

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

AGENDA

Thursday, August 26, 2021
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 2022 BUDGET
- II. CHILDRENS HOSPITAL MEDICAL CENTER OF AKRON PART C EARLY INTERVENTION SERVICES CONTRACT
- III. LAMAR ADVERTISING

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- IV. INTELLINETICS CONTRACT INCREASE
- V. 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 22, 2021 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. SUMMIT DD 2022 BUDGET
 - B. CHILDRENS HOSPITAL MEDICAL CENTER OF AKRON PART C EARLY INTERVENTION SERVICES CONTRACT
 - C. LAMAR ADVERTISING
 - D. INTELLINETICS CONTRACT INCREASE
 - E. JULY FINANCIAL STATEMENTS
- VII. SUPERINTENDENT'S REPORT
- VIII. PRESIDENT'S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Approval of the 2022 Budget request	2022 Budget request needs to be approved by the Board prior to submission to SSAB and County Council.	Approval of the 2022 Budget request in the amount of \$67,453,966 for the Operating Fund, \$63,699 for the Gifts and Donations Fund, \$689,468 for the Permanent Improvement Fund, and \$2,914,247 for the Medicaid Reserve Fund.

SUPPORTING DATA FOR RECOMMENDATION

The 2022 Budget request reflects a revenue increase of 4.7% and an increase in operating expenditures of 5.2% in comparison to the 2021 approved budget, and projects total deficit spending of approximately \$3.0m.

The estimated increase in revenue is primarily due to an increase in property tax collections, an anticipated Cost Report audit settlement and an increase in Part C – Help Me Grow reimbursements.

The increase in the 2022 salary budget includes and an average 3% wage increase for all staff and an addition of nine (9) new staff to meet increased needs. Additionally added are four (4) staff for the Summit County Family and Children First Council which has no financial impact on SCDD as they are funded by other sources.

Employee benefit costs budgeted for 2022 includes a compounded annual increase of 5.85% for medical insurance, no increase in dental insurance and includes the benefit of two (2) premium holiday months.

A majority of the decrease in Direct Contract Services is due to a planned decrease in direct services funded with levy dollars with the intention of refinancing eligible individuals with needs to waivers. The savings are somewhat offset by an intended investment in multi-system service collaborations.

Medicaid costs are budgeted to increase as the federal share is decreased to pre-pandemic levels effectively increasing the local and state shares.

Utilities and real property improvements decrease as we vacate the Howe Road properties.

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

The budgeted 12/31/21 ending Operating Fund balance of \$55,186,877 less projected 2022 deficit spending results in a 12/31/22 projected fund balance of \$52,173,961.

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

Date: July 8, 2021

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

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SIX MONTHS ENDED JUNE 30, 2021 AND THE YEARS ENDING DECEMBER 31, 2022, 2021, AND 2020

	ACTUAL		BUDGET		\$ CHANGE PY BUDGET	% CHANGE PY BUDGET
	12/31/2020	6/30/2021	12/31/2021	12/31/2022		
OPERATING REVENUE						
PROPERTY TAXES	\$ 53,125,454	\$ 27,309,200	\$ 53,454,163	\$ 53,893,961	\$ 439,798	0.8%
REIMBURSEMENTS	6,708,869	8,543,749	6,344,000	8,703,840	2,359,840	37.2%
GRANTS	1,594,607	751,337	1,683,639	1,805,317	121,678	7.2%
CONTRACT SERVICES	3,207	-	-	-	-	0.0%
REFUNDS	8,541	21,620	-	-	-	0.0%
OTHER RECEIPTS	103,972	129,458	85,000	37,932	(47,068)	-55.4%
TOTAL REVENUE	\$ 61,544,650	\$ 36,755,364	\$ 61,566,802	\$ 64,441,050	\$ 2,874,248	4.7%
OPERATING EXPENDITURES						
SALARIES	\$ 16,569,005	\$ 9,109,895	\$ 18,967,852	\$ 20,032,263	\$ 1,064,411	5.6%
EMPLOYEE BENEFITS	6,680,973	3,624,760	7,816,538	8,067,951	251,413	3.2%
SUPPLIES	346,444	142,417	445,602	432,060	(13,542)	-3.0%
TRAVEL AND TRAINING	136,808	33,120	341,460	297,300	(44,160)	-12.9%
DIRECT SERVICE CONTRACTS	7,038,068	3,000,811	9,089,940	7,287,641	(1,802,299)	-19.8%
INDIRECT SERVICE CONTRACTS	1,350,950	762,203	1,860,242	1,936,331	76,089	4.1%
MEDICAID COSTS	23,058,823	11,216,428	24,300,000	28,400,000	4,100,000	16.9%
UTILITIES	323,439	145,431	535,000	348,000	(187,000)	-35.0%
RENTALS	3,998	1,999	8,245	7,000	(1,245)	-15.1%
ADVERTISING	120,366	74,338	136,000	145,000	9,000	6.6%
OTHER EXPENSES	297,187	256,354	332,635	335,420	2,785	0.8%
EQUIPMENT	132,527	38,865	112,000	65,000	(47,000)	-42.0%
REAL PROPERTY IMPROVEMENT	7,138	13,398	200,000	100,000	(100,000)	-50.0%
TOTAL EXPENDITURES	\$ 56,065,726	\$ 28,420,019	\$ 64,145,514	\$ 67,453,966	\$ 3,308,452	5.2%
NET REVENUES AND EXPENDITURES	\$ 5,478,924	\$ 8,335,345	\$ (2,578,712)	\$ (3,012,916)		
BEGINNING FUND BALANCE	\$ 52,286,665	\$ 57,765,589	\$ 57,765,589	\$ 55,186,877		
PLUS: REVENUE	61,544,650	36,755,364	61,566,802	64,441,050		
LESS: EXPENDITURES	(56,065,726)	(28,420,019)	(64,145,514)	(67,453,966)		
ENDING FUND BALANCE	\$ 57,765,589	\$ 66,100,934	\$ 55,186,877	\$ 52,173,961		

