



**BOARD MEETING**

**March 28, 2017**



ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Agenda  
Tuesday, March 28, 2017 – 6:00 P.M.  
801 W. Union St., Athens, OH 45701

**The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals by encouraging integration and independence, fostering partnerships, and advocating for individual rights.**

1. Call to Order – Margaret Demko, Board President.
2. Roll Call – Ruth Robertson.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:
  - a. Motion to approve February 28, 2017 Regular Board Meeting Minutes. (Exhibit 1, Pages 1-6).
  - b. Board MUI Training – Beth Atherton
  - c. Motion to approve acceptance and acknowledgement of a \$10,000.00 donation from Martha Bratton in memory of her late husband Dr. James K. Bratton. (Exhibit 2, Page 7).
  - d. Motion to approve applying for a contract with COMcorps to have Americorps staff worker for the 2017-18 year. FANS Progress Report. (Exhibit 3, Pages 8-9).
  - e. Motion to approve contract with Teresa Fulk/ Independent Contractor to provide assistance with CARF review and preparation. (Exhibit 4, Pages 10-13).
  - f. Athens County Community Singers. (No Exhibit).
6. Old Business
  - a. Update on Employment Navigation Position - Doug Mitchell. (No Exhibit).
7. Board Reports:
  - a. Superintendent, Kevin Davis. (Exhibit 5, Pages 14-22).
  - b. Director of Education, Becky Martin. (Exhibit 6, Pages 23-25).
  - c. Director of Finance and Operations, Steve Kramer. (Exhibit 7, Pages 26-30), (Exhibit 8, Pages 31-36).
  - d. Director of Service and Support, Richard Suehrstedt. (Exhibit 9, Pages 37-39).
  - e. Director of Employment Options, Doug Mitchell. (Exhibit 10, Pages 40-45).
  - f. ATCO Transition Manager, Autumn Brown. (Exhibit 11, Pages 46-49).
  - g. Gwen Brooks, Director of Human Resources. (Exhibit 12, Pages 50-52).
  - h. Director of Facilities and Transportation, Butch Withem. (Exhibit 13, Pages 53).
8. Comments from Visitors relative to the agenda.
9. Comments from Unions relative to the agenda.
10. Comments from the board.
11. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official.
12. Motion to return from Executive Session.
13. Motion to adjourn.



Exhibit 1  
 ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
 Board Meeting Minutes  
 Tuesday, February 28 2017 – 6:00 P.M.  
 801 W. Union Street, Athens, OH 45701

**The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals by encouraging integration and independence, fostering partnerships, and advocating for individual rights.**

**Draft Until Board Approved**

1. Margaret Demko called meeting to order at 6:06 p.m.
2. Ruth Robertson did roll call.

ALLEN	Present
BOND	Present
DEFOREST	Absent
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
MILLER	Present

Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Mark Cullison	Adult Service Director
Dick Suehrstedt	Director of Service and Support
Butch Withem	Facilities and Transportation Manager
Ruth Robertson	Executive Assistant to Superintendent
Katie Evans	Medicaid Manager
Carol Janes-Tinkham	Business Clerk/Administrative Assistant

\*See sign-in sheet for full list of attendees.

3. Mission Statement read by: Rebecca Miller
4. Motion to approve Agenda.

MOTION#	02-28-01
MOTION:	ALLEN
SECOND:	HUTZEL
AYES:	ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES:	YES

5. Motion to approve January 24, 2017 Organizational Board Meeting Minutes. (Exhibit 1, Pages 1-3).

MOTION#:	02-28-02
MOTION:	HUTZEL
SECOND:	MILLER
AYES:	ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER

Exhibit 1

CARRIES: YES

- 6. Motion to approve January 24, 2017 Regular Board Meeting Minutes. (Exhibit 2, Pages 4-10).

MOTION#: 02-28-03  
 MOTION: MILLER  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

- 7. Motion to approve Administrative Policy 89 EI Services Policy. (Exhibit 3, Page11).  
 Becky Martin stated the changes made were we added ATCO/Beacon and we added ODOOD as rules promulgated by instead of Ohio Department of Health.

MOTION#: 02-28-04  
 MOTION: JOLLEY  
 SECOND: MILLER  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

- 8. Motion to approve Administrative Policy 74 Usage Policy and Procedures pending making correction to item 17 change time from 7:30p.m. to 7:00 p.m. (Exhibit 4, Pages 12-16).

Butch stated that the changes being made are item 7 section D that any group using special equipment will be responsible for setting up, taking down and putting equipment in designated storage space. If responsible person needs trained on how to use the equipment they will need to arrange a time to be trained. The second change is to Item 17. The time that individual groups can use the gym is now from 3:00 p.m. – 7:00 p.m. unless we need time to clean the area and we will ask groups to leave by 6:30 p.m.

MOTION#: 02-28-05  
 MOTION: MILLER  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

- 9. Motion to approve Personnel Policy 7.10 Weapons Policy (Exhibit 5, Pages 17-19).

Kevin stated that Senate bill 199 will be taking effect on March 20, 2017. The Senate Bill states that individuals may carry a weapon in a school zone. We had our legal counsel Steve Postalaski review our policy to amend that if you have a permit to carry a concealed weapon that you must lock it in your car in your glove box or a locked box.

MOTION#: 02-28-06  
 MOTION: MILLER  
 SECOND: HUTZEL  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

## Exhibit 1

10. Motion to authorize posting of and accepting bids to purchase a 2017 54-Passenger Conventional School Bus with awarding contract of said bus to the best low bid. (No Exhibit).

Butch stated that we only had one extra bus and the last new bus purchased was in 2012. The estimated cost of this bus would be around \$100,000.00. The last bus purchased cost around \$92,000.

MOTION#: 02-28-07  
 MOTION: JOLLEY  
 SECOND: MILLER  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

11. Motion to approve contract with Steve Koch/Employment Advocacy Consultant pending Prosecuting Attorney approval. (Exhibit 6 Pages 20-24).

Doug Mitchell stated that Steve Koch helped create the PersonnelPlus Advocacy Advisory Council back in 1992. The focus of the council is to advocate for employment for individuals with disabilities. It also focuses on developing individual's skills on how to go out and speak to various groups in the community. This group also goes to the Day Hab programs to speak with peers to share their stories of working in the community and to encourage other peers to possibly try out community employment. Steve's roll would be to help train staff and the PersonnelPlus Advocacy Advisory Council. The focus would be to reestablish advocacy goals and leave the group with written documentation to help staff and the council now and in the future.

MOTION#: 02-28-08  
 MOTION: HUTZEL  
 SECOND: BOND  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

12. Motion to approve purchasing two Height Adjustable Changing tables for Beacon School at an estimated cost of \$5,000.00 each. (Exhibit 7, Page 25).

MOTION#: 02-28-09  
 MOTION: JOLLEY  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

13. Motion to approve Legal Services Agreement with Blaugrund Kessler Myers & Postalakis from January 1, 2017 through December 31, 2017 pending Prosecuting Attorney approval. (Exhibit, 8 Pages 26-28).

MOTION#: 02-28-10  
 MOTION: MILLER  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

Exhibit 1

- 14. Motion to approve advancing \$701,000.00 per agreement with AMHA (which will be reimbursed to ACBDD) for construction/rehabilitation of 5 units. (No Exhibit).

MOTION#: 02-28-11  
 MOTION: JOLLEY  
 SECOND: HUTZEL  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

- 15. Motion to approve forming an exploratory levy committee. (Exhibits 9, Pages 29-30).

Steve Kramer gave an update on the different types of levy. Steve felt that if we are going to put a levy on the ballot that we should do a renewal levy instead of a replacement levy. The renewal levy would have less effect of what tax payers would pay. The focus of the committee would be to make sure the levy officially gets on the ballot and to make the community aware of why we still need this levy.

MOTION#: 02-28-12  
 MOTION: HUTZEL  
 SECOND: MILLER  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

- 16. Board Reports:

- a. Superintendent, Kevin Davis. (Exhibit 10, Pages 31-42).

Kevin stated that he and Becky Martin had met again with Kids on Campus. He would like the board to authorize him to enter into an agreement with KOC for a five week summer camp that would serve 50 students who are eligible for ACBDD services. Kevin stated that KOC would like to place 50 third graders as well as our 50 students here at Beacon over the five weeks. Kevin had stated last month that the cost would be \$1,000.00 per student who receives county board services. KOC would be in charge of the program and would be responsible for hiring all employees. They highly encouraged the teachers, teaching assistants and educational aides from Beacon School to apply.

Motion to authorize the superintendent to enter into agreement with Kids on Campus to provide a five week long summer camp at Beacon School (dates June 19-July 28, 2017) for students with and without developmental disabilities (this will include up to 50 slots for students eligible for ACBDD services).

MOTION#: 02-28-13  
 MOTION: HUTZEL  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
 ABSTAIN: MILLER  
 CARRIES: YES

- b. Director of Education, Becky Martin. (Exhibit 11, Pages 43-47). Report Stands.

## Exhibit 1

- c. Director of Finance and Operations, Steve Kramer. (Exhibit 12, Pages, 48-52), (Exhibit 13, Pages 53-56). Report Stands.
- d. Director of Service and Support, Richard Suehrstedt. (Exhibit 14, Pages 57-59). Report Stands.
- e. Director of Employment Options, Doug Mitchell. (Exhibit 15, Pages 60-63). Doug update that the CARF Review should take place in June.
- f. ATCO Transition Manager, Autumn Brown. (Exhibit 16, Pages 64-68). Report Stands.
- g. Gwen Brooks, Director of Human Resources. (Exhibit 17, Pages 69-71). Report Stand
- h. Director of Facilities and Transportation, Butch Withem. (Exhibit 18, Pages 72).Report Stands.

## 17. Comments from Visitors relative to the agenda.

Joshua Cook introduced himself as being new to the community. Josh is involved with the ARC of Ohio as well as the new minister of The Plains-Athens Community Church. He offered up to provide training on Waivers and the Assistant Technology Program. He stated his church has a gym and space to hold meetings and training for families.

## 18. Comments from Unions relative to the agenda.

## 19. Comments from the board.

## 20. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official.

MOTION#: 02-28-14  
 MOTION: HUTZEL  
 SECOND: MILLER  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

Entered into Executive Session at 7:13 p.m.

## 21. Motion to return from Executive Session.

MOTION#: 02-28-15  
 MOTION: HUTZEL  
 SECOND: MILLER  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
 CARRIES: YES

Returned from Executive Session at 7:47 p.m.

## 22. Motion to approve paying Dennis Lehman retroactively the additional time he could have earned in November of 173 hours of his earned vacation accrual.

Exhibit 1

MOTION#: 02-28-16  
MOTION: JOLLEY  
SECOND: MILLER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

23. Motion to approve increasing the Director of Finance and Operations salary to \$77,000.00 annually, effective the next pay period.

MOTION#: 02-28-17  
MOTION: ALLEN  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

24. Motion to adjourn.

MOTION#: 02-28-18  
MOTION: ALLEN  
SECOND: MILLER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

Meeting adjourned at 7:49 P.M.

March 6, 2017  
126 Colonial Way Circle  
Columbus, OH 43235

Athens County Board of Developmental Disabilities  
801 West Union Street  
Athens, Ohio 45701

Greetings:

My husband, Dr. James K. Bratton, was a strong supporter of Athens County Board of Developmental Disabilities. He was one the ones who started the organization.

He died November 28, 2016. In his will he requested that \$10,000 be given to Athens County Board of Developmental Disabilities. A check for that amount is enclosed.

Sincerely,



Martha Bratton  
614.436.3634

cc: Mr. Scott Robe, Attorney

## Exhibit 3

Progress Report: FANs 16-17 Program Year  
September 1, 2016 – now (3/9/17)

Overall program synopsis:

- FANs – Athens County has had the most successful year in its history, serving over 40 individuals served by the County Board to make new friends and grow their circle of support, volunteer to make a positive impact in the community, and join clubs and other groups to share skills and abilities. FANs- Athens County does the legwork of preparing community partnerships and developing inclusive spaces so that people with ID and DD can develop real and lasting friendships. We match people’s interests, abilities, and skills to make a friend, join a club, or volunteer based on that skill and ability.

