

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

# **AGENDA**

Administrative Board Room  
2355 2<sup>nd</sup> Street, Cuyahoga Falls, OH  
Thursday, October 16, 2025  
**5:30 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. 2026 NORTHEAST OHIO NETWORK (NEON) CONTRACT  
**Attachment #1**
- II. 2026 SUCCESS4KIDZ CONTRACT  
**Attachment#2**
- III. BRITTCO CONTRACT AMENDMENT  
**Attachment #3**

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

*The item below has been recommended for approval by the September Finance & Facilities and Services & Supports Committees.*

- IV. 2026 SUMMIT COUNTY SHERIFFS CONTRACT  
**Attachment #4**

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

*The item below has been recommended for approval by the October Finance & Facilities Committee.*

- V. SEPTEMBER FINANCIAL STATEMENTS  
**Attachment #5**

## **BOARD MEETING**

### I. CALL TO ORDER – ROLL CALL

Cramer \_\_\_\_ Briggs \_\_\_\_ Youssef \_\_\_\_ Dodson \_\_\_\_ James \_\_\_\_ Gaugler \_\_\_\_ Ricks \_\_\_\_

### II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS

### III. PUBLIC COMMENT

### IV. APPROVAL OF MINUTES

- A. SEPTEMBER 18, 2025 (combined work session/regular board meeting)  
**Attachment #6**

**RESOLUTION #25-10-01** – Resolved that the Board approve the minutes of the September 18, 2025 combined work session/regular meeting.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion, if any.....

***ROLL CALL VOTE IF VIRTUAL ATTENDEES:***

Briggs \_\_\_\_ Youssef \_\_\_\_ Dodson \_\_\_\_ James \_\_\_\_ Gaugler \_\_\_\_ Ricks \_\_\_\_ Cramer \_\_\_\_

### V. BOARD ACTION ITEMS

- A. 2026 SUMMIT COUNTY SHERIFFS CONTRACT  
**Attachment #4**

**RESOLUTION #25-10-02** – Resolved that the Board approve a contract with the Summit County Sheriff's Office for the period January 1, 2026 through December 31, 2026, in an amount not to exceed One Hundred Fifty-One Thousand Six Hundred Forty Dollars and Fifty-Two Cents (\$151,640.52) and that the Superintendent be authorized to sign said contract.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion, if any.....

***ROLL CALL VOTE IF VIRTUAL ATTENDEES:***

Youssef \_\_\_\_ Dodson \_\_\_\_ James \_\_\_\_ Gaugler \_\_\_\_ Ricks \_\_\_\_ Cramer \_\_\_\_ Briggs \_\_\_\_

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

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

#### B. SEPTEMBER FINANCIAL STATEMENTS

##### **Attachment #5**

**RESOLUTION #25-10-03** – Resolved that the Board approve the September Financial Statements.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion, if any.....

***ROLL CALL VOTE IF VIRTUAL ATTENDEES:***

Dodson \_\_\_\_ James \_\_\_\_ Gaugler \_\_\_\_ Ricks \_\_\_\_ Cramer \_\_\_\_ Briggs \_\_\_\_ Youssef \_\_\_\_

### VI. SUPERINTENDENT'S REPORT

### VII. PRESIDENT'S COMMENTS

### VIII. EXECUTIVE SESSION

**RESOLUTION #25-10-04** – Resolved that the Board enter into Executive Session in compliance with Sunshine Law, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) to discuss the employment of public employees and collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

ROLL CALL VOTE: James \_\_\_\_ Gaugler \_\_\_\_ Ricks \_\_\_\_ Cramer \_\_\_\_ Briggs \_\_\_\_  
Youssef \_\_\_\_ Dodson \_\_\_\_

### IX. POSSIBLE ADDITIONAL ACTION ITEM

#### A. REVISED 2026 STAFFING REPORT

**RESOLUTION #25-10-05** – Resolved that the Board authorize a reduction in positions of employment as indicated on the revised 2026 HR/LR Staffing Report.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Discussion, if any.....

***ROLL CALL VOTE IF VIRTUAL ATTENDEES:***

Gaugler \_\_\_\_ Ricks \_\_\_\_ Cramer \_\_\_\_ Briggs \_\_\_\_ Youssef \_\_\_\_ Dodson \_\_\_\_ James \_\_\_\_

### X. ADJOURN

# Summit County Developmental Disabilities Board

## TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Administration of Family Engagement Program by North East Ohio Network (NEON) Council of Governments (COG). Also includes Annual dues for NEON services.	<ul style="list-style-type: none"> <li>Flow Through for the Family Engagement Program</li> <li>Fiscal administration of the Family Engagement Program</li> <li>Annual Dues</li> </ul>	<ul style="list-style-type: none"> <li>Approve contract with NEON for the fiscal administration of the Family Engagement Program and annual dues in an amount not to exceed \$546,000 for the period of January 1, 2026 through December 31, 2026.</li> </ul>

### **SUPPORTING DATA FOR RECOMMENDATION**

**Service Area:** SSA

**# of Individuals Currently Served:** 776

Amount of Decrease: \$363,000

NEON is a council of governments (COG) established under the authority of Chapter 167 of the Ohio Revised Code. The primary purpose of NEON is to coordinate the power and duties of the member boards to better benefit and serve individuals with developmental disabilities in each of the NEON counties.

Summit DD contracts with NEON to act as a flow through for reimbursement of funds to individuals and families using the Family Engagement Program (FEP). These funds allow individuals ages 0-22, without Medicaid waivers, the ability to access funding which they can use to participate in activities that enhance their lives. In 2026, reimbursable activities will include: summer camps, community programs, school activities, therapy, specialized equipment and technology supports.

Funding was depleted this year earlier than anticipated due to overwhelming demand and increased utilization. The recommendation moving forward is to reduce the amount each youth may access from \$1800 to \$1000 and from \$2500 to \$1500 for a family who has more than one child. Costs incurred by families to access typical community clubs, classes, and memberships (i.e. zoo memberships) will no longer be reimbursable through this program.

Families pay for the goods/services up front and are reimbursed for their documented expenses. This contract allows NEON to deposit funds directly into a parent's or guardian's account for the reimbursement.

The total amount allocated to NEON in 2026 for the Family Engagement Program is \$500,000 which is a \$363,000 decrease from 2025 allocation. The number of participants is not expected to change, so the administrative fee of \$38,000 remains the same.

