

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

AGENDA

Thursday, August 22, 2019
Administrative Board Room
5:30 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

No Discussion Only Items this month

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

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

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- III. JULY 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. JULY 25, 2019 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. FINANCE & FACILITIES COMMITTEE
 - 1. SUMMIT DD 2020 BUDGET
 - 2. AKRON CHILDREN’S HOSPITAL – PART C EARLY INTERVENTION CONTRACT
 - 3. JULY FINANCIAL STATEMENTS
- VII. SUPERINTENDENT’S REPORT
 - A. SARA KLINE, SUPERINTENDENT – CUYAHOGA FALLS PARKS & RECREATION
- VIII. PRESIDENT’S COMMENTS
- IX. ADJOURN

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
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 \$66,803,258 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 4.4% in comparison to the 2019 approved budget, and projects total deficit spending of approximately \$3.2m.

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

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 \$44,796,224.

**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)

Type	Detail		
	Position Elimination		Position Addition
Non-bargaining - Management	18	Assistant Director SSA (2) Manager ¹ (16)	21
Non-bargaining – Non-management Bargaining unit	0		0
	1	Communications Assistant	12
Total	19		33

¹ 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

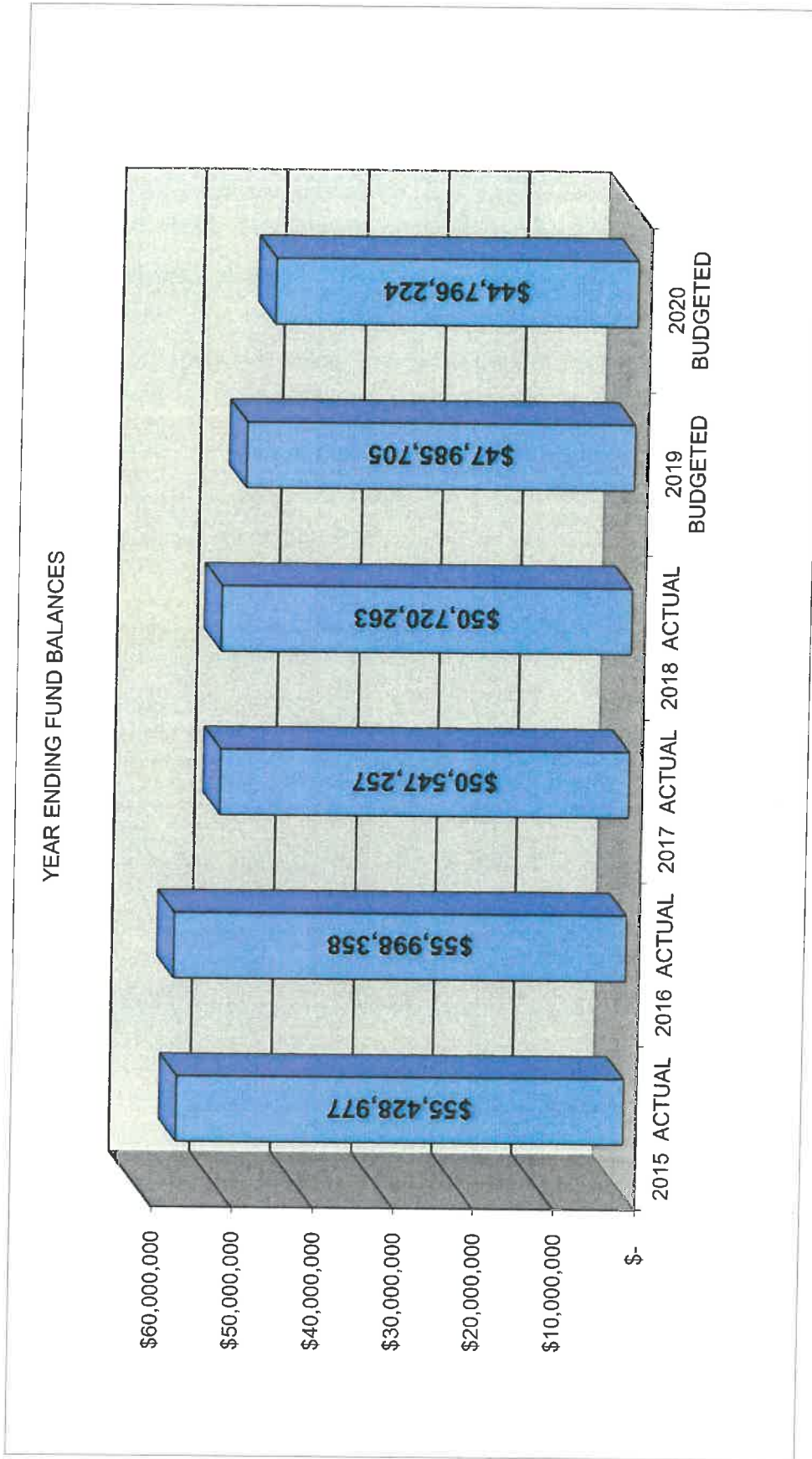
	ACTUAL		BUDGET		\$ CHANGE PY BUDGET	% CHANGE PY BUDGET
	12/31/2018	6/30/2019	12/31/2019	12/31/2020		
OPERATING REVENUE						
PROPERTY TAXES	\$ 51,904,190	\$ 26,431,883	\$ 51,941,268	\$ 51,959,267	\$ 17,999	0.0%
REIMBURSEMENTS	11,944,657	4,214,668	13,462,254	10,262,948	(3,199,306)	-23.8%
GRANTS	1,706,696	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%
TOTAL REVENUE	\$ 65,876,521	\$ 31,310,055	\$ 67,142,851	\$ 63,613,777	\$ (3,529,074)	-5.3%
OPERATING EXPENDITURES						
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	28,040,000	(2,350,000)	-7.7%
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%
TOTAL EXPENDITURES	\$ 65,703,515	\$ 32,772,457	\$ 69,877,409	\$ 66,803,258	\$ (3,074,151)	-4.4%
NET REVENUES AND EXPENDITURES	\$ 173,006	\$ (1,462,402)	\$ (2,734,558)	\$ (3,189,481)		
BEGINNING FUND BALANCE			BUDGET	PROJECTED		
PLUS: REVENUE	\$ 50,547,257	\$ 50,720,263	\$ 50,720,263	\$ 47,985,705		
LESS: EXPENDITURES	65,876,521	31,310,055	67,142,851	63,613,777		
ENDING FUND BALANCE	\$ 50,720,263	\$ 49,257,861	\$ 47,985,705	\$ 44,796,224		

