



**BOARD MEETING**

**Sept. 25, 2018**





### **September Board Meeting Agenda**

Tuesday, Sept. 25, 2018 – 6:00 p.m.

#### **Beacon School**

801 W. Union Street

Athens, Ohio 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 – Arian Smedley.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:
  - a. Motion to approve August 28, 2018, Regular Board Meeting Minutes (Exhibit 1, Pages 1-6).
  - b. Motion to approve Sept. 18, 2018, Special Board Meeting Minutes (Exhibit 2, Pages 7-8).
  - c. Discussion with Commissioner Lenny Eliason and Assistant Prosecutor Zach Saunders.
  - d. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; (2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code; and (4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
  - e. Motion to return from Executive Session.
  - f. Motion to approve 3-year strategic plan (Exhibit 3, Pages 9-20).
  - g. Motion to approve contract with Athens-Meigs Educational Service Center (AMESC) for Occupational Therapy services, pending Prosecuting Attorney approval (Exhibit 4, Page 21).
  - h. Discuss proposed supplemental pay for AMESC paraprofessionals (Handout).
  - i. Motion to approve contract with Melany Schoolcraft to provide training and support to Beacon School staff, pending Prosecuting Attorney approval (Exhibit 5, Pages 22-24).
  - j. Review cost estimate for new bus for Beacon School (Exhibit 6, Page 25).
  - k. Review revised Administrative Policy 16 (Exhibit 7, Pages 26-42).
  - l. Discuss grant applications.
  - m. Reminders and updates regarding future Board Meetings and Board Trainings:

- October – Wednesday, Oct. 24, 4 p.m., Baker Center Room 235
- December – Tuesday, Dec. 4, 5 p.m. training, 6 p.m. meeting, 8 Harper Street

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 8, Pages 43-75).
  - b. Director of Education, Becky Martin (Exhibit 9, Pages 76-79).
  - c. Director of Finance and Operations, Steve Kramer (Exhibit 10, Pages 80-90)
  - d. Director of Service and Support, Richard Suehrstedt (Exhibit 11, Pages 91-92).
  - e. Director of Employment Options, Doug Mitchell (Exhibit 12, Pages 93-97).
  - f. ATCO Transition Manager, Autumn Brown (Exhibit 13, Pages 98-101).
  - g. MUI Coordinator, Beth Atherton (Exhibit 14, Pages 102-104).
  - h. Director of Human Resources, Gwen Brooks (Exhibit 15, Pages 105-107).
  - i. Director of Facilities and Transportation, Butch Withem (Exhibit 16, Page 108).
7. Comments from Visitors relative to the agenda.
  8. Comments from Unions relative to the agenda.
  9. Comments from the board.
  10. Motion to adjourn.

Exhibit 1

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, August 28, 2018 – 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.**

1. Margaret Demko, Board President, called the meeting to order at 6:04 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
OESTRIKE	Present
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Dr. Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Richard Suehrstedt	Director of Service & Support
Doug Mitchell	Director of Employment Options
Robert Withem	Director of Transportation & Facilities
Autumn Brown	ATCO Transition Manager
Gwen Brooks	Director of HR
Arian Smedley	Assistant Superintendent

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

3. Dr. Davis read the Mission Statement. He also took a moment to acknowledge the importance and significance of the August board meeting. For the first time, a board meeting was being hosted at the Employment Options/Personnel*Plus* office. Secondly, the agenda included a great presenter, Brian McCulloch. Thirdly, the board will be asked to approve the creation of the Office of Integrate Athens and the ATCO Legacy Fund. Lastly, the board will be asked to review a transportation-related project. These things are the culmination of years of hard work, and he wanted to take a moment to acknowledge that.
4. Dr. Allen motioned to approve the amended agenda.

MOTION#: 08-28-01  
MOTION: ALLEN  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

Exhibit 1

5. New Business:

- a. Oestrike motioned to approve June 26, 2018, Regular Board Meeting Minutes (Exhibit 1, Pages 1-5).

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

- b. Dr. Davis invited Autumn Brown to introduce Brian McCulloch. Brown said that part of ATCO's transition has meant individuals have been exploring new opportunities they never considered before. McCulloch has identified his own desires to be a professional presenter to share his own experiences and to advocate for individuals with disabilities. She outlined the many presentations he has already completed, like with Personnel *Plus* staff, Boggie on the Bricks, and Team Heat & Sole. With that introduction, McCulloch then offered the board a presentation about his life and challenging them to see beyond any person's first impression.
- c. Dr. Allen motioned to approve creating ACBDD's Office of Integrate Athens, as outlined in the proposal (Exhibit 2, Page 6-7).

Discussion: Dr. Davis again took a moment to acknowledge the significance of the board's approval of this and the next item on the agenda, and the impact it will have on inclusion and integration in Athens County. The progress made thus far with the ATCO transition, he said, could not have happened without Autumn Brown. Both the Integrate Athens and the ATCO Legacy Fund proposals are culminations of three years of work. He said both initiatives will fulfill the agency's mission and will help ACBDD move forward as it prepares to implement its next three-year strategic plan.

MOTION#: 08-28-03  
MOTION: ALLEN  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- d. Dr. Jolley motioned to approve the creation of the ATCO Legacy Fund that will be managed by the Athens County Foundation, with an initial amount of \$100,000 (Exhibit 3, Page 8-9).

Discussion: Dr. Davis highlighted sections of the proposal, specifically about how the fund is intended for independent and agency providers to promote integration and inclusion. He also stated we have received approval from legal counsel, the state auditor, and the county auditor. There was brief discussion about whether or not this funding could be made available to individuals, which Dr. Davis said we can explore.

Exhibit 1

There was additional discussion about what amount would be appropriate to start it. The board agreed on \$100,000, which would be moved from the capital line item.

MOTION#: 08-28-04  
MOTION: JOLLEY  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- e. Board members reviewed and discussed the latest semi-annual benchmark progress report (Exhibit 4, Page 10-16).
- f. Oestrike motioned to approve reimbursing *PersonnelPlus* \$20.00 for every individual eligible for ACBDD services who attends the *PersonnelPlus* Employer/Employee Gala on October 24, 2018.

MOTION#: 08-28-05  
MOTION: OESTRIKE  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- g. Dr. Jolley motioned to approve the revised Personnel Policy 5-7 and Administrative Policy 74 (Exhibit 5, Pages 17-32).

MOTION#: 08-28-06  
MOTION: JOLLEY  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- h. Board members discussed Athens Public Transit's expanded pilot program. Dr. Davis stated this has the potential to help 110 individuals served by ACBDD who live in either Nelsonville or Albany. APT is requesting financial support, but the board is not being asked to consider that at this time. Hutzel motioned to approve sending a letter from the board supporting this expanded pilot program (Exhibit 6, Pages 33-34).

MOTION#: 08-28-07  
MOTION: HUTZEL  
SECOND: OESTRIKE  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- i. Board members discussed their use of board-issued email addresses when conducting ACBDD-related business.

## Exhibit 1

- j. Board members set the date for the combined November/December board meeting. It will be on Tuesday, December 4, at 6 p.m. at Beacon School.
  - k. Dr. Davis shared reminders and updates regarding future Board Meetings, which are as follows:
    - September – Normal day and time (Sept. 25, 6 p.m.), 8 Harper Street, The Plains
    - October – Wednesday, Oct. 24, 4 p.m., Baker Center Room 235
6. Board Reports:
- a. Superintendent, Dr. Kevin Davis (Exhibit 7, Pages 35-51).  
Report stands. He highlighted his performance evaluation (which was last completed in early October) and the plans to have a conversation with Commissioner Lenny Eliason. He had one new item – the DRAFT three-year strategic plan. The board was asked to review, offer feedback, and consider approving at the next board meeting.
  - b. Director of Education, Becky Martin (Exhibit 8, Pages 52-55).  
Report stands. She highlighted the renewal of the PLAY project.
  - c. Director of Finance and Operations, Steve Kramer (Exhibit 9, Pages 56-76).  
Report stands. He also provided a handout, which included current transactions through August 15. He added the agency is breaking even. Dr. Davis took a moment to acknowledge the significance of that. He added many county boards are having to dip into their financial reserves. He said the ACBDD has been breaking even for the third year in a row, thanks to Kramer's diligent work.
  - d. Director of Service and Support, Richard Suehrstedt (Exhibit 10, Pages 77-78).  
Report stands. He highlighted the sexuality training that was recently hosted for both families and DD staff members. The response from attendees and the trainer were very positive. He thanked the board for supporting that critical training.
  - e. Director of Employment Options, Doug Mitchell (Exhibit 11, Pages 79-83).  
Report stands. He reminded the board of the Gala on October 24. He also thanked the board for helping to defray the cost to attend for individuals eligible for ACBDD services. He also updated the board on the agency's plans related to the OOD Pre-ETS program.
  - f. ATCO Transition Manager, Autumn Brown (Exhibit 12, Pages 84-87).  
Report stands. She highlighted the fact that four months remain in the ATCO transition. She and her staff are making every moment count by being active, taking trips, and finding ways to thank the community. October 26 will be an ATCO Fall Festival. The next ATCO Forum will be an Open House, scheduled for November 13. It will also celebrate the history of ATCO. Lastly, she shared the progress that is being made with Dan Schoonover's new co-op shop, which is another unique transition story.
  - g. MUI Coordinator, Beth Atherton (Exhibit 13, Page 88-90).  
Report stands.

Exhibit 1

- h. Director of Human Resources, Gwen Brooks (Exhibit 14, Page 91-93).  
Report stands. She highlighted the fact that there are several positions she is helping to fill.
  - i. Director of Facilities and Transportation, Butch Withem (Exhibit 15, Pages 94-95).  
Report stands. He highlighted the work at Harper Street. He also shared data about the agency's fleet of vehicles to prepare them for the fact that the agency will need to purchase a new bus soon.
- 7. No comments from Visitors relative to the agenda.
  - 8. No comments from Unions relative to the agenda.
  - 9. Regarding comments from the board, Demko shared the fact that Passion Works Studio has opened up an art studio/shop in Albany. She said she was excited to see the programming expand into that area.
  - 10. Dr. Allen motioned to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and (4) to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

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

- 11. Hutzel motioned to return from Executive Session.

MOTION#: 08-28-09  
MOTION: HUTZEL  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- 12. Dr. Jolley motioned to increase the salary of the newly appointed Assistant Superintendent to \$54,000 per year, effective June 26, 2018, in order to reflect the additional responsibilities of that position.

MOTION#: 08-28-10  
MOTION: JOLLEY  
SECOND: OESTRIKE  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

Exhibit 1

13. Dr. Jolley motioned to adjourn.

MOTION#: 08-28-11

MOTION: JOLLEY

SECOND: OLIVER

AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER

CARRIES: YES

Exhibit 2

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Special Board Meeting Minutes  
Tuesday, September 18, 2018 – 5:00 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.**

1. Margaret Demko, Board President, called the meeting to order at 5:06 p.m.
2. Arian Smedley did roll call.

ALLEN	Absent
BOND	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Absent
OESTRIKE	Present
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Dr. Kevin Davis	Superintendent
Gwen Brooks	Director of HR
Arian Smedley	Assistant Superintendent

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

3. Demko read the Mission Statement.
4. Hutzel motioned to approve the agenda.

MOTION#: 09-18-01  
MOTION: HUTZEL  
SECOND: OLIVER  
AYES: BOND, DEMKO, HUTZEL, OESTRIKE, OLIVER  
CARRIES: YES

5. New Business:
  - a. Hutzel motioned to approve Teamsters Union contract, effective Sept. 1, 2018, through Aug. 31, 2021.

Discussion: Dr. Davis explained we had just seven days to respond to the factfinder's report, hence the need for the Special Board Meeting. He highlighted a few items in the report. There was brief discussion about the pay rates.

MOTION#: 09-18-02  
MOTION: HUTZEL  
SECOND: OESTRIKE

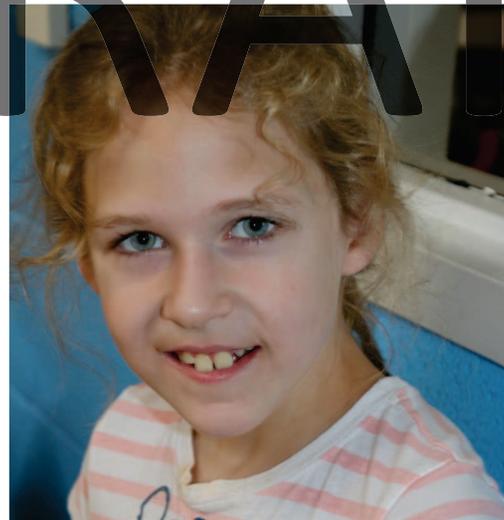
Exhibit 2

AYES: BOND, DEMKO, HUTZEL, OESTRIKE, OLIVER  
CARRIES: YES

6. No comments from Visitors relative to the agenda.
7. No comments from Unions relative to the agenda.
8. Regarding comments from the board, Dr. Davis mentioned the board will need to vote on the PGO factfinder's report once we receive it. He said he wanted them to be aware it may or may not result in another Special Board Meeting, depending on when we receive the report.
9. Bond motioned to adjourn at 5:14 p.m.

MOTION#: 09-18-03  
MOTION: BOND  
SECOND: HUTZEL  
AYES: BOND, DEMKO, HUTZEL, OESTRIKE, OLIVER  
CARRIES: YES

DRAFT



# Athens County Board of Developmental Disabilities

## Strategic Plan

### 2019-2021

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## Introduction

Since our inception in 1957, Athens County Board of Developmental Disabilities (ACBDD) has been providing individuals opportunities to learn, grow, and enrich their lives. We provide quality services to individuals with developmental disabilities by assessing their needs and creating individual plans. We offer education, employment, life skills training, recreation, transportation, residential support, service coordination, and more. We help to integrate individuals with developmental disabilities into their community as valued citizens.

We have made tremendous progress since our last three-year strategic plan. Most of the goals we established for ourselves have come to fruition. As we launch this three-year strategic plan, we continue to be mindful and appreciative of the Athens County Community. There are few counties in Ohio that show the level of commitment and support for individuals with intellectual and developmental disabilities like Athens County. We know we are truly fortunate.

Community members can feel proud about the positive impact staff of ACBDD has on the lives of nearly 600 individuals. We have seen many positive changes over the last three years. Going forward, we will continue our hard work of enhancing the quality of life of those we assist.



## Our Board

We are incredibly grateful to our 2018 Board Members. These amazing individuals volunteer an enormous amount of time ensuring people with intellectual and developmental disabilities receive the highest quality of services in Athens County. We appreciate them and everything they do.



### **ACBDD Board Members**

From left to right, Dr. Leonard Allen; Pam Bond, Board Secretary; Dr. Jason Jolley; Margaret Hutzel, Board Vice President; Michelle Oestrike; Sherri Oliver; Margaret Demko, Board President; Dr. Kevin Davis, Board Superintendent.

## Critical Findings

As part of the strategic planning process, Athens County Board of Developmental Disabilities sought information from the following customers and key stakeholders: individuals served by ACBDD, families/guardians, providers, ACBDD employees, ACBDD board members, community members/partners, elected officials, and school districts. This information was used to identify strategic advantages, strategic challenges, and strategic opportunities for the organization. These were the critical findings that supported the development of the new vision, mission, and values along with the strategy map that will move ACBDD into the future.



## Strategic Advantages

- ACBDD is known and trusted by the community through many years of service.
- ACBDD uses social media to communicate and promote quality services.
- ACBDD has experienced, well-trained staff who take pride in what they do.
- ACBDD has a strong leadership team that uses a planned, transparent process to address issues.
- ACBDD provides a positive work environment.
- ACBDD has engaged, committed, and supportive board members.
- ACBDD uses person-centered practices to provide compassionate, high-quality services that promotes self-advocacy.
- ACBDD provides safe, reliable transportation.
- ACBDD has established positive working partnerships with a variety of community entities.
- ACBDD is accredited by the Ohio Department of Developmental Disabilities, the Ohio Department of Education, and the Commission on Accreditation of Rehabilitation Facilities.
- ACBDD has overwhelming community support through multiple tax levies and community engagement.
- ACBDD ensures the health and safety of the individuals served through a strong reporting process and established policies.
- ACBDD promotes an environment to use progressive and innovative approaches.
- ACBDD has a strong agency and independent provider pool.
- ACBDD has an established history as a leader in community employment.



## Strategic Challenges

- ACBDD lacks the necessary resources to serve people with more complex intensive needs in supportive employment.
- ADBDD is not currently using technology to its fullest extent.
- ACBDD is faced with growing labor costs.
- ACBDD is transitioning from being a transportation provider; therefore, we need to secure other methods for those we serve.
- ACBDD is faced with continual state and federal rule changes that impact the organization.
- ACBDD is faced with a tight labor market; therefore, competition for qualified employees is fierce.
- ACBDD is inconsistent with our approach to performance management for the workforce.
- ACBDD needs to improve workforce interactions among different groups within the agency to improve organizational culture.
- ACBDD must address the current segregated model of service such as school, day habilitation, and transportation.
- ACBDD must develop a system to educate the community on integration and inclusion efforts.
- ACBDD lacks an advocacy network accessible to all served.
- ACBDD must provide superior service to address competition from employment providers.
- ACBDD must develop a quality assurance process to ensure consistency and quality of services.
- ACBDD must maintain an identity separate from providers through branding.
- ACBDD does not currently have the expertise to support adults/children and employment services for individuals with complex behavior needs.
- ACBDD currently does not have a process in place to provide oversight plus maintain positive relationships with providers.
- ACBDD has little control over waiver and healthcare costs.
- ACBDD does not have a way to support providers with recruitment and retention.
- ACBDD resides in a region with high poverty and aging caregivers.
- ACBDD will need to maintain a quality provider pool.
- ACBDD must implement the new waiting list rule and educate the community on the changes.

## Strategic Opportunities

- ACBDD has the ability to partner with area institutions of higher learning to improve services.
- ACBDD has opportunities to partner with other community agencies.
- ACBDD will utilize all available outlets for public relations to promote ACBDD initiatives and community education.
- ACBDD has the ability to expand training for staff to include Applied Behavior Analysis to benefit recipients of service.
- ACBDD will take advantage of staff knowledge and training to provide support to community agency and independent providers.
- ACBDD will use their expertise and partner with businesses in the community to further expand employment opportunities for individuals.
- ACBDD will utilize and explore all opportunities for technological advances.
- ACBDD will use their expertise to gain more leadership roles for people with disabilities in the community.
- ACBDD will use all available venues to improve internal communication.
- ACBDD will use outside and internal expertise to improve SSA functions including streamlining the intake process.
- ACBDD will explore every opportunity to diversify our funding stream to help alleviate pressure to local taxpayers.
- ACBDD will explore and enact all possible community inclusion and integration opportunities.
- ACBDD will explore all options to help relieve pressure from individuals on waiting lists.
- ACBDD - Beacon School will explore all possible partnerships and inclusive opportunities with partner school districts.
- ACBDD will collaborate with providers to ensure the delivery of quality services.



## Vision, Mission, Values



### Vision

An integrated  
and inclusive  
Athens County



### Mission

To serve our  
community with  
compassion,  
innovation and  
transparency



### Values

Respecting Everyone,  
Spending Responsibly,  
Thriving Communities,  
Working Together, New  
Ideas, Openness,  
Honesty, Reliability



## Next Steps

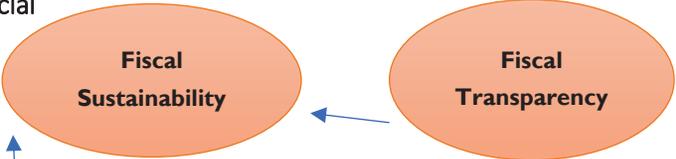
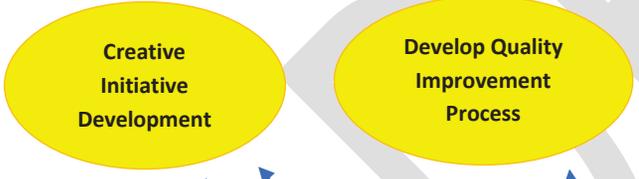
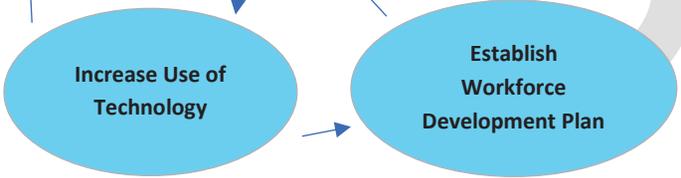
ACBDD will determine which initiatives are long- and short-term. Action plans will be developed to monitor progress and periodic reviews will occur to identify the need for course corrections and ensure advancement is being made on implementation of the plan.

ACBDD will provide the individuals and families served, ACBDD staff, ACBDD board members, key partners, other stakeholders, and the community at large periodic updates on the progress made towards meeting the identified benchmarks set forth in the strategic plan.



# Strategy Map

<b>Vision</b>	An integrated and inclusive Athens County			
<b>Mission</b>	To serve our community with compassion, innovation, and transparency			
<b>Strategic Goals</b>	Invest in the workforce	Improve supports for customers	Exceed customer satisfaction	Responsible stewardship

Business Objectives and Strategy Map	Measures	Targets	Initiatives
<b>Financial</b> 	<ul style="list-style-type: none"> <li>• % Increase in cost</li> <li>• Expenses versus revenue analysis</li> <li>• Annual report of new partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Limit increase in healthcare costs to under 10%</li> <li>• Remain financially stable through ATCO transition</li> <li>• Maintain waiver and supported living funds to meet projected operational needs</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare and Labor costs</li> <li>• Waiver planning committee</li> <li>• Explore partnerships to support integration and inclusion</li> </ul>
<b>Customer</b> 	<ul style="list-style-type: none"> <li>• Publish annual waitlist results</li> <li>• Feedback from key customers and stakeholders.</li> <li>• Increase amount of people in community employment</li> </ul>	<ul style="list-style-type: none"> <li>• Annual waiting list report</li> <li>• Survey results from customer groups</li> <li>• Increase 15 individuals with developmental disabilities annually in community employment</li> </ul>	<ul style="list-style-type: none"> <li>• Implement waitlist rule changes</li> <li>• Development of systematic ways to gather feedback from customers</li> <li>• Engage customers to identify needs</li> <li>• Branding</li> <li>• Transparency of fiscal responsibility</li> <li>• Promote community employment</li> </ul>
<b>Internal Processes</b> 	<ul style="list-style-type: none"> <li>• Create initiatives around providers, advocacy, integration, inclusion and Beacon School</li> <li>• Identify processes for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Create 3 new initiatives for providers</li> <li>• Develop plan for Beacon School success</li> <li>• Increase of 4 self-advocates annually for community inclusion</li> <li>• Need to determine # of processes to be approved annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Provider support development and recruitment</li> <li>• Beacon School success initiative</li> <li>• Advocacy expansion</li> <li>• Integration and inclusion initiative</li> <li>• Internal process improvement system</li> </ul>
<b>Learning and Growth</b> 	<ul style="list-style-type: none"> <li>• Employee engagement</li> <li>• Identify need for access to technology</li> <li>• Specialized training requirements to meet staff needs</li> </ul>	<ul style="list-style-type: none"> <li>• Determine baseline measure for employee engagement</li> <li>• Implement meaningful employee development process aligned with strategic plan</li> <li>• 100% of ISP's reviewed complete a technology review</li> <li>• 2 staff complete progress toward ABA certification</li> </ul>	<ul style="list-style-type: none"> <li>• Employee culture and development</li> <li>• Technology alignment</li> </ul>

**Values:** Respecting Everyone, Spending Responsibly, Thriving Communities, Working Together, New Ideas, Openness, Honesty & Reliability



**Come visit us soon — in person or online**

**Administration**

801 W. Union Street, Athens

**Beacon School**

801 W. Union Street, Athens

**Employment Options/PersonnelPlus**

The Market on State

1002 E. State Street, Suite 4, Athens

**Integrate Athens**

9033 Lavelle Road, Athens

**Service & Support Division**

8 Harper Street, The Plains

**Transportation Division**

9033 Lavelle Road, Athens

**ACBDD:** [www.facebook.com/athenscbdd](http://www.facebook.com/athenscbdd)

**Beacon School:** [www.facebook.com/beaconschoolathens](http://www.facebook.com/beaconschoolathens)

**Integrate Athens:** [www.facebook.com/IntegrateAthens](http://www.facebook.com/IntegrateAthens)

**PersonnelPlus:** [www.facebook.com/personnelplus](http://www.facebook.com/personnelplus)

**SSA:** [www.facebook.com/athenscbddssa](http://www.facebook.com/athenscbddssa)

**FANS:** [www.facebook.com/FANsAthens](http://www.facebook.com/FANsAthens)

[www.athenscbdd.org](http://www.athenscbdd.org)

**Envisioning an integrated and inclusive Athens County**

Exhibit 4  
**SERVICE AGREEMENT**

BETWEEN  
ATHENS-MEIGS EDUCATIONAL SERVICE CENTER  
AND  
ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

This service agreement is between the Athens-Meigs Educational Service Center, hereinafter (AMESC) and the ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES, hereinafter (ABCDD).

