

**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, March 19, 2026  
**5:30 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. NEW POLICY 2039 – PAID PARENTAL LEAVE  
**Attachment #1**
- II. RING CENTRAL PHONE SYSTEM CONTRACT  
**Attachment #2**

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

*No Action Items Previously Discussed*

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

*The items below have been recommended for approval by the March Finance & Facilities, Services & Supports and/or HR/LR Committees.*

- III. JUDGE ROTENBERG CENTER CONTRACT INCREASE  
**Attachment #3**
- IV. AGENCY INSURANCE  
**Attachment #4**
- V. REVISED POLICIES  
**Attachment #5**
- VI. FEBRUARY FINANCIAL STATEMENTS  
**Attachment #6**

# **BOARD MEETING**

I. CALL TO ORDER – ROLL CALL

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

II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES

A. FEBRUARY 19, 2026 (combined work session/regular meeting)

**Attachment #7**

**RESOLUTION #26-03-01** – Resolved that the Board approve the minutes of the February 19, 2026 combined work session/regular meeting.

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

Discussion, if any.....

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

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

V. BOARD ACTION ITEMS

A. JUDGE ROTENBERG CENTER CONTRACT INCREASE

**Attachment #3**

**RESOLUTION #26-03-02** – Resolved that the Board approve an increase to the contract with the Judge Rotenberg Center for the period July 1, 2025 through June 30, 2026, in the amount of One Hundred Sixty Two Thousand Two Hundred Sixty Eight Dollars (\$162,268), for the total contract amount not to exceed Five Hundred Sixty Two Thousand Two Hundred Sixty Eight Dollars (\$562,268), and that the Superintendent be authorized to sign said contract amendment.

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

Discussion, if any.....

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

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

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

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

#### B. AGENCY INSURANCE **Attachment #4**

**RESOLUTION #26-03-03** – Resolved that the Board approve insurance coverage through Wichert Insurance Company for the period April 1, 2026 through March 31, 2027, in an amount not to exceed One Hundred Thirty-Eight Thousand Seven Hundred Forty-Two Dollars (\$138,742), and that the Superintendent be authorized to take all actions necessary to effectuate this resolution.

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

Discussion, if any.....

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

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

#### C. REVISED POLICIES **Attachment #5**

**RESOLUTION #26-03-04** – Resolved that the Board approve revisions to Policies 1106 – Regular and Special Board Meetings, 2007 – Electronic Communication and System Utilization, 2019 – Eligibility for Rehire, and 2024 – Employee Reasonable Accommodations, as presented.

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

Discussion, if any.....

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

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

#### D. FEBRUARY FINANCIAL STATEMENTS **Attachment #6**

**RESOLUTION #26-03-05** – Resolved that the Board approve the February Financial Statements.

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

Discussion, if any.....

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

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

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

- VI. SUPERINTENDENT REPORT
- VII. PRESIDENT'S COMMENTS
- VIII. ADJOURN

## Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Paid Parental Leave Benefits	To align benefits across the Agency to all employees	Board adopt Policy #2039 – Paid Parental Leave as presented

### **SUPPORTING DATA FOR RECOMMENDATION**

As of January 1, 2026, all Summit DD union employees have access to Paid Parental Leave benefits through their collective bargaining agreements that were ratified in 2025. The Paid Parental Leave benefits in all three contracts were modeled after Summit County's policy.

Ohio Revised Code Section 5126.05 authorizes the Board to establish fringe benefits for Board employees. Policy 2039 would extend Paid Parental Leave benefits to all Summit DD employees, including:

- Up to six (6) weeks of paid leave for the birth of an employee's child or the placement of a child with an employee through adoption.
- Up to three (3) weeks of paid leave for employees whose child is still born or miscarried after twenty (20) weeks of pregnancy.
- Up to two (2) weeks of paid leave for Kinship care. Kinship care is defined as "full-time care of a child by a relative/family member taking responsibility for a child when the parents are unable or unwilling to do so." The court must grant legal custody or guardianship to the employee for the employee to be eligible.

To meet eligibility for Paid Parental Leave, employees must:

- Be a regular, full-time employee and have been employed by Summit DD for at least twelve (12) months.
- Have worked at least 1,250 hours over the previous twelve (12) months.
- Be the biological parent of a newly born child or the legal guardian of a newly adopted child (or child placed through Kinship care).
- Reside in the same residence as the child.

**Recommended for approval by the March HR/LR Committee.**

Submitted By: Laura Gleason For: \_\_\_\_\_ Superintendent/Assistant Superintendent  
 \_\_\_\_\_ Finance & Facilities Committee  
 Date: 03/09/2026 \_\_\_\_\_ Services & Supports Committee  
 \_\_\_\_\_ X HR/LR Committee

## 2039 - PAID PARENTAL LEAVE

Paid Parental Leave (PPL) provides new parents with the opportunity to care for and bond with their new child. The Board will provide up to six (6) calendar weeks of continuous paid leave to provide necessary parental care immediately following the birth or adoption of a minor child. PPL will run concurrently with the Family and Medical Leave Act (FMLA), as applicable.

### **ELIGIBILITY**

- A. Employees must meet the following eligibility:
  - 1. Must be a regular full-time employee.
  - 2. Have been employed by the Board for at least twelve (12) months.
  - 3. Have worked at least 1,250 hours over the previous twelve (12) month period immediately preceding the date when the requested leave would begin.
- B. In addition, the following must also be met:
  - 1. Be the biological parent of a newly born child or
  - 2. Be the legal guardian of a newly adopted child, that is not the spouse's child and reside in the same household as the newly adopted child.
- C. The employee must reside in the same residence as the newly born biological child or adopted child.
- D. If both parents are eligible and employed by the Board, they may receive a combined total of six (6) weeks.
- E. Employees must return to work following PPL. If an employee collects PPL and the employee terminates employment prior to returning to work, the employee must reimburse the Board for the amount paid out for PPL within ninety (90) days of the employee's last workday.

### **FORMS AND DOCUMENTATION**

- A. Employees who wish to apply for PPL must submit requests to the Human Resources Department at least thirty (30) days prior to the requested time off for foreseeable leaves or as much notice as is practical under the circumstances for unforeseeable leaves.
- B. Employees must provide documentation of the date of birth or adoption as well as documentation showing that employee is the parent of the child (birth certificate or proof of adoption).

## **2039 - PAID PARENTAL LEAVE *(continued)***

### **FORMS AND DOCUMENTATION *(continued)***

- C. Forms must be returned to the Human Resources Department at least two (2) weeks prior to the proposed leave. If the leave was not foreseeable, the form must be submitted as soon as possible and within thirty (30) days of the birth or adoption.

