



BOARD MEETING

February 22, 2022



February Board Meeting Agenda

Tuesday, February 22, 2022 – 6:00 p.m.

Virtually

**The Mission of the Athens County Board of Developmental Disabilities
is to serve our community with compassion, innovation, and transparency**

1. Call to Order – Board President.
2. Board Member Roll Call – Arian Smedley.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:

Items for review and discussion:

- a. ACBDD's response to COVID-19.
- b. Policy updates – MUI and Remote Work (Exhibit 1, Pages 1-27).
- c. 2022 Managers List (Exhibit 2, Pages 28-29).
- d. Reminders on future meetings/trainings:
 - i. Next regular meeting: Tuesday, March 22, 6:00 p.m.

Motions for vote:

- a. Approve January 2022 Organizational Meeting Minutes (Exhibit 3, Pages 30-32).
- b. Approve January 2022 Regular Meeting Minutes (Exhibit 4, Pages 33-38).
- c. Authorize administration to explore the possibility of hosting a Beacon School Summer Camp, in partnership with Ohio University, dependent on health and safety protocols in place at the time (Exhibit 5, Page 39).
- d. Approve HAPCAP to transfer unspent \$8,000 from the ACBDD to use as match for the FY2022 out-of-county transportation project (Exhibit 6, Pages 40-44).

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 7, Pages 45-56).
- b. Director of Finance and Operations, Steve Kramer (Exhibit 8, Pages 57-64).
- c. Director of Human Resources, Gwen Brooks (Exhibit 9, Pages 65-67).
- d. Director of Facilities and Transportation, Bridget Gilmore (Exhibit 10, Page 68-70).
- e. MUI Coordinator, Stephanie Kendrick (Exhibit 11, Page 71).
- f. Director of Service and Support, Tristin Lawrence (Exhibit 12, Pages 72-74).
- g. Director of Education, Becky Martin (Exhibit 13, Page 75).
- h. Director of Employment Options, Angela Carter (Exhibit 14, Pages 76-77).
- i. Director of Integrate Athens, Autumn Brown (Exhibit 15, Pages 78-80).

- j. Assistant Superintendent, Arian Smedley (Exhibit 16, Pages 81-86).

- 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.

Tentative ACBDD Regular Board Meetings and Board Trainings for 2022

Board Meeting Trainings

TBD	Beacon School	Board Member Ethics	5 p.m.
TBD	Beacon School	TBD	5 p.m.

Regular Board Meetings

Tuesday, Jan. 25	Beacon School	6 p.m.
Tuesday, Feb. 22	Beacon School	6 p.m.
Tuesday, March 22	Beacon School	6 p.m.
Tuesday, April 26	Beacon School	6 p.m.
Tuesday, May 24	Beacon School	6 p.m.
Tuesday, June 28	Beacon School	6 p.m.
July	No meeting	
Tuesday, Aug. 23	Beacon School	6 p.m.
Tuesday, Sept. 27	Beacon School	6 p.m.
Tuesday, Oct. 25	Beacon School	6 p.m.
November	No meeting	
Tuesday, Dec. 13	Beacon School	6 p.m.

Exhibit 1

28. MAJOR UNUSUAL INCIDENT/UNUSUAL INCIDENT

Adopted	10/28/98
Status	Approved 1/28/20
Historical Versions	2/21/06; 7/27/07, 2/25/14; 8/22/17, 1/22/19, 1/28/20
Initiated by	Scott Zielinski, MUI Coordinator
Approved by	Board of the Athens County Board of Developmental Disabilities (ACBDD)

Purpose

The purpose of this policy is to define and establish a system in order to recognize, report, review and investigate allegations of abuse and neglect, major unusual incidents (MUI) and unusual incidents (UI).

The ACBDD employees, and any person providing services to individuals with developmental disabilities, irrespective of the setting, are mandated to report all suspected abuse and neglect incidents.

All licensed or certified service providers shall record the occurrence of unusual incidents and make such records available to the county board upon request. When an unusual incident occurs while an individual is receiving services from the county board, the county board shall record the unusual incident(s) and make available to licensed agency providers and independent providers upon request.

Reports made under section 5123.61 of the Revised Code and this rule are not public records as defined in section 149.43 of the Revised Code. Records may be provided to parties authorized to receive them in accordance with sections 5123.613 and 5126.044 of the Revised Code, to any governmental entity authorized to investigate the circumstances of the alleged abuse, neglect, misappropriation, or exploitation and to any party to the extent that release of a record is necessary for the health and welfare of the individual.

Reports for either unusual incidents or major unusual incidents involving individuals who are living in an Intermediate Care Facility for individuals with intellectual disabilities (ICF-IID) are to be made available immediately to the ICF-IID administrator or appointed administrator (exception if the administrator has been identified as the PPI). All ICF-IID's are required to follow federal guidelines that require immediate notification to the ICF-IID of all incidents that occur.

The ACBDD per ORC 5126.058 has incorporated the Memorandum of Understanding between mandated subscribers.

The ACBDD contracts with the Mid-East Ohio Regional Council to conduct Major Unusual Incident Investigations and Major Unusual Incident Reviews.

The ACBDD shall follow the requirements in OAC 5123-17-03 for the Abuser Registry.

All licensed or certified service providers including staff of the Athens County Board of DD shall report all alleged, suspected, or actual occurrences of major unusual incidents verbally to the county board immediately, but no later than four (4) hours for the categories listed below, following the service provider's or county board's initial notification of the occurrence.

Categories requiring verbal notification to ACBDD within four (4) hours of discovery of the event:

- Accidental or suspicious death;
- Exploitation;
- Misappropriation;
- Neglect;
- Peer-to-peer act;
- Physical abuse;
- Prohibited sexual relations;
- Sexual abuse;
- Verbal abuse; and
- When the provider has received an inquiry from the media regarding a major unusual incident.

Failure to report incidents that pose a risk to individuals' health and welfare may result in penalties under Ohio Law, contract terminations, and for county board employees, disciplinary actions. Failure to cooperate in an investigation or incident review may result in disciplinary action up to and including termination for county board employees. For non-county board employees failure to cooperate in an investigation or incident review will result in referral to the appropriate licensing/oversight authority.

Definitions

"Administrative investigation" means the gathering and analysis of information related to a major unusual incident so that appropriate action can be taken to address any harm or risk of harm and prevent recurrence. There are three administrative investigation procedures (as seen in OAC 5123-17-02) that correspond to the three categories of major unusual incidents.

"Agency provider" means a provider, certified or licensed by the department that employs staff to deliver services to individuals and who may subcontract the delivery of services. "Agency provider" includes a county board while the county board is providing specialized services.

"At-risk individual" means an individual whose health or welfare is adversely affected or whose health or welfare may reasonably be considered to be in danger of being adversely affected.

"Common law employee" has the same meaning as in rule 5123-9-32 of the Administrative Code.

"County board" means a county board of developmental disabilities as established under Chapter 5126 of the Revised Code or a regional council of governments as established under Chapter 167 of the Revised Code when it includes at least one county board.

"Department" means the Ohio Department of Developmental Disabilities.

"Developmental center" means an intermediate care facility for individuals with intellectual disabilities under the managing responsibility of the department.

"Developmental disabilities employee" means any of the following:

- An employee of the department;
- A superintendent, board member, or employee of a county board;
- An administrator, board member, or employee of a residential facility licensed under section 5123.19 of the Revised Code;
- An administrator, board member, or employee of any public or private provider of services to an individual with a developmental disability; or
- An independent provider.

"Incident report" means documentation that contains details about a major unusual incident or an unusual incident and shall include, but is not limited to:

- Individual's name;
- Individual's address;
- Date of incident;
- Location of incident;
- Description of incident;
- Type and location of injuries;
- Immediate actions taken to ensure health and welfare of individual involved and any at-risk individuals;
- Name of primary person involved and his or her relationship to the individual;
- Names of witnesses;
- Statements completed by persons who witnessed or have personal knowledge of the incident;
- Notifications with name, title, and time and date of notice;
- Further medical follow-up; and
- Name of signature of person completing the incident [report](#).

"Incident tracking system" means the department's web-based system for reporting major unusual incidents.

