

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

AGENDA

Thursday, July 23, 2020
VIA VIDEO CONFERENCE - **5:30 p.m.**

WORK SESSION

DISCUSSION ONLY ITEMS

- I. 2021 SUMMIT DD BUDGET REQUEST
- II. HASENSTAB ARCHITECT CONTRACT
- III. AKRON CHILDREN'S HOSPITAL/HELP ME GROW CONTRACT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

No Action Items Discussed Previously this month

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- IV. COMBINED MAY/JUNE FINANCIAL STATEMENTS

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. APPROVAL OF MINUTES
 - A. MAY 28, 2020 (combined Work Session/Regular Meeting)
- V. BOARD ACTION ITEMS
 - A. COMBINED MAY/JUNE FINANCIAL STATEMENTS
- VI. SUPERINTENDENT'S REPORT
 - A. MISCELLANEOUS UPDATES
- VII. PRESIDENT'S COMMENTS
- VIII. ADJOURN

Summit County Developmental Disabilities Board
TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Approval of the 2021 Budget request	2021 Budget request needs to be approved by the Board prior to submission to SSAB and County Council.	Approval of the 2021 Budget request in the amount of \$64,145,514 for the Operating Fund, \$62,491 for the Gifts and Donations Fund, \$8,944,806 for the Permanent Improvement Fund, and \$2,914,247 for the Medicaid Reserve Fund.

SUPPORTING DATA FOR RECOMMENDATION

The 2021 Budget request reflects a revenue decrease of 3.2% and a decrease in operating expenditures of 4.0% in comparison to the 2020 approved budget, and projects total deficit spending of approximately \$2.7m.

The estimated decrease in revenue is due to a timing difference of Cost Report audit settlements offset by an increase in property tax collections and Part C – Help Me Grow reimbursements.

The increase in the 2021 salary budget includes and an on average 3% wage increase for all staff and an addition of seven (7) new staff to meet increased needs.

Employee benefit costs budgeted for 2021 includes a compounded annual increase of 6% for medical insurance and no increase in dental insurance and includes the benefit of two (2) premium holiday months. This is offset by a decrease in estimated unemployment costs.

An increase in 2021 budgeted cost of supplies is largely due to COVID-19 related expenditures for additional cleaning supplies and personal protective equipment for staff.

A majority of the decrease in Direct Contract Services is due to a planned decrease in services funded with levy dollars with the intention of refinancing eligible individuals with needs to waivers.

Medicaid costs are budgeted to decrease with the increase in the federal and state share.

All other expenditure areas are expected to have no material change.

The budgeted 12/31/20 ending Operating Fund balance of \$49,097,184 less projected 2021 deficit spending results in a 12/31/21 projected fund balance of \$46,518,472.

Additionally, a request for approval of appropriations in other funds as attached.

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

Submitted By: Mira Pozna

For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

Date: July 15, 2020

 Services & Supports Committee

 HR/LR Committee

HR/LR Staffing Report – To support 2021 Budget
July 2020 Board Meeting

	2015	2016	2017	2018	2019	2020	2021
Budgeted Positions (Board Approved)	498	496	452.5	397	280.5	294.5	Proposed 301.5

294.5 (2020 FTEs) – 4 Eliminations + 11 Additions = 301.5 (2021 FTEs)

Detail			
Type	Position Elimination	Position Addition	
Non-bargaining - Management	.5 Talent Acquisition Manager (Convert to HR Mgr)	1 HR Manager	
Non-bargaining – Non-management	.5 Computer Support Specialist (Convert to Prog. An. I)	1 Programmer Analyst	
Bargaining unit		6 SSA Coordinator	
Total	1	8	

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SIX MONTHS ENDED JUNE 30, 2020 AND THE YEARS ENDING DECEMBER 31, 2021, 2020, AND 2019