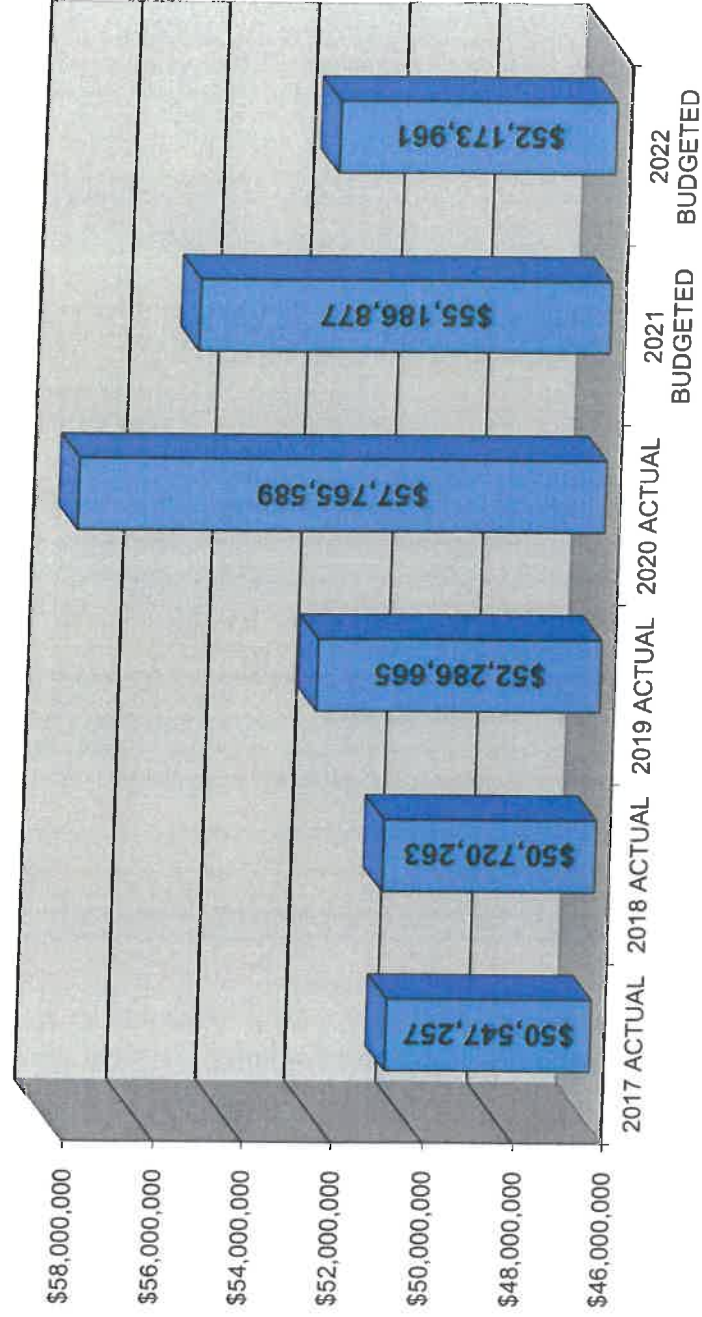
Revenue	Description	2021 Approved Budget	2022 Proposed Budget	% Change From 2021 Budget	Notes
Property Taxes		\$ 53,454,163	\$ 53,893,961	0.8%	Per most current Budget Commission Certification of Tax Levy.
Reimbursements		6,344,000	8,703,840	37.2%	Cost Report audit settlement of \$2m for 2022, nothing budgeted for 2021.
Grants		1,683,639	1,805,317	7.2%	Increase in Part C - Help Me Grow grant funding.
Contract Services		-	-	0.0%	No anticipated activity.
Other Receipts		85,000	37,932	-55.4%	Decrease in Property Rental with the sale of Southern Center.
Total Revenue \$ 61,566,802		\$ 61,566,802	\$ 64,441,050	4.7%	
Expenditures					
Salaries		18,967,852	20,032,263	5.6%	An average 3% wage increase for all staff. Additionally, nine (9) new staff are added to meet increased demand and four (4) FCFC staff that have no financial impact on SCDD.
Employee Benefits		7,816,538	8,067,951	3.2%	Direct effect on payroll taxes and PERS with the increase in salaries. In addition, an annualized increase of 5.85% for medical insurance which includes the benefit of two (2) premium holiday months.
Supplies		445,602	432,060	-3.0%	No anticipated net change.
Travel and Training Expense		341,460	297,300	-12.9%	Overall decrease in mileage and conference expenses.
Direct Service Contracts		9,089,940	7,287,641	-19.8%	Decrease in services funded with levy dollars as we work to refinance eligible individuals with waivers.
Indirect Service Contracts		1,860,242	1,936,331	4.1%	Increase in IT supports and services.
Waiver Match, 1.25% Waiver Admin Fee		24,300,000	28,400,000	16.9%	Decrease in the federal share will increase the local share of waiver match, and an increase in the number of waivers as we move eligible individuals to waivers.
Utilities		535,000	348,000	-35.0%	Anticipated decrease after vacating the Howe Rd. building.
Rentals		8,245	7,000	-15.1%	No anticipated net change.
Advertising		136,000	145,000	6.6%	Minor anticipated net change.
Other Expenses		332,635	335,420	0.8%	No anticipated net change.
Equipment		112,000	65,000	-42.0%	Decreased needs for software development by an outside vendor.
Real Property Improvements		200,000	100,000	-50.0%	Decrease in anticipated expenditures due to newly renovated buildings.
Total Expenditures		64,145,514	67,453,966	5.2%	
Net Revenues and Expenditures		\$ (2,578,712)	\$ (3,012,916)		