The contract amount also includes Summit DD's Annual Dues of \$8,000.

Total contract amount: \$546,000. Funds are in the 2026 budget.

**Recommended for approval by the October 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: October 2025



SERVICE CONTRACT BETWEEN  
SUMMIT COUNTY DEVELOPMENTAL  
DISABILITIES BOARD  
AND  
NORTH EAST OHIO NETWORK

This Contract, entered into by and between 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 2355 2<sup>nd</sup> Street, Cuyahoga Falls, Ohio 44221, hereinafter referred to as “Summit DD”, and North East Ohio Network (NEON), with its principal office located at 721 Boardman-Poland Road, Suite 103, Boardman, Ohio 44512, hereinafter referred to as “Contractor”, recites that:

WHEREAS, the parties desire to enter into a Contract whereby Summit DD will provide reimbursement to North East Ohio Network (NEON), for processing payments to eligible individuals pursuant to Summit DD’s Family Engagement Program, pay NEON dues, and participate in a collaborative contract for autism support for families.

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: review documentation related to the Family Engagement Program, random audits, and other documents presented as appropriate. In the event of an adverse finding, Summit DD will share the results of said finding with 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 and in accordance with the standards established by Summit DD.
- B. Summit DD is responsible to obtain and maintain supporting documentation of goods and/or services purchased by eligible individuals and families through the Family Engagement Program and for which payment is processed by Contractor under this Contract.

II. CONTRACTOR OBLIGATIONS

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations, and credentials required to perform its contractual obligations.
- B. Contractor is responsible to provide services as identified and more fully described in Exhibit A of this Contract upon request of Summit DD.
- C. Contractor shall make available to Summit DD or its designated representative for review of all records and data pertaining to payment 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.

- D. Contractor shall reply to and cooperate in arranging compliance with an identified program or fiscal audit. Contractor is liable to Summit DD for any adverse findings that result from an action it takes or fails to take in the implementation of its response to adverse audit findings.
- E. Contractor shall comply with all professional licensure and certification requirements, including but not limited to furnishing evidence of the following: Contractor shall conduct criminal background investigations of all staff in accordance with Ohio Revised Code § 5123.081. Contractor shall require that all staff meet the Ohio Department of Developmental Disabilities rules and regulations as applicable to Contractor. Contractor shall employ staff in sufficient numbers and with sufficient academic background and/or experience to meet the training, health, safety, social and personal needs of the individual as such needs are mutually agreed upon by the parties. Contractor shall obtain training, which is acceptable to 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 based on age, race, color, disability, religion, sex, sexual orientation, military service, or national origin. Contractor shall furnish Summit DD with evidence of appropriate state licensure and credentials as required for all personnel providing services under this Contract.
- F. Contractor agrees to submit all such programmatic and financial information as may reasonably be required by Summit DD:
1. To permit monitoring and evaluation of the faithful performance of services being rendered under this Contract; and
  2. To allow effective program planning, service coordination and resource development.
- G. Contractor shall give notice of incidents adversely affecting health and safety pertaining to individuals receiving services under this Contract to Summit DD's Major Unusual Incident (MUI) Unit and shall provide other additional reports to 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 § 5123-17-02 and Contractor shall notify Summit DD's MUI Unit within the timelines spelled out in said rule. Notification shall be made by submitting same to Summit DD by electronic mail to [www.muireports@summitdd.org](mailto:www.muireports@summitdd.org) or by facsimile to 330.634.8553.
- H. Contractor shall provide and maintain, in full force and effect, general liability insurance covering 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 Contractor in performance of its duties under this contract. Summit DD shall be included as an additional insured on Contractor's liability insurance coverage. Contractor shall provide Summit DD with a copy of Contractor's liability insurance policy before providing services in accordance with the Contract.
- I. Unless parties otherwise agree in writing, if Contractor is not a DODD certified provider and currently in compliance with DODD mandated insurance requirements, 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.

- J. Contractor shall comply with all applicable Workers' Compensation laws and acquire a certificate of insurance, evidence of which must be produced to Summit DD upon demand.
- K. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- L. Contractor shall indemnify, save, and hold harmless Summit DD and any agents or employees thereof, from 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 Summit DD.
- M. Contractor shall name Summit DD as a source of funding in any audit, literature, brochure, or presentation.
- N. Employees of 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 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. Contractor further agrees to submit an audit of its operation by an independent certified public accountant annually. Summit DD, or its authorized representative, shall have access to the books and records of Contractor at any time during the normal business hours of Contractor.

### IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed FIVE HUNDRED FORTY-SIX THOUSAND DOLLARS AND no/100 (\$546,000) and is limited to Summit DD'S 2026 appropriation.
- B. Contractor will invoice Summit DD monthly or quarterly for services under this Contract in accordance with the fee schedule attached as Exhibit A hereto and incorporated by reference.

### V. TERM AND TERMINATION

- A. The term of this Contract shall be from January 1, 2026 through December 31, 2026.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing 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

Contractor shall maintain the confidentiality of any records of individuals receiving service and shall not disclose them except as permitted by law. Contractor acknowledges that the laws of Ohio and the requirements of Summit DD's policies and procedures shall govern this provision. Any information gathered through service delivery is the property of 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

Contractor shall establish a procedure for affording individuals served due process. Contractor shall utilize this procedure in the event of a disagreement between Contractor and the individual related to 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 Summit DD.

### B. ASSIGNMENT

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

### C. ENTIRE CONTRACT

It is acknowledged by the parties that this Contract supersedes 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: Summit County Developmental Disabilities Board  
ATTENTION: Superintendent  
2355 2<sup>nd</sup> Street  
Cuyahoga Falls, Ohio 44221

TO: Kelsi Garwood, Executive Director  
NEON  
721 Boardman-Poland Road  
Suite 103  
Boardman, Ohio 44512  
[kgarwood@neoncog.org](mailto:kgarwood@neoncog.org)

E. If 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.

North East Ohio Network (NEON):

SUMMIT COUNTY DEVELOPMENTAL  
DISABILITIES BOARD

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*APPROVED AS TO FORM:*

*JOHN F. GALONSKI*

*DEPUTY CHIEF ASSISTANT SUMMIT COUNTY PROSECUTING ATTORNEY*

*SUMMIT COUNTY, OHIO*

*Date: 12/2022*

EXHIBIT 1:

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

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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 this Contract, the following procedure shall be implemented, at the written request of either party:

### STEP I

The Superintendent of Summit DD or Chief Executive Officer of the Contractor 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.

