- G. Contractor shall give notice of incidents adversely affecting health and safety pertaining to individuals receiving services under this Contract to the Summit DD's Major Unusual Incident (MUI) Unit, and shall provide other additional reports to the Summit DD and to such other persons and/or agencies as is required by applicable state and federal law. "Major Unusual Incidents" and "Unusual Incidents" shall be defined for purposes of this Contract as such term is defined in the Ohio Administrative Code § 5123:2-17-02 and Contractor shall notify the Summit DD's MUI Unit within the timelines spelled out in said rule. Notification shall be made by submitting same to the Summit DD by electronic mail to [www.muireports@summitdd.org](mailto:www.muireports@summitdd.org) or by facsimile to 330.634.8553.
- H. Contractor shall provide and maintain, in full force and effect, general liability insurance covering the Contractor's activities under this contract. This shall include coverage for liability or casualty loss or claims arising from actions by or from the use or occupancy by Contractor of premises used by the Contractor in performance of its duties under this contract. The Contractor shall provide the Summit DD with a copy of the Contractor's liability insurance policy upon request of Summit DD. Such coverage shall be in an amount of no less than \$1,000,000.00/occurrence. Should the policy have a general aggregate limit, such aggregate limit must not be less than \$2,000,000.00.

- I. Contractor shall comply with all applicable Workers' Compensation laws and acquire a certificate of insurance, evidence of which must be produced to the Summit DD upon demand.
- J. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- K. The Contractor shall indemnify, save and hold harmless the Summit DD and any agents or employees thereof, from any and all claims, demands, actions, or causes of action of whatsoever nature or character resulting from the performance of Contractor, its agents and/or employees, and shall make good any loss, damage or injury without the loss to the Summit DD.
- L. Contractor shall name the Summit DD as a source of funding in any audit, literature, brochure or presentation as the same relates to Part C Early Intervention and/or Help Me Grow activities.
- M. Employees of the Contractor are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

### **III. CONTRACTOR FINANCIAL OBLIGATIONS**

- A. Contractor will disclose for-profit or not-for-profit status on "Exhibit 1" attached hereto and made part of this Contract and a complete list of names and addresses of any individuals or organizations having a direct or indirect ownership or controlling interest of five percent (5%) or more in the Contractor.
- B. The Contractor agrees to keep a regular book of accounts maintained on an accrual basis of accounting and in such form as is consistent with generally accepted accounting principles. Upon request by Summit DD, the Contractor agrees to submit an audit of its operation by an independent certified public accountant annually. The Summit DD, or its authorized representative, shall have access to the books and records of the Contractor at any time during the normal business hours of the Contractor.
- C. If the Contractor is a non-federal entity that expends seven-hundred and fifty thousand dollars (\$750,000) or more per year in Federal awards, a single or program-specific audit shall be conducted in accordance with the provisions included in OBM Uniform Guidance, Subpart F. Any audit made in accordance with this paragraph shall be in lieu of any financial audit requirement under this Contract.

### **IV. CLAIMS AND PAYMENT**

- A. The amount of this Contract shall not exceed Seven Hundred Eighty-Four Thousand Six Hundred Sixty-Seven Dollars and no/100 (\$784,667.00) and is limited to the Summit DD'S 2019/2020 appropriation.
- B. Payments will be made monthly upon Summit DD's receipt of a detailed invoice from Contractor which will include identification of costs of salary/benefits, expenses, and itemized breakdown of

staff time spent on activities required to carry out Contractor's responsibilities under this Contract.

- C. Payments under this Contract are contingent upon receipt of grant funds by Summit DD for the funding period July 1, 2019 to June 30, 2020 through Summit DD's contract with the Summit County Family and Children's First Council.

## **V. TERM AND TERMINATION**

- A. The term of this Contract shall be from July 1, 2019 through June 30, 2020.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing the Contractor with notice in writing not less than ninety (90) days prior to terminating this Contract.
- C. In the event of a breach of any provision of this Contract, the non-breaching party may institute Conciliation Procedures as set forth in "Exhibit 2" attached hereto and made a part of this Contract. If the dispute is not resolved within the timeframes identified in the Conciliation Procedure, then the non-breaching party may terminate this Contract by written notice delivered via certified mail.

## **VI. CONFIDENTIALITY**

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

## **VII. DISPUTE RESOLUTION PROCESS FOR PERSONS SERVED**

The Contractor shall establish a procedure for affording individuals served due process as appropriate. The Contractor shall utilize this procedure in the event of a disagreement between the Contractor and the individual related to the Contractor's performance of its duties and obligations under this Contract.

## **VIII. MISCELLANEOUS**

### **A. STANDARDS**

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

### **B. ASSIGNMENT**

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



C. ENTIRE CONTRACT

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

D. NOTICES

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

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

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

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

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

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



**SIGNATURES**

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

**PROVIDER:**

**COUNTY OF SUMMIT  
DEVELOPMENTAL DISABILITIES BOARD**

\_\_\_\_\_  
Grace Wakulchik, President  
Signature / Date

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

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

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

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

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

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

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

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

NAME	ADDRESS

## CONCILIATION PROCEDURE

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

### STEP I

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

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

### STEP II

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

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

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

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

	6/30/2019			6/30/2018				
	2019 ANNUAL BUDGET	2019 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2018 ANNUAL BUDGET	2018 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
<b>OPERATING REVENUE</b>								
PROPERTY TAXES	\$ 51,941,268	\$ 26,431,883	\$ 25,509,385	49.1% <b>1</b>	\$ 51,456,835	\$ 27,028,251	\$ 24,428,584	47.5%
REIMBURSEMENTS	13,462,254	4,214,668	9,247,586	68.7% <b>2</b>	12,301,000	7,944,302	4,356,698	35.4%
GRANTS	1,523,329	568,228	955,101	62.7% <b>3</b>	1,250,000	729,767	520,233	41.6%
CONTRACT SERVICES	120,000	9,535	110,465	92.1%	450,000	54,461	395,539	87.9%
REFUNDS	-	27,352	(27,352)	0.0%	-	18,948	(18,948)	0.0%
OTHER RECEIPTS	96,000	58,389	37,611	39.2%	86,000	139,470	(53,470)	-62.2%
<b>TOTAL REVENUE</b>	<b>\$ 67,142,851</b>	<b>\$ 31,310,055</b>	<b>\$ 35,832,796</b>	<b>53.4%</b>	<b>\$ 65,543,835</b>	<b>\$ 35,915,199</b>	<b>\$ 29,628,636</b>	<b>45.2%</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES	\$ 16,409,804	\$ 8,136,999	\$ 8,272,805	50.4%	\$ 19,083,932	\$ 9,373,998	\$ 9,709,934	50.9%
EMPLOYEE BENEFITS	9,278,922	4,794,308	4,484,614	48.3%	8,611,271	3,491,429	5,119,842	59.5%
SUPPLIES	431,423	165,765	265,658	61.6%	708,020	235,227	472,793	66.8%
TRAVEL AND TRAINING	297,700	155,246	142,454	47.9%	315,350	122,439	192,911	61.2%
DIRECT CONTRACT SERVICES	9,584,733	4,251,603	5,333,130	55.6% <b>4</b>	9,310,583	4,631,660	4,678,923	50.3%
INDIRECT CONTRACT SERVICES	1,850,835	846,958	1,003,877	54.2% <b>5</b>	2,183,530	864,416	1,319,114	60.4%
MEDICAID COSTS	30,390,000	13,745,460	16,644,540	54.8%	28,410,000	13,236,209	15,173,791	53.4%
UTILITIES	565,175	241,799	323,376	57.2%	649,175	242,780	406,395	62.6%
RENTALS	8,000	4,333	3,667	45.8%	23,600	19,682	3,918	16.6%
ADVERTISING	145,000	65,852	79,148	54.6%	132,000	49,800	82,200	62.3%
OTHER EXPENSES	311,817	273,407	38,410	12.3% <b>6</b>	335,250	252,460	82,790	24.7%
EQUIPMENT	304,000	81,937	222,063	73.0% <b>7</b>	342,000	138,572	203,428	59.5%
REAL PROPERTY IMPROVEMENTS	300,000	8,790	291,210	97.1%	350,000	10,254	339,746	97.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 69,877,409</b>	<b>\$ 32,772,457</b>	<b>\$ 37,104,952</b>	<b>53.1%</b>	<b>\$ 70,454,711</b>	<b>\$ 32,668,926</b>	<b>\$ 37,785,785</b>	<b>53.6%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (2,734,558)</b>	<b>\$ (1,462,402)</b>			<b>\$ (4,910,876)</b>	<b>\$ 3,246,273</b>		
<b>BEGINNING FUND BALANCE</b>		<b>BUDGET</b>						
PLUS: REVENUE	\$ 50,720,263	ACTUAL	\$ 50,720,263					
LESS: EXPENDITURES	67,142,851		31,310,055					
ENDING FUND BALANCE	(69,877,409)		(32,772,457)					
	\$ 47,985,705		\$ 49,257,861					