Individuals Served:

- 40 individuals served

New Individuals Served:

- 20 new individuals this year

AmeriCorps Hours volunteered:

- Over 400 hours of service through our AmeriCorps Member Wesley Gilbert

Community partners hours:

- Over 300 hours documented of volunteering, friendship, and clubs (probably closer to 1,000)

Community Connections Made:

- Over 15 successful connections including
  - o Community Food Initiatives
  - o Athens County Libraries Storytime, Knitting Club, and Board Game Night
  - o The Laurels of Athens
  - o Live Healthy Appalachia
  - o Wolf Tree Collective
  - o Hopewell Health Centers
  - o HAVAR
  - o Building Bridges Adult Center
  - o Echoing Connections Day Services
  - o Echoing Hills
  - o RHDD
  - o Alternatives, Inc.
  - o SechKar Company
  - o Doanville Group
  - o Wizard’s Guild Comic Store
  - o Arts West
  - o Athens City Commission on Disabilities
  - o Rotary Club
  - o Ohio University
  - o LGBTQ Student Association, Ohio University
  - o Social Work Club, Ohio University
  - o And many volunteers, friends, neighbors, clubs, and informal groups not mentioned

Success Story Example One:

- A founding member of FANs, Dale Ellis moved to Athens County in 2015. He began looking for a job, but had difficulty due to being blind. He didn’t have access to day services due to being on a lengthy waitlist. Using a strengths-based approach, FANs helped Dale identify his skills, including

## Exhibit 3

a knowledge of World War II history, ability to communicate well with others and tell great stories, and desire to do something independently. FANs set Dale up with a volunteer interview at the Laurels of Athens, and he did well on the interview, with FANs support. For the next three months, Dale volunteered one day a week at the Laurels, learning how to navigate on his own using his cane, and helped him with navigating who the Activities Program thought could use extra cheering up. Soon, Dale began volunteering three days a week, and was able to independently set up transportation through Athens on Demand, communicate his schedule with the Laurels, and made friends with a few of the relatives of residents of the Laurels, expanding his circle of support and friendship. Dale has also made a friend, Barry Oches, who has lunch with once a week through FANs, and shares his Christian faith. Dale says "I've gained a lot of confidence that I didn't have before through being a part of FANs."

## Success Story Example Two:

- Crystal Shaw had a baby over the summer of 2016. Being a single parent and on the waitlist for services without any local natural support, Crystal received some Supported Living, but also wanted to meet other Moms to develop a circle of support. Laura Post, of Wolf Tree Collective, invited Crystal to be a part, and FANs Coordinator Wes Gilbert helped her integrate with other moms, exchanging phone numbers. Crystal now has 5-10 new friends who she can call if she has a question about childcare or needs transportation assistance. Now, FANs is helping her to find a local Church she can become a part of, and help her to gain child – parent interaction skills by partnering with The Plains Library Story Time group and Hopewell Parent Training classes.

## Future Snapshot:

- With continued minimal investment of about \$7,000 yearly, FANs – Athens County can provide:
  - o Guitar lessons and possibly form a band
  - o Continue to host Basketball, game night, and other meet up groups involving one individual's interest
  - o Help individuals not begin costly day service, transportation, and HPC services by developing natural supports
  - o Help individuals join their neighborhood associations and host cook outs and neighborhood gatherings
  - o Help individuals find fishing buddies
  - o Continue to help individuals use less day service and HPC staffing by helping to build confidence, self-esteem, and find worthwhile volunteer opportunities
  - o Form community kickball games
  - o Provide 40-50 new connections each year, with over a thousand hours of friendship, volunteering, and have tens of thousands of cost reduction in County Board services.



**AGREEMENT FOR TERESA FULK  
AS INDEPENDENT CONTRACTOR**

**AGREEMENT** between the Athens County Board of Developmental Disabilities of 801 West Union Street, Athens, OH, hereinafter referred to as the "Board" and Teresa Fulk.

**THEREFORE**, the Board hereby engages the services of Teresa Fulk, and in consideration of the mutual promises herein contained, the parties agree as follows:

**TERM**

This agreement shall be for the period of **March 29, 2017** through **June 30, 2017** and may be terminated by either party by giving thirty (30) days written notice to the other party, however that in the event of default, the Board may terminate this contract immediately upon delivery of written notice to the last known address.

The following events shall constitute default:

- a. Nonperformance of any terms, covenants, performance standards, or conditions of this contract.

**CIVIL RIGHTS**

Acceptance of this contract of authorization is evidence of intent to comply with Title VI and VII of the 1964 Civil Rights Act and Section 504 of the rehabilitation Act which prohibits discrimination because of RACE, COLOR, NATIONAL ORIGIN, HADICAP, AGE, SEX, AND/OR RELIGION, in an facet of your operation except where such discrimination is a bona fide, documented business necessity.

**RELATIONSHIP OF PARTIES**

Teresa Fulk shall for all purposes be treated as an independent contractor of the Board and not as an employee, agency, or servant. Nothing in this Agreement shall be construed to make Teresa Fulk an employee, agent, or servant of the Board. Teresa Fulk will not be eligible for employee benefits, including but not limited to health insurance. The Board has an interest only in the results to be achieved, and the conduct and control of the services to be provided will lie solely with Teresa Fulk.

**SERVICES**

Teresa Fulk will assist with CARF preparation and review.

**DOCUMENTATION**

Teresa will document her hours daily on Board timesheet (Attachment A), and submit the original, signed document to the supervisor weekly.

**FEE**

For services to be rendered under this agreement, Teresa Fulk shall be paid a rate of \$25.00 per hour for services delivered not to exceed 60 hours for a total of \$1500.00 for the contract period.

This contract shall not exceed the amount approved by the Board.

**ENTIRE AGREEMENT**

This agreement supersedes any and all other agreements either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this agreement that is not contained herein shall be valid or binding.

**ASSIGNMENT**

Neither this agreement nor any duties or obligations hereunder shall be assignable by Teresa Fulk to which the Board has consented, the assignee or legal representative shall agree in writing with the Board to personally assume, perform, and be bound by the covenants, obligation, and agreements contained herein.

**SUCCESSORS AND ASSIGNS**

Subject to the provision regarding assignment, this agreement shall be binding on the heirs, executors, administrators, legal representatives, successors, and assigns of the respective parties.

**GOVERNING LAW**

The validity of this agreement and any of its terms or provisions, as well as the rights and duties of parties hereunder, shall be governed by the laws of the State of Ohio.

**AMENDMENT**

This agreement may be amended only by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this agreement.

**LEGAL CONSTRUCTION**

In the event that any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision and this agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Also, in the event the Board consents to or waives the breach or any provisions or covenants of this agreement, such waiver shall not constitute a waiver of such provision or covenant in the future. The Board shall not be stopped from later enforcing any provision or covenant it may have previously waived or elected not to enforce; nor shall such waiver have any effect on the enforcement of any other provision.

**TERMINATION**

Either party may terminate this contract for any cause by giving written notice by regular United States Mail to the other party thirty (30) days prior to the said termination date. In the event either party terminates this contract all obligations, covenants, agreements, provisions, terms, and conditions of said contract are null and void.

\_\_\_\_\_  
Teresa Fulk

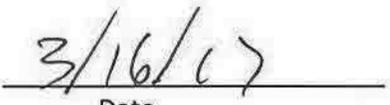
\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax ID/SSN

\_\_\_\_\_  
Kevin Davis, Superintendent  
Athens County Board of DD

\_\_\_\_\_  
Date

APPROVED AS TO FORM  
  
\_\_\_\_\_  
Keller J. Blackburn  
Athens County Prosecuting Attorney

  
\_\_\_\_\_  
Date

# INDEPENDENT CONTRACTOR TIME SHEET

**ACBDD**  
**801 West Union Street**  
**Athens, OH 45701**  
**Phone: 740.594.3539**  
**Fax: 740-593-3189**

**Work Site:**

**Worker's Name:**

**Week Ending: (date)**

	Date	Time In	Time Out	Time of Lunch	Total Hours	Staff Initials	Comments
<b>Saturday</b>							
<b>Sunday</b>							
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Worker's Signature \_\_\_\_\_ Date \_\_\_\_\_



**ACBDD - Administration**

801 West Union Street - Athens, Ohio 45701  
Phone: 740-594-3539 - Fax: 740-593-3189  
Kevin Davis, Superintendent  
[athenscbdd.org](http://athenscbdd.org)

March 2017 Board Report  
Kevin Davis, Superintendent

- Property Update – Construction for our new entryway and parking has started. The new sign has also been ordered. The area will be completed soon, and when it is, we will have a ceremony with a ribbon cutting. We will invite the Board and local, community officials to this event.
- Leadership Meetings – Leadership meetings (with senior management) were held on Wednesdays (March 1 and 22) at 8:30am at Beacon School.
- All Managers' meetings – All managers' meeting (with any staff who has management responsibilities) was not held in March do to conflicting schedules. The next all managers' meeting will be held on Wednesday, April 5, at 8:30am.
- Ohio Association Of County Boards – **Articles attached**
- The Southern Ohio Council of Governments Superintendent's meeting was held Thursday, March 2 in Chillicothe at their new office.
- MEORC has started their review process. We have identified and noted several concerns that we are addressing. We are thankful to the board for allowing us to work with MEORC to prepare for accreditation.
- Family Children First Council executive meeting – was held on Wednesday, March 15. Full Council meeting will be held on Wednesday, March 29.
- Our annual report will be completed very soon. We have a first draft finished and then it will be going to the printers.
- We have selected the two finalists to take over Passion Works – both are extremely reputable and professional organizations. The Selection

ACBDD – Administration  
Beacon School and MUI Dept.  
801 West Union Street  
Athens, Ohio 45701  
Phone: 740-594-3539  
Fax: 740-593-3189  
[athenscbdd.org](http://athenscbdd.org)

Atco Adult Services  
21 South Campbell Street  
Athens, Ohio 45701  
Phone: 740-592-6659  
Fax: 740-594-7814  
[atcoinc.org](http://atcoinc.org)

Passion Works Studio  
20 East State Street  
Athens, Ohio 45701  
Phone: 740-592-3673  
Fax: 740-592-4260  
[passionworks.org](http://passionworks.org)

PersonnelPlus  
8 Harper Street  
The Plains, OH 45780  
Phone: 740-592-3416  
Fax: 740-593-8236  
[personnelplus.org](http://personnelplus.org)

Service & Support Admin,  
Transportation Services  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: 740-592-6006  
Fax: 740-594-5048



**ACBDD - Administration**

801 West Union Street - Athens, Ohio 45701  
 Phone: 740-594-3539 - Fax: 740-593-3189  
 Kevin Davis, Superintendent  
 athenscbdd.org

Committee has done a wonderful job (led by Autumn Brown) of coordinating and being very transparent during this process.

- The contract with ABEA was ratified by the membership on January 31, 2017. The Labor Management meeting with ABEA was held on Thursday, February 23. We are still waiting on the contract to be written so that it can be approved by the commissioners.
- We have had an overwhelming response to our new partnership with Kids on Campus. We have more planning meetings scheduled.



- We are happy to announce the formation of a Waiver Planning Group (including supported living and waiting list items). We have asked Katie to lead this group and this group will be critical in making future recommendations to administration and to the board. The first meeting was held on Tuesday, February 21, the second meeting was held on Monday, March 13. We are pleased with the progress they are making.

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Atco Adult Services  
 21 South Campbell Street  
 Athens, Ohio 45701  
 Phone: 740-592-6659  
 Fax: 740-594-7814  
 atcoinc.org

Passion Works Studio  
 20 East State Street  
 Athens, Ohio 45701  
 Phone: 740-592-3673  
 Fax: 740-592-4260  
 passionworks.org

PersonnelPlus  
 8 Harper Street  
 The Plains, OH 45780  
 Phone: 740-592-3416  
 Fax: 740-593-8236  
 personnelplus.org

Service & Support Admin.,  
 Transportation Services  
 9033 Lavelle Road  
 Athens, Ohio 45701  
 Phone: 740-592-6006  
 Fax: 740-594-5048



**ACBDD - Administration**

801 West Union Street - Athens, Ohio 45701  
 Phone: 740-594-3539 - Fax: 740-593-3189  
 Kevin Davis, Superintendent  
 athenscbdd.org

- Construction is going forward at the mall for our new Personnel Plus location. We have a target date of April 1, 2017 to begin move in. After that occurs, we will then begin to focus our attention on planning the move for the SSA Department to Harper Street.
- The ATCO Board meeting for March was held on Wednesday, March 22.
- On Thursday, March 23, the County Board hosted the Lt Governor for Ohio, Mary Taylor.
- On Monday, March 20, Autumn Brown and I presented to the Athens Rotary Group an overview of Board services and the ongoing changes within our Adult Services program.
- The ABEA labor management meeting was held on Monday, March 27 and the PGO meeting was held on Tuesday, March 21. We continue to encourage an open dialogue between all groups to address concerns as they arise.
- On Tuesday, March 14 – Dick and I met with HAPCAP (Hocking, Athens, Perry Community Action Agency) to discuss their desire to expand transportation services in Athens County.
- The Disability Awareness Festival was held on Tuesday, March 21. We had an amazing crowd and it was a huge success. We wish to thank our featured speaker – Jordyn Zimmerman – as she did a wonderful job sharing her story.
- We hope you saw the Special News Insert in the Athens News. We will have copies at the meeting if you need. The theme selected by the OACBDD for the year is: Always There. This theme is referring to the constant state of change that county boards are going through, and despite that change (and the future changes) the County Boards are “always there” to provide critical and needed services.

