

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

AGENDA

Thursday, March 25, 2021
VIA VIDEO CONFERENCE
5:30 p.m.

WORK SESSION

DISCUSSION ONLY ITEMS

- I. TRIAD GROUP CONTRACT

ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY

No Previously Discussed Items for Action this Month.

NEW ACTION ITEMS FOR BOARD CONSIDERATION

- II. SUMMIT CONSTRUCTION CONTRACT INCREASE
- III. HASENSTAB ARCHITECTS CONTRACT INCREASE
- IV. SUMMIT DD LIABILITY INSURANCE
- V. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT
- VI. FEBRUARY FINANCIAL STATEMENTS
- VII. REQUEST FOR ENDORSEMENT OF AKRON-SUMMIT COUNTY PUBLIC LIBRARY LEVY

BOARD MEETING

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
 - A. FEBRUARY 25, 2021 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
 - A. SUMMIT CONSTRUCTION CONTRACT INCREASE
 - B. HASENSTAB ARCHITECTS CONTRACT INCREASE
 - C. SUMMIT DD LIABILITY INSURANCE RENEWAL
 - D. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT
 - E. FEBRUARY FINANCIAL STATEMENTS
 - F. ENDORSEMENT OF AKRON-SUMMIT COUNTY PUBLIC LIBRARY LEVY
- VII. SUPERINTENDENT’S REPORT
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

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

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
Owners representative	Need for an expert resource to help manage the facilities renovations project	The Board approve the requests to enter into agreements with the Triad Group for an amount not to exceed \$145,200.

SUPPORTING DATA FOR RECOMMENDATION

As Summit DD enters the construction phase for the renovations to the Barberton and Cuyahoga Falls sites, we are in need of an Owner's Representative with expertise in the construction field and familiarity with the project to ensure a successful end result.

The principal of the Triad Group was heavily involved in Summit DD's planning and analysis efforts in 2018 and 2019. More recently, he has been serving as Summit DD's owner's rep in the design and preconstruction phases of the facilities renovations project.

As we look ahead to the Construction phase of the project starting up, we intend to continue working with the Triad Group to serve as the owner's rep. The estimated costs for this engagement are as follows:

Owner's Rep for Construction phase – 38 weeks	\$128,000
Reimbursable expenses	\$4,000
<hr/>	
Total estimate	\$132,000
Contingency (10%)	\$13,200
<hr/>	
Total	\$145,200

This is in line with budgeted expenses for the project, and funds are available in the permanent improvement fund.

It is recommended to Board approve funding for contracts with the Triad Group for an amount not to exceed \$145,200.

Recommended for approval by the March Finance & Facilities Committee.

Submitted By: Russ DuPlain

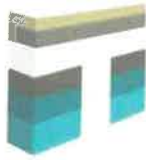
For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

Date: March 2021



THE TRIAD GROUP

March 12, 2021

Mr. Russell DuPlain
Director of IT and Facilities
Summit DD
89 East Howe Road
Tallmadge, Ohio 44278-1099

RE: Summit DD Facilities Renovation and Construction Phase of the Project – Owner’s Representative/Project Manager’s Scope of Work Proposal with Fee

Dear Mr. DuPlain:

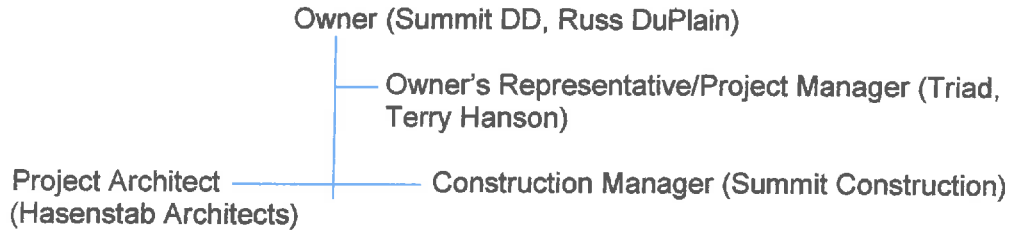
It am pleased to present this proposal for The Triad Group and Terry Hanson (“Triad”) to act as Summit DD’s Owner’s Representative and Project Manager for the renovation and new construction phase of the Summit DD Barberton and Cuyahoga Falls facilities.

This proposal is organized to describe Triad’s understanding of the Project scope, organizational structure, schedule, the Owner’s Representative/Project Manager’s scope of responsibility and Triad’s fee structure.