Fund Balance Information

Based on current projections

ENDING FUND BALANCES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGETED	2022 BUDGETED
\$	50,547,257	\$ 50,720,263	\$ 52,286,665	\$ 57,765,589	\$ 55,186,877	\$ 52,173,961

YEAR ENDING FUND BALANCES



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, 2022**

Gifts and Donations Fund

Fund Balance as of 6/30/21	\$ 63,699
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2022 Appropriation Request	\$ 63,699
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Permanent Improvement Fund

Fund Balance as of 6/30/21	\$ 8,847,215
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2022 Appropriation Request

Anticipated Capital Assistance awarded during 2022 (flow-through)	500,000
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Remainder of unencumbered funds	189,468
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Total Request	\$ 689,468
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Medicaid Reserve Fund

Fund Balance as of 6/30/21	\$ 2,914,247
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2022 Appropriation Request to help offset the increase in waiver match due to wage increases for direct service providers (DSP).

	\$ 2,914,247
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HR/LR Staffing Report – To support 2022 Budget
July 2021 Board Meeting

	2016	2017	2018	2019	2020	2021	2022
Budgeted Positions (Board Approved)	496	452.5	397	280.5	280.5	301.5	Proposed 314.5

301.5 + 7 Additions (2021 FTEs) + 6 Additions = 314.5 (2022 FTEs)

Detail			
Type	Position Additions (2021)		Position Addition (2022)
Non-bargaining - Management	1	FCFC Director	0
Non-bargaining – Non-management	2	FCFC Coordinator (1) FCFC Program Manager (1)	1
Bargaining unit	4	SSA Coordinator (4)	5
			SSA Coordinator (3) Receptionist (1) Speech Language Pathologist (1)
Total	7		6

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 7/1/21-6/30/22 in an amount not to exceed \$965,891 for the provision of contract management and service coordination.

SUPPORTING DATA FOR RECOMMENDATION

Service Area: Early Intervention

Total Cost: \$965,891 (\$75,274 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). Beginning July 1, 2021 Summit DD became the fiscal agent for Summit County FCFC and will enter into a MOU with FCFC to oversee the contract management and service coordination portion of Part C services. Summit DD will sub-contract 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 will contribute \$178,502 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. This funding remained in the 2021 budget.

Total Grant Allocation:

	FY 2021	FY 2022	Increase/Decrease
# Served	988 (FY 20)	899 (FY 21)	
Total Award Amount	\$1,114,946	\$1,180,317	\$65,371 (increase)
FCFC	\$16,307	\$12,500	\$3,807 (decrease)
Summit DD	\$208,022	\$197,962	\$10,060 (decrease)
ACH	\$890,617	\$965,891	\$75,274 (increase)

- ACH added an additional service coordinator in FY 21 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 Finance & Facilities and Services & Supports Committees.