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 Beacon School and MUI Dept.  
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Atco Adult Services  
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 atcoinc.org

Passion Works Studio  
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 Athens, Ohio 45701  
 Phone: 740-592-3673  
 Fax: 740-592-4260  
 passionworks.org

PersonnelPlus  
 8 Harper Street  
 The Plains, OH 45780  
 Phone: 740-592-3416  
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Service & Support Admin.  
 Transportation Services  
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 Athens, Ohio 45701  
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# Ohio Association of County Boards

## Serving People with Developmental Disabilities

Monday, March 20, 2017 - 1:54pm

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614-431-0616

## Releases

### Governor Kasich releases budget recommendations for DODD, Department of Medicaid

Published Monday, January 30, 2017 3:00 pm  
by Joe Russell

In a Monday press conference, Ohio Governor John Kasich presented a condensed version of his draft state budget for the next fiscal biennium. The as-introduced budget contains several provisions related to the Ohio Department of Developmental Disabilities and the Ohio Department of Medicaid. Based on documents and communications with policymakers, OACB knows the following issues to be addressed in the governor's state budget recommendations:

- **DODD Funding:** It is expected that the DODD budget will be 100% funded along with \$122 million in new money over the biennium. The additional funds are mostly to be backloaded in fiscal year 2019. According to pre-budget conversations between OACB and policymakers, the bulk of the funding will be for new state-funded waivers. There will be a total of 300 exit and diversion waivers, 700 IO waivers, and 300 SELF waivers to continue efforts to reduce the waiting list. OACB expects the homemaker personal care portion of the TDD waivers to continue to be covered by DODD in this budget.
- **Involuntary Commitment to Developmental Centers:** Under current law, county boards are responsible for the federal match costs for people who are voluntarily admitted to developmental centers (DCs). However, boards are not responsible for the federal match for involuntary admissions. Under the new budget proposal, county boards of DD would be responsible to pay for the involuntary commitment of people who are on waivers. This is expected to impact approximately 10 people annually. DODD is introducing this to create constancy in policy and discourage involuntary commitment from probate courts.
- **DODD Lease Forgiveness:** The provision in the mid-biennium budget review allowing county boards to get out of facility leases with DODD was expanded to allow sale proceeds from downsizing facilities to be used for housing upkeep and maintenance. Under current law, the money can go back to DODD or be used to construct new housing.
- **DSP Wage Increase:** The as-introduced budget will include a proposed rate increase for direct support professionals (DSPs) that will be tied to a quality initiative that includes two years of work experience plus additional online training. OACB does not know exactly how much of an increase will be proposed.
- **Complex Needs Rate Add-on Increase:** The as-introduced budget will include an increase for a complex needs rate add-on. OACB does not know the extent of the proposed increase at this time.
- **Shared Living Consolidation:** The as-introduced budget will include a proposal to instruct DODD to merge Ohio Shared Living and adult foster care under. Adult foster care would cease to exist as an independent program.
- **ICF Funding Increase:** The as-introduced budget will include a proposal to boost funding to ICFs by 2.5% - an increase that is expected to occur in fiscal year 2019.
- **ICF Age Limit for Ventilators:** The as-introduced budget will include a proposal to direct DODD to remove the age restriction for enhanced reimbursement for children on ventilators. Moving forward, ICFs will receive the enhanced rate for any person on a ventilator.

[Click here to download the governor's complete budget recommendations document \(5MB\).](#)

[Click here to download the governor's proposed budget for DODD.](#)

[Click here to download the Ohio Office of Health Transformation's budget summary.](#)

[Click here to download the governor's proposed budget for the Department of Medicaid.](#)

Please note that the above list has been built from communications with state officials during the pre-budget planning process and documents obtained prior to the full budget's release. The details of the items listed above could be updated or changed after the full budget is released and as amendments are made to the budget bill. Furthermore, additional DD-related provisions may be included in the final document that do not appear in the governor's condensed bill.

**Next Steps**

Ohio Office of Budget and Management Director Tim Keen is expected to provide the House Finance Committee with testimony on the governor's as-introduced budget, with panel testimony coming from agency directors beginning on February 8. Vetting of the budget in statehouse subcommittees will begin after that testimony is delivered.

OACB will be using the Fiscal Infrastructure Workgroup to vet all budget provisions and make recommendations to the OACB Policy Committee and board of trustees for final approval. We will conduct a full analysis of the budget once the entire budget bill is released, and we will share this analysis with members at a later date.

Questions about the budget or the state budget process should be directed to Joe Russell at [jrussell@oacbdd.org](mailto:jrussell@oacbdd.org).

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# Ohio Association of County Boards

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### In the news

#### Youngstown Developmental Center set to close June 30

Source: WFMJ  
Published Saturday, March 18, 2017  
by Mike Gauntner

The prospect of not having a job will become a harsh reality in a couple of months for 214 people who have been helping Ohioans with disabilities get through life each day.

The Ohio Department of Developmental Disabilities has notified the Ohio Department of Jobs and Family Services that it plans to close the Youngstown Developmental Center in Mineral Ridge, and the Montgomery Developmental Center in Huber Heights, Ohio on June 30.

According to a notice issued under the Federal Worker Adjustment and Retraining Notification Act, 111 jobs at the Youngstown center and 103 jobs at the Montgomery center are being abolished.

The coming shut down of the centers is no surprise.

The state announced more than two years ago that it intended to cut spending in the department, due in part to a 40% decline in the number of people living in the centers since 2007.

Lobbying efforts by families of residents, unions, and local lawmakers failed to reverse the state's decision to close the facilities.

At the time that the closings were announced, the YDC employed a staff of 272 employees assisting 86 residents.

State officials gave YDC residents the option of moving to another developmental center, or to a private treatment facility.

The YDC served the counties of Lorain, Cuyahoga, Lake, Ashtabula, Geauga, Trumbull, Summit, Portage, Medina, Ashland, Wayne, Stark, Mahoning, and Columbiana.

<http://www.wfmj.com/story/34944850/youngstown-developmental-center-set-to-close-june-30>

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## In the news

### Editorial: Safety found closer to home

Source: Columbus Dispatch  
Published Saturday, March 11, 2017

Parenting is one of the hardest jobs there is under the best of conditions, but most don't approach the difficulties faced by parents of children with multiple problems such as disabilities, mental illness and uncontrollable aggression.

For the past few years, Dispatch Reporter Rita Price has been telling the stories of such families and their frustrating and heartbreaking efforts to get their troubled children the help they need. Whitehall residents Mark and Susan Butler were profiled last year, detailing their long struggle to help their son Andrew, who has severe autism, developmental disabilities and who sometimes acts out violently.

As Andrew Butler grew older, bigger and stronger, his violent episodes became unmanageable, and subjected his parents to bruises and bites. With the danger escalating, the parents tried every agency and avenue they could. Private insurance didn't cover the range of services needed and Medicaid covered mental-health treatment but not residential care.

Ultimately, the only way to get their son the residential care he needed was to relinquish custody of him to Children Services. To compound the cruelty of giving up their son, the only care available was hours away at the Necco Center near Ironton, meaning that they could see him just once a week.

Ultimately, Andrew Butler's behavior improved to the point where he could move to a supervised home in Ironton, thanks to an agreement between the Franklin County Board of Developmental Disabilities and the Necco Center. Andrew's parents also regained custody. Finally, a similar arrangement was made in Whitehall, where Andrew and another young man with similar problems were relocated, to the joy of their parents.

Much of the problem for parents with "multisystem" children is that services for different problems are provided by separate agencies, whose responsibilities, funding and missions have not always made cross-agency cooperation welcome or easy.

But despite hurdles, agencies have found ways to cooperate and the result is a new four-bedroom residential center on the East Side that will serve youths with problems like those of Andrew Butler.

The first resident, 16-year-old Seth Kemper of Dublin, moved in recently. As with Butler, Kemper's frequent violent outbursts, in which he injured himself as well as family members, were becoming unmanageable. For a while, the Kempers had to send their son to a center in New Jersey to receive the treatment he needed. But the new facility means he stays close to home and to the parents who love him. Soon, he will be joined by two other teens in similar circumstances.

This happy outcome is thanks to a pioneering effort by the Franklin County Board of Developmental Disabilities, Franklin County Children Services, the Alcohol, Drug and Mental Health Board of Franklin County and the nonprofit agency Franklin County Residential Services. The state and federal governments also are providing support.

Meanwhile, in January, the Ohio Department of Developmental Disabilities celebrated the opening of a pilot program at Oesterlen Services for Youth in Springfield. Along with the Ohio Department of Mental Health and Addiction Services and support from Gov. John Kasich and Ohio lawmakers, the project aims to ensure that more families can find help for troubled children without losing custody of them and exiling them to distant treatment programs.

Congratulations to families such as the Butlers and the Kempers. Their struggles and suffering have moved the needle and brought hope to families facing similar challenges.

<http://www.dispatch.com/opinion/20170311/editorial-safety-found-closer-to-home>

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## In the news

### Remote monitoring of Ohio's disabled saves money, fills need

Source: Columbus Dispatch  
Published Wednesday, March 8, 2017  
by Alan Johnson

Technology helps Lori Bolton feel safe at home when no one else is around.

Bolton, 41, has developmental disabilities and health issues that in the past required around-the-clock staff help from the Licking County Board of Developmental Disabilities. But having people in her home much of the time was uncomfortable for Bolton and expensive for taxpayers.

Now, Bolton has "remote monitoring," a wide-ranging and ever-expanding category of electronic devices that replace some human employees, including those paid simply to sleep overnight in case something goes wrong.

Bolton said she likes her human care workers but feels "safe and comfortable" with the electronic monitors part of the time.

Motion sensors are set up in the corners of most rooms of Bolton's Granville home. A video camera, also with a motion sensor, is aimed at the front door.

It's all controlled by electronics attached to a computer monitor where Bolton can, if necessary, see and speak to a care worker at a remote location. The sensors alert the care worker if Bolton doesn't get up in the morning, has other needs or if someone tries to enter the front door without permission.

Bolton is one of seven people with disabilities in Licking County and 170 across the state involved in the Ohio Department of Developmental Disabilities monitoring program. Gov. John Kasich's budget proposes expanding remote monitoring to 600 people. The state spent \$2.6 million on remote monitoring last year through federal Medicaid individual-option services.

John Martin, the head of the state agency, emphasizes that remote monitoring "will never replace the need for human interaction. Caregiving is a timeless profession. It's been around for thousands of years. We will never replace all the direct-care staff. I would not consider that a success."

Home care workers are not being displaced, state and county disabilities officials said, largely because it's increasingly hard to fill those positions. More home care jobs are available than people to fill them, in part because of historically low wages.

Martin said monitoring is likewise not focused on savings, but it does generally save money — quite a lot in some cases. Martin said in one case, full-time staff members cost the state \$145,000 annually, but that was pared to \$45,000 with remote monitoring supplemented by humans.

"This is not just about money, but the quality of life," Martin said. "We're not getting out of the caregiving market."

Bolton's monitoring system is relatively simple. But some are sophisticated, including "shock" sensors in floors, furniture that detects the impact if someone falls and pads for beds that pick up signals if a patient has a seizure.

Jarrold Hunt of Wynn-Reeth Inc., based in Seneca County, said his company provides devices that electronically monitor whether patients are taking their medications at the right times. A sound sensor for another client detected if he was getting too loud, as he occasionally did, disturbing his neighbors. A light flashed yellow, then red, if his voice volume rose too high, Hunt said. Eventually, the man learned to moderate his noise level so he no longer needed the monitor.

A unique custom monitoring system that Jarrold's company developed was for a disabled man who frequently cooked microwave popcorn late at night, sometimes burning it, filling his apartment with smoke and setting off alarms. Jarrold's team installed sensors on the cabinet where the man keeps his popcorn and on the microwave. Now, a staffer reminds via a voice monitor not to burn the popcorn.

Hunt's family owned company now has 400 clients. "We do everything a person could do except being able to touch them," he said. "We love these people. These are people who are not necessarily given the same opportunities but deserve the same dignity and independence as the rest of us."

Hunt estimated that monitoring costs one-third to one-half as much as care workers.

It's more about peace of mind than money for Sherri Anderson, whose 25-year-old daughter with disabilities, Natalie, lives alone in Delaware County. Anderson's daughter had 24-hour care, but now it's down to 2 to 9 p.m. weekdays. She has remote monitoring from 9 p.m. to 9 a.m. (She's neither monitored nor helped by staff members from 9 a.m. to 2 p.m.)

"From my perspective, it's going very well," Anderson said. "It makes me feel more comfortable. They have a smoke detector that's wired into the system. If there's a fire, it would automatically let her know."

Anderson's daughter's apartment also has motion sensors, a camera and a monitor screen, like Bolton's home.

"I get a report every day what they're seeing," she said. "If someone does come in, they will call me immediately. It's a very valuable service."

Anderson said her daughter "likes it better and feels more independent. She likes it that people aren't there nagging her all the time, as she puts it."