### **DURATION OF LEAVE**

- A. An employee who is eligible for PPL may begin to take the leave on the day the child was born or placed for adoption.
- B. Approved PPL may be taken for all hours of work during the six (6) calendar weeks commencing with and immediately following the birth or adoption of a child.
- C. Intermittent Paid Parental Leave is available for the six (6) calendar weeks from the exact date of birth or placement of a child for adoption. Employees utilizing intermittent PPL must submit a leave request to their immediate supervisor for any workday that is being scheduled off. Employees will remain eligible to receive all Board provided paid benefits and will continue to accrue other forms of paid leave during the period they are utilizing PPL.
- D. If an employee births or adopts multiple children, the PPL triggering event shall be considered a single qualifying event and will not serve to increase the length of the leave unless the children are birthed or adopted more than twelve (12) months apart.

### **COORDINATION WITH OTHER LEAVES**

- A. PPL under this policy shall run concurrently with the FMLA. Any leave taken under this policy that meets the criteria for leave under the FMLA will result in the leave being counted toward the twelve (12) weeks of available leave under the FMLA. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave – either paid or unpaid – granted to the employee under PPL and FMLA exceed twelve (12) weeks during the twelve (12) month FMLA period.
- B. Employees who are eligible for holiday pay will continue to receive it while on PPL. Holiday pay received by an employee for any workday during the six (6) week calendar period of PPL will constitute the sole pay for the employee for those hours worked and will not be in addition to the employee's PPL. Any holiday occurring during the employee's PPL will not extend the time period of their PPL. Employees are ineligible to hold outside employment during the period of PPL.

## 2039 - PAID PARENTAL LEAVE *(continued)*

### **COORDINATION WITH OTHER LEAVES** *(continued)*

- C. An employee who would otherwise be eligible for Paid Parental Leave whose child is still born or miscarried after twenty (20) weeks of pregnancy is eligible for three (3) calendar weeks of PPL following the date of the induction/birth/miscarriage of the child. In the event that a newly born or adopted child dies during the period of time that the employee is on PPL, the employee shall be entitled to the full extent of PPL and the leave will not be terminated due to the death of a child. In this situation, paid bereavement leave would run concurrently with PPL.
- D. Employees are eligible for two (2) weeks of Paid Parental Leave for kinship care. Kinship care is defined as "full time care of a child by a relative/family member taking responsibility for the child when the parents are unable or unwilling to do so." The court must grant legal custody or guardianship to the employee for the employee to be eligible for PPL. Court documents must be provided. Should the kinship care placement end in adoption, the employee would be entitled to an additional two (2) weeks of PPL. This additional leave must be taken within fourteen (14) calendar days before or after the date of the adoption and must be approved by the supervisor prior to taking leave.

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

<i><b>TOPIC</b></i>	<i><b>ISSUE/CONCERN</b></i>	<i><b>RECOMMENDATION</b></i>
Funding for multi-year phone system contract and allocation of resources.	New phone system licensing and implementation costs.	The Board approve a contract with Ring Central, Inc. in an amount not to exceed \$168,835 for the years 2026 through 2028.

***SUPPORTING DATA FOR RECOMMENDATION***

**Total Cost:** \$168,835 over 3 years

**Summary:**

Summit DD has been using an Avaya phone system since 2010. While we have upgraded components since then to allow for remote use of phone apps on employee devices, newer systems can do more at a lower cost.

Through discussions with a number of vendors we have found the best fit is Avaya Cloud Office, which is a Ring Central phone system that is cloud-based and provides greater capabilities and redundancy.

Annual licensing & maintenance costs will be \$56,278.20 each year of the agreement.

Key benefits of implementing this new phone system:

- Integrated electronic faxing (we use a stand-alone e-fax solution today)
- Text messaging capabilities using Summit DD phone numbers (330-634-8xxx)
- Existing physical phones at both sites will still work with the new system
- Annual cost savings over \$20,000

The existing phone system and related maintenances costs, phone lines, and e-faxing have a combined cost of about \$80,000 per year. This will result in savings of over \$20,000 per year, while also improving our system's capabilities. Savings the first year will be lower due to a period of overlap between old and new systems.

Other items to note:

- This cost is based on a 3-year agreement
- The agreement includes 4 months of free service (valued at over \$18,000)
- We have 90 days to cancel this agreement for any reason

Funding for the first year of the new system is included in the 2026 annual budget.

This pricing is part of a cooperative purchasing agreement, so we do not need to go through an RFP process. However, we explored 6 other options from a variety of vendors to ensure this solution was the best fit at the best price.

It is recommended that the Board approve the request to contract with Ring Central for a total amount not to exceed \$168,835 over the 3-year period.

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

Submitted By:     Russ DuPlain    

For:      Superintendent/Assistant Superintendent

    X     Finance & Facilities Committee

Date:     March 2026    

     Services & Supports Committee

     HR/LR Committee

## INITIAL ORDER FORM

This Initial Order Form is a binding agreement between RingCentral, Inc. (“**RingCentral**”), through its agent Avaya LLC (“**Avaya**”), and **Summit DD** (“**Customer**” or “**You**”) (together the “**Parties**”), for the purchase of the Services, licenses, and products listed herein. This Initial Order Form is subject to and incorporates the terms and conditions of: (i) the separate written agreement, executed by the Parties governing the purchase of the Services described in this Order Form, or (ii) the RingCentral Online Terms of Service available at <https://www.ringcentral.com/legal/eulatos.html>, if there is no written agreement in place (hereinafter (i) and (ii) referred to as the “**Agreement**”). Capitalized terms not defined herein shall have the same meanings as set forth in the applicable Agreement between the Parties. Unless agreed by both Parties in writing, any terms or conditions set forth in a Customer-issued purchase order or ordering document shall not apply. Avaya represents that it has the authority as RingCentral's agent to bind RingCentral to this Order Form.

**Customer**  
Summit DD

2355 Second St.  
Cuyahoga Falls, Ohio 44221  
United States

Lisa Kamlowsky  
330-634-8000  
lkamlowsky@summitdd.org

**Service Provider**  
RingCentral, Inc.

20 Davis Drive  
Belmont, CA 94002  
United States

**Service Commitment Period**

**Start Date:** February 23, 2026

**Initial Term:** 36 Months

**Renewal Term:** 24 Months

**Payment Schedule:** Annual

**Avaya Cloud Office Services**

Recurring Services			
Summary of Service	Qty	Rate	Subtotal
<b>DigitalLine Unlimited Advanced</b>	<b>400</b>	<b>\$138.00</b>	<b>\$55,200.00</b>
DigitalLine Unlimited Advanced		\$84.00	
Compliance and Administrative Cost Recovery Fee		\$42.00	
e911 Service Fee		\$12.00	
<b>Additional Local Number</b>	<b>599</b>	<b>\$1.80</b>	<b>\$1,078.20</b>
<b>Annual Recurring Services*</b>			<b>\$56,278.20</b>

  

<b>Total Initial Amount</b>	<b>\$56,278.20</b>
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\*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

**Cost Center Billing**

For customers with cost center billing, it is the Customer's responsibility to provide cost center allocation information to the Avaya invoice billing team at least 10 days prior to the issuance of the invoice. After the information is received, it will be reflected on future invoices, but will not be adjusted retroactively on past invoices. If purchasing additional services through the administrative portal, it is the Customer's responsibility to assign cost centers at the time of purchase; otherwise, those services will not be allocated by cost center on the next invoice. Please note that cost center allocation is not available for certain items, such as minute bundles and credit memos. For additional questions, please contact the ACO invoice billing team at [acobilling@avaya.com](mailto:acobilling@avaya.com).

