

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

# **AGENDA**

Thursday, April 22, 2021  
VIA VIDEO CONFERENCE  
**5:30 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

- I. ADM BOARD COLLABORATIVE FUNDING AGREEMENT
- II. DILIGENT ELECTRONIC SECURITY SYSTEMS CONTRACT
- III. DELL PURCHASE APPROVAL
- IV. ADVIZEX AGREEMENTS

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

- V. TRIAD GROUP CONTRACT

### **NEW ACTION ITEM FOR BOARD CONSIDERATION**

- VI. FAMILY AND CHILDREN FIRST COUNCIL ADMINISTRATIVE AGENT AGREEMENT
- VII. MARCH FINANCIAL STATEMENTS

## **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. MARCH 25, 2021 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. TRIAD GROUP CONTRACT
  - B. FAMILY AND CHILDREN FIRST COUNCIL ADMINISTRATIVE AGENT AGREEMENT
  - C. MARCH FINANCIAL STATEMENTS
- VII. SUPERINTENDENT’S REPORT
- VIII. PRESIDENT’S COMMENTS
- XI. ADJOURN

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Contract with Summit County ADM Board to contribute funding to a joint account which is used to pay for services to individuals eligible for both mental health and developmental disability services.	There are currently over 1400 individuals served by Summit DD who also have one or more additional mental health diagnoses.	Recommend the Board approve a contract for \$50,000 for the contribution of funds into a joint account between Summit DD and Summit County ADM which will support individuals served by both systems.

### **SUPPORTING DATA FOR RECOMMENDATION**

**Service Area:** SSA

**# of Individuals Currently Served:** 1416

**Additional # of Individuals Served:**

**Amount of Increase/Decrease:**

**Satisfaction:** The use of collaborative funding has been instrumental in supporting many individuals involved in both the DD and Mental Health systems.

Around 10 years ago, to better support individuals eligible for services through both Summit DD and Summit County ADM board both agencies agreed to jointly contribute \$50,000 into a collaborative funding account maintained by the ADM Board. Since then, the original \$100,000 has been used to assist individuals who are dually diagnosed with needed services such as assessments, crisis stabilization, treatment, and access to community resources.

Through conversations in 2017, both agencies agreed to use the funds in the joint account to pay for the services above but also included rent, utilities and upkeep for an adult respite home utilized by both agencies. This home serves as a short term, residential placement aimed at stabilization and transition back to the individuals original residential setting or into a new, more appropriate setting. In the last four years, twenty-one individuals have accessed this home with a successful transition back into the community.

The continued contribution of funds into the joint account is even more essential as we now we have over 1400 individuals eligible for Summit DD services who also have at least one additional mental health diagnosis. These funds remain critical for their long-term success in the community.

#### **2021 Statistics**

Total individuals with developmental disabilities and one or more mental health diagnosis by age:

Subcategory	Under 18	18-21	Over 21	Total
Total Individuals	161	137	1118	1416

Submitted By: Holly Brugh

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

Date: April 2021

# Summit County Developmental Disabilities Board

## TOPIC SUMMARY REPORT

Total individuals with developmental disabilities and one or more mental health diagnosis:

Mental Health Diagnosis	Number of People Served By Summit DD
1	654
2	420
3	218
4	104
5	15
6	3
7	2
	<b>1416</b>

**Recommended for approval by the April Finance & Facilities  
and Services & Supports Committees**

Submitted By: Holly Brugh

Date: April 2021

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

**SUMMIT COUNTY DEVELOPMENTAL DISABILITIES BOARD  
SUMMIT COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH  
SERVICES BOARD  
COLLABORATIVE FUNDING AGREEMENT**

This Agreement, made between the Summit County Developmental Disabilities Board (hereafter "Summit DD"), located at 89 E. Howe Rd., Tallmadge, Ohio 44278, and the Summit County Alcohol, Drug Addiction and Mental Health Services Board (hereafter "ADM Board"), located at 1867 W. Market St., Suite B2, Akron, Ohio 44313-6914, recites that:

WHEREAS, the Parties have previously executed Joint Funding Agreements under which Summit DD and ADM Board have each deposited monies into a shared funding account for which ADM Board remains the designated fiscal agent for maintenance, administration and accounting for said funds; and

WHEREAS, the balance of said account is Two Thousand Four Hundred Forty-Nine Dollars and 50/100 (\$2,449.50) as of March 1, 2021; and

WHEREAS, the parties desire to make additional contributions to said account in order to continue to carry out the purposes under this Agreement;

NOW, THEREFORE, the parties agree as follows:

**I. PURPOSE**

The parties agree to utilize the funds in the established shared funding account in support of services to individuals who are eligible for services from both parties. Such services may include, but are not limited to assessments, crisis stabilization supports, facilitation of joint treatment plans, cross-training, and service provider linkage.

**II. FUND MAINTENANCE**

ADM Board remains the designated fiscal agent for maintenance and administration of funds as paid by Summit DD and as designated by ADM Board for services set forth in this Agreement in a separate fund account. ADM Board will provide accountings for funds held in the separate fund account to Summit DD on a quarterly basis.

**III. FUNDING**

Upon execution of this Agreement, Summit DD shall deposit into the separate fund account Fifty Thousand Dollars (\$50,000), and the ADM Board shall deposit into the separate fund account Fifty Thousand Dollars (\$50,000). These funds may be accessed by the parties to cover the costs of services as determined necessary by the parties.

**IV. FUND ACCESS**

All funds deposited into the separate fund account shall be used to pay the costs of service provision and required supports to individuals in crisis, including but not limited to housing costs, supplies, and services deemed necessary and not otherwise billable to a Medicaid waiver, for individuals eligible for services from both parties.

**I. MODIFICATION**

Any modification of this Agreement or additional obligation by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by each party or an authorized representative of each party.

**VI. CONFIDENTIALITY**

The parties agree that they shall not use any information, systems, or records made available for any purpose other than to fulfill the obligations specified herein. The parties agree to be bound by the standards of confidentiality that apply to each of its respective operations including but not limited to laws, statutes and regulations of federal, state or local governments.

**VII. NOTICE**

Notices required under this Agreement shall be given by delivering the same in writing to the following addressees:

**For ADM Board:  
Executive Director  
100 West Cedar Street  
Akron, OH 44307**

**For Summit DD:  
Superintendent  
89 E. Howe Road  
Tallmadge, OH 44278**

*Signature Page Follows*

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date referenced below.

ALCOHOL, DRUG ADDICTION &  
MENTAL HEALTH SERVICES BOARD

SUMMIT COUNTY DEVELOPMENTAL  
DISABILITIES BOARD

\_\_\_\_\_  
Aimee Wade, Interim Executive Director

\_\_\_\_\_  
John J. Trunk, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
Implement access control and security systems at renovated facilities	Funding for implementation of new access control and security systems at the renovated Barberton and Cuyahoga Falls sites	The Board approve the requests to enter into agreements with Diligent Electronic Security Systems for an amount not to exceed \$148,585.

### *SUPPORTING DATA FOR RECOMMENDATION*

Summit DD will be implementing solutions at the renovated facilities to ensure the sites are safe and secure. After interviewing different firms, we have been working with a local vendor based in Akron, Diligent Electronic Security Systems, to design the best solutions for the Cuyahoga Falls and Barberton locations. The scope involves new systems at the renovated sites and includes card reader access for employees, visitor management, video surveillance, active intruder alerting, and a burglar alarm system and related monitoring.

Working with one vendor to provide all of these systems will allow us to take advantage of integration between these types of systems that we do not have today.

The estimated costs to purchase and implement all of these systems is \$133,250. Factoring in monthly expenses to be incurred in 2021 after implementation, the total costs in 2021 are expected to be \$135,077. We are adding 10% contingency to account for any changes in design.

Estimated purchase, installation, and monthly expenses in 2021	\$135,077
Contingency (10%)	\$13,507
<b>Maximum amount of spend in 2021</b>	<b>\$148,585</b>

These prices are under a state term contract pricing schedule, so there is not a need to do a formal RFP.

Ongoing annual expenses are estimated to be \$13,528 for monthly recurring fees and annual maintenance combined. This is about one third less expensive than our current annual spending of approximately \$20,400 on existing systems in use that offer less features.

The costs to implement these systems is a planned expense for the project that is already included in the approved \$10.6M project budget that was authorized by the Board in December 2019 (Resolution #19-12-03), and this expense would be funded from the Permanent Improvement fund.