<http://www.dispatch.com/news/20170308/remote-monitoring-of-ohios-disabled-saves-money-fills-need>

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**Beacon School**

801 West Union Street - Athens, Ohio 45701  
Phone: 740-594-3539 - Fax: 740-593-3189  
Becky Martin, Director of Educational Services  
athenscbdd.org

**March 2017 Board Report**

- The school wound up the celebration for Dr. Seuss week on Friday, March 3<sup>rd</sup> with a special appearance from the Cat in the Hat. The students enjoyed a snack made by the Young Adult and Intermediate II classes while listening to the story, *The Cat in the Hat*, complete with a real life "Thing One and Thing Two." It was a great way to end a week of fun exciting events. Thanks to Sam Dunlap for a great performance and to all the staff that helped make Dr. Seuss week a great experience for our students!
- The article for the Athens News for Disabilities Month included a description of Beacon School and the services that were offered to district students. It featured three student/family stories as well information on the Early Intervention program.
- The information presented for the annual report included enrollment numbers, number of students receiving therapies and improvements to the school such as the playground and the model apartment.
- The model apartment is looking good! The walls have been painted and new vertical blinds were installed. We have a new leather couch and chair with electric recliners, end table and lamp as well as a table and 8 chairs in the living room/dining room areas. The bedroom features a twin bed, end table and dresser. Our resident artist, Barb Ery, and the students are preparing the artwork that will complete the project.
- The Young Adult and Intermediate II classrooms took a field trip to the mall on March 17<sup>th</sup> to Sisters of the Traveling Dresses. Each student was given the opportunity to pick out the formal clothing they would wear to our prom in May. The students enjoyed the trip and topped it off with lunch at the China Buffet in the mall. Thank you to Krystal Palmer for arranging this wonderful opportunity for our students.

- Parent-Teacher conferences were held on March 21<sup>st</sup> and attendance was good. Besides reviewing the progress on the current IEP's, parents were asked about future goals they may have to aid in writing IEP's for the 17-18 school year.
- The third prom planning meeting for the May event took place on Thursday, March 23<sup>rd</sup>. Invitations have been sent to local district special education programs in hopes they will be able to participate as well. Plans for decorations, refreshments and music were discussed. The students will also have the opportunity to have pictures taken that day under a decorated arch. Thanks to Hiede Smart and Krystal Palmer for their time and dedication to this wonderful project that will be so memorable to our students.
- Field trips to Lowe's and Kroger have been planned for the Intermediate II and Young Adult classrooms on the 23<sup>rd</sup> and 30<sup>th</sup> respectively. Brooke Schroeder, Transition Coordinator, was instrumental in planning these trips. Students will be job shadowing as a part of their transition plans. This will help students make informed decisions about various jobs when entering the workforce. Thanks so much to Brooke for setting up these experiences for our students.
- Two students from each classroom will take a field trip to Passion Works on March 27<sup>th</sup>. Our resident artist, Barb Ery, arranged the trip that was enjoyed by all.
- Staff will be involved in IEP training on March 28<sup>th</sup> with a focus on writing appropriate present levels, goals and objectives. Lisa Bonner from the Region 16, State Support Team will be providing the training.
- On March 29<sup>th</sup>, Heath Harter and students from the Equine program at Hocking College will return to Beacon School with the therapy horses. The last time they were here the students really enjoyed petting, brushing, and decorating the horses. It is almost unbelievable the calming effect they have on the students. Heath and I are planning to meet over the summer to map out events for the 17-18 school year.

## **EARLY INTERVENTION Highlights for MARCH 2017 ACBDD Meeting**

---

**Caseload as of March 1, 2017:** TOTAL = 28; Additions = 2; Exits = 2

Completed 4<sup>th</sup> Coaching Log Review with Dr. M'Lisa Sheldon (2 more to go !!)

We will be able to track the number of evaluations/assessments and redeterminations completed by DD staff thanks to Kris Dunlap for setting up tracking through Gatekeeper. These numbers will be included in future board reports.

The 2016 EI Annual Report was completed as well as the EI articles for Disabilities Awareness month for The Athens News by Mary Ann (Sr. Dev Spec).

Ohio Association of Services for Children (OASC) Southeastern Regional Meeting was attended by Jodi M (Dev Spec) on March 13, 2017. Topics discussed included: overview of the 1-27-2017 OASC Meeting; overview of Leadership Meeting (Ohio Statewide System of Early Intervention DD Grant Bridging the Gap in Part C Service Delivery); changing of the Early Intervention logo; safety training for home visits; EI Program Updates from the State.

# Athens County Board of Developmental Disabilities Business Manager's Report

March 28, 2017

Exhibit 7

**Notice to the Board and Stakeholders:**

The following schedules detail financial performance of the Athens County Board of DD as of February 28, 2017. All schedules are reconciled with the Athens County Auditor's records as required by statute.

<b><u>Revenue By Month 2017</u></b>													
401 General	Jan.	Feb.	Mar.	Apr.	May	June	July	August	Sept	Oct	Nov	Dec	Total
General Tax Beacon													-
Trailer Tax													-
Homestead & Rollback													-
Grants	256,454	145,664											402,119
Lunch Sales	692	436											1,128
Contract Services													-
Other Receipts													
Martin Match Receipts		53											53
Supported Living Subsidy	164,997												164,997
DODD TCM Match Transfer		459											459
Refunds	4,254												4,254
Reimbursements	4,345	223											4,568
Gifts & Donations	75												75
Other Non-Rev (Misc Rec)	3,881	2,109											5,990
Transfers In													-
<b>Fund Totals:</b>	<b>434,699</b>	<b>148,944</b>	<b>0</b>	<b>583,642</b>									
Revenue - Beac Cap Impr													
<b>Fund Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Grand Total:</b>	<b>434,699</b>	<b>148,944</b>	<b>0</b>	<b>583,642</b>									

## Athens County Board of Developmental Disabilities Business Manager's Report

<b>Expenses By Month - 2017</b>													
401 General	Jan.	Feb.	Mar.	Apr.	May	June	July	August	Sept	Oct	Nov	Dec	Total
Salaries	323,275	296,959											620,234
Health Insurance	108,756	93,968											202,723
Medicare	4,257	3,959											8,216
Workers Compensation													
PERS / STRS	40,855	43,496											84,351
Contract Services	165,590	75,622											241,212
Rentals	4,903	4,948											9,852
Non waiver Supported Living	35,560	24,969											60,529
Repairs / Maintenance	3,668	4,287											7,955
Supplies	12,284	13,208											25,492
Equipment	2,323	5,489											7,812
Other Expenses	12,550	2,190											14,740
Medicaid Match - TCM		-											0
Family Support Services		2,605											2,605
Medicaid Waiver Match	608,293	-											608,293
Utilities	11,183	11,089											22,272
Fees-Settlement		-											
Advertising-Printing	1,724	1,573											3,297
Travel / Reimbursement	5,048	1,301											6,349
Election Expense		-											
<b>Fund Totals:</b>	<b>1,340,267</b>	<b>585,662</b>	<b>0</b>	<b>1,925,929</b>									
<b>Capital Improvements</b>												60	60
<b>Grand Total:</b>	<b>1,340,267</b>	<b>585,662</b>	<b>0</b>	<b>60</b>	<b>1,925,989</b>								

General Fund Balance Calculation	
Balance at 01/01/2016	3,153,561.14
Revenues	583,642.48
Expenditures	(1,925,929.44)
Balance at 12/31/2016	1,811,274.18

## Athens County Board of Developmental Disabilities Business Manager's Report

### Revenue Levels Year-to-Date at 02/28/2017

Line	Account	Budget	Actual		Percentage Collected
			2016 YTD	2017 YTD	
<b>General</b>					
1	0085.410100 S31 - General Tax Beacon	6,248,942			0%
2	0085.410400 S32A - Trailer Tax	78,464			0%
3	0085.412100 S31A - Homestead & Rollback	592,104			0%
4	0085.412500 S33 - Grants	2,732,553	522,673	402,119	15%
5	0085.413110 S37 - Lunch Sales	6,500	1,134	1,128	17%
6	0085.413120 S38 - Contract Services	5,000	29,485	0	0%
7	0085.417100 S39 - Other Receipts	10,000		0	0%
8	0085.417110 Martin Match Receipts	10,000	1,441	53	1%
9	0085.417120 Supported Living Subsidy	609,105	164,616	164,997	27%
10	0085.417130 DODD TCM Match Transfer			459	
11	0085.417140 S40 - Refunds	300,000	100,702	4,254	1%
12	0085.417150 S41 - Reimbursements	35,000	6,223	4,568	13%
13	0085.417500 S35 - Gifts & Donations	5,000	38	75	2%
14	0085.417800 S43 - Other Non-Revenue (Misc Rec)	20,000	1,620	5,990	30%
15	0085.422100 S44 - Transfers In				0%
<b>Grand Totals:</b>		<b>10,652,669</b>	<b>827,932</b>	<b>583,642</b>	

Line 11: 0085.417140 S40 Refunds – in 2016 we received \$100,063.54 for the 2014 Cost Report Settlement

## Athens County Board of Developmental Disabilities Business Manager's Report

### Expenditure Levels Year-to-Date at 02/28/2017

Line	Account	Budget	Actual		Percentage
			2016 YTD	2017 YTD	Spent
<b>General</b>					
1	4356.510200 Salaries	3,731,685	510,210	620,234	14%
2	4356.520150 Health Insurance	1,542,159	23,304	202,723	2%
3	4356.522100 Medicare	54,211	6,837	8,216	13%
4	4356.524100 Workers Compensation	81,791	0	0	0%
5	4356.525100 PERS / STRS	521,948	72,127	84,351	14%
6	4356.530100 Contract Services	965,000	192,011	241,212	20%
7	4356.530101 Rentals	65,000	9,513	9,852	15%
8	4356.530102 Non-Waiver Supported Living	375,000	46,287	60,529	12%
9	4356.530200 Repairs / Maintenance	80,000	13,989	7,955	17%
10	4356.540100 Supplies	215,000	38,109	25,492	18%
11	4356.550100 Equipment	36,000	8,391	7,812	23%
12	4356.560100 Other Expenses	95,000	16,676	14,740	18%
13	4356.560101 Medicaid Match - TCM	N/A	N/A	N/A	
14	4356.560102 Family Support Services	50,000	1,225	2,605	2%
15	4356.560103 Medicaid Waiver Match	2,554,830	634,220	608,293	25%
16	4356.560107 Utilities	131,000	11,487	22,272	9%
17	4356.560110 Fees/Settlement	163,121	0	0	0%
18	4356.560200 Advertising-Printing	40,000	3,634	3,297	9%
19	4356.560300 Travel / Reimbursement	30,000	1,862	6,349	6%
20	4356.560500 Election Expenses				0%
21	4356.580100 Transfer Out				0%
<b>Fund Total:</b>		<b>10,731,745</b>	<b>1,589,881</b>	<b>1,925,929</b>	

Line 2: 4356.520150 Health Insurance – 2017 YTD amount substantially greater than 2016 YTD because of switching of healthcare insurance broker in 2016. Billing was not received in January and February of that year.

## Athens County Board of Developmental Disabilities Business Manager's Report

2017	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Beg. Fund Balance	3,153,561	2,247,993										
Revenues	434,699	148,944										
Expenditures	(1,340,267)	(585,662)										
Ending Fund Balance	<b>2,247,993</b>	<b>1,811,274</b>	-	-	-	-	-	-	-	-	-	-
Funds Transferred to Reserve Fd												
Adjusted Ending Balance	<b>2,247,993</b>	<b>1,811,274</b>	-	-	-	-	-	-	-	-	-	-
Min Fund Bal. (@.25%)	*2,682,936	*2,682,936	-	-	-	-	-	-	-	-	-	-
Variance from Min Fd Bal	<b>(434,944)</b>	<b>(871,662)</b>	-	-	-	-	-	-	-	-	-	-
Carryover Percentage	21%	17%										

\*Budgeted expenditures of \$10,731,745 x 25% = \$2,682,936.

If you have any questions regarding this financial information please contact me via the information below.