**Free Services Amount**

You will receive 18,999.40 US Dollars (the “Free Service Amount”), which will be applied against charges for the recurring Services set forth in this Order Form and any applicable taxes and fees associated with those Services invoiced by RingCentral. The Free Service Amount is non-transferable and non-refundable and will expire upon termination of this Order Form. You will be responsible for paying for any additional services and products ordered, and any applicable associated taxes and fees.

**INITIAL ORDER FORM**

This Initial Order Form is a binding agreement between RingCentral, Inc. (“RingCentral”), through its agent Avaya LLC (“Avaya”), and Summit DD (“Customer” or “You”) (together the “Parties”), for the purchase of the Services, licenses, and products listed herein. This Initial Order Form is subject to and incorporates the terms and conditions of: (i) the separate written agreement, executed by the Parties governing the purchase of the Services described in this Order Form, or (ii) the RingCentral Online Terms of Service available at <https://www.ringcentral.com/legal/eulatos.html>, if there is no written agreement in place (hereinafter (i) and (ii) referred to as the “Agreement”). Capitalized terms not defined herein shall have the same meanings as set forth in the applicable Agreement between the Parties. Unless agreed by both Parties in writing, any terms or conditions set forth in a Customer-issued purchase order or ordering document shall not apply. Avaya represents that it has the authority as RingCentral’s agent to bind RingCentral to this Order Form.

**Customer**  
Summit DD

2355 Second St.  
Cuyahoga Falls, Ohio 44221  
United States

Lisa Kamlowksy  
330-634-8000  
lkamlowksy@summitdd.org

**Service Provider**  
RingCentral, Inc.

20 Davis Drive  
Belmont, CA 94002  
United States

**Service Commitment Period**

**Start Date:** December 31, 2025

**Initial Term:** 36 Months

**Renewal Term:** 24 Months

**Payment Schedule:** Annual

**Avaya Cloud Office Services**

Recurring Services			
Summary of Service	Qty	Rate	Subtotal
<b>DigitalLine Unlimited Advanced</b>	<b>400</b>	<b>\$138.00</b>	<b>\$55,200.00</b>
DigitalLine Unlimited Advanced		\$84.00	
Compliance and Administrative Cost Recovery Fee		\$42.00	
e911 Service Fee		\$12.00	
<b>Additional Local Number</b>	<b>599</b>	<b>\$1.80</b>	<b>\$1,078.20</b>
<b>Annual Recurring Services*</b>			<b>\$56,278.20</b>

<b>Total Initial Amount</b>	<b>\$56,278.20</b>
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\*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

### Cost Center Billing

For customers with cost center billing, it is the Customer's responsibility to provide cost center allocation information to the Avaya invoice billing team at least 10 days prior to the issuance of the invoice. After the information is received, it will be reflected on future invoices, but will not be adjusted retroactively on past invoices. If purchasing additional services through the administrative portal, it is the Customer's responsibility to assign cost centers at the time of purchase; otherwise, those services will not be allocated by cost center on the next invoice. Please note that cost center allocation is not available for certain items, such as minute bundles and credit memos. For additional questions, please contact the ACO invoice billing team at [acobilling@avaya.com](mailto:acobilling@avaya.com).

### Free Services Amount

You will receive 18,999.40 US Dollars (the "**Free Service Amount**"), which will be applied against charges for the recurring Services set forth in this Order Form and any applicable taxes and fees associated with those Services invoiced by RingCentral. The Free Service Amount is non-transferable and non-refundable and will expire upon termination of this Order Form. You will be responsible for paying for any additional services and products ordered, and any applicable associated taxes and fees.

**Customer Reference.** Customer may promote their use of RingCentral services and agrees that RingCentral may identify customer as a user of the services. All press releases or quotes regarding Customer's use of service will be pre-approved by Customer, which consent will not be unreasonably withheld.

**Add-on Services.** Customer is responsible for reviewing additional terms and conditions that may apply to RingCentral add-on services (where available) and certain Advanced Support Services listed on this order form, and which are available at <https://www.ringcentral.com/legal/add-on-services.html>.

### Special Terms & Notes

**Trial Period.** The Customer may cancel any services purchased under this Agreement with written notice to RingCentral within 90 days of the date in which the purchase becomes effective. Except as otherwise provided in the Agreement between the Parties, in the event of a timely cancellation, the Customer shall not owe any fees or charges for the services being cancelled in respect of any period subsequent to the date of such written notice (except those arising from continued Usage), and shall be entitled to a pro-rata refund of any prepaid and unused fees for the services subject to the cancellation. Any services purchased under this Agreement are final after 90 days.

**Termination for Lack of Available Funds.** RingCentral acknowledges that Customer relies on public funding, and the Agreement validity is based upon the availability of public funding under the Customer's authority. Customer may terminate the Agreement at the end of the fiscal period for which funds were unavailable, without penalty, if:

1. public funds are unavailable for the performance of the Customer's obligations under this Agreement;
2. public funds are unavailable for services that are the substantial equivalent as those provided by RingCentral under the Agreement; and
3. operating funds are not otherwise available to the Customer to make payments under the Agreement.

### Cooperative Contract

1. **Applicable Agreement.** This Order Form is subject to the terms and conditions specified in the RingCentral Master Services Agreement ("**MSA**") incorporated into the Region 4 Education Service Center (ESC) Contract No. R241104 for Unified Communications as a Service (UCaaS) with RingCentral Inc. (effective May 1, 2025) at pages 107 through 148, found at: <https://public.omniapartners.com/suppliers/ringcentral/contract-documentation#c38627>, and administered by OMNIA Partners for Region 4 ESC.
2. A separately executed MSA is NOT required between the OMNIA Partners Participant and RingCentral. The following Attachments to the MSA are incorporated into and form a part of the MSA applicable to this Order Form:
  - Exhibit A – Definitions
  - Attachment A – RingEX Services
  - Attachment G – Security Addendum
3. Contract No. R241104 must appear on:
  - a. RingCentral quotations to the OMNIA Partners Participant;
  - b. The OMNIA Partners Participant's Purchase Order; and
  - c. The RingCentral invoice.