The AMESC agrees to provide Occupational Therapy Services to students attending Beacon School. Provisions will be made to provide therapy services in coordination with services being provided to other students throughout the Athens Meigs Educational Service Center coverage area. The (AMESC) will work in consultation with the staff at Beacon School to coordinate therapy services. Said services shall include, but may not be limited to the following:

- Screening and implementation of a therapy plan.
- Consultation and development of the IEP plan.
- Medicaid Billing, if appropriate and permissible.

This agreement is effective for the 2018-2019 school year.

In consideration for the abovementioned services, ACBDD agrees to pay to AMESC the amount of \$ 52,500.00 for therapy services provided **for up to 35 students**.

It is further agreed that adjustments to said contract amount will be made based on the method currently used and agreed upon by the respective school districts served by the Athens-Meigs Educational Service Center.

It is understood that should an employee make changes to their respective insurance coverage; a corresponding proportional adjustment will be made to the total amount of this contract.

It is further agreed that cost of said services will be reconciled at the end of the fiscal year and an appropriate amount either refunded or billed to the ACBDD.

Correspondence pertaining to this agreement shall be sent to the following:

If to AMESC: Athens-Meigs Educational Service Center  
21 Birge Drive  
Chauncey, OH 45719  
ATTN: Mr. Rick Edwards

If to ACBDD: ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
801 W. Union Street  
Athens, OH 45701  
ATTN: Mr. Eric Young

\_\_\_\_\_  
Athens-Meigs Educational Service Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATHENS COUNTY BOARD OF DEVELOPMENTAL  
DISABILITIES

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Keller J. Blackburn, Pros. Attorney      Date



**AGREEMENT FOR MELANY SCHOOLCRAFT  
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 Melany Schoolcraft.

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

**TERM**

This agreement shall be for the period of **September 25, 2018** through **December 31, 2019** 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**

Melany Schoolcraft 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 Melany Schoolcraft an employee, agent, or servant of the Board. Melany Schoolcraft 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 Melany Schoolcraft.

**SERVICES**

Melany Schoolcraft will provide training and support to staff who will be working with a student with Autism enrolled at Beacon School.

## **DOCUMENTATION**

Melany will document her hours daily on Board timesheet (Attachment A), and submit the original, signed document to the Director of Education weekly.

## **FEE**

For services to be rendered under this agreement, Melany Schoolcraft shall be paid a rate of \$15.00 per hour for services delivered not to exceed 12 hours per week.

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 Melany Schoolcraft 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.

\_\_\_\_\_  
Melany Schoolcraft

\_\_\_\_\_  
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



# Customer Quotation

**Prepared For:**  
ATHENS COUNTY BOARD OF D.D.

**Prepared By :**  
OHIO CAT

**Quote Number:**  
347475

**Quote Date:**  
9/14/2018

**Customer Order No:**  
Athens DD

## Model Profile: Saf-T-Liner C2 221TS

**Product Type:** School Transportation  
**Year:** 2020  
**Chassis Model:** B2 106  
**Chassis MFG:** FREIGHTLINER  
**Passenger Capacity:** 24 (2 PER SEAT) + 1 WHEELCHAIR  
**Headroom:** 78"  
**Wheelbase:** 199"  
**Brake Type:** AIR  
**Engine Type:** CUMMINS B6.7, 6 Cyl, 200 HP, 2600 RPM  
**Fuel Type:** DIESEL  
**Fuel Tank Capacity:** 60 GALLONS  
**Transmission Type:** AUTOMATIC ALLISON 2500-PTS  
**Axle, Front:** 10,000-lb Capacity  
**Axle, Rear:** 19,000-lb Capacity  
**Tires, Front:** FRONT MICHELIN XZE 255/70R22.5,(H) 16 PLY  
**Tires, Rear:** MICHELIN X MULTI D 255/70R22.5 16 PLY REAR TIRES  
**Suspension Front:** 10K SPRINGS  
**Suspension Rear :** 23K AIR SUSPENSION

**Total for 1 complete unit(s): \$ 97,654**

**Includes the Following Equipment:**

### BODY

#### ACCESSORIES

- 1 [D131100001] LOCKS-KEYED ALIKE #CH545
- 1 [D309001000] LOCK-DRVR'S INTR STORAGE OVR DRV'S HEADER W/O INTRLK CH545

#### CERTIFICATION/SAFETY

- 1 [D102000003] REFLECTTAPE-FRT BUMP 7X14 WHT
- 1 [D102100003] REFLECTIVE TAPE-REAR ABOVE BUMPER 7 X 14 WHITE
- 1 [D102200002] REFLECTTAPE-RR END YEL 2"
- 2 [D102500000] REFLECTTAPE-P/O WDO YEL
- 1 [D102800001] REFLECTTAPE-SIDE LIFT DOOR NONE
- 1 [D102901000] REFLECTIVE TAPE-EMERGENCY DOOR REAR YELLOW
- 1 [D103400221] REFLECTTAPE-SIDE 2" @ FLR YEL
- 1 [D103900000] FIRE EXTINGUISHER-5 3A-40BC
- 1 [D107000000] REFLECTORS-AMBER(2) MID BDY 3"
- 1 [D107100000] REFLECTORS-RED (4) RR/RR SI 3"
- 1 [D107311002] HATCH-RF ESC SPECIALTY PROLO ENG(2)
- 1 [D108700000] HANDLES-W/S SERVICE, PAINTED
- 1 [D110024OHO] KIT,FIRST AID 24 UNIT OHIO
- 1 [D110101OHO] KIT,BODY FLUID CLEAN UP OHIO
- 1 [D116100007] LOC-VEST.FLR.PLT.LEFT 5LB F.E. & BOX
- 1 [D119603002] LOC-VEST.FLR.AFT REFL.TRIANGLE BRACKET TEXAS
- 1 [D122100006] FLARES-WARNING (6) W/ DBL. CYL
- 1 [D122400000] TRIANGLES-REFL. 3 W/BOX
- 1 [D122700000] BRACKET,MTG. REFL. TRIANGLES
- 1 [D500003008] MIR-A OPEN-VIEW HTD BLK.BRKT
- 1 [D500301000] MIRROR-B EXTERIOR CROSSVIEW HEATED BLACK BRACKET
- 1 [D500601015] SIGN-STOP, AIR FRT #2980C
- 1 [D602200006] MIRROR-INT 6"X30" LEVER
- 1 [D602400000] LABEL-VEHICLE CERTIFICATION

First Review of Revised Policy

Clean Version

September 2018

Administrative Policy

- 16 Waiting List Policy
  - Changes to reflect new rule in effect as of September 1, 2018

Adopted	11/18/97
Status	Draft – pending approval
Historical Versions	10/15/01, 4/22/03, 12/9/03, 6/23/09, 1/18/2012, 5/22/12
Initiated by	Scott Zielinski, Medicaid Services Manager
Approved by	pending

## 16. WAITING LIST POLICY

### I. PURPOSE

The purpose of this rule is to set forth the requirements for waiting lists established by the Athens County Board of Developmental Disabilities (hereinafter referred to as ACBDD) under section 5126.042 of the Ohio Revised Code.

### II. POLICY

ACBDD shall establish and manage waiting lists consistent with OAC 5123:9-04 and ORC 5126.042, when available resources are inadequate to meet the needs of all individuals who have a current need for the services. ACBDD may establish priorities for making placements on its waiting list for services according to the emergency status of the individual. Those priorities shall be in accordance with Ohio Revised Code Section 5126.042

### III. DEFINITIONS

- (1) “Adult” means an individual who is eighteen years of age or older.
- (2) “Alternative Services” means the various programs, funding mechanisms, services, and supports, other than home and community-based services, that exist as part of the developmental disabilities service system and other service systems. “Alternative services” includes, but is not limited to, services offered through Ohio’s Medicaid state plan such as home health services and services available at an intermediate care facility for individuals with intellectual disabilities.
- (3) “Community-based alternative services” means alternative services in a setting other than a hospital, an intermediate care facility for individuals with intellectual disabilities, or a nursing facility.
- (4) “Current need” means an unmet need for home and community-based services within twelve months, as determined by ACBDD based upon assessment of the individual using the waiting list assessment tool. Situations that give rise to a current need include:

- (a) An individual is likely to be at risk of substantial harm due to:
    - (i) The primary caregiver's declining or chronic physical or psychiatric condition that significantly limits his or her ability to care for the individual;
    - (ii) Insufficient availability of caregivers to provide necessary supports to the individual; or
    - (iii) The individual's declining skills resulting from lack of supports.
  - (b) An individual has an ongoing need for limited or intermittent supports to address behavioral, physical, or medical needs, in order to sustain existing caregivers and maintain the viability of the individual's current living arrangement.
  - (c) An individual has an ongoing need for continuous supports to address significant behavioral, physical, or medical needs.
  - (d) An individual is aging out of or being emancipated from children's services and has needs that cannot be addressed through community based alternative services.
  - (e) An individual requires waiver funding for adult day services or employment related supports that are not otherwise available as vocational rehabilitation services funded under section 110 of the Rehabilitation Act of 1973, 29 U.S.C. 730, as in effect of the effective date of this policy, or as special education or related services as those terms are defined in section 602 of the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1401, as in effect on the effective date of this policy.
  - (f) An individual is living in an intermediate care facility for individuals with intellectual disabilities or a nursing facility and has a viable discharge plan
- (5) "Date of request" means the earliest date and time of any written or otherwise documented request for home and community-based services made prior to the effective date of this policy.
- (6) "Department" means the Ohio Department of Developmental Disabilities (hereinafter referred to as DODD).
- (7) "Home and community-based services" has the same meaning as in section 5123.01 of the Revised Code.
- (8) "Immediate need" means a situation that creates a risk of substantial harm to an individual, caregiver, or another person if action is not taken within thirty calendar days to reduce the risk. Situations that give rise to immediate need include:

- (a) A resident of an intermediate care facility for individuals with intellectual disabilities has received notice of termination of services in accordance with rule 5123:2-3-05 of the Administrative Code.
  - (b) A resident of a nursing facility has received thirty-day notice of intent to discharge in accordance with Chapter 5160-3 of the Administrative Code.
  - (c) A resident of a nursing facility has received an adverse determination in accordance with rule 5123:2-14-01 of the Administrative Code.
  - (d) An adult is losing his or her primary caregiver due to the primary caregiver's declining or chronic physical or psychiatric condition or due to other unforeseen circumstances (such as military deployment or incarceration) that significantly limit the primary caregiver's ability to care for the individual when:
    - (i) Impending loss of the caregiver creates a risk of substantial harm to the individual; and
    - (ii) There are no other caregivers available to provide necessary supports to the individual.
  - (e) An adult or child is engaging in documented behavior that creates a risk of substantial harm to the individual, caregiver, or another person.
  - (f) There is impending risk of substantial harm to the individual or caregiver as a result of:
    - (i) The individual's significant care needs (i.e., bathing, lifting, high-demand, or twenty-four-hour-care); or
    - (ii) The individual's significant or life-threatening medical needs.
  - (g) An adult has been subjected to abuse, neglect, or exploitation and requires additional supports to reduce a risk of substantial harm to the individual.
- (9) "Individual" means a person with a developmental disability.
- (10) "Intermediate care facility for individuals with intellectual disabilities" has the same meaning as in section 5124.01 of the Revised Code.
- (11) "Locally-funded home and community-based services waiver" means the ACBDD pays the entire nonfederal share of Medicaid expenditures in accordance with sections 5126.059 and 5126.0510 of the Revised Code.
- (12) "Nursing facility" has the same meaning as in section 5165.01 of the Revised Code.

(13) “Service and support administration” means the duties performed by a service and support administrator pursuant to section 5126.15 of the Revised Code.

(14) “State-funded home and community-based services waiver” means the DODD pays, in whole or in part, the nonfederal share of Medicaid expenditures associated with an individual’s enrollment in the waiver.

(15) “Status date” means the date on which the individual is determined to have a current need based on completion of an assessment of the individual using the waiting list assessment tool.

(16) “Transitional list of individuals waiting for home and community-based services” means the list maintained in the DODD’s web-based individual data system which shall include the name and date of request for each individual on a list of individuals waiting for home and community-based services on the day immediately prior to the effective date of OAC 5123-9-04, established in accordance with rule 5123:2-1-08 of the Administrative Code as that rule existed on the day immediately prior to the effective date of this policy.

(17) “Waiting list assessment tool” means the Ohio assessment for immediate need and current need contained as an appendix to OAC 5123-9-04, which shall be used for the purpose of making a determination of an individual’s eligibility to be added to the waiting list for home and community-based services defined in paragraph (B)(20) of this policy and administered by ACBDD staff who successfully complete training developed by the DODD.

(18) “Waiting list date” means, as applicable, either;

(a) The date of request for an individual whose name is included on the transitional list of individuals waiting for home and community-based services; or

(b) The earliest status date for an individual whose name is included on the transitional list of individuals waiting for home and community-based services.

(19) “Waiting list for home and community-based services” means the list established by ACBDD and maintained in the DODD’s web-based waiting list management system which shall include the name, status date, date of request (as applicable), waiting list date, and the criteria for current need by which an individual is eligible base on administration of the waiting list assessment tool, for each individual determined to have a current need on or after the effective date of this policy.

#### **IV. PLANNING FOR LOCALLY-FUNDED HOME AND COMMUNITY BASED SERVICE WAIVERS**

ACBDD shall, in conjunction with development of our plan described in section 5126.054 of the Revised Code and our strategic plan described in rule 5123-4-01 of the Administrative Code, identify how many individuals the county board plans to enroll in each type of locally-funded home and community-based services waiver during each calendar year, based on projected funds available to the county board to pay the nonfederal share of Medicaid expenditures and the

assessed needs of the county's residents on the waiting list for home and community-based services. This information shall be made available to any interested person upon request.

**V. GENERAL REQUIREMENTS REGARDING WAIVERS FOR HOME AND COMMUNITY BASED SERVICE WAIVERS**

- (1) An individual or the individual's guardian, as applicable, who thinks the individual has an immediate need or a current need may contact ACBDD to request an assessment of the individual using the waiting list assessment tool. ACBDD shall initiate an assessment of the individual using the waiting list assessment tool within thirty calendar days. An individual or the individual's guardian, as applicable, shall have access to the individual's completed waiting list assessment tool maintained in the DODD's web-based waiting list management system and upon request, shall be provided a copy by ACBDD.
- (2) ACBDD shall place an individual's name on the waiting list for home and community based services when, based on assessment of the individual using the waiting list assessment tool, the individual:
  - a. Has been determined to have a condition that is:
    - i. Attributable to a mental or physical impairment or combination of mental and physical impairments, other than an impairment caused solely by mental illness;
    - ii. Manifested before the individual is age twenty-two; and
    - iii. Likely to continue indefinitely; and
  - b. Has a current need which cannot be met by community-based alternative services in the county in which the individual resides (including a situation in which an individual has a current need despite the individual's enrollment in a home and community based services waiver).
- (3) ACBDD shall not place an individual's name on the waiting list for home and community-based services when the individual:
  - a. Is a child who is subject to a determination under section 121.38 of the Revised Code and requires home and community based services; or
  - b. Has an immediate need, in which case ACBDD shall take action necessary to ensure the immediate need is met. ACBDD shall provide the individual or the individual's guardian, as applicable, with the option of having the individual's needs met in an ICF-IID or through community-based alternative services. Once an individual or individual's guardian chooses the setting in which he or she prefers to receive services, ACBDD shall take action to ensure the individual's immediate need is met, including by enrollment in a home and community based services waiver, if necessary. Such action may also include assisting the individual or the individual's guardian, as applicable, in identifying and accessing alternative services that are available to meet the individual's needs.
- (4) When ACBDD places an individual's name on the waiting list for home and community based services, ACBDD shall:
  - a. Record, in the DODD's web-based waiting list management system:
    - i. The individual's status date; and
    - ii. For an individual included in the transitional list of individuals waiting for home and community based services, the individual's date of request.

- b. Notify the individual or the individual's guardian, as applicable, that the individual's name has been placed on the waiting list for home and community based services.
  - c. Provide contact information to the individual or the individual's guardian, as applicable, for a person at ACBDD who can assist in identifying and accessing alternative services that address, to the extent possible, the individual's needs.
- (5) Annually, ACBDD shall:
- a. Review the waiting list assessment tool and service needs of each individual whose name is included on the waiting list for home and community based services with the individual and the individual's guardian, as applicable; and
  - b. Assist the individual or the individual's guardian, as applicable, in identifying and accessing alternative services.
- (6) Under any circumstances, when ACBDD determines an individual's status has changed with regard to having an immediate need and/or having a current need or an individual's status date has changed, ACBDD shall update the individual's record in the DODD's web-based waiting list management system.

## **VI. GENERAL REQUIREMENTS REGARDING WAIVERS FOR HOME AND COMMUNITY BASED SERVICE WAIVERS**

- (1) Individuals shall be selected for enrollment in locally-funded home and community based waivers in this order:
- a. Individuals with immediate need who require waiver funding to address the immediate need.
  - b. Individuals who have met multiple criteria for current need for twelve or more consecutive months and who were not offered enrollment in a home and community based services waivers in the prior calendar year. When two or more individuals meet the same number of criteria for current need, the individual with the earliest of either the status date or date of request shall be selected for enrollment.
  - c. Individuals who have met multiple criteria for current need for less than twelve consecutive months. When two or more individuals meet the same number of criteria for current need, the individual with the earliest of either the status date or date of request shall be selected for enrollment.
  - d. Individuals who meet a single criterion for current need. When two or more individuals meet a single criterion for current need, the individual with the earliest of either the status date or date of request shall be selected for enrollment.
- (2) Individuals with immediate need and individuals with current need may be enrolled in locally-funded home and community based services waivers concurrently.
- (3) Meeting the criteria for immediate need and/or current need does not guarantee enrollment in a locally-funded home and community based services waiver within a specific timeframe.
- (4) When an individual is identified as next to be enrolled in a locally-funded home and community based services waiver, ACBDD shall determine the individual's eligibility for enrollment in a home and community based services waiver.

- (5) When ACBDD determines an individual is eligible for enrollment in a home and community based services waiver, ACBDD shall determine which type of locally-funded home and community based services waiver is sufficient to meet the individual's needs in the most cost-effective manner.
- (6) The DODD shall determine the order for enrolling individuals in state-funded home and community based services waivers.
- (7) Meeting the criteria for immediate need and/or current need does not guarantee enrollment in a state-funded home and community-based services waiver within a specific timeframe.

#### **VII. CHANGE IN INDIVIDUAL'S COUNTY OF RESIDENCE**

- (1) When an individual on the waiting list for home and community based services moves from one county to another and the individual or the individual's guardian as applicable, notifies the receiving county board, the receiving county board shall within ninety calendar days of receiving notice, review the individual's waiting list assessment tool.
- (2) When the receiving county board determines that the individual has a current need which cannot be met by community-based alternative services in the receiving county (including a situation in which an individual has a current need despite the individual's enrollment in a home and community-based services waiver), the receiving county board shall update the individual's county of residence in the DODD's web-based waiting list management system without changing the status date or date of request assigned by the previous county board.
- (3) When the receiving county board determines that the individual has a current need which can be met by community-based alternative services in the receiving county, the receiving county board shall assist the individual or the individual's guardian, as applicable, in identifying and accessing those services.

#### **VIII. REMOVAL FROM THE WAITING LIST**

ACBDD shall remove an individual's name from the waiting list for home and community based services when one of the following applies:

- (1) ACBDD determines that the individual no longer has a condition described in section V.(2)(a) of this policy;
- (2) ACBDD determines that the individual no longer has a current need;
- (3) Upon request of the individual or the individual's guardian, as applicable;
- (4) Upon enrollment of the individual in a home and community based services waiver that meets the individual's needs;
- (5) If the individual or the individual's guardian, as applicable, declines enrollment in a home and community based services waiver or community-based alternative services that are sufficient to meet the individual's needs;
- (6) If the individual or the individual's guardian, as applicable, fails to respond to attempts by ACBDD to contact the individual or the individual's guardian by at least two different methods,

one of which shall be certified mail to the last known address of the individual or the individual's guardian, as applicable;

- (7) When ACBDD determines the individual does not have a developmental disabilities level of care in accordance with rule 5123:2-8-01 of the Administrative Code;
- (8) When the individual is no longer a resident of Ohio; or
- (9) Upon the individual's death.

**IX.        ADVANCEMENT FROM TRANSITIONAL LIST OF INDIVIDUALS WAITING FOR HOME AND COMMUNITY BASED SERVICES TO WAITING LIST FOR HOME AND COMMUNITY BASED SERVICES**

- (1) The DODD shall maintain the transitional list of individuals waiting for home and community based services as defined in section III.(16) of this policy until December 31, 2020.
- (2) ACBDD shall administer the waiting list assessment tool to each individual residing in the county whose name is included on the transitional list of individuals waiting for HCBS.
  - a. ACBDD shall administer the waiting list assessment tool to each individual residing in the county whose name is included on the transitional list of individuals waiting for home and community based services who receives Service and Support Administration (SSA) services when the individual's service plan is next scheduled for review following the effective date of this policy.
  - b. ACBDD shall administer the waiting list assessment tool to each individual residing in the county whose name is included on the transitional list of individuals waiting for home and community based services who does not receive SSA services no later than December 31, 2020. ACBDD may request from the DODD assistance to identify, locate, contact, or administer the waiting list assessment tool to individuals residing in Athens County but unknown to ACBDD.
  - c. There are three possible outcomes of administration of the waiting list assessment tool:
    - i. ACBDD determines the individual has an immediate need, in which case the individual shall receive services in accordance with section V.(3)(b) of this policy;
    - ii. ACBDD determines the individual has a current need, in which case ACBDD shall use community-based alternative services in the county to meet the individual's needs or if the individual's needs cannot be met by community-based alternative services in the county, the county board shall add the individual's name to the waiting list for home and community based services; or
    - iii. ACBDD determines the individual has neither an immediate need nor a current need.
  - d. Once the waiting list assessment tool has been administered to an individual whose name is included on the transitional list of individuals waiting for home and community based services and a determination made, ACBDD shall notify the DODD and the DODD shall remove the individual's name from the transitional list of individuals waiting for home and community based services.
- (3) ACBDD or the DODD shall attempt to contact each individual whose name is included on the transitional list of individuals waiting for home and community based services or the

individual's guardian, as applicable, by at least two different methods, one of which shall be certified mail to the last known address of the individual or the individual's guardian, as applicable. The DODD shall remove an individual's name from the transitional list of individuals waiting for home and community-based services when the individual or the individual's guardian, as applicable:

- a. Fails to respond to attempts by ACBDD or the DODD to establish contact; or
- b. Declines an assessment of the individual using the waiting list assessment tool.