Description	2019 Approved Budget	2020 Proposed Budget	% Change From 2019 Budget	Notes
Revenue				
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.
Total Revenue	\$ 67,142,851	\$ 63,613,777	-5.3%	
Expenditures				
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	28,040,000	-7.7%	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.
Total Expenditures	69,877,409	66,803,258	-4.4%	
Net Change	(2,734,558)	(3,189,481)	16.6%	

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	\$ 44,796,224



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	<u>\$ 89,415</u>
2020 Appropriation Request	<u>\$ 89,415</u>

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	<u>\$ 5,888,386</u>
Anticipated Capital Assistance awarded during 2020 (flow-through)	500,000
Anticipated permanent improvement and building costs	<u>5,888,386</u>
2020 Appropriation Request	<u>\$ 6,388,386</u>

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
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 4th 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
# Served	845	904	59
Total Award Amount	\$807,184	\$824,351	\$17,167
FCFC	\$23,482	\$22,490	\$992 (decrease)
Summit DD	\$22,184	\$17,194	\$4990 (decrease)
ACH	\$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 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*

EXHIBIT 1:

Status: _____ Not-for-Profit _____ For Profit

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

NAME	ADDRESS

CONCILIATION PROCEDURE

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

STEP I

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

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

STEP II

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

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

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

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SEVEN MONTHS ENDED JULY 31, 2019 AND 2018**