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

**SUMMIT COUNTY DD BOARD  
NOTES TO FINANCIAL STATEMENT  
FOR THE MONTH ENDED JUNE 30, 2019  
(Rounded)**

An evenly distributed budget for a one month period 8.3%  
 Evenly distributed budget remaining for six months 50.0%

**Revenue:**

<b>1</b>	Property Taxes:	\$ 2,974,000
<b>2</b>	Reimbursements:	427,700
<b>3</b>	Grants:	66,300
	June Multi-system Youth Grant quarterly reimbursement.	49,900

**Expenditures:**

<b>4</b>	Direct Contract Services:	\$ 125,000
<b>5</b>	Indirect Contract Services:	30,700
<b>6</b>	Other Expenses:	42,600
	May payment to Wichert Insurance Company for the following insurance costs: Cyber insurance with AIG-Illinois National Insurance, Director and officers liability insurance with Selective Insurance Company, Property & casualty, business automobile and umbrella coverage with Selective Insurance Company.	10,100
	June annual county chargeback for building insurance.	32,100
<b>7</b>	Equipment:	66,300
	May Customized technical support for the document management system with ComDoc.	31,000
		39,900

**Prior Months**

<b><u>Expenditures:</u></b>		
	Property Taxes:	\$ 474,400
	Employee Benefits:	1,584,100
	Other Expenses:	92,700

The County's Executive office increased the Property Tax budget to reflect a revised tax collection estimate.  
 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.  
 Ohio Association of County Boards (OACB) 2019 annual dues.

**Summit County Developmental Disabilities Board  
TOPIC SUMMARY REPORT**

<b><i>TOPIC</i></b>	<b><i>ISSUE/CONCERN</i></b>	<b><i>RECOMMENDATION</i></b>
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
<b><i>SUPPORTING DATA FOR RECOMMENDATION</i></b>		
<p>There are a large amount of surplus items and equipment 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  
July Finance & Facilities Committee**

Submitted By:  Russ DuPlain For:   Superintendent/Assistant Superintendent X  Finance & Facilities Committee  Services & Supports Committee  HR/LR CommitteeDate:  July 2019

## Summit County DD Board Declaration of Surplus Inventory Form

Summit County DD Board - IT & Facilities Departments

7/8/2019

Russell DuPlain

330-634-8830

Contact Person

Contact Phone

I hereby declare the below listed items are either obsolete, unfit for use, or are generally no longer needed by this department.

Signature of Department Administrator

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
1	2007 Gm Uplander white mini van VIN# (1GBDV1318838)	1GBDV1318838		Excellent (But no longer needed), Good, Fair, Poor, Scrap
2	Meyers Snow Plow (Model LPP-8.0 No/Pump)	1502209405		Poor
3	Meyers Snow Plow (Model LPP-8.0 No/Pump)	01622609405		Poor
4	Meyers Snow Plow (Pump included Model LPP-8.0)	00061109246		Good
5	Meyers Snow Plow (Pump included Model LPP-8.0)	00032209246		Poor
6	Meyers Snow Plow (Pump included Model LPP-8.0)	01560809405		Poor
7	John Deere Dump Trailer	1502209405		Good
8	John Deere GT 242 Tractor	MOG242D090045		Fair
9	Smith Salt Spreader Stainless Steel 8' X 72" Intek 13.5 gas motor			Fair
10	Henderson ( Orange ) Salt Spreader Steel 8' X 54" Intek 10.5 gas motor			Fair
11	Schulmerich hand bells		13395	Scrap
12	Schulmerich hand bells		18791	Good
13	Microsoft Surface Pro 3	037717351553	DD200203	Good
14	Microsoft Surface Pro 3	021805551153	DD200239	Poor
15	Microsoft Surface Pro 3	060319245253	DD200215	Poor
16	Microsoft Surface Pro 3	048170145253	DD200127	Poor
17	Microsoft Surface Pro 3	048322245253	DD200167	Poor
18	Microsoft Surface Pro 3	042692543353	DD200085	Poor
19	Microsoft Surface Pro 3	043293745253	DD200131	Poor
20	Microsoft Surface Pro 3	045778445253	DD200135	Poor
21	Microsoft Surface Pro 3	081388743453	DD200208	Poor
22	Microsoft Surface Pro 3	006716150753	DD200184	Poor
23	Microsoft Surface Pro 3	043011543353	DD200092	Poor
24	Microsoft Surface Pro 3	023684561653	DD200267	Poor
25	Microsoft Surface Pro 3	008799244953	DD200138	Poor
26	Dell Optiplex 3010	JN1Y8V1	N/A	Poor
27	Dell Latitude E5440	HZ32J12	DD200011	Fair
28	Dell Latitude E5440	F042J12	DD200015	Fair