"Independent provider" means a self-employed person or a common law employee who provides services for which [he or she they](#) must be certified in accordance with rules promulgated by the department and does not employ, either directly or through contract, anyone else to provide the services.

"Individual" means a person with a developmental disability.

"Individual served" means an individual who receives specialized services.

"Intermediate care facility for individuals with intellectual disabilities" has the same meaning as in section 5124.01 of the Revised Code.

"Investigative agent" means an employee of a county board or a person under contract with a county board who is certified by the department to conduct administrative investigations of major unusual incidents.

"Major unusual incident" means the alleged, suspected, or actual occurrence of an incident when there is reason to believe the incident has occurred. There are three categories of major unusual incidents that correspond to three administrative investigation procedures delineated in Appendix A, Appendix B, and Appendix C of OAC 5123-17-02:

- Category A
 - Accidental or suspicious death. "Accidental or suspicious death" means the death of an individual resulting from an accident or suspicious circumstances.
 - Exploitation. "Exploitation" means the unlawful or improper act of using an individual or an individual's resources for monetary or personal benefit, profit, or gain.
 - Failure to report. "Failure to report" means that a person, who is required to report pursuant to section 5123.61 of the Revised Code, has reason to believe that an individual has suffered or faces a substantial risk of suffering any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse, misappropriation, or exploitation that results in a risk to health and welfare or neglect of that individual, and such person does not immediately report such information to a law enforcement agency, a county board, or in the case of an individual living in a developmental center, either to law enforcement or the Department. Pursuant to division (C)(1) of section 5123.61 of the Revised Code, such report shall be made to the department and the county board when the incident involves an act or omission of an employee of a county board.
 - Misappropriation. "Misappropriation" means depriving, defrauding, or otherwise obtaining the real or personal property of an individual by any means prohibited by the Revised Code, including Chapters 2911. and 2913. of the Revised Code.
 - Neglect. "Neglect" means when there is a duty to do so, failing to provide an individual with medical care, personal care, or other support that consequently results in serious injury or places an individual or another person at risk of serious injury. Serious injury means an injury that results in treatment by a physician, physician assistant, or nurse practitioner.
 - Physical abuse. "Physical abuse" means the use of physical force that can reasonably be expected to result in physical harm to an individual. Such physical force may include, but is not limited to, hitting, slapping, pushing, or throwing objects at an individual.

- Prohibited sexual relations. "Prohibited sexual relations" means a developmental disabilities employee engaging in consensual sexual conduct or having consensual sexual contact with an individual who is not the employee's spouse, and for whom the developmental disabilities employee was employed or under contract to provide care or supervise the provision of care at the time of the incident.
 - Rights code violation. "Rights code violation" means any violation of the rights enumerated in section 5123.62 of the Revised Code that creates a likely risk of harm to the health or welfare of an individual.
 - Sexual abuse. "Sexual abuse" means unlawful sexual conduct or sexual contact as those terms are defined in section 2907.01 of the Revised Code and the commission of any act prohibited by Chapter 2907. of the Revised Code (e.g., public indecency, importuning, and voyeurism) when the sexual conduct, sexual contact, or act involves an individual.
 - Verbal abuse. "Verbal abuse" means the use of words, gestures, or other communicative means to purposefully threaten, coerce, intimidate, harass, or humiliate an individual.
- Category B
 - Attempted suicide. "Attempted suicide" means a physical attempt by an individual that results in emergency room treatment, in-patient observation, or hospital admission.
 - Death other than accidental or suspicious death. "Death other than accidental or suspicious death" means the death of an individual by natural cause without suspicious circumstances.
 - Medical emergency. "Medical emergency" means an incident where emergency medical intervention is required to save an individual's life (e.g., choking relief techniques such as back blows, cardiopulmonary resuscitation, use of an automated external defibrillator, -or use of an epinephrine auto injector.)
 - Missing individual. "Missing individual" means an incident that is not considered neglect and an individual's whereabouts, after immediate measures taken, are unknown and the individual is believed to be at or pose an imminent risk of harm to self or others. An incident when an individual's whereabouts are unknown for longer than the period of time specified in the individual service plan that does not result in imminent risk of harm to self or others shall be investigated as an unusual incident.
 - Peer-to-peer act. "Peer-to-peer act" means any of the following incidents involving two individuals:
 - Exploitation which means the unlawful or improper act of using another individual or another individual's resources for monetary or personal benefit, profit, or gain,
 - Theft which means intentionally depriving another individual of real or personal property valued at twenty dollars or more or property of significant personal value to the individual,
 - Physical act which means a physical altercation that:

- Results in an injury that is treated by a physician, physician assistant, or nurse practitioner; or
- Involves strangulation, a bloody nose, a bloody lip, a black eye, a concussion, or biting which causes breaking of the skin; or
- Results in an individual being arrested, incarcerated, or the subject of criminal charges
- Sexual act which means sexual conduct and/or contact for the purposes of sexual gratification without the consent of the other individual.
- Verbal Act which means the use of words, gestures, or other communicative means to purposefully threaten, coerce, or intimidate the other individual when there is the opportunity and ability to carry out the threat.
- Significant injury. "Significant injury" means an injury of known or unknown cause that is not considered abuse or neglect and that results in concussion, broken bone, dislocation, second or third degree burns or that requires immobilization, casting, or five or more sutures. Significant injuries shall be designated in the incident tracking system as either known or unknown cause.
- Category C
 - Law enforcement. "Law enforcement" means any incident that results in the individual served being tased, arrested, charged, or incarcerated.
 - Unanticipated hospitalization. "Unanticipated hospitalization" means any hospital admission or hospital stay over twenty-four hours that is not pre-scheduled or planned. A hospital admission associated with a planned treatment or pre-existing condition that is specified in the individual service plan indicating the specific symptoms and criteria that require hospitalization need not be reported.
 - Unapproved behavioral support. "Unapproved behavioral support" means the use of a prohibited measure as defined in rule [5123-2-06](#) of the Administrative Code or the use of a restrictive measure implemented without approval of the human rights committee or without informed consent of the individual or the individual's guardian in accordance with rule [5123-2-06](#) of the Administrative Code, when use of the prohibited measure or restrictive measure results in risk to the individual's health or welfare. When use of the prohibited measure or restrictive measure does not result in risk to the individual's health or welfare, the incident shall be investigated as an unusual incident.

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"Physical harm" means any injury, illness, or other physiological impairment, regardless of its gravity or duration.

"Primary person involved" means the person alleged to have committed or to have been responsible for the accidental or suspicious death, exploitation, failure to report, misappropriation, neglect, physical abuse, prohibited sexual relations, rights code violation, sexual abuse, or verbal abuse.

"Program implementation incident" means an unusual incident involving the failure to carry out a person-centered plan when such failure causes minimal risk or no risk. Examples include, but are not limited to, failing to provide supervision for short periods of time, automobile accidents without harm, and self-reported incidents with minimal risk.

"Provider" means an agency provider or an independent provider.

"Qualified intellectual disability professional" has the same meaning as in 42 C.F.R. 483.430 as in effect on the effective date of this rule.

"Specialized services" means any program or service designed and operated to serve primarily individuals, including a program or service provided by an entity licensed or certified by the department.

"Systems issue" means a substantiated major unusual incident attributed to multiple variables and not to a specific person.

"Team" means, as applicable:

- The group of persons chosen by the individual with the core responsibility to support the individual in directing development of his or her individual service plan. The team includes the individual's guardian or adult whom the individual has identified, as applicable, the service and support administrator, direct support staff, providers, licensed or certified professionals, and any other persons chosen by the individual to help the individual consider possibilities and make decisions; or
- An interdisciplinary team as that term is used in 42 C.F.R. 483.440 as in effect on the effective date of this rule.

"Unusual incident" means an event or occurrence involving an individual that is not consistent with routine operations, policies and procedures, or the individual's care or individual service plan, but is not a major unusual incident. Unusual incident includes, but is not limited to, dental injuries; falls; an injury that is not a significant injury; medication errors without a likely risk to health and welfare; overnight relocation of an individual due to a fire, natural disaster, or mechanical failure; an incident involving two individuals served that is not a peer-to-peer act major unusual incident; rights code violations or unapproved behavioral supports without a likely risk to health and welfare; emergency room or urgent care treatment center visits; and program implementation incidents.