Understanding of the Project Scope:

The Project scope includes total renovation of both the Cuyahoga Falls and Barberton Summit DD facilities, each approximately 15,500 s.f. in size, and ground up addition to Cuyahoga Falls of approximately 7,200 s.f. in size. Summit Construction has been contracted to provide Construction Manage at Risk (“CMaR”) services for both projects. Additionally, each Summit DD will direct contract with a set of suppliers and contractors to provide elements of the Project including landscaping, signage, roof repair, low voltage cabling, technology package and potentially the furnishings package. Summit DD will also engage additional consultants for owner responsibilities including special inspection, commissioning, security and AV technology as required. The respective municipalities will make public improvements in support of the Summit DD projects which need to be coordinated with the Project. Summit DD will be procuring the above referenced owner provided items through a competitive bidding process and will need to coordinate these activities with both vendor and the CMaR. Summit DD will be relocating it’s Tallmadge operations into these two buildings which will need to be planned and coordinated.

Project Organizational Structure:



Project Schedule:

The project has commenced with completion of the design process on February 22, 2021 with 100% complete Construction Documents (“CD’s”) that have been submitted to the respective governmental authorities for review and approval, which will be followed by issuance of a Building Permit. Concurrent with the design process the selected Construction Manager at Risk (“CMaR”) contractor has provided multiple cost estimates at each phase of design. The 100% CD’s have been issued to the CMaR will competitively bid the full scope of the Work, and establish a Guaranteed Maximum Price (“GMP”) for the Project, which is due March 22, 2021. Summit DD will review the GMP requiring review and analysis to make a decision regarding acceptance of the GMP, amending the Owner-CMaR contract, followed by a Notice of Commencement issued to the CMaR to commence the construction work, which is scheduled for early April.

The Project is comprised of two construction sites, Cuyahoga Falls and Barberton. Construction of both projects will commence at the same time. Only Cuyahoga Falls includes an approximately 7,200 square foot addition and will have a longer construction duration of approximately 7 ½ months. Barberton’s construction duration is approximately 5 ½ months. Owner occupancy will be approximately 2 weeks following completion of the construction. Project completion is estimated to be December 2021.

Project Manager’s Scope of Responsibility:

As Owner’s Representative/Project Manager, Triad will serve in the best interest of the Owner and the Owner’s goals and project parameters in representing the Owner throughout the construction phase, close out and occupancy process of the development. Triad will serve as advisor to the Owner, and as an extension of the Owner in fulfilling all of the roles and responsibilities of the Owner throughout the the Project.

Triad as the Owner’s Representative: Triad will serve as a liaison, monitor, facilitator, coordinator and advisor to ensure that the owner’s best interests are carried out during the construction process to achieve the Owner’s goals for the project. Triad will ensure proper close-out of the project and support the successful move-in of the renovated and expanded facilities. Triad will monitor and coordinate the CM’s, Architect’s and Owner’s tasks associated with the Project to oversee that the project scope is carried out on time, according to budget and accomplishing the requirements and goals of the Owner.

Triad will also identify where these project parameters are in jeopardy to identify issues, corrective actions and manage resolution of issues. Triad's responsibilities include the following:

- Maintain good working relationships between the CM, Architect and other stakeholders serving as the point of contact, receiving and transferring information to appropriate parties and facilitating meetings when necessary.
- Stay in constant contact with Owner and report on project issues and progress on a weekly basis.
- Monitoring the Project, being the Owner's eyes and ears, observing and evaluating Project performance and CM and Architect performance. Identify to Project Team performance issues with the purpose of resolution by the appropriate responsible party(s).
- Perform weekly on-site walk-throughs observing progress against schedule and request for payment.
- Attend CM's job meetings and schedule owner meetings and TEAM meetings.
- Monitor the projects for issues with quality of workmanship, quality of materials, conformity with plans & specifications, code compliance, on-site safety, project schedule vs progress, project issues identified by the CM and Architect.
- Keep a project file of project correspondence, logs and reports.
- Monitoring the project budget and schedules, including all sub-budgets and sub-project schedules.
- Ensure that the contractor and their subcontractors are properly insured and bonded.
- Monitor CM's safety management and CM's or Owner's insurer's safety inspections.
- Monitoring and engaging the Project Team to prevent cost overruns or change orders.
- Review and respond in a timely fashion to pay application request forms, change orders, use of allowances, use of construction contingency, and requests for information or action from the CM or Architect.
- Review progress billings and when necessary negotiate revisions. Review all costs submitted by CM. This includes reviewing the back-up for each contractor draw request
- Ensure all lien/claim releases are executed with all progress and final payments.
- Provide information, consultation and advice to Owner on all issues or decisions Owner is required to address.
- Identify Project issues, responsibility gaps, communication gaps, reestablish critical milestones, and get the project back on track.
- Facilitates communication across all Project team members.
- Monitor and manage conflicts within project entities and teams and handle conflict resolution so the Owner doesn't have to take on that role, developing strategic solutions to resolve them before they impact the project.
- Explain controversial or complex issues to the Owner and key leadership as needed to assist decision making or understanding.