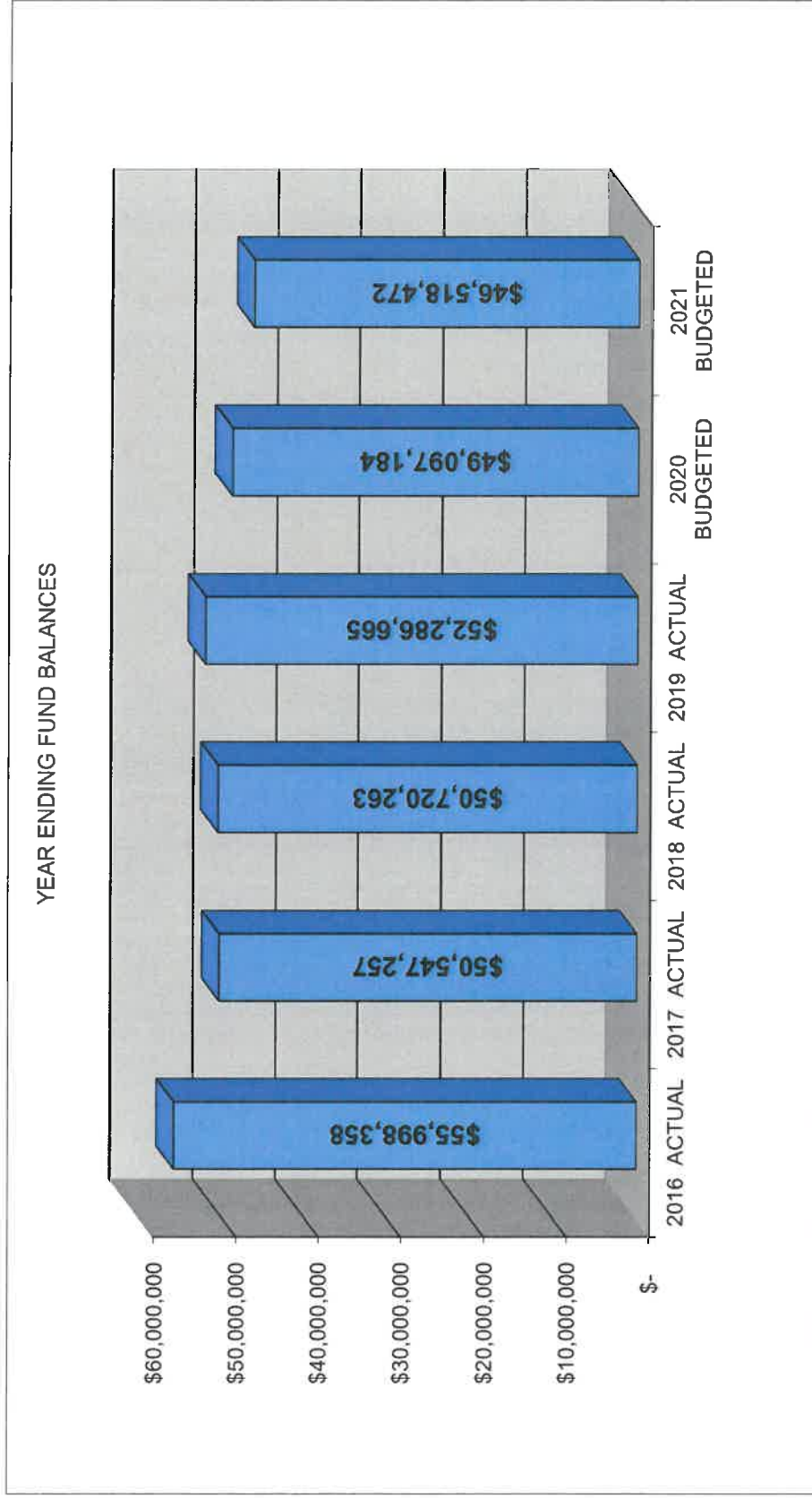
	ACTUAL		BUDGET		\$ CHANGE	% CHANGE
	12/31/2019	6/30/2020	12/31/2020	12/31/2021	PY BUDGET	PY BUDGET
OPERATING REVENUE						
PROPERTY TAXES	\$ 52,210,738	\$ 27,081,595	\$ 51,959,267	\$ 53,454,163	\$ 1,494,896	2.9%
REIMBURSEMENTS	11,297,931	3,133,521	10,262,948	6,344,000	(3,918,948)	-38.2%
GRANTS	1,335,078	676,515	1,290,062	1,683,639	393,577	30.5%
CONTRACT SERVICES	29,479	3,207	20,000	-	(20,000)	-100.0%
REFUNDS	33,771	6,025	-	-	-	0.0%
OTHER RECEIPTS	99,278	40,723	81,500	85,000	3,500	4.3%
TOTAL REVENUE	\$ 65,006,275	\$ 30,941,586	\$ 63,613,777	\$ 61,566,802	\$ (2,046,975)	-3.2%
OPERATING EXPENDITURES						
SALARIES	\$ 15,830,792	\$ 8,230,103	\$ 17,860,147	\$ 18,967,852	\$ 1,107,705	6.2%
EMPLOYEE BENEFITS	8,008,756	3,268,356	7,598,570	7,816,538	217,968	2.9%
SUPPLIES	318,947	330,057	414,572	445,602	31,030	7.5%
TRAVEL AND TRAINING	310,917	117,714	344,264	341,460	(2,804)	-0.8%
DIRECT SERVICE CONTRACTS	8,316,566	2,925,327	9,351,590	9,089,940	(261,650)	-2.8%
INDIRECT SERVICE CONTRACTS	1,465,981	740,892	1,857,535	1,860,242	2,707	0.1%
MEDICAID COSTS	28,036,558	13,067,832	28,040,000	24,300,000	(3,740,000)	-13.3%
UTILITIES	417,265	181,373	562,000	535,000	(27,000)	-4.8%
RENTALS	8,284	1,999	8,000	8,245	245	3.1%
ADVERTISING	134,283	60,963	131,000	136,000	5,000	3.8%
OTHER EXPENSES	319,062	249,117	324,580	332,635	8,055	2.5%
EQUIPMENT	210,681	63,508	111,000	112,000	1,000	0.9%
REAL PROPERTY IMPROVEMENT	61,781	7,138	200,000	200,000	-	0.0%
TOTAL EXPENDITURES	\$ 63,439,873	\$ 29,244,379	\$ 66,803,258	\$ 64,145,514	\$ (2,657,744)	-4.0%
NET REVENUES AND EXPENDITURES	\$ 1,566,402	\$ 1,697,207	\$ (3,189,481)	\$ (2,578,712)		
	ACTUAL	ACTUAL	BUDGET	PROJECTED		
BEGINNING FUND BALANCE	\$ 50,720,263	\$ 52,286,665	\$ 52,286,665	\$ 49,097,184		
PLUS: REVENUE	65,006,275	30,941,586	63,613,777	61,566,802		
LESS: EXPENDITURES	(63,439,873)	(29,244,379)	(66,803,258)	(64,145,514)		
ENDING FUND BALANCE	\$ 52,286,665	\$ 53,983,872	\$ 49,097,184	\$ 46,518,472		

Revenue	Description	2020 Approved Budget	2021 Proposed Budget	% Change From 2020 Budget	Notes
	Property Taxes	\$ 51,959,267	\$ 53,454,163	2.9%	Per most current Budget Commission Certification of Tax Levy.
	Reimbursements	10,262,948	6,344,000	-38.2%	Nothing budgeted in 2021 for Cost Report audit settlements. Per DODD, the settlement estimated at \$4.2m will likely not be ready for distribution until 2022.
	Grants	1,290,062	1,683,639	30.5%	Additional Part C - Help Me Grow grant funding for children with high lead levels or born addicted to drugs.
	Contract Services	20,000	-	-100.0%	Decrease in waivers allocated for individuals with dual diagnosis as different ways of funding these services is explored.
	Other Receipts	81,500	85,000	4.3%	No anticipated net change.
	Total Revenue	\$ 63,613,777	\$ 61,566,802	-3.2%	
	Expenditures				
	Salaries	17,860,147	18,967,852	6.2%	An on average 3% wage increase for all staff. Additionally seven (7) new staff are added to meet increased demand.
	Employee Benefits	7,598,570	7,816,538	2.9%	Direct effect on payroll taxes and PERS with the increase in salaries. In addition, an annualized increase of 6% for medical insurance which includes two premium holiday months.
	Supplies	414,572	445,602	7.5%	Increase in COVID-19 related costs of cleaning supplies and personal protective equipment (PPE).
	Travel and Training Expense	344,264	341,460	-0.8%	No anticipated net change.
	Direct Service Contracts	9,351,590	9,089,940	-2.8%	Decrease in services funded with levy dollars as we work to refinance eligible individuals with waivers.
	Indirect Service Contracts	1,857,535	1,860,242	0.1%	No anticipated net change.
	Waiver Match, 1.25% Waiver Admin Fee	28,040,000	24,300,000	-13.3%	Decrease in local share of waiver match due to an increase in the federal and state share.
	Utilities	562,000	535,000	-4.8%	No anticipated net change.
	Rentals	8,000	8,245	3.1%	No anticipated net change.
	Advertising	131,000	136,000	3.8%	No anticipated net change.
	Other Expenses	324,580	332,635	2.5%	No anticipated net change.
	Equipment	111,000	112,000	0.9%	No anticipated net change.
	Real Property Improvements	200,000	200,000	0.0%	No anticipated net change.
	Total Expenditures	66,803,258	64,145,514	-4.0%	
	Net Revenues and Expenditures	\$ (3,189,481)	\$ (2,578,712)	-19.1%	