It is recommended to Board approve funding for contracts with Diligent Electronic Security Systems for an amount not to exceed \$148,585.

Submitted By: Russ DuPlain

For:      Superintendent/Assistant Superintendent

  X   Finance & Facilities Committee

     Services & Supports Committee

     HR/LR Committee

Date: April 2021





## Diligent Electronic Security Systems, LLC

3867 West Market St. #267 | Akron, Oh. 44333 | 330.212.1870

Ohio Contract 800421 STS846

	Monthly Costs	2021 Costs	Future Annual Costs
<b>Cuyahoga Falls</b>			
Card reader, video surveillance, and visitor management systems		\$ 51,982.97	
Brivo card reader access control system, materials, & labor			
exacqVision video surveillance system, materials, & labor			
Aiphone visitor management system, materials, & labor			
Annual Service & Maintenance Fees (beginning year 2)		\$ -	\$ 4,385.00
Monthly Brivo OnAir, 17 Readers (invoiced monthly)	\$ 204.00	\$ 612.00	\$ 2,448.00
Intrusion Detection System (burglar alarm) and installation		\$ 6,873.21	
Monthly 24x7x365 Monitoring Fee	\$ 39.50	\$ 118.50	\$ 474.00
Active Intruder pull stations, lights, integration and installation		\$ 16,150.00	
<b>Cuyahoga Falls Total</b>	<b>\$ 243.50</b>	<b>\$ 75,736.68</b>	<b>\$ 7,307.00</b>
<b>Barberton</b>			
Card reader, video surveillance, and visitor management systems		\$ 41,649.63	
Brivo card reader access control system, materials, & labor			
exacqVision video surveillance system, materials, & labor			
Aiphone visitor management system, materials, & labor			
Annual Service & Maintenance Fees (beginning year 2)			\$ 3,587.00
Monthly Brivo OnAir Fees, 15 Readers (invoiced monthly)	\$ 180.00	\$ 900.00	\$ 2,160.00
Intrusion Detection System (burglar alarm) and installation		\$ 5,826.63	
Monthly 24x7x365 Monitoring Fee	\$ 39.50	\$ 197.50	\$ 474.00
Active Intruder pull stations, lights, integration and installation		\$ 10,767.00	
<b>Barberton Total</b>	<b>\$ 219.50</b>	<b>\$ 59,340.76</b>	<b>\$ 6,221.00</b>
<b>Total</b>	<b>\$ 463.00</b>	<b>\$ 135,077.44</b>	<b>\$ 13,528.00</b>

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<i>TOPIC</i>	<i>ISSUE/CONCERN</i>	<i>RECOMMENDATION</i>
New primary data center at Cuyahoga Falls	Funding need to purchase servers and backup storage for the new data center at the renovated Cuy Falls site	The Board approve the requests to make purchases from Dell for an amount not to exceed \$70,050.

### *SUPPORTING DATA FOR RECOMMENDATION*

Summit DD will be implementing a new data center (server room) at our Cuyahoga Falls location as part of the renovations. This will allow us to move our data center operations that are currently housed at our Admin building. The large majority of our existing servers and storage equipment are over 10 years old and at or beyond "end-of-life" support from vendors. We have avoided investing in most of the IT infrastructure knowing this transition was eventually coming. However, there are a few servers that were purchased in recent years that we are planning on migrating from the existing data center to the new data center.

The estimated costs to purchase servers and backup storage equipment is \$63,682. We are adding 10% contingency to account for any changes in configuration or fluctuations in equipment costs.

Servers for data backups and internet-facing applications	\$26,522
Backup data storage appliance	\$17,160
Server racks, power components, and related items	\$15,000
Miscellaneous related equipment	\$5,000
<hr/> Total estimated costs	<hr/> \$63,682
Contingency (10%)	\$6,368
<b>Maximum amount of spend</b>	<b>\$70,050</b>

The items included in this scope are defined under a state term contract pricing schedule, so there is not a need to do a formal RFP.

The costs to implement these systems is a planned expense for the project that is already included in the approved \$10.6M project budget that was authorized by the Board in December 2019 (Resolution #19-12-03), and this expense would be funded from the Permanent Improvement fund.

It is recommended to Board approve funding for purchases from Dell for a total amount not to exceed \$70,050.

Submitted By: Russ DuPlain

For: \_\_\_\_\_ Superintendent/Assistant Superintendent

Finance & Facilities Committee

\_\_\_\_\_ Services & Supports Committee

\_\_\_\_\_ HR/LR Committee

Date: April 2021

## Summit County Developmental Disabilities Board TOPIC SUMMARY REPORT

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
New primary data center at Cuyahoga Falls	Funding need to purchase equipment and consulting support to implement the new data center at the renovated Cuy Falls site	The Board approve the requests to enter into agreements with Advizex for an amount not to exceed \$490,540.

### **SUPPORTING DATA FOR RECOMMENDATION**

Summit DD will be implementing a new data center (server room) at our Cuyahoga Falls location as part of the renovations. This will allow us to move our data center operations that are currently housed at our Admin building. The large majority of our existing servers, storage, and networking equipment are over 10 years old and at or beyond "end-of-life" support from vendors. We have avoided investing in most of the IT infrastructure knowing this transition was eventually coming.

The planning for this endeavor has been in the works for the past 2 years, and our IT staff interviewed and got pricing estimates from several vendors before selecting Advizex. Additionally, multiple options were considered as alternatives to an on-premise data center, including an entirely cloud-hosted operation as well as a data center hosted with the State or another entity.

The estimated costs to purchase servers, storage, networking, and perimeter security equipment is \$362,797. This total includes network equipment for both buildings beyond just what is needed in the data center. Consulting and implementation fees are estimated at \$83,148. Though we expect these to be conservative estimates and actual costs should be lower, we are adding 10% contingency to account for any changes in design or fluctuations in costs.

Servers and storage	\$121,325
Networking equipment (including Barberton network)	\$160,144
Network perimeter security (firewalls at both sites)	\$65,339
Network management software (ClearPass software)	\$15,989
<b>Total equipment and software costs</b>	<b>\$362,797</b>
Consulting and implementation costs for all of the above	\$83,148
<b>Total estimated costs</b>	<b>\$445,945</b>
Contingency (10%)	\$44,595
<b>Maximum amount of spend</b>	<b>\$490,540</b>

The costs to implement these systems is a planned expense for the project that is already included in the approved \$10.6M project budget that was authorized by the Board in December 2019 (Resolution #19-12-03), and this expense will be funded from the Permanent Improvement fund. The pricing totals outlined above are less than the budgeted amount for this part of the project.

The items included in this scope are defined under a state term contract pricing schedule, so there is not a need to do a formal RFP, however we have secured additional discounts from the vendor beyond that pricing schedule.

**It is recommended by the April Finance & Facilities Committee that the Board approve funding for contracts with Advizex for a total amount not to exceed \$490,540.**

Submitted By: Russ DuPlain

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

Date: April 2021

**Advize**x



**summit DD**  
Developing District Leaders

# DC Refresh Project

March 2021

# Hardware Summary

(1) PowerStore 1000T (21.22 TIB Usable)	\$67,977.68
(3) PowerEdge R740 Servers	\$31,443.89
(2) FC Switches	\$21,553.72
Estimated Shipping	\$350.00
<b>Storage Hardware Total</b>	<b>\$121,325.29</b>



## Sales Quotation

Quote #	Quote Date
Sum-HPEAruba3yv7-04.01	04/01/21

(Quote valid for 30 days)

**TO:**  
**Eric Biller**  
 Summit DD  
 86 E Howe Rd  
 Tallmadge OH 44278

**FROM:**  
**Paul Allwes**  
 Advizex Technologies  
 6480 Rockside Woods Blvd  
 Independence, OH 44131  
 330-604-7616 mobile  
 pallwes@advizex.com

Terms & Conditions	F.O.B.
Acceptance of this quotation includes acceptance of all Terms & Conditions (T&C's) as specified in this quotation below, unless agreed upon Standard T&C's exist between the parties.	Point of Origin