	7/31/2019			7/31/2018				
	2019 ANNUAL BUDGET	2019 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2018 ANNUAL BUDGET	2018 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 51,941,268	\$ 26,432,496	\$ 25,508,772	49.1%	\$ 51,456,835	\$ 27,028,858	\$ 24,427,977	47.5%
REIMBURSEMENTS	13,462,254	6,875,794	6,586,460	48.9% 1	12,301,000	8,842,716	3,458,284	28.1%
GRANTS	1,523,329	691,049	832,280	54.6%	1,250,000	792,676	457,324	36.6%
CONTRACT SERVICES	120,000	11,107	108,893	90.7%	450,000	60,865	389,135	86.5%
REFUNDS	-	28,442	(28,442)	0.0%	-	21,127	(21,127)	0.0%
OTHER RECEIPTS	96,000	62,316	33,684	35.1%	86,000	148,659	(62,659)	-72.9%
TOTAL REVENUE	\$ 67,142,851	\$ 34,101,204	\$ 33,041,647	49.2%	\$ 65,543,835	\$ 36,894,901	\$ 28,648,934	43.7%
OPERATING EXPENDITURES								
SALARIES	\$ 16,409,804	\$ 9,284,805	\$ 7,124,999	43.4%	\$ 19,083,932	\$ 10,755,394	\$ 8,328,538	43.6%
EMPLOYEE BENEFITS	9,278,922	5,016,585	4,262,337	45.9% 2	8,611,271	4,108,357	4,502,914	52.3%
SUPPLIES	431,423	207,200	224,223	52.0%	708,020	253,711	454,309	64.2%
TRAVEL AND TRAINING	297,700	182,352	115,348	38.7%	315,350	141,162	174,188	55.2%
DIRECT CONTRACT SERVICES	9,572,233	5,019,545	4,552,688	47.6% 3	9,310,583	5,344,021	3,966,562	42.6%
INDIRECT CONTRACT SERVICES	1,863,335	997,744	865,591	46.5%	2,183,530	945,722	1,237,808	56.7%
MEDICAID COSTS	30,390,000	15,369,617	15,020,383	49.4% 4	28,410,000	21,645,155	6,764,845	23.8%
UTILITIES	565,175	273,735	291,440	51.6%	649,175	291,052	358,123	55.2%
RENTALS	8,000	5,385	2,615	32.7%	23,600	19,682	3,918	16.6%
ADVERTISING	145,000	82,805	62,195	42.9%	132,000	54,496	77,504	58.7%
OTHER EXPENSES	311,817	279,554	32,263	10.3%	335,250	253,387	81,863	24.4%
EQUIPMENT	304,000	81,937	222,063	73.0%	342,000	148,733	193,267	56.5%
REAL PROPERTY IMPROVEMENTS	300,000	13,290	286,710	95.6%	350,000	10,254	339,746	97.1%
TOTAL EXPENDITURES	\$ 69,877,409	\$ 36,814,554	\$ 33,062,855	47.3%	\$ 70,454,711	\$ 43,971,126	\$ 26,483,585	37.6%
NET REVENUES AND EXPENDITURES	\$ (2,734,558)	\$ (2,713,350)			\$ (4,910,876)	\$ (7,076,225)		
BEGINNING FUND BALANCE		ACTUAL						
PLUS: REVENUE	\$ 50,720,263	\$ 50,720,263						
LESS: EXPENDITURES	67,142,851	34,101,204						
ENDING FUND BALANCE	(69,877,409)	(36,814,554)						
	\$ 47,985,705	\$ 48,006,913						

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

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

An evenly distributed budget for a one month period 8.3%
Evenly distributed budget remaining for five months 41.7%

Revenue:

1 Reimbursements: Family Support Services (FSS) portion of the state subsidy. \$ 279,000
 Beginning with the FY 2020 state bi-annual budget, DODD reallocated \$2.3m of the \$2.6m state subsidy to offset waiver match expense which reduces revenue and expenses but results in no net effect to the bottom line. The FSS portion will remain as an annual reimbursement and will be included in revenue.
 The Medicaid Administrative Claims (MAC) and Targeted Case Management (TCM) portions of the FY 2015 Cost Report audit settlement. 2,082,800

The total cost report audit settlement for FY 2015 was \$4,824,252 of which \$2,082,755 was for the MAC program and TCM. Because much of settlement was unbudgeted revenue for 2019, the remaining balance of \$2,741,498 for day program services was deposited into the Building Improvement Fund to be used for future facility renovations.