Stephen P. Kramer  
 Director of Finance and Operations, ACBDD  
 740-594-3539 ext. 224  
 skramer@athenscbdd.org

**General**

**4356.520150 Health Insurance**  
 American United Life Insurance Company  
 Compass Professional Health Services  
 DataPath Financial Services, Inc.  
 DataPath Financial Services, Inc.  
 Delta Dental of Ohio, Inc.  
 Medical Mutual of Ohio  
 Patrick Benefits Administrators  
 Patrick Benefits Administrators  
 Patrick Benefits Administrators  
 Patrick Benefits Administrators  
 TelaDoc Care, LLC  
 U. S. Bank Institutional Custody Services  
 U. S. Bank Institutional Custody Services

March, 2017 - Life Insurance Premiums  
 Current Month Service Billing  
 Second Half of 2017 HSA payment  
 Second half of 2017 HSA payment  
 February, 2017 - Dental Insurance Premiums  
 April, 2017 - Vision Insurance Premium  
 April, 2017 - HRA Participant Fee  
 check register dated 3/9/17  
 Check registered dated 2/17/17 - HRA deductibles  
 Check register dated 3/3/17  
 Monthly Administration Fees  
 March, 2017 - HSA insurance premiums  
 March, 2017 - HRA insurance premiums less employee deductions

03/01/2017 \$1,712.75  
 02/17/2017 \$244.00  
 03/13/2017 \$2,400.00  
 02/22/2017 \$1,200.00  
 02/22/2017 \$4,108.29  
 03/03/2017 \$1,235.70  
 03/13/2017 \$396.50  
 03/09/2017 \$1,928.44  
 02/17/2017 \$6,134.88  
 03/03/2017 \$5,963.87  
 02/22/2017 \$227.50  
 02/23/2017 \$8,747.00  
 02/23/2017 \$70,438.68

**Health Insurance Total: 104,737.61**

**4356.530100 Contract Services**

Aramark School Support Service  
 Aramark School Support Service  
 Atco, Inc.  
 Balch, Freda  
 BCI  
 Biancone, Sally  
 Biancone, Sally  
 Biancone, Sally  
 Blaugrund Kessler Myers & Postalakis  
 Brittico, LLC  
 Chiles, Tanya  
 Cintas Corporation  
 Cintas Corporation  
 Cintas Corporation  
 Cintas Corporation  
 Cintas Corporation  
 Cross Management  
 Holzer Clinic, LLC  
 Nagy PT, Adrienne  
 Southern Ohio Council of Governments  
 Southern Ohio Council of Governments

February, 2017 - Food Services Contract  
 January, 2017 - Food Services Contract  
 February, 2017 - Beacon Kitchen Assistant  
 February, 2017 - 110 hrs of consumer scanning hours @ \$11/hr  
 February, 2017 - 85 hours of clerical support at Atco @ \$11/hr  
 February, 2017 - Production Aides  
 February, 2017  
 February, 2017 -Consumer wages of 112 hours @ \$8.91/hr  
 February, 2017 - Job Trainers - 9.25 hours of Retention Hours; 4 hours of Job Tryou  
 February, 2017 - 14 days of providing consumer transportation  
 February, 2017 - BCI & FBI webcheck  
 February 22 to March 3, 2017 - photos  
 March 6 & 8, 2017 - photos, website and website work  
 January 25, February 7, 12, 13, 16 & 17, 2017 - photography  
 Professional Services for February,2017  
 Monthly Subscription for the VR Software - PersonnelPlus  
 2 hours training - Staff Training Benefits Analysis  
 uniforms  
 uniforms  
 uniforms  
 uniforms  
 uniforms  
 February, 2017 - HR contract  
 Employee Physicals  
 February, 2017 - PT services - Beacon 3 hrs EI 11.50 and Atco 1.5 hrs @ \$50/hr  
 47.4 hours of MUI Investigative Agent Services for January, 2017  
 47.45 hrs of MUI Investigative Agent Services for February, 2017

03/07/2017 \$5,146.87  
 02/22/2017 \$5,740.45  
 03/14/2017 \$573.28  
 03/08/2017 \$1,210.00  
 03/08/2017 \$935.00  
 03/14/2017 \$3,431.99  
 03/14/2017 \$9.10  
 03/14/2017 \$997.92  
 03/14/2017 \$6,055.51  
 03/03/2017 \$78.40  
 03/03/2017 \$342.00  
 03/06/2017 \$581.25  
 03/13/2017 \$187.50  
 02/22/2017 \$343.75  
 03/06/2017 \$1,440.00  
 03/13/2017 \$470.00  
 03/13/2017 \$350.00  
 02/22/2017 \$27.51  
 03/07/2017 \$27.51  
 03/07/2017 \$27.51  
 03/07/2017 \$27.51  
 03/01/2017 \$27.51  
 03/06/2017 \$171.25  
 03/01/2017 \$532.00  
 03/03/2017 \$800.00  
 02/22/2017 \$2,133.00  
 03/14/2017 \$2,135.25

Southern Ohio Council of Governments	February, 2017 - Provider Compliance Reviews	03/14/2017	\$785.25
Southern Ohio Council of Governments	15.25 hrs. of SSA Services for February, 2017 and mileage	03/14/2017	\$329.40
Southern Ohio Council of Governments	6.38 hours of SSA Services for January 2017 and mileage	02/23/2017	\$38.00
The Healthy Edge, LLC	2/13/17 - Non DOT	02/22/2017	\$38.00
The Healthy Edge, LLC	3/13/17 - Drug Test	03/15/2017	\$38.00
The Healthy Edge, LLC	2/14/17 - Non DOT drug screen	02/17/2017	\$38.00
The Healthy Edge, LLC	3/1/17 - NON Dot	03/03/2017	\$78.40
Time Warner	March, 2017 - Atco	03/13/2017	\$3,348.00
Time Warner	March, 2017 - Internet	03/13/2017	\$40,287.91
Washington Co. Board of DD	Share of ODD Match	02/17/2017	
	<b>Contract Services Total: 79,433.03</b>		
<b>4356.530101 Rentals</b>			
Atco, Inc.	March, 2017 - Passion Works Rent	03/03/2017	\$4,288.31
Athens Community Center	Rental of community Center on May 16 2017	02/17/2017	\$200.00
B & C Communications	March, 2017	02/22/2017	\$100.00
Pitney Bowes	ADM postage meter rental from 3/1/17 to 3/29/17	03/13/2017	\$211.00
	<b>Rentals Total: 4,799.31</b>		
<b>4356.530102 Non-Waiver Supported Living</b>			
Fang Services, LLC	March, 2017	03/01/2017	\$510.00
Havar, Inc.	January, 2017 - HPC and transportation	03/10/2017	\$6,041.09
R.H.D.D., Inc.	January, 2017 - Support Living	02/23/2017	\$4,166.40
Ripple, Thomas E.	February 5 & 19, 2017 - two one hour massage treatments	03/10/2017	\$120.00
	<b>Non-Waiver Supported Living Total: 10,837.49</b>		
<b>4356.530200 Repairs / Maintenance</b>			
Bedrock Rentals	sewer snake - 50 foot - Beacon	03/08/2017	\$45.00
Bedrock Rentals	credit on sewer snake - Beacon	03/08/2017	-\$15.00
CDW Government	Sonicwall	03/07/2017	\$2,320.42
National Background Check, Inc.	Annual Business Support and Maintenance for SafePrintscan system 3/7/17 to 3/16.	02/22/2017	\$740.00
NOE Office Equipment	School copier from 2/4/17 to 3/3/17	03/13/2017	\$19.11
Ohio Pest Control	2/22/17 - Beacon	03/01/2017	\$49.00
Ohio Pest Control	02/22/17 - Atco	03/01/2017	\$43.00
SecurityElectronics, Inc.	labor and material to fix smoke detector #24 at Beacon	03/01/2017	\$285.00
	<b>Repairs / Maintenance Total: 3,486.53</b>		
<b>4356.540100 Supplies</b>			
Blick Art Materials, LLC	DB premier gallery - Beacon model apartment	03/07/2017	\$49.94
Carlson, Kathleen	reimbursement for purchase from Joann Fabrics for expenses for Disability Awareness	03/14/2017	\$8.30
Classic Solutions	building supplies - Atco	02/22/2017	\$306.15
Classic Solutions	building supplies - PersonnelPlus	03/09/2017	\$314.68
Classic Solutions	building supplies - Beacon	02/22/2017	\$51.31
Classic Solutions	building supplies - Atco	02/22/2017	\$45.04
Classic Solutions	building supplies - Beacon	03/10/2017	\$103.02
Classic Solutions	building supplies - Beacon	03/03/2017	\$100.00
Columbus Zoo	Zoo at Beacon	02/22/2017	\$400.00
Economy Supply	building supplies - Beacon	02/22/2017	\$14.04
Economy Supply	building supplies - Beacon	02/22/2017	\$97.97
Economy Supply	building supplies - Beacon	02/22/2017	\$17.99
Economy Supply	building supplies - Beacon	03/01/2017	\$15.42

First National Bank Omaha	fuel card for PersonnelPlus consumer to get to job interview	03/03/2017	Page 03
FYDA Freightliner Co./Inc	two 30 minute flares	03/01/2017	\$32.36
FYDA Freightliner Co./Inc	credit of return of five glow plugs	03/01/2017	-\$181.15
FYDA Freightliner Co./Inc	credit on return of 11 flares	03/01/2017	-\$76.78
FYDA Freightliner Co./Inc	six 30 minutes flares	03/01/2017	\$97.08
FYDA Freightliner Co./Inc	six 30 minute flares	03/01/2017	\$97.08
Havar, Inc.	Full Medication Administration Class on Feb 14 & 15	03/03/2017	\$100.00
Kroger - Columbus Customer Charges	items for Valentine's Party at Beacon	02/17/2017	\$19.87
Kroger - Columbus Customer Charges	items for Valentine's Party at Beacon	02/17/2017	\$21.39
Moore Medical Supply	medical supplies - Atco	03/01/2017	\$282.70
Randy V. Moore Petroleum Distribution LLC	255 gals of diesel delivered on 2/28/17 at \$2.19/gal	03/06/2017	\$558.45
Randy V. Moore Petroleum Distribution LLC	275 gals of unleaded delivered on 2/28/17 @ \$1.975/gal	03/06/2017	\$543.13
Randy V. Moore Petroleum Distribution LLC	194 gals of diesel delivered on 2/21/17 @ \$2.19/gal	03/01/2017	\$424.86
Randy V. Moore Petroleum Distribution LLC	151 gals of unleaded delivered on 2/21/17 @ \$1.975/gal	03/01/2017	\$298.23
Randy V. Moore Petroleum Distribution LLC	grease	03/06/2017	\$45.65
Randy V. Moore Petroleum Distribution LLC	102 gals of diesel delivered on 3/7/17 @ \$2.23/gal	03/13/2017	\$227.46
Randy V. Moore Petroleum Distribution LLC	205 gals of unleaded delivered on 3/7/17 @ \$2.075/gal	03/13/2017	\$425.38
Randy V. Moore Petroleum Distribution LLC	273 gals of unleaded delivered on 2/14/17 @ \$2.015/gal	02/22/2017	\$550.10
Randy V. Moore Petroleum Distribution LLC	269 gals of unleaded delivered on 2/14/17 @ \$2.12/gal	02/22/2017	\$570.28
Robertson Heating Supply Co. of Ohio	water fountain with bottle filler - Beacon	03/01/2017	\$874.74
State Electric Supply	building supplies - Atco	03/03/2017	\$247.47
Supply Post Business Products	30 cases of copy paper - ADM	03/06/2017	\$899.70
Synchrony Bank (Amazon)	Genuine Xerox colorcube for Phaser at PersonnelPlus	03/14/2017	\$420.00
Synchrony Bank (Amazon)	50- Bar pins brooches jewelry crafts - Beacon	03/01/2017	\$2.69
TFH	tropical fish mini aquarium, rainbow numbers, alphabet & numbers sound puzzles, kid	03/14/2017	\$293.00
TFH	chewy tubes, tubular vibrator, vibrating massage kit, lacing sneaker, chair - Beacon/	02/23/2017	\$201.25
TFH	calendar and weather pocket chart - Beacon/Blaine	02/23/2017	\$44.85
Uni-Select USA, Inc.	vehicle parts	02/22/2017	\$89.84
Uni-Select USA, Inc.	vehicle parts	03/07/2017	\$64.90
Uni-Select USA, Inc.	vehicle parts	03/01/2017	\$23.63
Uni-Select USA, Inc.	vehicle parts	02/17/2017	\$15.53
Uni-Select USA, Inc.	vehicle parts	03/08/2017	\$14.14
Uni-Select USA, Inc.	vehicle parts	03/08/2017	\$74.99
Warehouse Tire	tires	03/03/2017	\$163.70
Washington Auto Parts, Inc.	vehicle parts, etc	02/23/2017	\$318.15
<b>4356.550100 Equipment</b>	<b>Supplies Total: 9,358.53</b>		
Synchrony Bank (Amazon)	four MINI DP to HDMI, Rankie Gold plated mini display ports and two ViewSonic pr	02/17/2017	\$631.94
<b>4356.560100 Other Expenses</b>	<b>Equipment Total: 631.94</b>		
APSE	APSE membership: APSE basic membership renewal	03/01/2017	\$120.00
Athens Area Chamber of Commerce	2017 Membership dues for Personnel Plus	03/03/2017	\$236.25
Athens Area Chamber of Commerce	Ambassadors 2017 Dues	03/03/2017	\$35.00
Athens Area Chamber of Commerce	Four annual dinner reservations	03/01/2017	\$160.00
Kroger - Columbus Customer Charges	breakfast for biometric testing	03/01/2017	\$109.06
MD Computer Services, Inc.	water bottles	03/03/2017	\$417.76
Ohio Assoc. for Pupil Transport.	Membership application	03/07/2017	\$35.00

**Other Expenses Total: 2,136.07**

**4356.560102 Family Support Services**

reimbursement for classroom books and materials - family support services - BALAI	03/01/2017	\$500.00
Reimbursement for purchases from Moving Beyond the Page, Trigger Memory Syst	03/01/2017	\$379.70
Yearly bus pass - family support services	02/17/2017	\$70.00
deposit check - family support services	03/07/2017	\$192.00
rent check - family support services	03/07/2017	\$68.00
check was voided as no longer needed.	03/06/2017	-\$360.06
reimbursement for purchase from HSN for an HP All-in-one computer - family supp	03/01/2017	\$360.06
Appie IPad - 3rd generation - family support services	02/22/2017	\$138.89
otterbox defender series case with screen protector - family support services	02/22/2017	\$32.50
3 piece airtight pet food storage container combo - family support services	02/22/2017	\$16.79
On the Places He went - family support services	03/08/2017	\$7.67
Life of Fred Middle School Set - family support services	03/08/2017	\$74.44
rrels; Canson Artist Series sketch pad; Horton Hears a Who; Yertle the Turtle and O	03/08/2017	\$180.67
Lavender Essential Oil roll on and Delightful Doze pillow spray - family support servi	03/08/2017	\$26.90
Limm Exercise Resistance loop bands and sanho yopo synaptic movement sensory	03/03/2017	\$43.82
two CMS Magnetics 126 pc magnetic building set, chalk markers and removable ch:	03/03/2017	\$68.96
clothing - family support services	03/06/2017	\$131.40
clothing - family support services	03/08/2017	\$102.39
items were destroyed in fire - misc. household items to include hand mixer, printer, r	03/09/2017	\$824.70