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
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Cuyahoga Falls Facility				
HPE Edge Switch - 3Y				
1	R0X27A	ARUBA 6410 SWCH	10,457.06	10,457.06
1	HR7U5E	HPE 3Y FC 4H EXCH ARUBA 6410 SWITCH SVC,	9,767.70	9,767.70
4	R0X35A#ABA	ARUBA 6400 1800W PS/C16 ACCESSORY ARUBA	1,112.06	4,448.24
1	R0X31A	ARUBA 6400 MANAGEMENT MODULE	4,004.56	4,004.56
1	R0X41A	ARUBA 6400 48P SR5 CL6 POE 4SFP56 MOD	5,784.56	5,784.56
1	R0X39B	ARUBA 6400 48P 1GBE CL4 POE 4SFP56 MOD	4,449.56	4,449.56
5	R0X38B	ARUBA 6400 48P 1GBE CL4 POE MOD	4,004.56	20,022.80
2	JL489A	ARUBA 25G SFP28 TO SFP28 5M DAC CABLE	204.26	408.52
			Subtotal	59,343.00

HPE Core Switch - 3Y				
2	JL658A	ARUBA 6300M 24SFP+ 4SFP56 SWCH	7,564.56	15,129.12
2	HR4C3E	HPE 3Y FC 4H EXCH ARUBA 6300M 24SFP SVC	3,117.60	6,235.20
4	JL085A#ABA	ARUBA X371 12VDC 250W PS ARUBA X371 12VD	244.31	977.24
2	JL661A	ARUBA 6300M 48G CL4 POE 4SFP56 SWCH	5,206.06	10,412.12
2	HR4Z2E	HPE 3Y FC 4H EXCH ARUBA6300M 48P POE SVC	2,632.50	5,265.00
4	JL086A#ABA	ARUBA X372 54VDC 680W PS ARUBA X372 54VD	333.31	1,333.24
2	R0M46A	ARUBA 50G SFP56 TO SFP56 0.65M DAC CABLE	155.31	310.62
2	R0M47A	ARUBA 50G SFP56 TO SFP56 3M DAC CABLE	239.86	479.72
8	J9150D	ARUBA 10G SFP+ LC SR 300M MMF XCVR	462.80	3,702.40
			Subtotal	43,844.66

HPE AP-515 - 3Y				
15	Q9H63A	ARUBA AP-515 (US) UNIFIED AP	511.75	7,676.25
1	Q9G69A	AP-MNT-MP10-B AP MOUNT BRACKET 10-PACK B	91.23	91.23
1	R1C72A	AP-MNT-MP10-E AP MOUNT BRACKET 10-PACK E	137.95	137.95
			Subtotal	7,905.43

HPE Aruba Central for APs - 3Y				
14	JY926AAE	ARUBA CENTRAL DM 1 TOKEN 3Y SUB E-STU	105.58	1,478.12
14	JY929AAE	ARUBA CENTRAL SVC 1 TOKEN 3Y SUB E-STU	26.40	396.60
			Subtotal	1,874.72

HPE DMZ Switch - 3Y				
1	JL319A	ARUBA 2930M 24G 1-SLOT SWITCH	1,481.85	1,481.85
1	HK5H4E	ARUBA 3Y FC 4H OS HW 2930M 24G SVC,2930M	649.80	649.80
2	JL085A#ABA	ARUBA X371 12VDC 250W PS ARUBA X371 12VD	244.31	488.62
			Subtotal	2,620.27

Barberton Facility				
Core / Edge Switches - 3Y				
1	JL659A	ARUBA 6300M 48SR5 CL6 POE 4SFP56 SWCH	6,897.06	6,897.06
1	HR4Q7E	HPE 3Y FC 4H EXCH ARUBA6300M48P SRPOESVC	3,048.30	3,048.30
2	JL086A#ABA	ARUBA X372 54VDC 680W PS ARUBA X372 54VD	333.31	666.62
1	JL484A	ARUBA 25G SFP28 LC SR 100M MMF XCVR	462.80	462.80
3	R0M46A	ARUBA 50G SFP56 TO SFP56 0.65M DAC CABLE	155.31	465.93
1	R0M47A	ARUBA 50G SFP56 TO SFP56 3M DAC CABLE	239.86	239.86



Quote #	Quote Date
Sum-HPEAruba3yv7-04.01	04/01/21

(Quote valid for 30 days)

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**Eric Biller**  
 Summit DD  
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QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
3	JL661A	ARUBA 6300M 48G CL4 POE 4SFP56 SWCH	5,206.06	15,618.18
3	HR4Z2E	HPE 3Y FC 4H EXCH ARUBA6300M 48P POE SVC	2,632.50	7,897.50
6	JL086A#ABA	ARUBA X372 54VDC 680W PS ARUBA X372 54VD	333.31	1,999.86
3	JL669A	ARUBA 6300M FAN TRAY	222.06	666.18
2	J4858D	ARUBA 1G SFP LC SX 500M MMF XCVR	151.30	302.60
			Subtotal	38,264.89
<b>HPE AP-515 - 3Y</b>				
9	Q9H63A	ARUBA AP-515 (US) UNIFIED AP	511.75	4,605.75
1	Q9G69A	AP-MNT-MP10-B AP MOUNT BRACKET 10-PACK B	91.23	91.23
1	R1C72A	AP-MNT-MP10-E AP MOUNT BRACKET 10-PACK E	137.95	137.95
			Subtotal	4,834.93
<b>HPE Aruba Central for APs - 3Y</b>				
8	JY926AAE	ARUBA CENTRAL DM 1 TOKEN 3Y SUB E-STU	105.58	844.64
8	JY929AAE	ARUBA CENTRAL SVC 1 TOKEN 3Y SUB E-STU	26.40	211.20
			Subtotal	1,055.84
				<b>159,743.73</b>
				<b>Estimated Freight 400.00</b>
				<b>TOTAL: 160,143.73</b>

**State Term Contract 534515.** The pricing listed on this quote is below that on the State Term Contract  
 Unless reflected above the quotation total does not include applicable sales tax and shipping charges.  
 Payment terms are Net 30 unless otherwise agreed to in writing.

*AdvizeX Technologies may assign without notice all or part of the payments together with all the rights of an unpaid seller but without the assignee's assumption of seller's obligations under this order. AdvizeX Technologies is an equal opportunity employer dedicated to affirmative action and workforce diversity. Payment terms are Net 30, Shipping terms are FOB Origin, and cannot be superseded by any other terms, implied or expressed in any other agreement or purchase order unless otherwise agreed to in writing by AdvizeX.*

**Please read this Quotation carefully. The terms and conditions set forth on this form constitute the entire agreement between seller and buyer. Seller will not be bound by any terms of buyer's order that are inconsistent with the terms herein. Further, the terms set forth in this form supersede all other terms in any subsequent agreement or purchase order. Acceptance of these terms may be made (1) by written acceptance or (2) by accepting delivery of any good described on this form or (3) raising an order against this quote. This Quotation shall remain firm for 30 days from the date above unless modified in writing by AdvizeX Technologies, LLC prior to our acceptance of your order.**

*This Quotation and any order placed as a result hereof shall be subject exclusively to the Terms and Conditions herein. So long as part of the payment due is outstanding, AdvizeX Technologies, LLC shall retain a security interest in any product or software that is part of the system. The customer agrees to execute any documents which may be necessary or appropriate to protect AdvizeX Technologies, LLC security interest in the system at AdvizeX Technologies, LLC request. Any contract resulting from this Quotation must be signed by a duly authorized representative of AdvizeX Technologies, LLC. Any additions, modifications or waivers of any of the Terms and Conditions contained herein or on the attached Agreements shall only be effective if in writing and agreed to by an authorized representative of AdvizeX Technologies, LLC. AdvizeX Technologies, LLC disclaims all implied warranties, including all warranties of merchant ability and all warranties of fitness for a particular purpose. AdvizeX Technologies, LLC shall not be liable for incidental, special or consequential damages arising from any cause.*



## Sales Quotation

Quote #	Quote Date
Summit-850HAv2-03.02	03/02/21

(Quote valid for 30 days)

**TO:**  
**Eric Biller**  
 SummitDD  
 89 E Howe Ave  
 Tallmadge OH 44278

**FROM:**  
**Paul Allwes**  
 Advizex Technologies  
 6480 Rockside Woods Blvd  
 Independence, OH 44131  
 216-901-1818 x4102  
 pallwes@advizex.com

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Acceptance of this quotation includes acceptance of all Terms & Conditions (T&C's) as specified in this quotation below, unless agreed upon Standard T&C's exist between the parties.	Point of Origin