Fund Balance Information

Based on current projections

	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGETED	2021 BUDGETED
ENDING FUND BALANCES	\$ 55,998,358	\$ 50,547,257	\$ 50,720,263	\$ 52,286,665	\$ 49,097,184	\$ 46,518,472



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, 2021**

Gifts and Donations Fund

Fund Balance as of 6/30/20	<u>\$ 62,491</u>
2021 Appropriation Request	<u>\$ 62,491</u>

Permanent Improvement Fund

Fund Balance as of 6/30/20	\$ 8,444,806
Anticipated Capital Assistance awarded during 2020 (flow-through)	<u>500,000</u>
2021 Appropriation Request	<u>\$ 8,944,806</u>

Medicaid Reserve Fund

Fund Balance as of 6/30/20	<u>\$ 2,914,247</u>
2021 Appropriation Request to help offset the increase in waiver match due to wage increases for direct service providers (DSP).	<u>\$ 2,914,247</u>

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

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Architect selection	Board approve selection of architect for work on Cuyahoga Falls and Barberton renovations	Board approve selection of Hasenstab Architects in an amount not to exceed \$400,800

SUPPORTING DATA FOR RECOMMENDATION

The Board approved the facilities renovation project pursuant to Resolution #19-12-03 in December of 2019. In order to move forward with the design phase of the project, an architect is required.

In April 2020 we initiated an RFQ process to select an architecture firm for the next phase of the project, and 14 firms responded. After a review and scoring process to evaluate all 14 responses, Hasenstab was the firm that scored the highest and was selected to move forward.

We contracted with Hasenstab in 2019 for a concept design study and fit test at the two locations and were pleased with the outcomes. The current proposal includes interior design services and creation of the construction documents, as well as structural and civil engineering services. The attachment outlines the pricing and scope for related to Hasenstab's services on this project.

Funds are available in the 2020 permanent improvement fund.

We recommend approval of selecting Hasenstab Architects to work on this project, with spending of an amount not to exceed \$400,800 for architectural and engineering services for the Cuyahoga Falls and Barberton locations.

Recommended for approval by the July Finance & Facilities Committee.

Submitted By: Russ DuPlain

Date: July 2020

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

June 30, 2020

Mr. Russell DuPlain
Director of IT and Facilities
Summit County Developmental Disabilities Board
89 E. Howe Road,
Tallmadge, OH 44278

RE: SUMMIT DD - CUYAHOGA FALLS & BARBERTON OFFICES RENOVATION

Dear Mr. DuPlain:

Thank you for the opportunity to provide a proposal for architectural services. We are proposing to provide services based on the following criteria:

I. Project Description

- Projects are located in Cuyahoga Falls (2355 Second Street) and Barberton (501 West Hopocan Avenue).
- The Project consist on the renovation of approximately 15,000 sf. of floor area at each building and approximately 7,262 sf addition to the Cuyahoga Falls Site. Refer to Exhibit 'A' for conceptual plans and design criteria for the proposal.
- It is anticipated that the Summit DD Board will engage a CM-at-Risk as part of this project.
- Proposal includes Interior design services.
- Proposal includes Structural Engineering design services.
- Proposal includes Civil Engineering design services.
- Additional parcel consolidation/replat is not included in this proposal. Refer to Section II for parcel consolidation/replat additional services.
- Construction documents will include a new entrance drive to the Cuyahoga Falls Site and miscellaneous site improvements required by the removal of the loading docks at both locations.
- It is assumed that the Owner's Representative shall do all coordination required for Zoning Approval, coordination with the Gas Company, City and Sanitary Board.
- Proposal includes joint design coordination meetings to document the construction documents for both locations.
- Project work will be issued in a single bid package for each building.
- It is the desire of the Summit County Developmental Disabilities Board to start construction in the Spring of 2021.
- Existing construction type for both buildings is type 2B with full fire suppression. Fire Protection design shall be in the form of a performance-based set of documents allowing for the competitive bidding of system design and installation. It is assumed that a chemical fire suppression system for the IT/Data Room will be provided.
- No bid alternates requiring different designs and documentation are anticipated.
- Sustainable practices will be incorporated in the building design, but LEED certification is not required.
- We recommend the owner to provide soil borings at the Cuyahoga Falls building expansion area. Soil borings are not part of this proposal; however, the Owner's representative shall provide reports to the design team. Soil boring locations shall be coordinated with the Civil and Structural Engineers for the project.
- Survey of proposed sites, topographical and boundary, are not part of this proposal. Refer to Survey Documentation Additional services Section II.
- Design of a backup generator to provide power to the servers shall be provided at the Barberton site.
- Fire Alarm System as required by Code.
- Card access system rough-in and wiring. Note: Card access system and hardware will be specified and selected by the Owner.