## Exhibit A

### Description of Services and Fees

#### SERVICES

##### Family Engagement Program

- Maintain an understanding of Summit DD's program as detailed in procedures found in Exhibit B attached hereto
- Per authorization from Summit DD, deposit approved funds into individual or family accounts via direct deposit as detailed in procedures found in Exhibit B attached hereto
- Summit DD staff will track all receipts and provide a copy of each receipt to NEON
- Management of individual participant's W9s
- Maintain FEP participants in NEON database
- Annual processing of 1099s for all individual participants

##### Fiscal Support & Funds Management

- Manage and monitor Board funds in separate bank account
- Payment of bills authorized by the Board at current frequency
- Occasional credit card purchases

#### FEES

Summit DD will pay the following:

##### Family Engagement Program/Fiscal Support & Funds Management

- Administrative Fees:
  - \$38,000 per year

##### Annual Dues

- Payment of annual dues to NEON in the amount of \$8,000 for COG benefits such as the investment of funds.

## Exhibit B

### Family Engagement Program (FEP)

The Family Engagement Program has been established to support eligible individual's birth to 22, residing with family members, by providing funds to access goods and services that are necessary due to the individual's disability. Funds should enable individuals to live their best life by engaging in their community and staying connected to natural support. This program is the payer of last resort and should only be accessed when services and support cannot be paid for by the individual, family, or another funding source.

- I. Eligibility
  - a. Individuals eligible for Summit DD services
  - b. Are between the ages of 0-22
  - c. Are living at home with a parent(s) or guardian
  - d. Do not have waiver funding
- II. Services and supports eligible for funding typically include but are not limited to:
  - a. Summer camp
  - b. Respite (Age 13 and up)
  - c. Safety Related Classes (swim)
  - d. Safety Equipment
  - e. Qualifying Academic Supports/Tutoring
  - f. Adaptive and Sensory Equipment
  - g. Therapies not otherwise covered by insurance
  - h. Health related supplies
- III. Family Engagement Program Funds
  - a. Are available beginning in January
  - b. Will not exceed the amount per person set each year based on the Boards budget
  - c. Do not have to be used all at one time or in their entirety
  - d. Will be approved after a quote has been obtained
  - e. Will on be released after the receipt of an approved receipt
  - f. Will be directly deposited into a family's checking or savings account, or a child's stable account (funds to Stable accounts must be deposited in whole dollars only, receipts will be rounded down)
- IV. Accessing Funds
  - a. A family will work with the Referral and Support Resource and FEP Team who can help them determine if the Family Engagement Program is appropriate for their needs.
  - b. If the family has a language or technology barrier that prevents them from contacting the Referral and Support Team, the assigned RSS/SSA will complete the FEP In House Referral form located in the procedure folder. They will gather all documents, complete any necessary follow-up and trainings and submit the FEP request on behalf of the family to the [referralandsupport@summitdd.org](mailto:referralandsupport@summitdd.org) email
  - c. Families will provide Summit DD staff a quote for the goods or services and staff will provide approval.
  - d. Summit DD staff will provide the family with the Direct Deposit Enrollment Form which the

- family will complete and return. (If already enrolled, staff will verify account on file)
- e. Families choosing to have the money deposited into their own account will have to complete a W9 form as this may count as taxable income (if not previously completed).
  - f. Families choosing to have the money deposited into their child's account or STABLE account will not need a W9.
  - g. Summit DD staff will upload the enrollment paperwork (if needed) and all FEP documentation (quote, brochure, recommendation, receipt, invoice, etc.) to the Job Router system and send to the FEP supervisor for review.
  - h. If all documents are approved, the request will be submitted to AA for processing.
  - i. AA will add the request into the FSS module in Brittco and generate a unique voucher number. Summit DD staff will receive a Job Router notification email informing them the request was entered and sent for payment processing
  - j. If there is an error the Accounts Payable Specialist will reject the invoice in Job Router; this will move it into the FEP Batch Error queue. The SSA will be notified through Job Router and have to follow up on the rejection issue.
  - k. Upon Fiscal approval, a listing will be compiled and sent to NEON for review and approval. Sr Accounting Manager will update fiscal spreadsheet document with approve batch information.
  - l. Neon will deposit the approved funding into the family's bank account and send a confirmation EFT report to Fiscal/ SSA Management.
  - m. NEON will provide the SSA and Fiscal Departments with a monthly reconciliation of the program.
  - n. Sr Accounting Manager and/or Director of Fiscal will review bank account statements and reconcile the fiscal spreadsheet document.
  - o. AA will enter paid date into Brittco upon receipt of payment confirmation from Neon.
  - p. Summit DD staff may access Brittco- FSS Authorizations to check on any funds that remain. This can be done by looking up the individual or family's last name.

## V. Direct Pay Requests

- a. FEP is a reimbursement program, but this may sometimes be a hardship to a family for accessing approved goods/ services for their eligible child. When this occurs, a direct payment option may be approved with proof of meeting federal poverty guidelines based on the families tax forms.
- b. The purchasing provider/ supplier must complete paperwork with Summit DD fiscal in order to be an approved vendor and able to be paid directly. Cindy McPeck is the contact for vendors and staff to initiate this process.
- c. The above-mentioned process of requesting approval to use funds applies and must be followed, with a parent initiating the request and pre-approval steps.
- d. Summit DD staff will submit the request with all the same guidelines but will select "Direct Pay" option when entering the information into Job Router.
- e. Once the AA enters the information a Job Router ticket is generated for Fiscal department to review and approve in the Accounts/ Payable queue.
- f. AA will mark the invoice paid in Brittco on the date they process and send it to Fiscal.
- g. The invoice will be reviewed/ processed through Munis for payment through the County office.