Submitted By: Holly Brugh

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

Date: July 2021



**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 monthly basis, provide to Summit DD an analysis of the number of completed visits and the type and number of referrals made by each service coordinator during the preceding month. 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 Manager provides continual coaching and monitoring of all service coordinators including observations of activities as required in OAC Section 5123-10-02. Documentation shall be provided to Summit DD quarterly.
- 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 Nine Hundred Sixty-Five Thousand Eight Hundred Ninety-One Dollars and no/100 (\$965,891.00) and is limited to Summit DD'S 2021/2022 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, 2021 to June 30, 2022 through the Summit County Family and Children's First Council.

V. TERM AND TERMINATION

- A. The term of this Contract shall be from July 1, 2021 through June 30, 2022.
- 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: Michelle Mizda
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 Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Lamar Outdoor and Lamar Transit Advertising	Metro Advertising is now Lamar Transit Advertising. Further advertising contracts with Lamar will exceed \$50,000, requiring board approval.	Approve advertising contract with Lamar transit for ads on Metro buses for \$19,740, for a total amount of spending with Lamar Outdoor and Transit not to exceed \$66,380.

SUPPORTING DATA FOR RECOMMENDATION

In 2021, Metro contracted with Lamar Transit as the administrative agent for advertising on Metro buses. Summit DD currently has two contracts with Lamar Outdoor for billboard advertising. Additional spending with Lamar Transit will exceed \$50,000, requiring Board approval.

- **2021 Agency Contract for Lamar Outdoor (already under contract):** \$31,040 (\$24,880 advertising space + \$6,160 production)
- **2021 El Child Find Grant Outreach campaign for Lamar Outdoor (already under contract):** \$13,600 (\$9,200 advertising space + \$4,400 production)
- **Proposed 2021 Lamar Transit Advertising (formerly paid to Metro):** \$19,740 (\$11,550 advertising space + \$8,190 in production)
 - 12 Taillight bus signs
 - 12 Queen bus signs
 - 5 Scat tails per month
 - 100 Interior signs as bonus (\$0) per month
 - Monthly total for advertising and Production/Installation: \$6,580
- Additional need to print two large reusable bulletins for Agency Lamar Outdoor campaign (previously used for 2+ yrs. New prints should last 12-18 months): \$2,000

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

Submitted By: Billie Jo David

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

Date: 7/6/21

Metro Bus Advertising

Presented by: Beth Black

bblack@lamar.com

216-256-5373



Tail bus advertising



Queen bus advertising



Interior bus advertising



Recommendation

- ▶ 12 Taillight bus signs (\$1800)
- ▶ 12 Queen bus signs (\$1800)
- ▶ 5 Scat tails (\$250)
- ▶ 100 Interior signs as bonus (\$0)

- ▶ Total production and installation \$2,730 per new art production

- ▶ Total 4 week cost \$3,850



Summit County Developmental Disabilities Board

TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Digitizing person served and administrative records for retention purposes.	New Summit DD facilities do not have the physical storage space required to continue to house paper copies of person served and administrative records the agency is required to maintain.	Increase amount and scope of current contract with Intellinetics to account for digitizing additional person served records, as well as including administrative records in this project.

SUPPORTING DATA FOR RECOMMENDATION

In December 2020 the Board approved a \$95,000 contract with Intellinetics to digitize certain files of individuals no longer served by the Board. As of July, this project is 42% complete with 636,365 pages of records scanned and 885,600 pages remaining to be processed. We have since located additional paper files of persons served that require digitizing by Intellinetics resulting in a projected cost increase to the current contract of \$35,000 for this work.

We also recommend expanding the scope of this contract to include pick-up, scanning, indexing and shredding of up to 600 bankers' boxes (estimated 1,500,000 pages) of paper administrative records required to be maintained pursuant to our records retention schedule. These are human resources, labor relations and fiscal records, and they will be maintained and accessible in an electronic format moving forward. The projected cost to digitize these additional administrative records is \$136,766. Intellinetics will again handle the pick-up of the physical files, removal of staples, etc., scanning, indexing, quality control, and shredding of paper documents.

Digitizing the additional person served records along with the administrative records results in a request to increase the current contract with Intellinetics in the amount of \$171,766, for a total contract amount not to exceed \$266,766.

Intellinetics' document scanning operation partners with ARC Industries to create an immersive training environment for individuals with disabilities. The individual's experience is focused on skill-building and experience in a general business environment – dress, behavior, goals, communication, etc. Individuals participating in this program then connect with employment services focused on finding long-term employment in the community in an environment that fits their strengths.

Funds are available in the 2021 budget.

Recommended for approval by the August Finance & Facilities Committee.