"Working day" means Monday, Tuesday, Wednesday, Thursday, or Friday except when that day is a holiday as defined in section 1.14 of the Revised Code.

Procedures

Reporting Requirements for Major Unusual Incidents

Reports regarding all major unusual incidents involving an individual who resides in an intermediate care facility for individuals with intellectual disabilities or who receives round-the-clock waiver services shall be filed and the requirements of this rule followed regardless of where the incident occurred.

Reports regarding the following major unusual incidents shall be filed and the requirements of this rule followed regardless of where the incident occurred:

- Accidental or suspicious death
- Attempted suicide
- Death other than accidental or suspicious death
- Exploitation
- Failure to report
- Law enforcement
- Misappropriation
- Missing individual
- Neglect
- Peer-peer act
- Physical abuse
- Prohibited sexual relations
- Sexual abuse
- Verbal abuse

Reports regarding the following major unusual incidents shall be filed and the requirements of this rule followed only when the incident occurs in a program operated by a county board or when the individual is being served by a licensed or certified provider:

- Medical emergency
- Rights code violation
- Significant injury
- Unapproved behavioral support
- Unanticipated hospitalization

If an independent provider has been identified as the PPI for any of the MUIs that are listed below, the MUI Coordinator will contact the independent provider and request that they not have any direct contact with individuals until the administrative or criminal investigation has been completed. The individual's Services and Support Specialist (SSS) will assist the individual in choosing another provider if applicable.

- Physical Abuse
- Sexual Abuse
- Misappropriation
- Neglect
- Prohibited sexual relations
- Verbal Abuse
- Failure to Report a major unusual incident

The county board shall have a system that is available twenty-four hours a day, seven days a week, to receive and respond to all reports required by this rule. The county board shall communicate this system in writing to all individuals receiving services in the county or their guardians as applicable, providers in the county, and to the department.

Agency providers shall develop and implement a written policy for the internal review of all major unusual incidents and shall be responsible for taking all reasonable steps necessary to prevent the recurrence of major unusual incidents. The written procedure shall require senior management of the agency provider be informed within two working days following the day staff become aware of a potential or determined major unusual incident involving misappropriation, neglect, physical abuse or sexual abuse.

Procedures for Responding to Anonymous Reports:

- Ask the caller for the individual's name, location and description of the incident.
- Ask the caller if they have other information that may be helpful.
- Contact law enforcement if the information reveals the individual's health and welfare is in danger or is injured and needs immediate medical attention. Report to law enforcement the information received and request an officer to complete a Well Check with an SSA staff present.
- An SSA will visit the location with law enforcement and follow law enforcement's guidelines.
- Evaluate and speak with the individual, assess, and observe for injuries.
- If the information reported from the anonymous caller does not contain information that warrants law enforcement contact, two staff from the county board will visit the location and speak with the alleged victim. If a family member or person who is speaking on behalf of the individual refuses to allow the county board staff to speak with the victim and the situation is not a MUI or life threatening, staff will offer services and provide the person with county board contact information.
- The Athens County Board of DD MUI Coordinator or Designee shall serve as the contact person to receive and manage the report receipt process during normal business hours. For emergencies or after hours and holidays the On-Call Emergency Number can be contacted and an SSA will assist the caller as applicable. Board employees, contracted providers, and families will be given these numbers.
- Each department within the Athens County Board will enter all incidents for their department on an Unusual Incident Log/into the [Gatekeeper-Brittco](#) system. The log will be reviewed monthly within the department to determine if there are any trends or patterns that need addressed. Each department will send the UI log that has been signed by a designee and dated upon that review, each month to the ACBDD MUI Coordinator. The ACBDD MUI Coordinator then reviews the logs to ensure there are no missed MUIs or missed trends or patterns.

Failure to Report

When a mandated reporter fails to report suspected abuse, neglect, or misappropriation as required by ORC 5123.61, they are guilty of a misdemeanor of the fourth degree. If the unreported abuse, neglect, or misappropriation constitutes a felony then the individual is guilty of a misdemeanor of the second degree.

Any ACBDD employee as defined in ORC 5123.60 who fails to report abuse, neglect, or misappropriation is additionally eligible to be included in the abuser registry established under ORC 5123.604.

Court Ordered Protective Services

Section 5126.33 of the ORC authorizes a County Board of DD to file a complaint with the Probate Court of the county in which the adult with developmental disabilities (the "adult") resides for a court order authorizing the board to arrange for protective services. A complaint for protective services is filed when the following conditions exist:

- An adult with a developmental disability is at substantial risk of harm or death as a result of abuse, neglect, or exploitation.
- The adult does not have the ability to make decisions concerning food, clothing, shelter, health care, or other necessities.
- The adult is in need of services.
- No one is able or authorized by law to consent to services. Protective services are defined as services provided by a Board of DD to an adult to prevent and correct conditions resulting from abuse, neglect, and exploitation. Court-ordered protective services are only for an adult who is eligible for board services.

Actions Following Determination of a Major Unusual Incident

Immediately upon identification or notification of an MUI, the provider or county board, when acting as the provider for the individual, shall take all reasonable measures to ensure the health and welfare of any at-risk individual. Such measures shall include, as applicable:

- Immediate and ongoing medical attention, as appropriate
- Removal of an employee from direct contact with an individual when the employee is alleged to have been involved in physical abuse or sexual abuse until such time as the provider has reasonably determined that such removal is no longer necessary
- Notification to the Law Enforcement Agency, as defined in the ORC Section 5123.61, having jurisdiction over the location at which the incident occurred if the Major Unusual Incident includes conduct that would constitute a possible criminal act, including abuse or neglect. This report shall be made immediately upon notification that the incident has occurred. If the incident is forwarded to MEORC or the DODD MUI Unit and the MUI Coordinator or Designee receives confirmation from either entity to confirm the incident is an MUI that may constitute a criminal act, the MUI Coordinator/Designee will contact law enforcement and report the incident or provide direction to the reporting staff to do so.

- Notification to the local Children Services Agency and Municipal or County Peace Officer in the County in which the individual resides pursuant to the ORC. Section 2151.421, if the individual is under twenty-one years of age and meets the definition of an abused or neglected child as defined in the ORC. Section 2151.03 and 2151.031.
- Notification to other providers of service to the individual (including residential) when such notification is required to ensure continuity of care and/or to protect the health and welfare of the individual.
- Other necessary measures to protect the health and welfare of at-risk individuals

As soon as practical, but no later than the same day of becoming aware of a Major Unusual Incident, the provider shall verbally notify:

- The legal guardian or advocate selected by the individual, unless the legal guardian or advocate is the primary person involved (PPI) that forms the basis for the reported incident. If the provider is unable to verbally notify the guardian or advocate, the provider shall document all efforts made to comply.
- The Service and Support Specialist, unless that person is the primary person involved (PPI), who forms the basis for the reported incident.
- Notification of Coroner. Section 313.12 of the Ohio Revised Code sets forth the requirements for notification of the Coroner. With the passage of Senate Bill 178, effective January 30, 2004, section 313.12 has been expanded to include reporting the death when "any mentally retarded person or developmentally disabled person dies regardless of the circumstances" to the Coroner. Therefore, all deaths that are investigated by the County Boards of DD and the state-operated developmental centers should have already been reported to the Coroner by mandated reporters: the attending physician, emergency medical services personnel, law enforcement, or funeral director. To ensure notification, MUI coordinator or designee shall notify county coroner immediately upon discovery of the death of an individual served.

The provider or county board staff shall immediately, but no later than four hours after discover of the incident, notify MUI Coordinator or designee verbally of the following incidents or allegations:

- Accidental or suspicious death
- Exploitation
- Misappropriation
- Neglect
- Peer-peer to acts
- Physical abuse
- Sexual abuse
- Verbal abuse; and
- When the provider has received an inquiry from the media regarding a major unusual incident

For all other categories, providers shall notify the ACBDD MUI Coordinator or ACBDD On-Call number verbally no later than the same day of becoming aware of the Major Unusual Incident.

For all MUIs, a provider shall submit a written incident report to the ACBDD MUI Coordinator by 3:00 p.m. on the first working day following the day the provider becomes aware of a potential or determined MUI. The report shall be submitted in a format prescribed by the department.