**Family Support Services Total: 2,858.83**

Beacon electric from 1/30/17 to 2/28/17	03/03/2017	\$749.74
Passion Works - 20 E. State electric from 1/23/17 to 2/21/17	03/01/2017	\$133.00
Passion Works - 22 E. State electric from 1/24/17 to 2/21/17	03/01/2017	\$35.14
Atco light from 1/23/17 to 2/21/17	03/01/2017	\$10.18
Atco electric from 1/20/17 to 2/20/17	03/01/2017	\$412.76
Bus Garage electric from 1/12/17 to 2/14/17	02/17/2017	\$223.30
8 Harper Street electric from 1/11/17 to 2/13/17	02/17/2017	\$429.97
January 23, 2017 to February 22, 2017 - cell phone	03/07/2017	\$53.28
Passion Works water frm 1/10/17 to 2/15/17 - 2000 gals	02/23/2017	\$78.36
Atco water 1/18/17 to 2/22/17 - 14,000 gals	03/03/2017	\$171.58
Beacon water from 1/4/17 to 2/7/17 - 40,000 gals	02/17/2017	\$411.82
Beacon gas from 1/11/17 to 2/9/17	03/15/2017	\$571.89
Passion Works - 20 E. State gas from 1/16/17 to 2/14/17	02/17/2017	\$250.39
Atco gas from 1/16/17 to 2/14/17	02/17/2017	\$327.00
Passion Works - 20 E. State electric from 1/23/17 to 2/21/17	03/01/2017	\$78.54
Atco electric from 1/20/17 to 2/20/17	03/01/2017	\$681.80
Passion Works - 22 E. State electric from 1/24/17 to 2/21/17	03/01/2017	\$31.32
Beacon electric from 1/30/17 to 2/28/17	03/06/2017	\$1,314.82
8 Harper Street electric from 1/12/17 to 2/10/17	02/22/2017	\$2.22

**4356.560107 Utilities**

American Electric Power		
AT & T Mobility		
City of Athens		
City of Athens		
City of Athens		
Columbia Gas		
Columbia Gas		
Columbia Gas		
Direct Energy Business, LLC		

Direct Energy Business, LLC	8 Harper Street electric from 1/11/17 to 2/13/17	02/22/2017	\$27.50
Direct Energy Business, LLC	Bus Garage electric from 1/12/17 to 2/14/17	02/23/2017	\$263.84
Frontier	March, 2017 - PersonnelPlus	03/13/2017	\$150.44
Frontier	March, 2017 - Beacon	03/13/2017	\$206.61
Frontier	March, 2017 - Atco	03/13/2017	\$232.00
Frontier	March, 2017 - Passion Works	03/13/2017	\$85.21
Interstate Gas Co (IGS)	January, 2017 - Beacon gas	02/22/2017	\$2,149.80
Le-Ax Water Dept.	8155 State Route 56 - 1/18/17 to 2/16/17	03/03/2017	\$19.40
Le-Ax Water Dept.	Bus Garage water from 1/10/17 to 2/16/17 - 4000 gals	03/03/2017	\$45.50
The Plains Water & Sewer District	PersonnelPlus water from 1/30/17 to 2/27/17 - 1900 gals	03/13/2017	\$36.55
Waste Management	March, 2017 - Bus Garage	03/07/2017	\$124.01
Waste Management	March, 2017 - Beacon	03/07/2017	\$189.31
Waste Management	March, 2017 - Atco	03/07/2017	\$440.34

**Utilities Total: 10,223.08**

**4356.560200 Advertising-Printing**

4imprint, Inc.	200 vinyl tape measures - promotional supplies for PersonnelPlus	03/01/2017	\$207.50
APG Media of Ohio	Progress 2017 -PersonnelPlus	03/15/2017	\$253.00
APG Media of Ohio	Advertising in February in Athens News	03/13/2017	\$1,335.00
APG Media of Ohio	Advertising in February in Athens Messenger	03/13/2017	\$407.80
Athens Area Chamber of Commerce	ChamberGram Monthly Ad - March for PersonnelPlus	03/07/2017	\$100.00
Minuteman Press	200 newsletters - February, 2017 - PersonnelPlus	03/07/2017	\$124.00
Minuteman Press	300 Christmas Cards - PersonnelPlus	03/07/2017	\$265.65
Minuteman Press	February, 2017 - 200 newsletters for PersonnelPlus	03/15/2017	\$124.00
Minuteman Press	500 Brochures - PersonnelPlus Employment Services	03/15/2017	\$198.00
Minuteman Press	500 brochures - PersonnelPlus	03/03/2017	\$198.00
Personnel Concepts, Ltd.	five All in One 2017 Space Saver poster for Ohio and Federal Labor Law Posters	03/01/2017	\$80.70

**Advertising-Printing Total: 3,293.65**

**4356.560300 Travel / Reimbursement**

Bogatay, Lindsey	Travel 1/31/17 to 2/27/17	03/06/2017	\$142.10
Casey, Margaret	Travel 1/9/17 to 1/31/17	02/23/2017	\$79.99
Dunlap, Kristopher	Travel 1/3/17 to 2/7/17	03/13/2017	\$64.76
Hagen, Cale W.	Travel 2/16/17 to 2/28/17	03/06/2017	\$38.20
McNelly, David R.	Travel 2/1/17 to 3/1/17	03/06/2017	\$151.14
Mitchell, Doug	Travel 12/8/16 to 1/26/17	03/01/2017	\$12.68
Mitchell, Jodi	Travel 02/01/17 to 02/27/17	03/03/2017	\$187.19
North-Moss, Barbara	Travel 1/5/17 to 2/9/17	02/22/2017	\$96.84
OACBDD	March 1, 2017 - HCBS Adult Day Array Implementation Training Registration fees fc	03/13/2017	\$350.00
Ohio Assoc. for Pupil Transport.	Registration for "Full Conference"	03/07/2017	\$350.00
Schroeder, Brooke	Travel 1/31/17 to 2/28/17	03/09/2017	\$53.46
Sincoff, David	Travel 1/9/17 to 2/27/17	03/07/2017	\$86.87
Smathers, Mary Ann	Travel 02/01/17 to 02/28/17	03/01/2017	\$134.66
Southern Ohio Council of Governments	AAI/ODDP Training February 23, 2017	03/06/2017	\$70.00
Swackhamer, Jerry W.	Travel 1/26/17 to 2/27/17	03/06/2017	\$92.61

**Travel / Reimbursement Total: 1,910.50**

**Voucher Count: 204**

**General Total: 233,706.57**

**Capital Improvement**  
**7809.550100 Capital Improvements**  
 Athens Metropolitan Housing  
 BDTAID, Inc.  
 Synchrony Bank (Amazon)

20 Garfield Sensory Room and other requested changes  
 drawings, color prints 03/03/2017 \$8,250.00  
 furniture of American Dallas 9 piece transitional dining set, dark cherry - for Model A 02/17/2017 \$5,459.77  
 03/01/2017 \$1,051.36

**Capital Improvements Total: 14,761.13**

**Athens County Board of Developmental Disabilities**

Board Submission by Richard Suehrstedt

Area of Supervision: Service and Support Administration

March 28, 2017

## Department Highlights:

- March 1 - Several SSA's attended training provided by the County Board Association on the new Day Array services that will be effective April 1, 2017.
- March 2 - Meeting held with Josh Cook of ARC of Ohio to discuss collaboration efforts, the FANS program and future training opportunities.
- March 7 – Initial meeting with all SSA's and MEORC to review pre-accreditation samples and provide feedback. Decision made to convert ISP process to the Imagine model to provide greater consistency and compliance with accreditation standards.
- March 15 – SSA Director and Manager attended the Region 5 Accreditation Mastery Quarterly Meeting in Cambridge. Also developed “Scoping” process for accreditation planning and training for SSA's.
- March 16 – SSA Director and Manager attended Employment Navigator Forum in Zanesville.
- March 17-18 – Community Cleanup Event held at Lavelle Rd. bus garage in collaboration with PPAC.
- March 24 – SSA's received benefit analysis training.
- All SSA's have been scheduled for annual performance reviews.

Individuals Receiving SSA Services	<b>372</b>
Eligibility Referrals	<b>8</b>
# Determined Eligible	<b>3</b>
Annual ISP's Completed	<b>33</b>
ISP Addendums and Revisions	<b>23</b>
Waiver Enrollments (IOW)	<b>2</b>
Waiver Enrollments (LVIW)	<b>0</b>
Waiver Enrollments (SELF)	<b>0</b>
Total Enrolled (LVIW)	<b>57</b>
Total Enrolled (IOW)	<b>138</b>
Total Enrolled (SELF)	<b>2</b>
# Agency providers	<b>21</b>
# Independent Providers	<b>44</b>
SSA Dept. Productivity (Jan. 2017)	<b>70.77%</b>



March 20<sup>th</sup>, 2017

Athens County Board of Developmental Disabilities  
801 W. Union Street  
Athens, Ohio 45701

Dear Board Members;

My name is John Hedges and I wish to send my sincere thanks to the Athens County Board of Developmental Disabilities for providing the Community Clean up Day. My daughter Sadie and I are very grateful for this, to clean up both inside and outside our home.

God Bless;

John Hedges  
9 Carol Lane  
The Plains, OH 45780

Cale Hagen  
Service and Support Specialist  
Athens County Board of Developmental Disabilities  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: 740-592-6006 Ext. 225  
chagen@athenscbdd.org



**Service & Support Administration**  
9033 Lavelle Road - Athens, Ohio 45701  
Phone: 740-592-6006 - Fax: 740-594-5048  
[athenscbdd.org](http://athenscbdd.org)

Dear ACBDD Board Members,

On behalf of Elaine Inlow, Havar, and myself, I want to take a moment to thank you for the use of the large dumpster provided for cleanup day on 3-17-17 and 3-18-17.

Elaine was able to clean out and dispose of 5 truck- loads of items from her house.

Thank you again.

**Barbara North-Moss**

Service and Support Specialist  
Athens County Board of Developmental Disabilities  
[bnorth@athenscbdd.org](mailto:bnorth@athenscbdd.org)  
9033 Lavelle Road  
Athens, Ohio 45701  
740-592-6659 ext. 239  
Fax 740-594-5048

Exhibit 10



# *Employment Options Division Board Report For February 2017*

## Employment Options School to Work Transition Services

February and March have been a very busy month with large amounts of growth for the Transitions Program. The schools in Athens County have been welcoming and brimming with great ideas!

The Transition Coordinator, Brooke, has begun to develop relationships with Beacon School, Federal Hocking, Athens High School, Alexander and Tri County Career Center with classroom-wide programs being developed. Brooke has grown her caseload to 20 students from Alexander, Beacon, TCCC, and Federal Hocking.

Brooke is assisting the classroom of Mrs. Talia Parrotti in opening a coffee cart at Federal Hocking High School. She is also planning classroom field trips to local businesses for career exploration for that classroom.

Brooke has been invited to teach a class period a week for four weeks in May. Topics will include appropriate behavior in the workplace, appropriate clothing, cell phone uses, social media, and some safety topics.

Brooke continues to spend two full school days a week at Beacon school splitting time between the Intermediate II class and the Young Adult classroom. This allows Brooke time to develop relationships with the students and learn about the students' preference as well as how to utilize the communication devices. Also at Beacon School, Brooke is working with the Young Adult class in the Greenhouse to grow plants which will be sold through the Community Center in Athens. Brooke is also planning two community field trips to local businesses for career exploration for both classrooms.

At Tri County Career Center, Brooke is working closely with Mrs. Kim Jarvis at the Hospitality track to operate a Smoothie Cart during the school day. Brooke is also working with Mrs. Jarvis and the principal to brain storm and implement other programs such as reopening the greenhouse and/or selling items at Final Fridays.

Brooke has participated in meetings to plan for classroom activities for next school year at Athens High School. Additional planning meetings are expected to happen over the summer.

With the Summer Youth program coming up quickly, Brooke is working with PersonnelPlus, planning curriculum and worksites that will be most beneficial to youth with more severe communication and learning delays who will be participating.



Brooke Schroeder  
Transition  
Coordinator

February

2016-2017 School Year

	Alexander	Athens	Tri County	Federal Hocking	Nelsonville	Trimble	Beacon
Job Skills Classes taught							
Special Projects							1 Greenhouse
Field Trips							
Number of students on caseload	2		2	4			12

## Exhibit 10



# PersonnelPlus Employment Services Board Report For February 2017

## Job Development

### 2016 Summer Youth Training Program Paved Way For 2017 Job



Jona Moberg  
Job Developer

February started off with a new job hire! Chris, who was an outstanding participant in the 2016 Summer Youth program, was hired at Lowe's. As a graduate of Tri-County High School, Chris was in the Building Trades program and was an outstanding student. Lowe's hired him for their construction department so this is a great match. Chris is continuing to add to his skill set by working with building materials and other aspects of construction which he has a gift for. His supervisor has had nothing but great things to say about Chris and within a month of starting his job, was closing the department on his own. It is very rewarding to help someone find a job that they love to go to!