**X. DUE PROCESS**

- 1) Due Process shall be afforded to an individual aggrieved by an action of ACBDD related to:
  - a. The approval, denial, withholding, reduction, suspension, or termination of a service funded by the state Medicaid program;
  - b. Placement on, denial of placement on, or removal from the waiting list for home and community based services or the transitional list of individuals waiting for home and community based services; or
  - c. A dispute regarding an individual's date of request or status date.
- 2) Due process shall be provided in accordance with section 5160.31 of the Revised Code and Chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

First Review of Revised Policy

Redline Version

September 2018

## Administrative Policies

- 16 Waiting List Policy
  - Changes to reflect new rule in effect as of September 1, 2018

**Manual: Admin**  
**Adopted: 11/18/97**  
**Revised: ~~10/15/01, 4/22/03,~~**  
**~~12/9/03, 6/23/09, 1/18/2012,~~**  
**~~5/22/12~~**  
**Effective: ~~10/15/01, 4/22/03,~~**  
**~~12/9/03, 6/23/09, 1/18/2012,~~**  
**~~5/22/12~~**

## **16. WAITING LIST POLICY**

~~A. Waiting lists will be established for the following services, programs and supports provided or arranged by the Athens County Board of DD (ACBDD) when resources are not sufficient to meet the needs and/or requests of eligible individuals. As used in this policy, “resources” means federal, state or local money, private grants or donations, appropriately trained personnel and appropriate capital facilities and equipment. The ACBDD shall determine the capacity of its resources to serve eligible individuals within its facilities, programs, services and supports including contracts or arrangements with other affiliated public and private entities. Capacity shall be the limit of monies, personnel and space within capital equipment or facilities to accommodate eligible individuals.~~

~~Individuals with developmental disabilities who are not eligible for services offered by the ACBDD shall be referred to other entities of state or local government or appropriate private entities for service.~~

## **B. DEFINITIONS**

- ~~1. “Alternative services” means the various programs, services, and supports regardless of funding source, other than home and community-based services (waivers), that exist as part of the developmental disabilities service system and other service systems including but not limited to:
  - ~~a. Services provided directly by the ACBDD;~~
  - ~~b. Services funded by the ACBDD through providers;~~
  - ~~c. Services provided and funded outside the developmental disabilities service system; and~~
  - ~~d. Services provided at the state level.~~~~
- ~~2. Categories of Service: means early intervention services, educational programs for preschool and school age children, adult services, case management services, community residential services, transportation, family resource services, and other as determined by the Board.~~
- ~~3. “Date of Request” means the earliest date and time of any written or other documented request for home and community-based services. The request, including the date and time of request, shall be included in an individual’s record, which is maintained by~~

~~ACBDD. Documentation of the date of request may include the Ohio department of job and family services form 2399, "Request for Medicaid Home and Community Based Services," signature date.~~

- ~~4. "Department" means the Ohio Department of Developmental Disabilities (DODD).~~
- ~~5. Emergency: means an individual is facing a situation that creates for an individual with mental retardation or developmental disabilities a risk of substantial self-harm or substantial harm to others if action is not taken within thirty days. An "emergency" may include one or more of the following situations:
  - ~~a. Loss of present residence for any reason, including legal action;~~
  - ~~b. Loss of present caretaker for any reason, including serious illness of the caretaker, change in the caretaker's status, or inability of the caretaker to perform effectively for the individual;~~
  - ~~c. Abuse, neglect, or exploitation of the individual;~~
  - ~~d. Health and safety conditions that pose a serious risk to the individual or others of immediate harm or death;~~
  - ~~e. Change in the emotional or physical condition of the individual that necessitates substantial accommodation that cannot be reasonably provided by the individual's existing caretaker.~~~~
- ~~6. Priority: means any situation that would constitute an emergency except that action to resolve that situation may be taken in more than thirty but less than ninety days without creating a risk of substantial harm to self or others.~~
- ~~7. Waiver Eligibility List: is that list which reflects the order in which people applied for the Individual Options Waiver, Level 1 Waiver or other Home and Community Based Services Waivers as managed by the Ohio Department of DD (DODD).~~
- ~~8. Eligible Individual: means an individual determined eligible to receive services through the OEDI, COEDI or based on Early Intervention criteria.~~

GENERAL WAITING LIST ADMINISTRATION:

- ~~C. The ACBDD shall maintain separate waiting lists when resources are not sufficient to meet the needs of eligible individuals within a particular service area. Separate waiting lists shall be maintained for each of the following categories of programs, services or supports:
  - ~~1. Early Intervention Services;~~
  - ~~2. Education programs for Preschool and School Age;~~
  - ~~3. Adult Services ;~~
  - ~~4. Community Residential Services including (HCBS) Waivers: i.e. I. O. Waiver, Level 1 Waiver etc.;~~
  - ~~5. Transportation;~~
  - ~~6. Family Support Services and~~~~

- ~~7. Other services as determined necessary and appropriate for an eligible individual according to their individual plan~~

~~Each service category shall establish as necessary and appropriate, waiting lists for separate and distinct services offered within that category i.e. Community Residential Services: I. O. Waiver, Level 1 Waiver or other HCBS Waivers managed by the DODD.~~

~~D. There shall be no waiting list for the following services:~~

- ~~1. Medicaid eligible individuals who are assessed and who are determined to have a need for Medicaid state plan services.~~
- ~~2. Medicaid eligible individuals enrolled in a home and community based services waiver for persons with an ICF/DD level of care who are assessed and who are determined to have a need for the services covered by a HCBS waiver.~~
- ~~3. Individuals enrolled in residential facility, home care transition or individuals option waivers who are being transferred to a different home and community based services waiver for persons with an ICF/DD level of care. Such individuals may be transferred in accordance with rules of the DODD and other applicable law to another ICF/DD level of care waiver for which the individuals are eligible.~~
- ~~4. Home and community based services for children who are subject to a determination under ORC Section 121.38.
  - ~~a. Such children who require the home and community based services provided through the Medicaid component that the DODD administers under ORC Section 5111.871 shall receive services through that Medicaid component.~~
  - ~~b. For all other services, such children shall be treated by the County Board as having emergency status.~~~~

~~E. Waiting list for home and community based services (waivers):~~

- ~~1. If ACBDD determines that available resources are not sufficient to meet the needs of all individuals who request HCBS, the ACBDD shall establish a waiting list for the services.~~
- ~~2. When an individual requests HCBS for which there is a waiting list, the ACBDD shall:
  - ~~a. With the agreement of the individual, place the individual's name on the waiting list;~~
  - ~~b. Inform the individual, the individual's guardian, and in accordance with section 5126.044 of the ORC, the individual's family, as applicable, of the individual's position on the waiting list and the individual's due process rights in accordance with OAC 5123:2-1-08(J).~~
  - ~~c. Identify the individual's immediate needs; and~~
  - ~~d. Assist the individual in identifying and obtaining alternative services that are available to meet those needs, including applying for Medicaid. An individual who accepts alternative services may, at the individual's choice remain on the waiting list in his or her current position.~~~~
- ~~3. An individual's date of request is the controlling date for placement on a waiting list for HCBS and shall be documented at the time of any such request.~~

- ~~4. When there is a dispute regarding an individual's date of request, the individual or a person with legal authority to act on behalf of the individual, may appeal under procedures set forth in OAC 5123:2-1-08(J).~~
- ~~5. When an individual relocates or expresses a desire to relocate from one county to another county, any waiting list for HCBS shall be reordered in the new county based on the individual's date of request for such services.~~
- ~~6. When HCBS for which there is a waiting list become available, ACBDD shall offer the services to the individual next scheduled on the waiting list to receive the services subject to a determination of the individual's eligibility for the services. If the individual refuses the services, the individual may, at the individual's choice, remain on the waiting list in his or her current position.~~
- ~~7. Annually ACBDD shall:
  - ~~a. Review the current status, reassess the service needs, and notify the individual, the individual's guardian, and in accordance with section 5126.044 of the ORC, the individual's family, as applicable, of the individual's position on the waiting list; and~~
  - ~~b. Provide contact information for a person at the ACBDD who can provide resource information to address, to the extent possible, immediate needs of the individual and who can respond to questions about the notice.~~~~

~~F. Emergency status: Individuals who may be placed on a waiting list include individuals with emergency status. An individual with emergency status shall receive first priority for HCBS. No individual may receive priority for HCBS pursuant to OAC 5123:2-1-08(F) over an individual placed on a waiting list with emergency status. When two or more individuals have emergency status pursuant to OAC 5123:2-1-08(F), the ACBDD shall offer the services to such individuals in the order they are placed on the waiting list based on the date and time of their request.~~

~~G. Priority categories: except as provided in 5123:2-1-08(E), the ACBDD shall give priority to all of the following in accordance with the assessment component approved under ORC 5123.046 of the ACBDD plan developed under ORC 5126.054.~~

- ~~1. Refinancing of supported living and family support services. An individual who is eligible for HCBS and meets both of the following requirements shall be given priority on a waiting list established under OAC 5123:2-1-08(D):
  - ~~a. The individual is 22 years of age or older; and~~
  - ~~b. The individual receives supported living or family support services.~~~~
- ~~2. Refinancing of adult services. An individual who is eligible for HCBS and meets both of the following requirements shall be given priority on a waiting list established under OAC 5123:2-1-08(D):
  - ~~a. The individual resides in the individual's own home or the home of the individual's family and will continue to reside in that home after enrollment in HCBS; and~~
  - ~~b. The Individual receives adult services from the ACBDD.~~~~
- ~~3. Aging caregiver or intensive needs. An individual who eligible for HCBS and meets either of the following requirements shall be given priority on a waiting list established under OAC 5123:2-1-08(D):~~

- ~~a. The individual does not receive residential services or supported living, either needs services in the individual's current living arrangement or will need services in a new living arrangement, and has a primary caregiver who is sixty years of age or older; or~~
- ~~b. The individual has at least one of the following service needs that is unusual in scope or intensity:
  - ~~i. Severe behavior problems for which a behavior support plan is needed;~~
  - ~~ii. A mental health diagnosis for which medication has been prescribed;~~
  - ~~iii. A medical condition that leaves the individual dependent on live-support medical technology;~~
  - ~~iv. A condition affecting multiple body systems for which a combination of specialized medical, psychological, educational, or habilitation services is needed; or~~
  - ~~v. A condition the ACBDD determines to be comparable in severity to any condition described in OAC 5123:2-1-08(F)(3)(b)(i) through (v) and places the individual at significant risk of institutionalization.~~~~

~~H. Order for offering services to individuals within priority categories established in OAC 5123:2-1-08 (F):~~

- ~~1. If two or more individuals on a waiting list for HCBS waivers have priority for the services pursuant to OAC 5123:2-1-08 (F), the ACBDD shall use the following criteria to determine the order in which the individuals with priority are offered the services:
  - ~~a. The maximization of federal funding;~~
  - ~~b. A mix among the individuals in each of the priority categories in 5123:2-1-08 (F); and~~
  - ~~c. With regard to living arrangements, promoting:
    - ~~i. Individuals' ability to choose other individuals with priority under 5123:2-1-08 (F) with whom to live if the individuals have an existing relationship; and~~
    - ~~ii. Sharing of services among any individuals with priority under 5123:2-1-08 (F) when the services are appropriate for the individuals.~~~~~~
- ~~2. When individuals are offered HCBS in accordance with the criteria in 5123:2-1-08 (G)(1) and two or more individuals have equal rank, the ACBDD shall offer the services to such individuals in the order they are placed on the waiting list based on their date of request.~~

~~I. Transferring to a self-empowered live funding waiver: Once the Self-Empowered Life Funding (SELF) Waiver has been approved by the Centers for Medicare and Medicaid services, if an individual who is enrolled in the Individual Options Waiver or the Level One Waiver requests enrollment in the SELF Waiver, the DODD may transfer the individual to the SELF Waiver provided the individual's needs can be more appropriately met by the SELF Waiver, the individual meets all eligibility criteria for the SELF Waiver, and the ACBDD requests to enroll the individual in the SELF Waiver. At any time within one hundred eighty days of enrollment in the SELF Waiver, at the individual's request, the~~

~~ACBDD shall request that the individual be re-enrolled in the waiver from which the transfer was made.~~

~~J. Waiting lists for non-Medicaid programs and services: If the ACBDD determines that available resources are not sufficient to meet the needs of all individuals who request non-Medicaid programs or services, the ACBDD shall establish one or more waiting lists for such programs or services in accordance with the ACBDD's plan developed under ORC 5123.04.~~

~~K. Due Process:~~

~~1. Due process shall be available to an individual aggrieved by an action of the ACBDD related to any of the following:~~

~~a. The approval, denial, withholding, reduction, suspension, or termination of a service funded by the State Medicaid Program; and~~

~~b. The establishment or maintenance of, placement on, the failure to offer services in accordance with, or removal from a waiting list.~~

~~2. Due process shall be provided in accordance with Chapters 5101:6-1 to 5101:6-9 of the OAC when the service involved is funded by the State Medicaid Program and in accordance with OAC 5123:2-1-12 when the service is not Medicaid funded.~~

~~3. If an individual is aggrieved in accordance with 5123:2-1-08 (J)(1), the ACBDD may, if it has adopted a grievance procedure under OAC 5123:2-1-12, attempt to informally resolve the matter through the grievance procedure. The filing of a grievance under the grievance procedure shall not affect the right of the individual to due process in accordance with OAC 5123:2-1-08 (J)(1).~~

~~4. The ACBDD shall, in the manner specified in OAC 5123:2-1-12, give notice to each individual on the waiting list, the individual's guardian, and in accordance with section 5126.044 of the ORC, the individual's family, as applicable, of the individual's due process rights. The ACBDD shall document that such notice was given and the content of the notice.~~

~~L. Upon the DODD's request, the ACBDD shall submit in a format specified by the department, documentation related to its waiting list for HCBS and any waiting list established pursuant to OAC 5123:2-1-08 (I) including, but not limited to, information regarding individuals who requested service or were removed from the waiting list.~~

~~M. The DODD shall monitor compliance with OAC 5123:2-1-08 by ACBDD and their contract agencies. The DODD shall provide technical support upon request and through regional and statewide trainings.~~

~~N. Nothing in OAC 5123:2-1-08 shall be interpreted to alter the obligation of the ACBDD to provide a service, which it is required to provide under applicable law. Nothing in OAC 5123:2-1-08 shall be interpreted to create an obligation of the ACBDD to provide a service, unless the obligation exists under applicable law.~~



**Administration**

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

**September Board Report**

Dr. Kevin Davis, Superintendent

- Leadership Meetings – Multiple leadership meetings (with senior management) were held during the two months. Various topics of interest to all managers were discussed in an effort to have all managers working together including updates on critical issues, preparation for events, negotiation discussions, and board planning. The meetings were held on August 29, Sept 12, and 19<sup>th</sup>.
- All Managers’ meetings – All managers’ meeting (with any staff who have management responsibilities) was held on Sept 5th.
- Ohio Association Of County Boards – **Articles attached** – these are informational only as to give a glimpse of what issues are occurring in the DD field across the state.
- Local clips – **Articles attached** – these are informational, to give a glimpse of what issues are being covered locally.
- Monthly newsletter– **Document attached** – this is informational, to share all of our activities from the past month in an easy-to-read format.
- The Southern Ohio Council of Governments Superintendent’s meeting was held on September 6th. I attended on behalf of the Board. Relevant topics from around the state were presented and discussed.
- The Board may consider meeting sometime soon to complete my annual performance evaluation, which was last completed on October 9, 2017.



**Administration & MUI**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**Beacon School**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**ATCO Inc**  
21 S. Campbell Street  
Athens, Ohio 45701  
Phone: (740) 592-6659  
Fax: (740) 594-7814



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801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



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**Employment Options & PersonnelPlus**  
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Athens, Ohio 45701  
Phone: (740) 592-3416  
Fax: (740) 593-8236



**Integrate Athens**  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**Service & Support**  
Athens County Board of DD  
8 Harper Street  
The Plains, Ohio 45780  
Phone: (740) 592-6006  
Fax: (740) 594-5048



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9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-7489  
Fax: (740) 594-5048

- Family Children First Council full council and executive meeting for this month was held on Sept 19th. I attended on our behalf. At this meeting, various items of concern regarding the implementation of services to children are discussed.
- On November 21, Gwen, Steve, Butch and I met to prepare for the new Teamsters negotiations. These negotiations are scheduled to be in the first part of December. UPDATE: these negotiations are ongoing, with no clear end date in sight at this point. UPDATE: last meeting on April 10 – we are at an impasse and requesting the assistance of a mediator. The main issue unresolved is wages and subcontracting of work. Mediation is scheduled for May 24, 2018. UPDATE: we held mediation on May 24. We reached a deal with the leadership of the Teamsters. They took the contract back for a membership vote and it was defeated. Therefore, we are beginning the process of fact finding with the hopes that we reach an agreement soon. UPDATE: We conducted factfinding on August 15. Again, an agreement was reached. The Teamsters will be taking the agreement to their membership for a vote. **UPDATE:** We have received the factfinder’s report and the entire 3 year contract was accepted by the Board on Sept 18<sup>th</sup> at a special board meeting.
- On June 25 and 26, we met with MEORC (Steve Long) to begin the strategic planning process as we develop our three year strategic plan. We have conducted our survey (ended May 15) and we had almost 150 responses. We have two sets of days scheduled to work set aside for July 31 and Aug 1<sup>st</sup>. UPDATE: We will meet with Steve Long again on August 28 to finalize and clean up our draft plan. It is anticipated that it the “draft” will be presented to the Board at the August 28 board meeting. **UPDATE:** We will hold a public hearing on Sept 25 to allow for any public input.
- We have had multiple meetings with the commissioners regarding the use of space and potential ways to partner between the county and the ACBDD. We continue to explore possibilities and are gathering costs/estimates (pros/cons) as directed by the Board, including meeting with a local realtor. UPDATE: we have received legal guidance, I have met with the local prosecutor, and we will have a list of options and recommendations at the



**Administration & MUI**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



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801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



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21 S. Campbell Street  
Athens, Ohio 45701  
Phone: (740) 592-6659  
Fax: (740) 594-7814



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9033 Lavelle Road  
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Phone: (740) 594-3539  
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Athens County Board of DD  
8 Harper Street  
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Exhibit 8

April Board meeting. UPDATE: I met with Commissioner Eliason on May 7<sup>th</sup> and he will be coming to the June Board meeting to discuss possibilities for the ATCO Building. **UPDATE:** Lenny will now be coming to the September Board Meeting and will be joined by Zack Saunders from the prosecutor's office to help us address any legal questions that may arise.

- On May 30, we met to discuss the upcoming union negotiations with PGO. On June 14, we held a joint Interest Based Bargaining (IBB) training with the Union and Management. We have scheduled negotiations for July 23 and July 30. We are hopeful we will successfully complete the negotiations in two days. UPDATE: Negotiations have ended without an agreement. We will be scheduling a factfinding meeting soon. A full update will be provided at the Board meeting in executive session. **UPDATE:** On Sept 14<sup>th</sup>, we held the factfinding hearing. We await the factfinder's report. At that time, a special board meeting will be scheduled to discuss the results.
- I was invited by Dr. Gibbs of the Athens City Schools to participate in a "Bias and Discrimination Community Focus Group". The group has gathered multiple times for planning purposes and held a community forum on Sept 12<sup>th</sup>. I will keep the Board updated of the group's progress.
- Thanks to the SSA group for organizing the Future's Planning Training for families on Sept 13<sup>th</sup>. The meeting was largely attended by many parents and guardians.
- On Sunday, Sept 16<sup>th</sup> a group of us played golf in a fundraiser for Big Brothers/Big Sisters of Southeast Ohio. We didn't win any prizes, but we had a good time and represented the county board well.



Administration & MUI  
801 W. Union Street  
Athens, Ohio 45701  
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Fax: (740) 593-3189



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Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



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Athens, Ohio 45701  
Phone: (740) 592-6659  
Fax: (740) 594-7814



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801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



Employment Options & PersonnelPlus  
The Market on State  
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Athens, Ohio 45701  
Phone: (740) 592-3416  
Fax: (740) 593-8236



Integrate Athens  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



Service & Support  
8 Harper Street  
The Plains, Ohio 45780  
Phone: (740) 592-6006  
Fax: (740) 594-5048



Transportation & Facilities  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-7489  
Fax: (740) 594-5048

Exhibit 8

On Wednesday, Aug 22<sup>nd</sup>, we had a group photo with the management team taken. We also wanted to have a photo taken with the ATCO managers as ATCO begins to transition through its last few months.



**Administration & MUI**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



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Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**ATCO Inc**  
21 S. Campbell Street  
Athens, Ohio 45701  
Phone: (740) 592-6659  
Fax: (740) 594-7814



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801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



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Phone: (740) 592-3416  
Fax: (740) 593-8236



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9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**Service & Support**  
8 Harper Street  
The Plains, Ohio 45780  
Phone: (740) 592-6006  
Fax: (740) 594-5048



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IN THE NEWS

# Transportation privatized recently at Jeffco Services

By Staff Report, Herald-Star

Published Tuesday, September 11, 2018

Transportation for special needs adults now is privatized, and Jeffco Services is offering it to those in need.

Since Aug. 27, the service transitioned from under the umbrella of the Jefferson County Board of Developmental Disabilities to Jeffco as part of the ongoing plan to meet mandates for privatization, according to officials.

Five passenger vans are utilized and carry 63 individuals from throughout the county to the Jeffco Training Center, to work or to other agency providers. Jeffco Services Executive Officer Tracey Thomas said the change has gone smoothly, due in large part to the staff's efforts.

"We cover a large area of Jefferson County from Adena to Bergholz and the larger towns," she said. "We have excellent van drivers and an excellent transportation service. Jeffco initially had four solid routes but added a fifth through JCBDD during the privatization process, which also led to the addition of an extra vehicle in the last year. The vans travel 550 miles per weekday and Jeffco is among several providers available.

"It is free and (potential passengers) need to be determined eligible as an individual with developmental disabilities, plus he or she must be 21 years old and live in Jefferson County," Thomas continued, adding that morning and afternoon transports are available from as early as 6 a.m. to roughly 6 p.m.

JCBDD Superintendent Michael Zinno said the transition was a long time coming and efforts have gone smoothly.

"Transport to and from day services is no longer provided by the county board. It is 100 percent privatized to providers," he said. "There are others and there always will be others, but now with Jeffco, the county board is no longer involved. For years we've been working on normalizing transportation and they no longer ride with school buses. We're quite proud of that, and it's been a long process."

Zinno thanked the drivers in the employees union for collaborating on the change, which allows the county board to maintain transport of about 50 children.

"At one time, we had 10 drivers and 10 routes, but we've been able to do this through attrition so it did not affect employees. We made plans many years ago to do this and now we have five routes with five drivers and the county board transports all children and kids who attend the School of Bright Promise."

<http://www.heraldstaronline.com/news/local-news/2018/09/transportation-privatized-recently-at-jeffco-services/>

*This article has been reproduced for educational purposes only and appeared in the Herald-Star. The original story can be found at: <http://www.heraldstaronline.com/news/local-news/2018/09/transportation-privatized-recently-at-jeffco-services/>*

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## IN THE NEWS

# JCBDD forms two new partnerships

**By Staff Report, Herald-Star**

*Published Friday, August 31, 2018*

Programs and partnerships are being developed through the Jefferson County Board of Developmental Disabilities to strengthen families and benefit special need graduation, according to officials.

Cookie West, employment navigator and community facilitator for JCBDD, said two new partnerships have been formed to better serve people with disabilities.

JCBDD is joining forces with the Corporation of Appalachian Development's Strengthening Families program, which is designed to provide a system of supports for education, providers and community-based organizations with resources to increase and enhance protective factors within communities. The five protective factors are resilience, social connections, knowledge of parent and child development, concrete support in times of need and social and emotional competence of children.

A strengthening families learning network session is set from 6 p.m. to 7:30 p.m. today in the professional development room on the lower level of the Jefferson County Service Center's Kenneth Simeral Building, 2023 Sunset Blvd. Local childcare providers and agencies will gather to discuss ways they could enhance services and

"We ultimately want the families to feel supported and to encourage other agencies and organizations in the community to realize some people don't have the means to move into that place of stability. We need to think long-term and maybe have support groups to help them be consistent," West said.

She added that early intervention is key since children as young as preschool-age are coming to school with needs or trauma and facing issues such as the opioid crisis but the program serves to help parents, grandparents and guardians cope with the situation. West was introduced to the method during an Ohio Family and Child meeting with a COAD representative.

"My goal is to see how we can truly help a person as a whole so people can maximize their potential and reach families earlier," she commented.

For information about the strengthening families session, contact West at (740) 264-7176, extension 2118.