- Provide update reports to Summit DD leadership as needed. At all progress meetings with CM, Architect, and Owner include discussions of potential or pending change orders, problems, schedule, budget, requests for information and any other areas of need or interest.
- Provide agenda items for select job meetings and all progress meetings.
- Review all CM logs (daily job site, RFI, Submittal logs), meeting minutes, inspection reports.
- Review Submittal Schedule, timely review and approval by the CM and Architect.
- Ensure that the Owner is kept apprised of items requiring Owner decisions
- Review Change Directives and Field Directives. Monitor RFI process to ensure CM and design/engineer/consultants are providing needed responses on a timely basis; advise Owner of RFI's that may incur additional cost and/or scope change prior to implementing work.
- Monitor and assist in managing Owner's Contingency Fund.
- Monitor and review CMaR Contingency Fund use, and advise Owner on requests for use of CMaR contingency as needed.
- Monitor contract compliance. Assist with resolving payment or other contractual disputes.
- Review all test reports and ensure they are in compliance with specifications. E.g. soils, compaction, concrete, welds and other required tests.
- Ensure compliance with all closeout requirements with the architects, engineers, CM and other contractors.
-

Triad Assistance with Owner Contractors and Suppliers: Triad will assist Summit DD in managing contractors and suppliers that Summit DD directly contracts with, and other non-construction activities that are the responsibility of the Owner so that all required activities are accounted for, managed and coordinated with the construction project. Owner responsibilities include zoning, variances, signage, landscaping, owner provided furniture, fixtures and equipment, and interface with municipalities providing public improvements to support the Projects.

Triad will assist the Owner with selecting other consultants, vendors or suppliers that are required by the Project. Triad will review contracts between these resources and the Owner for services to be performed.

Fees

Terry Hanson will be the primary consultant for the project through the duration of the engagement. The Triad Group has a number of specialized associates from which to draw aspects of this engagement as needed. The Triad Group fee structure for consulting and project management services are as follows.

- Primary Consultants: \$140.00/hour
- Associate Consultants: \$125/hour
- Office Assistant: \$75/hour
- Reimbursable expenses include mileage, telephone, internet, travel, lodging and production costs, and shall be billed at cost.

Estimate of Cost of Engagement:

The engagement estimated hours for each phase of the work is as follows:

Phase 3 Construction – 38 weeks, 24 hrs/week, \$128,000

Invoice hours will be based on actual hours worked, and can be adjusted with adjusting scope. Expenses for the engagement are to be estimated at approximately \$4,000.

Triad will invoice monthly the last day of the month.

Availability:

I understand that time is of the essence. I am immediately available to start the engagement upon your request.

Termination:

This agreement can be terminated for convenience by either party with a 30 day notice, and consultant shall be paid for work performed up to and including the date of the notice to terminate.

Signatures on following page.

Acknowledgement of acceptance of this Agreement

If this letter of engagement meets with your approval, please indicate acceptance by dating and signing this letter and returning it to The Triad Group, LLC.

AGREED TO AND ACCEPTED BY:

Summit DD Board

By: _____

Its: _____

Dated: _____

Thank you for considering The Triad Group to serve as Owner's Project Manager and assist the Summit DD Board in its successful redevelopment of the Barberton and Cuyahoga Falls facilities to house its administrative and professional staff.

Respectfully submitted,



Terry C. Hanson
President
The Triad Group, LLC

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

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Construction Manager at Risk (CMR) funding	The scope of work has been expanded for the selected construction firm handling the facilities renovations project	Board approve an increase to the total funding approval for contracts with Summit Construction for an amount not to exceed \$8,493,551

SUPPORTING DATA FOR RECOMMENDATION

In November 2020, the Board approved funding for the selection of Summit Construction to act as the Construction Manager at Risk (CMR) to complete renovations at our Barberton and Cuyahoga Falls locations for an amount not to exceed \$6,120,800 (Board resolution #20-11-02).

The original funding amount was based on the RFP process that was completed using the 2019 fit test design concepts for each site. Summit DD has made significant changes to the designs for our Cuyahoga Falls location based on receiving additional property from the City of Cuyahoga Falls, which has allowed us to have a greatly improved expansion and entrance design, as well as corresponding interior improvements. This impacted the construction cost estimate with an increase of \$670,439 at Cuyahoga Falls. The cost estimate for work at the Barberton location actually decreased by \$60,239 from the original estimate.

Secondly, we are looking to include the furniture and cubicle package under the oversight of Summit Construction to ensure proper integration and execution with the rest of the construction work. This full amount for furniture was built into the original project budget, but was not assigned to any one organization or entity. We now feel that assigning the oversight of this portion of the project to Summit Construction assures for greater continuity and future cost containment. The end result is that this adds \$865,399 to the contracted amount with Summit Construction.

Lastly, there are some preexisting and unanticipated conditions on the roofs at both sites, and the patio and ramp system at Cuyahoga falls that will need to be addressed. These items add \$268,000 to the project total. As a footnote to this request, most of the cost of these improvements will be covered with a transfer of General Fund dollars that have been designated for building renovations.