The ACBDD MUI Coordinator/designee shall enter preliminary information regarding the incident on the ITS and in the manner prescribed by the department by 5:00 p.m. on the first working day following the day the county board receives notification from the provider or otherwise becomes aware of the major unusual incident.

When a provider has placed an employee on leave or otherwise taken protective action pending the outcome of the administrative investigation, the county board or department, as applicable, shall keep the provider apprised of the status of the administrative investigation so that the provider can resume normal operations as soon as possible consistent with the health and welfare of at risk individuals. The provider shall notify the county board or department, as applicable, of any changes regarding the protective action.

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If the provider is a developmental center, all reports required by this rule shall be made directly to the department.

~~When a provider has placed an employee on leave or otherwise taken protective action pending the outcome of the investigation, the county board or department, as applicable, shall keep the provider apprised of the status of the investigation so that the provider can resume normal operations as soon as possible consistent with the health and welfare of any at risk individual.~~

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The county board shall have a system that is available twenty-four hours a day, seven days a week, to receive and respond to all reports required by this rule. The county board shall communicate this system in writing to all providers in the county and to the department.

The provider shall immediately report to the law enforcement entity having jurisdiction of the location where the incident occurred, any allegation of a criminal act. The county board shall ensure the notification has been made.

The department shall immediately report to the Ohio state highway patrol, any allegation of a criminal act occurring at a developmental center. The department shall document the time, date, and name of person notified of the alleged criminal act.

All allegations of abuse or neglect as defined in Section 2151.03 and Section 2151.031 of the Revised Code of an individual under the age of twenty-one years shall be immediately reported to the local public children's service agency. The notification may be made by the provider or the county board. The county board shall ensure the notification has been made.

The provider, including a county board as a provider, shall make the following notifications, as applicable, when the incident or discovery of the incident occurs when such provider has

responsibility for the individual. The notification shall be made on the same day the incident or discovery of the incident occurs and include immediate actions taken.

- Guardian or advocate selected by the individual or other person whom the individual has identified
- Service and Support Administrator serving the individual
- Other providers of services as necessary to ensure continuity of care and support for the individual.
- Staff or family living at the individual's home who have responsibility for the individual's care
- All notification or efforts to notify shall be documented. The county board shall ensure that all required notifications have been made.

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Notification shall not be made if the person to be notified is the primary person involved, the spouse of the primary person involved, or the significant other of the primary person involved, or when such notification could jeopardize the health and welfare of an individual involved.

Notification to a person is not required when the report comes from such person or in the case of a death when the family is already aware of the death.

In any case where law enforcement has been notified of an alleged criminal act, the department may provide notification of the incident to any other provider, developmental center, or county board for whom the PPI works, for the purpose of ensuring the health and safety of any at-risk individual. The notified provider or county board shall take such steps necessary to address the health and welfare needs of any at-risk individual and may consult the department in this regard. The department shall inform any notified entity as to whether the incident is substantiated. Providers, developmental centers, or county boards employing a PPI shall notify the department when they are aware that the PPI works for another provider.

Investigating Major Unusual Incidents

The ACBDD shall employ at least one Investigative Agent or contract with a person or Government entity, including another County Board or Regional Council of Governmental, for the services of an Investigative Agent pursuant to the ORC. Section 5126.221. An [investigative agent shall be certified by the department in accordance with rule 5123:2-5-07 of the Administrative Code. Employees of the department who are designated investigators are considered certified investigative agents for the purpose of this rule. Investigative Agent shall be certified by Ohio Department of Developmental Disabilities pursuant to rules adopted under the ORC Section 5126.25.](#)

MUI Coordinator or designee will implement the following process to determine if an unusual incident meets criteria to be a major unusual incident.

- The MUI Coordinator or Designee makes the determination if an incident meets criteria for a MUI if it meets the following criteria:

- Review the UI thoroughly to assess what is the risk to the individual's health and safety.
- Gather more information if necessary by contacting and speaking with the individual, provider, supervisor, or Service and Support Specialist.
- Ask for written statements if necessary. These written statements may be helpful later when making the determination after the information is gathered.
- Review the Individual Service Plan (ISP) or Individual Educational Plan (IEP) or other plans such as, Behavior Support Plans and IHP-type of plans provided by ICF-IID.
- Review all information obtained and if unable to make the determination contact either the Mid-East Ohio Regional Council or the DODD MUI Regional Manager, and request assistance with making the determination.
- Once the UI has been determined it meets criteria for an MUI, notify contract Investigative Agent entity to immediately begin investigation.
- To eliminate conflict in determining if an incident is a UI or MUI when it involves a county board staff, the MUI Coordinator may contact the MUI Unit Regional Manager by telephone to request assistance with determination.

Upon determination of an MUI, the Investigative Agent from the contracted entity will complete the MUI Investigation according to the required protocol. The investigative agent has 42 calendar days, or 30 business days, to complete the investigation. The investigative agent is responsible for scheduling interviews, gathering documentation, and other actions necessary to complete the investigation per the requirements mandated by the OAC 5123-17-02.

The Investigative Agent contracted through MEORC shall immediately initiate the investigation within twenty-four (24) hours if the Major Unusual Incident involves any of the following:

- Abuse, neglect, or misappropriation;
- Any injury of an unknown or suspicious origin;
- Suspicious or accidental death;
- The individual cannot be located; or
- Any other Major Unusual Incident the County Board determines should be investigated based on a review of the incident. The County Board can make a verbal request to the IA to collect written statements for any MUI the County Board determines this action is necessary.

Ohio Department of Developmental Disabilities may conduct a separate review or investigation of any Major Unusual Incident, or may request that a separate review or investigation be conducted by another County Board, Regional Council of Government, or any other entity authorized to conduct such investigations. If a separate investigation is conducted, the investigation shall be completed within thirty days, unless the investigation is being conducted by Law Enforcement Agency or local Children Services Agency.

Except when law enforcement or the public children's service agency is conducting the investigation, the investigative agent shall conduct all interviews for MUIs unless the

investigative agent determines the need for assistance with interviewing an individual. For MUIs that occur in an ICF-IID for individuals with intellectual disabilities, the investigative agent may utilize interviews conducted by the ICF-IID for individuals with intellectual disabilities or conduct his/her/their own interviews. If the investigative agent determines the information is reliable, the investigative agent may utilize other information received from law enforcement, the public children's service agency, or providers in order to meet the requirements of this rule. If a requirement cannot be met, the investigative agent shall document that the requirement cannot be met and the reasons therefore.

Except when law enforcement or the public children's services agency has been notified and is considering an investigation, the county board shall commence an administrative investigation. If law enforcement or the public children's services agency notifies the county board that it has declined to investigate, the county board shall commence the administrative investigation within a reasonable amount of time based on the initial information received or obtained and consistent with the health and welfare of all at-risk individuals, but no later than twenty-four hours for a major unusual incident in category A or no later than three working days for a major unusual incident in category B or category C.

The department shall conduct the administrative investigation when the major unusual incident includes an allegation is against:

- The superintendent of a county board or developmental center
- The executive director of a regional council of government;
- A management employee who reports directly to the superintendent of the county board, the superintendent of a developmental center, or executive director or equivalent of a regional council of government.
- An investigative agent
- A service and support administrator
- A major unusual incident contact or designee employed by a county board
- A current member of a county board
- A person having any known relationship with any of the persons specified in this policy when such relationship may present a conflict of interest or the appearance of a conflict of interest.
- An employee of a county board or a developmental center when it is alleged that the employee is responsible for an individual's death, has committed sexual abuse, engaged in prohibited sexual activity, or committed physical abuse or neglect resulting in emergency room treatment or hospitalization.

A department-directed administrative investigation or administrative investigation review may be conducted following the receipt of a request from a county board, developmental center, provider, individual, or guardian if the department determines that there is a reasonable basis for the request.

The department may conduct a review or administrative investigation of any major unusual incident or may request that a review or administrative investigation be conducted by another

county board, a regional council of governments, or any other governmental entity authorized to conduct an investigation.

If the provider is an ICF-IID, the ICF-IID shall investigate all Major Unusual Incidents involving individuals receiving services from the ICF-IID. This investigation shall be conducted in accordance with all applicable Federal Regulations, including 42 C.F.R. 483.420.