Submitted By: Lisa Kamlowsky

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

Date: August 2021

SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE SEVEN MONTHS ENDED JULY 31, 2021 AND 2020

	7/31/2021			7/31/2020		
	2021	2021	YTD \$	2020	2020	YTD %
	ANNUAL	YTD	BUDGET	ANNUAL	YTD	BUDGET
	BUDGET	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
OPERATING REVENUE						
PROPERTY TAXES	\$ 53,454,163	\$ 27,309,596	\$ 26,144,567	\$ 53,434,163	\$ 27,081,595	\$ 26,352,568
REIMBURSEMENTS	6,344,000	8,851,778	(2,507,778)	10,262,948	3,456,722	6,806,226
GRANTS	1,683,639	825,351	858,288	1,290,062	676,515	613,547
CONTRACT SERVICES	-	-	-	20,000	3,207	16,793
REFUNDS	-	21,620	(21,620)	-	6,324	(6,324)
OTHER RECEIPTS	85,000	132,493	(47,493)	81,500	70,529	10,971
TOTAL REVENUE	\$ 61,566,802	\$ 37,140,838	\$ 24,425,964	\$ 65,088,673	\$ 31,294,892	\$ 33,793,781
OPERATING EXPENDITURES						
SALARIES	\$ 18,967,852	\$ 10,504,310	\$ 8,463,542	\$ 17,860,147	\$ 9,489,719	\$ 8,370,428
EMPLOYEE BENEFITS	7,816,538	3,863,563	3,952,975	7,598,570	3,492,004	4,106,566
SUPPLIES	445,602	166,183	279,419	414,572	366,307	48,265
TRAVEL AND TRAINING	341,460	46,580	294,880	344,264	120,439	223,825
DIRECT CONTRACT SERVICES	9,089,940	3,463,358	5,626,582	9,351,090	3,401,021	5,950,069
INDIRECT CONTRACT SERVICES	1,860,242	918,866	941,376	1,858,035	832,090	1,025,945
MEDICAID COSTS	24,300,000	20,026,324	4,273,676	28,040,000	17,882,788	10,157,212
UTILITIES	535,000	166,497	368,503	562,000	205,352	356,648
RENTALS	8,245	2,998	5,247	8,000	2,998	5,002
ADVERTISING	136,000	82,297	53,703	131,000	75,361	55,639
OTHER EXPENSES	332,635	257,613	75,022	324,580	252,906	71,674
EQUIPMENT	112,000	68,629	43,371	111,000	63,508	47,492
REAL PROPERTY IMPROVEMENT	200,000	13,398	186,602	200,000	7,138	192,862
TOTAL EXPENDITURES	\$ 64,145,514	\$ 39,580,616	\$ 24,564,898	\$ 66,803,258	\$ 36,191,631	\$ 30,611,627
NET REVENUES AND EXPENDITURES	\$ (2,578,712)	\$ (2,439,778)		\$ (1,714,585)	\$ (4,896,739)	
BEGINNING FUND BALANCE		ACTUAL				
PLUS: REVENUE	\$ 57,765,589	\$ 57,765,589				
LESS: EXPENDITURES	61,566,802	37,140,838				
	(64,145,514)	(39,580,616)				
ENDING FUND BALANCE	\$ 55,186,877	\$ 55,325,811				

Recommended for approval by the
August Finance & Facilities Committee.

**SUMMIT COUNTY DD BOARD
NOTES TO THE FINANCIAL STATEMENT
FOR THE MONTH ENDED JULY 31, 2021
(Rounded)**

An evenly distributed monthly budget 8.3%
Evenly distributed budget remaining for five months 41.7%

Revenue:		
1	Reimbursements:	
Expenditures:		
2	Employee Benefits:	\$ (423,000)
3	Direct Contract Services:	22,000
		10,000
		100,000
4	Indirect Contract Services:	48,500
5	Medicaid Costs:	
		411,400
		6,144,300
		2,254,200
6	Equipment:	29,800

Revenue:		
	Other Receipts:	\$ 56,000
Expenditures:		
	Employee Benefits:	
		21,500
	Other Expenses:	92,700
		8,600
		30,600
		59,800
		29,900

Unanticipated receipt of a cost report audit settlement caused this area to be better than budget.

July is a premium holiday month realizing a cost benefit.

Grant awards and sanitizing supports for eligible providers to help offset costs associated with COVID-19, Contribution to a statewide grant to support providers with staff retention and recruitment efforts, Incremental funding of the Family Engagement Program for individuals enrolled in the program.

Payment to Intellinetics for digitizing paper records of individuals served for retention purposes.

Payments to DODD for the following costs:

Quarterly Medicaid waiver administrative fee,

Quarterly Medicaid waiver match,

Annual supplemental waiver match.

Customized technical support for the document management and Job Router systems with ComDoc.

Year to Date

Refund from the Akron Community Foundation for undistributed funds with the Summit County COVID-19 Nonprofit Emergency Relief Grant program.

Annual county chargeback for worker's compensation insurance in the amount of \$130,767 which is offset by a state refund of \$109,274.

Ohio Association of County Boards (OACB) 2021 annual dues.

Payment to Wichert Insurance Company for the following insurance costs:

Cyber insurance with Cincinnati Insurance Company,

Director and officers liability insurance with Cincinnati Insurance Company,

Property & casualty, business automobile and umbrella coverage with Selective Insurance Company.