We are factoring in 8% owner contingencies of \$629,152, which brings the total to \$8,493,551.

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

Submitted By: Russ DuPlain

Date: March 2021

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

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

	Barberton	Cuyahoga Falls	Total
Original RFP estimate based on fit test design (incl contingencies)	\$ 2,230,889	\$ 3,889,911	\$ 6,120,800
Costs changes based on changes from fit test design	\$ (60,239)	\$ 670,439	\$ 610,200
Furniture, fixtures, and equipment (FF&E)	\$ 329,792	\$ 535,606	\$ 865,399
Roof repairs	\$ 42,500	\$ 42,500	\$ 85,000
Cuy Falls ramp and patio repairs and enhancements	\$ -	\$ 183,000	\$ 183,000
Total (including Construction Mgr contingency)	\$ 2,542,943	\$ 5,321,456	\$ 7,864,399
Owner's Contingencies (8%)			\$ 629,152
New Summit Construction total			\$ 8,493,551

This increase in the authorized spending does not impact overall project budget of \$10,610,000 that was authorized by the Board in December 2019 (Resolution #19-12-03), just the amount of the allocation for Summit Construction's contract.

We recommend approval of funding for contracts with Summit Construction for an amount not to exceed \$8,493,551.

Submitted By: Russ DuPlain

Date: March 2021

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

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
Architect selection	The scope of work has been expanded for the selected architect handling the facilities renovations project	Board approve an increase to the total funding approval for contracts with Hasenstab Architects for an amount not to exceed \$525,998

SUPPORTING DATA FOR RECOMMENDATION

In August 2020, the Board approved funding for the selection of Hasenstab Architects to act as the architect and design firm to complete plans for our renovations at our Barberton and Cuyahoga Falls locations for an amount not to exceed \$400,800 (Board resolution #20-08-03).

In October 2020, the City of Cuyahoga Falls made plans to acquire property near our facility in addition to the properties they purchased in 2019. This allowed the City to design their parking lot differently and deed the property to Summit DD that is adjacent to our site. As such, it allowed us to improve our expansion and entrance design, as well as corresponding interior improvements. This impacted the architect and engineering cost estimates by \$47,235 at Cuyahoga Falls.

Additionally, we have identified multiple areas where architect and engineering services are needed to make improvements desired by Summit DD, including necessary changes to the roofs at both sites and patio at Cuyahoga Falls. All of these items are identified in the table below, as well as a contingency of \$38,963 (8%), increases the overall cost by \$125,198 and brings the revised total to \$525,998.

Hasenstab

Original proposal / Board approved total August 2020	\$ 400,800
Additional design work beyond original scope	\$ 47,235
Cuyahoga Falls employee entrance canopy	\$ 8,200
Patio and ramp improvements and redesign	\$ 19,800
Roof modification / redesign	\$ 3,000
Relocation of electric and communication at Cuy Falls	\$ 8,000
New total	\$ 487,035
Owner's Contingencies (8%)	\$ 38,963
New Hasenstab Architects amount for Board approval	\$ 525,998

This increase in the authorized spending does not impact overall project budget of \$10,610,000 that was authorized by the Board in December 2019 (Resolution #19-12-03), just the amount of the allocation for Hasenstab Architect's contract.

We recommend approval of funding for contracts with Hasenstab Architects for an amount not to exceed \$525,998.

Submitted By: Russ DuPlain

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

Date: March 2021

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

Summit County Board of Developmental Disabilities TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Liability Insurance	Summit DD must maintain risk protection for Board operations and property. Current policies expire March 31, 2020.	That the Board approve, for the period April 1, 2021 through March 31, 2022: <ul style="list-style-type: none"> • General, property, auto, abuse and molestation, and umbrella liability with Selective Insurance Co. in an amount not to exceed \$57,951. • Directors and officers, employment practices and cyber liability insurance with Cincinnati Insurance Companies in an amount not to exceed \$39,273.

SUPPORTING DATA FOR RECOMMENDATION

Summit DD has typically purchased separate policies to cover general liability, directors and officers/employment practices (D&O EPL) liability, and cyber liability, respectively. For several years, the general and D&O EPL policies have been written by Selective Insurance, while the cyber liability policy has been written by AIG.

For 2021-22, AIG proposed a 52% premium increase for cyber coverage. Summit DD's broker, Wichert Insurance, sought quotes from competitors. Cincinnati Insurance Companies responded with an offer of substantially similar coverage at a lower premium than the expiring Selective premium.

Cincinnati only offers cyber coverage in combination with D&O EPL coverage. Cincinnati's combined premium for cyber and D&O EPL coverage is lower than the combined expiring premiums for those policies. The D&O EPL coverage offered by Cincinnati is substantially similar to the existing coverage offered by Selective, and features lower deductibles. Cincinnati's offer also maintains the existing continuity dates from Selective and AIG with regard to Summit DD's existing D&O EPL and cyber coverages, respectively.