If the Major Unusual Incident involves an individual residing in an ICF-IID, and the incident occurs at a program operated by the Board or a Board contracting entity, the Board shall be responsible for ensuring compliance with all requirements of this policy. This policy shall not affect the responsibility of an ICF-IID to investigate reports of abuse and neglect as required by Federal Regulations.

An ICF-IID, excluding a Developmental Center, shall submit to the Board its investigation report within fourteen days of becoming aware of a Major Unusual Incident. The MUI Coordinator reviews the report to ensure the report is in compliance with the OAC requirements set forth in 5123-17-02. If the report is in compliance the MUI Coordinator accepts the report and will forward a copy of the ICF-IID's MUI report/summary to the investigative agent. For all other MUIs the MUI Coordinator will request the investigative agent complete an investigation implementing the required "Protocol" as required by the OAC 5123-17-02.

An ICF-IID is required to conduct an investigation regardless of where an incident involving an individual of the ICF-IID occurs. If the MUI involves an individual who resides in an ICF-IID, including a developmental center, and the incident occurs at a program operated by a county board, it is the responsibility of the ICF-IID to complete an investigation and assure that the investigation complies with federal guidelines. The investigative agent may utilize or conduct a separate investigation. Copies of the full investigation shall be provided to the ICF-IID and the county board. All requirements in the MUI rule shall be met. The department shall resolve any conflicts that arise. This paragraph shall not affect the responsibility of an ICF-IID to investigate all reports of abuse and neglect and to conduct an investigation in accordance with all applicable federal regulations; including 43 C.F.R. 483.420.

When an agency provider, excluding a developmental center, conducts an internal review of an incident for which an MUI has been filed, the agency shall submit the results of its internal review of the incident, including statements and documents, to the county board within fourteen calendar days of the agency becoming aware of the incident.

All ACBDD employees shall cooperate with administrative investigations conducted by entities authorized to conduct investigations. Providers and county boards shall respond to requests for information within the timeframe requested. The timeframes identified shall be reasonable.

The investigative agent shall complete a report of the investigation and submit it for closure in the ITS within thirty working days unless the department grants an extension.

The report shall follow the format prescribed by the department. The investigative agent shall include the initial allegation, a list of persons interviewed and documents reviewed; a summary of each interview and document reviewed, and a findings and conclusions section, which shall include the cause and contributing factors to the incident and the facts that support the findings and conclusions.

Major Unusual Incident Written Summaries

No later than five working days following the county board's recommendation for closure via the incident tracking system, the county board, developmental center, or department shall provide a written summary of the administrative investigation of category A or category B major unusual incidents, including the allegations, the facts and findings, including as applicable, whether the case was substantiated or unsubstantiated, and preventive measures implemented in response to the major unusual incident to:

- The individual, individual's guardian, or other person whom the individual has identified, as applicable; in the case of a peer-to-peer act, both individuals, individuals' guardians, or other persons whom the individuals have identified, as applicable, shall receive the written summary;
- The licensed or certified provider and provider at the time of the major unusual incident; and,
- The individual's service and support administrator or support broker, as applicable.
- In the case of an individual's death, the written summary shall be provided to the individual's family upon request.
- The written summary shall not be provided to the PPI, the PPI's spouse, or the PPI's significant other.
- When the primary person involved is a developmental disabilities employee or a guardian, ACBDD shall, no later than five working days following the recommended closure of a case, make a reasonable attempt to provide written notice to the primary person involved as to whether the major unusual incident has been substantiated, unsubstantiated/insufficient evidence, or unsubstantiated/unfounded.
- If a service and support administer is not assigned, a county board designee shall be responsible for ensuring the preventive measures are implemented based upon the written summary.
- The county board MUI coordinator or designee is responsible for communicating with the ICF-IID's administration or designee to ensure preventive plans have been completed and implemented.

Dispute of Major Unusual Incident Investigation Findings

An individual, individual's guardian, individual's advocate, or provider may dispute the findings by submitting a letter of dispute and supporting documentation to the county board superintendent, or to the director of the department if the department has conducted the investigation, within fifteen calendar days following receipt of the summary. An individual may

receive assistance from any person selected by the individual to prepare a letter and provide supporting documentation.

The superintendent or designee or the director or designee, as applicable, shall consider the letter of dispute, the supporting documentation, and any other relevant information and issue a determination within thirty calendar days of such submission and take action consistent with such determination, including confirming or modifying the findings or directing that more information be gathered and the findings be reconsidered.

In cases where the letter of dispute has been filed with the county board, the disputant may dispute the final findings made by the county board by filing those findings and any documentation contesting such findings that are disputed with the director of the department within fifteen calendar days of the county board determination. The director will issue a decision within thirty calendar days.

Review and Prevention of Major Unusual Incidents

Agency providers shall implement a written procedure for the internal review of all MUIs and shall be responsible for taking all reasonable steps necessary to prevent the reoccurrence of MUIs.

Members of an individual's team shall ensure that risks associated with major unusual incidents are addressed in the individual plan or individual service plan of each individual affected and collaborate on the development of preventive measures to address the causes and contributing factors to the major unusual incident. The team members shall jointly determine what constitutes reasonable steps necessary to prevent the recurrence of major unusual incidents. If there is no service and support administrator, team, qualified intellectual disability professional, or agency provider involved with the individual, a county board designee shall ensure that preventive measures as are reasonably possible are fully implemented.

Each SSA will send the MUI Coordinator a written prevention plan per the UI/MUI rule for an MUI involving an individual on his/her~~their~~ caseload. The MUI coordinator will file each prevention plan either in the MUI file. The SSA will coordinate with the team as needed to develop a prevention plan that will address the causes and contributing factors of the incident. The team members shall jointly determine what constitutes reasonable steps necessary to prevent the reoccurrences of UI/MUIs. (If there is no SSA, individual team, or agency provider involved with the individual, a county board designee shall ensure that preventive measures as written are reasonably possible. The MUI Coordinator will ensure that preventative measures are fully implemented.

The department shall review reports submitted by the Board for incidents listed in paragraph (K)(4) of the MUI Rule. The department may review any other reports and may obtain additional information necessary to consider the report, including copies of all investigation

reports that have been prepared. Such additional information shall be provided within the time period specified by the department.

The department shall determine when to close the following cases:

- Accidental or suspicious death;
- Death other than accidental or suspicious death;
- Exploitation;
- Medical emergency;
- Misappropriation;
- Neglect;
- Peer-to-peer act;
- Physical abuse;
- Prohibited sexual relations;
- Sexual abuse;
- Significant injury when cause is unknown;
- Verbal abuse;
- Any major unusual incident that is the subject of a director's alert; and
- Any major unusual incident investigated by the department.

The county board shall review and close reports regarding all incidents listed below:

- Attempted suicide;
- Failure to report;
- Law enforcement;
- Missing individual;
- Rights code violation;
- Significant injury when cause is known;
- Unanticipated hospitalization; and
- Unapproved behavioral support.

When determining that a case should be closed, the department and the county board shall consider the following criteria:

- Whether all reasonable measures have been taken to ensure the health and welfare of the individual.
- Whether a thorough investigation of the incident has been conducted;
- Whether the incident is part of a pattern or trend requiring some additional action;
- Whether appropriate measures have been implemented or rules have been satisfied;
- Whether all requirements set forth in statute or rule have been satisfied;
- Whether the case meets the criteria for referral to the abuser registry unit pursuant to ORC Section 5123.51.

The department may review any case to ensure it has been properly closed and shall conduct sample reviews to ensure proper closure by the county board. The department may re-open any investigation that does not meet requirements of this rule. The county board shall provide any information deemed necessary by the department to close the case.

The ACBDD initiates action to address reoccurrence of MUI'S by implementing the following procedures.

- A prevention plan is developed based upon the individual's needs and input from the individual and guardian as applicable.
- The team will review the recommendations noted by the investigator for the MUI, and will apply according to the individual and team decision. This policy and procedure does not require the team or any agency to apply the recommendations noted by the investigator to the prevention plan.
- The team consists of different employees from various agencies involved with the individual and is not limited to any certain agency or individual.
- The MUI Coordinator/Designee will submit the Prevention Plan and recommend closure to the Internal Tracking System at the DODD.