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
29	Dell Optiplex 3010	8JFZWV1	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
30	Dell Optiplex 3010	JQBD5V1	N/A	Poor
31	Dell Optiplex 3010	8JHZWV1	N/A	Poor
32	Surface Pro 3 Dock	0042071452486	N/A	Poor
33	Surface Pro 3 Dock	0090291520486	N/A	Poor
34	LG Flatron W2246T	110NDRF3E134	N/A	Poor
35	Dell Monitor U24112MB	CNOM2GCR742612AN09VL	N/A	Poor
36	Microsoft Surface Pro 3	051454243353	DD200083	Poor
37	Microsoft Surface Pro 3	034793250353	DD200183	Poor
38	Microsoft Surface Pro 3	048868143353	DD200054	Poor
39	Dell Optiplex 3010	8JL0XV1	N/A	Poor
40	Dell Optiplex 3010	8JD0XV1	N/A	Poor
41	Dell Optiplex 3010	164G6V1	N/A	Poor
42	Dell Optiplex 3010	336PPW1	N/A	Poor
43	Dell Optiplex 3010	C5JSVV1	N/A	Poor
44	Dell Optiplex 3010	16476V1	N/A	Poor
45	Fujifilm Finepix AX Camera	AX200/0W/D0u680	NA	Fair
46	Lowepro Camera Case	EX120	N/A	Fair
47	Microsoft Surface Pro 3	060561343053	DD200018	Poor
48	Microsoft Surface Pro 3	047747645253	DD200104	Poor
49	Microsoft Surface Pro 3	043232745253	DD200136	Poor
50	Microsoft Surface Pro 3	043236345253	DD200137	Poor
51	Microsoft Surface Pro 3	045801345253	DD200144	Poor
52	Walkie Talkie (icom Transceiver)	IC-F11/S	027498	Poor
53	Router (Motorola 2525A-3347	164323277056	N/A	Poor
54	Router (Netgear DGN2000)	1WR299BE00711	N/A	Poor
55	Monitor (Dell 2407WFPb)	MX0CC302466347751WVU	N/A	Poor
56	VOIP (Avaya 9620)	09N529402166	102227	Poor
57	VOIP (Avaya 9620)	11N508302746	N/A	Poor
58	Desktop (Dell Optiplex 755)	DZ6YHH1	N/A	Poor
59	Desktop (BOX)	B134184	N/A	Poor
60	Dell Latitude E6430s Laptop	435C7W1	N/A	Poor
61	Dell Latitude E6430 Laptop	5VS9XW1	N/A	Poor
62	Dell Latitude E5440 Laptop	6942J12	N/A	Poor
63	Dell Latitude E6430s Laptop	6R9C7W1	DD200012	Poor
64	Dell Latitude E6430s Laptop	4SYMVLV1	DD200242	Poor
65	Dell Latitude E6440 Laptop	1LGQVY1	N/A	Poor
66	Dell Latitude E6430s Laptop	BR3ZKY1	N/A	Poor



	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
67	Dell Latitude E6430s Laptop	1BR68W1	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
68	Dell Latitude E6440 Laptop	CPHY12	N/A	Poor
69	Dell Latitude E6440 Laptop	CNRY12	N/A	Poor
70	Dell Latitude E6430s Laptop	9CDC7W1	N/A	Poor
71	Dell Latitude E6430s Laptop	FKQ68W1	N/A	Poor
72	Dell Latitude E5440 Laptop	GY52J12	DD200010	Poor
73	Dell Latitude E6440 Laptop	1JLYP12	N/A	Poor
74	Dell Latitude E6430 Laptop	HL9XW1	DD200331	Poor
75	Dell Latitude E5420 Laptop	HL2XLQ1	N/A	Poor
76	Dell Latitude E6430	GQRB7W1	N/A	Poor
77	Dell Latitude E6430s Laptop	9HQ68W1	N/A	Poor
78	Dell Latitude E5410 Laptop	DX172N1	N/A	Poor
79	Dell Latitude E6430s Laptop	GDBC7W1	N/A	Poor
80	Dell Latitude E6430s Laptop	GV9C7W1	N/A	Poor
81	Dell Latitude E5440 Laptop	F942J12	DD200013	Poor
82	Dell Latitude E5440 Laptop	J042J12	DD200014	Poor
83	Vostro 3750 Laptop	GMHRT1	N/A	Poor
84	Dell Optiplex 3010 Desktop	284LMS1	N/A	Poor
85	Dell Optiplex 3010 Desktop	164F6V1	N/A	Poor
86	Dell Optiplex 3010 Desktop	JQ9K5V1	N/A	Poor
87	Dell Optiplex 3010 Desktop	HJVY7Y1	N/A	Poor
88	Dell Optiplex 3010 Desktop	4F7LVR1	N/A	Poor
89	Dell Optiplex 3010 Desktop	JQ9V5V1	N/A	Poor
90	Surface Pro 3	001189251553	DD200189	Poor
91	Surface Pro 3	051460543353	DD200075	Poor
92	Surface Pro 3	046728145253	DD200108	Poor
93	Surface Pro 3	039196750753	DD200174	Poor
94	Surface Pro 3	030625551353	DD200178	Poor
95	Surface Pro 3	029227651653	DD200220	Poor
96	Surface Pro 4	005154663153	DD200333	Poor
97	Surface Pro 3	043136450353	DD200100	Poor
98	Surface Pro 3	023181643453	DD200186	Poor
99	Surface Pro 3	116181353853	DD200256	Poor
100	Dell Latitude E6430s Laptop	19Q68W1	N/A	Poor
101	Dell Latitude E5420 Laptop	2YP1CT1	N/A	Poor
102	Dell Latitude E5410 Laptop	5Y172N1	N/A	Poor
103	Dell Latitude E5410 Laptop	CY172N1	N/A	Poor
104	Dell Latitude E5410 Laptop	3Y172N1	N/A	Poor

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
105	Dell Latitude E5410 Laptop	8Y172N1	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
106	Dell Latitude E5410 Laptop	5T6NPP1	N/A	Poor
107	Dell Latitude E6430 Laptop	HV3NLX1	N/A	Poor
108	Dell Latitude E6430s Laptop	B4Q68W1	N/A	Poor
109	Dell Latitude E5520 Laptop	48FNMQ1	N/A	Poor
110	Dell Latitude E6430s	7Y7CZW1	DD200369	Poor
111	Dell Optiplex 3010	32VQPW1		Poor
112	Dell Optiplex 3010	164G6V1		Poor
113	Dell Optiplex 3010	C5JSW1		Poor
114	Dell Optiplex 3010	336PPW1		Poor
115	Dell Optiplex 3010	8JD0XV1		Poor
116	Dell Optiplex 3010	8JLOXV1		Poor
117	Dell Optiplex 3010	16476V1		Poor
118	Desktop (Dell Optiplex GX400)	37FWR01	026798	Scrap
119	CRT Monitor (Dell 828FT)	22794F40S539025789	N/A	Scrap
120	Monitor (Dell P2213F)	CN0FP04F728722BKA1LM	N/A	Scrap
121	UPS (APC Back-UPS CS350)	AB0220143237	N/A	Scrap
122	UPS (APC Back-UPS RS1200)	BB0833011639	N/A	Scrap
123	IP Phone (Avaya 9620)	09N529401291	N/A	Scrap
124	Desktop (Dell Optiplex 3010)	JN3KTV1	N/A	Scrap
125	Desktop (Dell Optiplex 3010)	335QPW1	N/A	Scrap
126	Desktop (Dell Optiplex 3010)	JN2PSV1	N/A	Scrap
127	Desktop (Dell Optiplex 3010)	167H6V1	N/A	Scrap
128	Desktop (Dell Optiplex 3010)	8JG0XV1	N/A	Scrap
129	Desktop (Dell Optiplex 3010)	32XMPW1	N/A	Fair
130	Desktop (Dell Optiplex 3010)	JN2N8V1	N/A	Fair
131	Desktop (Dell Optiplex 3010)	F9D2HX1	N/A	Fair
132	Desktop (Dell Optiplex 3010)	8JKYVV1	N/A	Fair
133	Desktop (Dell Optiplex 3010)	16876V1	N/A	Fair
134	Desktop (Dell Optiplex 3010)	C5LQW1	N/A	Fair
135	Desktop (Dell Optiplex 3010)	8JM0XV1	N/A	Fair
136	Desktop (Dell Optiplex 3020)	FYPRR12	N/A	Fair
137	Desktop (Dell Optiplex 3010)	C59QVV1	N/A	Fair
138	Desktop (Dell Optiplex 3010)	8JL1XV1	N/A	Fair
139	Desktop (Dell Optiplex 3010)	C59SVV1	N/A	Scrap
140	Desktop (Dell Optiplex 3010)	C5PSVV1	N/A	Fair
141	Desktop (Dell Optiplex 3010)	G2Y9CX1	N/A	Fair
142	Desktop (Dell Optiplex 9010 Full Size)	HDM0FX1	N/A	Fair