Another collaboration has been forged with Eastern Gateway Community College for the Student Empowerment Tour, which includes members of both organizations visiting county schools and speaking to special needs students about developing their potential in a post-secondary setting.

West said the tour would occur this fall with follow-up visits in the spring.

The goal of the tour is to inform the target audience about available employment and academic services as they transition into the community.

"We will be in schools speaking with transition students in seventh to ninth grades about careers and giving them options to transition into: employment or post-secondary education and employment," West explained.

She said students may not understand what a job interest they have may entail, such as gaining certifications to boost their chances of earning higher wages. The program will enable those pupils to ask questions and receive answers from officials.

West plans to speak with special education coordinators in the school districts and schedule dates and times to visit schools, and she hopes to reach all of the schools in Jefferson County.

"Our main focus was employment, but I've had questions from parents about post-secondary opportunities. I met with EGCC officials and it was a great opportunity for those students," she added.

Meanwhile, West said the ongoing Multi-Agency Transition Youth Team formed this past year is thriving, and a core group of roughly 15-25 agency representatives from schools were looking at short-term and long-term goals to enhance the inclusion of special needs individuals into mainstream society.

"We are still moving forward after eight months and setting short-term and long-term goals and developing a plan to help with the inclusion pathway through our partnership," she continued. "We have a great group of minds that have been really digging deep into these issues."

Participants range from school districts and a parent to employment vendors, as well as such agencies as the Jefferson County Department of Job and Family Services Recovery Center. Short-term goals include placing bus stop signs in the community to aid special needs people with grant funds awarded to cover the costs. Another goal is to work with the Jefferson County Community Action Council's Ohio Means Jobs mobile one-stop kiosk, which will be available at schools and libraries to link individuals with

and provide resources they may need. Additionally, long-term ideas range from connecting with the community about the overall perception of poverty and cond session to show how society could be more empathetic and supportive.

<http://www.heraldstaronline.com/news/local-news/2018/08/jcbdd%E2%80%88forms-two-new-partnerships/>

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**Ohio Association of County Boards**  
Serving People with Developmental Disabilities

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## IN THE NEWS

# Metzenbaum Center continues mission

**By Joan Demirjian, Chagrin Valley Today**

*Published Thursday, August 30, 2018*

Don Rice, superintendent of Bessie Benner Metzenbaum Center, has been visiting villages and township meetings recently to update officials on changes at the center and the Geauga County Board of Developmental Disabilities.

"Change is constant," he said. He visits communities throughout the county once a year to keep them apprised of those changes at Metzenbaum Center headquarters in Chagrin Township.

About 70 percent of the revenue for the Metzenbaum Center comes from a Geauga County levy.

"We're proud of the 125 people with special needs working in the community at minimum wage or above," Mr. Rice said. They are in the age range of 18 to in their 60s and work in a variety of types of work from factories, retail and restaurants to cleaning.

Transportation services are coordinated with companies so that individuals are able to participate in day programs and work in the community, Mr. Rice said.

Metzenbaum Center works with individuals with developmental disabilities from birth to age 90 and up. They include infants to children age 3 and up through the program in which specialists are brought in to help children with developmental delays.

Center specialists work with children who may have speech delays, hearing impairment or muscular and skeletal issues.

There are 209 individuals in residential placement who no longer are able to live in family homes. There are 20 of those living on campus where they receive a nursing home level of care, Mr. Rice said.

Another 189 individuals are in community group homes, apartments and other accommodations throughout the county, Mr. Rice said. "The oldest is 93," he said.

"The group homes they use are owned by (the nonprofit) Maple Leaf Community Residences, and we work in partnership with them," Mr. Rice said.

"We help purchase the homes with state grants and other funds, and repairs to homes are made with the organization and the clients. We have several such partnerships," he said.

"The balance of the folks are living in apartments and private rentals, which are usually paid for by the individuals," he said. They might be receiving a government subsidy or they could also be working.

Metzenbaum Center works with a number of agencies, which provide workers who visit the residents to make sure they are OK, he said. Group homes are staffed seven days a week.

Group homes are paid for by the Geauga County levy funds and Medicaid dollars. "We thank the public for their support in that effort," Mr. Rice said. "Without our levy we could not provide the services we provide."

At the Metzenbaum Center, they are promoting the campus as a community building, Mr. Rice said. Senior residents in the county use it for playing pickle ball and tennis at the center's swimming pool.

Other groups are using the facility for meetings and conferences, fundraisers and other events.

It is also used by some schools for basketball and volleyball games and by Boy and Girl Scout groups. "We're trying to make it a community building," he said of the center on Cedar Road.

For many years in the past the center was a school for those with developmental disabilities. A separate building on the campus was used for an adult workshop, Mr. Rice said. They have been integrated now into the community, he noted.

Beginning in 1990, a new federal law required that people with developmental disabilities be placed in the community if they had the capability. Metzenbaum Center moved its students into local schools in 1995, Mr. Rice said.

That has opened up the space at the Metzenbaum Center for senior residents in the county and other organizations trying to find good quality spaces.

Today, there are six classrooms at Metzenbaum that are being used by local school districts for preschool and school age children.

While the Metzenbaum clients are now working at jobs through Geauga County, there are still some workshops being used at the center. Assembly work, packaging duties are being done and the clients are being paid by the piece.

If there are group needing space, they can call the Metzenbaum Center at 440-729-9406 for more information, Mr. Rice said. "I will be happy to work it out with th  
"We're serving more people than we ever have, just in different ways."

[http://www.chagrinvalleytoday.com/communities/chester/article\\_60f0d20e-abc4-11e8-85d8-03b2f2b65be6.html](http://www.chagrinvalleytoday.com/communities/chester/article_60f0d20e-abc4-11e8-85d8-03b2f2b65be6.html)

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## Athens County DD Board offers training this week

Aug 5, 2018

The Athens County Board of Developmental Disabilities is offering a unique and free training for parents/guardians/family members of individuals living with developmental disabilities on Wednesday, Aug. 8, from 4 p.m. to 6 p.m.

The topic of the training is on sexuality issues for individuals with intellectual/developmental disabilities, according to a release from ACBDD sent last week.

The training will take place at the ACBDD administrative office at Beacon School. The ACBDD is also hosting a free training the next day for service providers. The instructor will be Richelle Frabotta, MSED, a certified sexuality educator ([richellefrabotta@gmail.com](mailto:richellefrabotta@gmail.com)).

"At ACBDD, part of our mission is to enhance the quality of life of the individuals we serve," ACBDD Superintendent Kevin Davis said in the release. "It is our responsibility to help people with disabilities and their families understand as many aspects of a person's wellbeing as possible, and that includes things like education, recreation, employment, housing, safety, health and wellness, and even sexuality."

Frabotta said that the training addresses "cultural constructs" that have historically prevented people with disabilities from being seen as "sexual beings despite the fact that sexuality applies" to all human beings.

"This lack of conscious awareness of people with disabilities' sexuality results in intentional and unintentional 1. devaluing of essential human experiences (connection, loving relationships, consensual touch, etc), 2. blocking of information, resources, and access to sexual health and wellness strategies, and 3. disallows natural growth and development," Frabotta said. "We will also discuss specific challenges that service providers face with assisting people with disabilities in sexual health and wellness goals. This, of course, includes non-consensual situations/violence and differences in abilities to safely navigate relationships. Credible and accessible resources will be referenced and presented throughout the workshop."

While the training is free, the ACBDD is asking those interested to register at <https://www.eventbrite.com/e/sexuality-training-for-parents-tickets-47951745963>.

[https://www.athensmessenger.com/news/acbdd-offers-new-pre-employment-training-for-youths/article\\_03a17965-5b00-5e22-89c2-f0ef64c8e605.html](https://www.athensmessenger.com/news/acbdd-offers-new-pre-employment-training-for-youths/article_03a17965-5b00-5e22-89c2-f0ef64c8e605.html)

## ACBDD offers new pre-employment training for youths

By Heather Willard Messenger Staff Journalist Jul 25, 2018



Jenn Eskey, owner of Sweet Arts Bakery and Cafe, shows Emmett Douglas how to create a rose pattern on a sugar cookie using icing.

Messenger photo by Heather Willard

*Note: This story appears in the Wednesday, July 25 newspaper on Page A1.*

It's Tuesday morning, and Sweet Arts Bakery & Cafe is just opening its doors for the day with three visitors behind the counter.

Zane Miller, Emmett Douglas and Isaac King are all on-hand to learn about the world of baking. After learning a bit about the business, all three try their hand at frosting a cookie.

The trio are served by the Athens County Board of Developmental Disabilities and visited Sweet Arts as part of the Summer Youth Career Exploration program. This is just one of several programs ACBDD offers to give area youth with disabilities a chance to experience workplace environments.

Sweet Arts is just one of the many business that Miller, Douglas, King and others have visited for this summer work program. At each of these visits, one is chosen as spokesperson for the day. Miller was picked at the bakery and was tasked with asking owner Jenn Eskey questions on behalf of the group. Such questions included: "What does a day on the job look like?" and "What are future trends for this field?"

While this particular work experience has been running for awhile, another similar program has just begun being offered by the disabilities board. ACBDD works with its employment provider, PersonnelPlus, to offer these services:

- **Summer Youth Career Exploration**
- , noted above: a three-week program where students visit a selection of workplaces and discover the skills needed to work there, helping students gain greater independence and self-reliant behaviors.
- **Summer Youth Work Experiences**
- , a five-week program where students gain real, paid experience working in a certain positions, helping participants address potential vocational barriers.
- **Pre-Employment Transition Services**
- , a new, introductory service to help students ages 14-22 with disabilities get an early start in identifying career interests. This program was recently introduced in April.

The goal of these programs is to help students with workplace readiness, learning about post-high school opportunities, work-based learning and self-advocacy. The Summer Youth Career Exploration program utilized by Miller, Douglas and King gives them a chance to spend around 15 hours each week learning about various career opportunities.

This guidance may prove helpful, as data released last month from the U.S. Department of Labor Statistics found that unemployment rates are higher among Americans with disabilities. Of those that do find work, a disproportionate amount work in the service industry. The same jobs report noted that a majority of Americans with disabilities are not even counted in the labor force — about 8 out of every 10.

The hope is the new Pre-Employment Transition Service will give young people with a developmental disability the confidence, social skills and independent living skills necessary to maintain a job. ACBDD is one of only a few agencies in Ohio that offer the service.

“We are one of five counties in the state, and we are the only county in Southeast Ohio to participate,” said Amy Goldsberry, who works with many of those served by ACBDD.

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hwillard@athensmessenger.com

[https://www.athensnews.com/news/local/acbdd-shifts-focus-to-youth-employment-in-the-summer/article\\_852e9f4e-8ddc-11e8-84f9-db85eea1585b.html](https://www.athensnews.com/news/local/acbdd-shifts-focus-to-youth-employment-in-the-summer/article_852e9f4e-8ddc-11e8-84f9-db85eea1585b.html)

FEATURED

## ACBDD shifts focus to youth employment in the summer

By Kayla Beard Jul 22, 2018



Dustin Goldsberry, right, of Joint Implant Surgeons shows participants in the Summer Youth Exploration program how to properly put on and remove medical examination gloves. Isaac King, left, attempts what he's been shown. Provided photo.

Three local students met at Joint Implant Surgeons (JIS) in Athens on Thursday morning to tour the facility and learn about what it takes to work as a medical professional.

Zane Miller, Emmett Douglas and Isaac King took the tour as participants in the Summer Youth Career Exploration program, one of several Summer Youth Employment programs offered by the Athens County Board of Developmental Disabilities (ACBDD) through its employment division, PersonnelPlus.

The high-school students attentively questioned JIS employee Dustin Goldsberry about his career as a medical professional as the group moved from the X-ray room to the physical-therapy gym to other parts of the building. Goldsberry showed the students how to properly remove used examination gloves to avoid touching contaminated substances, and the boys learned all about biohazards, radiation and X-ray technology, and the skills needed to work in the medical field.

The ACBDD offers Summer Youth Employment programs through PersonnelPlus, which offers a variety of employment aid services for people of all ages.

According to Doug Mitchell, director of Employment Options for ACBDD, the board will celebrate the 35th anniversary of PersonnelPlus in September. "We are one of the longest (running) supportive employment organizations in the state," Mitchell said.

The goal of PersonnelPlus is to provide people with disabilities the right resources to find and gain permanent employment. "Individuals, with the proper support, can have the same opportunities for employment regardless of whether they have a disability or not," Michell said. "...We are assisting people with finding employment all year long... We don't just work with youth, but in the summer there's an emphasis on youth," he explained, as school-age kids are home without much to occupy their time during the summer.

In the U.S., "the unemployment rates are very high" for people with disabilities, Mitchell said. Programs like those offered through PersonnelPlus are needed to help people find and maintain employment, and those efforts start with young people.

The summer youth programs are provided in partnership with the Office for Ohioans with Disabilities (OOD), a state agency. "We couldn't do it without them," Mitchell said of OOD. The agency refers the students who participate in the programs, and otherwise supports the programs, coordinating with PersonelPlus and ACBDD. The three programs offered to young people with disabilities include Summer Youth Career Exploration, a three-week program where students visit various workplaces and discover the skills needed to work there; Summer Youth Work Experiences, a five-week program where students gain real, paid experience working in a certain positions, which they choose to some extent; and Pre-Employment Transition Services, a new, introductory service to help students with disabilities get an early start in identifying career interests.

According to Amy Goldsberry, transition coordinator for the employment options division of ACBDD, this year four students participated in the work experience program, which concluded July 12. Three participated in the career exploration program, which concludes in August. Most of these students were from the Athens area, other than one from Meigs County.

The Work Experience participants held positions at Hugh White Honda and Sweet Arts Bakery in Athens. The career exploration group will go to nine locations in total, including Sweet Arts Bakery, PetSmart, ODOT and Bob Evans Restaurant, and already has been to C&E stores, Kroger and JIS.

The ACBDD currently has 11 participants in the ongoing Pre-Employment Transition program, referred through OOD, who have been engaged in a number of learning activities since the program started in April, Goldsberry said. The Pre-Employment program “covers a lot more things than the work experience and the career exploration,” she said. “It’s more educational, but there is a lot of opportunity for experiential learning. It just kind of depends on where we are in the process.”

The program involves 36 hours of soft-skills education, “helping teens figure out what they want to do, what their options are,” Goldsberry explained. In addition to identifying individual career interests and participating in work-site tours and job shadowing, participants explore educational and training options available to high-school graduates and participate in workplace readiness training to improve social and independent living skills. Only five counties in the state offer such services, Goldsberry said, and ACBDD is the first and only service provider in southeast Ohio to do so.

Mitchell said “it’s so rewarding, so exciting” to see students participate in these programs and go on to find long-term employment.

PersonnelPlus offers training and re-training services to support people with disabilities in their positions from the time they secure a job indefinitely, Mitchell said. Job trainers will learn the position and help train the new employee in the beginning, but will return if further training or re-training is needed in the future.

“That could be a month from now, a year from now or 10 years from now,” Mitchell said, adding that the ACBDD is “very strong and supportive” of efforts to help people with disabilities find and maintain employment.

[https://www.athensmessenger.com/news/a-renewed-push-for-inclusiveness-in-athens/article\\_17a69924-0757-5914-ba33-7191c7cfc033.html](https://www.athensmessenger.com/news/a-renewed-push-for-inclusiveness-in-athens/article_17a69924-0757-5914-ba33-7191c7cfc033.html)

TOP STORY

## A renewed push for inclusiveness in Athens

By Heather Willard Messenger Staff Journalist Sep 3, 2018



Kevin Davis, superintendent of ACBDD, introduces the Integrate Athens office during Thursday's Integrate Athens Forum.

Messenger photo by Heather Willard

*Note: This story appeared in the Tuesday, Sept. 4 newspaper on Page A1.*

A new partnership in the work to serve individuals with disabilities has helped to launch a new office in Athens and a fund to help ensure ATCO clients have resources for years to come.

The Athens County Board of Developmental Disabilities (ACBDD) and the Athens City Commission on Disabilities co-hosted the second annual Integrate Athens Forum Thursday evening, marking the first time the two entities have formally partnered together.

ACBDD announced it would form the office of Integrate Athens, a new division focused on “promoting and enhancing integration and inclusion efforts” for individuals with developmental disabilities. This office will also serve those with a close connection to any of these individuals, as well as the community at large.

The new office aims to take the place of ATCO, which will soon close after nearly 50 years of providing adult services and programs in Athens.

In addition, ACBDD is creating the ATCO Legacy Fund, which will help ensure that “despite closing, ATCO will continue to serve individuals with disabilities in Athens County for years to come,” according to Kevin Davis, the board’s superintendent.

The board hopes to use proceeds from the sale of the ATCO building to solidify the fund after ACBDD provides an initial startup contribution. Davis called the potential funds from the ATCO building “significant” and indicated would be able to help solidify the fund for several years to come. The money from this fund can go towards anything, Davis said, as long as it helps with quality of life and inclusion for people with disabilities in Athens County, including equipment, transportation or even programming.

The Athens County Foundation will help administer the program, and the fund is expected to begin dispersing money next spring.

Autumn Brown, who will serve as director of the Integrate Athens office, explained integration as trying to connect all different groups in Athens as one cohesive community.

“People thrive when they feel connected,” Brown said, echoing the board’s core values and philosophy when it comes to helping people with disabilities find their place in the community.

Laura Edge, chair of the Athens City Commission on Disabilities, also spoke Thursday night, and celebrated the new partnership with ACBDD as well as the continuation of the ATCO mission.

“It just makes sense for us to work together,” she said.

Edge also spoke about Accessible Athens, an initiative the commission has worked on to make Athens more accessible for individuals with physical or developmental disabilities.

This process has involved examining businesses and offices in town and suggesting ways to make their spaces more inclusive.

City Hall itself was found to have issues. For anyone looking to take the witness stand at Municipal Court, a small step up presents an obstacle for individuals with physical disabilities. Other examples include chairs blocking access to brochures and preventing a wheelchair from easily moving around a room.

“These are some of the issues we’ve come across,” Edge noted.

Edge highlighted positive examples of inclusiveness, praising in particular the Nelsonville Music Festival. Organizers added ramps around the festival, she said, including one that raises wheelchair-bound individuals above the crowd to allow them a proper view of the main stage.

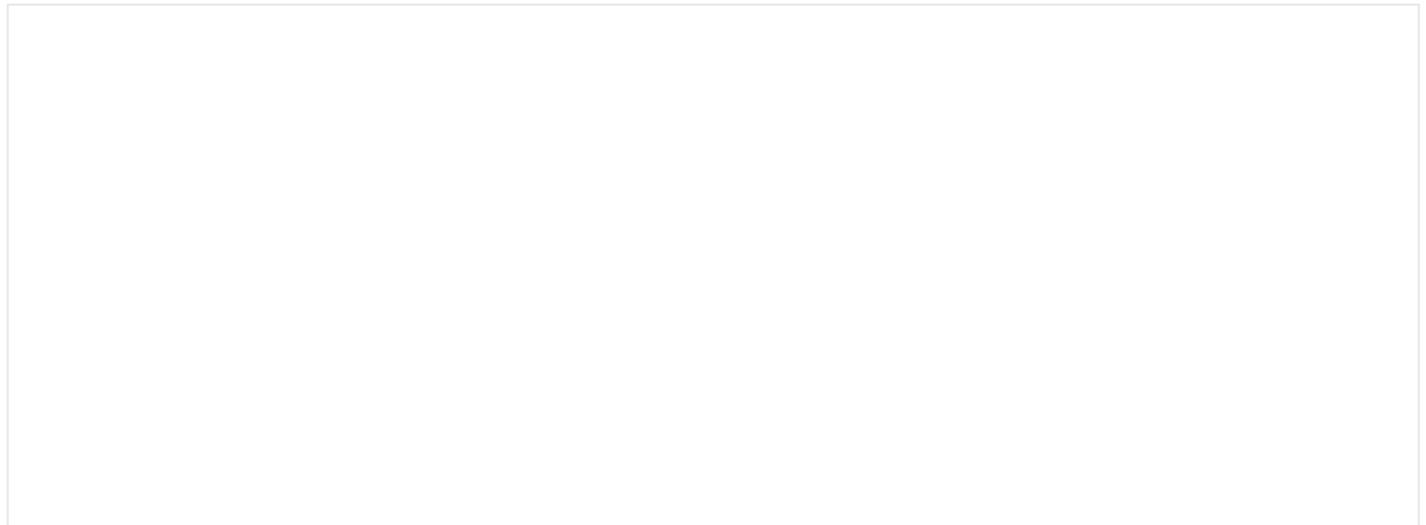
Edge said that the Athens City Commission on Disabilities is additionally working to educate local law enforcement on when and where they are able to ticket vehicles improperly parked in or around handicap parking spaces.

She also noted that the commission is in search of new members, with specific hopes of bringing in applicants who have a vision or hearing disability, or are on the spectrum.

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hwillard@athensmessenger.com

MORE INFORMATION



## New initiatives announced at Integrate Athens Forum



A few attendees of the second annual Integrate Athens Forum gather for a group picture at the conclusion of the forum.

The second annual Integrate Athens Forum marked several milestones for the Athens County Board of Developmental Disabilities. Presenters announced two innovate initiatives designed to enhance the quality of life of those in the community. In addition, the event marked the first time the ACBDD collaborated with the Athens City Commission on Disabilities.

### Investing in Integration & Inclusion

The first major announcement was the formation of a new division of the ACBDD, called the Office of Integrate Athens. Under the direction of Autumn Brown, the office will focus on promoting and enhancing integration and inclusion efforts for the benefit of individuals with developmental disabilities, their families, and for the community at large.

“This new division will allow the ACBDD to carry on the compassion and philosophy developed at ATCO into the future,” said Dr. Kevin Davis, the ACBDD Superintendent.

ATCO, which has been ACBDD’s adult services program for nearly 50 years, will be phased out in December 2018 in order to comply with a federal rule. Brown has been serving as the ATCO Transition Manager. At the conclusion of ATCO’s three-year transition plan, Brown will become the Director of Integrate Athens.

“Early on in ATCO’s transition, we sought feedback from all of our stakeholders, particularly individuals we serve, to identify certain elements from ATCO that could be sustained and enhanced while still remaining in



Dr. Kevin Davis and Autumn Brown



### Forum cont. ...

in compliance,” Brown said. “Those conversations led to the creation of this new office.”

The priorities for this division will include, but are not limited to, coordinating and supporting inclusion opportunities, like the FANS program (Friends, Allies, and Neighbors), bowling, movie night, community meals, etc.; serving as a liaison for other community organizations interested in supporting individuals with developmental disabilities; and fostering community partnerships to promote integration.

### Honoring ATCO’s Legacy

The second major announcement from the forum involved the creation of a new funding program called the ATCO Legacy Fund. These funds, set aside in a separate line item through the Athens County Auditor’s office, will be designated to support agencies and independent providers that support people with disabilities in Athens County.

The ACBDD will deposit the initial starting funds into the account. It is also anticipated that any funds the ACBDD receives from the sale or transfer of ownership of the ATCO building will also be deposited into this fund.

“This will ensure that despite closing, a part of the ATCO building will continue to serve people with disabilities in Athens for years to come,” Dr. Davis said.

The ACBDD board will set the amount of funding and the number of grants available each cycle, which will be announced bi-annually in the spring and fall. This information will be made available to the public in the form of a Request for Proposal (RFP). The funds can be used for anything creative that helps enhance the quality of life and promotes inclusion and integration for people with disabilities. Examples could be adapted equipment, transportation needs, technology, innovative programing, and educational material. The ACBDD will contract with the Athens County Foundation to help administer the program.

“We are thrilled to use our expertise to help honor such a beloved program,” said Susan Urano, Executive Director of the Athens County Foundation.

### Working toward same goals

Lastly, the event marked the first time both the ACBDD and the Athens City Commission on Disabilities collaborated on a project. Both entities have historically operated somewhat separately, but leadership from both organizations are working to bridge efforts, which started with co-hosting this event.

“The Athens City Commission on Disabilities is a natural partner for us,” Dr. Davis said. “This new collaboration is just one more way we’re working toward this goal to strengthen our community.”

Lara Edge, Chair of the Commission, agreed this is a logical partnership, and the second annual Integrate Athens Forum is just the start of their work.