## VI. Detailed Description of Goods and Services.

- a. Summer Camp- summer programs that allow participation in the community, preferably with other children who do not have disabilities. Examples include YMCA camps, recreational camp, themed camp or any other summer program the individual wishes to attend.
  - i. Funds cover tuition
  - ii. The family is responsible for registering the child for camp
- b. Respite Care- For children 13 and older. Provides support on a short-term basis to the individual in the family home, the provider's home or a community location decided on by the team. Respite must be delivered by a verified family chosen provider. Respite log sheets will be provided for completion and submission in lieu of receipts
- c. Family Chosen Providers: Someone the family knows and believes to have the ability to care for their family members.
- d. Adaptive Equipment- equipment that helps individuals with independence in daily living or is a more costly option than can typically be purchased in the community. Examples include communication devices, equipment not covered by Medicaid State Plan or insurance, sensory items, weighted blankets/vests, adapted utensils/plates, adapted strollers for 3 and above, adapted car seats, adapted bicycles/tricycles or other items agreed upon by the team.
  - i. Must include written recommendations from PT, OT, SLP or other support professionals.
- e. Safety Related Classes- Classes that teach safety-based skills to an individual. This would include swimming lessons
- f. Academic Supports/Tutoring- educational related materials or services that are not otherwise covered or provided by the school or ODE. Examples include after-school tutoring or supplemental materials that will allow for a child to remain in their integrated school setting/keep them eligible for extracurricular activities.
- g. Health Related Supplies/Medical Needs- supplies an individual may need due to their developmental disability that are not covered by another funding source. Items may include incontinent supplies, dietary shakes, specialized formula, thickeners, copays/out of pocket costs for prescribed items not covered by insurance. Must have an insurance denial letter or explanation of benefits.
- h. Safety Equipment- equipment that is used to keep someone safe. Items may include safety gates; outlet covers and GPS tracking devices.
- i. Therapies not otherwise covered by insurance- ABA, Counseling, Speech, OT, and PT. Must have an insurance denial letter.

## Summit County Developmental Disabilities Board

### TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Contract with Success4Kidz Therapy, LLC (S4K) to provide consultative PT and OT services for the Early Intervention program.	Ensuring availability of consultative therapy services in our evidence-based early intervention model.	Recommend that the Board approve a one-year contract with Success4Kidz Therapy for the period 1/1/26 to 12/31/26, for a total contract amount not to exceed \$506,500.

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

**Service Area:** Early Intervention

**# of Individuals Currently Served by S4K OT and PT:** Between 250-315

**Amount of Increase:** \$0

Success 4 Kidz (S4K) has been providing consultative therapy services for the Board since 2007. Summit DD follows the evidence-based early intervention model recommended by the Ohio Department of Children and Youth. This model provides consultative, in-home services to families through a coaching approach. S4K agrees to follow this approach and support Summit DD's Early Intervention program in this manner by:

- Participating in evaluations as needed to determine eligibility for Early Intervention service.
- Meeting weekly as a team with HMG Service Coordinators and Developmental Specialists to ensure that families are supported by one Primary Service Provider who is backed by a team of support professionals.
- Adding OT and PT staff to the team of professionals who can serve as Primary Service Provider. This allows the team to select from not only the Developmental Specialist and Speech Therapist but also the OT and PT. Allowing for the best fit for each family.
- Providing consultative services to the Early Childhood Focus Area in the Community Supports and Development Department for children in childcare centers.

In the past 8 months, S4K has completed approximately 2,188 (avg 255-295 monthly) home/telehealth visits, consultations, and evaluations acting as both the primary service provider and secondary service provider. Success 4 Kidz serves as the primary service provider for 195-225 families monthly and as secondary service provider for 40-65 families. They also serve 15-25 children 3-5 years old, as well as collaborating with the Early Childhood Focus Area to help promote inclusion in childcare centers as well as consult with RSS/SSA on children as needed.

Costs are billed hourly at \$75 per hour or \$18.75 per unit of service which is the standard Medicaid rate.

Funds are in the 2026 budget.

Recommended for approval by the October Finance & Facilities  
and Services & Supports Committee.

Submitted By: Holly Brugh

For:        Superintendent/Assistant Superintendent

  X   Finance & Facilities Committee

Date: October 2025

  X   Services & Supports Committee

       HR/LR Committee





SERVICE CONTRACT BETWEEN  
SUMMIT COUNTY DEVELOPMENTAL  
DISABILITIES BOARD  
AND  
SUCCESS 4 KIDZ THERAPY, LLC

This Contract, entered into by and between 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 2355 2<sup>nd</sup> Street, Cuyahoga Falls, Ohio 44221, hereinafter referred to as “Summit DD”, and Success 4 Kidz Therapy, LLC with its principal office located at 1089 Scenicrest St. NW, Uniontown, Ohio 4468, hereinafter referred to as “Contractor”, recites that:

WHEREAS, the parties desire to enter into a Contract whereby Summit DD will provide reimbursement to Success 4 Kidz Therapy, LLC for Occupational and Physical Therapy services provided in accordance with an evidence-based early intervention model

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 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 and in accordance with the standards established by Summit DD.
- B. Summit DD shall review and evaluate the services delivered by Contractor on a continuing basis to ensure that such services are delivered in accordance with Part C federal regulations, Ohio Department of Children and Youth policies and the individual's Individualized Family Service Plan (IFSP). The results of said review and evaluation will be shared by Summit DD with the Contractor.

II. CONTRACTOR OBLIGATIONS

- A. Contractor shall maintain all necessary insurance coverage, licenses, certifications, registrations, and credentials required to perform its contractual obligations.
- B. The Contractor agrees to provide occupational therapy (OT) and physical therapy (PT) services and supports to the Early Intervention program in the following manner:
  - 1. Contractor has a thorough understanding of Federal Part C regulations and Ohio's Early Intervention system including its mission, vision and standards as outlined in Ohio Administrative Code Chapter 5123-10 and will maintain and provide documentation as required.