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
143	Desktop (Dell Optiplex 3010 Full Size)	9MKSXV1	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
144	Desktop (Dell Optiplex 9010 Full Size)	94RDTW1	N/A	Fair
145	Laptop (Dell Latitude E6430S)	71BC7W1	N/A	Fair
146	Laptop (Dell Latitude E6430)	D3G9CW1	N/A	Fair
147	Laptop (Dell Latitude E6430S)	7Y9C7W1	N/A	Fair
148	Laptop (Dell Latitude E6430S)	J68CZW1	N/A	Fair
149	Laptop (Dell Latitude E6430S)	5Z9C7W1	N/A	Fair
150	Laptop (Dell Latitude E6430S)	23VZNX1	N/A	Fair
151	Laptop (Dell Latitude E5420)	G98LKQ1	N/A	Fair
152	Laptop (Dell Latitude E6540)	JTD4YZ1	N/A	Fair
153	2 boxes of laptop docks and AC adapters for various laptop models.	N/A	N/A	Fair
154	iPad 2 (A1395 16 Gig)	DYVJXCZTDFHW	N/A	Scrap
155	iPad 2 (A1395 16 Gig)	DN6GFY6UDFHY	N/A	Scrap
156	iPad 2 (A1395 16 Gig)	DR5HPYWCDDFHW	N/A	Scrap
157	iPad 2 (A1395 16 Gig)	DYTK1LRDFHW	N/A	Scrap
158	iPad 2 (A1395 16 Gig)	F5RL41UDFHW	N/A	Scrap
159	iPad 2 (A1395 32 Gig)	DN6GFDQMDFHY	N/A	Scrap
160	iPad 2 (A1395 32 Gig)	DMPGGQCZDFHY	N/A	Scrap
161	iPad 2 (A1395 32 Gig)	DMQGG9WKDFHY	N/A	Scrap
162	iPad 2 (A1395 32 Gig)	DN6GCN03DFHY	N/A	Scrap
163	iPad 2 (A1395 16 Gig)	DYVJXD0ADFHW	N/A	Fair
164	iPad 2 (A1395 16 Gig)	DVPHMQG9DFHW	N/A	Fair
165	iPad 2 (A1395 16 Gig)	DR5HPZ3GDFHW	N/A	Fair
166	iPad 2 (A1395 16 Gig)	DQVGTDYRDFHW	N/A	Fair
167	iPad 2 (A1395 16 Gig)	DR5HPWSVDFHW	N/A	Fair
168	iPad 2 (A1395 16 Gig)	DR5HPZ3BDFHW	N/A	Fair
169	iPad 2 (A1395 16 Gig)	DR5HPVKGDFHW	N/A	Fair
170	iPad 2 (A1395 16 Gig)	DYTKP8KPDFHW	N/A	Fair
171	iPad 2 (A1395 16 Gig)	DQTG63WHDFHW	N/A	Fair
172	iPad 2 (A1395 16 Gig)	DMQGG6K2DFHY	N/A	Fair
173	VOIP Phone (Avaya 9620)	09N529401246	N/A	Fair
174	VOIP Phone (Avaya 9620C)	11N509302429	N/A	Scrap
175	VOIP Phone (Avaya 9620)	09N529402172	N/A	Scrap
176	Desktop (Dell Optiplex 3010)	163K6V1	N/A	Scrap
177	Switch (Linksys EZXS88W)	RA33042021935	N/A	Scrap
178	UPS (APC Powerstack 450)	QA0402325525	N/A	Scrap
179	Desktop (Dell Optiplex 3010)	8JJ1XV1	N/A	Scrap
180	Desktop (Dell Optiplex 3010)	334QPW1	N/A	Fair

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
181	Desktop (Dell Optiplex 3010)	332QPW1	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
182	Desktop (Dell Optiplex 3010)	C5PRW1	N/A	Fair
183	Desktop (Dell Optiplex 3010)	C5MSW1	N/A	Fair
184	Desktop (Dell Optiplex 3010)	8JM1XV1	N/A	Fair
185	iPad 2 (A1395 16 Gig)	DR6HP2KSDFWH	N/A	Fair
186	iPad 2 (A1395 16 Gig)	DR5HPYCBDFHW	N/A	Fair
187	iPad 2 (A1395 16 Gig)	FSRKQHZ5DFHW	N/A	Fair
188	Desktop (Dell Optiplex 3010)	8JC1XV1	N/A	Fair
189	Desktop (Dell Optiplex 3010)	C5BQW1	N/A	Fair
190	Desktop (Dell Optiplex 3010)	8JQ1XV1	N/A	Fair
191	Desktop (Dell Optiplex 3010)	C5JQV1	N/A	Fair
192	Desktop (Dell Optiplex 3010)	32YMPW1	N/A	Fair
193	Desktop (Dell Optiplex 3010)	JN2L8V1	N/A	Fair
194	iPad 2 (A1395 32 Gig)	DMQGGAGBDFHY	N/A	Fair
195	iPad 2 (A1395 32 Gig)	DMPGGYD7DFHY	N/A	Fair
196	Laptop (Dell Latitude E6430)	6V9HLV1	N/A	Fair
197	Laptop (Dell Latitude E5410)	CHLFQP1	N/A	Fair
198	Laptop (Dell Latitude E6540)	5F34YZ1	N/A	Fair
199	Monitor (LF Flatron W1934S-BN)	905TPED16772	N/A	Fair
200	Touch Screen Monitor (ELO E686772)	728117267C	100634	Fair
201	UPS (Trip-Lite Smartpro UPS)	9942JY0SM618	N/A	Scrap
202	Monitor (LG Flatron L1718S-BN)	711UXAY1W688	N/A	Fair
203	VOIP (Avaya 9620)	09N529401086	N/A	Fair
204	Thin Client (Wyse SX0)	6E8DJ102100	N/A	Scrap
205	Modem (MultiTech MT5656ZDX)	113979616	N/A	Scrap
206	Docking Station (Surface Pro 3 Model 1664)	0243577434486	N/A	Scrap
207	Desktop (Dell Optiplex 380)	FLX7QN1	N/A	Scrap
208	Docking Station (Surface Pro 3 Model 1664)	0291871431486	N/A	Scrap
209	Cordless Phone (Panasonic 2KAXA)	PNLC1029	N/A	Scrap
210	Cordless Phone (Panasonic 2KAXA)	2KBXA035590	N/A	Scrap
211	Docking Station (Surface Pro 1 Model)	0030004408486	N/A	Scrap
212	Docking Station (Surface Pro 1 Model)	0018525404486	N/A	Scrap
213	Docking Station (Lenovo Dock USB 3.0)	K1328021486	N/A	Scrap
214	Docking Station (Lenovo Dock USB 3.0)	K1323002008	N/A	Scrap
215	Docking Station (Kensington USB 3.0)	A1323A000388	N/A	Scrap
216	Switch (Cisco Catalyst 2960)	F0C1344Y0DH	N/A	Scrap
217	switch (Cisco Catalyst 2950)	F0C0811W4GK	N/A	Scrap
218	Switch (Cisco Catalyst 2960)	F0C1338Y3Z2	N/A	Scrap