Policy	Premium	
	Expiring 2020-21	Renewal 2021-22
General, Property, Auto, Abuse & Molestation, Umbrella	\$ 57,758	\$ 57,951
Directors and Officers, Employment Practices, Cyber	\$ 42,676	\$ 39,273
Total	\$ 100,434	\$ 97,224

A.M. Best Ratings:

Selective Insurance Co. of America A

Cincinnati Insurance Companies A+

Funds are available in the 2021 budget.

Recommended for approval by the March Finance & Facilities Committee

Submitted By: Joe Eck, Dir. LR & RM

Date: March 18, 2021

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

Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION
Volunteer Guardianship Program	Agreement between Summit DD and other public partners including the Probate Court to acquire guardianship services for eligible individuals	Approve the renewal of a Memorandum of Agreement between Summit DD, Summit County Combined General Health District (SCPH), Summit County Probate Court, ADM Board, and DJFS in support of the Voluntary Guardianship Program for the period April 1, 2021 through March 31, 2022 in an amount not to exceed \$50,000.

SUPPORTING DATA FOR RECOMMENDATION

of Individuals Currently Served: 265 wards – (66 individuals are eligible for Summit DD services)

Additional # of Individuals Served: Referrals are random, but cases have increased each year the program has been in operation.

Amount of Increase: None

Guardianships assist people, known as wards, who are unable to manage their own affairs due to mental and/or physical impairments or a developmental disability.

In many cases a ward has no children or other family member to serve as a guardian. When that happens, the Probate Court can appoint a volunteer guardian from the Volunteer Guardianship Program (VGP) to serve as the legal guardian. The program had been operated through a contract with Jewish Family Services from July 2014 until April 2018, at that time, it was transferred to the Summit County Combined General Health District. Stakeholders include SCDD, the ADM Board, Summit County Public Health, Summit County Probate Court and Summit County DJFS.

Clearly not all individuals with developmental disabilities, or other mental and/or physical impairments for that matter, require the services of a guardian. Only a small percentage of those who are SCDD eligible do. However, when family members are not available, and a guardian is necessary, the availability of one through the County Probate Court is essential.

This agreement allows funds to be used, almost exclusively, to cover staff costs associated with monitoring the cases and recruiting additional volunteer guardians. There are currently 116 volunteer guardians and four professional guardians. Specific deliverables as part of the agreement, beyond recruiting and training volunteers include: accepting referral of clients needing a guardian, matching volunteer guardians with clients, assuring monthly visits take place and case notes are completed and filed, and participating and reporting back to the Advisory Committee on a quarterly basis.

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

Submitted By: John Trunk

For: Superintendent/Assistant Superintendent

 X Finance & Facilities Committee

 Services & Supports Committee

 HR/LR Committee

Date: March 2021

**SUMMIT COUNTY DD BOARD
COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2021 AND 2020**

	2/28/2021			2/28/2020				
	2021 ANNUAL BUDGET	2021 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING	2020 ANNUAL BUDGET	2020 YTD ACTUAL	YTD \$ BUDGET REMAINING	YTD % BUDGET REMAINING
OPERATING REVENUE								
PROPERTY TAXES	\$ 53,454,163	\$ -	\$ 53,454,163	100.0%	\$ 51,959,267	\$ -	\$ 51,959,267	100.0%
REIMBURSEMENTS	6,344,000	548,427	5,795,573	91.4%	10,262,948	581,777	9,681,171	94.3%
GRANTS	1,683,639	207,005	1,476,634	87.7% 1	1,290,062	141,903	1,148,159	89.0%
CONTRACT SERVICES	-	-	-	0.0%	20,000	3,196	16,804	84.0%
REFUNDS	-	2,463	(2,463)	0.0%	-	726	(726)	0.0%
OTHER RECEIPTS	85,000	87,135	(2,135)	-2.5%	81,500	12,280	69,220	84.9%
TOTAL REVENUE	\$ 61,566,802	\$ 845,030	\$ 60,721,772	98.6%	\$ 63,613,777	\$ 739,882	\$ 62,873,895	98.8%
OPERATING EXPENDITURES								
SALARIES	\$ 18,967,852	\$ 2,892,410	\$ 16,075,442	84.8%	\$ 17,860,147	\$ 2,626,647	\$ 15,233,500	85.3%
EMPLOYEE BENEFITS	7,816,538	874,847	6,941,691	88.8%	7,598,570	816,065	6,782,505	89.3%
SUPPLIES	445,602	86,312	359,290	80.6% 2	414,572	95,338	319,234	77.0%
TRAVEL AND TRAINING	341,460	9,878	331,582	97.1%	344,264	66,532	277,732	80.7%
DIRECT CONTRACT SERVICES	9,089,940	1,024,914	8,065,026	88.7% 3	9,351,090	1,096,847	8,254,243	88.3%
INDIRECT CONTRACT SERVICES	1,860,242	223,870	1,636,372	88.0% 4	1,858,035	329,519	1,528,516	82.3%
MEDICAID COSTS	24,300,000	4,897,718	19,402,282	79.8%	28,040,000	6,521,919	21,518,081	76.7%
UTILITIES	535,000	53,113	481,887	90.1%	562,000	78,291	483,709	86.1%
RENTALS	8,245	999	7,246	87.9%	8,000	999	7,001	87.5%
ADVERTISING	136,000	19,789	116,211	85.4%	131,000	17,840	113,160	86.4%
OTHER EXPENSES	332,635	857	331,778	99.7%	324,580	107,203	217,377	67.0%
EQUIPMENT	112,000	35,845	76,155	68.0% 5	111,000	13,274	97,726	88.0%
REAL PROPERTY IMPROVEMENT	200,000	13,398	186,602	93.3%	200,000	-	200,000	100.0%
TOTAL EXPENDITURES	\$ 64,145,514	\$ 10,133,950	\$ 54,011,564	84.2%	\$ 66,803,258	\$ 11,770,474	\$ 55,032,784	82.4%
NET REVENUES AND EXPENDITURES	\$ (2,578,712)	\$ (9,288,920)	\$ 5,011,564		\$ (3,189,481)	\$ (11,030,592)		
BEGINNING FUND BALANCE	\$ 57,765,589	\$ 57,765,589						
PLUS: REVENUE	61,566,802	845,030						
LESS: EXPENDITURES	(64,145,514)	(10,133,950)						
ENDING FUND BALANCE	\$ 55,186,877	\$ 48,476,669						