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
<b>Cuyahoga Falls Facility</b>				
<b>Palo Alto Networks PA-850HA - 3Y</b>				
2	PAN-PA-850	Palo Alto Networks PA-850	6,786.40	13,572.80
2	PAN-PA-850-GP-3YR-HA2	GlobalProtect subscription 3-year prepaid for device in an HA pair, PA-850	2,924.00	5,848.00
2	PAN-PA-850-DNS-3YR-HA2	DNS Security subscription 3-year prepaid for device in an HA pair, PA-850	2,623.00	5,246.00
2	PAN-PA-850-TP-3YR-HA2	Threat prevention subscription 3-year prepaid for device in an HA pair, PA-850	2,924.00	5,848.00
2	PAN-PA-850-URL4-3YR-HA2	PANDB URL Filtering subscription 3-year prepaid for device	2,924.00	5,848.00
2	PAN-PA-850-WF-3YR-HA2	WildFire subscription 3-year prepaid for device in an HA pair, PA-850	2,924.00	5,848.00
2	PAN-PA-850-SDWAN-3YR-HA2	SD-WAN subscription 3-year prepaid for device in an HA pair, PA-850	2,924.00	5,848.00
2	PAN-SVC-PREM-850-3YR	Premium support 3-year prepaid, PA-850	4,968.00	9,936.00
				<b>57,994.80</b>
<b>Estimated Freight</b>				<b>100.00</b>
<b>TOTAL:</b>				<b>58,094.80</b>

**State Term Contract 534103.** The pricing listed on this quote is below that on the State Term Contract  
 Unless reflected above the quotation total does not include applicable sales tax and shipping charges.  
 Payment terms are Net 30 unless otherwise agreed to in writing.

*Advizex Technologies may assign without notice all or part of the payments together with all the rights of an unpaid seller but without the assignee's assumption of seller's obligations under this order. Advizex Technologies is an equal opportunity employer dedicated to affirmative action and workforce diversity. Payment terms are Net 30, Shipping terms are FOB Origin, and cannot be superseded by any other terms, implied or expressed in any other agreement or purchase order unless otherwise agreed to in writing by Advizex.*

**Please read this Quotation carefully. The terms and conditions set forth on this form constitute the entire agreement between seller and buyer. Seller will not be bound by any terms of buyer's order that are inconsistent with the terms herein. Further, the terms set forth in this form supersede all other terms in any subsequent agreement or purchase order. Acceptance of these terms may be made (1) by written acceptance or (2) by accepting delivery of any good described on this form or (3) raising an order against this quote. This Quotation shall remain firm for 30 days from the date above unless modified in writing by Advizex Technologies, LLC prior to our acceptance of your order.**

*This Quotation and any order placed as a result hereof shall be subject exclusively to the Terms and Conditions herein. So long as part of the payment due is outstanding, Advizex Technologies, LLC shall retain a security interest in any product or software that is part of the system. The customer agrees to execute any documents which may be necessary or appropriate to protect Advizex Technologies, LLC security interest in the system at Advizex Technologies, LLC request. Any contract resulting from this Quotation must be signed by a duly authorized representative of Advizex Technologies, LLC. Any additions, modifications or waivers of any of the Terms and Conditions contained herein or on the attached Agreements shall only be effective if in writing and agreed to by an authorized representative of Advizex Technologies, LLC. Advizex Technologies, LLC disclaims all implied warranties, including all warranties of merchant ability and all warranties of fitness for a particular purpose. Advizex Technologies, LLC shall not be liable for incidental, special or consequential damages arising from any cause.*





# Sales Quotation

Quote #	Quote Date
SumDD-PABarbv2-03.02	03/02/21

(Quote valid for 30 days)

**TO:**  
**Eric Biller**  
 Summit DD  
 89 E Howe Rd  
 Tallmadge OH 44278

**FROM:**  
**Paul Allwes**  
 Advizex Technologies  
 6480 Rockside Woods Blvd  
 Independence, OH 44131  
 330-604-7616 mobile  
 pallwes@advizex.com

Terms & Conditions			F.O.B.	
Acceptance of this quotation includes acceptance of all Terms & Conditions (T&C's) as specified in this quotation below, unless agreed upon Standard T&C's exist between the parties.			Point of Origin	
QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
<b>Barberton Facility</b>				
<b>Palo Alto Networks PA-820 - 3Y</b>				
1	PAN-PA-820	Palo Alto Networks PA-820	3,263.70	3,263.70
1	PAN-PA-820-SDWAN-3YR	SD-WAN subscription 3-year prepaid, PA-820	1,587.00	1,587.00
1	PAN-SVC-PREM-820-3YR	Premium support 3-year prepaid, PA-820	2,346.00	2,346.00
				<b>7,196.70</b>
<b>Estimated Freight</b>				<b>47.30</b>
<b>TOTAL:</b>				<b>7,244.00</b>

State Term Contract 534103. The pricing listed on this quote is below that on the State Term Contract  
 Unless reflected above the quotation total does not include applicable sales tax and shipping charges.  
 Payment terms are Net 30 unless otherwise agreed to in writing.

*AdvizeX Technologies may assign without notice all or part of the payments together with all the rights of an unpaid seller but without the assignee's assumption of seller's obligations under this order. AdvizeX Technologies is an equal opportunity employer dedicated to affirmative action and workforce diversity. Payment terms are Net 30, Shipping terms are FOB Origin, and cannot be superseded by any other terms, implied or expressed in any other agreement or purchase order unless otherwise agreed to in writing by AdvizeX.*

*Please read this Quotation carefully. The terms and conditions set forth on this form constitute the entire agreement between seller and buyer. Seller will not be bound by any terms of buyer's order that are inconsistent with the terms herein. Further, the terms set forth in this form supersede all other terms in any subsequent agreement or purchase order. Acceptance of these terms may be made (1) by written acceptance or (2) by accepting delivery of any good described on this form or (3) raising an order against this quote. This Quotation shall remain firm for 30 days from the date above unless modified in writing by AdvizeX Technologies, LLC prior to our acceptance of your order. This Quotation and any order placed as a result hereof shall be subject exclusively to the Terms and Conditions herein. So long as part of the payment due is outstanding, AdvizeX Technologies, LLC shall retain a security interest in any product or software that is part of the system. The customer agrees to execute any documents which may be necessary or appropriate to protect AdvizeX Technologies, LLC security interest in the system at AdvizeX Technologies, LLC request. Any contract resulting from this Quotation must be signed by a duly authorized representative of AdvizeX Technologies, LLC. Any additions, modifications or waivers of any of the Terms and Conditions contained herein or on the attached Agreements shall only be effective if in writing and agreed to by an authorized representative of AdvizeX Technologies, LLC. AdvizeX Technologies, LLC disclaims all implied warranties, including all warranties of merchant ability and all warranties of fitness for a particular purpose. AdvizeX Technologies, LLC shall not be liable for incidental, special or consequential damages arising from any cause.*



## Sales Quotation

Quote #	Quote Date
Sum-HPEClrv4-04.01	04/01/21

(Quote valid for 30 days)

**TO:**  
**Eric Biller**  
 Summit DD  
 86 E Howe Rd  
 Tallmadge OH 44278

**FROM:**  
**Paul Allwes**  
 AdvizeX Technologies  
 6480 Rockside Woods Blvd  
 Independence, OH 44131  
 330-604-7616 mobile  
 pallwes@advizeX.com

Terms & Conditions			F.O.B.	
Acceptance of this quotation includes acceptance of all Terms & Conditions (T&C's) as specified in this quotation below, unless agreed upon Standard T&C's exist between the parties.			Point of Origin	
QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
<b>HPE ClearPass License - 3Y</b>				
1	JZ399AAE	ARUBA CLEARPASS CX000V VM APPL E-LTU	1,780.00	1,780.00
1	H9WX3E	ARUBA 3Y FC SW CP CX000V VMAPPL E-L SVC,	782.10	782.10
1	JZ402AAE	ARUBA CLEARPASS NL AC 1000 CE E-LTU	9,345.00	9,345.00
1	H9XH3E	ARUBA 3Y FC SW AC NL AC 1000 CE E-L SVC,C	4,081.50	4,081.50
				<b>15,988.60</b>
				<b>Estimated Freight</b>
				<b>TOTAL: 15,988.60</b>

State Term Contract 534515. The pricing listed on this quote is below that on the State Term Contract  
 Unless reflected above the quotation total does not include applicable sales tax and shipping charges.  
 Payment terms are Net 30 unless otherwise agreed to in writing.