“Both the Commission and the ACBDD have the same goals,” Edge said. “The Commission hopes to grow in ways that’ll help tighten the relationship. We are looking for new members to help us do that with input from the Athens County Board of DD.”



Dr. Kevin Davis and Susan Urano



Lara Edge

## Community member educates ACBDD board members

Brian McCulloch, a community member who receives services from the ACBDD, recently offered a riveting presentation to the ACBDD Board Members. His presentation focused on how it makes him feel when he meets someone for the first time. Many times, he explained, he is seen as a “guy in a wheelchair” or a “guy with cerebral palsy” instead of as a complete person. By sharing his story and his experiences through presentations like these, he continues to educate the community and advocate for individuals with disabilities.

After his talk, he asked Dr. Kevin Davis, our Superintendent, to join him up front to “put him on the spot.” When he did, McCulloch told everyone in the audience how he beat Dr. Davis at the last Team



Brian McCulloch called Dr. Kevin up front during his presentation.

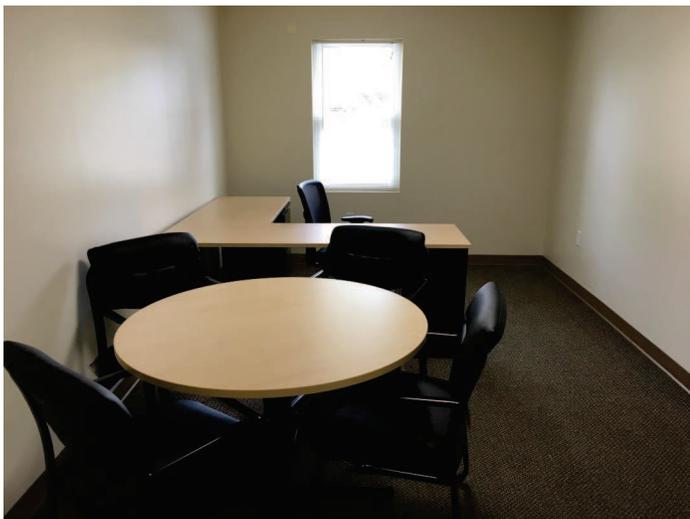
Heart and Sole Athens race. “I got Kevin,” he said with a chuckle. We thank him for his presentation and for his great sense of humor.

## Renovations at Harper Street office nearly complete

The future home of the Service & Support Administration Division are nearly complete, thanks to the hard work of our Facilities crew. Special thanks goes to Butch Withem, Facilities Director, for overseeing the project. The ACBDD considered several options as the future home of the SSA Division. After a long, thoughtful, and thorough process, the Harper Street location proved to be the best option. Be on the lookout for information about our official Open House.



New carpet, paint, and furniture are just some of the completed renovations at Harper Street. Once done, all of the SSAs will be housed in one facility.



# Community taking advantage of free trainings

The ACBDD proudly offers free trainings to the community focused on the needs of individuals with intellectual / developmental disabilities. These trainings take several forms—sometimes they are open to the general public and hosted at Beacon School, other times we come into places of business to offer a more tailored educational experience. If you are interested in being informed of future trainings or would like to invite one of our staff members to your place of business, give us a call at (740) 594-3539.



Richelle Frabotta, AASECT Certified Sexuality Educator, teaches a group of SSAs and providers about sexual health and wellness.



David Sincoff, the ACBDD's Behavior Support Specialist, recently trained county library staff on autism and strategies for working with individuals on the spectrum.



The Future Planning training included topics such as Pooled Special Needs Trusts, STABLE Accounts, and Guardianship.

## ACBDD at the 2018 Fair!

We had great time at the Athens County Fair. It was a pleasure to meet new people, share information about what we do, and see our friends. We managed an agency table all week long, and we were ideally located right in front of the Secretary's Office.

On Kids' Day, we brought do-it-yourself sensory bottles as our activity. It was an absolute hit this year, just like it was last year. This activity was a great way to engage with families, many of whom were not familiar with the ACBDD's services.





## Beacon's 18-19 School Year in full swing

This school year started strong with our Open House, which had the most families in attendance in the last three years. Parents and children visited the classrooms, met and talked with the classroom staff, and then were served cake and punch. Everyone seemed excited to be coming back to school.



## Kids on Campus at Beacon School ends with carnival

Once again, we wish to thank Kids on Campus for putting on yet another amazing summer camp at Beacon School. This was the second year in a row the ACBDD has had this partnership with KOC. It provides an incredible opportunity for the students and their families. We were able to serve nearly 50 students over the five-week program. The camp ended with a carnival, which was a hit! We hope to continue this partnership into the future.





## 2018 ATCO Leadership Team

With just a few months left in ATCO’s three-year transition plan, we took the opportunity to take a group picture of our ATCO Leadership Team. We so appreciate everyone at ATCO for their hard work and dedication to those we serve, ATCO, and the ACBDD.



From left to right, Joanne Heinzman, Nurse Supervisor; Autumn Brown, ATCO Transition Manager; Mark Cullison, Adult Services Director; and Laurie Gregg, Business Manager.

## ATCO continues to help individuals with the transition

Everyone still attending ATCO is working with staff, their SSA, and families to try out new options, make final choices, and understand the available transition choices.

With just a few months remaining in the three-year transition, we feel confident that everyone is being supported in their choices and troubleshooting any issues or concerns that may arise.

We continue to be impressed with the individuals, as they learn self-advocacy skills, find creative options, and broaden their horizons.





## ATCO Transition Story: Owner of Shady Dan's Sunglasses building co-op shop

As Dan Schoonover makes his plans for after the closure of ATCO, he has



Dan Schoonover, owner of Shady Dan's Sunglasses

found another center and a way to grow his business. Schoonover, as many of you know, is the owner of Shady Dan's Sunglasses. He and the ATCO staff are working with the Building Bridges Adult Day Habilitation Center to create a co-op shop, open to any local entrepreneur who makes or sells his/her own goods. There, he and other craftspeople will be able to sell their goods and share the responsibility of having their own shop. The space would be located on Columbus Road, in the same building as BBAC. This co-op shop will be fully integrated—a first of it's kind. If you are a crafty person looking to sell your handiwork, get in touch with our amazing team at ATCO to find out how you can get involved. This is just one example of the creative solutions the ATCO team is facilitating.



## Copperheads host ATCO Night!

We are grateful to the Copperheads for hosting ATCO Night earlier this summer. We had a record number of individuals (along with their family, friends, support staff) attend during this home game. Matt Wible, our friend from ATCO, threw out the first pitch! This was a special night to recognize ATCO's final year in operation and to celebrate its service to the community. As our way of thanking the community for their support, the ACBDD and ATCO Leaders gave away free tickets to the game.



Dr. Davis and Matt Wible pose together just before Matt threw in the first pitch of the game.



## Elvis was in the building at ATCO's Christmas in July celebration

This summer has been jammed packed with all kinds of activities and fun at ATCO. By far the biggest hit of the summer has been Christmas in July. The usual gifts, decorations, food, and fun filled the day. We were joined by several of our friends from other day habilitation centers. This made the day so much more special. Santa even made a special stop returning from his vacation in Florida. However, the best part of the day was Elvis! He put on a great show. Special thanks goes to the ATCO staff who worked so hard to make this a memorable day.





## ATCO thanks Athens County in annual POTH parade

ATCO has been part of Nelsonville’s Parade of the Hills for many years. It has always been a wonderful opportunity for individuals to volunteer in the community. This year was especially memorable. As always, the ATCO senior group was honored to host Senior Day at the Parade of the Hills. Almost 100 people attended and enjoyed a day of bingo, food, and music. We hosted our popcorn booth, which was patronized by hundreds of members of the community. The highlight of the week, however, was our float in the Parade. We had around 25 people ride or walk with our float. The float was decorated with pictures of some of our favorite ATCO memories. The theme of the float was to thank Athens County for 49 years of making a difference in the lives of the people we served together. Way to go ATCO Team!





# SAVE THE DATE

*PersonnelPlus  
Employer/Employee Gala  
October 24, 2018  
5:00-6:00 Social Hour  
6:00-8:00 Dinner/Awards  
Ohio University Baker Ballroom*

Please be sure to save the date for the ACBDD’s PersonnelPlus Employer/Employee Gala, set for Wednesday, Oct. 24, in Ohio University’s Baker Center Ballroom.

Tickets go on sale on Monday, Sept. 24th. They are \$25 and can be purchased by calling (740) 592-3416, emailing [hynes@athenscbdd.org](mailto:hynes@athenscbdd.org) or visiting any ACBDD office.

We hope to see you all there!



## Learning how to protect individuals’ rights just got easier

The ACBDD has recently updated its website with valuable information about the Major Unusual Incident (MUI) Division. The purpose of the MUI Division is to help individuals with intellectual / developmental disabilities who have been victims of abuse or neglect. The division also helps protect individuals from future victimization.

The ACBDD MUI Coordinator, Beth Atherton, receives all reports of abuse and neglect involving individuals in Athens County, determines the severity of the situation, and oversees the investigation (if deemed warranted). In addition to addressing specific cases, the MUI Coordinator analyzes data to look for potential trends to address.

Concerns or knowledge of abuse, neglect, or theft/exploitation can be reported by anyone, including individuals, ACBDD staff, providers, and the public. Staff are required to report these incidents immediately, or no later than four hours after becoming aware of the incident.

The materials provided on our website ([www.athenscbdd.org](http://www.athenscbdd.org)) offer additional details about what constitutes a major or unusual incident, how to file a report, and other useful information.

If you have questions about this division or would like to request a training, please contact MUI Coordinator Beth Atherton at (740) 541-9590 or [batherton@athenscbdd.org](mailto:batherton@athenscbdd.org).



Beth Atherton

**For more information, visit: [www.athenscbdd.org/ui](http://www.athenscbdd.org/ui)**

## Please welcome our organization’s recent hires!



### **Bethany Rivera– Service & Support Administration Specialist**

Bethany was selected to fill the vacant SSA position, previously occupied by Lindsay Bogatay. She will begin her new role on Oct. 1.



### **Jona Moberg– Employment Support Coordinator**

Jona was selected to fill the Employment Support Coordinator position, soon to be vacated by Julie Jones. She will start Sept. 24.



### **Susie Schroer– Substitute Adapted PE Instructor**

Susie was recently hired as our new Substitute Adapted PE instructor. We are still waiting on a firm start date, and we will keep you all posted.

**Welcome, everyone! We are glad to have you.**



## SSAs tour new apartment complex in The Plains

The SSA Director Richard Suehrstedt and several SSAs were invited to tour the new

on the 811 program waiting list, which provides reduced rental rates based on income. We are eager to see construction completed.

Sandstone Apartments in The Plains (pictured at right). These apartments are the result of a collaborative effort between the Ohio 811 program, Ohio Housing Finance Agency, 317 Board, the ACBDD, and various organizations around Athens.

The new units look amazing inside and out. Several units were designated for accessibility. Two of our staff members have been trained to enroll individuals



## Employment Opportunity at ACBDD

### Administrative Assistant

#### Some qualifications:

- High school diploma or equivalent required; Associate’s or Bachelor’s degree preferred;
- Good basic computer (Microsoft Office, calendars, social media management) and keyboarding skills;
- Strong professionalism with ability to maintain confidentiality;
- Ability to operate standard office equipment such as fax machines, copiers, etc.;
- Excellent verbal and written communication skills and customer service disposition essential.

#### Job duties include, but are not limited to:

- Provide administrative support services to the Service & Support Administration (SSA) staff and Transportation & Facilities Director. Generates program or business related material such as correspondence, reports, summaries, evaluations, tables, meeting minutes, policies, forms, etc. Maintains files, records, billing. Maintains and orders supplies. Takes meeting minutes as needed. Must proofread work and make necessary corrections/updates.
- Answer multi-line telephone, provide general information, and receive messages/inquiries from visitors, staff, and consumers. Route calls appropriately. Greet and direct visitors.



To see full job description, visit [athenscbdd.org](http://athenscbdd.org).

# Community Events

## Goodwill hosts Grand Reopening on Columbus Road

Goodwill recently hosted a grand re-opening ceremony to celebrate their new expanded facility on Columbus Road. The new space will house its traditional second-hand store, in addition to the Athens Activities and Training Center. The center will open later this year. Two staff members from ATCO were recently hired to work in the center. This is great news for Athens County as ATCO completes its three-year transition.

Including Goodwill, Athens County will have nine agencies running day programs for individuals with developmental disabilities.



The store and donation center will be open Mondays through Saturdays from 9 a.m. until 7 p.m. and noon to 5 p.m. on Sundays.

## Team Heart & Sole stayed busy this summer with 2 races



Team Heart & Sole had great turnouts to two big summertime events. The first was their annual race with Ohio University's Fulbright students. The second was for the Parade of the Hills 5K race.

We appreciate THAS creating these integrated and inclusive opportunities. If you are interested in supporting a Champion, contact Autumn Brown for details.



## ACBDD in the news

### A renewed push for inclusiveness in Athens

The Athens Messenger —Sept. 3, 2018

### Integrate Athens Forum set for today in Athens

The Athens NEWS—Aug. 29, 2018

### Integrate Athens Forum planned for Thursday

The Athens Messenger—Aug. 28, 2018

### Athens County DD Board offers training this week

The Athens NEWS—Aug. 5, 2018

### ACBDD hosting training on sexual education

The Athens Messenger—Aug. 3, 2018

### ACBDD offers new pre-employment training for youths

The Athens Messenger—July 25, 2018

### ACBDD shifts focus to youth employment in the summer

The Athens NEWS—July 22, 2018



## August & September Birthdays:

Wesley Kline —Aug. 8

Gabriella Campbell —Aug. 15

Karen Hynes —Aug. 16

Samantha Dunlap —Aug. 18

Beth Atherton —Aug. 19

Grace Holland —Aug. 21

Alania Harper —Aug. 23

Beth Graham —Aug. 24

Jacque White —Aug. 29

Carl Johnston —Sept. 5

Emily Wilson —Sept. 12

Bob Shinn — Sept. 14

Greg Grimm —Sept. 17

Jamie Hart —Sept. 21

Anna Dailey —Sept. 30

## August & September Work Anniversaries:

Gwen Brooks —2 years

Becky Martin —2 years

Tina Wilson —4 years

David Sincoff —16 years

Bethany Rivera —1 year

Greg King — 1 year

Carl Johnston —5 years

Cindy Johnston —4 years

Lyn Justis —8 years

Jeff Dolman —12 years

Samantha Dunlap —8 years

Beth Maccombs —14 years

Alania Harper —11 years

Joanne Heinzman — 16 years

David McNelly —4 years

Scott Crum —9 years

Emily Finsterwald —4 years

Leslie Perry — 29 years

Marcus Dobro —1 year

Wesley Kline —2 years

Heather Clemons —3 years



**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

**September Board Report**

Becky Martin, Director of Education

Each year, districts receive a rating on the performance of their special education programs, known as the Special Education Rating. The Department uses the final data from the Alternate Assessment reported by their local districts to assign one of four possible ratings: Meets Requirements, Needs Assistance, Needs Intervention, or Needs Substantial Intervention. We are very proud to report that the Athens County Board of DD’s 2018 Special Education Ratings is ***Meets Requirements***. Congratulations to our students and the entire staff for your hard work and dedication!

Staff and students at the school will be working in collaboration with a team from Lowe’s to add a beautiful flowerbed under the Beacon School letters in the front of the building. Construction is slated for October 1<sup>st</sup> and will include volunteers from Lowe’s working alongside our students to complete the project. Thanks to Jennifer Galbraith, Lowe’s Human Resources, for heading up this project.

If you haven’t had an opportunity to visit the model apartment lately, I would encourage you to do so. Myrdith Sherow, daughter of Beacon’s first teacher, has purchased several pieces of art from Passion Works to spruce it up a little. She is also having a chair rail made for the wall in the living room area of the apartment. We are certainly grateful to Myrdith for all she has done and continues to do for Beacon School.

I would also like to report that Tom O’Grady, Executive Director of the Southeast Ohio History Center, has expressed interest in doing a pictorial history of Beacon School. We would display the photos in the lobby area for all to enjoy. More details to follow as discussions continue.

The Fundraising Committee met on September 4<sup>th</sup> to discuss holding an event titled “Sweet Treats & Wreaths.” This is similar to the “Cookies and Canvas” event held last year, except

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
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ACBDD is an equal opportunity employer and provider of services

## Exhibit 9

instead of a painting the participants will have the option of making their choice of two fall wreaths. The event will take place on Thursday, October 4<sup>th</sup> at 5:30. More information will be posted on Beacon's Facebook page as we get a little closer to the event.

The Climate Committee met on September 6<sup>th</sup>. The discussion centered on Secret Pals, potlucks throughout the year, and recognition of staff birthdays.

### **Upcoming Events:**

Tuesday, September 25<sup>th</sup> – PTA @ 5:00, Beacon Cafeteria

Friday, September 28<sup>th</sup> – Grandparent's & Special Friend's Day @ 1:00

Monday, October 8<sup>th</sup> – Columbus Day – No School

October 9<sup>th</sup>-12<sup>th</sup> – Fire Prevention Week

Thursday, October 11<sup>th</sup> – Sweet Treats & Wreaths @ 5:30

Tuesday, October 16<sup>th</sup> – Picture Day

Wednesday, October 17<sup>th</sup> – Field Trip to Walker's Pumpkin Patch

Thursday, October 25<sup>th</sup> – Parent-Teacher Conferences

Friday, October 26<sup>th</sup> – Beacon Singer's Concert @ 10:00 – Beacon Cafeteria

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

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## **EARLY INTERVENTION Highlights for SEPTEMBER 2018 ACBDD Meeting**

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**Caseload as of September 7, 2018:** TOTAL = 36      Additions = 6      Exits = 2

### **Evaluations/Assessments for AUGUST 2018**

*Eligibility Evaluations = 5      Redeterminations = 0      Cancellations = 0*

### **Trainings and/or Meetings Attended:**

**\*\*August 23, 2018:** Webinar: The Opioid Crisis and Early Intervention presented by Robert Gallen PhD and Jennifer Willford PhD; attended by Mary Ann Smathers, Sr. Dev Spec.

**\*\*August 24, 2018:** Presentation to the Early Intervention Team by Kate Jiggins of Hopewell Health on the Rapid Response Program and medicine assisted treatment.

**\*\*August 30, 2018:** Monthly early intervention update meeting with Becky Martin and Mary Ann Smathers. Topics included: evaluations that are an in-kind service from the county board, caseloads, “off year” accreditation, and early intervention power point presentation.

**\*\*September 4, 2018:** Ohio Association of Services for Children/Early Intervention/Preschool & School Age Regional Meeting/Southeastern Region held in Marietta, Ohio and attended by Mary Ann Smathers. Many topics were discussed but the following were the highlights: new technology coming, the EI website’s Family page has been updated and can be translated into any language, state is looking at how they can support us in the early intervention field as they are now seeing us as experiencing “secondary trauma” just like First Responders since we are in the homes ‘first’ and experience stress/trauma build-up, new Rules for new Individual Family Service Plan (IFSP)—these should be done by Feb or March 2019, Ohio Dept of DD (DODD) working with Ohio Dept. of Education (ODE) on a transition document to define roles of personnel when transitioning from Part C to Part B services, parent mentor training being established throughout state for parent-to-parent support, developmental specialist self-paced certification online courses, physician training on early intervention also on website, and COSI in Columbus has “sensory friendly calming rooms.”

**\*\*September 5, 2018:** All Managers meeting attended by Mary Ann Smathers.

### **OTHER News:**

\*Help Me Grow Parent Survey/Questionnaires have been mailed out.

\*Hopewell Health Early Childhood Mental Health now has two additional employees who are qualified to be added to Individual Family Service Plans (IFSPs) under services of Family Training/Counseling Services and they are: Anna Teske, Help Me Grow Service Coordinator and Social Work graduate student, and Brielle Clark, Infant Mental Health Consultant. Soon, they will be adding a Mental Health Therapist for in the home as well.

\*Both Developmental Specialists, Mary Ann and Jodi, are assisting Hopewell Health Help Me

Grow in evaluation/assessment training for two social work graduate student interns: Aimee Bond and Nicole Cover.

**“Celebrating our Achievements”**

A little guy with a diagnosis of cerebral palsy has recently made significant jumps in terms of his ability to communicate with others by producing new words and using sign language. He has also dramatically expanded his play skills to include more complex types of pretend play, such as pretending to make spaghetti out of sticks and acting as if he is eating it without actually putting it in his mouth 😊

Respectfully submitted,  
Mary Ann Smathers, MA SpEd  
Senior Developmental Specialist

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

September 25, 2018

Notice to the Board and Stakeholders:

The following schedules detail financial performance of the Athens County Board of DD as of August 31, 2018. All schedules are reconciled with the Athens County Auditor's records as required by statute.