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
219	Switch (Cisco Catalyst 1800)	FHK142170WN	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
220	Switch (Cisco Catalyst 1800)	FHK13975LL	N/A	Scrap
221	Switch (Cisco Catalyst 3700)	JMX0819L3NU	N/A	Scrap
222	Switch (Cisco Catalyst 3700)	JMX0637LCXC	N/A	Scrap
223	Server (Dell Poweredge 1850)	FM1PV51	027934	Scrap
224	Server (Dell Poweredge 1850)	781BR51	027912	Scrap
225	Server (Dell Poweredge 1850)	BM1PV51	027936	Scrap
226	Server (Dell Poweredge 1850)	FDK7W71	028342	Scrap
227	Server (Dell Poweredge 1850)	7M1PV51	027937	Scrap
228	Server (Dell Poweredge 1850)	5M1PV51	027935	Scrap
229	Server (Dell Poweredge 1850)	GXNSZ81	028514	Scrap
230	Docking Station (Surface Pro 1 Model)	0030112414486	N/A	Scrap
231	Mobile Scanner (Brother DSI Mobile 600)	U5447312S103613	N/A	Scrap
232	Mobile Scanner (Brother DSI Mobile 600)	U5447312S103281	N/A	Scrap
233	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH005962	N/A	Scrap
234	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH005902	N/A	Scrap
235	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH005663	N/A	Scrap
236	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH005904	N/A	Scrap
237	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH006285	N/A	Scrap
238	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH003800	N/A	Scrap
239	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH006282	N/A	Scrap
240	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH003800	N/A	Scrap
241	Mobile Scanner (Fujitsu ScanSnap S1100I)	AFPH006282	N/A	Scrap
242	Mobile Scanner (Cannon Image Formula P-215)	FUA72132	N/A	Scrap
243	USB WiFi Adapter (Hawking Wifi Adapter)	HEMCAWNU1112300767	N/A	Scrap
244	VOIP (Polycom Sound Station IP 6000)	0004F2F1308F	N/A	Scrap
245	Laptop (Dell Latitude E6520)	2N18DS1	N/A	Scrap
246	Laptop (Dell Latitude E5550)	DZ4ZF72	DD200230	Scrap
247	Laptop (Dell Latitude E6440)	9ZMYP12	N/A	Scrap
248	Laptop (Dell Latitude E6430s)	H4Q68W1	N/A	Scrap
249	Laptop (Dell Latitude E6430s)	51BC7W1	DD200228	Scrap
250	Laptop (Dell Latitude E6430)	HMDKLV1	DD200241	Scrap
251	Laptop (Dell Latitude E6430s)	1TRWRY1	DD200223	Scrap
252	Laptop (Dell Latitude E6430s)	BM7B4X1	DD200227	Scrap
253	Laptop (Dell Latitude E6430)	G7RHLX1	N/A	Scrap
254	Server (Dell Poweredge 2950)	61WS0F1	N/A	Scrap
255	Server (Dell Poweredge 2950)	82S1KD1	N/A	Scrap
256	Server (Dell Poweredge 2850)	5N1NHL61	028243	Scrap



	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
257	Desktop (Dell Optiplex 3010)	8JMZWV1	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap
258	Desktop (Dell Optiplex 3010)	HPBM8V1	N/A	Scrap
259	Desktop (Dell Optiplex 3010)	337PPW1	N/A	Scrap
260	Desktop (Dell Optiplex 3010)	HJVX7Y1	N/A	Scrap
261	Desktop (Dell Optiplex 3010)	335NPW1	N/A	Scrap
262	Desktop (Dell Optiplex 3010)	32ZMPW1	N/A	Scrap
263	Desktop (Dell Optiplex 3010)	3VXJPS1	N/A	Scrap
264	Server (Dell Poweredge 1850)	H71BR51	027911	Scrap
265	Monitor (Dell P1911t)	FZS000060	N/A	Scrap
266	Monitor (LG Flatron W1943ss)	103TPXV0D434	N/A	Scrap
267	Monitor (Dell E2211HB)	CN04JCCP7426117F2CWM	N/A	Scrap
268	Monitor (Planar PX2210MW)	PC0385JA08995	N/A	Scrap
269	Desktop (Dell Optiplex 3010)	8JNZWV1	N/A	Scrap
270	Desktop (Dell Optiplex 3010)	331PPW1	N/A	Scrap
271	Desktop (Dell Optiplex 3010)	HJW08Y1	N/A	Scrap
272	Desktop (Dell Optiplex 3010)	JQ9Q5V1	N/A	Scrap
273	Desktop (Dell Optiplex 3010)	16686V1	N/A	Scrap
274	Desktop (Dell Optiplex 3010)	32YNPW1	N/A	Scrap
275	Desktop (Dell Optiplex 3010)	G2Y7CX1	N/A	Scrap
276	Desktop (Dell Optiplex 3010)	C5DRWV1	N/A	Scrap
277	Desktop (Dell Optiplex 3010)	JN3HTV1	N/A	Scrap
278	Desktop (Dell Optiplex 3010)	HPBZ7V1	N/A	Scrap
279	Desktop (Dell Optiplex 3010)	GKP5CY1	N/A	Scrap
280	Router (Netgear FS108)	FS18G24616825	N/A	Scrap
281	VOIP (Avaya 9620C)	11N509302541	N/A	Scrap
282	Laptop (Dell E6430)	G7RHLX1	N/A	Scrap
283	Desktop (Dell Optiplex 3010)	332PPW1	N/A	Scrap
284	Desktop (Dell Optiplex 3010)	32ZNPW1	N/A	Scrap
285	Desktop (Dell Optiplex 3010)	8JN1XV1	N/A	Scrap
286	Desktop (Dell Optiplex 3010)	CKQ3CY1	N/A	Scrap
287	Dock (Surface Pro 3)	0178131431486	N/A	Scrap
288	Dock (Surface Pro 3)	0251751431486	N/A	Scrap
289	Dock (Surface Pro 3)	0041763452486	N/A	Scrap
290	Monitor (Dell E2211HB)	CN04JCCP7426117F2CWM	N/A	Scrap
291	Scanner (Fujitsu Scansnap S1100i)	PA97305Y321	N/A	Scrap
292	UPS (APC Back-UPS 600)	FB97086641812	N/A	Scrap
293	VOIP (Avaya 9620C)	11N508302858	N/A	Scrap
294	Dock (Surface Pro 1)	0031935414486	N/A	Scrap

	ITEM DESCRIPTION (Make/Model)	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION
295	Dock (Surface Pro 1)	0024645414486	N/A	Excellent (But no longer needed), Good, Fair, Poor, Scrap Scrap

MINUTES – combined work session and regular meeting  
Thursday, May 23, 2019

## Summit County Board of Developmental Disabilities

# MINUTES - DRAFT

Thursday, May 23, 2019  
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, May 23, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:26 p.m.