Annual county chargeback for building insurance.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

Summit County Developmental Disabilities Board

MINUTES - DRAFT

Thursday, July 22, 2021
5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, July 22, 2021 at the at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:35 p.m.

BOARD MEMBERS PRESENT

Tom Quade, Board President
Tami Gaugler, Board Vice President
Jason Dodson, Board Secretary
Meghan Wilkinson
Denise Ricks

BOARD MEMBERS EXCUSED

Allyson V. James
Dave Dohnal

ALSO PRESENT

John J. Trunk, Superintendent
Lisa Kamlowsky, Assistant Superintendent
Russ DuPlain, Director of IT & Facilities
Danyelle Conner, Director of Human Resources
Mira Pozna, Director of Fiscal

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

I. SUMMIT DD 2022 BUDGET

Summit DD's 2022 budget request needs to be approved by the Board prior to submission to the Social Services Advisory Board (SSAB) and County Council. The 2022 budget request is in the amount of \$67,453,966 for the Operating Fund, \$63,699 for the Gifts and Donations Fund, \$689,468 for the Permanent Improvement Fund and \$2,914,247 for the Medicaid Reserve Fund. The Permanent Improvement Fund has a balance of \$8,847,215 as of June 30, 2021. The 2022 appropriation request will be \$689,468 which is \$500,000 anticipated capital assistance awarded during 2022 and \$189,468 in unencumbered funds. Mr. Dodson asked how much of the \$8,847,215 is unencumbered. Ms. Pozna replied that almost all of the funds are unencumbered. The 2022 budget reflects a revenue increase of 4.7% and an increase in operating expenditures of 5.2% in comparison to the 2021 budget, and projects a total deficit spending of approximately \$3M. The estimated increase in revenue is primarily due to an increase in property tax collections, an anticipated Cost Report audit settlement and an increase in Part C Help Me Grow (HMG) reimbursements.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

WORK SESSION *(continued)*

I. SUMMIT DD 2022 BUDGET *(continued)*

The increase in the 2022 salary line item includes an average 3% wage increase for all staff and the addition of nine new staff to meet increasing needs. There have also been four staff added for the Family and Children First Council (FCFC) which have no financial impact, as these positions are funded by other sources. Employee benefit costs budgeted for 2022 include a compounded annual increase of 5.85% for medical insurance and includes two premium holiday months. There is no increase in dental insurance. The majority of the decrease in direct contract services is due to a planned decrease in direct services funded with levy dollars, with the intention of refinancing eligible individuals to waivers. The savings are offset by an intended investment in multi-system service collaborations. Mr. Quade asked about the plan to shift more individuals to waivers. Mr. Trunk replied that there is typically a seamless transition when transferring someone onto a waiver since in many cases the services and providers remain the same; it's more of a behind the scenes shift having to do with how services are paid - County boards pay 40% of waiver services. Mr. Quade asked why more individuals are not currently utilizing waivers. Mr. Trunk explained that staff have been identifying individuals who qualify for waivers and there has been a greater emphasis at the team level. It has been a very planful process identifying alternate funding resources since it has a large fiscal impact. Medicaid costs are budgeted to increase as the federal share is decreased to pre-pandemic levels, effectively increasing the local and state shares. Utilities and real property improvements will decrease as the Howe Road properties are vacated. All other expenditure areas are anticipated to have no material change. The 2021 budgeted ending Operating Fund balance of \$55,186,877 less projected 2022 deficit spending results in a projected fund balance of \$52,173,961 at the end of 2022. The Summit DD 2022 Budget has been recommended for approval by the July Finance & Facilities Committee.

II. CHILDRENS HOSPITAL MEDICAL CENTER OF AKRON PART C EARLY INTERVENTION SERVICES CONTRACT

Early Intervention (Help Me Grow) is Ohio's system for serving children birth to age 3 who have or are suspected of having developmental delays or disability. Evaluation, service coordination and contract management are required components of the Part C Early Intervention (EI) grant. Each year the Ohio Department of Developmental Disabilities (DODD) receives federal Part C EI dollars which are then allocated to each county's Family and Children First Council (FCFC). Beginning July 1, 2021 Summit DD became the Administrative Agent (AA) for the Summit County FCFC and has entered into a Memorandum of Understanding (MOU) with FCFC to oversee the contract management and service coordination portion of Part C services. Summit DD will subcontract with Children's Hospital Medical Center of Akron for these services.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

WORK SESSION *(continued)*

II. CHILDRENS HOSPITAL MEDICAL CENTER OF AKRON PART C EARLY INTERVENTION SERVICES CONTRACT *(continued)*

The request is to enter into a one-year contract with Children's Hospital Medical Center of Akron for the period July 1, 2022 through June 30, 2022 in an amount not to exceed \$965,891. In addition to contract management and service coordination, an evaluation for eligibility takes place for each child referred. Summit DD employs four 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 will contribute \$178,502 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. This funding remained in the 2021 budget. In FY 21 Children's Hospital added an additional service coordinator 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. The Children Hospital Medical Center of Akron contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