Analyzing Major Unusual Incidents to Identify Patterns and Trends

By January 31st of each year, a provider shall conduct an in-depth review and analysis of trends and patterns of major unusual incidents occurring during the preceding calendar year and compile an annual report which contains:

- a. Date of review;
- b. Name of person completing review;
- c. Time period of review;
- d. Comparison of data for previous three years;
- e. Explanation of data;
- f. Data for review by major unusual incident category type;
- g. Specific individuals involved in established trends and patterns (i.e., five major unusual incidents of any kind within six months, ten major unusual incidents of any kind within a year, or other patterns identified by the individual's team);
- h. Specific trends by residence, region, or program;
- i. Previously identified trends and patterns; and
- j. Action plans and preventive measures implemented to address noted trends and patterns.

A provider other than a county board shall send the annual report to the county board for all programs operated in the county by February 28th of each year. The county board shall review the annual report to ensure that all issues have been reasonably addressed to prevent recurrence of major unusual incidents. The county board shall keep the annual report on file and make it available to the department upon request.

A county board that provides specialized services shall send the annual report to the department for all programs operated by the county board by February 28th of each year. The department shall review the annual report to ensure that all issues have been reasonably addressed to prevent recurrence of major unusual incidents.

Each county board or as applicable, each council of governments to which the county board belongs, shall have a committee that reviews trends and patterns of MUIs. The committee shall be made up of a reasonable representation of the county board(s), provider agencies, families, and other stakeholders deemed appropriate by the committee.

The role of the committee shall be to review and share the county or council of government's aggregate data prepared by the county board or council of government to identify trends, patterns, or areas for improving the quality of life for individuals supported in the county or counties.

The committee shall meet annually to review and analyze data for the preceding year. ACBDD shall send the aggregate data prepared for the meeting to all participants at least ten calendar days in advance of the meeting.

ACBDD shall record and maintain minutes of each meeting, distribute the minutes to members of the committee, and make the minutes available to any person upon request.

The department shall ensure follow-up actions identified by the committee have been implemented.

Unusual Incidents Requirements

Required reporting

The ACBDD requires any unusual incident involving an individual be both documented and reported. Documentation must be on a form that includes all of the required information listed in A (9) and all pertinent sections must be thoroughly completed. Unusual incidents shall be defined as an event or occurrence involving an individual that is not consistent with routine operations, policies and procedures, or the individual's care or individual service plan, but is not a major unusual incident. Unusual incidents include, but are not limited to: dental injuries; falls; an injury that is not a significant injury; medication errors without a likely risk to health and welfare; overnight relocation of an individual due to a fire, natural disaster, or mechanical failure; an incident involving two individuals served that is not a peer-to-peer act major unusual incident; rights code violations or unapproved behavioral supports without a likely risk to health and welfare; emergency room or urgent care treatment center visits; and program implementation incidents.

The ACBDD requires anyone who becomes aware of an unusual incident to report it to the person designated by each program component who can initiate proper action. These reports must be made no later than twenty-four (24) hours after the occurrence of the incident.

Individual providers shall forward UI/MUIs to the county board by fax, email or in-person the same day the UI is discovered and/or they can call the county board SSA and report the incident by phone.

The Athens County Board of DD requires that any unusual incident occurring in a program operated by the county board be investigated and immediate steps taken to ensure the health and safety of individuals. Staff within the applicable division of ACBDD shall be responsible for this investigation. The following components are required for each unusual incident:

- an investigation to identify and document relevant facts about the incident
- the identification of causes and contributing factors
- development of preventive measures to protect the health and welfare of any at-risk individual

The agency provider and county board as a provider shall ensure that all staff are trained and knowledgeable regarding the policy and procedure.

If the UI occurs at a site operated by the county board or at a site operated by an entity with which the county board contracts, the county board or contracted entity shall notify the licensed provider or staff, guardian, or other person whom the individual has identified, as applicable, at the individual's residence.

The provider providing services when the unusual incident occurs shall notify other providers of services as necessary to ensure continuity of care and support for the individual.

Each agency provider and independent provider shall maintain a log of all unusual incidents. The log shall include, but is not limited to, the name of the individual, a brief description of the unusual incident, any injuries, time, date, location, cause and contributing factors, and preventive measures.

Members of an individual's team shall ensure that risks associated with unusual incidents are addressed in the individual plan or individual service plan of each individual affected.

A provider, upon request by the department or a county board, shall provide any and all information and documentation regarding an unusual incident and investigation of the unusual incident.

When the county board is a provider of relevant services, the department shall review, on a monthly basis, a representative sampling of county board logs. The county board shall submit the specified logs to the department upon request. The department shall review the logs to ensure all MUIs have been reported and trends and patterns have been identified and addressed.

The agency provider and the county board as a provider shall ensure that trends and patterns of UIs are included and addressed in each individual's service plan as applicable.

Oversight

The county board shall review, on a quarterly basis, a representative sample of provider logs, individual provider unusual incident logs, including logs where the county board is a provider for the purpose of ensuring that all MUIs required to be reported have been reported and that trends and patterns have been identified and addressed. The sampling shall be made available to the department for review upon request.

The department shall conduct reviews of county boards and providers as necessary to ensure the health and welfare of individuals and compliance with the requirements of this policy. Failure to comply with the requirements of this policy may be considered by the department in any regulatory capacity, including certification, licensure, and accreditation.

The department shall provide access to the ITS to this single state Medicaid agency and the Ohio Legal Rights Service in accordance with Section 5123.604 of the Revised Code.

Access to Records

Reports made under the ORC Section 5123.61 and this policy are not public records as defined in the ORC Section 149.43. Records may be provided to parties authorized to receive them in accordance with the ORC Sections 5123.613 and 5126.044 of the revised code, to any governmental entity authorized to investigate the circumstances of the alleged abuse or neglect, misappropriation, or exploitation and to any party to the extent that release of record is necessary for the health or welfare of an individual.

The county board or the department shall not review, copy, or include in any reports required by this policy the personnel records of an employee that is confidential under State or Federal statutes or rules, including medical and insurance records, Worker's Compensation records, Immigration status forms (I-9), and Social Security numbers. The provider shall redact any confidential information contained in a record before copies are provided to the county board or the department. A provider shall make all other records available upon request by a county board or the department. A provider shall provide confidential information, including the date of birth and social security number, when requested by the department as part of the abuser registry process in accordance with rule 5123:2-17-03 of the Administrative Code.

The MUI Coordinator may forward the Major Unusual Incident Investigative Report to a county board supervisor and staff at supervisor's discretion (the MUI report is not shared with the PPI or staff that may constitute a conflict between supervisor and other staff). This is to ensure pertinent information is shared with staff that is involved with the individual to prevent the possibility of another MUI reoccurring or to compose a prevention plan.

Training and Technical Assistance

Agency providers and county boards shall ensure staff employed in direct services positions are trained on the requirements of this rule prior to direct contact with any individual. Thereafter, staff employed in direct services positions shall receive annual training on the requirements of

this rule including a review of health and welfare alerts issued by the department since the previous year's training.

Agency providers and county boards shall ensure staff employed in positions other than direct services positions are trained on the requirements of this rule no later than ninety calendar days from date of hire. Thereafter, staff employed in positions other than direct services positions shall receive annual training on the requirements of this rule including a review of health and welfare alerts issued by the department since the previous year's training.

The department shall provide technical assistance and training to providers and county boards as necessary. The department shall periodically monitor compliance with the provisions of this rule.

DRAFT

#. REMOTE WORK

Adopted	
Status	Draft – pending approval
Historical Versions	
Initiated by	Arian Smedley, Assistant Superintendent
Approved by	pending

Purpose

It is the intent of the ACBDD to provide a supportive work environment. The purpose of this policy is to outline the remote work program for eligible employees. It is the intent of the ACBDD to promote working remotely where it is reasonable and practical to do so when it positively impacts operational needs, effectiveness, and efficiency.

Eligibility

Determining which positions are eligible for remote work will be up to the discretion of each Supervisor to decide. However, in order to qualify to work from home, the following conditions must be met:

1. The employee must work in an eligible position, as determined by the Supervisor.
2. The employee must have successfully completed his/her probationary period, unless otherwise approved by their Supervisor.
3. The employee must be meeting the performance standards for his/her position.
4. The employee must meet applicable department expectations.
5. The employee has completed a Remote Work Agreement, and it has been approved by the Supervisor.