AdvizeX Technologies may assign without notice all or part of the payments together with all the rights of an unpaid seller but without the assignee's assumption of seller's obligations under this order. AdvizeX Technologies is an equal opportunity employer dedicated to affirmative action and workforce diversity. Payment terms are Net 30, Shipping terms are FOB Origin, and cannot be superseded by any other terms, implied or expressed in any other agreement or purchase order unless otherwise agreed to in writing by AdvizeX.

**Please read this Quotation carefully. The terms and conditions set forth on this form constitute the entire agreement between seller and buyer. Seller will not be bound by any terms of buyer's order that are inconsistent with the terms herein. Further, the terms set forth in this form supersede all other terms in any subsequent agreement or purchase order. Acceptance of these terms may be made (1) by written acceptance or (2) by accepting delivery of any good described on this form or (3) raising an order against this quote. This Quotation shall remain firm for 30 days from the date above unless modified in writing by AdvizeX Technologies, LLC prior to our acceptance of your order.**

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March 25, 2021

## **Advizex Services Estimate for Deployment of Servers, FC Switches and Storage**

### **Installation**

- Physical installation of three Dell R640 Servers
- Upgrade firmware/BIOS/iDRAC
- Physical installation of two Dell DS-6620B fibre switches
- Upgrade firmware
- Physical installation of one Dell EMC PowerStore 1000T storage array
- Upgrade firmware

### **Logical Configuration**

- Installation of Vmware ESXi on three Dell R640 Servers
- Provision storage to three Dell R640 Servers
- Match networking to the existing vSphere environment

### **Upgrade Vmware vCenter or Build new vCenter appliance**

### **Migration of up to 100 VMs, consuming 18.5TB of capacity (average of 190GB per VM)**

### **Meetings**

- Kick-off call
- Pre-installation qualification meeting
- Status calls
- Wrap-up

### **Deliverables**

- As-built documentation
- Knowledge transfer

### **Prerequisites**

- Remote Access via VPN or similar
- Local Jump host at the installed location

### **Exclusions**

- Removal and repurposing of the existing cluster nodes and/or storage array(s)

**The estimate cost for the above is \$26,900.00**



April 5, 2021

## **Advizex Services Estimate for Network Services for Summit DD**

### **Project Setup**

- Customer Kickoff Meetings

### **Staging – Firewalls**

#### Cuyahoga Falls

- Rack, Power, and Cable (2x PA-850)
- Initial Configuration
- Review of firewall configuration for best practices
- License
- Configure HA
- Convert Current ASA to PAN
- Stage Configuration
- Configure Remote Access VPN
- Install Certificate
- Global Protect VPN configuration
- Test Remote Access VPN user/device access

#### Barberton

- Rack, Power, and Cable (1x PA-820)
- Initial Configuration
- License
- Configure Policies for connectivity to Cuyahoga

### **Staging – Core Switch**

#### Cuyahoga Falls

- Rack, Power, and Cable (4x Aruba 6300 CX)
- Initial Configuration
- Stack Configuration
- Configure Access and Trunk Ports
- Configure network segmentation/VLANs

### **Staging - IDFs**

#### Cuyahoga

- Rack, Install Line Cards, Power, and Cable (1x Aruba 6410 CX)
- Initial Configuration
- Configure Access and Trunk Ports

#### Barberton

- Rack, Power, and Cable (4x Aruba 6300 CX)
- Initial Configuration
- Stack Configuration
- Configure Access and Trunk Ports

### **Staging - Wireless Access Points**

#### Cuyahoga

- Configure APs in Aruba Central
- Configure Production and Guest SSIDs

- Configure switch ports
- Configure Firewall for guest access

**Barberton**

- Configure APs in Aruba Central
- Configure Production and Guest SSIDs
- Configure switch ports

**Implementation**

**Cuyahoga**

- Turn up Firewalls
- Turn up APs
- Test and Verify Connectivity
- Post-install Wireless Survey

**Barberton**

- Turn up Firewall
- Turn up APs
- Test and Verify Connectivity
- Post-install Wireless Survey

**Deliverables**

- Updated Network Diagrams
- Device Configurations
- Cuyahoga Falls - Heat map
- Barberton – Heat map

**Assumptions**

- Like-for-like Firewall migration only (no UTM implementation)
- No onboarding Remote VPN users
- No patching cross connects in IDF other than uplinks
- Customer to provide floor plans for wireless survey
- Customer to provide access to all areas needing wireless coverage
- Customer to install/hang access points
- Customer responsible for any infrastructure cabling needs
- No report configuration in Aruba Central
- Prod SSID = 802.1X
- Guest SSID = PSK
- Implementation outside of normal business hours
- Travel Excluded

**The estimate cost for the above is \$32,733.00**

**Network Services Consulting BOT - 40 hours is \$7,600.00**



April 5, 2021

## **Advizex Services Estimate for ClearPass Deployment for Summit DD**

Project Setup  
Customer Kick Meeting

ClearPass Setup  
Deploy Server VM  
Base ClearPass Config  
Configure Services and AD integration  
Build Guest Workflow

Wired and Wireless Integration  
Configure 802.1X on Wireless Networks  
Configure 802.1X and Mac Auth on Wired network

Deliverables  
As-Built Documentation  
Travel Excluded

**The estimate cost for the above is \$15,915.00**

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

<i><b>TOPIC</b></i>	<i><b>ISSUE/CONCERN</b></i>	<i><b>RECOMMENDATION</b></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/>	
<b>Total</b>	<b>\$145,200</b>

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

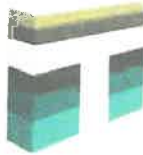
For: \_\_\_\_\_ Superintendent/Assistant Superintendent

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.

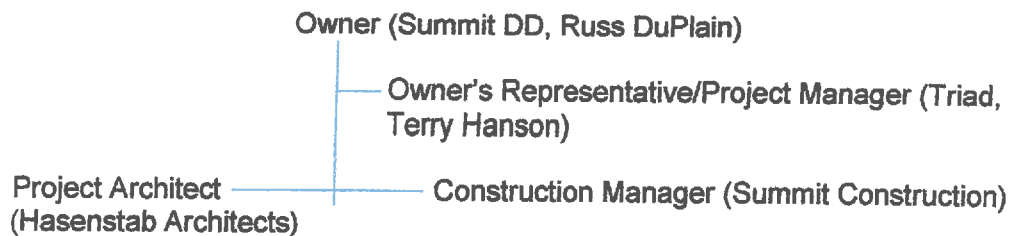
This proposal is organized to describe Triad’s understanding of the Project scope, organizational structure, schedule, the Owner’s Representative/Project Manager’s scope of responsibility and Triad’s fee structure.

**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

<b>TOPIC</b>	<b>ISSUE/CONCERN</b>	<b>RECOMMENDATION</b>
Summit DD serving as Administrative Agent for the County's Family & Children First Council (FCFC)	This role will transition from Summit County Public Health, which has most recently served as Administrative Agent for FCFC	Board approve the Administrative Agent Agreement between Summit County FCFC and Summit DD effective July 1, 2021

### **SUPPORTING DATA FOR RECOMMENDATION**

Ohio Revised Code Section 121.37 directs each county in Ohio to establish a family and children first council, the purpose of which is to streamline & coordinate services for families and children. FCFC membership includes numerous local agencies that fund, advocate and provide services to children and families. FCFC Executive Committee members include Summit County Juvenile Court, Summit DD, Summit County ADM Board, Summit County Public Health and Summit County CSB.

Each county FCFC must designate an Administrative Agent from among the member public entities. The designated Administrative Agent serves as FCFC's appointing authority for council employees and is responsible to ensure expenditures are handled in accordance with rules as applicable to the council's functions, among other duties.

The Board may recall that earlier this year, Summit County FCFC approved the transition of Administrative Agent responsibilities from Summit County Public Health to Summit DD to coincide with state fiscal year 2022. A proposed agreement is attached that identifies the rights and responsibilities of the FCFC and Summit DD as Administrative Agent.

FCFC employs a Director and two additional staff who provide service coordination functions. These staff will become employees of Summit DD effective with the transition.