III. LAMAR ADVERTISING

In 2021 Metro contracted with Lamar Transit as the administrative agent for advertising on Metro buses. Summit DD currently has two existing contracts with Lamar Outdoor for billboard advertising:

- ✓ Agency contract with Lamar Outdoor - \$31,040
- ✓ EI Child Find Grant Outreach campaign with Lamar Outdoor - \$13,600

Additional spending with Lamar Transit would exceed \$50,000, requiring Board approval. Proposed 2021 advertising with Lamar Transit Advertising (formerly paid to Metro) is \$19,740 (12 taillight bus signs, 12 queen bus signs, 5 Scat tails per month, 100 interior signs as a bonus) with an additional \$2,000 to print two large reusable bulletins. The request is to approve additional advertising with Lamar for total spending in 2021 with Lamar not to exceed \$66,380. Funds are available in the budget and the proposed advertising with Lamar has been recommended for approval by the July Finance & Facilities Committee.

IV. MAY/JUNE FINANCIAL STATEMENTS

Revenue in May was \$2,905,700 for homestead and rollback portion of the first half tax settlement, \$46,100 in Strong Families Safe Communities grant and \$99,100 in Title XX reimbursement.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

WORK SESSION *(continued)*

IV. MAY/JUNE FINANCIAL STATEMENTS *(continued)*

Expenditures included \$21,500 for annual county chargeback for Worker's Compensation insurance of \$130,767, which was offset by a state refund of \$109,274, \$51,800 in grant awards to providers associated with COVID-19 support, \$150,000 in incremental funding of the Family Engagement Program, \$50,000 for the Volunteer Guardianship Program, \$99,000 for cyber, D&O, property/casualty/business insurances and \$29,900 annual county chargeback for building insurance. May ended with a balance of \$8,335,345 and a fund balance of \$66,100,934. The May/June Financial Statements have been recommended for approval by the July Finance & Facilities Committee.

The work session adjourned at 5:55 p.m.

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:55 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD employee, thanked Russ DuPlain and Billie Jo David for streaming the Board Meetings for the public while they were held virtually due to the pandemic. She congratulated Tami Gaugler and Denise Ricks on their reappointments to the Board and thanked them for their service. Ms. Frank asked if staff will be occupying the Barberton and Cuyahoga Falls sites once they are renovated or if remote work will continue. Superintendent Trunk replied the plan is for all staff to be assigned to one of the two buildings as a primary work location, however, many staff will likely continue telecommuting due to the nature of their job. Ms. Frank asked if there will be additional auctions in the future. Mr. DuPlain replied there will likely be other auctions in 2022 after the move out of the Howe Road campus is complete. Ms. Frank thanked the Board, Superintendent and Executive Leadership Team for continuing the good work they do.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

BOARD MEETING *(continued)*

II. APPROVAL OF MINUTES

A. MAY 27, 2021 (combined work session and regular meeting)

RESOLUTION

No. 21-07-01

Ms. Wilkinson moved that the Board approve the minutes of the May 27, 2021 combined work session and regular meeting. The motion, seconded by Mrs. Ricks, was unanimously approved.

III. BOARD ACTION ITEMS

A. MAY/JUNE FINANCIAL STATEMENTS

RESOLUTION

No. 21-07-02

Mr. Dodson moved that the Board approve the May/June Financial Statements. The motion, seconded by Mrs. Gaugler, was unanimously approved.

IV. SUPERINTENDENT'S REPORT

Superintendent Trunk provided an update of COVID-19 and reported that since April 2020 Summit DD has been notified of 211 people served testing positive with 60 of those occurring this year. Summit DD has not been notified of a positive test result since June 24th. There have been six deaths due to complications related to COVID. Approximately 80% of persons served have been vaccinated. About 940 adults out of approximately 1,300 have returned to day programming and employment with community employment opportunities dramatically increased. Summit DD has distributed over 36,000 pieces of PPE/cleaning supplies to people served, families and providers and sanitized for than 28,000 vehicles, with some being cleaned multiple times.

The Governor approved the two-year state budget on June 30th which included a rate increase for providers, additional funds for early intervention support and for multi-system youth. There continues to be discussion around county boards contributing additional funds to further increase the pay for direct support professionals (DSP).

Staff are in the beginning stages of planning for the Agency's next three-year Long-Range Plan (LRP). Feedback is being gathered from stakeholders and then a framework will be brought to the Board for review. In addition to the items outlined in the state budget, local priorities will also focus on supporting providers as the system manages a major workforce crisis.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT

The transition of Family and Children First Council (FCFC) staff and services has gone very smoothly. The Superintendent thanked the Summit County Public Health District, FCFC staff and Summit DD staff for this seamless transition and noted that having FCFC more a part of the conversation positions Summit DD well for collaborating on state-wide Early Intervention initiatives.