2. Contractor will participate in:
    - a. The evaluation of children, if necessary, to determine eligibility with Informed Clinical Opinion and gather needed information to establish outcomes that are most important to families;
    - b. The assessment of children to determine need for program planning;
    - c. Weekly team meetings that include the development of strategies that are functional to the family's priorities, needs and interests, and focus on the child's participation in normal daily activities;
    - d. Enhancing other professionals' abilities to incorporate OT and/or PT strategies into families' daily routines; and
    - e. Acting as the Primary Service Provider (PSP) and/or Secondary Service Provider (SSP).
  3. Contractor will maintain competency in the use of the following assessment tools, including but not limited to: Battelle Developmental Inventory-II (BDI-2); Assessment, Evaluation & Programming System (AEPS)
  4. Occupational Therapy Assistants and Physical Therapy Assistants will be monitored by licensed therapists through at least quarterly documentation review and home visit observations and in accordance with Ohio Law.
- C. Contractor agrees to offer consultative support upon request by Summit DD to projects that promote inclusion.
- D. Contractor shall utilize Summit DD systems including but not limited to JobRouter for workflow, DocuWare for electronic files, and Brittco for documentation of all case notes.
- 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.
- 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 Children and Youth 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 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 based on age, race, color, disability, religion, sex, sexual orientation, military service, or national origin. Contractor shall furnish 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 Summit DD's Major Unusual Incident (MUI) Unit and shall provide other additional reports to 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 § 5123-17-02 and Contractor shall notify Summit DD's MUI Unit within the timelines spelled out in said rule. Notification shall be made by submitting same to Summit DD by electronic mail to [www.muireports@summitdd.org](mailto: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 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 Contractor in performance of its duties under this contract. Summit DD shall be included as an additional insured on Contractor's liability insurance coverage. Contractor shall provide Summit DD with a copy of Contractor's liability insurance policy before providing services in accordance with the Contract.
- K. Unless parties otherwise agree in writing, if Contractor is not a DODD certified provider and currently in compliance with DODD mandated insurance requirements, 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.
- L. Contractor shall comply with all applicable Workers' Compensation laws and acquire a certificate of insurance, evidence of which must be produced to Summit DD upon demand.
- M. Contractor shall provide upon request of Summit DD the names and addresses of Contractor's current Board members.
- N. Contractor shall indemnify, save, and hold harmless Summit DD and any agents or employees thereof, from 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 Summit DD.
- O. Contractor shall name Summit DD as a source of funding in any audit, literature, brochure, or presentation.
- P. Employees of 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 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. Contractor further agrees to submit an audit of its operation by an independent certified public accountant annually. Summit DD, or its authorized representative, shall have access to the books and records of Contractor at any time during the normal business hours of Contractor.

### IV. CLAIMS AND PAYMENT

- A. The amount of this Contract shall not exceed FIVE HUNDRED SIX THOUSAND FIVE HUNDRED DOLLARS (\$506,500.00) and is limited to the Summit DD'S 2026 appropriation.
- B. Summit DD will pay Contractor at its usual and customary rate or the equivalent Medicaid rate, whichever is lower, for services based upon actual services rendered as a team member and for which there is appropriate documentation as set forth in this Contract. 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.

### V. TERM AND TERMINATION

- A. The term of this Contract shall be from January 1, 2026 through December 31, 2026.
- B. This Contract may be terminated by Summit DD at any time for cause or for no cause by providing 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

Contractor shall maintain the confidentiality of any records of individuals receiving service and shall not disclose them except as permitted by law. Contractor acknowledges that the laws of Ohio and the requirements of Summit DD's policies and procedures shall govern this provision. Any information gathered through service delivery is the property of 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

Contractor shall establish a procedure for affording individuals served due process. Contractor shall utilize this procedure in the event of a disagreement between Contractor and the individual related to 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 Children and Youth and any applicable requirements and regulations of Summit DD.

### B. ASSIGNMENT

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

### C. ENTIRE CONTRACT

It is acknowledged by the parties that this Contract supersedes 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: Summit County Developmental Disabilities Board  
ATTENTION: Superintendent  
2355 2<sup>nd</sup> Street  
Cuyahoga Falls, Ohio 44221

TO: Denise Ramos, President  
Success 4 Kidz  
1089 Scenicrest St. NW  
Uniontown, OH 44685  
[dramos@summitdd.org](mailto:dramos@summitdd.org)

E. If 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.

SUCCESS FOR KIDZ THERAPY, LLC:

SUMMIT COUNTY DEVELOPMENTAL  
DISABILITIES BOARD

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***APPROVED AS TO FORM:***

***JOHN F. GALONSKI***

***DEPUTY CHIEF ASSISTANT SUMMIT COUNTY PROSECUTING ATTORNEY***

***SUMMIT COUNTY, OHIO***

***Date: 12/2022***

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 this Contract, the following procedure shall be implemented, at the written request of either party:

### STEP I

The Superintendent of Summit DD or Chief Executive Officer of the Contractor 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

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Funding for 2026 contract and allocation of resources	Annual maintenance & licensing fees for Summit DD's main servicing application	The Board approve the request to enter into a contract extension with Brittco for an amount not to exceed \$76,200 in 2026
<b>SUPPORTING DATA FOR RECOMMENDATION</b>		
<p><i>Total Cost:</i> Not to exceed \$76,200 in 2026</p> <p><i>Summary:</i></p> <p>Summit DD uses the Brittco system as its main application for supporting individuals we serve and managing related billing activities.</p> <p>The monthly cost for Brittco in 2026 will continue to be \$6,350. This is a fixed price that will not increase. This will result in an annual cost of \$76,200 in 2026, which includes the test site, tech support, and training when needed.</p> <p>It is recommended that the Board approve the request to enter into a contract extension with Brittco for licensing in 2026 for an amount not to exceed \$76,200. This was budgeted for and funding is available in the 2026 annual budget.</p> <p style="text-align: center;">Recommended for approval by the October Finance &amp; Facilities and Services &amp; Supports Committees.</p>		

Submitted By: Russ DuPlainDate: October 2025For:      Superintendent/Assistant Superintendent  X   Finance & Facilities Committee     Services & Supports Committee     HR/LR Committee

## Addendum to Agreement

This Addendum to Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Summit County Developmental Disabilities Board (hereafter "Summit DD"), 2355 2<sup>nd</sup> Street, Cuyahoga Falls, Ohio 44221, and the Brittco, LLC, (hereafter "Brittco") with its principal offices located at 14390 Crestview Drive, Novelty, Ohio 44072. (Summit DD and Brittco shall also collectively referred to as "Parties".)

WHEREAS, the Parties entered into an Agreement per Board Resolution No. 21-11-04 for the period January 1, 2022 through December 31, 2022 for the use of Brittco Licensed Software, a copy of this contract is attached hereto and incorporated herein and

WHEREAS, the Parties, pursuant to Section 1 of their existing agreement, desire to extend said Agreement for a period of one year.