- Security system power and communications conduits and rough-in. Note that devices (cameras, motion sensors, door contacts, etc.), locations, head end equipment will be designed by the Owner's security consultant. All device locations and rough-in requirements will be provided by the Owner's security consultant.
- Phone/Data system head-end equipment, including racks, switches, patch panels, servers, UPS equipment, and cable management within the remote Phone/Data rooms/closets will be specified by the Telephone/Data Vendors or Owner.
- It is assumed that there is sufficient water volume and pressure available so as not to require a storage tank and/or booster pump. Should a storage tank and/or booster pump become necessary, design for same shall be considered "additional services".
- It is assumed that there is sufficient drain and sewer elevation difference so as not to require any lift pumps. Should lift pumps become necessary, design for same shall be considered "additional services".
- It is assumed that there is sufficient natural gas pressure and capacity available from the utility supplier delivered to the facility for the project requirements.
- Design Team shall not be responsible for the design of new treatment plants for water or wastewater and shall not be responsible for the determination of the adequacy of such existing treatment plants when expanding the facilities which they serve.

Project includes Furniture/Demountable Partitions Documentation and Procurement Services at both locations:

- Prepare furniture and demountable partition plans for confirmation of basic requirements, locations and specifications from conceptual plans. Refer to Exhibit 'A'.
- Conduct furniture "fair" to allow review of possible specified furniture pieces.
- Prepare, solicit and administer furniture specification package for up to three (3) furniture manufacturers based on open line furnishings.
- Evaluate vendor quotes, credentials and installer qualifications, and prepare recommendation to Owner.
- Construction Administration
 - Answer questions and review coordination issues directly with vendors, as necessary.
 - Develop punch list of items upon completed installation. Up to two (2) site visits.
 - Furniture installation supervision to be provided by awarded vendor(s), designer site supervision not included in this scope.
- Schedule/Date of Complete.

Project Includes Artwork Documentation

- Prepare artwork plan and budget estimate for confirmation of basic requirements, locations and quantity.
- Provide art images for Summit DD selection – Two (2) in person meetings for review and final approval.
- Coordinate as needed with Owner's selected installer, two (2) site visits during installation is included. If reimbursable budget allows, Owner may elect to have installation provided from the available budget.
- Design Services do not anticipate coordination with any commissioned art pieces.

Artwork Documentation Not Included in Totals Below

- Place artwork order from an online print/poster retailer (includes associated mats and framing). Arrange delivery to a location designated by Summit DD.
 - Estimated reimbursable budget cost for an estimated 50 pieces of framed art (incl. delivery) = \$17,500.00.

Construction Cost

As per the information provided in the Request for Proposal, our proposal is based on an overall construction cost of \$5.2 Million. This includes site work and building costs only. Furniture, fixtures and equipment are not included.



II. Scope of Services

Hasenstab Architects, Inc. will provide the Basic Services designated as “Included” in the attached Scope of Services. The compensation for these services is in the Fee for Basic Services. Services designated as “Not Included” are not in the Fee for Basic Services and will be provided only if requested by the Owner and agreed to in writing by the Owner, the Architect and/or the Architect’s consultants. These services shall be considered Additional Services and shall be compensated as mutually agreed upon by a lump sum amount or in accordance with the hourly rate schedules attached to this proposal. All Additional Service amendments or agreements shall be executed prior to the provision of these said services and shall be confirmed in writing.

Topographical Survey Documentation Additional Services

- Benchmark elevation datum to coincide to the City GIS datum.
- Contours at one foot intervals.
- Nearest property line locations.
- Top and invert elevations of utility installations and drainage facilities when practicable. The locations of underground utilities will be shown per above ground indications and per records that the surveyor has access too.
- Trees 12 inches in diameter or larger, and significant specimen trees.
- Walls and fence location and material of each establish at least three (3) local benchmarks for this project.

Fee = \$4,950.00

Parcel Consolidation/Replat Documentation Additional Services

- Parcel Consolidation/Replat to establish the new parcel limits per local requirements. Our fee includes one review each with revisions, if any, by the lender’s counsel and buyer’s counsel and owner. Additional revisions are subject to our standard hourly rates.

Fee - \$1,500.00

III. Form of Agreement

Hasenstab Architects, Inc. will provide services in accordance with AIA B133-2014. A copy is attached for your review. These documents should be edited as required to document our mutual agreement.

Limits of Liability

To the maximum extent permitted by law, the Client agrees to limit the Consultant’s liability for the Client’s damages to the sum of \$50,000.00 or the Consultant’s fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

IV. Deliverables

Construction Documents for Bidding including **Furniture Documentation/Demountable Partitions and Procurement Services.**

V. Owner’s Responsibilities

The Owner shall provide the following information and services to allow our office to properly coordinate our work and maintain the design schedule. The lack of this information within a sufficient time frame may result in additional service requests and delay the completion of our services.

- CAD backgrounds of the proposed project area.
- Access to record / original drawings and specifications of the proposed project area.
- Advertising for bids.
- Building Signage



- Site survey.
- Geotechnical data.
- Equipment specification data.
- Other specific testing data impacting construction documents.
- Any Owner / Vendor data contracted separately by Owner (i.e. tube system info, signage, main frame and media room equipment etc.).

VI. Design Team

We propose to use the following consultants contingent upon successful fee negotiations with each respective consultant.

Mechanical	Wright Engineering
Electrical	Firestone Engineering
Civil	Wohlwend Engineering Group
Landscaping	Hasenstab

VII. Compensation and Reimbursable Expenses

Hasenstab Architects, Inc. proposes the following fee for the services indicated:

Basic Services Fee Breakdown By Phase:

Schematic Design	\$ 62,040.00
Design Development	\$ 102,550.00
Construction Documents	\$ 123,060.00
Construction Procurement	\$ 20,510.00
Contract Administration	\$ 82,040.00
Sub Total (Basic Services)	\$ 390,200.00
Reimbursable Expenses (See Breakdown Below)	\$ 10,600.00

TOTAL FEE INCLUDING ESTIMATED REIMBURSABLES \$ 400,800.00

Estimated Reimbursable Expenses

Reimbursable expenses will be invoiced at cost plus 10% and are included in the fees above. Reimbursable expenses include the following and will be billed only as expended.

Note: The reimbursable expenses noted represent an estimated total. Actual reimbursables may exceed these amounts and require additional funding.