The Superintendent reminded everyone that Summit DD's annual golf outing will be held on August 9th at Fairlawn Country Club. Over \$28,800 has already been raised in sponsorships and all foursomes are sold out. The annual golf outing is organized and sponsored by the PAC and is the main levy fundraiser.

Superintendent Trunk announced that it is with mixed emotions that he plans to retire effective December 31, 2021. He stated the highlight of his 41-year career working with people with disabilities, 33 of which has been a public servant in Ohio, the past eight years working in Summit County have been the best. The dedication and direction of this Board is by far the greatest he has experienced in his 28 years as a superintendent. Mr. Trunk said he is grateful for the opportunities he has had during his career from being a DSP, house parent, SSA and parent support specialist to being part of the amazing Summit DD team. This community supports the Board's mission and has confidence in the work we do and the public trusts us to do what we say we are going to do. The Superintendent remarked that Summit DD has the greatest staff in the State; they understand their role, believe in person centered planning and know that public service comes with great responsibility. Superintendent Trunk thanked the Board from the bottom of his heart for this wonderful opportunity for which he will be forever grateful. He stated he will do everything possible to ensure a smooth transition as he retires. Mr. Trunk commented he is looking forward to watching Summit DD continue to expand its role.

V. PRESIDENT'S COMMENTS

Mr. Quade stated any Board of Directors would be over the moon to find that talented chief executive who can effectively lead through challenge and change. This Board has been in a permanent orbit around the moon as Superintendent Trunk has successfully navigated multiple agency-altering periods. Superintendent Trunk has led the team and the thousands of people served with understanding and support as the Agency transitioned through the most significant service delivery model and subsequent staffing change in anyone's memory. His humanity was manifest as the Agency satisfied mandates by moving out of the direct care space, a required change that interrupted employment of service provider staff and transitioned all people they served into new and unfamiliar surroundings. That this was done with compassion surprised no one. That it happened as smoothly as it did and ahead of schedule was remarkable.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

BOARD MEETING *(continued)*

V. PRESIDENT'S COMMENTS *(continued)*

John followed that challenge by one that we have all experienced to some degree, the world as defined by COVID-19. Summit DD is not a business that could close up shop. It was not a space where direct contact could be eliminated. John not only successfully guided his own Summit DD team into this new COVID-19 world but also assured that those ultimately served by the struggling private service and residential providers had their new needs met. Direct care staff are too often near the bottom of the legislative funding priority list to be adequately resourced. With the COVID closures of many day service providers, residential providers were tasked with extraordinary challenges and faced personal health risks as so many of them cared for individuals around the clock. His recognition of their crucial service was clear as he assured they had the personal protective supplies that were needed. Finally, as a consequence of the previously mentioned business model shift, the time was right to resize the facility footprint. The many moving parts of transitioning out of an expansive older space and responsibly remodeling two smaller existing spaces to accommodate the smaller workforce was facilitated by a leader who can balance delegation with attention to detail, all while managing relationships with the communities where all those changes were taking place. Public leaders trust John and that trust has been earned. As John moves on, he leaves a Summit DD legacy that is far more than the accomplishments listed here – it would have to be. John would be the first to say they were not his accomplishments. He would say, and I would agree, they were the accomplishments of an amazing team of talented and dedicated people. But John, you must know what you mean to that team and what your leadership has done for that team. Their service moving forward is also part of your legacy. And for us on the Board, we have every confidence that this team, your team, that will soon be someone else's team, will continue to serve the thousands of residents of Summit County who live with developmental disabilities as well as the tens of thousands of Summit County residents who call them brother, sister, son, daughter, student, employee and friend. We all thank you, from somewhere over the moon.

VI. SUPERINTENDENT'S RESIGNATION

RESOLUTION **No. 21-07-03**

Mrs. Gaugler moved that the Board accepts the resignation of Superintendent John Trunk effective December 31, 2021. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES – work session and regular meeting
Thursday, July 22, 2021

BOARD MEETING *(continued)*

VII. EXECUTIVE SESSION

RESOLUTION

No. 21-07-04

Mr. Dodson 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 employees. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Gaugler.

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

The regular session of the Board Meeting adjourned at 6:24 p.m.

The Board entered Executive Session at 6:26 p.m.

The Board Meeting reconvened at 6:39 p.m.

VIII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT – DREW WILLIAMS

RESOLUTION

No. 21-07-05

Ms. Wilkinson moved that the Board approve a contract of employment for Drew Williams, Director of Community Supports & Development, for the period September 15, 2021 through September 14, 2023. The motion, seconded by Mrs. Gaugler, was unanimously approved.

B. EMPLOYMENT CONTRACT – MARGARET ALBRIGHT

RESOLUTION

No. 21-07-06

Mr. Dodson moved that the Board approve a contract of employment for Margaret Albright, Executive Administrative Assistant to the Superintendent, for the period October 20, 2021 through October 19, 2023. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:42 p.m.

Jason Dodson, Secretary