4. Participating Public Agency must issue RingCentral a purchase order (or similar document) for all purchases, including any subsequent purchases made through the RingCentral Administrative Portal.
5. Venue and Choice of Law is Ohio.
6. **Renewal.** Participating Public Agency may continue to renew its subscription with RingCentral under OMNIA Contract No. R241104 until it expires. Subscription terms that exceed the OMNIA Contract R241104 term shall remain valid, subject to any limiting terms. Eligible Entities that would like to renew subscription services after expiration of OMNIA Contract R241104 may, subject to mutual consent of the Parties and the terms of the OMNIA contract, continue their subscription under OMNIA for up to one year beyond the Contract R241104 term.
7. **Authority.** This Order Form is made between Participating Public Agency and RingCentral, Inc., entering into this Order Form through its agent Avaya LLC. Avaya represents that it has the authority as RingCentral's agent to bind RingCentral to this Order Form and all other documents incorporated herein. With regards to Service Attachments A and C, any reference to RingCentral MVP or Office shall also apply to Avaya Cloud Office by RingCentral ("ACO").

**IN WITNESS WHEREOF**, the Parties have executed this Initial Order Form above through their duly authorized representatives.

Customer  
**Summit DD**

For and on behalf of  
**RingCentral, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Michael Fiocca

Title: \_\_\_\_\_

Title: Regional Vice President, Public Sector

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Amendment to placement contract for Summit DD eligible individual	Summit DD provides support to a 20-year-old male who requires complex behavioral care not available in Ohio	Board approve a contract increase of \$162,268 with The Judge Rotenberg Center (JRC) in Boston, MA from 7/1/25-6/30/26 for a total contract amount not to exceed \$562,268
<b>SUPPORTING DATA FOR RECOMMENDATION</b>		
<p><b>Service Area: SSA</b>  <b># of Individuals Currently Served: 1</b></p> <p>Summit DD supports a 20-year-old male who resides at The Judge Rotenberg Center (JRC) in Boston, MA, a day &amp; residential treatment and school facility where he has been receiving services since 2023.</p> <p>Due to his extreme behavioral needs, there is no educational or residential option in Ohio to serve him. The Board and the youth's home school district agree to pay the cost of care at JRC for this young man. The Board's share of the residential per diem is \$628.97 per day. Additional 1:1 staffing costs are billed separately at the rate of \$45.75 per hour. The Board is responsible for the cost of 1:1 services for 18 hours on school days and for 24 hours on weekends and holidays.</p> <p>Board approval was originally requested for \$400,000 with the goal of reducing the amount of 1:1 staffing required, however, data confirms the youth's behaviors remain at a level-that continues to necessitate 1:1 staffing throughout the remainder of the contract period.</p> <p>An increase of \$162,268 is needed to support the continued provision of 1:1 staffing for a total contract amount not to exceed \$562,268.</p> <p style="text-align: center;"><b>Recommended for approval by the March Finance &amp; Facilities and Services &amp; Supports Committees.</b></p> <p>Submitted By: <u>    Holly Brugh    </u> For: <u>    </u> Superintendent/Assist Superintendent  <u>    X    </u> Finance &amp; Facilities Committee  Date: <u>    March 2026    </u> <u>    X    </u> Services &amp; Supports Committee  <u>    </u> HR/LR Committee</p>		

## Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>											
Renew Liability Insurance	Summit DD must maintain risk protection for Board operations and property.  Current policies expire March 31, 2026.	That the Board approve insurance coverage through Wichert Insurance Company, as broker, for the period April 1, 2026 through March 31, 2027 for a total cost not to exceed \$138,742.											
<b>SUPPORTING DATA FOR RECOMMENDATION</b>													
Current insurance policies are expiring on March 31, 2026. Wichert Insurance Co. obtained quotes from Selective Insurance Co. and Cincinnati Insurance Co. for the following policies for the period April 1, 2026 through March 31, 2027 as follows for Board approval:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center; padding: 5px;">Policy</th> <th colspan="2" style="text-align: center; padding: 5px;">Premium</th> </tr> <tr> <th style="text-align: center; padding: 5px;">Expiring 2025-26</th> <th style="text-align: center; padding: 5px;">Renewal 2026-27</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">General, Property, Auto, Social Service Professional, Abuse &amp; Molestation, Umbrella with Selective Insurance Co.</td> <td style="text-align: center; padding: 5px;">\$ 79,774</td> <td style="text-align: center; padding: 5px;">\$ 98,722</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Directors &amp; Officers, Employment Practices and Cyber Liability with Cincinnati Insurance Co.</td> <td style="text-align: center; padding: 5px;">\$ 50,462</td> <td style="text-align: center; padding: 5px;">\$ 40,020</td> </tr> </tbody> </table>			Policy	Premium		Expiring 2025-26	Renewal 2026-27	General, Property, Auto, Social Service Professional, Abuse & Molestation, Umbrella with Selective Insurance Co.	\$ 79,774	\$ 98,722	Directors & Officers, Employment Practices and Cyber Liability with Cincinnati Insurance Co.	\$ 50,462	\$ 40,020
Policy	Premium												
	Expiring 2025-26	Renewal 2026-27											
General, Property, Auto, Social Service Professional, Abuse & Molestation, Umbrella with Selective Insurance Co.	\$ 79,774	\$ 98,722											
Directors & Officers, Employment Practices and Cyber Liability with Cincinnati Insurance Co.	\$ 50,462	\$ 40,020											
The overall premium increase is 6.5% and is primarily due to increased exposure with the number of rated professional staff members and market trends. Coverage limits remain the same.													
A.M. Best Ratings: Selective Insurance Co. of America A+ (Superior)													
Funds are available in the 2026 budget.													
<b>Reviewed at the March Finance &amp; Facilities Committee.</b>													

Submitted By: Mira Pozna  
Director of Fiscal  
Date: March 19, 2026

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

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<i><b>TOPIC</b></i>	<i><b>ISSUE/CONCERN</b></i>	<i><b>RECOMMENDATION</b></i>
Updates to certain Summit DD policies.	During a routine period review it was noted that several policies needed updated.	Board approve revisions to the following Policies, as presented: 1106, 2007, 2019, and 2024

***SUPPORTING DATA FOR RECOMMENDATION***

Summit DD’s Executive Leadership Team reviews all Agency policies on a regular and routine schedule. During the most recent review it was noted that several policies need updated. Policy changes require Board approval. The requested updates are outlined below.

- ✓ Policy 1106 – Regular and Special Board Meetings: updated to reflect correct date of monthly board meetings.
- ✓ Policy 2007 – Electronic Communication and System Utilization: language added for HIPAA purposes and also clarifying language relative to system software.
- ✓ Policy 2019 – Eligibility for Rehire: added clarifying language
- ✓ Policy 2024 – Employee Reasonable Accommodation: added enhanced language that better defines the intent of the policy.