Working remotely is an alternative to traditional facility-based work. It is not an entitlement; it is not a Board-wide benefit; and it in no way changes the terms and conditions of employment. Employees are still obligated to comply with all policies, practices, and instructions as appropriate. Violation of such may result in disciplinary action.

Remote Work Agreement

If the employee wishes to start working remotely, they must request and complete a Remote Work Agreement.

The Supervisor or the employee may terminate the agreement at its discretion. When possible, two weeks advance notice should be given, but this notice is not required.

Scheduling/Timekeeping

Employees are eligible to work remotely for up to two days per week, unless prior authorization is granted by the Superintendent. The days and times that an employee works remotely will be determined in consultation with the Supervisor. The ability for any staff person to work remotely may be dependent on the ability of a Supervisor to schedule in-office staff.

During a crisis or emergency situation, special considerations may be made to accommodate more remote working days during the week, upon approval of the Superintendent.

The Supervisor has the right to designate days that the employee works in the office due to operational and staffing needs. Regardless of working location, employees are to follow the ACBDD's call-off policies

and procedures in the event of an illness or other instance that inhibits the ability to perform normal work duties.

The total number of hours that employees are expected to work will not change, regardless of work location. If eligible for overtime, the employee should have prior approval for working over 40 hours in one work week. The employee should be accessible by phone within a reasonable time period during their scheduled work hours.

Employees will be expected to follow and utilize any timekeeping system specific to their department.

Working remotely is not to be used in place of paid leave, FMLA, or unpaid leave time. If an employee must be absent any time while scheduled to work remotely, the employee must notify their supervisor.

Employees working remotely are not permitted to schedule in-person meetings in their home. In-person meetings should be scheduled at a community location or at an ACBDD office. Employees who participate in the remote work program are still required to attend all work-related meetings, as directed by their Supervisor. The employee must be available to report to the ACBDD office during regular business hours, if necessary as determined by the Supervisor, to respond to any situation that cannot be handled remotely.

Mileage Reimbursement

On days when employees are working remotely and their remote location for work-related business, mileage will be reimbursed as follows:

On days when employees are working remotely, mileage will be reimbursed for mileage from either ACBDD offices, or the employee's remote work site, whichever is shorter. Mileage reimbursement rates are detailed in Personnel Policy 5-7.

Dependent Care

Working remotely is not intended to serve as a substitute for child, adult, or pet care. The employee who is working remotely must continue to make arrangements for child or dependent care to the same extent as if the employee were working at the ACBDD offices.

Remote Workspace

Employees who work remotely are responsible for setting aside a workspace that is ergonomically sound, clean, safe, secure, and free from obstructions or hazardous materials.

The ACBDD is not obligated to assume responsibility for operating costs, maintenance, or other costs incurred by employees while working remotely. The ACBDD is not liable for damages to any property, other than its own. The ACBDD will not provide or reimburse costs for including but not limited to: internet, home maintenance, and utilities.

Working remotely is covered under the ACBDD's worker's compensation policy for injuries occurring in the course of and arising out of the performance of duties for the ACBDD. Should an accident or injury occur while working remotely, the employee shall report the incident immediately to their Supervisor.

Equipment/Network/Computer Settings

Employees must have a secure internet connection when working remotely.

The use of equipment, software, and supplies, if provided by the ACBDD, is limited to use by the employee only and for purposes related to ACBDD business only. Personal health information and individuals' records should only be accessed by a secured connection on county board equipment. Standard office supplies and a computer will be available from the ACBDD for the employee to use while working remotely. Any supplies or equipment provided to an employee working remotely shall remain the property of the ACBDD. If the employee ceases working remotely, those supplies and equipment shall immediately be returned to the ACBDD.

Security and Confidentiality

Employees who work remotely are responsible for the security and confidentiality of all ACBDD-related information. Employees must continue to follow all applicable data security procedures and safety requirements while working remotely.

Exhibit 2

Managers List for 2022
“We can adjust the sails.”
Created January 2022

Administration

1. Host one Managers Retreat
2. Identify meaningful data points to collect and report/share with board (Balanced Scorecard)
3. Host six “Chats with the Superintendent” between December 2021 through December 2022

Early Intervention

1. Complete technical assistance plan for entire team, including Reboot training
2. Explore expanding the use of Brittco (via Hopewell)
3. Create a plan for future of the division

Transition

1. Have a presence in all of the schools / build relationships with all of the schools
2. Explore intermittent job trainer proposal
3. ID data sources, collect baseline, start tracking

Transportation / Facilities

1. Conduct regular team meetings & team building activities to strengthen communication skills & other critical skills
2. Establish plan where all staff cross training within all positions of Facilities and Transportation
3. Establish plan where staff job shadow at local school districts of the same job classification

Integrate Athens

1. Create and promote the EPIC Parents Guide with local schools districts and community at large
2. Create a year-round ATCO Idol program with the help of FANS
3. Collaborate on one new inclusive initiative with the Athens Arts, Parks, and Recreation team

MUI/UI

1. Completing an up-to-date MOU by June
2. Transition the MUI department to a paperless department
3. Improve timeliness of prevention plans by 15%

HR

1. Update performance evaluation tools by August 2022
2. Provide all staff with total compensation statements by end of February 2022
3. Evaluate medical insurance options Spring 2022

Employment Options

1. 24 job seekers placed in jobs with $\frac{1}{2}$ of them being enrollees of the county board
2. Implementation of the in-office store for training and assessments
3. Increase transition services by 10%

Finance

1. Complete tasks noted in Comprehensive Training Plan and transition all the duties of the Director of Finance by September 2022

Exhibit 2

2. Create streamlined processes between Finance and SSA departments utilizing new Medicaid and Support Services Coordinator position

Health Services

1. Develop curriculum on healthy habits for Beacon students

SSA Department

1. Transition to the state Ohio ISP
2. Re-evaluate previous Admin position to provide more Medicaid and SSA Admin oversight
3. Develop Smart Home technology at the County Board Respite Home

Beacon

1. Complete new sensory room
2. Fully implement (100%) the PBIS model through the entire school
3. Increase collaboration between districts by providing at least four opportunities for integration

Exhibit 3

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Organizational Board Meeting Minutes
Tuesday, January 25, 2022 – 5:30 P.M.
801 W. Union Street, Athens

The Mission of the Athens County Board of Developmental Disabilities is to serve our community with compassion, innovation, and transparency

DRAFT UNTIL BOARD APPROVED

1. Margaret Demko, Board President, called the meeting to order at 5:30 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
CONNER	Present
DEMKO	Present
JOLLEY	Present
LEWIS	Absent
OCHES	Present

Staff in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Steve Kramer	Director of Finance
Scott Zielinski	Medicaid Manager
Tristin Lawrence	Director of Service & Support Administration
Stephanie Kendrick	MUI Coordinator
Becky Martin	Director of Education
Autumn Brown	Director of Integrate Athens
Doug Mitchell	Transition Coordinator
Jerry Swackhamer	SSA
Chelsea Oswald	SSA
Joshua Cook	The Arc of Ohio

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

MOTION#: 1-25-22-1
MOTION: JOLLEY
SECOND: ALLEN

Exhibit 3

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

5. Dr. Davis introduced Barry Oches, new board member.
6. Dr. Davis announced the re-appointment of Pam Bond and Dr. Leonard Allen, whose term is effective January 1, 2022, through December 31, 2025.
7. Board members read and signed annual documentation:
 - a. Oath of Office (Exhibit 1, Page 1-2).
 - b. Declaration (Exhibit 2, Pages 3-4).
 - c. Ethics Statement (Exhibit 3, Pages 5-6).
 - Ethics is Everybody's Business (Exhibit 4, Page 7-26).
 - Ohio Ethics Laws (Exhibit 5, Page 27-52).
 - Ohio Ethics Bulletin (Exhibit 6, Page 53-55).