NOW, THEREFORE, the Parties agree to the following:

- A. The term of this Contract shall be extended an additional year from January 1, 2026 through December 31, 2026;
- B. Summit DD shall pay Brittco an all-inclusive monthly fee of Six Thousand Three Hundred and Fifty Dollars (\$6,350.00). This fee includes access and use of the "Brittco Software for County Boards" as well as technical support and ongoing staff training.
- C. All other terms of the current Contract shall remain in full force and effect.

All other terms and conditions of the parties' Agreement remain unchanged and in full force and effect.

SUMMIT DD BOARD

BRITTCO

\_\_\_\_\_  
Lisa Kamlowsky

\_\_\_\_\_  
Scott Flowers

\_\_\_\_\_  
Superintendent  
Title

\_\_\_\_\_  
CEO  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Policing services for Summit DD	Safety and security of individuals and staff at Summit DD and criminal investigations on behalf of individuals served by Summit DD.	Renew a contract with Summit County Sheriff's office for a 12-month term to provide policing services at a cost not to exceed \$151,640.52 from January 1, 2026 through December 31, 2026.
<b>SUPPORTING DATA FOR RECOMMENDATION</b>		
<ul style="list-style-type: none"> <li>This contract provides an assigned deputy and vehicle to be responsible to provide policing services at Summit DD's Cuyahoga Falls and Barberton Locations.</li> <li>The Deputy will also investigate criminal cases, including conducting relevant interviews, searching for community suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimonials, and any other duties based on case-specific demands. The deputy will review all Category A MUI's for a potential criminal involvement.</li> <li>The Deputy will also coordinate with the Summit County Prosecutor's Office and other law enforcement jurisdictions as needed to educate the community concerning criminal cases involving individuals with developmental disabilities. Including coordinating with the SSA department to educate local law enforcement where individuals with intensive needs live of resources available.</li> <li>Other duties include performing well checks, coordinating with the jail on individual needs when an eligible individual becomes incarcerated, and assisting with Crisis Intervention Training.</li> <li>Rates are reflective of the most recent contract with the Fraternal Order of Police.</li> <li>To date in 2025, Summit DD's assigned Detective Black reviewed 224 cases and opened 65. There have been five felony arrests and two misdemeanor arrests. The indictment rate remains at 100%. Det. Black also conducted 73 interviews, performed 10 well checks and engaged in 231 consultations with Summit DD staff members (SSA's, IA, Provider Relations).</li> <li>This contract is eligible for Medicaid Administrative Claims. Summit DD received approximately \$44,000 in revenue to offset cost of the contract.</li> </ul> <p style="text-align: center;">Recommended for approval by the September Finance &amp; Facilities and Services &amp; Supports Committees.</p>		

Submitted By: Billie DavidDate: 9/2/25For:        Superintendent/Assistant Superintendent  x   Finance & Facilities Committee  x   Services & Supports Committee       HR/LR Committee

**SUMMIT COUNTY DD BOARD**  
**SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE**  
**FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2025 AND 2024**

	9/30/2025				ACTUAL 12/31/2024	9/30/2024			
	2025 ANNUAL BUDGET	2025 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING		2024 ANNUAL BUDGET	2024 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
<b>OPERATING REVENUE</b>									
PROPERTY TAXES	\$ 66,177,703	\$ 72,354,832	\$ (6,177,129)	-9.3% <b>1</b>	\$ 55,464,650	\$ 55,568,694	\$ 52,622,799	\$ 2,945,895	5.3%
REIMBURSEMENTS	10,520,000	4,719,409	5,800,591	55.1%	11,627,500	11,141,000	6,675,462	4,465,538	40.1%
GRANTS	2,116,240	1,590,028	526,212	24.9% <b>2</b>	2,356,145	1,753,429	1,565,499	187,930	10.7%
CONTRACT SERVICES	100,000	456,443	(356,443)	-356.4%	328,855	-	209,806	(209,806)	0.0%
REFUNDS	12,500	32,910	(20,410)	-163.3%	8,294	-	6,627	(6,627)	0.0%
OTHER RECEIPTS	39,000	13,508	25,492	65.4%	27,700	5,500	25,763	(20,263)	-368.4%
<b>TOTAL REVENUE</b>	<b>\$ 78,965,443</b>	<b>\$ 79,167,130</b>	<b>\$ (201,687)</b>	<b>-0.3%</b>	<b>\$ 69,813,144</b>	<b>\$ 68,468,623</b>	<b>\$ 61,105,956</b>	<b>\$ 7,362,667</b>	<b>10.8%</b>
<b>OPERATING EXPENDITURES</b>									
SALARIES	\$ 23,229,072	\$ 17,486,722	\$ 5,742,350	24.7%	\$ 21,607,114	\$ 21,720,516	\$ 16,622,970	\$ 5,097,546	23.5%
EMPLOYEE BENEFITS	10,413,033	8,346,625	2,066,408	19.8%	9,857,446	9,712,632	7,692,138	2,020,494	20.8%
MEDICAID COSTS	40,765,758 <b>3</b>	35,000,799	5,764,959	14.1%	36,605,234	32,614,918	27,771,905	4,843,013	14.8%
DIRECT CONTRACT SERVICES	9,149,583	8,465,186	684,397	7.5% <b>4</b>	10,527,751	8,313,610	7,610,191	703,419	8.5%
INDIRECT CONTRACT SERVICES	1,377,881	912,816	465,065	33.8% <b>5</b>	1,337,381	1,808,487	1,005,100	803,387	44.4%
SUPPLIES	397,360	211,172	186,188	46.9%	345,538	415,960	288,263	127,697	30.7%
TRAVEL AND TRAINING	278,750	149,527	129,223	46.4%	208,935	310,280	142,020	168,260	54.2%
UTILITIES	201,000	142,614	58,386	29.0%	183,675	189,000	132,784	56,216	29.7%
RENTALS	7,400	4,370	3,030	40.9%	4,370	10,000	3,277	6,723	67.2%
ADVERTISING	120,000	61,234	58,766	49.0%	126,111	118,000	89,054	28,946	24.5%
OTHER EXPENSES	365,435	281,822	83,613	22.9%	325,463	348,590	290,230	58,360	16.7%
EQUIPMENT	188,000	145,961	42,039	22.4% <b>6</b>	7,652	8,000	7,652	348	4.4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,493,272</b>	<b>\$ 71,208,848</b>	<b>\$ 15,284,424</b>	<b>17.7%</b>	<b>\$ 81,136,670</b>	<b>\$ 75,569,993</b>	<b>\$ 61,655,584</b>	<b>\$ 13,914,409</b>	<b>18.4%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (7,527,829)</b>	<b>\$ 7,958,282</b>			<b>\$ (11,323,526)</b>	<b>\$ (7,101,370)</b>	<b>\$ (549,628)</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>							
<b>BEGINNING FUND BALANCE</b>	\$ 50,881,604	\$ 50,881,604							
PLUS: REVENUE	78,965,443	79,167,130							
LESS: EXPENDITURES	(86,493,272)	(71,208,848)							
<b>ENDING FUND BALANCE</b>	<b>\$ 43,353,775</b>	<b>\$ 58,839,886</b>							