We have had several new Job Development referrals and continue to work with those still job searching. We are also preparing for our CARF accreditation and getting ready for our move to the Market on State.

We are looking forward to a busy spring and hope to have some exciting new jobs to announce! There are some new businesses that have expressed interest in our services and we will keep you posted on the latest developments.



Angela Carter  
Job Developer

With spring approaching business and employment opportunities continue to grow and more and more businesses are beginning to hire new employees. One job seeker had two interviews within the month and another job seeker had one. Both received positive feedback and encouraging follow ups. As the caseloads increase we continue to work closely with businesses and develop relationships which will hopefully lead to job placements.

PersonnelPlus staff has been busy preparing for CARF accreditation. The process of preparing for CARF allows us to look through our processes, procedures and paperwork in order to provide better services to our funding sources and to our job seekers.

Continuing to learn and keep up on changes is a constant in the disability employment field. One of the ways we do this is by attending webinars which are offered in order to inform us of these changes. The webinar "What Disability Advocates Need to Know about New WIOA Equal Opportunity Provisions" was provided by the Lead Center in order to update providers on WIOA's Equal Opportunity Provisions. This rule has not been updated since 1999 and did not reflect the many developments in civil rights laws since that time. The new update ensures that entire workforce system is aware of current equal opportunity rights and responsibilities of WIOA Title I financial assistance.

**Job Training Activities for February**



Heather Clemmons  
Training  
Coordinator

**Job Retention/Retraining-** PersonnelPlus helped two people who are currently employed learn new job tasks in their current position. One was at WOUB, Ohio University, assisting the person in learning to do data entry. The second was at the Service and Support Office learning to scan and enter information into the computer.

**Job Coaching-** PersonnelPlus continued to assist one individual who is newly employed to learn their job tasks at an OU dining hall.

**Intakes-** Three intakes were completed for new job seekers who will begin services in March.

**Community Based Assessment-** Eight Community Based Assessments were completed. The sites included Rural Action doing data entry, The Athens County Dog Shelter washing windows, Big Lots stocking shelves, and New-to-You setting up displays and The Holiday Inn Express working in the laundry room.

**Personnel Adjustment-** PersonnelPlus finished one Personal Adjustment educating the individual on what is and is not appropriate work place behavior and personal hygiene.

**Career Exploration-** Career Exploration was provided to one high school student. This service gives the student an opportunity to explore fields of interest and allows the student to ask questions

**Employee Development-** Employee Development provided for multiple job seekers. Applications were submitted at The Athens County Board of DD, Bob Evans, Service Master, Kroger, and Lowes. A job trainer met with each of these people weekly to assist them in their job search. The trainer helped individuals fill out applications both on line and in the community. They conducted mock interviews and researched possible job opportunities.



Myriah learned new job skills from her PersonnelPlus Job Coach as the business is expanding the scope of her duties.

**Employment Support**



Julie Jones  
Employment  
Support  
Coordinator

**Customer Service/Follow Up-Saving Jobs, Advancing Careers & Sorting Out Benefits!**

February was business as usual for Julie Jones. In meeting with the businesses, a couple situations were brought to her attention. She was able to reach out to several individuals and help them through their work related issues. In doing so she helped one individual advocate for herself and create a communication document that was given to her boss. This document was very well received by the business! They appreciated having a clear vision of ways they could effectively communicate that worked for them and their employee. Throughout the month Julie participated in five ISP meetings for individuals who receive PersonnelPlus services. She helped collaborate with an individual's team to solve a personal dilemma that was affecting the individual's ability to work. Julie along with the PersonnelPlus Advocacy and Advisory Council helped sponsor and staff the Valentine's Dance at Atco.

### Summer Youth Employment Programming Underway

The 2017 Summer Youth Program is set to kick off this year on June 5, 2017. This year we will have education week for both sessions June 5-June 9<sup>th</sup> from 8 am to noon. We will also be providing two classrooms for teaching during education week to allow us to teach material at a different pace based on the needs of the youth. We will however, continue to integrate students during breaks, games, ice breakers, and other activities. Each student participates in one week of education and then four weeks of work. The work weeks are June 12<sup>th</sup>- July 7<sup>th</sup> and July 10<sup>th</sup> - August 3<sup>rd</sup>. Monday through Thursday from 8am to 1:30pm with the exception of the Fourth of July week. The week of July 4<sup>th</sup>, participants will work on Friday to make up for the holiday. We currently have multiple confirmed sites including Taylor Motors, Athens High School, The Laurels, Memory Gardens, Sandlot, Sweet Arts Bakery and Holiday Inn Express. PersonnelPlus appreciates the support and partnerships we have with these businesses.

Last summer the staff at PersonnelPlus took turns providing a healthy breakfast option for the students before they went to work. This year we would like to increase what we are able to offer the participants by providing a box lunch at the work site. We are asking local business and partnering agencies to help us support this cause. If you know of anyone who would be interested in sponsoring boxed lunches please have them contact PersonnelPlus.

Also this year we were able to secure a representative from People's Bank in Athens to come during Education Week to set up accounts for students who may not already have one. This will allow them to have direct deposit of their pay checks and easier access to their money.

With the increase of services over the summer comes a need for an increase in job trainers. We are excited we have several past job trainers express an interest in returning this year. We will still need to hire a few job trainers to accommodate the participant demand. If you know of anyone who might be interested in working as a Summer Job Trainer please have them stop at the PersonnelPlus office to pick up an application or email there resume to [hclemons@athenscbbd.org](mailto:hclemons@athenscbbd.org).



AHS Flowerbed Before



AHS Flowerbed After

### The Athens County Board of DD's PersonnelPlus Department Selected by the Ohio Department of DD's (ODDD) Employment First to Host Open House



PersonnelPlus has been selected to participate in a "Transformation Series" of supported employment "Open House" events around the state of Ohio between April 17 and May 12, 2017. The purpose of the "Open House" is to showcase innovative examples of supported employment services for others services providers to learn from.

According to Thomas Hess, Employment First Program Manager at the Ohio Department of Developmental Disabilities, "I have noted how your agency has become a leader in employment and community inclusion, and I would like to invite your organization to host one of these Open Houses". PersonnelPlus Open House is scheduled for Friday May 12, 2017.

Ohio's continued efforts to assist every individual of working age to gain community-based employment is largely supported by provider agencies across the state. These agencies are collectively working through a systems change process that will enable the strengthening and support of community-based service options for individuals with disabilities. The 2017 Transformation Series provides an opportunity for provider agencies to gather and share ideas, strategies, and practices that will assist them as they move through the systems change process and help improve person-centered planning and employment opportunities for individuals across Ohio.

Exhibit 10

More details will be available closer to the PersonnelPlus Open House.

<b>Section 1: Jobs</b>	
New hires in February 2017	1
Total number of jobs filled as of January 1, 2017	3
Total number of individuals employed in the community	75
Job Tryouts for February 2017	0
Job offers to job seekers For February 2017	1
Job offers accepted by job seekers	1
Jobs placed in 2017 and loss in 2017 regardless of reason (Example, relocation, promotion, etc.)	0
Total jobs placed in 2017 and loss due to termination in 2017	0
Total job losses as of January 1, 2017 regardless of yr. placed or reason	1
Number of individuals receiving active Job Development Services (an active job search in place)	18
<b>Section 2: Internships</b>	
Total number of individuals receiving BVR assessments; CBA, CX, Etc.	10
<b>Section 3: Atco or other Day Habilitation Centers</b>	
Total number of Atco or other Day Hab. individuals referred to PersonnelPlus to actively seek employment (BVR)	3
Total number of Atco or other Day Habilitation individuals PersonnelPlus has obtained jobs for in 2017.	0
<b>Section 4: Total Services Provided</b>	
Total # of individuals receiving Community Employment Services via PersonnelPlus	103

	Hired	Job Loss	Employed
2016			72
January	3	1	74
February	1	0	75
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

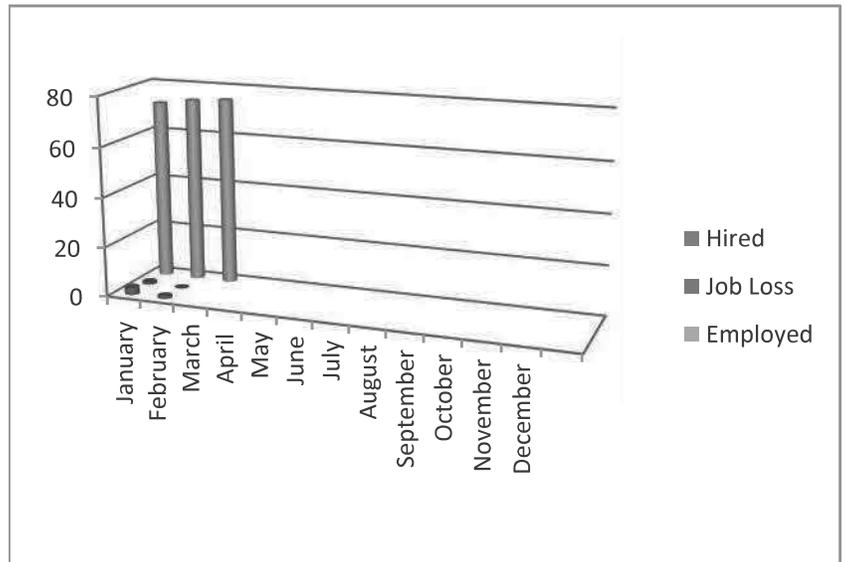
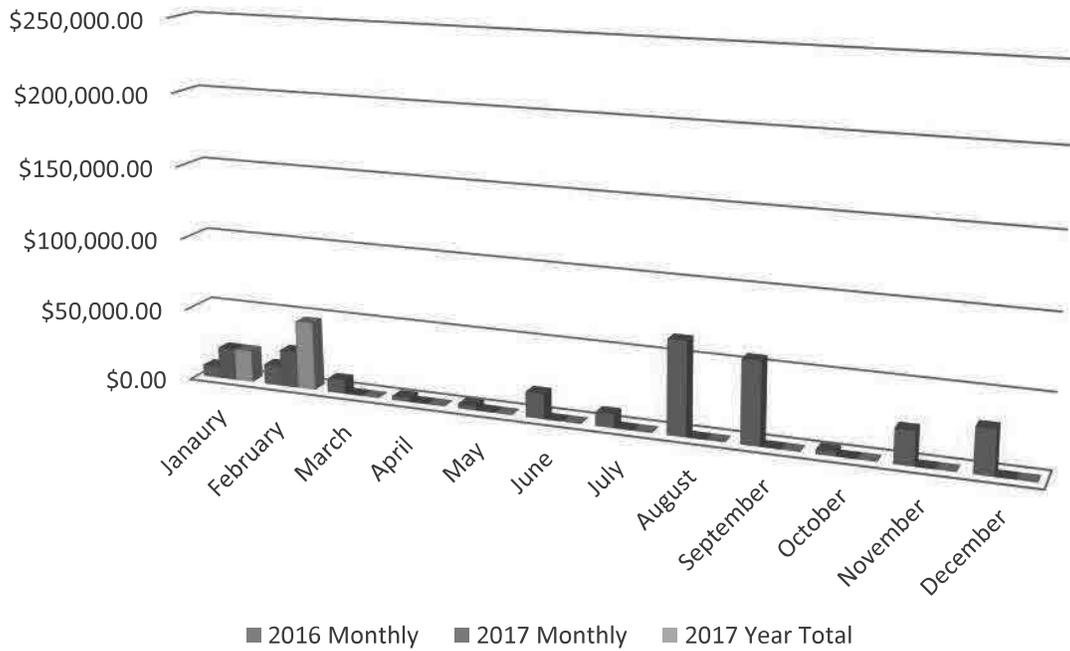


Exhibit 10

### PersonnelPlus Billed Monthly and Year to Date Totals



	<u><i>OOD/VRP3 Monthly Revenue</i></u>	
	<b>2016</b>	<b>2017</b>
January	\$7,959.78	\$21,806.38
February	\$13,747.26	\$25,294.16
March	\$9,215.70	
April	\$2,706.00	
May	\$3,138.44	
June	\$17,212.52	
July	\$9,143.73	
August	\$63,705.90	
September	\$56,143.40	
October	\$2,915.36	
November	\$22,954.87	
December	\$30,169.72	

	<b>2016 Year to Date Totals</b>	<b>2017 Year to Date Totals</b>
January	\$7,959.78	\$21,806.38
February	\$21,707.04	\$47,100.54
March	\$30,922.74	
April	\$33,628.74	
May	\$36,767.18	
June	\$53,979.74	
July	\$63,123.47	
August	\$126,829.37	
September	\$182,972.77	
October	\$185,888.13	
November	\$208,843.00	
December	\$239,012.72	

## Exhibit 11



## ATCO ADULT SERVICES BOARD REPORT



*PROVIDED TO YOU BY THE ATCO MANAGEMENT TEAM*

*AUTUMN BROWN, MARK CULLISON, LAURIE GREGG, AND JOANNE HEINZMAN*

## DATES TO REMEMBER

**Healthy Potluck** 3rd Wednesday of the month

**Yoga and enrichment w/ Paul Richard**

Starts April 2nd-May 22nd Monday

4:30-5:30-Limited Mobility 6-7-Beginner Yoga

**Movie Night** Second Tuesday of every month

**Tuesday Community Rec Night** at Roller Bowl 4:30-6pm

**Live Healthy Appalachia** Wednesday March 22



**March is DD Awareness Month and it has been a great month celebrating everyone's abilities and accomplishments!**

## ATCO (Adult Service Director-Mark Cullison)



Once again in March we celebrate Developmental Disabilities Awareness Month.