### BOARD MEMBERS PRESENT

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

### ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowky, Assistant Superintendent	Holly Brugh, Director of SSA & Children's Services
Russ DuPlain, Director of IT, Records & Facilities	Drew Williams, Director of Community Supports & Development
Danyelle Conner, Director of HR	Maggi Albright, Recording Secretary and others
Billie Jo David, Director of Communications & Quality	

## I. COMDOC CONTRACTS

ComDoc has been working with Summit DD since late 2014 to provide customized technical support and consulting on a number of projects. There is \$120,000 budgeted for this work in 2019 and approximately \$39,938 has been spent year-to-date. Based on needs for the remainder of the year, the request is to enter into new consulting contracts in the amount of \$79,562.50, which would bring the total consulting portion of the contracts to \$119,500.50. Some reoccurring expenses with ComDoc include annual maintenance for software packages, printer support, existing licenses and additional licensing fees. Total amount of 2019 contracts with ComDoc is anticipated not to exceed \$168,224. Mr. Briggs commented ComDoc is a local company so funds spent with this vendor stay in the community. Funds are available in the budget and the ComDoc contracts have been recommended for approval by the April Finance & Facilities Committee.



MINUTES – combined work session and regular meeting  
Thursday, May 23, 2019

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

### II. TANF SUMMER WORK EXPERIENCE PROGRAM

Summit County Job & Family Services (JFS) has requested to partner with Summit DD for the fourth year to support between 40-45 students in the TANF Summer Work Experience Program and has allotted \$179,355.12 to cover the cost of the program. TANF is an eight-week summer work experience program that is administered by JFS. Eligibility for participation includes students between the ages of 14-17 who live with a family that has an income at or below 200% of the federal poverty level. The program runs from June 10<sup>th</sup> through August 3<sup>rd</sup> with students working about 20 hours per week at local business across Summit County and earning \$10.25/hour. The JFS funds allotted will cover the cost of an onsite job coach and transportation services. Summit DD will partner with six private providers to support students in this work experience. The six partner providers are Bridges Rehabilitation Services (\$40,665.60); Community Connections of NE Ohio (\$16,608.80); Hattie Larlham (\$8,304.40); Inner Peace Ever Light (\$16,608.80); Koinonia (\$16,608.80); and Louisa Ridge (\$80,558.72). Mr. Trunk announced that several staff from the providers are present tonight, he introduced Jason Dresden, Workforce Development Manager at Kononia and also Josh Richards and David Barnes of Louisa Ridge and thanked them for attending this evening. Mr. Dresden thanked the Board for consideration of the Kononia contracts and advised that he is the co-chair of the Summit DD Employment Collaborative. He commented that Kononia has had a wonderful, collaborative relationship with Summit DD. Kononia will serve about ten students through the summer youth program and everyone is excited about the direct hire program. Some of the employment opportunities include working with the City of Stow Streets Department, Rockynol, Big Lots on Waterloo Road and Continuing Healthcare. These employers provide opportunities for people to work and learn valuable skills. Mr. Richards from Louisa Ridge said he has worked with the TANF program for three years and it has been a lot of fun watching students build and foster skills and learn about having a job and earning money. He commented on the variety of employment opportunities again this year including with the City of Akron. Mr. Trunk thanked Randy Briggs, who originally opened the door to the City of Akron for these types of work experiences. Mr. Trunk also thanked Jacquie Owens, Summit DD's Manager of Community Supports & Development. He stated Ms. Owens coordinates the summer youth programs and helps everything come together. Funds are available in the budget and the TANF Summer Work Experience Program and associated contracts have been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

### III. SUMMIT DD SUMMER YOUTH WORK PROGRAM

Summit DD would like to administer a summer work program for youth between the ages of 16-20 who are enrolled in school or recently graduated. This would be in addition to the TANF Summer Program.

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

### III. SUMMIT DD SUMMER YOUTH WORK PROGRAM *(continued)*

Students who participate in the Summit DD Program will work about 20 hours per week for eight weeks, June 10<sup>th</sup> through August 3<sup>rd</sup>, and be paid minimum wage of \$8.55/hour. Students will be supported in groups of 2-3 with onsite job coaching while they are working. Students will work at various community-based businesses throughout Summit County. Summit DD will contract with five private providers who will provide onsite job coaching and transportation services. The five providers are: Bridges to Rehabilitation Services (\$60,000); Community Connections of NE Ohio (\$16,608.80); Hattie Larlham (\$16,608.80); Koinonia (\$16,608.80); and Total Education Solutions (\$42,086.40). The total amount will not exceed \$151,912.80. A separate Agreement with Minute Men Staffing Services will be presented to the Board for consideration. This Agreement will cover payroll, worker's compensation and other administrative requirements. Last year the Summit DD program supported 40 students in this program. This year the program will support about 35 students and will be working with ten additional students who participated last year to assist them in being hired directly by local employers. Mrs. Lee asked about the completion rate of the program. Mr. Williams replied every year there are a few students who don't complete the full program so completion rate is about 90%. He noted every year there are students who are offered employment opportunities as a result of the summer work experience. Funds are available in the budget and the Summit DD Summer Youth Work Program and associated contracts have been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

### IV. MINUTE MEN STAFFING SERVICES CONTRACT

The request is to enter into a contract with Minute Men Staffing Services for the period June 1 through August 31, 2019, in an amount not to exceed \$54,000, to provide payroll administration services and to be the employer of record for Summit DD's Summer Youth Work Program. Minute Men Staffing Services will verify that all students are eligible to work, process payroll, ensure students are paid weekly, that Worker's Compensation and other legally required insurances are in place and that students/families are provided with all required tax-related information. To provide these services, Minute Men Staffing will charge a 30% service fee. This will result in Summit DD being billed \$11.12 per hour that students work. Of that amount \$8.55 will cover wages paid to students and \$2.57 will cover the Minute Men Staffing fee. The total cost per student, including Minute Men fees, will be \$1,792, with the student earning \$1,368. Funds are available in the budget and the Minute Men Staffing Services Contract has been recommended for approval by the April Finance & Facilities and Services & Supports Committees.