- Plan examination fees:	\$ 3,000.00
- Regulatory approval/application fees:	\$ 800.00
- All reproductions by third party vendors or major copying and printing performed in-house by HAI:	\$ 3,000.00
- Travel mileage:	\$ 600.00
- Postage or delivery charges beyond standard U.S. mail, such as overnight UPS:	\$ 200.00
- Models, mock-ups:	\$ TBD
- Presentation/Rendering supplies:	<u>\$ 3,000.00</u>
Sub Total	<u>\$ 10,600.00</u>

- Expense of additional general or professional liability insurance coverage or limits requested to be obtained by us, including professional liability insurance differing from our standard current coverage.

Payment Terms

Fees will be invoiced monthly as the services are completed or as reimbursable expenses are incurred. Payment of invoice is due 30 days after date on invoice.



Please contact our office if you have any questions. Again, thank you for the opportunity to provide architectural services.

Please indicate acceptance of the terms of this agreement by returning one endorsed copy of this proposal for our files.

Sincerely,

HASENSTAB ARCHITECTS, INC.

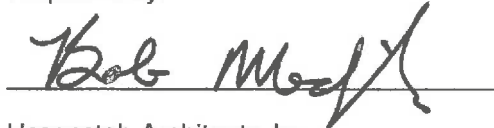

Amador Gonzalez, AIA

AG/II

Enclosures

cc: Dennis Check, Bob Medziuch, HAI
File Name: M2086.001/PA/Proposal
M:\Proposals_2020\M2086.001 Summit DD Office Renovations\00_PROPOSALS\PROPOSAL\Prop_DuPlain_063020.doc

Proposed By:



Hasenstab Architects, Inc.
190 N. Union Street, Suite 400
Akron, OH 44304

Accepted By:

Summit County DD Board
89 E. Howe Road
Tallmadge, OH 44278



Architectural and Engineering Services

SUMMIT DD CUYAHOGA FALLS & BARBERTON OFFICES RENOVATION June 30, 2020

BASIC SERVICES
DESIGN PHASE SERVICES

<i>Services included or not included in Basic fee:</i>	Included	Not Included	Remarks
<u>Project Coordination</u>			
Agency Coordination/Approvals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Building Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Zoning Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Will assist the Owner's Rep</u>
Design/Planning Boards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Soil and Water Conservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Coordination of Owner-Supplied Data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attendance at Public Meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Will assist the Owner's Rep</u>
<u>Scheduling</u>			
Estimate of Probable Construction Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Documentation of Multi-Phase Construction Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fast Track Design/Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<u>Design</u>			
Space Schematics/Flow Diagrams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Conceptual Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Conceptual Exterior Design / Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Site Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Architectural Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Civil Engineering Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Landscape Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Structural Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mechanical Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electrical Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Design of Audio Visual Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Rough in's only</u>
Design of Access Control Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Rough in's only</u>
Coordination with Owner Provided Systems (Access Control, Audio Visual)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Rough in's only</u>
Information/Technology Design/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Rough in's only</u>
Architectural Finishes/Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>Cost Estimating</u>			
Evaluation of Project Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Preliminary Statement of Probable Construction Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>By CM-at-Risk</u>
Preparation of Probable Construction Cost at Completion of Construction Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>By CM-at-Risk</u>

Services in Basic fee

Included **Not
Included**

Remarks

PROCUREMENT PHASE SERVICES

Assist Owner in Selection of the Project Construction Delivery Method	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Assist Owner in Selection of Construction Manager and/or Prime Contractors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Reproduction and Distribution of Bid Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Attendance at Pre Bid Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Consultant Attendance at Pre-Bid Meeting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
RFI Responses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Addenda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bidding Negotiations/Scope Reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Analysis of Alternates/Substitutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Preparation of Construction Contract Agreements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Bid Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

CONSTRUCTION PHASE

Documentation of Meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	By CM-at-Risk _____
Review Shop Drawings/Submittals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
General Construction Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Regular Attendance at Progress Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Construction Field Observation - No. of Visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Six (6) _____
Full Time On-Site Project Representation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Special Inspection & Testing Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Supplemental Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Quotation Requests/Change Orders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Project Schedule Monitoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Payment Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Construction Cost Accounting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Project Closeout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Issue / Respond to Request for Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Issue Change Proposals / Directives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Record Drawings Documenting the Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Record Drawings Documenting the Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	By CM-at-Risk _____

SUPPLEMENTAL DESIGN SERVICES

PLANNING, PROGRAMMING AND PRE-DESIGN SERVICES

Programming of Space Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Site Evaluation and Selection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Traffic Flow/Parking Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Marketing Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Project Financing or Economic Feasibility Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Existing Facility Documents/Databases			
Field Measure and Document Existing Facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Document Existing Fire Walls, Ceilings, Other Field Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Generate Digital Documents of Existing Facility for Planning, Design and Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____



OTHER SUPPLEMENTAL CONSULTANT SERVICES

Kitchen Equipment Design, Selection and Procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detailed Construction Cost Estimating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detailed Value Analysis or Consulting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Comprehensive Interior Design			
Furniture Planning/Layout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Furniture Selection/Procurement Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Existing Furniture Survey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Window Treatment Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special Features Design (ex. Donor Walls)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Decorative Items, Accessories, Plants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Artwork Selection/Procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Finish Presentation Boards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fine Arts Commissioning/Selection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special Furnishings Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Signage/Graphics / Wayfinding Procurement Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will assist
LEED Certification (AIA B214)			
Predesign Workshop and Certification Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
LEED Application Forms/Design/Specifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bidding/Construction Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
LEED Certification Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Building Information Modeling (BIM)			
Databases for Owner's facility management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Building Information Modeling (BIM)			
Databases for Constructors use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Post Occupancy Evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Security Evaluation and Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document all locations/Provided by Owner's Consultant
Graphics Design/Promotional Materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Scale Model Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Mock-Up Room Construction/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Life Cycle Cost Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Energy Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As required by Code

SUPPORTING SERVICES

The following services are normally provided by the Owner or the Owner's consultants but may be provided or coordinated through the office of the Architect as an additional service:

Environmental Studies and Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Geotechnical Engineering services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Site Surveying Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Mold Remediation/Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Asbestos/Hazardous Materials Assessments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Materials and Systems Testing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Environmental Monitoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Commissioning of Building Systems (AIA B211)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Commissioning of Building Envelope	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special Inspections During Construction Required by Ohio Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