**Recommended for approval by the April Finance & Facilities  
and Services & Supports Committees**

Submitted By: John J. Trunk For: \_\_\_\_\_ Superintendent/Assistant Superintendent  
 Finance & Facilities Committee  
 Services & Supports Committee  
 HR/LR Committee

Date: April 2021

**Administrative Agent Agreement  
between  
Summit County Family and Children First Council  
and  
Summit County Developmental Disabilities Board**

This Agreement is made by Summit County Family and Children First Council (“Council”) and the Summit County Developmental Disabilities Board (“Administrative Agent”) for the purpose of designating the Summit County Developmental Disabilities Board as the Administrative Agent for the Council and defining the rights and responsibilities of the parties pursuant to Ohio Revised Code Section 121.37.

**WHEREAS**, Ohio Revised Code Section 121.37(B)(5) requires each county Council to designate an Administrative Agent; and

**WHEREAS**, on January 21, 2021, the Council approved Summit County Developmental Disabilities Board to serve as its Administrative Agent for SFY 2022; and

**WHEREAS**, Summit County Developmental Disabilities Board has agreed to serve as the Administrative Agent for Council for the period July 1, 2021 to June 30, 2022; and

**WHEREAS**, Administrative Agent agrees to perform such services for the Council according to the terms and conditions set forth herein.

**THEREFORE**, the parties agree to the following:

**Duties of the Administrative Agent**

In consideration of the mutual promises and agreements of the above parties, it is agreed as follows:

1. Administrative Agent shall serve as Council’s appointing authority in accordance with the By-Laws of Council for any employees of the Council. Council shall authorize the establishment of positions to be employed and supervised by Administrative Agent. Duties and responsibilities of the Council’s Director shall be prescribed in the official job description for the Director as approved by Council.
2. The Council, in conjunction with Administrative Agent, shall fix compensation of authorized positions following a written work performance evaluation which shall be completed annually based on input from both parties.
3. Council staff shall abide by the personnel policies and rules of Administrative Agent. Council and Administrative Agent shall jointly address personnel issues involving Council staff.

4. Administrative Agent shall ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules on interagency agreements that are applicable to Council's functions.
5. Administrative Agent shall maintain supporting documentation for administrative and fiscal activity conducted on behalf of the Council in accordance with Ohio records retention laws and make this information available for yearly audit.
6. Administrative Agent shall prepare no less than quarterly financial reports for review by the Executive Committee of Council.
7. Administrative Agent may do the following on behalf of Council with express approval of Council:
  - a. Enter into agreements or administer contracts with public or private entities to fulfill specific Council business.
  - b. At the direction of the Council, provide financial stipends, reimbursements or both to family representatives for expenses related to Council activity.
  - c. Receive by gift, grant, devise or bequest, any moneys, lands or other property for the purposes for which the Council is established. Administrative Agent shall hold, apply, and dispose of the moneys, lands, and other property according to the tenets of the gift, grant, devise or bequest. Any interest or earnings shall be treated in the same manner and are subject to the same terms as the gift, grant, devise or bequest from which it arrives.
8. Administrative Agent shall provide reasonable space and technology to Council.

#### **Duties of the Council**

1. Council shall develop and approve an annual budget and file a copy with the Administrative Agent. The budget will guide the expenditures of the Administrative Agent on behalf of the Council and shall include funds to cover the salary and benefits of Council's employee(s).
2. Council shall be responsible for its own costs and expenses associated with the performance of services under this Agreement. In no event shall Administrative Agent be required to cover any budget shortfall or loss of monies for Council, nor shall Administrative Agent be liable for payment of any funds to Council except as explicitly outlined in this Agreement
3. Council shall provide access to any books, documents, papers and records which are directly pertinent to the Agreement for the purpose of making audits, examination, excerpts and transcriptions. This access shall be given to any federal, state, or county agency or any of their duly authorized representatives. Council shall maintain all required records for three (3) years after



Administrative Agent, as fiscal agent for the Council, makes final payments and all other pending matters are closed.

4. Council shall direct the expenditure of the following funds under the management of Administrative Agent:
  - a. Family Centered Services and Supports
  - b. Shared Pool
  - c. Early Intervention
  - d. Any and all other grants and funds accepted by Council through a vote according to the By-Laws of Council.

**Modification**

Any modification of this Agreement or additional obligation by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by each party or an authorized representative of each party.

**Term and Termination**

This Agreement between the Summit County Board of Developmental Disabilities and Council will begin July 1, 2021 and terminate on June 30, 2022. This Agreement may be terminated by action of the Ohio legislature or by either party for any reason upon submission of a ninety (90) day written notice to the other party. The Agreement may be extended for a specific period of time with the written approval of both parties. Any liabilities incurred but not yet paid prior to termination of this Agreement remain the responsibility of Council. Upon termination, all funds, subject to this Agreement shall be transferred to another public entity selected by Council as the new Administrative Agent.

In witness whereof, the parties hereby executed this Agreement on the dates indicated below.

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Robert Bickett, FCF Council Chair Date

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Janice Houchins, FCF Council Director Date

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John Trunk Date  
Summit County Board of Developmental Disabilities

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

	3/31/2021			3/31/2020		
	2021 ANNUAL BUDGET	2021 YTD ACTUAL	YTD % BUDGET REMAINING	2020 ANNUAL BUDGET	2020 YTD ACTUAL	YTD % BUDGET REMAINING
<b>OPERATING REVENUE</b>						
PROPERTY TAXES	\$ 53,454,163	\$ -	100.0%	\$ 51,959,267	\$ -	100.0%
REIMBURSEMENTS	6,344,000	1,984,021	68.7%	10,262,948	1,770,397	82.7%
GRANTS	1,683,639	298,285	82.3%	1,290,062	300,890	76.7%
CONTRACT SERVICES	-	-	0.0%	20,000	3,207	84.0%
REFUNDS	-	3,213	0.0%	-	1,476	0.0%
OTHER RECEIPTS	85,000	115,105	-35.4%	81,500	20,433	74.9%
<b>TOTAL REVENUE</b>	<b>\$ 61,566,802</b>	<b>\$ 2,400,624</b>	<b>96.1%</b>	<b>\$ 63,613,777</b>	<b>\$ 2,096,403</b>	<b>96.7%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES	\$ 18,967,852	\$ 4,278,504	77.4%	\$ 17,860,147	\$ 3,878,329	78.3%
EMPLOYEE BENEFITS	7,816,538	1,527,822	80.5%	7,598,570	1,401,604	81.6%
SUPPLIES	445,602	99,875	77.6%	414,572	125,344	69.8%
TRAVEL AND TRAINING	341,460	20,104	94.1%	344,264	90,319	73.8%
DIRECT CONTRACT SERVICES	9,089,940	1,485,508	83.7%	9,351,090	1,865,241	80.1%
INDIRECT CONTRACT SERVICES	1,860,242	318,125	82.9%	1,858,035	455,317	75.5%
MEDICAID COSTS	24,300,000	4,897,718	79.8%	28,040,000	6,521,919	76.7%
UTILITIES	535,000	78,422	85.3%	562,000	108,801	80.6%
RENTALS	8,245	1,999	75.8%	8,000	999	87.5%
ADVERTISING	136,000	51,707	62.0%	131,000	39,173	70.1%
OTHER EXPENSES	332,635	118,882	64.3%	324,580	107,462	66.9%
EQUIPMENT	112,000	35,845	68.0%	111,000	13,274	88.0%
REAL PROPERTY IMPROVEMENT	200,000	13,398	93.3%	200,000	-	100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 64,145,514</b>	<b>\$ 12,927,909</b>	<b>79.8%</b>	<b>\$ 66,803,258</b>	<b>\$ 14,607,782</b>	<b>78.1%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (2,578,712)</b>	<b>\$ (10,527,285)</b>		<b>\$ (3,189,481)</b>	<b>\$ (12,511,379)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$ 57,765,589</b>	<b>ACTUAL</b>				
PLUS: REVENUE	61,566,802	\$ 2,400,624				
LESS: EXPENDITURES	(64,145,514)	(12,927,909)				
<b>ENDING FUND BALANCE</b>	<b>\$ 55,186,877</b>	<b>\$ 47,238,304</b>				