<b>Revenue By Month 2018</b>													
401 General	Jan.	Feb.	Mar.	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
General Tax Beacon				3,937,178									3,937,178
Trailer Tax				51,886									51,886
Homestead & Rollback					291,509								291,509
Grants	79,639	213,065	236,755	219,650	259,258	71,277	75,543	271,032					1,426,220
Lunch Sales		766	1,435	288	1,132	419	221	380					4,639
Contract Services													
Other Receipts				6,227									6,227
Martin Match Receipts			12										12
Supported Living Subsidy	161,161			162,650			158,690						482,500
DODD TCM Match Transfer		641	7										648
Refunds			197,127	2,815	2,322		716	68					203,047
Reimbursements	207	4,261	185	5,976	5,666	542	3,581	8,366					28,784
Gifts & Donations	250		2,067	457	1,000	200							3,974
Other Non-Rev (Misc Rec)	3,255	4,722	854	1,693	4,873	2,251	6,857	11,166					35,672
Transfers In													
<b>Fund Totals:</b>	<b>244,512</b>	<b>223,455</b>	<b>438,442</b>	<b>4,388,820</b>	<b>565,760</b>	<b>74,689</b>	<b>245,607</b>	<b>291,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,472,297</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>244,512</b>	<b>223,455</b>	<b>438,442</b>	<b>4,388,820</b>	<b>565,760</b>	<b>74,689</b>	<b>245,607</b>	<b>291,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,472,297</b>

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

<b>Expenses By Month - 2018</b>													
<b>401 General</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Salaries	331,453	324,525	314,303	331,789	504,824	292,340	290,574	300,161					2,689,968
Health Insurance	105,582	108,994	29,459	207,508	120,146	117,341	121,451	109,910					920,391
Medicare	4,392	4,350	4,201	4,426	3,233	3,933	3,901	4,043					32,478
Workers Compensation								40,594					40,594
PERS / STRS	46,387	47,270	46,203	64,381	57,640	46,972	41,475	41,486					391,815
Contract Services	123,278	87,451	53,184	135,259	95,849	52,925	64,480	34,043					646,468
Rentals	6,160	7,380	5,130	9,063	4,490	8,325	3,843	2,472					46,863
Non waiver Supported Living	4,490	21,741	12,889	39,235	4,974	41,014	15,947	8,158					148,448
Repairs / Maintenance	1,156	4,317	338	2,459	9,497	552	1,286	2,592					22,197
Supplies	15,937	18,970	12,872	21,541	15,346	15,922	18,683	18,493					137,762
Equipment	5,210	3,522	4,055		1,000	3,075		9,962					26,824
Other Expenses	39,031	2,615	2,495	37,919	1,351	432	552	649					85,044
Medicaid Match - TCM													
Family Support Services	6	2,508	4,122	2,891	2,019	5,860	2,234	4,037					23,677
Medicaid Waiver Match	511,372			511,372			963,344						1,986,088
Utilities	11,068	8,869	13,330	11,598	10,318	11,513	8,712	11,112					86,521
Fees-Settlement				101,573									101,573
Advertising-Printing	2,257	1,058	1,545	2,325	874	1,966	501	1,627					12,151
Travel / Reimbursement	3,780	1,223	4,293	3,973	2,182	4,980	3,713	2,583					26,726
Election Expense													
Transfer Out													
<b>Fund Totals:</b>	<b>1,211,557</b>	<b>644,793</b>	<b>508,418</b>	<b>1,487,310</b>	<b>833,745</b>	<b>607,149</b>	<b>1,540,695</b>	<b>591,920</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,425,588</b>
<b>Capital Improvements</b>	<b>26,116</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>3,483</b>	<b>5,743</b>	<b>4,585</b>	<b>4,056</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,483</b>
<b>Grand Total:</b>	<b>1,237,674</b>	<b>652,293</b>	<b>508,418</b>	<b>1,487,310</b>	<b>837,228</b>	<b>612,892</b>	<b>1,544,751</b>	<b>595,976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,477,071</b>

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

### Revenue Levels Year-to-Date at 08/31/2018 (66.67% of YTD)

Line	Account	Budget	Actual		Percentage Collected
			2017 YTD	2018 YTD	
<b>General</b>					
1	0085.410100 S31 - General Tax Beacon	6,817,459	3,920,018	3,937,178	57.75%
2	0085.410400 S32A - Trailer Tax	94,926	59,906	51,886	54.66%
3	0085.412100 S31A - Homestead & Rollback	595,471	297,383	291,509	
4	0085.412500 S33 - Grants	2,200,845	1,486,023	1,426,220	64.80%
5	0085.413110 S37 - Lunch Sales	6,500	3,318	4,639	71.37%
6	0085.413120 S38 - Contract Services		0		0.00%
7	0085.417100 S39 - Other Receipts	146,789	1,826	6,227	4.24%
8	0085.417110 Martin Match Receipts		53	12	
9	0085.417120 Supported Living Subsidy	595,494	491,194	482,500	81.03%
10	0085.417130 DODD TCM Match Transfer		698	648	
11	0085.417140 S40 - Refunds	250,000	477,009	203,047	81.22%
12	0085.417150 S41 - Reimbursements	35,000	24,223	28,784	82.24%
13	0085.417500 S35 - Gifts & Donations	15,000	21,683	3,974	26.49%
14	0085.417800 S43 - Other Non-Revenue (Misc Rec)	10,000	153,735	35,672	356.72%
15	0085.422100 S44 - Transfers In				
<b>Grand Totals:</b>		<b>10,767,484</b>	<b>6,937,068</b>	<b>6,472,297</b>	

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

### Expenditure Levels Year-to-Date at 08/31/2018 (66.67% of YTD)

Line	Account	Budget	Actual		Percentage Spent
			2017 YTD	2018 YTD	
<b>General</b>					
1	4356.510200 Salaries	4,331,196	2,598,898	2,689,968	62.11%
2	4356.520150 Health Insurance	1,345,664	816,313	920,391	68.40%
3	4356.522100 Medicare	62,802	34,800	32,478	51.71%
4	4356.524100 Workers Compensation		47,670	40,594	
5	4356.525100 PERS / STRS	601,743	362,696	391,815	65.11%
6	4356.530100 Contract Services	763,337	658,579	646,468	84.69%
7	4356.530101 Rentals	78,191	51,503	46,863	59.93%
8	4356.530102 Non-Waiver Supported Living	197,500	220,613	148,448	75.16%
9	4356.530200 Repairs / Maintenance	37,382	27,943	22,197	59.38%
10	4356.540100 Supplies	164,539	110,157	137,762	83.73%
11	4356.550100 Equipment	40,000	18,775	26,824	67.06%
12	4356.560100 Other Expenses	72,000	170,425	85,044	118.12%
13	4356.560101 Medicaid Match - TCM	N/A		N/A	
14	4356.560102 Family Support Services	50,000	24,535	23,677	47.35%
15	4356.560103 Medicaid Waiver Match	2,682,744	1,913,204	1,986,088	74.03%
16	4356.560107 Utilities	112,193	77,232	86,521	77.12%
17	4356.560110 Fees-Settlement	166,486	97,029	101,573	61.01%
18	4356.560200 Advertising-Printing	34,128	25,517	12,151	35.61%
19	4356.560300 Travel / Reimbursement	27,578	19,910	26,726	96.91%
20	4356.560500 Election Expenses				
21	4356.580100 Transfer Out				
	<b>Fund Total:</b>	<b>10,767,483</b>	<b>7,275,799</b>	<b>7,425,588</b>	

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

2018	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<b>Beg. Fund Balance</b>	<b>3,510,128</b>	2,543,083	2,121,745	2,051,769	4,953,279	4,685,294	4,152,834	2,857,745	2,556,836	2,556,836	2,556,836	2,556,836
<b>Revenues</b>	244,512	223,455	438,442	4,388,820	565,760	74,689	245,607	291,011	0	0	0	0
<b>Expenditures</b>	(1,211,557)	(644,793)	(508,418)	(1,487,310)	(833,745)	(607,149)	(1,540,695)	(591,920)	0	0	0	0
<b>Ending Fund Balance</b>	<b>2,543,083</b>	<b>2,121,745</b>	<b>2,051,769</b>	<b>4,953,279</b>	<b>4,685,294</b>	<b>4,152,834</b>	<b>2,857,745</b>	<b>2,556,836</b>	<b>2,556,836</b>	<b>2,556,836</b>	<b>2,556,836</b>	<b>2,556,836</b>
<b>Funds Transferred to Rsrve Fd</b>												
<b>Adjusted Ending Balance</b>	<b>2,543,083</b>	<b>2,121,745</b>	<b>2,051,769</b>	<b>4,953,279</b>	<b>4,685,294</b>	<b>4,152,834</b>	<b>2,857,745</b>	<b>2,556,836</b>	<b>2,556,836</b>	<b>2,556,836</b>	<b>2,556,836</b>	<b>2,556,836</b>
Min Fund Bal. (@ 25%)	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871
<b>Variance from Min Fd Bal</b>	<b>(148,788)</b>	<b>(570,126)</b>	<b>(640,102)</b>	<b>2,261,408</b>	<b>1,993,423</b>	<b>1,460,963</b>	<b>165,875</b>	<b>(135,034)</b>	<b>(135,034)</b>	<b>(135,034)</b>	<b>(135,034)</b>	<b>(135,034)</b>
<b>Carryover Percentage</b>	<b>23.62%</b>	<b>19.71%</b>	<b>19.06%</b>	<b>46.00%</b>	<b>43.51%</b>	<b>38.57%</b>	<b>26.54%</b>	<b>23.75%</b>	<b>23.75%</b>	<b>23.75%</b>	<b>23.75%</b>	<b>23.75%</b>

Fund Number, Name	Balance
401 General Fund	2,556,836.42
403 Supported Living Fund	14,078.96
015 Beacon Bond Fund	2,640.11
404 Capital Improvement Fund	1,150,313.48
<b>All Funds</b>	<b>3,723,868.97</b>

[skramer@athenscbdd.org](mailto:skramer@athenscbdd.org)

General Fund Balance Calculation	
<b>Balance at 01/01/2018</b>	<b>3,510,127.82</b>
<b>Revenues</b>	<b>6,472,296.69</b>
<b>Expenditures</b>	<b>(7,425,588.09)</b>
<b>Balance at 08/31/2018</b>	<b>2,556,836.42</b>

\* Reserve account balance is \$1,500,000 (not included in balance)

\*Budgeted expenditures of \$10,767,483 x 25% = \$2,691,871.

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

ACBDD Transactions 08/16/2018 thru 09/15/2018

**4356.520150 Health Insurance**

American United Life Insurance Company	September, 2018 - Life Insurance Premium	08/23/2018	\$1,697.25
Compass Professional Health Services	May, 2018 - Current Month Service Billing	09/04/2018	\$264.00
Compass Professional Health Services	June, 2018 - Current Month Service Billing	09/04/2018	\$264.00
Delta Dental of Ohio, Inc.	September, 2018 - Dental Insurance Premium	08/16/2018	\$4,284.16
Medical Mutual of Ohio	October, 2018 - Vision Insurance Premium	09/04/2018	\$1,385.33
Patrick Benefits Administrators	check register dated 8/31/18 - HRA deductibles	09/04/2018	\$1,679.09
Patrick Benefits Administrators	Check register dated 9/14/18 - HRA deductibles	09/14/2018	\$2,362.04
Patrick Benefits Administrators	check register dated 8/24/18 - HRA deductibles	08/24/2018	\$8,121.86
Peoples Insurance Agency, LLC	October, 2018 - HRA ADM fees	09/07/2018	\$396.50
TelaDoc Care, LLC	September, 2018 -Monthly Administration Fees	09/12/2018	\$304.50
U. S. Bank Institutional Custody Services	September, 2018 - HSA premiums	08/23/2018	\$15,020.24
U. S. Bank Institutional Custody Services	September, 2018 - HRA premiums less three employee deduction checks	08/23/2018	\$71,719.12
<b>Health Insurance Total: 107,498.09</b>			

**4356.530100 Contract Services**

Aramark Dallas Lockbox	August, 2018 - Food Services Contract	09/04/2018	\$6,326.06
Atco, Inc.	August, 2018 - Beacon Kitchen Assistant	09/04/2018	\$611.62
Atco, Inc.	August, 2018 - Production Aide - Balch 210 hours @ \$10.46/hr	09/13/2018	\$2,195.55
Atco, Inc.	August, 2018 - Half cost of Atco secretary - 233.50 hrs @ \$7.80/hr	09/04/2018	\$1,821.30
Atco, Inc.	August, 2018 - Consumer Wages ODD funded adults	09/04/2018	\$520.80
Atco, Inc.	August, 2018 - Job Trainers - 34.75 Other Services Adm; 65 hrs for JT Follow along/admin; 260.75 hrs for OD	09/04/2018	\$7,350.02
Atco, Inc.	August, 2018 - Atco Front office help of 149.25 hrs and 157 hrs of SSA scanning @ \$11.21/hr	09/04/2018	\$3,433.07
Balch, Freda	August, 2018 - 21 days of providing consumer transportation instead of running bus	09/06/2018	\$117.60
BCI	August, 2018 - BCI & FBI webchecks	09/05/2018	\$359.00
Biancone, Sally	August 7, 15, 21, 22 & 23, 2018 - 9 hours at \$25/hr of photos including KOC carnival photos, open house, mai	08/23/2018	\$225.00
Biester, Christopher	August 8,10,15,&17, 2018- 10.50 hrs @ \$15/hr for music and art	08/23/2018	\$157.50
Biester, Christopher	August 22, 24, 29, 31 and Sept 5 and 7- 2018 - 15 hrs @ \$15/hr for muic and art	09/14/2018	\$225.00
Cintas Corporation	uniforms	09/04/2018	\$28.40
Cintas Corporation	uniforms	08/29/2018	\$28.40
Cintas Corporation	uniforms	09/12/2018	\$28.40
Cintas Corporation	uniforms	08/16/2018	\$28.40
Cintas Corporation	uniforms	08/22/2018	\$28.40
Cross Management	August, 2018 - HR contract	09/07/2018	\$3,219.80
Haynes Kessler Myers & Postalakis Incorporate	August, 2018 - Professional Services	09/06/2018	\$427.50
Holzer Clinic, LLC	Employee Physical NON DOT - \$18	08/20/2018	\$18.00
Holzer Clinic, LLC	DOT physical on 6/28/18	08/21/2018	\$53.00
Medicaid Billing Solutions, Inc.	Medicaid billing for TCM services Jun 2018 (DODD AUG 18D) back billing January-May 2018	09/07/2018	\$1,487.75
Nagy PT, Adrienne	August, 2018 - PT Services - 25 hrs for EI; 6.75 hrs School Age and 6 hrs Atco	09/06/2018	\$1,887.50
Southern Ohio Council of Governments	July, 2018 - MUI Investigate Agent Services - 83.63 hours @ \$45/hr	08/27/2018	\$3,763.35
Time Warner	September, 2018 - Internet	09/07/2018	\$3,044.50
Time Warner	September, 2018 - PersonnelPlus internet	09/11/2018	\$287.50
<b>Contract Services Total: 37,673.42</b>			

**4356.530101 Rentals**

Atco, Inc.	September, 2018 - Passion Works Rent	09/04/2018	\$3,000.00
B & C Communications	September, 2018	08/24/2018	\$100.00
City of Athens	October, 2018 - Reserved Parking #30 in parking garage	09/11/2018	\$125.00
The Inn & Spa at Cedar Falls	Sumac Cottage for leadership Athens County retreat	08/24/2018	\$147.34
<b>Rentals Total: 3,372.34</b>			

**4356.530102 Non-Waiver Supported Living**

Athens Metropolitan Housing	deck work	08/29/2018	\$1,286.01
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Athens Metropolitan Housing	grab bars installed at 11 Lamar Drive	09/13/2018	\$126.92
Athens Metropolitan Housing	September, 2018 - Rent	09/06/2018	\$209.00
Athens Metropolitan Housing	September, 2018 - Rent	09/06/2018	\$309.00
Athens Metropolitan Housing	September, 2018 - Rent	09/06/2018	\$433.00
Athens Metropolitan Housing	September, 2018 - Rent	09/06/2018	\$424.00
Athens Metropolitan Housing	September, 2018 - Rent	09/06/2018	\$424.00
Athens on Demand	355 tickets for 5 individuals for Sept, Oct & Nov	08/16/2018	\$710.00
Athens on Demand	August ticket - 13 ACBDD tickets	09/04/2018	\$26.00
Boyd, Jazzlynn Nicole	July 29-August 9, 2018 - 13.25 units at \$4.19/unit and 12 miles at \$.45/mile	09/05/2018	\$60.92
Budget Pest Control %Thomas Bailey	2nd Bed Bug Treatment	08/24/2018	\$161.25
Budget Pest Control %Thomas Bailey	bed bug warranty	08/24/2018	\$32.25
Capstone Property Management LTD.	July & August, 2018 - rent share per lease	08/27/2018	\$600.00
Echoing Hills Village, Inc.	Home Choice Voucher reimbursement for utilities AEP, Spectrum, City of Athens & Columbia Gas	08/28/2018	\$138.35
Echoing Hills Village, Inc.	Home Choice Voucher reimbursement for utilities AEP, Spectrum, City of Athens, and Columbia Gas	08/28/2018	\$138.35
Echoing Hills Village, Inc.	Home Choice Voucher reimbursement for utilities AEP, Spectrum, City of Athens, & Columbia Gas	08/28/2018	\$138.35
Echoing Hills Village, Inc.	Reimbursements of AEP, Spectrum and Columbia Gas - Home Choice Funds	09/13/2018	\$78.04
Echoing Hills Village, Inc.	Reimbursements for AEP, Spectrum and Columbia Gas - Home Choice Funds	09/13/2018	\$78.04
Echoing Hills Village, Inc.	Reimbursements for AEP, Spectrum and Columbia Gas - Home Choice Funds	09/13/2018	\$78.04
Fang Services, LLC	September, 2018 - Rent	08/24/2018	\$510.00
Houdashelt, Teresa	Reimbursements for Big Lots, Aldi, Walmart and Lowes purchases for household goods - Home Choice Funds	09/13/2018	\$439.76
R.H.D.D., Inc.	June, July 2018 Day Hab/Transportation \$846.56, \$306.65, and \$597.95	08/28/2018	\$1,751.16
Ripple, Thomas E.	August 6 and 20 - two one hour massage therapy treatments	09/04/2018	\$120.00
Sech-Kar Company	July, 2018	09/13/2018	\$943.20
Sofa and Mattress Outlet	bedroom furniture - Home Choice funds	09/13/2018	\$658.85
Western Auto	two 8x6 solid panel white tongue and groove - repair storm damage to fence - branch fell on fence	08/27/2018	\$412.00

**Non-Waiver Supported Living Total: 10,286.49**

**4356.530200 Repairs / Maintenance**

Ohio Pest Control	8/22/18 - Beacon	08/27/2018	\$52.00
Ohio Pest Control	8/22/18 - Atco	08/27/2018	\$45.00
Poynter's Business Products	SSA (Harper Street) Quarterly Bsaer rate charge for 8/15/18 to 11/14/18	08/17/2018	\$500.00
Poynter's Business Products	Quarterly Maintenance 8/14/18 to 11/13/18 - PersonnelPlus	08/20/2018	\$200.00
Poynter's Business Products	credit on quarterly maintenance 8/15 to 10/16 - PersonnelPlus	08/20/2018	-\$44.08
Snouffer Fire & Safety, LLC	6 extinguisher inspections at PersonnelPlus	08/29/2018	\$21.00
Snouffer Fire & Safety, LLC	Bus Garage - extinguisher inspections, hydro-static test fire extinguishers, recharging of 10# and 5# ABC fire ext	08/29/2018	\$728.00
Snouffer Fire & Safety, LLC	Atco - extinguisher inspections, hydro-static test fire extinguishers, recharging of 2 1/2#, 5# and 10# ABC fire e	08/29/2018	\$619.00

**Repairs / Maintenance Total: 2,120.92**

**4356.540100 Supplies**

American National Red Cross	1 Adult and Pediatric First Aid/CPR/AED with Anaphylaxis and Epinephrine auto-injector challenge - Atco	08/28/2018	\$28.00
Atco, Inc.	Reimbursement for Staff tickets \$40; Pizza for PP \$25; Integrate Forum Food \$249.44 and candy for Parade	09/14/2018	\$480.88
C & E Stores (Athens)	building supplies - Atco	08/29/2018	\$6.97
C & E Stores (Athens)	building supplies - Bus Garage	08/16/2018	\$3.99
Classic Solutions	building supplies - Atco	09/06/2018	\$313.36
Classic Solutions	building supplies - Beacon	08/29/2018	\$175.13
Classic Solutions	building supplies - Beacon	08/24/2018	\$195.04
Classic Solutions	building supplies - Beacon	08/22/2018	\$50.36
Classic Solutions	building supplies - Beacon	08/22/2018	\$262.94
Classic Solutions	building supplies - Atco	08/16/2018	\$300.13
Cline Welding Supply	two 15 gals of muractic acid and one 55 gal solium hypochlorite	09/04/2018	\$584.00
Digital Dolphin Supplies	program supplies	09/10/2018	\$409.15
Digital Dolphin Supplies	40 cases of paper \$1236 for SSA \$427 for ADM	08/16/2018	\$1,663.00
First National Bank Omaha	postage for board packets	08/24/2018	\$20.23
FYDA Freightliner Co./Inc	vehicle parts	09/13/2018	\$127.00
FYDA Freightliner Co./Inc	credit vehicle parts	08/29/2018	-\$22.00

FYDA Freightliner Co./Inc	vehicle parts	08/29/2018	\$304.75
Heinzman, Joanne	Reimbursement for purchase from Krogers for food for CPR/First Aid class on 9/13	09/13/2018	\$36.00
Jones, Julie D.	reimbursement for Walmart purchase for OU Dining Hall Employee Meeting on 8/14	08/16/2018	\$17.26
Kroger - Columbus Customer Charges	food supplies for Integrate Athens Forum	09/04/2018	\$83.51
Kroger - Columbus Customer Charges	food supplies for Integrate Athens Forum	09/04/2018	\$9.96
Kroger - Columbus Customer Charges	food for Future Planning Training on 9/13/18 At Beacon	09/13/2018	\$177.42
Kroger - Columbus Customer Charges	Beacon staff breakfast on 8/13 and Beacon open house on 8/15	08/16/2018	\$91.62
Kroger - Columbus Customer Charges	cake for open house on 8/15	08/16/2018	\$50.99
Lakeshore Learning Materials	see-inside counting tubes, fill it up fine motor jars, squeeze scoop-count ice cream shop, pop and add games,	09/04/2018	\$284.93
Lakeshore Learning Materials	alphabet learning locks	09/04/2018	\$39.99
Lowe's Home Centers, Inc. (Athens)	building supplies - Harper Street	09/12/2018	\$59.48
Lowe's Home Centers, Inc. (Athens)	buiding supplies - Harper Street	09/12/2018	\$55.79
Lowe's Home Centers, Inc. (Athens)	building supplies - Harper Street	09/12/2018	\$2.17
Lowe's Home Centers, Inc. (Athens)	building supplies - Harper Street	09/04/2018	\$94.25
Lowe's Home Centers, Inc. (Athens)	building supplies - Harper Street	09/05/2018	\$15.66
Lowe's Home Centers, Inc. (Athens)	buiding supplies - Harper Street	09/05/2018	-\$18.98
Nasco	six Nasco Chairmate large blue	09/04/2018	\$75.69
Poynter's Business Products	shipping charges	08/16/2018	\$13.50
Randy V. Moore Petroleum Distribution LLC	335 gals of diesel delivered on 8/28/18 @ \$2.80/gal	09/04/2018	\$938.00
Randy V. Moore Petroleum Distribution LLC	260 gals of unleaded delivered on 8/28/2018 @ \$2.615/gal	09/04/2018	\$679.90
Randy V. Moore Petroleum Distribution LLC	237 gals of unleaded delivered on 9/4/18 @ \$2.575/gal	09/13/2018	\$610.28
Randy V. Moore Petroleum Distribution LLC	244 gals of diesel delivered 9/4/18 @ \$2.85/gal	09/13/2018	\$695.40
Randy V. Moore Petroleum Distribution LLC	290 gals of unleaded delivered on 8/14/18 @ \$2.615/gal	08/29/2018	\$758.35
Randy V. Moore Petroleum Distribution LLC	225 gals of diesel delivered on 8/14/18 @ \$2.77/gal	08/29/2018	\$623.25
Randy V. Moore Petroleum Distribution LLC	320 gals of unleaded delivered on 8/14/18 @ \$2.615/gal	08/29/2018	\$836.80
Randy V. Moore Petroleum Distribution LLC	150 gals of diesel delivered on 8/14/18 @ \$2.77/gal	08/29/2018	\$415.50
Reserve Account	postage for SSA department	08/24/2018	\$1,000.00
Risch Home Health Care, Inc.	w/ch seatbelts - Atco	08/21/2018	\$190.00
Robertson Heating Supply Co. of Ohio	building supplies - Beacon	08/21/2018	\$24.42
Rothe, Lanae	reimbursement for purchases from Walmart of yogurt, juice boxes and milk for lunches/breakfasts	09/04/2018	\$54.76
S & S Worldwide	sensory tubes craft kit and kaleidoscope - Preschool	08/23/2018	\$89.49
School Specialty Inc.	Carpet USA Map rug 8' by 12' - Primary 2	08/24/2018	\$346.88
Staples Business Advantage	office supplies - PersonnelPlus	08/27/2018	\$98.83
Staples Business Advantage	office supplies - PersonnelPlus	08/27/2018	\$23.86
State Electric Supply	building supplies - Harper Street	09/04/2018	\$19.49
State Electric Supply	building supplies - Harper Street	09/06/2018	\$57.93
Synchrony Bank (Amazon)	SSJ Kids Children Education Toys Magic Number Transformers Robots 10 pieces -Preschool	08/17/2018	\$29.59
Synchrony Bank (Amazon)	Lakeshore Alpha-Bots	08/17/2018	\$35.99
Synchrony Bank (Amazon)	r CCTV security camera cable, one Amcreset f-pack 150 feet pre-made all-in-one siamese BNC video and po	09/04/2018	\$657.76
Synchrony Bank (Amazon)	FiltersFast Compatible replacement for Trane Perfect fit - Bus Garage	09/05/2018	\$62.75
Synchrony Bank (Amazon)	two Trane FLR6069 American Standard BAYFTFR17M replacement air filters	09/05/2018	\$103.94
Synchrony Bank (Amazon)	waterproof soft winch dust cover and X-Bull 12V synthetic rope electric winch 13000 lb. load capacity	08/20/2018	\$373.49
Synchrony Bank (Amazon)	Oregon 72-115 wheels pack of 4	09/04/2018	\$50.00
Synchrony Bank (Amazon)	Professor Color Remanufactured Ink Replaces Xerox Phaser 8560 multi color bundle - Atco Phaser	08/24/2018	\$164.99
Synchrony Bank (Amazon)	one superier 65W AC adapter Charger compatible acer aspires es 17 es17 - laptop power supply cord - Atco	08/28/2018	\$23.98
Synchrony Bank (Amazon)	Anker 8-in-1 USB 3.0 portable card reader for SDXC, SDHC, etc. - Sally B to transfer photos from camera to l	08/28/2018	\$10.99
Synchrony Bank (Amazon)	tripp lite 12 outlet surge protector power strip and two Eazy2hD HDMI surger protector mini portable	09/04/2018	\$68.24
Synchrony Bank (Amazon)	two boxes of 10 dark blue classification folders with 2 divider - Beacon EI	09/04/2018	\$49.98
Synchrony Bank (Amazon)	box of 10 dark blue classification folders with 2 dividers - Beacon EI	09/04/2018	\$27.04
Synchrony Bank (Amazon)	TumbI Trak Gymnast Hot Spot with pump, 3 feet	09/06/2018	\$235.00
Synchrony Bank (Amazon)	7 bottles of Johnson's Head-to-toe gentle baby wash	09/04/2018	\$52.43
Synchrony Bank (Amazon)	7 Special Needs Swim Diapers reusable	08/28/2018	\$194.65
Synchrony Bank (Amazon)	3 My pool pal 3UP02S swim-sters reusable Youth Swim Diapers, Small	08/28/2018	\$60.06