PERSONNEL HOURLY RATE SCHEDULE

PROJECT MANAGER 3	\$ 170.00
PROJECT MANAGER 2	\$ 155.00
PROJECT MANAGER 1	\$ 135.00
ENGINEER	\$ 140.00
CONSTRUCTION ADMINISTRATOR 2	\$ 125.00
CONSTRUCTION ADMINISTRATOR 1	\$ 115.00
ARCHITECT 3	\$ 120.00
ARCHITECT 2	\$ 115.00
ARCHITECT 1	\$ 105.00
GRAPHICS	\$ 90.00
BIM MANAGER	\$ 100.00
INTERIORS 2	\$ 90.00
INTERIORS 1	\$ 75.00
ACCOUNTING	\$ 100.00
INTERN 2	\$ 90.00
INTERN 1	\$ 80.00
TECHNICAL STAFF	\$ 65.00
NON-TECHNICAL STAFF 2	\$ 80.00
NON-TECHNICAL STAFF 1	\$ 55.00

*Rates subject to change annually



Akron 190 N. Union St. Suite 400
Cleveland 700 W. St. Clair Ave. Suite 300

Union Point
Hoyt Block

Akron, Ohio 44304
Cleveland, Ohio 44113

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 7/1/20-6/30/21 in an amount not to exceed \$890,617 for the provision of contract management and service coordination.

SUPPORTING DATA FOR RECOMMENDATION

Service Area: Early Intervention
Total Cost: \$890,617 (\$39,309 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. FCFC then enters into a contract with Summit DD to oversee the contract management and service coordination portion of Part C early intervention services. Summit DD sub-contracts with Akron Children's Hospital (ACH) for these services.
- In addition to contract management and service coordination, an evaluation for eligibility takes place for each child referred. Summit DD employs 4 dually certified evaluators to conduct these evaluations. Due to the limited amount of federal grant dollars available to administer the Part C program, Summit DD contributes \$131,468 to the salary costs for the employees who perform the evaluations.
- In fiscal year 2020, additional funding was added to each county's allocation to support the addition of two new eligibility categories: neonatal abstinence syndrome (NAS) and elevated blood lead levels (BLLs) and also to support local outreach efforts.

Submitted By: Holly Brugh

For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

Date: July 2020

 X Services & Supports Committee

 HR/LR Committee

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

Total Grant Allocation:

	FY 2020	FY 2021	Increase/Decrease
# Served	904 (FY 19)	988 (FY 20)	84
Total Award Amount	\$1,005,810	\$1,114,946	\$109,136 (increase)
FCFC	\$22,490	\$16,307	\$6,183 (decrease)
Summit DD	\$132,012	\$208,022	\$76,010 (increase)
ACH	\$851,308	\$890,617	\$39,309 (increase)

- ACH will continue to absorb any salary increase(s) for the service coordinators it employs. This year ACH will add an additional service coordinator which is supported by the increased service coordination caseload and number of children served.
- 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 2020

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 Code (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, on a quarterly basis, provide to Summit DD an analysis of the number of completed visits, the type of visit, and referrals made by each service coordinator during the preceding quarter. This data shall form the basis for consideration of an appropriate number of service coordinators to provide services under this Contract.

- D. Contractor shall ensure that Help Me Grow (HMG) Contract Manger provides continual coaching and monitoring of all service coordinators including observations of activities as required in OAC Section 5123-10-02.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.

- J. 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.
- K. 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.
- L. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- M. 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.
- N. 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.
- O. 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. 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 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 Eight Hundred Ninety Thousand Six Hundred Seventeen Dollars and no/100 (\$890,617.00) and is limited to Summit DD'S 2020/2021 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, 2020 to June 30, 2021 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, 2020 through June 30, 2021.
- 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.

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 SIX MONTHS ENDED JUNE 30, 2020 AND 2019

	6/30/2020						6/30/2019									
	2020		2020		YTD \$		YTD %		2019		2019		YTD \$		YTD %	
	ANNUAL BUDGET	YTD ACTUAL	BUDGET REMAINING	YTD ACTUAL	BUDGET REMAINING	BUDGET REMAINING	ANNUAL BUDGET	YTD ACTUAL	BUDGET REMAINING	YTD ACTUAL	BUDGET REMAINING	BUDGET REMAINING	ANNUAL BUDGET	YTD ACTUAL	BUDGET REMAINING	BUDGET REMAINING
OPERATING REVENUE																
PROPERTY TAXES	\$ 53,434,163	\$ 27,081,595	\$ 26,352,568	49.3%	1	\$ 51,941,268	\$ 26,431,883	\$ 25,509,385	49.1%							
REIMBURSEMENTS	10,262,948	3,133,521	7,129,427	69.5%		13,462,254	4,214,668	9,247,586	68.7%							
GRANTS	1,290,062	676,515	613,547	47.6%	2	1,523,329	568,228	955,101	62.7%							
CONTRACT SERVICES	20,000	3,207	16,793	84.0%		120,000	9,535	110,465	92.1%							
REFUNDS	-	6,025	(6,025)	0.0%		-	27,352	(27,352)	0.0%							
OTHER RECEIPTS	81,500	40,723	40,777	50.0%		96,000	58,389	37,611	39.2%							
TOTAL REVENUE	\$ 65,088,673	\$ 30,941,586	\$ 34,147,087	52.5%		\$ 67,142,851	\$ 31,310,055	\$ 35,832,796	53.4%							
OPERATING EXPENDITURES																
SALARIES	\$ 17,860,147	\$ 8,230,103	\$ 9,630,044	53.9%		\$ 16,409,804	\$ 8,136,999	\$ 8,272,805	50.4%							
EMPLOYEE BENEFITS	7,598,570	3,268,356	4,330,214	57.0%	3	9,278,922	4,794,308	4,484,614	48.3%							
SUPPLIES	414,572	330,057	84,515	20.4%	4	431,423	165,765	265,658	61.6%							
TRAVEL AND TRAINING	344,264	117,714	226,550	65.8%		297,700	155,246	142,454	47.9%							
DIRECT CONTRACT SERVICES	9,351,090	2,925,327	6,425,763	68.7%	5	9,584,733	4,251,603	5,333,130	55.6%							
INDIRECT CONTRACT SERVICES	1,858,035	740,892	1,117,143	60.1%	6	1,850,835	846,958	1,003,877	54.2%							
MEDICAID COSTS	28,040,000	13,067,832	14,972,168	53.4%		30,390,000	13,745,460	16,644,540	54.8%							
UTILITIES	562,000	181,373	380,627	67.7%		565,175	241,799	323,376	57.2%							
RENTALS	8,000	1,999	6,001	75.0%		8,000	4,333	3,667	45.8%							
ADVERTISING	131,000	60,963	70,037	53.5%		145,000	65,852	79,148	54.6%							
OTHER EXPENSES	324,580	249,117	75,463	23.2%	7	311,817	273,407	38,410	12.3%							
EQUIPMENT	111,000	63,508	47,492	42.8%		304,000	81,937	222,063	73.0%							
REAL PROPERTY IMPROVEMENT	200,000	7,138	192,862	96.4%		300,000	8,790	291,210	97.1%							
TOTAL EXPENDITURES	\$ 66,803,258	\$ 29,244,379	\$ 37,558,879	56.2%		\$ 69,877,409	\$ 32,772,457	\$ 37,104,952	53.1%							
NET REVENUES AND EXPENDITURES	\$ (1,714,585)	\$ 1,697,207	\$ 37,558,879			\$ (2,734,558)	\$ (1,462,402)	\$ 37,104,952								
BEGINNING FUND BALANCE	\$ 52,286,665	\$ 52,286,665				\$ 52,286,665	\$ 52,286,665									
PLUS: REVENUE	65,088,673	30,941,586				65,088,673	30,941,586									
LESS: EXPENDITURES	(66,803,258)	(29,244,379)				(66,803,258)	(29,244,379)									
ENDING FUND BALANCE	\$ 50,572,080	\$ 53,983,872				\$ 50,572,080	\$ 53,983,872									