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

**SUMMIT COUNTY DD BOARD
NOTES TO THE FINANCIAL STATEMENT
FOR THE MONTH ENDED FEBRUARY 28, 2021
(Rounded)**

<u>Revenue:</u>			
1	Grants:		8.3%
	Quarterly Title XX grant reimbursement,		83.3%
<u>Expenditures:</u>			
2	Supplies:		
	Incremental reimbursement of expenses associated with the Strong Families Safe Communities Grant.	\$	67,600
3	Direct Contract Services:		48,100
	Purchase of HP Elite touchscreen notebooks including three year hardware support for each device.		49,600
	Payment of contract with Oriana House for the Alternative Environment Program.		25,000
	Payment of the shared pool agreement with Summit County Family and Children First Council in support of services to assist children and families with multi-systems needs.		110,700
4	Indirect Contract Services:		100,000
	Payment to NEON for incremental funding of the Family Engagement Program for individuals enrolled in the program.		16,200
	Annual licensing, maintenance and support with ComDoc for the Job Router workflow software system.		40,400
	Second year of a three-year licensing contract with Cornerstone OnDemand for the Talent Management System that includes applicant tracking, employee performance and learning modules.		42,300
5	Real Property Improvement:		
	Final payment for the phone system upgrade with Altura Communication Solutions.		
<u>Revenue:</u>			
	Property Taxes:		
	Approximately 49% of the annual property tax collection is expected in March or April.		
<u>Expenditures:</u>			
	Employee Benefits:		
	January is a premium holiday month realizing a cost benefit based on December medical and dental costs.	\$	(404,200)

MINUTES – work session and regular meeting
Thursday, February 25, 2021

Summit County Developmental Disabilities Board

MINUTES - DRAFT

Thursday, February 25, 2021

5:30 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, February 25, 2021 via video conference. The **work session** convened at 5:55 p.m.

BOARD MEMBERS PRESENT

Tom Quade, Board President
Tami Gaugler, Board Vice President
Jason Dodson, Board Secretary
Meghan Wilkinson
Denise Ricks
Allyson V. James
Dave Dohnal

ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamlowsky, Assistant Superintendent	Danyelle Conner, Director of Human Resources
Holly Brugh, Director of SSA & Children's Service	Drew Williams, Director of Community Supports & Development
Mira Pozna, Director of Fiscal	Maggi Albright, Recording Secretary and others
Russ DuPlain, Director of IT & Facilities	
Billie Jo David, Director of Communications & Quality	

The Superintendent apologized for the delayed start to the meeting tonight and explained there were some technical difficulties.

I. SUMMIT HOUSING DEVELOPMENT CORPORATION MASTER AGREEMENT

Summit Housing Development Corporation (SHDC) is a private, not-for-profit corporation with the purpose of developing, acquiring and managing affordable housing for individuals with developmental disabilities. Summit DD and SHDC have a long history of collaboration with a shared purpose of ensuring a variety of affordable residential options are readily available when individuals have housing needs. SHDC currently owns and serves as landlord for approximately 100 homes in Summit County in which individuals with developmental disabilities reside. The Ohio Department of Developmental Disabilities (DODD) makes capital assistance funds available to county boards to assist them in acquiring housing for individuals receiving community-based support services.