MINUTES – combined work session and regular meeting  
Thursday, May 23, 2019

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

### V. APRIL FINANCIAL STATEMENTS

April ended with a balance of \$365,577 and a fund balance of \$51,085,840. Revenue for the month included receipt of the first half property tax settlement of \$23,446,500, quarterly state subsidy of \$660,900 and the fiscal year 2017 waiver match reconciliation of \$322,700. Mr. Trunk noted that homestead and rollback is expected in the next month or so and also mentioned the second half property tax amount is usually more than first half. Expenditures for the month included payment of \$65,000 for the Summit 2020 Quality of Life Project and payments to DODD of \$6,514,300 for the quarterly waiver match and \$319,800 for the quarterly waiver administration fee. Mr. Trunk mentioned the benefits line item reflects a large payment to join the health consortium earlier in the year. The April Financial Statements have been recommended for approval by the May Finance & Facilities Committee.

The work session adjourned at 5:46 p.m.

MINUTES – combined work session and regular meeting  
Thursday, May 23, 2019

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:46 p.m.

### I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, commented there have been a lot of stories in the news lately about people with disabilities and noted that the increased awareness is positive. She said that she continues to run into people in the community who don't seem to be aware that Summit DD is no longer a service provider. Ms. Frank wished everyone a safe summer and happy 4<sup>th</sup> of July.

### II. APPROVAL OF MINUTES

#### A. APRIL 25, 2019 (combined work session and regular meeting)

#### RESOLUTION No. 19-05-01

Mr. Briggs moved that the Board approve the minutes of the April 25, 2019 combined work session and regular meeting, as presented in attachment #6. The motion, seconded by Mr. Quade, was unanimously approved.

### III. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. COMDOC CONTRACTS

#### RESOLUTION No. 19-05-02

Mr. Quade moved that the Board approve expenditures with ComDoc for 2019, in a total amount not to exceed One Hundred Sixty-Eight Thousand Two Hundred Twenty-Four Dollars (\$168,224), as presented in attachment #1, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mr. Briggs, was unanimously approved.

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

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

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

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

##### RESOLUTION

No. 19-05-03

Mrs. Lee moved that the Board approve a partnership with Summit County Job & Family Services, Louisa Ridge Adult Day Services, Inc., and other providers to support eligible students in summer work experiences for the period June 10, 2019 through August 3, 2019, in a total amount not to exceed One Hundred Seventy Nine Thousand Three Hundred Fifty Five Dollars and Twelve Cents (\$179,355.12), as presented in attachment #2, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Ricks, was unanimously approved.

#### 3. SUMMIT DD SUMMER YOUTH WORK PROGRAM

##### RESOLUTION

No. 19-05-04

Mrs. Ricks moved that the Board approve a partnership with Bridges to Rehabilitation Services and other providers to support eligible students in a summer work program for the period June 10, 2019 through August 3, 2019, in a total amount not to exceed One Hundred Fifty-One Thousand Nine Hundred Twelve Dollars and Eighty Cents (\$151,912.80), as presented in attachment #3, and that the Superintendent be authorized to sign said contracts. The motion, seconded by Mrs. Gaugler, was unanimously approved.

#### 4. MINUTE MEN STAFFING SERVICES CONTRACT

##### RESOLUTION

No. 19-05-05

Mrs. Gaugler moved that the Board approve a contract with Minute Men Staffing Services for administration of the Summit DD Summer Work Program, for the period June 1, 2019 through August 31, 2019, in an amount not to exceed Fifty-Four Thousand Dollars (\$54,000.00), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Briggs, was unanimously approved.

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

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

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

##### 5. APRIL FINANCIAL STATEMENTS

#### RESOLUTION

No. 19-05-06

Mr. Dohnal moved that the Board approve the April Financial Statements, as presented in attachment #5. The motion, seconded by Mr. Briggs, was unanimously approved.

### IV. SUPERINTENDENT'S REPORT

#### A. NATIONAL POLICE WEEK

Mr. Trunk explained that in 1962 President Kennedy signed a proclamation which designated May 15<sup>th</sup> as Peace Officers Memorial Day and the week in which the date falls as Police Week. He introduced Joe Storad and Matt Petroc, deputies with the Summit County Sheriff's office who work with Summit DD each day. He also introduced Lt. Scott Cottle. Mr. Trunk stated the Board has had a great collaborative relationship with the Sheriff's office since 2013 assisting with security and MUI investigations. Since contracting with the Sheriff's office there have been 70 misdemeanor arrests and 52 felony arrest, all leading to indictments. Deputies Storad and Petroc support the health and safety priority established at Summit DD and they are experts in the field. Both help educate the public, conduct trainings and have done state-level presentations. They are incredible representatives of Summit DD. In honor of National Police Week, the Board passed the following resolution:

#### RESOLUTION

No. 19-05-07

Mrs. Wilkinson moved that whereas in 1962, President John F. Kennedy proclaimed May 15<sup>th</sup> as National Peace Officers Memorial Day and the calendar week in which May 15<sup>th</sup> falls as National Police week; and

Whereas the members of law enforcement agencies of Summit County play an important role in safeguarding the rights of citizens of our community with and without disabilities; and

Whereas the Summit County Sheriff's Office has been a strong partner of Summit Dd in helping to protect the health, safety and dignity of people with disabilities; and



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

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

#### A. NATIONAL POLICE WEEK *(continued)*

Whereas the Summit County Sheriff's Office plays an essential role by investigating crimes against citizens with disabilities and bringing to justice those responsible;

Now therefore be it resolved that the Summit DD Board hereby observes the week of May 13-19 as National Police Week, recognizing dedicated law enforcement officers, past and present, by their faithful and loyal devotion to citizens of every ability. The motion, seconded by Mrs. Ricks, was unanimously approved.

Deputy Petroc thanked the Board and stated he loves what he does and that it's an honor to work with Summit DD. Mr. Briggs thanked Deputies Storad and Petroc, Lt. Cottle and the Sheriff's Office and said they have gotten more out of this collaboration than the Board. These are the right people, in the right place, at the right time and it has made all the difference. The community knows that there is accountability and that makes a huge impact. There are now over 5,000 people who recognize they are safe and protected because of the work of the Sheriff's office and these Detectives and their service is appreciated.

#### B. 2019 FIRST QUARTER ACTION PLAN UPDATE

Mr. Trunk noted there is a new format for the Action Plan which is easier to read and can be used in a variety of ways such as for presentations. The Plan outlines goals and progress made and provides metrics, achievements and feedback. Some of the achievements in the first quarter include:

*Goal 1 – Ensure quality services while we cultivate opportunities for people to feel included*

- Provider Partnership Pilot – developed action plan with goals with two high priorities to create local solutions for the direct service professionals (DSP) shortage and to increase the levels of support for people with complex needs.
- Secured grant funding for multi-system youth and TANF funding to support summer youth employment.
- Recognized community partners at annual Appreciation Breakfast
- Received positive feedback from DODD on the new ISP. All SSAs have been trained in outcome writing.

Mr. Trunk added that Holly Brugh has been asked to represent Summit DD and participate on a state-wide committee to redesign the ISP.

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

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

#### B. 2019 FIRST QUARTER ACTION PLAN UPDATE *(continued)*

*Goal 2 – Empower an engaged workforce that achieves the best outcomes for people we support.*

- moved that the Board approve the April Financial Statements, as presented supports, including the refugee and immigrant residents.
- Developing a survey to determine baseline levels of factors that impact employee engagement.
- Updated interview questions to ensure that people we hire reflect the core competencies of the Agency's values.