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

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

**An evenly distributed monthly budget** 8.3%  
**Evenly distributed budget remaining for nine months** 75.0%

<b><u>Revenue:</u></b>		
1	Reimbursements:	
	Medicaid Administrative Claims (MAC) quarterly reimbursement, State fiscal year 2019 waiver match reconciliation.	\$ 421,000
<b><u>Expenditures:</u></b>		551,900
2	Indirect Contract Services:	
	Licensing, maintenance and support contract renewals for the following applications: AppRiver LLC - Annual advanced e-mail threat protection, Malwarebytes - Three year virus protection, removal and support. Ohio Association of County Boards (OACB) 2021 annual dues.	11,300 13,100 92,700
3	Other Expenses:	

<b><u>Revenue:</u></b>		
	Property Taxes:	
	Other Receipts:	
	Approximately 49% of the annual property tax collection is expected in March or April. Refund from the Akron Community Foundation for undistributed funds with the Summit County COVID-19 Nonprofit Emergency Relief Grant program.	\$ 56,000

<b><u>Expenditures:</u></b>		
	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, March 25, 2021

## Summit County Developmental Disabilities Board

# MINUTES - DRAFT

Thursday, March 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, March 25, 2021 via video conference. The **work session** convened at 5:32 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	

## I. TRIAD GROUP CONTRACT

As Summit DD enters the construction phase of renovating the Barberton and Cuyahoga Falls facilities staff need 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 the analysis and planning in 2018 and 2019 and has also been serving as Summit DD's owner's representative in the design and preconstruction phases. The request is to contract with Triad Group to have this organization continue to act as the owner's representative for the remainder of the facilities renovations project. The total amount of the contract would not exceed \$145,200, which includes a 10% contingency. This amount is in line with budgeted expenses for the project and funds are available in the permanent improvement fund. The contract with Triad Group has been recommended by the March Finance & Facilities Committee.

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

### II. SUMMIT CONSTRUCTION CONTRACT INCREASE

In November 2020, per Resolution #20-11-02, the Board approved Summit Construction to act as the Construction Manager at Risk (CMR) to complete renovations at the Barberton and Cuyahoga Falls facilities for an amount not to exceed \$6,120,680. The original funding amount was based on the RFP that was completed using the 2019 fit test design concepts for each site. Summit DD has made significant changes to the designs of the Cuyahoga Falls location based on receiving additional property from the City of Cuyahoga Falls, allowing a greatly improved expansion and entrance design as well as corresponding interior improvements. This impacted the estimated construction costs at Cuyahoga Falls by \$670,439. The cost estimate work at the Barberton facility decreased by \$60,239 from the original estimate.

Additionally, staff would like to include the furniture and cubicle package under the oversight of Summit Construction to ensure proper integration, execution and continuity with the rest of the construction work. This amount was built into the original project budget but was not assigned to any one organization. By assigning this oversight to Summit Construction it adds \$865,399 to the contracted amount with Summit Construction. There are also some pre-existing and unanticipated conditions to the roof at both sites and the patio and ramp at Cuyahoga Falls will need to be updated. These items add \$268,000 to the project total. Mr. Dohnal noted the Cuyahoga Falls and Barberton buildings are about ten years old and asked if the roofing issues may fall under a warranty. Mr. DuPlain replied the roofs have 20-year warranties and he is working with Triad Group to review what aspects of the repairs may be warranty issues. There are also other components to the roof such as how the new roof system will connect to the existing, etc. that are not warranty issues. Mr. DuPlain commented that actual costs will likely be lower than anticipated. Mr. Dohnal asked if the previous roofing contractor is being used in the renovations project. Mr. DuPlain replied they are not. Most of the improvements will be covered with a transfer of general fund dollars that have been designated for building renovations. An 8% contingency of \$629,152 has also been included, bringing the total to \$8,493,551. Funds are within the overall allocated project budget and the Summit Construction contract increase has been recommended for approval by the March Finance & Facilities Committee.

### III. HASENSTAB ARCHITECTS CONTRACT INCREASE

In August 2020, per Resolution #20-08-03, the Board approved the selection of Hasenstab Architects to act as the architect and design firm to complete plans for renovations of the Barberton and Cuyahoga Falls facilities for an amount not to exceed \$400,800. The City of Cuyahoga Falls deeded adjacent property to Summit DD which allowed an expanded entrance design as well as corresponding interior improvements, impacting the architect and engineering estimates by \$47,235.

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

### III. HASENSTAB ARCHITECTS CONTRACT INCREASE *(continued)*

Additionally, both sites require improvements to the roofs and the patio and ramp at Cuyahoga Falls needs modifications. The total increase, which includes an 8% contingency, raises the overall cost by \$125,198 bringing the revised total of this contract to \$525,998. Funds are available within the overall allocated project budget and the Hasenstab Architects contract increase has been recommended for approval by the March Finance & Facilities Committee.

### IV. SUMMIT DD LIABILITY INSURANCE

Summit DD must maintain risk protection for Board operations and property and the current policies expire March 31, 2021. Summit DD has typically purchased separate policies to cover general liability, directors and officers/employment practices liability (D&O EPL) and cyber liability insurance. For the past several years the general and D&O EPL policies have been written by Selective Insurance and the cyber liability policy has been written by AIG. For the renewal policy, AIG proposed a 52% premium increase for cyber coverage. Summit DD's broker, Wichert Insurance, sought competitive quotes. Cincinnati Insurance Companies responded with an offer of substantially similar coverage at a lower premium than the Board's current policy. However, Cincinnati Insurance only offers cyber liability coverage in combination with the D&O EPL coverage. Cincinnati's D&O EPL coverage is substantially similar to the Board's existing coverage and offers lower deductibles. Cincinnati's combined premium for cyber and D&O EPL is lower than the combined expiring premiums for those policies. The recommendation is to renew general, property, auto, abuse and molestation, and umbrella liability insurance with Selective Insurance Company for the period April 1, 2021 through March 31, 2022 in an amount not to exceed \$57,951 and to utilize Cincinnati Insurance Companies for D&O EPL and cyber liability insurance for the same period in an amount not to exceed \$39,273 for total liability coverage in the amount of \$97,224. This is a reduction of \$3,210 over the 2020-2021 premiums and there would be no lapse in coverage. Cincinnati Insurance Companies have a Best Rating of A+ and Selective Insurance Company of America has an A Rating. Funds are available in the budget and liability insurance coverage through Cincinnati Insurance Companies and Selective Insurance Company has been recommended for approval by the March Finance & Facilities Committee.

### V. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT

The Volunteer Guardianship Program (VGP) assists people, known as wards, who are unable to manage their own affairs due to mental and/or physical impairments or a developmental disability. Not all individuals with developmental disabilities or other mental and/or physical impairments require the services of a guardian. Only a small percentage of individuals eligible for Summit DD services require a court-appointed guardian.

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

### V. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT *(continued)*

In many cases a ward has no children or other family member to serve as guardian. In those instances, the Probate Court can appoint a volunteer guardian to serve as the legal guardian. The program operates through a contract with the Summit County Combined General Health District and includes the ADM Board, Summit County Public Health, Summit County Probate Court, Summit County DJFS and Summit DD. The request is to renew Summit DD's commitment to the VGP in the amount of \$50,000 for the period April 1, 2021 through March 31, 2022. The agreement allows funds to be used almost exclusively to cover staff costs associated with monitoring cases and recruiting additional volunteer guardians. There are currently 116 volunteer guardians and four professional guardians. Specific deliverables as part of the agreement, beyond recruitment, include accepting referrals, matching volunteer guardians with clients, assuring monthly visits take place and case notes are completed and filed and participating and reporting back to Advisory Committee on a quarterly basis. Funds are available in the budget and the March Finance & Facilities Committee recommended continued participation in the VGP.

### VI. FEBRUARY FINANCIAL STATEMENTS

February ended with a deficit of \$9,288,920. Revenue in February included \$67,600 for quarterly Title XX grant reimbursement and \$48,100 incremental reimbursement of expenses associated with the Strong Families Safe Communities grant. Expenditures for the month consisted of \$49,600 for the purchase of HP Elite notebooks and hardware support, \$25,000 for Oriana Alternative Environment Program (AEP), \$110,700 for the FCFC shared pool agreement, \$100,000 to NEON for incremental funding of the Family Engagement Program, \$16,200 to ComDoc for annual licensing, maintenance and support, \$40,400 to Cornerstone for the second of a three-year licensing contract and \$42,300 final payment to Altura Communications Solutions for the phone system upgrade. The fund balance at the end of February was \$48,476,669. Mr. Dohnal asked if the AEP is the program that provides residential and other support to individuals involved with the legal system. Mr. Trunk replied that it is and noted the contract amount has been reduced over the years based on use. Mrs. Brugh added the contract used to be funded at \$50,000 however usage has decreased with only two beds uses in 2020. The \$25,000 is a place holder to ensure that one bed is available when needed and a daily rate is charged when someone utilizes services. The February Financial Statements have been reviewed by the March Finance & Facilities Committee.