**Recommended for approval by the March HR/LR Committee.**

Submitted By:     Lisa Kamlowsky    

Date:     March 2026    

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

## 1106 - REGULAR AND SPECIAL BOARD MEETINGS

Regular Board Meetings will be held on the ~~fourth~~ **third** Thursday of each month at 5:30 p.m. unless otherwise designated. The Board shall meet a minimum of ten (10) times annually. Meetings shall be held at the Board's Administrative Offices, 2355 2<sup>nd</sup> Street, Cuyahoga Falls, Ohio, unless otherwise designated. All Board Meetings shall be open to the public as required in Section 121.22 of the Ohio Revised Code, unless otherwise required to convene into an Executive Session.

A Member of the Board may be present in person or via means of electronic communication as long as the electronic communication is live and permits that member to simultaneously communicate with both Board Members that are attending the meeting in person and via electronic communication. Attendance at meetings via electronic communication is subject to the following requirements:

1. That each Board Member is present in person not less than one half of the regular meetings of the Board during the calendar year.
2. That at least one third of the Board Members attending the meeting are present in person at the place where the meeting is conducted.
3. That all votes taken at the meeting are taken by roll call vote.
4. That a Board Member who intends to attend a meeting via means of electronic communication notifies the chairperson of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

The Board shall strictly comply with all requirements for meetings via electronic communication as outlined in O.R.C 5126.0223.

The Superintendent shall prepare and deliver a copy of the agenda to the members of the Board and to the press prior to any regular Board Meeting, in accordance with Ohio law. The Superintendent, in consultation with the Board President, shall prepare a final agenda for each meeting of the Board.

## 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION

This policy establishes the Summit County Developmental Disabilities Board (Summit DD) rules and employee responsibilities for all electronic communication sent or received via Summit DD electronic communication systems. "Electronic communication systems" (Systems) include but are not limited to personal computers, hardware and software systems, electronic mail, internal and guest networks (including wireless or "WiFi"), Internet access, facsimile, voicemail, telephone systems, iPads, PDA's, etc. whether Agency-owned or external devices using Summit DD networks.

The purpose of all Systems is to conduct Summit DD business. Summit DD has the right to and will exercise its right to monitor, intercept, retain, review, access, retrieve and disclose any electronic communication, including any product of such communication on any of Summit DD's Systems. Employees' use of Summit DD's Systems should be in support of business purposes. Personal use of Summit DD's Systems should be incidental only and must not interfere with Summit DD operations. All Systems information and electronic communication transmitted, received, and stored is the property of Summit DD.

Summit DD may monitor the use of electronic equipment by employees to determine whether there have been any violations of law, breaches of confidentiality, communications harmful to the interests of Summit DD, or any violations of this policy or any other Summit DD policy. Use of Summit DD's Systems is considered consent by the employee to have such use monitored by Summit DD at its sole discretion.

Summit DD is the owner of all work products developed by an employee while working for Summit DD, including, but not limited to, all property, programs, systems, devices, patents, applications, hardware, products, and all other things tangible or intangible which are created, made, enhanced, modified, or improved by employees during employment with Summit DD. Employees may not transfer, sell, lease, license, patent, use, franchise, or gift such work product and shall not permit any other party to obtain the beneficial use of such work product without the expressed and written permission of Summit DD.

The purpose of this policy is for the security of the employees and Summit DD. Employees at the time of hire/orientation shall sign an agreement acknowledging the receipt of this policy and consenting to the monitoring, interception, reviewing, access, retrieval and disclosing of any electronic communication or the product of such communication.

## 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION *(continued)*

Users of Summit DD Systems assume full responsibility for their actions. Violations of this policy or accompanying procedures, or any other misuse of Summit DD's Systems may result in the loss of employee System privileges, as well as possible disciplinary and/or legal action, up to and including termination.

Any unauthorized use of Summit DD Systems is strictly prohibited. Violations of this policy include, but are not limited to, the following:

1. Viewing, distributing, storing, or possessing material that is sexually explicit, pornographic, racist, sexist, or material disparaging based on race, color, national origin, gender, age, disability, sexual orientation, religion, ancestry, veteran status, genetics, military status or political beliefs.
2. Viewing or sending messages to any person, in or outside of Summit DD and regardless of relationship to the employee, intended to harass, intimidate, threaten, embarrass, humiliate or degrade co-workers or third parties, or that contain defamatory references.
3. Conducting illegal activity.
4. Using Summit DD's resources for commercial uses of the employee.
5. Downloading or storing Summit DD data or confidential information about persons served to non-agency systems (home computers, cloud environments, phones, USB drives, CD's/DVD's, etc.). This includes forwarding confidential, sensitive or HIPAA protected information to personal e-mail accounts (G-mail, Yahoo, Hot mail, etc.).
6. Entering sensitive or HIPAA-protected information into unauthorized artificial intelligence (AI) systems: , or the use of meeting recording software that may capture confidential or HIPAA-protected information.
7. Use of peer-to-peer file sharing applications, such as BitTorrent, Torrent, and Transmission.
8. Downloading or distributing pirated software or data.

## 2007 – ELECTRONIC COMMUNICATION AND SYSTEM UTILIZATION *(continued)*

9. Use of gaming software, streaming music, or video services (such as Pandora, Netflix and YouTube), except when being used for individuals served or official business purposes.
10. Sending chain letters or chain e-mails.
11. Participating in “day trading” or similar activities.
12. Downloading, uploading, or installing ~~viruses, worms, Trojan horses, or the like~~ **malware or other unwanted software.**
13. Copying, destroying, deleting, distorting, removing, concealing, modifying, or encrypting messages or files or other data on any Summit DD computer, network, or other communications system without authorization.
14. Engaging in computer “hacking” or other related activities.
15. Attempting to disable or compromise the security of Summit DD Systems or information contained in the Systems.
16. Connecting unauthorized devices to Summit DD systems.
17. Attempting to access or accessing another employee's computer, computer account, e-mail or voice mail messages, files, or other data without authorization.
18. Unreasonable use of Summit DD's System resources for the employee's personal use, or use that interferes with the Board's operations, productivity, or otherwise distracts employees from their responsibilities.

## 2019 - ELIGIBILITY FOR REHIRE

Summit DD may accept applications for employment from former employees for rehire consideration under the guidelines and conditions below:

1. The staff member's separation from prior employment was voluntary **or due to a layoff related to agency operational needs;**
2. Appropriate notice was given and the staff member worked through the notice period as required; and
3. The staff member was otherwise in good standing upon the time of separation from prior employment.