WORK SESSION *(continued)*

I. SUMMIT HOUSING DEVELOPMENT CORPORATION MASTER AGREEMENT *(continued)*

In order to access state funding, county boards must have a contract with either a non-profit corporation specifically chartered to develop housing for individuals with disabilities or a local housing authority. The contract must include all terms required pursuant to Ohio Administrative Code (OAC) 5123-1-03, including the requirement that the county board maintain a mortgage interest in any housing purchased with the dollars. Under the current rule, state dollars can be used to acquire single family homes, duplex, quadplex, manufactured homes, condominiums or newly constructed housing. Summit DD and SHDC have a good relationship, communicating and exchanging information on a regular basis to ensure alignment relative to housing needs for individuals in Summit County. The request is for the Board to authorize the Master Agreement with SHDC for acquisition of residential property, as needed. The Master Agreement with SHDC has been recommended for approval by the January Finance & Facilities and Services & Supports Committees.

II. SUMMIT HOUSING DEVELOPMENT CORPORATION CONTRACT

Approximately five years ago Summit DD and the ADM Board collaborated to open a respite home for adults who are dually diagnosed with both a developmental disability and also a mental health diagnosis. The purpose of the home is to provide an emergency, short-term placement option for individuals who can no longer reside in their current situation. The intent of the home is to stabilize the individual and then transition them back home or find an alternate long-term residential option. This home has proved to be vital in the emergency placement of many adults in Summit County, often having both bedrooms full. The average stay is about three months and most individuals transition very successfully out of the home. This home is owned by SHDC and currently staffed by ViaQuest. Summit DD and the ADM Board split the rent and utilities of \$1,300/month utilizing money from a shared account into which each agency contributes. In 2018, Summit DD received a two-year grant from DODD which provided funding for the start of a crisis respite home for teens. Summit DD partnered with SHDC to secure a home and used the grant dollars to pay rent and utilities. This home provides short-term stabilization to youth with developmental disabilities in an effort to keep them in their local community while providing support to both the youth and the family. Summit DD contracts with Koinonia to provide a "house parent" model in which direct support staff live in the home. This is an effective model, as it helps the youth build relationships with staff and leave the home more mature and independent. The success of this home has been used as a model across the State of Ohio. Once the grant ended, Summit DD secured an additional grant to pay the majority of the \$1,500/month rent and utilities through the end of June 2021. The need arose for an additional youth home, so Summit DD partnered with SHDC again. SHDC purchased a twin plex and used the "house parent" model provided by Koinonia on one side of the home while the second side allows for a more independent living option.

MINUTES – work session and regular meeting
Thursday, February 25, 2021

WORK SESSION *(continued)*

II. SUMMIT HOUSING DEVELOPMENT CORPORATION *(continued)*

The idea is that youth can transition from the more supported “house parent” side to the independent side and then eventually move out into the community with minimal or no supports. This home offers two bedrooms on the “house parent” side and three bedrooms on the transitional side. The total rent and utilities are \$2700/month. The request is to enter into a contract with SHDC for the period January 1, 2021 through December 31, 2021 in an amount not to exceed \$58,200, for payment of rent and utilities for the three respite homes owned by SHDC in Summit County. Funds are available in the budget and the SHDC contract has been recommended for approval by the January Finance & Facilities and Services & Supports Committees.

III. JANUARY FINANCIAL STATEMENTS

January ended with deficit spending of \$6,701,973 and a fund balance of \$51,063,616. Revenue for January included a refund from the Akron Community Foundation in the amount of \$56,000 for undistributed funds from the Emergency Relief Grant Program. About 49% of the annual property tax collection is expected in March or April. Expenditures in January included annual licensing and maintenance costs of \$12,600, network hardware/software of \$19,700, payment to Indoor Air Quality of \$27,700 for sanitization services, \$403,500 for quarterly Medicaid waiver administration fees, \$4,494,200 for quarterly Medicaid waiver match and \$13,400 for HVAC repairs at the Southern Center. The January Financial Statements have been reviewed by the January Finance & Facilities Committee.

The work session adjourned at 6:05 p.m.

MINUTES – work session and regular meeting
Thursday, February 25, 2021

BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 6:05 p.m.

I. BOARD MEMBER CAUCUS

Denise Ricks commented that her daughter recently received the second dose of the Coronavirus vaccine at one of Summit DD's drive-through vaccination clinics. She thanked the Superintendent and staff for coordinating this important activity and being a leader in the community.

II. PUBLIC COMMENT

Leslie Frank, a parent and former Summit DD employee, submitted comments that included thanking Russ DuPlain for facilitating a visit to the Cuyahoga Falls Center and for the updates on renovations of that bldg. and the Barberton Center. She participated in some of the recent auctions and appreciates that the community can benefit from the items. Ms. Frank commented on the loss of a Summit DD employee and offered condolences to the McGarvey family. She congratulated Billie Jo David and Joe Eck on their recent contract renewals and thanked the Superintendent and the Board for their leadership.