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

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

### VII. REQUEST FOR ENDORSEMENT OF AKRON-SUMMIT COUNTY PUBLIC LIBRARY LEVY

The Akron-Summit County Public Library covers all school districts except Barberton, Cuyahoga Falls, Hudson, Stow-Munroe Falls and Twinsburg. In addition to the main library downtown Akron, there are eighteen branch locations and a mobile services department with two full-size bookmobiles. The library supports and promotes an inclusive environment as well as programs for citizens of all ages and abilities. The library's levy request will be on the May 4<sup>th</sup> ballot and is seeking a renewal of its current 1.9 mil operating levy for six years. The existing 1.9 mil levy represents about 55% of the library's annual operating revenue. This is not a new tax nor is it a tax increase and it is not based on the new property tax valuations. The Superintendent recommends endorsement of the Akron-Summit County Public Library Levy. Mr. Quade stated the Board has supported and endorsed the library levy in the past and the support has also been reciprocated.

The work session adjourned at 5:59 p.m.

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:59 p.m.

### I. APPROVAL OF MINUTES

#### A. FEBRUARY 25, 2021 (combined work session and regular meeting)

#### RESOLUTION

#### No. 21-03-01

Mrs. Ricks moved that the Board approve the minutes of the February 25, 2021 combined work session and regular meeting, as presented in attachment #7. The motion, seconded by Mrs. Gaugler, was unanimously approved.



## **BOARD MEETING** (continued)

### II. BOARD ACTION ITEMS

#### A. SUMMIT CONSTRUCTION CONTRACT INCREASE

##### RESOLUTION

No. 21-03-02

Ms. Wilkinson moved that whereas the Board approved expenditures in the amount of Six Million One Hundred Twenty Thousand Eight Hundred Dollars (\$6,120,800) to Summit Construction as Construction Manager at Risk for renovations at the Barberton and Cuyahoga Falls facilities pursuant to Resolution 20-11-02; and

Whereas the reallocation and expansion of services requires an increase in the amount of expenditures allocated to Summit Construction for said services;

Therefore be it resolved that the Board approve an increase in funding to Summit Construction in the amount of Two Million Three Hundred Seventy Two Thousand Seven Hundred Fifty One Dollars (\$2,372,751) for a total contract amount not to exceed Eight Million Four Hundred Ninety Three Thousand Five Hundred Fifty One Dollars (\$8,493,551), as outlined in attachment #1, and authorize the Superintendent to sign all documents necessary to effectuate said increase. The motion, seconded by Mr. Dohnal, was unanimously approved.

#### B. HASENSTAB ARCHITECTS CONTRACT INCREASE

##### RESOLUTION

No. 21-03-03

Mr. Dodson moved that whereas the Board approved expenditures in the amount of Four Hundred Thousand Eight Hundred Dollars (\$400,800) to Hasenstab Architects to complete renovation plans for the Barberton and Cuyahoga Falls facilities, pursuant to Resolution #20-08-03; and

Whereas Summit DD has subsequently requested design updates and plan changes that require an increase in the amount allocated to Hasenstab Architects for said services;

Therefore be it resolved that Board approve an increase in funding in the amount of One Hundred Twenty Five Thousand One Hundred Ninety Eight Dollars (\$125,198) for a total contract amount not to exceed Five Hundred Twenty Five Thousand Nine Hundred Ninety Eight Dollars (\$525,998), as outlined in attachment #3, and authorize the Superintendent to sign all documents necessary to effectuate said increase. The motion, seconded by Ms. James, was unanimously approved.

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

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

#### C. SUMMIT DD LIABILITY INSURANCE RENEWAL

##### RESOLUTION No. 21-03-04

Mrs. Gaugler moved that the Board approve a package of insurance for the period April 1, 2021 through March 31, 2022 with coverages through Selective and Cincinnati Insurance Companies, for a total amount not to exceed Ninety Seven Thousand Two Hundred Twenty Four Dollars (\$97,224), as outlined in attachment #4, and that the Superintendent take all action necessary to secure said coverage for Board operations. The motion, seconded by Ms. James, was unanimously approved.

#### D. VOLUNTEER GUARDIANSHIP PROGRAM CONTRACT

##### RESOLUTION No. 21-03-05

Ms. James moved that the Board approve a Memorandum of Understanding with the Summit County Combined General Health District, the Summit County Probate Court, the Summit County ADM Board and the Summit County Department of Jobs and Family Services in support of the Volunteer Guardianship Program for the period April 1, 2021 through March 31, 2022, in an amount not to exceed Fifty Thousand Dollars (\$50,000), as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Ms. Wilkinson, was unanimously approved.

#### E. FEBRUARY FINANCIAL STATEMENTS

##### RESOLUTION No. 21-03-06

Ms. James moved that the Board approve the February Financial Statements, as presented in attachment #6. The motion, seconded by Mrs. Ricks, was unanimously approved.

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

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

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

#### F. ENDORSEMENT OF AKRON-SUMMIT COUNTY PUBLIC LIBRARY LEVY

##### RESOLUTION

##### No. 21-03-07

Ms. James moved that whereas the Akron-Summit County Library is seeking renewal of its 1.9 mil operating Levy that supports the Summit County community; and

Whereas the library supports and promotes an inclusive environment and programs for citizens of all ages and abilities to connect, learn, explore and create;

Therefore be it resolved that the Summit County Developmental Disabilities Board does hereby endorse Issue #10 appearing on the May 4, 2021 ballot and further authorizes the Superintendent to sign any documents necessary to communicate said endorsement. The motion, seconded by Mrs. Gaugler, was unanimously approved.

### V. SUPERINTENDENT'S REPORT

Superintendent Trunk noted the annual OACB Spring conference will be held virtually in May. This is an opportunity for Board to earn some of the required four hours of continuing professional development training. Mrs. Albright will provide additional conference information for anyone interested in participating. Mr. Trunk mentioned that Billie Jo David will be presenting a half hour MUI training for Board Members at 5:00 prior to the April 22<sup>nd</sup> Board Meeting.

Information was received that the Federal Medicaid match relief funds will likely continue for the rest of 2021. There may also be some additional federal funds available, up to \$200M, to enhance home and community-based waiver services (HCBS) for a twelve-month period beginning April 2021. More information will be provided as it becomes available.

More than 1600 people with disabilities in Summit County have already been vaccinated and the benefits of are being realized. New reported positive cases have decreased to 1-2 per week, the number of staff testing positive is down, individuals are slowly considering returning to day services (still at less than 50%) and while the demand is slowing Summit DD continues to distribute PPE to providers, families and the community. Staff are also continuing to assist with coordinating vaccinations for about 400 individuals who have not yet received them.

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

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

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

Staff are moving forward with transitioning into the role of Administrative Agent for the Summit County Family and Children First Council (FCFC), which will be effective July 1, 2021. This positions Summit DD to play a leading role on this important county-wide collaborative. Superintendent Trunk thanked Lisa Kamlowksy, Holly Brugh and Mira Pozna who have been instrumental in navigating the process.

Mr. Trunk mentioned that he will be meeting with Executive Shapiro and her staff as well as Judge Stormer in the coming weeks to provide updates to those offices on Summit DD.

### VII. PRESIDENT'S COMMENTS

Mr. Quade commented that he has two things on which to comment tonight: He thanked staff on behalf of the Board for all their hard work and effort. He noted that the Board does not take for granted the hard work the Superintendent, Executive Leadership Team and staff do and the Board appreciates it. Relative to COVID-19, people still need to continue to do the things necessary to reduce the risk and spread. He urged everyone to continue to be diligent and help slow and stop the spread of the pandemic.

### VII. EXECUTIVE SESSION

#### RESOLUTION No. 21-03-08

Mr. Dodson moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment of a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mrs. Ricks.

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

The regular session of the Board Meeting adjourned at 6:22 p.m.

The Board entered Executive Session at 6:23 p.m.

The Board Meeting reconvened at 6:57 p.m.

There being no further business, the Board Meeting adjourned at 6:58 p.m.

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Jason Dodson, Secretary