Synchrony Bank (Amazon)	4 My Pool Pal Swim-sters reusable swim diapers Youth Medium, 2 My Pool Pal Swim-sters Reusable Swim Di	08/28/2018	\$196.80
Uni-Select USA, Inc.	vehicle part	08/29/2018	\$18.51
Uni-Select USA, Inc.	vehicle part	08/29/2018	\$10.27
Uni-Select USA, Inc.	vehicle part	08/29/2018	\$29.33
Uni-Select USA, Inc.	vehicle part	08/24/2018	\$5.22
Uni-Select USA, Inc.	battery	09/12/2018	\$118.96
Uni-Select USA, Inc.	credit on battery	09/12/2018	-\$118.96
Uni-Select USA, Inc.	vehicle part	09/12/2018	\$66.28
Uni-Select USA, Inc.	vehicle parts	09/13/2018	\$59.22
Uni-Select USA, Inc.	vehicle part	09/13/2018	\$3.19
Uni-Select USA, Inc.	vehicle parts	09/13/2018	\$41.56
Uni-Select USA, Inc.	vehicle part	08/22/2018	\$38.74
Uni-Select USA, Inc.	vehicle parts	09/04/2018	\$153.34
Uni-Select USA, Inc.	credit vehicle parts	09/04/2018	-\$153.34
Uni-Select USA, Inc.	vehicle parts	09/04/2018	\$19.64
Uni-Select USA, Inc.	vehicle parts	09/04/2018	\$51.24
UPS	shipping charges to AMBCO - audiometer device for calibration	09/10/2018	\$5.14
UPS	shipping charges - sent to Gibson's TV/ABL Electronics - Roseville, MI	09/04/2018	\$6.91
Wakefields Garage	weed eater head	09/07/2018	\$30.00
Warehouse Tire	tire repair	08/20/2018	\$34.09
Warehouse Tire	2 tires	09/13/2018	\$251.50
<b>Supplies Total: 16,523.83</b>			
<b>4356.550100 Equipment</b>			
Learning A-Z, LLC	raz-indv reading A-Z license	09/11/2018	\$99.95
Poynter's Business Products	Canon Copier for PersonnelPlus	08/20/2018	\$4,650.00
Synchrony Bank (Amazon)	HP ProBook 450 G3 15.6" business ultrabook, intell core - replacement computer for Primary 2 Teacher	08/24/2018	\$599.99
Synchrony Bank (Amazon)	Two each: Microsoft KJR-00001 Surface PROs, AmazonBasics Mini Display Port to HDMI Cables, Microsoft F	08/24/2018	\$2,070.72
Synchrony Bank (Amazon)	two Samsung 65NU7100 Flat 65" 4K UHD 7 Series Smart TV2018 - SSA department conference rooms	09/04/2018	\$1,795.98
Synchrony Bank (Amazon)	two TiVo Mini VOX Streaming Media Player 4 K UHD with voice remote and one Cheetah APTMM2B TV Wall	09/04/2018	\$384.92
<b>Equipment Total: 9,601.56</b>			
<b>4356.560100 Other Expenses</b>			
Atco, Inc.	Donation to Atco, however, check was written to ACBDD.	08/20/2018	\$112.00
First National Bank Omaha	APSE CESP Exam	08/27/2018	\$199.00
<b>Other Expenses Total: 311.00</b>			
<b>4356.560102 Family Support Services</b>			
Athens Community Music School (ACMS)	Piano Lessons with Carole Cordray-Syracuse - 16 lessons fall 2018 - family support services	08/20/2018	\$450.00
Beyond Play	bubber buckets set of 6, 4-ring basketball stand and creataville-rectangle 5'4" and 7'8" - family support serv	09/12/2018	\$502.53
Brooks, Ben E.	Prescription Reimbursements - BALANCE OF ALLOTMENT - family support services	09/13/2018	\$217.05
Budget Pest Control %Thomas Bailey	bed bug warranty - family support services	08/20/2018	\$30.00
Carr Supply Athens	white steel bathtub, mustee druawall bathrub wall, and pvc - family support services	09/14/2018	\$420.86
DeLaPena, Heather	reimbursement for iPad mini purchased thru Amazon - BALANCE OF ALLOTMENT \$45.03 - family support se	09/04/2018	\$45.03
First National Bank Omaha	gas card - family support services	09/12/2018	\$50.00
First National Bank Omaha	gas card purchased at Speedway for family to transport children - family support services	08/28/2018	\$80.00
Moore, Amber	Reimbursement for COSI trip - tickets - family support services	08/29/2018	\$90.00
Sharpe, Jessica (Milam)	Reimbursement for purchases from Dollar General and Dollar Tree - family support services	09/04/2018	\$22.27
Sharpe, Jessica (Milam)	reimbursement for purchases from Dollar Tree and General Dollar - family support services	09/04/2018	\$14.42
Sharpe, Jessica (Milam)	reimbursement for Walmart purchase of clothing - family support services	09/04/2018	\$37.72
Sharpe, Jessica (Milam)	reimbursement for Walmart purchase for clothing - family support services	09/04/2018	\$36.20
Sharpe, Jessica (Milam)	reimbursement for Walmart purchase of clothing - family support services	09/04/2018	\$24.98
Synchrony Bank (Amazon)	Otterbox Defender Series Case of Ipad air - family support services	08/24/2018	\$29.63
Synchrony Bank (Amazon)	Apple iPad air - family support services	08/24/2018	\$149.99
Synchrony Bank (Amazon)	Huggies Little Swimmers Disposable Swim diapers, chewy tube combo and regalo extra wide span walk throu	08/20/2018	\$110.79
Synchrony Bank (Amazon)	Dell Inspirion 15-5559 Replacement Laptop LCD screen - family support services	09/04/2018	\$45.70

Synchrony Bank (Amazon)	credit on return of Dell Inspiron 15-5559 Replacement LapTop LCD screen - family support services	09/04/2018	-\$40.02
Synchrony Bank (Amazon)	Brightfocal new screen for Boehysis BOE NT156WHM-N12 LED LCD Screen 15.6 replacement laptop lcd scr	08/28/2018	\$45.30
Synchrony Bank (Amazon)	Etekcity Remote Control Outlet Wireless Light Switch for Household appliances - family support services	08/24/2018	\$11.97
Synchrony Bank (Amazon)	Marrado Bluetooth speakers and bedside lamp, Blue Ridge Home Fashion Luxury 5" Down pillowtop featherb	08/24/2018	\$109.87
Synchrony Bank (Amazon)	Dream on Me classic toddler bed in cherry and Graco premium foam crib and toddler bed mattress, water resi	09/04/2018	\$109.98
Synchrony Bank (Amazon)	Flash Furniture Capri Comfortable Sleep 13 inch foam and pcket spring mattress, full in box - family support :	09/05/2018	\$232.00
Synchrony Bank (Amazon)	AmazonBasics Platform Bed frame and Fisher-Price Stepstool Potty, Pink Princes - family support services	09/05/2018	\$96.31
Synchrony Bank (Amazon)	Apple iPad Mini 3, Jetch screen protector for Apple iPad Mini and HDE Kids Case for iPad Mini - family supp	09/05/2018	\$244.09
Synchrony Bank (Amazon)	weighted lap pad for kids by Sootheze - weighted neck wrap - family support services	09/04/2018	\$35.72
Synchrony Bank (Amazon)	one of YnM weighted blanket (15 pounds 48" x 72" twin size gravity 2.0 heavy blanket - family support service	09/04/2018	\$72.00
Walmart Community/Synchrony Bank	3 laundry baskets - family support services	08/28/2018	\$23.64
Walmart Community/Synchrony Bank	clothing - family support services	09/07/2018	\$112.42
Walmart Community/Synchrony Bank	clothing - family support services	09/07/2018	\$155.99
Walmart Community/Synchrony Bank	clothing - family support services	09/04/2018	\$240.16
Walmart Community/Synchrony Bank	hygiene products - family support services	08/29/2018	\$27.08
Walmart Community/Synchrony Bank	clothing - family support services	08/16/2018	\$85.53
Warehouse Tire	4 tires - family support services	09/04/2018	\$450.00
<b>Family Support Services Total: 4,369.21</b>			

#### 4356.560107 Utilities

American Electric Power	Atco light from 7/21/18 to 8/20/18	08/24/2018	\$10.14
American Electric Power	Atco electric from 7/20/18 to 8/17/18	08/24/2018	\$1,763.56
American Electric Power	Bus Garage electric from 7/13/18 to 8/10/18	08/16/2018	\$391.02
American Electric Power	8 Harper Street electric from 7/11/18 to 8/9/18	08/16/2018	\$217.26
American Electric Power	Beacon electric from 7/27/18 to 8/25/18	09/04/2018	\$2,765.47
BFS Petroleum	4 gals of LP gas - Bus Garage	08/20/2018	\$14.00
City of Athens	Beacon water from 7/3/18 to 8/8/18	08/20/2018	\$453.41
City of Athens	Atco water from 7/18/18 to 8/21/18 - 19,000 gals	09/04/2018	\$225.78
Columbia Gas	Atco gas from 7/16/18 to 8/14/18	08/20/2018	\$411.00
Columbia Gas	PersonnelPlus gas from 7/16/18 to 8/14/18	08/20/2018	\$28.06
Columbia Gas	Beacon gas from 6/12/18 to 7/11/18	08/16/2018	\$226.23
Direct Energy Business, LLC	8 Harper Street light form 7/11/18 to 8/8/18	08/27/2018	\$2.77
Frontier	SSA Department old lines	08/22/2018	\$125.58
Frontier	September, 2018 - fax machine 740-594-5048	09/05/2018	\$30.25
Frontier	April-September, 2018 - PersonnelPlus fax line 740-593-8236	09/10/2018	\$237.71
Frontier	September, 2018 - 740-592-1098 - MUI Fax line and Beacon alarms	09/10/2018	\$116.00
Frontier	September, 2018 - Atco phone 740-592-6659	09/10/2018	\$236.15
Frontier	September, 2018 - Beacon fax 740-593-3189	09/10/2018	\$30.25
Frontier	September, 2018 - Harper Street 740-797-0001	09/10/2018	\$30.25
Interstate Gas Co (IGS)	July, 2018 - Beacon	08/23/2018	\$215.42
Le-Ax Water Dept.	Bus Garage water from 7/11/18 to 8/15/18 - 4000 gals	09/04/2018	\$46.50
Le-Ax Water Dept.	St. Rt. 56 water from 7/11/18 to 8/15/18	09/04/2018	\$19.50
Shred-IT USA, LLC	07/26/18 - destruction of confidential information - Beacon	09/04/2018	\$106.75
Verizon Wireless	September, 2018 - phones for Beacon, PersonnelPlus, SSA and Bus Garage	08/21/2018	\$1,533.05
Waste Management	September, 2018 - Atco	09/04/2018	\$546.74
Waste Management	September, 2018 - Bus Garage	09/04/2018	\$167.69
Waste Management	September, 2018 - Beacon	09/04/2018	\$206.43
<b>Utilities Total: 10,156.97</b>			

#### 4356.560200 Advertising-Printing

APG Media of Ohiom KKD	Business Profile for PersonnelPlus - February, 2018	08/27/2018	\$250.00
APG Media of Ohiom KKD	Advertising in Athens News for SSA and Employment Support Coordinator	09/11/2018	\$281.99
APG Media of Ohiom KKD	Advertising in Athens Messenger 8/12/18 for Employment Support Coordinator	09/11/2018	\$156.05
<b>Advertising-Printing Total: 688.04</b>			

#### 4356.560300 Travel / Reimbursement

Beyond Our Boundaries	8/28/18 - training fees	09/07/2018	\$40.00
Bogatay, Lindsey	Travel 8/1/18 to 8/17/18	08/20/2018	\$63.77
Casey, Margaret	Travel 8/1/18 to 8/29/18	09/10/2018	\$47.52
Casey, Margaret	Travel 7/6/18 to 7/30/18	08/21/2018	\$116.30
First National Bank Omaha	Fairfield Inn & Suites on 8/8/18 for Richelle Frabotta hotel stay - conducting sexuality inservices	09/05/2018	\$105.09
Graham, Elizabeth	Travel 6/6/18 to 7/27/18	09/06/2018	\$102.73
Hagen, Cale W.	Travel 07/30/18 to 08/08/18	08/21/2018	\$72.92
Hagen, Cale W.	Travel 8/20/18 to 8/31/18	09/04/2018	\$109.00
Harper, Alania	PER 5.13 Tuition/Professional Growth Reimbursement - August 6 & 7 - The School Based Practitioners Sumr	08/17/2018	\$295.00
Harrison, Audra	Travel 6/4/18 to 7/31/18	08/21/2018	\$122.63
Hart, Jamie	Travel 6/1/18 to 6/21/18	09/04/2018	\$124.10
Hart, Jamie	Travel 5/2 to 5/31	08/23/2018	\$103.22
Janes-Tinkham, Carol	Travel 8/13/18 to 8/28/18	08/29/2018	\$18.02
Martin, Rebecca L.	Travel 5/10/18	09/04/2018	\$98.57
McNelly, David R.	Travel 6/27/18 to 7/26/18	08/20/2018	\$130.42
McNelly, David R.	Travel 7/30/18 to 8/27/18	09/10/2018	\$68.02
Mitchell, Jodi	Travel 8/1/18 to 8/31/18	09/04/2018	\$170.29
OSCBDD	Business Managers Conference July 12 & 13, 2018 - registration fees	08/20/2018	\$150.00
Smathers, Mary Ann	Travel 7/24/18 to 8/28/18	08/28/2018	\$220.60
Swackhamer, Jerry W.	Travel 6/19/18 to 7/25/18	09/06/2018	\$102.24
Swackhamer, Jerry W.	void check #736258 - mileage was submitted for reimbursement in August and paid and then was resubmittec	09/13/2018	-\$102.24
Swackhamer, Jerry W.	Travel 7/26/18 to 9/7/18	09/13/2018	\$90.03
	<b>Travel / Reimbursement Total: 2,248.23</b>		
		<b>Grand Totals</b>	<b>\$204,850.10</b>

## Athens County Board of Developmental Disabilities

Board Submission by Richard Suehrstedt

Area of Supervision: Service and Support Administration

September 25, 2018

### Department Highlights:

- Bethany Rivera has been selected as the Department's newest SSA to replace Lindsey Bogatay. Bethany will assume a children's caseload as she begins her orientation October 1. We are excited to have Bethany join us in this new role. Her previous position as Administrative Assistant has been posted and recruitment is under way.
- On Sept. 13 the SSA Department hosted an informational evening focused on Future Planning for parents and guardians. Topics covered included:
  - Pooled Medicaid Trusts
  - STABLE Accounts
  - Guardianship

It was very well attended and generated excellent discussion!

- The SSA Department will soon begin the move to their newly remodeled space at 8 Harper St. in The Plains. It is exciting to be under one roof for the first time in quite a while. We appreciate the support of the Board in making this a reality and look forward to many years of service in a much improved building! Please stop by to visit and see the new space.
- The new Waiting List rule went into effect Sept. 1. This will require an assessment of those who remain on the transitional wait list to determine whether individuals have a current or immediate need. A more complete explanation will be provided at a future Board meeting. In the meantime, please call Dick or Tristin if you have any questions.
- The National Association of Dual Diagnosis (Intellectual Disability and Mental Illness) held their annual conference on Sept. 24-25 in Columbus. Dick attended sessions that examined best practice models of collaboration between DD Boards and Mental health (317) Boards. Diane Pfaff of the Athens, Hocking, Vinton Alcohol, Drug Addiction and Mental Health Services Board will also be in attendance, and we will be exploring ways to enhance collaboration between the two agencies to support individuals with shared service needs.

**August Data:**

Individuals Receiving SSA Services	<b>390</b>
Eligibility Referrals	<b>1</b>
# Determined Eligible	<b>1</b>
Annual ISP's Completed	<b>32</b>
ISP Addendums and Revisions	<b>16</b>
Waiver Enrollments (IOW)	<b>1 (1 Pending enrollment (Nursing Facility) &amp; 1 Pending Allocation)</b>
Waiver Enrollments (LV1W)	<b>0</b>
Waiver Enrollments (SELF)	<b>0</b>
Total Enrolled (LV1W)	<b>53</b>
Total Enrolled (IOW)	<b>149</b>
Total Enrolled (SELF)	<b>6</b>
# Agency providers	<b>26</b>
# Independent Providers	<b>43</b>
Productivity (July Data)	<b>72%</b>



**PersonnelPlus**  
**Employment Services**  
 A Program of the Athens County Board of DD  
 personnelplus.org  
 facebook.com/PersonnelPlus  
*Still the one in Athens County after 35 years!*



## August 2018 Board Report

### Job Development

#### Celebrating Three New Hires in August



**Angela Carter**  
Job Developer

August brings to an end another busy, hot summer. Three job seekers who came to PersonnelPlus for job assistance were able to find employment during the month of August.

Mary H. began working for Head Start of Athens as a bus monitor and aide. She was able to start before school began in order to complete her training and other requirements of the job. Mary enjoys her job working with the children and will continue to gain more job tasks and duties within Head Start as she gains experience.

Carly C. recently graduated high school and completed her certifications in order to become a stylist. She had a very specific job goal and qualifications. She was able to gain employment at Infinity Salon where she is working as a part time stylist. Her managers and customers are very happy with her job performance so far and she has proven to be a valued part of the Infinity team.

Sydney A. also recently graduated high school and came to PersonnelPlus to find summer employment. Last year she worked during the summer at Texas Roadhouse then went back to school in the fall. Since graduating, she enrolled in college at Ohio University and began her classes this fall. Sydney got a job as a student worker for the college. She helps in the catering department of the school doing a variety of tasks while still attending classes.

In August, we broadened some areas of interest and re-enforced relationships with members of the Athens County Public Library, various pizza places like Courtside and Plus One, Red Tail Design, The Dairy Barn, and others.

Our relationship with Lowe's, Walmart, and other retailers is growing stronger. We are starting to get some great feedback from managers regarding job seeker interviews and job performance. This feedback is critical to provide support to the workers and job seekers.



**Marcus Dobro**  
Job Developer

Coen N. successfully worked 90 days and his placement qualified for a rapid placement, that is to say, he was placed at a job within 90 days of being referred by Opportunities for Ohioans with Disabilities. He is doing great at Donato's and is looking forward to a great career with Beau and his team! Congratulations again, Coen! Gary H. is also doing well at Walmart and is adjusting to his position there. He was working mainly as an assembler but is comfortable doing more maintenance now and is taking steps to embrace that change. Keep it up, Gary!

It is important to remember that people in our community need our assistance more than ever to help find employment and to help their financial and social goals come true.

Thanks to the entire PersonnelPlus team, which continues to demonstrate the exemplary teamwork we need to continue to exhibit in to placing the right candidate with the right job. PersonnelPlus will continue to act in the best interests of our clients and the community.

## Job Training



Heather Clemons  
Training Coord.

### August

**Community Based Assessments-** Three Community Based assessments were completed. The sites included Piggly Wiggly, The Albany Roadside Rest and Mark Porter.

**On The Job Supports-** On the job supports were provided to one person for their new job at OU Catering.

**Employee Development-** Employee development was completed with multiple job seekers. Applications were submitted at Walmart, Kroger, Ohio University, Baymont Inn, Applebee's, Hickory Creek, Movies 10, Ruby Tuesdays, Athena Grand, Athens Co. Public Library, Speedway, Subway. 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.



Sydney meet her job goal and is now working at OU Catering. Congratulations Sydney!

## Employment Support for Community Employees

### August Update:

August brought hot weather and school back in session. For those employed at the Ohio University Dining Halls this meant back to work. Julie had the pleasure of meeting with most all of the PersonnelPlus contract employees the week before they went back to work for the OU Dining Halls. There were about 20 people in attendance at the pizza luncheon including 11 Dining Hall employees, an OU Dining Hall manager and some support staff, Laurie Gregg, Marcus Dobro and Julie Jones. The Holiday Inn and Suites was kind enough to donate their conference room for the luncheon. Items discussed included: work schedules, general policies/procedures, attendance, requesting time off, call offs, uniforms, lunches, emergency procedures, harassment in the workplace, payroll/leave time and transportation. Overall the meeting went well and PersonnelPlus got positive reports from the Dining Halls about the first week back to work.



Julie Jones  
Employment  
Support Coord.

Julie spent the rest of the month helping people through work related concerns. These concerns included: bug issues, transitioning into a new roll, vacations, attendance/appropriate breaks, benefits, navigating OOD, handling personal issues at work, customer service, insubordination, layoffs, health issues and more.

### PersonnelPlus Advocacy and Advisory Council August Update:

The PPAAC continues to discuss ways to increase member numbers. Members are looking forward to a recruitment event in the fall. They also continue to help prepare for the upcoming PersonnelPlus Employee/Employer Gala.

### Athens County Fair

PersonnelPlus was on site again this year to pass out information and answer questions for fairgoers.

Left is Job Developer, Marcus Dobro and right is Employment Options Director, Doug Mitchell, with ACBDD Admin. Assist. Ruth Robertson.





## Employment Options Division

### ACBDD TRANSITION SERVICES



**Amy Goldsberry**  
Transition Coord.

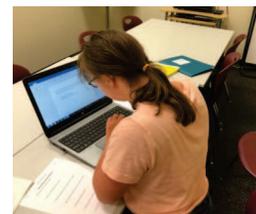
August has been a busy month for your Transition Coordinator. August welcomed back teachers and students to school, and 'welcome back letters' were prepared at the beginning of the month to be sent out as everyone returned to school. Transition information meetings have been scheduled in several districts within the county- including Alexander, Tri-County Career Center, Beacon School, and Haugland School. These meetings will take place in September and October. I am working to get other districts involved as well. I have also created a newsletter that I am excited to start sending out- the first one is scheduled to go out in September.

I received three new Pre-ETS referrals and have been working to get them scheduled. Pre-Employment Transition Services have increased this month- we billed over 20 hours! Many of the referrals are wrapping up Job Exploration Counseling with the completion of informational interviews and have been able to identify where they are on the path to employment. I have received authorizations to continue with Pre-ETS Work-Based Learning specific with several individuals and I am working around school schedules and policies to complete with each participant.

I also spent time in August in many different trainings- including Employment First and Sexuality. Both have been valuable and serve as conversation starters to the individuals we serve. I volunteered for a shift at the fair booth for the Athens County Board of Developmental Disabilities. A co-worker and I were available for questions and provided literature regarding services to fair patrons. I attended my first Quarterly State Community of Practice Meeting. This was a great opportunity for me to network and learn about new tools- specifically the Charting Life Course Tool. I am interested in learning more about this tool and spoke with my supervisor to discuss possible implementation.

In August, I continued to meet with SSA's and other professionals who work with transition-age youth. I received 3-4 referrals from the SSA dept. of individuals that have interest in Pre-ETS or would like more information in general regarding transition. I appreciate our collaboration and look forward to working with them more in the future!

I was excited to attend the first Integrate Athens Forum this past month. I am looking to more events and to being a part of an inclusive and integrated community!



One of our participants, Faith, is working hard to complete informational interviews! She was excited to learn more about working at Kroger and as an artist! Great Job, Faith!