Recommended for approval by the
July Finance & Facilities Committee

SUMMIT COUNTY DD BOARD
NOTES TO FINANCIAL STATEMENT
FOR THE MONTHS ENDED MAY 31, AND JUNE 30, 2020
(Rounded)

An evenly distributed monthly budget 8.3%
Evenly distributed budget remaining for six months 50.0%

Current Month

Revenue:

- 1** Property Taxes: \$ 1,474,900
The County's Executive office increased the Property Tax budget to reflect a revised tax collection estimate, Homestead & Rollback portion of our first half tax settlement. 2,959,000
- 2** Grants: 105,400
Title XX quarterly reimbursement.

Expenditures:

- 3** Employee Benefits: \$ 30,100
Annual county chargeback for worker's compensation insurance in the amount of \$141,593 which is offset by a state refund of \$111,471.
- 4** Supplies: 73,400
Purchase of mobile devices and docking stations to replace aging out devices that are included in the four year cycle replacement plan.
COVID-19 related purchases of personal protective equipment distributed to providers and Summit DD staff.
- 5** Direct Contract Services: 50,000
Grant awards to eligible providers to help offset costs incurred for staff appreciation activities in recognition of additional efforts during the COVID-19 pandemic.
- 6** Indirect Contract Services: 38,400
Enhanced security monitoring of our IT systems including annual licensing and maintenance fees with Binary Defense Systems.
- 7** Other Expenses: 44,300
Annual county chargeback for building insurance. 36,700

Year to Date

- Employee Benefits: \$ (370,000)
January is a premium holiday month realizing a cost benefit of about \$370,000 based on December medical and dental costs.
- Supplies: 71,600
Purchase of HP Elite touchscreen notebooks, docking stations and desktops to replace aging out devices that are included in the four year replacement cycle plan.
- Other Expenses: 92,700
Ohio Association of County Boards (OACB) 2020 annual dues.
Payment to Wichert Insurance Company for the following insurance costs:
Cyber insurance with AIG-Illinois National Insurance, 10,600
Director and officers liability insurance with Selective Insurance Company, 32,100
Property & casualty, business automobile and umbrella coverage with Selective Insurance Company. 59,700



MINUTES – combined work session and regular meeting
Thursday, May 28, 2020

Summit County Developmental Disabilities Board

MINUTES - DRAFT

Thursday, May 28, 2020
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, May 28, 2020 via video conference. The **work session** convened at 5:38 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Tami Gaugler, Board Secretary

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Holly Brugh, Director of SSA & Children's
Service
Danyelle Conner, Director of HR
Mira Pozna, Director of Fiscal
Russ DuPlain, Director of IT &
Facilities

Joe Eck, Director of Labor Relations &
Risk Management
Billie Jo David, Director of MUI &
Communications
Drew Williams, Director of Community
Supports & Development
Maggi Albright, Recording Secretary
and others

I. BINARY DEFENSE CONTRACT

Summit DD has layers of defenses to protect its computer servers and networks. These layers are monitoring by a third-party Security Operations Center (SOC) which is run by Binary Defense. Monitoring is considered an essential component of any modern cybersecurity program. Binary Defense is a Summit County based company that Summit DD began working with in 2016. Binary Defense SOC watches for issues and anomalies and investigates anything unusual. If there is something deemed to be a potential issue, it is escalated to Summit DD staff. In the first quarter of 2020, Binary Defense investigated 9,573 alarms from Summit DD systems, 114 of which needed to be investigated by Summit DD staff. Binary Defense is offering a price lock of 2020 prices at \$44,300/year if Summit DD agrees to extend the contract through May 5, 2023. Billing would occur on an annual basis for the total amount not to exceed \$132,900. Funds are available in the budget and the Superintendent recommends approval of this contract.

MINUTES – combined work session and regular meeting
Thursday, May 28, 2020

WORK SESSION *(continued)*

II. APRIL FINANCIAL STATEMENTS

Revenue for April included first half property tax settlement of \$24,112,500 and Medicaid Administrative Claims (MAC) quarterly reimbursement of \$414,900. Expenditures consisted of \$30,900 for replacement computer equipment, \$403,500 for quarterly Medicaid waiver administrative fee, \$6,142,500 for quarterly Medicaid waiver match, \$102,400 for insurance payments and \$50,200 for contracts pertaining to a phone system upgrade and SharePoint development. Mr. Briggs asked if the Board is eligible for CARES dollars. Ms. Pozna replied that it is and stated information is submitted to the County on a weekly basis and other expenses related to the pandemic are being tracked, all of which are anticipated to be reimbursed through the County under the CARES program. April ended with a balance of \$3,174,413 and a fund balance of \$55,461,078.