Expenditures:

2 Employee Benefits: July was the second premium holiday month for health, dental and vision benefits. The cost savings to the agency for July was approximately \$338k. Estimated time to recover the remaining amount of the \$1.6m reserve payment is approximately three additional premium holiday months.

3 Direct Contract Services: Payment of the shared pool agreement with Summit County Family and Children First Council in support of services to assist children and families with multi-systems needs, \$ 110,700
 Annual contribution to the volunteer guardianship program. 50,000

4 Medicaid Costs: Payments to DODD for the following costs: 373,300
 Quarterly waiver administration fee, 1,250,900
 Annual supplemental waiver match.

Prior Months

Expenditures:

Property Taxes: The County's Executive office increased the Property Tax budget to reflect a revised tax collection estimate. \$ 474,400

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

Other Expenses: Ohio Association of County Boards (OACB) 2019 annual dues. 92,700
 Payment to Wichert Insurance Company for the following insurance costs: 10,100
 Cyber insurance with AIG-Illinois National Insurance, 32,100
 Director and officers liability insurance with Selective Insurance Company, 66,300
 Property & casualty, business automobile and umbrella coverage with Selective Insurance Company. 31,000
 Annual county chargeback for building insurance.

**Summit County DD Board
Permanent Improvement Fund
For The Seven Months Ended July 31, 2019**

Fund Balance as of 1/1/2019	\$	3,307,563
Add:		
Day program portion of the 2015 cost report audit settlement.		2,741,498
The unbudgetd amount of the cost report audit settlement was added to this fund to be used for future facility needs.		
Less:		
Disbursement of DODD Capital Assistance Program funds received in 2018 on behalf of Summit Housing Development Corp.		(160,675)
Fund Balance as of 7/31/19	\$	<u>5,888,386</u>

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

Summit County Board of Developmental Disabilities

MINUTES - DRAFT

Thursday, July 25, 2019

5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, July 25, 2019 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:36 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 and others
Danyelle Conner, Director of HR	
Maggi Albright, Recording Secretary	

I. SUMMIT DD 2020 BUDGET DRAFT

The Summit DD 2020 Budget needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. Staff are creating an internal budgeting process so that dollars can be tied to specific areas and services and supports versus a line item in the budget. The Summit DD 2020 budget request is 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. The 2020 budget request reflects a revenue decrease of 5.3% and a decrease in operating expenses of 3.3% in comparison to the 2019 budget. The projected deficit spending in 2020 is \$3.9 million dollars. Revenue is projected to be down in comparison to the 2019 budget largely due to a methodology change at the Ohio Department of Developmental Disabilities (DODD) that has no effect on the bottom line.

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

WORK SESSION *(continued)*

I. SUMMIT DD 2020 BUDGET DRAFT *(continued)*

DODD moved about \$2.3 million dollars of state subsidy funding 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 included two years of cost report audit settlements rather than the typical one-year settlement. The 2020 budget includes additional staffing needs of 14 FTEs, as the number of individuals needing service coordination continues to increase at a higher rate 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, which gives Summit DD two premium holidays in 2020. Unemployment costs will be reduced in 2020 with the completion of Summit DD's transition out of being a direct service provider. Direct Contract Services will have a reduction in 2020 due to a planned three-year phase out of a contract with Summit Housing Development Corporation (SHDC). Indirect Contract Services includes an increase in architect fees for the development of facilities. Medicaid costs will be reduced in 2020 with the shift of the state subsidy funding but will be offset by additional individuals needing services. The revenue portion allocated to the Family Support Services (FSS) program of the state subsidy, which is approximately \$279,000, will be offset against match for Medicaid waivers. The FSS has been replaced with the Family Engagement Program (FEP), which is funded entirely with local levy dollars. The anticipated 2019 ending fund balance of \$47,985,705 less projected deficit spending results in a fund balance of \$44,046,224 at the end of 2020. The Summit DD 2020 budget draft has been recommended for approval by the July Finance & Facilities Committee.