III. APPROVAL OF MINUTES

- A. JANUARY 28, 2021 (annual organizational meeting and combined work session and regular meeting)

RESOLUTION No. 21-02-01

Ms. James moved that the Board approve the minutes of the January 28, 2021 annual organizational meeting and combined work session and regular meeting, as presented in attachment #4. The motion, seconded by Mrs. Ricks, was unanimously approved.

IV. BOARD ACTION ITEMS

- A. MASTER AGREEMENT WITH SUMMIT HOUSING DEVELOPMENT CORPORATION

RESOLUTION No. 21-02-02

Ms. Wilkinson moved that the Board approve the Master Agreement with Summit Housing Development Corporation for the period January 1, 2021 through January 1, 2022, as presented in attachment #1, and that the Superintendent be authorized to execute said agreement. The motion, seconded by Mr. Dodson, was unanimously approved.

MINUTES – work session and regular meeting
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BOARD MEETING *(continued)*

IV. BOARD ACTION ITEMS *(continued)*

B. SUMMIT HOUSING DEVELOPMENT CORPORATION CONTRACT

RESOLUTION

No. 21-02-03

Mr. Dohnal moved that the Board approve a contract Summit Housing Development Corporation for rent and utilities payments for the period January 1, 2021 through December 31, 2021, in an amount not to exceed Fifty Eight Thousand Two Hundred Dollars (\$58,200), as presented in attachment #2, and that the Superintendent be authorized to execute said contract. The motion, seconded by Mrs. Gaugler, was unanimously approved.

C. JANUARY FINANCIAL STATEMENTS

RESOLUTION

No. 21-02-04

Mrs. Ricks moved that the Board approve the January Financial Statements, as presented in attachment #3. The motion, seconded by Ms. James, was unanimously approved.

V. SUPERINTENDENT'S REPORT

Superintendent Trunk stated approximately 1,600 individuals with disabilities have received the COVID-19 vaccinations as a result of the clinics that Summit DD have coordinated in partnered with the Summit County Health Department and Akron Children's Hospital to conduct. This is about two thirds of the adults supported by the Board. The Governor has been very supportive of allocating vaccinations to individuals with disabilities and the hope is to be able to access another 500 doses to complete the list of individuals the Board supports who are in the 1a and 1b categories. In November and December there were about 15-20 new cases of COVID-19 per week and in the last six weeks the number of positive cases is averaging about five. The vaccine is making a significant impact in reducing the number of positive cases. Mr. Trunk said there has been an increased interest from day providers relative to reopening. DODD criteria as well as adequate spacing, PPE, capacity, etc. will need to be considered and will be reviewed through the Team process as well.

Superintendent Trunk mentioned he and Tom Quade served as panelists for a virtual discussion lead by the Autism Society of Great Akron. The panel included several doctors in pediatric development and psychiatry. The topic was to address concerns with the COVID-19 vaccination for people with disabilities.

BOARD MEETING *(continued)*V. SUPERINTENDENT'S REPORT *(continued)*

Prior to the panel discussion the Autism Society had conducted a survey where results reflected that people are apprehensive about things such as getting the vaccine, schools reopening, health of caretakers and disparities in healthcare in general. The Superintendent stated he is proud to be able to represent Summit DD and talk with and support families, providers and the community. Mr. Quade added this was a great opportunity and there was a variety of expertise on the panel. COVID-19 has amplified healthcare concerns. The CDC has dedicated an entire department to roll out the vaccine and help analyze health related issues.

Mr. Trunk mentioned the annual All Agency In-service was held virtually this year and there were almost 300 staff on Zoom. Staff reviewed 2020 accomplishments, reviewed goals for 2021, recognized staff with milestone service and enjoyed an outstanding keynote speaker, Dr. Scott Lacy, who presented on the Anthropology of Happiness. There were also several breakout sessions. He thanked Tami Gaugler and Allyson V. James for participating in the day.

The Superintendent advised that the Cuyahoga Falls Council reviewed the Board's request to combine parcels allowing the expansion of the property. Action is anticipated at the Council meeting next month.

Tallmadge City Council will have another reading of the Master Agreement that splits the Howe Campus into four parcels. A favorable vote is anticipated.

VI. PRESIDENT'S COMMENTS

Mr. Quade commented that Summit DD has been an incredible partner in the community collaboration with the Summit County Health Department and Akron Children's Hospital relative to the vaccination clinics. The reality is that Summit DD represents a large group of people the Health Department would be vaccinating and to coordinate and navigate the process so successfully has been a huge benefit to families. He thanked the Superintendent and staff on behalf of his sister and other family members that have received the vaccine for continuing to work on these great partnerships; keep up the good work.

There being no further business, the Board Meeting adjourned at 6:32 p.m.