A staff member who is terminated from employment, who elects to resign his/her employment in lieu of discipline, or who elects to settle appeals or other disputed claims by resigning his or her employment shall not be eligible for rehire consideration by Summit DD.

## 2024 - EMPLOYEE REASONABLE ACCOMMODATION

It is the policy of Summit DD to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Agency policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring, advancement, compensation, training, discharge, or other terms, conditions and privileges of employment.

Summit DD will reasonably accommodate qualified individuals with a disability so that they can perform the essential job functions unless doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodations or if the accommodation creates an undue hardship.

~~It is the policy of the Summit DD that no qualified disabled person shall be subjected to discrimination in employment. An individual with a disability must be qualified to perform the essential functions of the job with or without reasonable accommodation. If otherwise qualified applicants or employees can safely and substantially perform the essential functions of a job with a reasonable accommodation, the Board shall make such a reasonable accommodation so long as it is not an undue hardship to the Board.~~

Decisions regarding a reasonable accommodation will be reviewed and made on a case-by-case basis.

SUMMIT COUNTY DD BOARD  
SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE  
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2026 AND 2025

	2/28/2026				ACTUAL 12/31/2025	2/28/2025			
	2026 ANNUAL BUDGET	2026 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING		2025 ANNUAL BUDGET	2025 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
<b>OPERATING REVENUE</b>									
PROPERTY TAXES	\$ 65,649,944	\$ -	\$ 65,649,944	100.0% <b>1</b>	\$ 65,388,050	\$ 66,177,703	\$ -	\$ 66,177,703	100.0%
REIMBURSEMENTS	10,528,000	653,899	9,874,101	93.8%	10,773,255	10,520,000	742,225	9,777,775	92.9%
GRANTS	2,122,789	241,473	1,881,316	88.6% <b>2</b>	2,099,480	2,116,240	236,735	1,879,505	88.8%
CONTRACT SERVICES	207,000	50,086	156,914	75.8%	484,352	100,000	-	100,000	100.0%
REFUNDS	10,000	940	9,060	90.6%	33,424	12,500	533	11,967	95.7%
OTHER RECEIPTS	20,000	5,834	14,166	70.8%	23,394	39,000	8,946	30,054	77.1%
<b>TOTAL REVENUE</b>	<b>\$ 78,537,733</b>	<b>\$ 952,232</b>	<b>\$ 77,585,501</b>	<b>98.8%</b>	<b>\$ 78,801,955</b>	<b>\$ 78,965,443</b>	<b>\$ 988,439</b>	<b>\$ 77,977,004</b>	<b>98.7%</b>
<b>OPERATING EXPENDITURES</b>									
SALARIES	\$ 23,884,542	\$ 4,671,538	\$ 19,213,004	80.4%	\$ 22,613,302	\$ 23,229,072	\$ 4,518,743	\$ 18,710,329	80.5%
EMPLOYEE BENEFITS	11,259,720	1,951,229	9,308,491	82.7%	10,430,211	10,413,033	1,881,842	8,531,191	81.9%
MEDICAID COSTS	46,610,000	10,224,792	36,385,208	78.1%	45,225,592	36,112,056	8,833,329	27,278,727	75.5%
DIRECT CONTRACT SERVICES	9,018,588	1,771,806	7,246,782	80.4% <b>3</b>	10,262,866	9,060,389	1,955,776	7,104,613	78.4%
INDIRECT CONTRACT SERVICES	1,190,710	115,090	1,075,620	90.3% <b>4</b>	1,047,549	1,479,075	196,780	1,282,295	86.7%
SUPPLIES	308,130	32,673	275,457	89.4%	279,221	397,360	12,299	385,061	96.9%
TRAVEL AND TRAINING	224,950	22,106	202,844	90.2%	213,720	278,750	18,267	260,483	93.4%
UTILITIES	210,000	31,534	178,466	85.0%	181,220	201,000	40,110	160,890	80.0%
RENTALS	5,900	1,092	4,808	81.5%	4,370	7,400	1,092	6,308	85.2%
ADVERTISING	89,500	8,221	81,279	90.8%	84,040	120,000	5,630	114,370	95.3%
OTHER EXPENSES	346,981	5,940	341,041	98.3%	326,319	365,435	108,947	256,488	70.2%
EQUIPMENT	148,000	-	148,000	100.0%	186,528	188,000	-	188,000	100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 93,297,021</b>	<b>\$ 18,836,021</b>	<b>\$ 74,461,000</b>	<b>79.8%</b>	<b>\$ 90,854,938</b>	<b>\$ 81,851,570</b>	<b>\$ 17,572,815</b>	<b>\$ 64,278,755</b>	<b>78.5%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (14,759,288)</b>	<b>\$ (17,883,789)</b>			<b>\$ (12,052,983)</b>	<b>\$ (2,886,127)</b>	<b>\$ (16,584,376)</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>							
<b>BEGINNING FUND BALANCE</b>	\$ 38,828,621	\$ 38,828,621							
PLUS: REVENUE	78,537,733	952,232							
LESS: EXPENDITURES	(93,297,021)	(18,836,021)							
<b>ENDING FUND BALANCE</b>	<b>\$ 24,069,333</b>	<b>\$ 20,944,832</b>							

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

**SUMMIT COUNTY DD BOARD  
 NOTES TO FINANCIAL STATEMENT  
 FOR THE MONTH ENDED FEBRUARY 28, 2026  
 (Rounded)**

<b>An evenly distributed monthly budget</b>	<b>8.3%</b>
<b>Evenly distributed budget remaining</b>	<b>83.3%</b>

**Current Month**

**Revenue:**

<b>1</b>	Property Taxes:	Property Tax budget was increased to reflect a revised tax collection estimate provided by the County Fiscal Office.	\$	132,800
<b>2</b>	Grants:	Quarterly Title XX reimbursement.		113,700

**Expenditures:**

<b>3</b>	Direct Contract Services:	Payment of an annual contract with United Disabilities Services (UDS) for membership in their Toy Resource Center Consortium which allows families served by Summit DD, as well as staff, access to the UDS Toy Lending Library free of charge,	\$	10,000
		Payment of Special O event and administrative expenses.		22,100
<b>4</b>	Indirect Contract Services:	Payment of a contract for research and advisory services with McLean & Company for the Human Recourses Department.		33,600

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

## Summit County Developmental Disabilities Board

# MINUTES - DRAFT

Thursday, February 19, 2026  
5:30 p.m.

The **combined work session and regular meeting** of the Summit County Developmental Disabilities Board was held on Thursday, February 19, 2026 at the Summit DD administrative offices located at 2355 2<sup>nd</sup> Street, Cuyahoga Falls, Ohio 44221. The **work session** convened at 5:37 p.m.