PersonnelPlus Employment Services,  
the PersonnelPlus Business Advisory Council  
and the Advocacy and Advisory Council  
Cordially invite you to the  
*"Yes I Can!"*  
2018 Awards Gala and Recognition Celebration  
Wednesday, October 24, 2018  
Ohio University Baker Center Ballroom  
Athens, Ohio  
Doors open at 5:00 pm

Tickets are \$25 and can be purchased by contacting  
740-592-3416 or khynes@athenscbdd.org.  
Tickets must be purchased no later than October 18th  
and are non-refundable.  
PersonnelPlus is a program of the  
Athens County Board of Developmental Disabilities

Tickets for the 2018 Awards Gala and  
Recognition Celebration go on sale  
Monday, September 24th.

Tickets are \$25 and can be purchased by  
contacting 740-592-3416,  
khynes@athenscbdd.org or at any  
Athens Co. Board of DD office.

We hope to see you all there!

## Section 1: Jobs

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
New Hires	0	1	3	3	5	2	1	1				
Total number jobs filled	0	1	5	8	13	15	16	17				
Total number of individuals employed in the community	80	78	79	80	80	79	78	77				
Job tryouts for month	0	0	0	0	0	0	0	0				
Job offers to Job Seekers	0	1	4	3	5	2	1	1				
Job offers accepted by Job Seekers	0	1	4	3	5	2	1	2				
Jobs placed and lost since January 1, 2018	0	0	1	1	2	2	0	2				
Jobs lost due to termination since January 1, 2018	0	0	0	0	0	0	0	1				
Job losses regardless of year placed or reason (not counted above)	1	3	2	2	3	1	2	1				
Number of individuals receiving active Job Development Services (an active job search in place)	21	22	16	14	17	19	22	21				
Temporary Summer Youth Employment	0	0	0	0	0	1	0	2				

## Section 2: Internships/Community Based Assessments

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total Number of individuals receiving OOD assessments; CBA, CX, Job Coaching, On the Job Supports, Activities of Daily Living, etc.	4	6	3	6	8	3	1	4				

## Section 3: Atco or Other Day Habilitation Centers

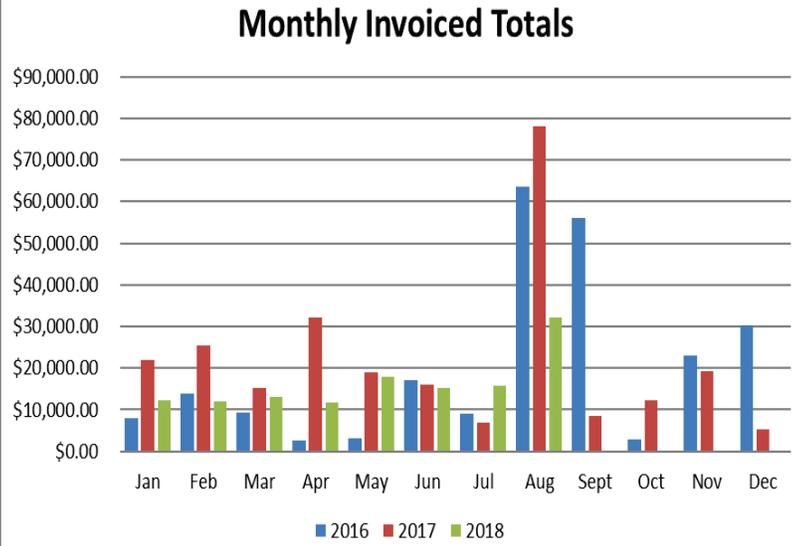
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total number of Atco or other Day Hab. Individuals referred to PersonnelPlus to actively seek employment (OOD) for the month	3	2	1	0	1	0	2	2				
Total number of Atco or other Day Hab. Individuals PersonnelPlus has obtained jobs for in 2018	0	0	1	2	0	0	0	0				

## Section 4: Total Services Provided

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total number of individuals receiving Community Employment Services via PersonnelPlus	105	106	98	100	105	102	101	102				

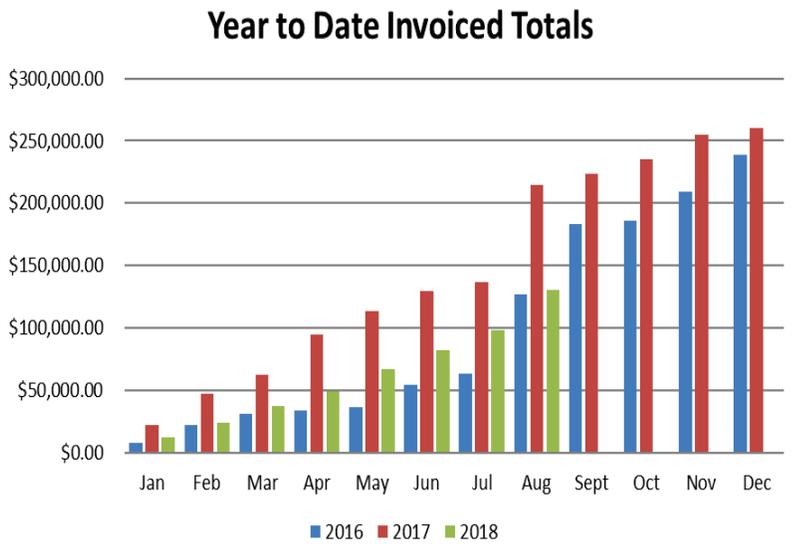
## MONTHLY INVOICED TOTALS

<i>OOD Monthly Invoiced</i>			
	2016	2017	2018
January	\$7,959.78	\$21,806.38	\$12,181.55
February	\$13,747.26	\$25,294.16	\$11,981.65
March	\$9,215.70	\$15,314.77	\$13,008.25
April	\$2,706.00	\$32,256.81	\$11,776.00
May	\$3,138.44	\$18,921.12	\$16,979.40
June	\$17,212.52	\$16,119.53	\$15,293.25
July	\$9,143.73	\$6,999.90	\$15,869.29
August	\$63,705.90	\$78,035.70	\$32,111.79
September	\$56,143.40	\$8,486.82	
October	\$2,915.36	\$12,148.36	
November	\$22,954.87	\$19,197.44	
December	\$30,169.72	\$5,402.65	



## YEAR TO DATE INVOICED TOTALS

<i>Year to Date Invoiced</i>			
	2016	2017	2018
January	\$7,959.78	\$21,806.38	\$12,181.55
February	\$21,707.04	\$47,100.54	\$24,163.20
March	\$30,922.74	\$62,415.31	\$37,171.45
April	\$33,628.74	\$94,672.12	\$48,947.45
May	\$36,767.18	\$113,593.24	\$66,769.85
June	\$53,979.74	\$129,712.77	\$82,063.10
July	\$63,123.47	\$136,712.67	\$97,932.39
August	\$126,829.37	\$214,748.37	\$130,038.18
September	\$182,972.77	\$223,235.19	
October	\$185,888.13	\$235,383.55	
November	\$208,843.00	\$254,580.99	
December	\$239,012.72	\$259,983.64	





**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. Everyone is welcome!

**Yoga with Paul Richard** Every Monday

New 10 week Session Started September 10th

4:30-6:15pm Individualized sessions Limited Mobility needs

6:30-7:30pm Beginner Yoga for all Community Members

**Holistic Health and Breathing class Mondays 10am**

**Wednesdays at 11am Meditation with Kim Valentour**

**1st Wednesday of the month Healthy Wednesday**(1 pm meditation with Kim Valentour)

*Activities lead by ATCO to promote Healthy Lifestyles*

**Movie Night Second Tuesday of the Month**

**Live Music every Friday with Chris Biester 1pm**

**Rockbridge Flea Market Sept 21**

**Camden Park Sept 22**

**Atco Fall festival Oct 26: All Day Habs invited for a Fall Party at ATCO**

**Atco Open House Nov. 13 Celebrate the History of ATCO in the Athens Community**

**10-2 daytime, 5:30 to 7:30pm evening (Athena Award Given in the Evening)**

**Atco Adult Services (Mark Cullison, Atco Director)**

**Staff Spotlight**



This month we would like to recognize Kyle Johannsen, who works in the front office at ATCO. Kyle has worked at ATCO since September of 2017 and has become quite a fixture here. Kyle is trained and carries out all kinds of office functions, which are a tremendous help to all of us here at ATCO. Kyle is a 2017 graduate of Athens High School. He was an active member of the FFA and the Key Club where he volunteered his time for many projects. Kyle is quite adept at electronic devices, especially his iPhone and iPad. He particularly likes keeping up to date on the weather reports and likes to keep all his friends up to date as well. Kyle is also an avid OU fan and attends many basketball and football games. Kyle says the thing he likes most about ATCO is all the new friends he has made. Kyle is quite the jokester and we all appreciate his sense of humor.

Save the date: Learn more about the efforts to increase the number of direct service providers in Ohio.



**SAVE THE DATE**  
OHIO STATEHOUSE WEST PLAZA  
SEPTEMBER 27, 2018  
11:00AM-1:00PM  
**KEYNOTE SPEAKER: DIRECTOR JOHN MARTIN**  
Other speakers include family members, people with developmental disabilities,  
and more!

Join us at the statehouse to help bring awareness to this national workforce crisis. Many individuals with disabilities lack the resources, staff, or access to achieve equal opportunities. **Advocacy matters.** Our legislatures and communities need to hear our unified voice. Spread the word, engage your community, and come pack the statehouse plaza.

**NATIONAL WORKFORCE CRISIS AWARENESS DAY**  
Building Resources for Individuals with Disabilities to Gain Equality  
**WWW.BRIDGE2EQUALITY.COM**  
#packtheplaza  
#bridge2equality

Great Evening at The Paw Paw Festival.



Summer may be winding down, however the ATCO folks are still getting out and enjoying the activities in Athens County. There is nothing better than a relaxing evening listening to music as the sun goes down at the Paw Paw festival.

Links to Disability Resources

<http://ddc.ohio.gov/News-Media/Links-to-Disability-Resources>

Atco Transition Update (Autumn Brown, Atco Transition Manager)

### **New Day Hab Options in Town**

**Goodwill of Athens Reopened.** The thrift store relocated from the East State Street location to the new Columbus Road site. On Wednesday September 12th the store had a Grand Opening and the Chamber Of Commerce came for a ribbon cutting ceremony. Goodwill has been seeking input from the people who attend ATCO about what they like in a day hab that they may choose to attend. This day hab/work activity center will focus mainly on the work that supports the store, but they will be taking trips and doing special activities when they have a gap in work and things are slow around the store. The day hab will open in late October/early November beside their current Columbus Rd. Store. If people are interested in learning more they can contact their SSA who has contact information for the leadership of the day hab.

### **Building Bridges/Havar/Local Co-Op Shop**

Dan Schoonover, Havar/Building Bridges, and ATCO staff has been working with the Building Bridges Adult Center Day Hab to create a Cooperative Business Model for Local entrepreneurs who make or sell local goods to have a space to do so. The space would be located on Columbus Road in the same building as BBAC on the left side. BBAC is beside Valero gas station. Seven board members are now working on bylaws, and a business plan and hopes are by the end of this year the store can open.

### **Integrate Athens Forum**

The Integrate Athens Forum was a wonderful collaborative event with the Athens City Commission on Disabilities. Autumn Brown kicked off the evening, and the other presenters included Dr. Kevin Davis, Superintendent ACBDD; Lara Edge, Chair of Athens City Commission on Disabilities; and Jessie Schmitzer, County Transportation Coordinator for HAPCAP. At the event the new Office of Integrate Athens was shared, as well as the ATCO Legacy Fund.

The Commission is currently seeking nominations for the Athena Award, which goes to the most influential person in advocating for people with disabilities in our community. The city of Athens has the Awards Nomination form online.

### **COMMUNITY PARTNERS ARE LOOKING FOR A COMMUNITY SPACE!**

Journey To Be Still Yoga and other Community Partners are looking for community space. Paul Richard, who has lead integrated yoga at ATCO for over 4 years, will continue Yoga after ATCO closes. He has the possibility of transitioning to other day habs or the Integrate Athens office space, but he has an interest in obtaining community space that is well suited for Yoga, Meditation, and other enriching activities. Our hopes are to find a shared space that many people from the community can access. This is just an exploration idea so if anyone has any ideas or connections to such a space let Autumn know!

### **ATCO TRANSITION DATES TO REMEMBER:**

**October 26th Fall Festival** everyone welcome, all day habs will be invited to join the fun.

**November 13th ATCO Open House**, History of ATCO shared throughout the building with snacks and interactive activities. Hoping for a King Midget Car display.

### **Good Life Updates:**

## Exhibit 13



Autumn spent two days with Beacon School this month getting to know the classrooms and providing Good Life experiences. This will be an ongoing activity for the school and Autumn as we work through the various Good Life tools that can help the students and staff at Beacon find new ways to create a positive culture that is ongoing and can really help with the behavior support needs that the school supports. Jeremiah the Frog, the new Good Life Mascot for Beacon, has made a lot of friends and is helping the children learn about what makes their day good and what they need to get through their school day. As Autumn gets to know the classrooms better, she will continue to provide activities for the teachers and their classes as well as help teachers with behind the scenes tips to also ensure they too are having a good day!



**MUI Department**

801 West Union Street - Athens, Ohio 45701

Phone: 740-594-3539 - Fax: 740-592-1098

athenscbdd.org

**September Board Report**

Beth Atherton, MUI Coordinator

Since January 1, 2018, the MUI Department has filed 130 Major Unusual Incident investigations.

Currently, there are 27 open MUI investigations:

**Sexual Abuse—3--** 1. conducted by ACCS—Individual believed to have past sexual abuse as well—continued from last month. 2. involves 27 year old Individual who is served by ACBDD and her 14 year old adopted brother who is not served—law enforcement is not investigating, as the details of the allegation reportedly do not meet a criminal definition—continued from last month 3. Referral for services and report made to ACBDD regarding allegation against father. Law enforcement is involved and this was initially filed as a person not served. However, effective 9/17/18 he was determined to be eligible for county board services. This case has now been assigned to our SOCOG IA to work in conjunction with law enforcement.

**Physical Abuse—5** 1. conducted by ACCS—guardian accused of abuse. Individual has now been removed by ACCS and is currently in foster care.—continued from last month. 2. Hocking CPS investigating—PPI has been arrested and jailed due to abuse.—continued from last month 3. Individual was allegedly assaulted by her husband who is not served—he was admitted to a psychiatric hospital following this incident.—continued from last month 4. Scrapes/redness to upper arm/ear area found by parent when picking student up from school that were not present when the student was dropped off at school and no incident was reported by staff. Student has a 1:1 aide. Reported to ACCS as possible abuse, though that agency is not investigating. The SOCOG IA is conducting interviews

**Verbal Abuse—5** 2 in this category involve the same staff PPI and 2 different Individuals. The PPI allegedly would continually call one of the Individuals fat and continually cursed at the other. She is no longer working for the agency provider as a result of a total of 5 MUIs filed against her.— continued from last week. 3. Reported by O’Bleness hospital staff who stated a direct care staff was verbally abusive and demeaning towards an Individual served who was scheduled for an MRI.— continued from last month 4. Direct care staff and previous staff were using Facebook to write derogatory statements about an Individual. It was clear from the statements that the Individual could not be receiving the positive supports she is entitled to. The staff was removed from working with

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

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the Individual, though the agency did reassign her to another home. **5.** The Individual was with staff when a neighbor (from whom the Individual stole a car and caused damage several months ago) saw the Individual outside and began screaming obscenities at him, yelled racial slurs, and threatened to beat him up the next time he sees him. It is noted the Individual's staff was able to de-escalate the situation, though the neighbor said if he sees him again he will beat him or kill him. Law enforcement was called, though no action was reportedly taken. I have requested further follow up from the sheriff's office due to the significant risk present that the neighbor would follow through with bodily harm to the Individual.

**Neglect—3** **1.** 7 year old Individual was found outside wandering around unattended. ACCS conducted an emergency removal of the Individual and his 3 siblings due to ongoing concerns with the guardian.—continued from last month. **2.** 5 year old Individual was visiting his dad's home for the weekend and wandered away from home without the dad knowing. He was later located by a good Samaritan and was taken to the hospital by law enforcement. Based upon the bug bites and scrapes found on him, the hospital determined he was outside unsupervised for several hours up to overnight. **3.** Minor traffic accident by staff driver with 6 Individuals in the vehicle. Staff cited with failure to control.

**Rights Code Violation—2** **1.** involves the same staff PPI as the Verbal Abuse category who is no longer working for the agency provider. She was allegedly withholding food from two Individuals.—continued from last month **2.** involves the report from O'Bleness Hospital—the PPI was reportedly asking multiple questions about the Individual's health/medical issues in open, common areas of the hospital while with the Individual. Further, when hospital staff introduced herself to the Individual, the PPI told her he can't understand what is said to him because he is non-verbal—it's noted his ISP clearly states he understands most everything that is said to him and has non-verbal ways of communicating with others.—continued from last month

**Misappropriation—3** **1.** involves the same PPI as the 2 Verbal Abuse and a Rights Code Violation MUIs—she reportedly threw away plates, silverware, and pans belong to an Individual on multiple occasions when he did not wash them.—continued from last month **2.** An Individual's cell phone was allegedly stolen by an unknown PPI. **3.** Individual requires staff assistance to administer medications. AM medication was missing for one date which included two different controlled medications. Law enforcement was contacted and investigated this incident. The staff ultimately admitted that she had accidentally given the morning medications twice in the same morning and was afraid of getting into trouble. The IA is looking at a category change to neglect.

ACBDD – Administration  
Beacon School and MUI Dept.  
801 West Union Street  
Athens, Ohio 45701  
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Atco Adult Services  
21 South Campbell Street  
Athens, Ohio 45701  
Phone: 740-592-6659  
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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

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**Failure to Report—1** Two staff failed to report the incidents that were allegedly occurring involving the staff who was named as the PPI in 5 of the above MUIs.—continued from last month

**Law Enforcement—1** Individual reported he had been charged with assault and had a warrant for his arrest was filed due to failure to appear in court. ACBDD is now assisting with this process.

**Unapproved Behavior Support—1** To ensure Individual’s safety from walking out onto a busy highway, staff grabbed a hold of the Individual and held her back. The staff acted appropriately and there was no concern of abuse.

**Unscheduled Hospitalization—2** 1. Individual was having severe pain and was taken to the hospital by his staff. He was diagnosed with testicular cancer and had a successful surgery to remove the cancer. 2. Individual was hospitalized for psychiatric care.

**Attempted Suicide—2** 1. Individual attempted to hang himself in the basement of his family home. Law enforcement was involved and he was hospitalized for psychiatric treatment. 2. Individual overdosed on medications reportedly in a suicide attempt. She was hospitalized for psychiatric treatment.

**Death—1** Individual passed away while receiving hospice services.

An MUI for Alleged Sexual Abuse was filed in 2017 for an Individual who is known to be susceptible to being taken advantage of. The Individual provided a good description of the suspect and a sexual assault kit was completed, though the perpetrator could not be found at that time, as he did not know him. On Tuesday, I received a call from the APD detective on the case who stated the perpetrator had committed a felony offense and submitted a required DNA sample. This sample matched that of the person who reportedly sexually assaulted the Individual. Our connection and relationship with our local law enforcement continues to be a positive one which is so beneficial to the people we serve.

Beth A. Atherton  
ACBDD MUI Coordinator

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Beacon School and MUI Dept.  
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Athens, Ohio 45701  
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**ACBDD - Administration**  
Kevin Davis, Superintendent

**Human Resources Board Report**  
September 2018  
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.

**August/September Activity Updates**

- Teamsters Local 637 – Board accepted fact-finder’s report in special meeting 9/18/18; Teamster membership vote expected 9/19/18
- Professionals Guild of Ohio (PGO) – negotiations occurred 7/23/18, 7/30/18 and 8/6/18; fact-finding occurred 9/14/18 and report expected by early October
- Three recent vacancies filled:
  - Jona Moberg, Employment Support Coordinator starting 9/24/18
  - Bethany Rivera, Service & Support Administration Specialist starting 10/1/18
  - Susan Schroer, Substitute Adapted Physical Education Instructor start TBD
- Selection processes underway for Administrative Assistant, Service & Support Administration as well as Substitute Instructors at Beacon
- Attended SERB Advanced Negotiations training and SERB Fact-Finding Seminar
- Assisting staff with off-boarding needs such as resume writing and interview preparation

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athenscbdd.org

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9033 Lavelle Road  
Athens, Ohio 45701  
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Human Resources Board Report Summary  
September 25, 2018

	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	<b>2018 Averages</b>
<b>STAFF COUNT</b>	<b>112</b>	<b>110</b>	<b>111</b>	<b>112</b>	<b>110</b>	<b>112</b>	<b>112</b>	<b>105</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109.8</b>
Full-time	77	77	78	78	76	78	78	76	76				77.1
Part-time	13	12	12	12	12	12	12	12	12				12.1
Substitute	22	21	21	22	22	22	22	17	16				20.6
													<b>2018 Totals</b>
<b>SEPARATIONS</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
Voluntary	1	2	0	0	3	1		10	1				18
Involuntary	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NEW HIRES</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>
Full-time	0	0	1	0	0	2	0	3	0				6
Part-time	0	0	0	0	0	0	0	0	0				0
Substitute	2	0	0	1	1	1	0	0	0				5
<b>GRIEVANCES IN PROGRESS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>
ABEA In Progress	0	0	0	0	0	0	0	0	0				0
Arbitration	0	0	0	0	0	0	0	0	0				0
<b>ABEA Resolved</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>
PGO In Progress	0	0	0	0	0	1	0	0	0				1
Informal	0	0	0	1	0	0	0	0	0				1
<b>PGO Resolved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>				<b>2</b>
<b>Workers Comp Claims</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>0</b>

## Staff Count September 19, 2018

Row Labels	FT	PT	SUB	Grand Total
ATCO	16	1	7	24
Administration	3			3
Adult Services	10	1	7	18
Case Management	2			2
Transportation	1			1
Beacon	29	3	7	39
Admin Support	2			2
Administration	8			8
Certification for EI	2			2
Dept. of Ed.	16	3	7	26
Facilities	1			1
Employment Options	8			8
Admin Support	2			2
Administration	1			1
Adult Services	5			5
Harper St	5			5
Case Management	5			5
Lavelle Rd	18	8	2	28
Admin Support	2			2
Administration	3			3
Case Management	8			8
Facilities	2	3	1	6
Transportation	3	5	1	9
<b>Grand Total</b>	<b>76</b>	<b>12</b>	<b>16</b>	<b>104</b>



**Administration**

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

**Butch Withem**

**Facility\Transportation Director**

September 19, 2018

I am happy to report that the Harper Street Project is 98% completed. The parking lot is complete with the exception of raising the water meter. The carpet is complete with the exception of one transition strip and one bad seam that will be corrected. The new doors and painting is finished and the ADA plumbing updates are completed. We have added video cameras for security purposes. We are refinishing the VCT and then the building will get a thorough cleaning before staff move in. We have new signage ordered for the front of the building and parking lot, which will be added as soon as we get it. We look forward to hosting the December ACBDD meeting at Harper Street.

For discussion of the of the purchase of a new 2020 yellow school bus, we requested an estimate from the previous supplier. The estimate is for \$97,654.00, which would include the same specifications as on Bus 7 – a 2018 model and cost \$96,278.00. The new unit would be built on a 54 passenger chassis, which is smaller than several of our older buses. We will not need the larger buses in the future to provide transportation for school age individuals when we are no longer transporting adults. In order to maintain the fleet and continue to provide safe and efficient transportation to our individuals, we recommend this purchase. The unit must be advertised for bid and the process usually takes 6 months after the bid is awarded for delivery.



**Administration & MUI**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**Beacon School**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**ATCO Inc**  
21 S. Campbell Street  
Athens, Ohio 45701  
Phone: (740) 592-6659  
Fax: (740) 594-7814



**ATCO Legacy Fund**  
801 W. Union Street  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**PersonnelPlus**  
**Employment Options & PersonnelPlus**  
The Market on State  
1002 E. State St., Suite 4  
Athens, Ohio 45701  
Phone: (740) 592-3416  
Fax: (740) 593-8236



**Integrate Athens**  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-3539  
Fax: (740) 593-3189



**Service & Support**  
8 Harper Street  
The Plains, Ohio 45780  
Phone: (740) 592-6006  
Fax: (740) 594-5048



**Transportation & Facilities**  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-7489  
Fax: (740) 594-5048