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

**SUMMIT COUNTY DD BOARD  
NOTES TO FINANCIAL STATEMENT  
FOR THE MONTH ENDED SEPTEMBER 30, 2025  
(Rounded)**

<b>An evenly distributed monthly budget</b>	<b>8.3%</b>
<b>Evenly distributed budget remaining</b>	<b>25.0%</b>

**Current Month**

**Revenue:**

<b>1</b>	Property Taxes:	Second half tax settlement. Amount is higher then expected by approximately \$6m due to a software issue at the county. Upon resolution of the issue the settlement will be appropriately adjusted by the SCFO.	\$ 30,481,100
<b>2</b>	Grants:	Reimbursement of expenses associated with the Multi System Youth Intensive Treatment Grant awarded to provide training and consultative services and supports for the benefit of individuals with intensive needs. Quarterly Title XX reimbursement.	30,800 97,500

**Expenditures:**

<b>3</b>	Medicaid Costs:	Additional appropriation (budget) was recorded by the county Finance and Budget Department.	\$ 4,641,700
<b>4</b>	Direct Contract Services:	Payment of costs associated with the Summit DD sponsored Summer Work Program.	72,800
<b>5</b>	Indirect Contract Services:	Annual licensing, maintenance and support contract renewals for the following applications: CDW Government LLC - Email archiving service, Darktrace Holding LTD - Enhanced security monitoring of network activity.	13,900 24,900
<b>6</b>	Equipment:	New host server that runs all IT systems.	31,800

**Year to Date**

**Expenditures:**

	Other Expenses:	Ohio Association of County Boards (OACB) 2025 annual dues. Payment to Wichert Insurance Company for the following insurance costs: Cyber insurance with Cincinnati Insurance Company, Director and officers and employment practices liability insurance with Cincinnati Insurance Company, Property & casualty, business automobile and umbrella coverage with Selective Insurance Company.	\$ 104,300  14,400 36,000 80,200
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MINUTES – combined work session and regular meeting  
Thursday, September 18, 2025

## Summit County Developmental Disabilities Board

# MINUTES - DRAFT

Thursday, September 18, 2025  
5:30 p.m.

The **combined work session and regular meeting** of the Summit County Developmental Disabilities Board was held on Thursday, September 18, 2025 at the Summit DD administrative offices located at 2355 2<sup>nd</sup> Street, Cuyahoga Falls, Ohio 44221. The **work session** convened at 5:31 p.m.

### BOARD MEMBERS

Jason Dodson, Board President  
Allyson V. James, Board Secretary  
Gregg Cramer, Board Secretary  
Tami Gaugler  
Denise Ricks - *Excused*  
Randy Briggs  
Stacy Youssef

### ALSO PRESENT

Lisa Kamlowksy, Superintendent	Holly Brugh, Assistant Superintendent
Drew Williams, Assistant Superintendent	James Armstrong, Director of Legal Svs.
Russ DuPlain, Director of IT & Facilities	Laura Gleason, Director of HR
Billie Jo David, Director of Communications & Quality	Maggi Albright, Recording Secretary and others

## I. 2026 SUMMIT COUNTY SHERIFFS CONTRACT

The request is to renew a contract with the Summit County Sheriff's Office for calendar year 2026 for an assigned deputy to provide services exclusively to Summit DD. The cost of the contract is not to exceed \$151,640.52, which is an increase of about \$2,600 over the current contract amount. Attachment #1 outlines the deliverables and benefits of this arrangement which include reviewing and investigating major unusual incidents that may be criminal in nature. In 2025 Summit DD received approximately \$44,000 in reimbursement to offset the cost of the contract and a similar reimbursement is anticipated in 2026. The 2026 Summit County Sheriffs contract has been recommended for approval by the September Services & Supports and Finance & Facilities Committees.

MINUTES – combined work session and regular meeting  
Thursday, September 18, 2025

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

### II. WEAVER INDUSTRIES SUMMER YOUTH WORK EXPERIENCE AND CAREER EXPLORATION CONTRACT AMENDMENT

The request is to increase the amount of the summer youth work experience and career exploration contract with Weaver Industries by \$6,738.88. There was additional student participation which resulted in additional services. The total contract amount including the increase is not to exceed \$76,038.88. The Weaver Industries summer youth contract amendment has been recommended for approval by the September Services & Supports and Finance & Facilities Committees.

### III. AUGUST FINANCIAL STATEMENTS

The Superintendent noted there is nothing out of the ordinary to report relative to August revenue. Expenditures in August included three pay periods, a payment of \$51,000 in costs associated with the summer youth work program and payment of \$10,900 to purchase equipment for firewall devices. August ended with a fund balance of \$31,594,621. The August financial statements have been recommended for approval by the September Finance & Facilities Committee.

### IV. ADM BOARD LEVY ENDORSEMENT REQUEST

Superintendent Kamlowsky recommended to the Board that Summit DD endorse the Summit County ADM Board's upcoming levy on the ballot in November. ADM Board Issue #1 is a request for a renewal of 2.95 mills and an increase of .5 mills for a six-year period. The ADM Board is a valuable community partner and, like many social service agencies, is experiencing increased community needs along with a decrease in funding support from state and federal government for these services. This is the first time the ADM Board has asked for additional resources in eighteen years.

The work session adjourned at 5:36 p.m.

MINUTES – combined work session and regular meeting  
Thursday, September 18, 2025

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:36 p.m.