### BOARD MEMBERS

Allyson V. James, Board President  
Gregg Cramer, Board Vice President  
Tami Gaugler, Board Secretary  
Jason Dodson  
Randy Briggs  
Stacy Youssef  
Elizabeth Schrack

### ALSO PRESENT

Lisa Kamlowsky, Superintendent	Drew Williams, Assistant Superintendent
Holly Brugh, Assistant Superintendent	Laura Gleason, Director of HR
Mira Pozna, Director of Fiscal	Russ DuPlain, Director of IT & Facilities
Billie Jo David, Director of Communications & Quality	Maggi Albright, Recording Secretary and others

#### I. WELCOME NEW BOARD MEMBER – ELIZABETH SCHRACK

Superintendent Kamlowsky welcomed Elizabeth Schrack, Summit DD's newest Board Member who was appointed by County Executive Shapiro to serve her first term beginning January 2026 through December 31, 2029. Ms. Schrack is an experienced advocate and social services professional working as a behavioral health clinician at the Blick Center. The Superintendent noted that Ms. Schrack's appointment is historical for Summit DD and we are excited to have her as part of the governing body. Her knowledge and personal experiences will bring value and perspective to the conversations. Ms. Schrack said she is excited to serve and learn how things work at a deeper level and to contribute based upon her community perspective.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

## **WORK SESSION**

### II. OHIO ASSOCIATION OF COUNTY BOARDS (OACB) ANNUAL MEMBERSHIP DUES

The OACB is a non-profit organization providing advocacy, training and professional development, communication support, and other assistance to Ohio's eighty-eight county boards of DD and on behalf of all individuals served by county boards across the state of Ohio. OACB engages with legislators, provider partners, and advocacy organizations to offer education relative to the state of the system of DD services in Ohio and concerns with respect to the sustainability of services, which is more important than it has ever been, also ensuring that voices of county boards and people served and their families are heard and considered in future decisions. In addition, this year the Board will identify and select its next Superintendent, and managing the search process is a service afforded to the Board as part of its OACB membership. Dues for 2026 remain flat at last year's cost of \$104,250. The 2026 OACB annual membership dues have been recommended for approval by the February Finance & Facilities Committee.

### III. SHIFTABLEITY CONTRACT

ShiftAbility is a Cincinnati-based technology consulting company that partners with DD service providers to offer the tools and expertise needed to transform from typical caregiving models to technology-first models of service. This smart living model begins with a comprehensive review of an individual's needs and identifies technology-based solutions that promote independence, enhance quality of life and reduce reliance on in-person staffing. Summit DD previously received grant funding for a pilot project that supported ShiftAbility working with local provider Louisa Ridge, which was successful in its implementation. While grant funding is no longer available, the 2026 budget contemplates expanding this consultative support to five local providers that have expressed interest in shifting their service model and have committed resources toward the transformation process. The outcome will be increased capacity to serve more individuals in a manner that supports people to live a more independent and inclusive life. The request is to contract with ShiftAbility for the period March 1, 2026 through February 28, 2027 in an amount not to exceed \$90,000. Funds to support this contract are included in the 2026 budget and the contract has been recommended for approval by the February Finance & Facilities and Services and Supports Committees.

### IV. HOPE HOMES FOUNDATION BLANKET HOUSING AGREEMENT

The request is to enter into a blanket housing agreement with Hope Homes Foundation for the period March 1, 2026 through December 31, 2026. Hope Homes Foundation is a non-profit organization with a mission of developing, acquiring, renovating and managing housing that is affordable for individuals with intellectual and developmental disabilities.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

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

### IV. HOPE HOMES FOUNDATION BLANKET HOUSING AGREEMENT *(continued)*

Hope Homes is eligible to receive capital assistance funding from the Ohio Department of Developmental Disabilities (DODD). Capital funds are made available to county boards to assist in acquiring housing for individuals receiving community-based support services with funds used to cover a percentage of the purchase price allowing the organization to set a more affordable rent. An agreement between the county board and the non-profit is required to access these state funds. There are no local dollars attached to this agreement. Hope Homes currently owns eleven homes in Summit County all for the specific purpose of providing housing for individuals with developmental disabilities. The Hope Homes Foundation blanket housing agreement has been recommended for approval by the February Finance & Facilities Committee.

### V. JANUARY FINANCIAL STATEMENTS

Relative to revenue in January, there was nothing out of the normal course of business to report. Ms. Pozna noted that about 50% of the property tax settlement is anticipated in March or April. Expenditures in January included payment of \$476,600 to DODD for the quarterly Medicaid waiver administrative fee and \$9,748,200 for quarterly Medicaid waiver match. There was also a quarterly payment of \$14,300 to the Summit County Department of Job and Family Services for the dedicated case worker agreement. January was a three-pay month along with annual sick and vacation conversion payouts. January ended in deficit spending of \$14,516,044 and a fund balance of \$24,312,577. The January financial statements have been recommended for approval by the February Finance & Facilities Committee.

### VI. EXCEPTION TO POLICY 2032 – UNUSED SICK LEAVE

Summit DD Policy 2032 affords non-bargaining employees the option to elect at the time of retirement from the Board's employ and with ten (10) or more years of service, to be paid fifty percent (50%) of the value of any unused, accumulated sick leave at the employee's current rate of pay. The recommendation is to waive both the requirement of separation by retirement status and the ten-year service requirement for seven non-bargaining unit employees impacted by the Board's March 1, 2026 layoff action. Bargaining unit employees impacted by the layoff are eligible to receive this benefit as all three of Summit DD's collective bargaining agreements (WEA I, WEA II, and WWSA) contain less restrictive language. There is no length of service requirement for bargaining unit employees to receive this benefit, and the benefit is not limited to an employee's retirement from the Board's employment.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

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

### VI. EXCEPTION TO POLICY 2032 – UNUSED SICK LEAVE *(continued)*

Mr. Cramer asked what the total dollar amount would be. The Superintendent responded that the maximum amount is approximately \$40,000. Mr. Dodson asked if all seven employees meet the ten-year requirement. The Superintendent replied that two of the seven staff do not meet the ten-year requirement. She noted most of the seven employees are classified employees and added that of the 29 positions impacted by the layoff, fourteen will take the layoff (seven bargaining unit and seven non-bargaining). The seven bargaining unit employees are eligible to cash out sick time irrespective of years of service. Board policy does not offer the same benefit to the seven non-bargaining employees. The Superintendent clarified that she is not recommending revisions to the policy at this time but seeks to make an exception for the seven non-bargaining employees impacted by the March 1<sup>st</sup> layoff. Mr. Dodson asked if any of the seven non-bargaining employees are seeking employment at other public entities after separation. Ms. Gleason replied that no notice of such has been received. Mr. Dodson asked if this action would impact unemployment costs. Ms. Pozna replied any impact would be immaterial. Ms. James commented the policy seems lopsided and there may be benefit in reviewing the policy as a whole for consistency. Mr. Briggs noted this is a unique situation and employees are not leaving of their own accord so they should be treated the same as the union employees who are being laid off. It is a good policy that may not need changed but, in this situation, it is fair to strongly consider waiving the requirement for these specific seven employees.