II. AKRON CHILDREN'S HOSPITAL – PART C EARLY INTERVENTION CONTRACT

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. Each year in Ohio, the Ohio Department of Developmental Disabilities (DODD) receives federal Part C Early Intervention (EI) dollars which are then allocated to each county's Family & Children First Council (FCFC). FCFC has asked Summit DD to enter into a contract to oversee the contract management and service coordination portion of Part C EI services. Summit DD would then subcontract with Akron Children's Hospital (ACH) for those services. The ACH contract would be for the period July 1, 2019 through June 30, 2020 in an amount not to exceed \$784,667. The request is to contract with Akron Children's Hospital to provide contract management, conduct evaluations to identify delays in the areas of adaptive, cognitive, communication, physical and social-emotional development and to provide service coordination to develop Individualized Family Service Plans (IFSP) to address the individual needs of each child for Part C EI services. In addition, an evaluation for eligibility for services takes place for each child referred.

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

WORK SESSION *(continued)*

II. AKRON CHILDREN'S HOSPITAL – PART C EARLY INTERVENTION CONTRACT *(continued)*

Evaluations must be conducted by staff who are either dually certified in two different disciplines or by two staff who each have different certifications or licenses. Summit DD currently employs three dually certified evaluators and will be adding a fourth in the near future. Due to the limited amount of federal grant dollars available, Summit DD would contribute \$229,557 in salary costs for employees who perform the evaluations. ACH will absorb any salary increases for service coordination, however, there is an increase to the contract this year to account for a portion of a Service Coordinator salary that was absorbed by ACH in the 2018 grant period. In 2018, there were 845 children served and about 904 children will be served in 2019. Funds are available in the budget and will be supported by grant funds. The Akron Children's Hospital contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

III. MAY AND JUNE FINANCIAL STATEMENTS

Revenue for May/June included receipt of Homestead and Rollback in the amount of \$2,974,000, quarterly Medicaid Administrative Claims reimbursement of \$427,700, Title XX reimbursement in the amount of \$66,300, and grant reimbursement of \$49,900. Expenditures included \$125,000 payment to NEON for the FEP, \$30,700 for IT consulting services, \$42,600 for enhanced IT security monitoring and licensing/maintenance fees, \$108,500 for Agency insurance costs and \$39,900 for customized technical support for the document management system. The fund balance at the end of June was \$49,257,861. The May/June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

IV. SURPLUS INVENTORY

Summit DD has items, identified in attachment #4, that are no longer needed or usable. Some of the items may be sold to other local government entities and the rest will be offered for sale through an internet auction where items are sold to the highest bidder. Any remaining items will be disposed of in an environmentally safe manner in accordance with the Ohio Revised Code. The July Finance & Facilities Committee recommends approval of auctioning and/or disposal of the surplus inventory.

The work session adjourned at 6:07 p.m.

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:08 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD staff, thanked the Superintendent for his prompt response to an e-mail inquiry she submitted. She also mentioned that a former Summit DD staff who was 90 years of age passed away recently. Ms. Frank said she attends the parent meetings that Jan Dougherty runs each month which are very informative. She congratulated Drew Williams on his contract renewal and stated that Mr. Williams was instrumental in getting her daughter placed at Youngstown Developmental Center at a time when she needed additional assistance. Her daughter has been able to turn her life around and will be getting married soon.