*Goal 3 – Ensure our system is sustainable for future generations.*

- Updated the Payor of Last Resort Policy to reflect the Waiting List Rule and staff are analyzing data to prepare for the 2020 budget process.
- Planning for future facilities use that allows the Agency to serve the community in the most efficient manner.

#### C. MISCELLANEOUS

Mr. Trunk advised that notification was received from DODD that the Agency's Plan of Correction has been accepted. He stated he is proud of achieving a three-year accreditation.

At a recent managers meeting a committee of staff presented on workforce and leadership competencies, the building blocks around relationships and organizational performance. The plan, under Danyelle Conner's leadership, is to weave these competencies into trainings and hiring decisions. Mrs. Conner added that competencies will be build into all position descriptions and noted that if there is a gap, skill development and coaching will take place. Mrs. Lee commented that she understands this is a work in progress. She said the document is easy to read and understand and she is looking forward to what the results may look like. She added that employee ownership is great because of the buy in and it creates a great culture.

Mr. Trunk stated he will be meeting with Barberton Mayor Judge to discuss the Barberton Center and talk about vehicles. He also commented that there is a party showing interest in possibly purchasing the Bath Center. There are still many details to work out. Updates will be provided as things progress.

Relative to the state budget, there is still money allocated for slight increases in Part C Early Intervention, new dollars have been added the first and second year of the budget around multi-system youth needs and increases for DSP wages in the hope of retaining quality staff in the field.



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

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

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

There is also language that reallocates dollars and also adds new money for reimbursement of transportation services. Money is being shifted away from larger buses and vehicles and moved to supporting use of smaller vehicle. There is also an add-on for providers that must modify vehicles for wheelchair accessibility. There is also an increase in funding for exit and diversion waivers. All these things are a move in the right direction.

Mr. Trunk provided a reminder about the upcoming OACB Spring Conference which will be held May 30<sup>th</sup> and 31<sup>st</sup> at the Hilton Columbus @ Easton. There are good sessions planned for both days including an entire track for Board Members on Friday.

The Summit DD golf outing will be held on August 12<sup>th</sup> at Fairlawn Country Club. Viaquest and Summit Housing Development Corporation are the main sponsors this year. The golf outing is the primary fundraiser for the levy. Mr. Trunk invited all to participate.

Mr. Trunk introduced Darian Johnson, a community representative. Mr. Johnson stated that he met with Randy Briggs about five years ago as Summit DD was in the process of hiring a new Superintendent and they talked about being intentional by increasing diversity in staff and leadership of the Agency, not just diversity, but the right fit. Mr. Johnson noted that Superintendent Trunk has done everything he has promised and has helped to make Summit DD the best, well-run organization in the state in terms of helping the community and supporting people. He hears it everywhere he goes; people making positive comments about Summit DD. Mr. Johnson thanked Mr. Trunk for his hard work and noted that he is finding qualified people who do the job well and surrounding himself with good staff. Mrs. Wilkinson thanked Mr. Johnson for attending the meeting and for his feedback and comments.

### V. PRESIDENT'S COMMENTS

Mrs. Wilkinson commented that she is impressed by the workforce and leadership competencies. She shared that her summer program for her children, all age nine and under, fell through about a week ago. She said she felt transported back in time; when she mentioned her twins have Down Syndrome, people didn't call back. Then she remembered that she has the best organization at her fingertips and she called her sons' SSA. She said staff rallied around to support her and it meant allot. She said the level of customer service she received has upheld the competencies that were discussed tonight.

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

### V. PRESIDENT'S COMMENTS *(continued)*

She received a list of multiple programs that would accept her kids. This is what the Agency does best in this county – finding ways to include all people with their typical peers.

Mrs. Wilkinson said that her boys are graduating from third grade and the school was issuing an “all-parents” call. The call was read by a boy who uses an augmented communication device like her sons. Every family in the school got to hear the message communicated through the communication device which was a great way for adults to hear something different. Mrs. Wilkinson ended by commenting that it is a tremendous honor to serve on the Board along side of these wonderful Board colleagues.

### VI. EXECUTIVE SESSION

#### RESOLUTION No. 19-05-08

Mrs. Lee moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) to consider the employment of a public employee and to discuss collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

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

The regular session of the Board Meeting adjourned at 6:28 p.m.

The Board entered Executive Session at 6:40 p.m.

The Board Meeting reconvened at 6:50 p.m.

### VII. ADDITIONAL ACTION ITEMS

#### A. WEAVER EDUCATION ASSOCIATION COLLECTIVE BARGAINING AGREEMENT

#### RESOLUTION No. 19-05-09

Mr. Quade moved that the Board approve a Collective Bargaining Agreement with the Weaver Education Association (WEA) II, for the term of January 1, 2019 through December 31, 2021, as outlined in the parties' Tentative Agreement dated May 20, 2019. The motion, seconded by Mr. Dohnal, was unanimously approved.

MINUTES – combined work session and regular meeting  
Thursday, May 23, 2019

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

### VII. ADDITIONAL ACTION ITEMS *(continued)*

#### B. EMPLOYMENT CONTRACT – DREW WILLIAMS

#### RESOLUTION No. 19-05-10

Mr. Briggs moved that the Board approve a contract of employment for Drew Williams, Director of Community Supports & Development, for the period September 15, 2019 through September 14, 2021. The motion, seconded by Mr. Quade, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:53 p.m.

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Allyson V. Lee, Secretary



# Summit DD Census

June 30, 2019



### Who do we serve?

(Data source: DW Individual Monthly Summary/Total Served by Age)

	0 - 2	3 - 5	6 - 21	22 - 30	31 - 40	41 - 50	51 - 64	65+	Total
June 30, 2019	604	886	1,344	753	591	410	559	206	5,353
June 30, 2018	575	693	1,300	740	573	399	553	193	5,026
June 30, 2017	496	452	1,201	713	552	384	537	188	4,523
% Change (2017 to 2019)	21.8%	96.0%	11.9%	5.6%	7.1%	6.8%	4.1%	9.6%	18.4%

### Comparison Counties

Hamilton	5,435
Lucas	3,414
Montgomery	3,788
Stark	3,979

\* Summit DD ranks 4th in total served in Ohio

### Who will be transitioning to adult services within next three years?

Age	Total
18	79
19	115
20	106
21	93
<b>Total age 18-21</b>	<b>393</b>

(Data source: DW Individual Monthly Summary/Age/18,19,20,21)

### Waiver funding...

(Data Source: DW Individual Monthly Summary/County Services & Supports Counts)

	I/O	Level 1	Self	Total
June 30, 2019	1,375	700	63	2,138
June 30, 2018	1,360	702	54	2,116
June 30, 2017	1,333	649	46	2,028
% Change (17-19)	3.2%	7.9%	37.0%	5.4%

Comparisons	I/O	Level 1	Self	Total
Hamilton	1,903	832	139	2,874
Lucas	1,028	718	55	1,801
Montgomery	1,108	382	7	1,497
Stark	891	695	38	1,624