The work session adjourned at 5:56 p.m.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:56 p.m.

### I. ROLL CALL

Mrs. Gaugler - Present	Ms. Schrack - Present
Mr. Dodson - Present	Ms. James – Present
Mr. Briggs - Present	Mr. Cramer – Present
Mrs. Youssef - Present	

### II. PUBLIC COMMENT

Leslie Frank, a parent and community member, welcomed Ms. Schrack to the Board. She noted it is a very cohesive Board who work well together. She thanked Ms. Schrack for agreeing to serve.

### III. APPROVAL OF MINUTES

#### A. JANUARY 15, 2026 (annual organizational meeting and combined work session/regular meeting)

#### RESOLUTION No. 26-02-01

Resolved that the Board approve the minutes of the January 15, 2026 annual organizational meeting and combined work session/regular meeting. Mr. Cramer made the motion and Mr. Briggs seconded.

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

The motion was unanimously approved.

### IV. BOARD ACTION ITEMS

#### A. 2026 OACB ANNUAL MEMBERSHIP DUES

#### RESOLUTION No. 26-02-02

Resolved that the Board approve payment of the 2026 OACB annual membership dues in the amount of One Hundred Four Thousand Two Hundred Fifty dollars (\$104,250), and that the Superintendent be authorized to execute said payment. Mrs. Gaugler made the motion and Mr. Dodson seconded.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

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

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

#### A. 2026 OACB ANNUAL MEMBERSHIP DUES *(continued)*

Roll call vote:

Mr. Briggs - yes	Mr. Cramer - yes
Mrs. Youssef - yes	Mrs. Gaugler - yes
Ms. Schrack - yes	Mr. Dodson - yes
Ms. James - yes	

The motion was unanimously approved.

#### B. SHIFTABLE CONTRACT

##### RESOLUTION No. 26-02-03

Resolved that the Board approve a contract with ShiftAbility for the period March 1, 2026 through February 28, 2027 in an amount not to exceed Ninety Thousand Dollars (\$90,000) and that the Superintendent be authorized to sign said contract. Mr. Dodson made the motion and Mr. Briggs seconded.

Roll call vote:

Mrs. Youssef - yes	Mrs. Gaugler - yes
Ms. Schrack – Abstain	Mr. Dodson – yes
Ms. James - yes	Mr. Briggs – yes
Mr. Cramer - yes	

The motion was unanimously approved.

#### C. HOPE HOMES FOUNDATION HOUSING AGREEMENT

##### RESOLUTION No. 26-02-04

Resolved that the Board approve a blanket housing agreement with Hope Homes Foundation for the period March 1, 2026 through December 31, 2026, and that the Superintendent be authorized to sign said agreement. Mr. Cramer made the motion and Mr. Dodson seconded.

Roll call vote:

Ms. Schrack - yes	Mr. Dodson - yes
Ms. James - yes	Mr. Briggs – yes
Mr. Cramer - yes	Mrs. Youssef – yes
Mrs. Gaugler - yes	

The motion was unanimously approved.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

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

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

#### D. JANUARY FINANCIAL STATEMENTS

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

##### No. 26-02-05

Resolved that the Board approve the January financial statements. Mr. Dodson made the motion and Mrs. Youssef seconded.

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

The motion was unanimously approved.

#### E. EXCEPTION TO POLICY 2032 – UNUSED SICK LEAVE

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

##### No. 26-02-06

Resolved that the Board approve an exception to Policy 2032 and authorize payment of unused, accumulated sick leave to be paid at fifty percent (50%) of its current value to specific non-bargaining employees impacted by the March 1, 2026 layoff. Mr. Briggs made the motion and Mr. Dodson seconded.

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

The motion was unanimously approved.

### V. SUPERINTENDENT’S REPORT

Superintendent Kamlowsky noted follow up with the Board as to where Summit DD currently stands relative to waiver counts. In December Assistant Superintendent Holly Brugh reviewed with the Board the process by which waivers are allocated including performing assessments for immediate and current needs. Ms. Brugh provided data comparing the number of waivers Summit DD budgeted for last year against the number of waivers allocated to meet immediate needs, along with the number of people who are identified as having a current need but not yet allocated a waiver. There was a request to keep the Board updated relative to these data points, and moving forward this data will be provided to the Board quarterly.

MINUTES – combined work session and regular meeting  
Thursday, February 19, 2026

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

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

In the meantime, Superintendent Kamlowsky presented information for the Board to think about as a baseline for the beginning of this calendar year.

#### Census

- Summit DD currently supports 5,932 people.
- 3,242 individuals have a SSA with the majority receiving Medicaid funded services; 1,886 individuals have RSS staff supporting them and many are still in school receiving a small amount of local funding or community resources; 656 families receive EI services; and 267 people are going through the eligibility process.
- 61 graduates are anticipated to request funding from the Board in 2026 as they move from their school district into adult services.

#### Wait List Assessment and Waiver Allocation

- The wait list assessment is the process county boards are required to use to determine an individual's level of need. In 2024, SSAs completed 272 assessments resulting in 56 people with immediate needs compared to 652 assessments and 219 people who had immediate needs in 2025. This is more than double the number of wait list assessments and almost four times the number of people who presented with a service need requiring immediate funding.
- Summit DD allocated an additional 69 waivers over what was budgeted in 2025 due to the number of people assessed to have immediate needs.
- As of end of January, 213 individuals have been identified as having current needs. When Ms. Brugh presented this information in December 2025, there were 180 individuals identified as having current needs.

Ms. Youssef asked why there has been such a large increase in waivers. Ms. Brugh responded the increase is due to the increasing needs of individuals and some individuals were converted from local funding to waiver funding which has had an impact. Ms. Youssef asked how many SSAs are doing wait list assessments. Ms. Brugh said there are 3-4 SSAs completing those assessments. Superintendent Kamlowsky said that she would bring a complete report to the Board in April.

### VI. PRESIDENT'S COMMENTS

Ms. James thanked Adam Herman, OACB Executive Director, for his Board in-service presentation on Ohio County Boards Fiscal Sustainability. She said that Superintendent Kamlowsky and her team have been keeping the Board informed and his presentation puts everything into perspective, and it was very helpful. Ms. James also thanked Superintendent Kamlowsky and her management team for their thoughtfulness and compassion relative to the recent employee layoffs. She said she knows it has been very difficult and these decisions are never easy. Ms. James thanked Leslie Frank for her regular attendance at Board Meetings and for sharing her kind words.

There being no further business, the Board Meeting adjourned at 6:10 p.m.

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Tami Gaugler, Secretary