March 8<sup>th</sup> Members of ATCO traveled to the state house in Columbus to meet our elected leaders and learn their views on disability related issues. The group certainly represented the ACBDD very well on this trip as well as meeting fellow advocates. We are very proud of them

On March 12 the Special Olympics Bowling team traveled to Marietta Ohio to participate in the Area \* regional bowling tournament. Once again the bowlers lit up the lanes with strike after strike! In all the bowlers returned with 17 medals. Most of all they returned with the pride for their efforts, the togetherness of the team, and of course the satisfaction in knowing they did their best. Congratulations to all the bowlers it was a great honor watching you compete



## Exhibit 11

**Disability Awareness Festival**

This year's Disability Awareness Festival was once again a great success. Attended by well over 200 people, this year's festival was a great chance to showcase all we do to the community. Thirty eight different organizations had booths at the festival and provided information on how they serve people with disabilities. We were grateful that Mayor Steve Patterson made things official by proclaiming March as Disability Awareness Month. The audience was treated to speeches, choir performance, awards, and poetry readings to name a few. Thank you to all the staff and volunteers who worked so hard to make the festival a success.

**Staff Spotlight**

This month we would like to recognize our good friend Megin Robinson. Megin began work at ATCO as a substitute on August 1 2016. Megin has proven to be a reliable and hardworking staff person as she has worked virtually every day. Megin says she came to ATCO because of all the great things she heard about us. Megin has recently become engaged and has 5 children to keep her busy. She and her family love to go camping and fishing when they have free time. Megin says that the number one thing she likes about ATCO is that everyone is treated like family. We are grateful to have you Megin!

**Integration Training**

All staff at ATCO will be registered and completing a community integration course which will be required under the new adult services definitions in order to provide community integration and bill HCBS waivers for that services. We hope to have that training completed by the end of April.

**TEAM HEART AND SOLE 2017- Join us!**

We are beginning our third season of Team Heart & Sole - Athens! So many people have contributed to making the past two seasons a wonderful experience for so many people.

2017 Calendar of Events:

- **April 9 - The Athens (Half) Marathon**
- **April 22 - Race for a Reason**
- **July ? - OU Fulbright Scholars Community Service Event**
- **August 19 - Parade of the Hills**
- **October 22 - Race for a Cure**



There may be some other events that we participate in, but these are the ones we have had a wonderful experience with in the past. Unfortunately, we do not have any biking events scheduled.

## *FREE BEGINNER YOGA*

Instructor: PAUL RICHARD

*Journey To Be Still Yoga*

*8 Week series*

**Integrated Yoga, people with and without disabilities learning together**

**Starting April 3<sup>rd</sup> - May 22<sup>nd</sup>**

*Monday Evening Yoga Schedule*

*4:15-5:30pm Yoga for people with Limited Mobility*

*6-7pm Beginner Yoga*

*21 South Campbell St Athens (Atco building)*

**PAUL WILL WORK TO DEVELOP YOGA ACTIVITIES SPECIFIC TO THOSE  
WHO PARTICIPATE IN HIS CLASS**

**FOR MORE INFORMATION**

**CONTACT AUTUMN BROWN AT ATCO**

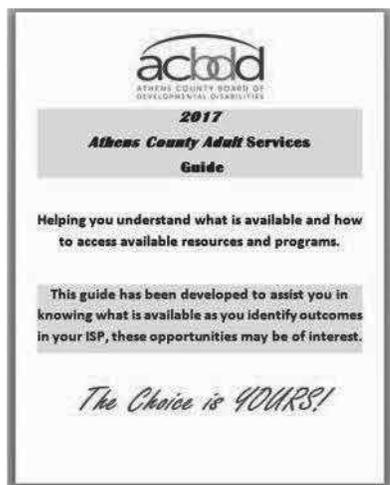
**(740)592-6659 X280**

**[abrown@athenschbdd.org](mailto:abrown@athenschbdd.org)**

## Exhibit 11

**Passion Works Transition** (Autumn Brown, ATCO Transition Manager)

In the time you as a board receive this report and the date of our board report it is highly likely we will have selected the new leadership of The Passion Works Art Studio. The Screening Committee has narrowed the search down to two top candidates, Creative Foundations with Director David Robins, and Integrated Services, CEO Kevin Gillespie. After several steps and information requests the committee will make a recommendation to Atco Board meeting 3/22/17. The plan is to have the next host agency to be selected by April 1st.

**Transition Updates** (Autumn Brown, ATCO Transition Manager)

The **Adult Services Guide for Athens County** was shared and distributed at the 2017 Disability Awareness Festival.

The individuals at Atco and their families needed a resource to help know the available options as they make choices about their future. The booklet is organized with Employment First details in the front, community engagement details, and Day Habs with their location and contact information.

The tool is developed to help people become more informed and feel empowered to visit and explore those

options.

The **Community Access Guide** was developed to assist individuals, families, day habs, and Service and Support Specialists to identify inclusive opportunities in Athens and surrounding areas. The guide is a work in progress and will be continually updated, but is at a point that is ready for use and will be shared at the 2017 Disability Awareness Festival. A special thank you to Tina Wilson and the Atco Transition Committee for their hard work pulling this project together. Tina Wilson was instrumental in researching and coordinating the process! Please share and enjoy exploring Athens!

**Day Hab Tours**

A new schedule for tours is being developed for those interested in visiting day habs planning for their transitions, Doug Mitchell is working with the SSA team to ensure referrals are being processed for those with an interest in employment, our hopes are to ensure everyone has a chance to find new adventures in either work or community engagement as part of their transition planning process. After the transition for Passion Works to a new entity is decided the Transition will focus on developing a forum and training for the community to learn more about the transition, what true inclusion is, and how they can help Athens County get there.





**ACBDD - Administration**  
Kevin Davis, Superintendent

**Human Resources Board Report**  
March 2017  
Gwen Brooks, Director of Human Resources

The purpose of the Human Resources (HR) report is to share HR metrics and information that may be helpful in guiding strategic decisions by the Board. Please let me know if there is other data you are interested in seeing related to our human resources.

**February/March Activity Updates**

- Recruitment & Selection in process for 3 vacancies
  - Assistant Custodial Worker – part-time
  - Custodial Worker – full-time
  - Instructor – Intervention Specialist K-12
- Preparing for arbitration hearing on Brackley termination scheduled 4/7/17
- Union organizing drive in progress for Transportation and Facilities group; meeting with State Employee Relations Board (SERB) 4/6/17 to determine voting process
- Outplacement committee at Atco met for first time and discussed many options to assist those employees facing layoff December 2018 including:
  - Development of personal profile designed to gather interests of employees
  - Resume/cover letter writing assistance (first priority)
  - Interview preparation
  - Information on search techniques and sources
  - Inviting guest employers of interest to talk to group
  - Collaboration with Career Connections
- Employee Wellness Program – *Katie Evans, Coordinator*
  - January 2017 kick-off Health & Wellness program with 62 registered employees
  - February 2017 onsite biometric screening clinics with clinical staff from OUHCOM Community Health Program and Joanne Heinzman – 47 participants
  - Participants received ACBDD water bottle and activity monitors/pedometers to help promote becoming and staying active
  - March 2017 Katie offered Wellness Newsletter and trainings on writing SMART Goals and Smoothie Making 101
  - Employees covered by agency health insurance have access to health & wellness portal online through Jefferson Health Plan and Optum.

ACBDD – Administration  
Beacon School and MUI Dept.  
801 West Union Street  
Athens, Ohio 45701  
Phone: 740-594-3539  
Fax: 740-593-3189  
athenscbdd.org

Atco Adult Services  
21 South Campbell Street  
Athens, Ohio 45701  
Phone: 740-592-6659  
Fax: 740-594-7814  
atcoinc.org

Passion Works Studio  
20 East State Street  
Athens, Ohio 45701  
Phone: 740-592-3673  
Fax: 740-592-4260  
passionworks.org

PersonnelPlus  
8 Harper Street  
The Plains, OH 45780  
Phone: 740-592-3416  
Fax: 740-593-8236  
personnelplus.org

Service & Support Admin.,  
Transportation Services  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: 740-592-6006  
Fax: 740-594-5048

ACBDD is an equal opportunity employer and provider of services

Human Resources Board Report Summary

March 28, 2017

	January 2017	February 2017 (2/22/17)	March 2017 (3/21/17)	April 2017	May 2017	June 2017	July 2017	August 2017	September r 2017	October 2017	November 2017	December 2017	2017 Total
<b>STAFF COUNT</b>	<b>110</b>	<b>110</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>
Full-time	75	74	73										73
Part-time	13	13	13										13
Substitute	22	23	18										18
<b>SEPARATIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
Voluntary	1	1	1										3
Involuntary	0	0	0										0
<b>NEW HIRES</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
Full-time	5	1	0										6
Part-time	0	0	0										0
Substitute	2	0	0										2
<b>GRIEVANCES IN PROGRESS</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
ABEA In Progress	1	1	1	0	0	0	0	0	0	0	0	0	1
Arbitration	1	1	1										1
<b>ABEA Resolved</b>	<b>0</b>	<b>0</b>	<b>0</b>										<b>0</b>
PGO In Progress	0	1	0	0	0	0	0	0	0	0	0	0	0
Informal	0	1	0										0
<b>PGO Resolved</b>	<b>0</b>	<b>1</b>	<b>0</b>										<b>1</b>
<b>Workers Comp Claims</b>	<b>1</b>	<b>0</b>	<b>1</b>										<b>2</b>

**STAFF COUNT MARCH 21, 2017**

<b>Count of FT/PT/SUB</b>	<b>Column Labels</b>			<b>Grand</b>
<b>Row Labels</b>	<b>FT</b>	<b>PT</b>	<b>SUB</b>	<b>Total</b>
Atco	18	2	7	27
Admin Support	1			1
Administration	2			2
Adult Services	11	2	7	20
Case Management	3			3
Facilities	1			1
Beacon	26	3	9	38
Admin Support	3			3
Administration	6			6
Certification for EI	2			2
Dept. of Ed.	14	3	9	26
Facilities	1			1
Lavelle Rd	16	8	2	26
Admin Support	1			1
Administration	3			3
Case Management	8			8
Facilities	1	3		4
Transportation	3	5	2	10
PersonnelPlus	13			13
Admin Support	2			2
Administration	1			1
Adult Services	5			5
Case Management	5			5
<b>Grand Total</b>	<b>73</b>	<b>13</b>	<b>18</b>	<b>104</b>

## Exhibit 13

## Athens County Board of Developmental Disabilities

Board Submission by Butch Withem

Area of Supervision: Facility \ Transportation

March 22, 2017

### Intro of highlights:

York Paving has completed the subgrade for the new parking lot and the perimeter forming is completed, ready to start pouring concrete. The underground boring is completed and the conduit has been installed. The foundation for the light poles is completed and ready for the lights. The catch basins for the project are in place.

The new LED sign pole at Beacon is installed and the underground conduit has been installed. The next step will be to install the sign and when the electric is installed and approved we will be able to program and light the sign.

### Issues to share:

We held a bid opening for our new bus on 3-20-2017 and received one bid from Edwin H. Davis and Son. The base bid was \$89,493, we added options totaling \$6785.00 for a total of \$96,278.00. These options included: dual air horns, acoustical headliner, lever lock rear view mirror, white roof, Syn Tec seating with built in car seats, rubber marble flooring, barrier cover w\ broom holder, AM|FM Radio, rubber fender flairs, automatic tire chains.

### Other:

I attended the 57<sup>th</sup> annual conference for Ohio Association for Pupil Transportation (OAPT) in Dublin, Ohio, March 13\15, 2017. There were over 180 Transportation Professionals from across the state of Ohio, in attendance. We were involved in several meetings with the Ohio Department of Education as well as the Ohio State Highway Patrol. Topics ranged from ODE funding as well as the latest changes in the school bus inspection process for our yellow school buses. This conference offers the opportunity to talk with many other transportation directors from across the state, which faces similar challenges we face here in Athens County, Ohio.

BWC conducted a work place audit on 3-21-2017 at Personnel Plus in preparation of our upcoming CARF review. CARF requires a safety audit by an unaffiliated entity to assure safety of accredited facilities.