II. APPROVAL OF MINUTES

A. MAY 23, 2019 (combined work session and regular meeting)

RESOLUTION No. 19-07-01

Mr. Briggs moved that the Board approve the minutes of the May 23, 2019 combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mr. Quade, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. MAY AND JUNE FINANCIAL STATEMENTS

RESOLUTION No. 19-07-02

Mr. Quade moved that the Board approve Financial Statements for the period ended June 30, 2019 inclusive of May 2019, as presented in attachment #3. The motion, seconded by Mr. Briggs, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS *(continued)*

A. FINANCE & FACILITIES COMMITTEE *(continued)*

2. SURPLUS INVENTORY

RESOLUTION

No. 19-07-03

Mrs. Lee moved that the Board approve the request to auction or otherwise dispose of surplus inventory, in accordance with Ohio Revised Code, as identified in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. CENSUS

A sample of the new Census format was presented. Data was gathered using DODD's data warehouse. This new format provides, among other things, large county comparisons, waiver funding by type, the number of people supported by age group and identifies the number of individuals eligible to transition from school-age services within the next three years. This, and other information, will be vital for future budget forecasting and planning. Superintendent Trunk asked the Board Members to let him know if there is other information they would like to see included in this new report format.

B. MISCELLANEOUS

Superintendent Trunk announced that Jason Dodson, County Executive Shapiro's Chief of Staff, will be leaving soon and will be replaced by the current Director of Finance, Brian Nelson. Diane Miller-Dawson, who is currently with the City of Akron, will be replacing Mr. Nelson. Mr. Briggs commented that the County is lucky to be getting Ms. Miller-Dawson, as she is very bright and has been instrumental in obtaining funding for community schools.

Superintendent Trunk advised that a meeting has been scheduled with Jerry Craig and Julie Barnes, Executive Directors of the ADM Board and Children's Services respectively, to discuss the Summit 2030 Project. Areas of focus will include aging population, health and wellness and employment.

Superintendent Trunk mentioned that he has been having discussions with DODD Director Davis about visiting Summit county, about some of Summit DD's cutting-edge initiatives and about the health and wellness disparity that exists among people with disabilities and how to bridge that gap.

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

BOARD MEETING (continued)

IV. SUPERINTENDENT'S REPORT (continued)

B. MISCELLANEOUS (continued)

Mr. Quade said that he is pleased to hear about these discussions and mentioned that there needs to be intentional inclusion in planning and implementation. Mr. Quade has had several conversations around this topic with the US Surgeon General, who is very involved in this topic.

Superintendent Trunk reminded everyone that the Summit DD Annual Golf Outing will be held on August 12th at Fairlawn Country Club. This is the Agency's primary fundraiser for the levy campaign. All foursomes are sold out and a large turnout is expected. This is a great opportunity to tell the Agency's story to the community.

V. PRESIDENT'S COMMENTS

Mrs. Wilkinson commented that she loves being part of Summit DD and serving on the Board. She mentioned that she now works for the Boys Scouts of America serving Summit County. The Great Trail Council, Boy Scouts of America has partnered with KultureCity and has made Camp Manitoc the first summer camp in the country to be sensory certified. The certification process requires all camp staff to be trained to by leading medical professionals on how to recognize sensory needs and how to handle sensory overload situations. This teaches everyone that camp is for all who want to attend. Mrs. Wilkinson said that her boys will be starting school in the fall and this will be their first full year. She has been talking with her boys and her daughter about being kind and inclusive of all. As we approach the start of a new school year, she encouraged everyone to have similar conversations with their children. Mrs. Wilkinson referenced the new Mr. Rogers movie that is coming soon and said that she liked Mr. Rogers' message and what he stood for and there is a quote of his that spoke to her: *"The world needs a sense of worth and will achieve it only by its people feeling that they are worthwhile"*.

VI. EXECUTIVE SESSION

RESOLUTION

No. 19-07-04

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

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

MINUTES – combined work session and regular meeting
Thursday, July 25, 2019

BOARD MEETING (continued)

The regular session of the Board Meeting adjourned at 6:31 p.m.

The Board entered Executive Session at 6:36 p.m.

The Board Meeting reconvened at 6:44 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – MAGGI ALBRIGHT

RESOLUTION

No. 19-07-05

Mr. Quade moved that the Board approve a contract of employment for Maggi Albright, Executive Administrative Assistant to the Superintendent, for the period October 20, 2019 through October 19, 2021. The motion, seconded by Mr. Briggs, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:45 p.m.

Allyson V. Lee, Secretary