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

BOARD MEETING

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

I. BOARD MEMBER CAUCUS

Mr. Dohnal commented the OACB, under the leadership of Executive Director Bridget Gargan, lobbied for outside visitation at intermediate care facilities for designated family representatives who meet specific health standards. Governor DeWine announced recently that these outside visitations can begin effective June 8th.

II. APPROVAL OF MINUTES

A. APRIL 23, 2020 (combined work session and regular meeting)

RESOLUTION No. 20-05-01

Mr. Briggs moved that the Board approve the minutes of the April 23, 2020 combined work session and regular meeting, as presented in attachment #3. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES – combined work session and regular meeting
Thursday, May 28, 2020

BOARD MEETING *(continued)*

III. BOARD ACTION ITEMS

A. BINARY DEFENSE CONTRACT

RESOLUTION No. 20-05-02

Mrs. Lee moved that the Board approve a three-year contract with Binary Defense Systems LLC for the period May 6, 2020 through May 5, 2023, in an amount not to exceed One Hundred Thirty Two Thousand Nine Hundred Dollars (\$132,900), as presented in attachment #1, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Quade, was unanimously approved.

B. APRIL FINANCIAL STATEMENTS

RESOLUTION No. 20-05-03

Mrs. Lee moved that the Board approve the April financial statements, as presented in attachment #2. The motion, seconded by Mr. Briggs, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

A. MISCELLANEOUS UPDATES

The Superintendent provided general updates, grouped into four major categories:

Support to individuals and families - staff have made hundreds of contacts with individuals and families remotely, through video calls and messaging. Superintendent Trunk stated he is very confident staff are keeping in great communication. ISP updates, service plan changes and case notes are monitored, and all areas are higher than during the same period last year. Intake and eligibility continue with 118 newly eligible individuals in the first quarter (68 closed and net 50 new cases). There has been lots of outreach to families with information, supplies, PPE, games and activities. Staff are assisting families in working through the challenge of no summer camps and limited childcare. Holly Brugh and her staff are developing innovative and creative solutions. Sixteen individuals have tested positive for COVID-19 with at least three hospitalizations; all are home now. MUIs are tending slightly below average; Investigative Agents and the Sheriff's deputies continue to conduct investigations. There has been quite a bit of traffic on the Agency website where thorough and regular communication is available for families and the public.

MINUTES – combined work session and regular meeting
Thursday, May 28, 2020

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. MISCELLANEOUS UPDATES *(continued)*

Support to the provider community – staff are in regular contact with providers offering information, advice and supplies. Staffing patterns remain adequate to meet the needs. Summit DD reallocated \$200,000 from the summer support program and created mini grants for residential providers. Approximately \$100,000 has been awarded and staff are evaluating criteria for the remaining \$100,000. Summit DD acquired thousands of gloves, masks and other PPE and have distributed to providers, individuals and families. Staff participate in state-wide provider discussions which are held twice a week, as well as state-level discussions around the restart of adult day services (ADS) and transportation.

Support to staff – almost all staff, about 275, are working remotely with about 15 others working intermittently and/or are on paid administrative leave. The administration building is open two days per week for staff to stop in and pick up items and thorough cleaning of the building takes place twice per week. There have been discussions with the County Executive's Office about eliminating leave with pay and assigning staff to the newly formed COVID Response Unit. Frequent updates and communications have been provided to staff and the Superintendent holds bi-weekly meetings with the Executive Leadership Team, which include when and how to begin having staff return to the buildings. Staff recently completed a survey with 240 of 290 staff responding. The greatest concern among staff is adequate PPE, social distancing and spreading the virus when work resumes in the buildings. It is anticipated that remote work will continue through the summer and return to the buildings will occur at a gradual pace. Face-to-face meetings and interactions are still being discussed relative to how they need to be conducted in the future. Protocols will be put in place to ensure staff, families and individuals are comfortable. Russ DuPlain and his staff have done an outstanding job with technology to make remote work possible.

Assuring the infrastructure remains operational and effective – all functions and operations are running smoothly; bills, payroll, provider authorizations and contract documents and being processed on time. Staff are continuing to review the Action Plan monthly. Discussions with public partners such as the ADM Board, CSB and the courts have continued, and the Superintendent participates in bi-weekly calls with Region 6 Superintendents. Staff have begun work on the 2021 budget.

Superintendent Trunk commented the County has been very supportive. The County Executive's Office holds weekly conference calls and provides general information and updates around CARES funding, the Health Department has supplied PPE, testing and policy and protocol guidelines. EMA has provided housing for first responders.

MINUTES – combined work session and regular meeting
Thursday, May 28, 2020

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

A. MISCELLANEOUS UPDATES *(continued)*

The Superintendent thanked the Board for their support and reminded everyone there is no Board Meeting in June. He commented that he anticipates the July meeting will be held virtually, as it could be fall before staff resume work in the buildings. Mr. Quade commented the goal is to balance the risk versus reward. If staff are successfully working remotely, then why risk bringing them back into the buildings, however, don't lose sight of the intangibles when people are together in a room. Risk reduction is about distance and barriers and the fewer people sharing space for the shortest amount of time is the best and safest way to go. He added that one of the challenges is managing people remotely and finding different ways to support staff. Mr. Dohnal commented that his daughter works in an ICU and has said the virus is devastating. He stated he feels the Superintendent is handling the pandemic correctly by having staff work from home.

V. PRESIDENT'S COMMENTS

Ms. Wilkinson thanked the Superintendent and Executive Leadership Team for working so hard to make sure things run smoothly and said she appreciates all the updates. She stated she is very impressed with how things have been handled in this unique pandemic situation. She noted her boys' SSA has been checking in regularly and this level of support is outstanding.

There being no further business, the Board Meeting adjourned at 6:22 p.m.

Tami Gaugler, Secretary