### I. ROLL CALL

Mr. Briggs - Present	Mrs. Gaugler - Present
Mrs. Youssef - Present	Mr. Cramer – Present
Mr. Dodson - Present	Mrs. Ricks – <i>Excused</i>
Ms. James - Present	

### II. PUBLIC COMMENT

Leslie Frank, a parent and community member, asked about the Sheriffs contract and how much time is spent between the Summit DD sites and doing investigations. Billie Jo David responded the deputy has a full-time office at Cuyahoga Falls but also visits Barberton for policing services. Most of the deputy's time is spent doing investigations, supporting SSAs, and on occasion conducting wellness checks. The deputy's time is documented since it is reimbursable. Ms. Frank commented that her son utilized Summit DD's residential services recently and staff were able to assist him in finding housing. She thanked the Board for providing those services.

### III. APPROVAL OF MINUTES

#### A. JULY 17, 2025 (combined work session/regular meeting)'

#### RESOLUTION No. 25-09-01

Resolved that the Board approve the minutes of the July 17, 2025 combined work session/regular meeting. Mr. Briggs made the motion and Ms. James seconded.

<u>Roll call vote:</u>	Mrs. Youssef - yes	Mr. Cramer - yes
	Mr. Dodson – yes	Mr. Briggs - yes
	Ms. James - yes	Mrs. Ricks - <i>Excused</i>
	Mrs. Gaugler - yes	

The motion was unanimously approved.



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

### III. APPROVAL OF MINUTES *(continued)*

#### B. AUGUST 25, 2025 (combined work session/regular board meeting)

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

##### No. 25-09-02

Resolved that the Board approve the minutes of the August 25, 2025 combined work session/regular meeting. Mr. Briggs made the motion and Mrs. Gaugler seconded.

<u>Roll call vote:</u>	Mr. Dodson – yes	Mr. Briggs - yes
	Ms. James – yes	Mrs. Youssef - yes
	Mrs. Gaugler - yes	Mrs. Ricks - <i>Excused</i>
	Mr. Cramer – yes	

The motion was unanimously approved.

### IV. BOARD ACTION ITEMS

#### A. WEAVER INDUSTRIES SUMMER YOUTH WORK EXPERIENCE AND CAREER EXPLORATION CONTRACT AMENDMENT

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

##### No. 25-09-03

Whereas Summit DD entered into a contract with Weaver Industries to provide summer work experiences and career exploration activities to eligible youth for the period June 1, 2025 through December 31, 2025, in an amount not to exceed Sixty-Nine Thousand Three Hundred Dollars (\$69,300); and

Whereas there was increased student participation resulting in additional service costs above the authorized contract amount;

Therefore be it resolved that the Board approve an increase to the contract in the amount of Six Thousand Seven Hundred Thirty Eight Dollars and Eighty Eight Cents (\$6,738.88) for the total contract amount not to exceed Seventy-Six Thousand Thirty-Eight Dollars and Eighty-Eight Cents (\$76,038.88), and that the Superintendent be authorized to sign said contract amendment. Mrs. Gaugler made the motion and Mr. Cramer seconded.

<u>Roll call vote:</u>	Ms. James – yes	Mrs. Youssef - yes
	Mrs. Gaugler – yes	Mr. Dodson - yes
	Mr. Cramer - yes	Mrs. Ricks - <i>Excused</i>
	Mr. Briggs – yes	

The motion was unanimously approved.

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

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

#### B. AUGUST FINANCIAL STATEMENTS

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

No. 25-09-04

Resolved that the Board approve the August financial statements. Mr. Cramer made the motion and Mr. Briggs seconded.

<u>Roll call vote:</u>	Mrs. Gaugler – yes	Mr. Dodson - yes
	Mr. Cramer – yes	Ms. James - yes
	Mr. Briggs - yes	Mrs. Ricks - <i>Excused</i>
	Mrs. Youssef – yes	

The motion was unanimously approved.

#### C. ADM BOARD LEVY ENDORSEMENT

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

No. 25-09-05

Whereas the County of Summit Alcohol, Drug Addiction and Mental Health Services Board is seeking a renewal of its six-year 2.95 mill operating levy with a .5 mill increase appearing on the November 2025 ballot;

Be it resolved that the Summit DD Board does hereby endorse Issue #1 and authorizes the Superintendent to take steps necessary to communicate said endorsement. Mrs. Youssef made the motion and Mrs. Gaugler seconded.

<u>Roll call vote:</u>	Mr. Cramer – yes	Mr. James - yes
	Mr. Briggs – yes	Mrs. Gaugler - yes
	Mrs. Youssef - yes	Mrs. Ricks - <i>Excused</i>
	Mr. Dodson – yes	

The motion was unanimously approved.

### V. SUPERINTENDENT'S REPORT

Superintendent Kamlowsky announced the OACB 42<sup>nd</sup> Annual Conference will be held Wednesday, November 19<sup>th</sup> through Friday, November 21<sup>st</sup> at the Hilton Columbus @ Easton. Please look for an email from Maggi Albright and respond accordingly if interested in attending.

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

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

Summit DD and Medina DD staff are again partnering to host a Tech Expo at Summit Mall on September 25<sup>th</sup> from 10:00 a.m. – 3:00 p.m. Over 50 vendors are expected to participate in the Expo with the intent to showcase how assistive technology and remote supports can increase independence, improve quality of life and provide access to the community. There will be displays for a variety of supports including vision and hearing, home modifications, daily living skills, safety and mobility devices.

Last week the Ohio Department of Developmental Disabilities (DODD) proclaimed September 7<sup>th</sup>-13<sup>th</sup> as *Direct Service Professionals Week* to honor the commitment and dedication of Ohio's direct service workforce and to celebrate the vital role they play in supporting individuals and families in the developmental disability system. The Superintendent extended her sincere appreciation to the 269 agency and 800 independent providers in Summit County who support individuals to live their best lives. She thanked DSPs for putting the needs of individuals first and thanked them for listening to their voices and for making sure individuals are supported, included and valued every single day.

Superintendent Kamlowksy indicated she will be talking about the budget recommendations in October committee meetings and asked all Board Members to please do their best to be available to attend and participate.

There being no further business, the Board Meeting adjourned at 5:48 p.m.

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Gregg Cramer, Secretary