8. Dr. Jolley motioned to approve re-electing the current slate of officers for another term – Demko as President, Dr. Jolley as Vice President, Bond as Secretary (Exhibit 7, page 56):

MOTION#: 1-25-22-2
MOTION: JOLLEY
SECOND: OCHES
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

9. Dr. Jolley motioned to approve the following individuals to serve on the Ethics and Finance & Personnel Committees:

- a. Ethics Committee, which will meet when issues arise that require review from such entity (Exhibit 7, Page 56 & Exhibit 8, Page 57).
 - Bond, Dr. Lewis, Oches
 - Conner, alternate
- b. Finance/Personnel Committee, and committee will meet as deemed necessary (Exhibit 7, Page 56).
 - Demko, Dr. Jolley, Dr. Allen
 - Oches, alternate

MOTION#: 1-25-22-3
MOTION: JOLLEY
SECOND: BOND
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

Exhibit 3

10. Dr. Jolley motioned to approve of the board meeting calendar as recommended on the fourth Tuesday of each month at 6:00 p.m., or as noted (Exhibit 9, Page 58).

MOTION#: 1-25-22-4
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

11. Dr. Jolley motioned to approve the board training schedule as recommended (Exhibit 10, Page 59).

MOTION#: 1-25-22-5
MOTION: JOLLEY
SECOND: OCHES
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

12. Dr. Allen motioned to approve providing public notice of all board meetings as required by ORC 121.22. Notice shall be provided through local media, posted at all ACBDD office locations, and the ACBDD website.

MOTION#: 1-25-22-6
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

13. Dr. Davis and board members discussed the importance of board member's using ACBDD-issued email addresses (Exhibit 11, Page 60).

14. Board members postponed taking a group picture until all board members were in attendance.

15. Bond motioned to adjourn the organizational meeting.

MOTION#: 1-25-22-7
MOTION: BOND
SECOND: ALLEN
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

Exhibit 4

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, January 25, 2022 – 6:00 P.M.
801 W. Union Street, Athens

The Mission of the Athens County Board of Developmental Disabilities is to serve our community with compassion, innovation, and transparency

DRAFT UNTIL BOARD APPROVED

1. Margaret Demko, Board President, called the meeting to order at 6:02 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
CONNER	Present
DEMKO	Present
JOLLEY	Present
LEWIS	Absent
OCHES	Present

Staff in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Steve Kramer	Director of Finance
Scott Zielinski	Medicaid Manager
Tristin Lawrence	Director of Service & Support Administration
Stephanie Kendrick	MUI Coordinator
Becky Martin	Director of Education
Autumn Brown	Director of Integrate Athens
Doug Mitchell	Transition Coordinator
Jerry Swackhamer	SSA
Chelsea Oswald	SSA
Joshua Cook	The Arc of Ohio

3. Dr. Allen read the Mission Statement.
4. Dr. Jolley motioned to approve the amended agenda. Amendment adds a guest speaker after item 4.

MOTION#: 1-25-22-1R
MOTION: JOLLEY

Exhibit 4

SECOND: BOND

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES

CARRIES: YES

5. Joshua Cook, Regional Director of Southeast Ohio Arc of Ohio, presented The Arc of Excellence Award to Dr. Davis for his dedication to the DD field and for his exceptional leadership during the pandemic. Dr. Davis thanked Cook and stated it was a collective award for the board and for the ACBDD's staff.

6. New Business:

Items for review and discussion:

- a. Dr. Davis updated the board on the ACBDD's response to COVID-19. Masks are still required. Safety Committee continues to meet weekly. There is discussion at the state level on the possibility of once-again allowing virtual public meetings. The agency is seeing its highest number of positive cases yet. The agency's facilities are once again closed to outside groups, for now.
- b. Dr. Allen motioned to approve the update for Administration Policy 20: Administration of Funds (Exhibit 1, Pages 1-2).

MOTION#: 1-25-22-2R

MOTION: ALLEN

SECOND: JOLLEY

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES

CARRIES: YES

- c. Board members discussed future meetings/trainings:

- Next regular meeting: Tuesday, Feb. 22, 6:00 p.m.

Motions for vote:

- a. Dr. Jolley motioned to approve December 2021 Board Meeting Minutes (Exhibit 2, Pages 3-7).

MOTION#: 1-25-22-3R

MOTION: JOLLEY

SECOND: ALLEN

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY

ABSTAIN: OCHES

CARRIES: YES

- b. Dr. Allen motioned to approve the 2022 Superintendent Professional Development Plan (Exhibit 3, Page 8).

Exhibit 4

MOTION#: 1-25-22-4R
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

- c. Oches motioned to approve the 2022 260-day Program Calendar (Exhibit 4, Page 9).

MOTION#: 1-25-22-4R
MOTION: OCHES
SECOND: ALLEN
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

- d. Dr. Allen motioned to approve a 3% cost-of-living increase in annual salary for non-union employees (managers, administrative assistants – excluding the Superintendent), who were employed in their current position on or before January 1, 2022, retroactive to January 1, 2022 (Exhibit 5, Page 10).

MOTION#: 1-25-22-5R
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

- e. Dr. Jolley motioned to approve extending Richard Suehrstedt's part-time employee status through June 30, 2022 (Exhibit 6, Pages 11).

MOTION#: 1-25-22-6R
MOTION: JOLLEY
SECOND: OCHES
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

- f. Dr. Allen motioned to approve renewing membership with the Ohio Association of County Boards of DD (OACB), pending Prosecuting Attorney's approval (Exhibit 7, Pages 12-17).

MOTION#: 1-25-22-7R
MOTION: ALLEN
SECOND: BOND
AYES: ALLEN, BOND, CONNER, DEMKO, OCHES
ABSTAIN: JOLLEY

Exhibit 4

CARRIES: YES

- g. Dr. Allen motioned to approve services contract with SOCOG, pending Prosecuting Attorney's approval (Exhibit 8, Page 18-21).

MOTION#: 1-25-22-8R

MOTION: ALLEN

SECOND: JOLLEY

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES

CARRIES: YES

- h. Dr. Jolley motioned to approve resolution expressing appreciation to Stephanie and Alan Goldsberry for donating \$2,200 since 2017 to Beacon School (Exhibit 9, Page 22).

MOTION#: 1-25-22-9R

MOTION: JOLLEY

SECOND: OCHES

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES

CARRIES: YES

- i. Oches motioned to approve providing \$3,000 as local match toward the 2022 Mobility Management Grant, managed by HAPCAP (Exhibit 10, Pages 23-24).

MOTION#: 1-25-22-10R

MOTION: OCHES

SECOND: BOND

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES

CARRIES: YES

7. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 11, Pages 25-30).
Report stands. He highlighted the agency was granted \$75,000 from the Keeping Families Together grant program through the Ohio Department of DD. This funding will supplement the FSS program. This additional funding is specifically for Multi-System Youth.
- b. Director of Finance and Operations, Steve Kramer (Exhibit 12, Pages 31-37).
Report stands.
- c. Director of Human Resources, Gwen Brooks (Exhibit 13, Pages 38-40).
Report stands.
- d. Director of Facilities and Transportation, Bridget Gilmore (Exhibit 14, Page 41-43).

Exhibit 4

Report stands.

- e. MUI Coordinator, Katie Evans (Exhibit 15, Page 44).
Report stands.
 - f. Director of Service and Support, Tristin Lawrence (Exhibit 16, Pages 45-47).
Report stands.
 - g. Director of Education, Becky Martin (Exhibit 17, Pages 48-49).
Report stands.
 - h. Director of Employment Options, Angela Carter (Exhibit 18, Pages 50-51).
Report stands.
 - i. Director of Integrate Athens, Autumn Brown (Exhibit 19, Pages 52-54).
Report stands.
 - j. Assistant Superintendent, Arian Smedley (Exhibit 20, Pages 55-59).
Report stands.
8. No comments from Visitors relative to the agenda.
9. No comments from Unions relative to the agenda.
10. No comments from the Board.
11. Dr. Jolley 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.
- MOTION#: 1-25-22-11R
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES
12. Dr. Allen motioned to return from Executive Session.
- MOTION#: 1-25-22-12R
MOTION: ALLEN
SECOND: OCHES
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

Exhibit 4

13. Bond motioned to authorize the Superintendent to address a staff grievance.

MOTION#: 1-25-22-13R
MOTION: BOND
SECOND: ALLEN
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

14. Bond motioned to adjourn.

MOTION#: 1-25-22-14R
MOTION: BOND
SECOND: OCHES
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, OCHES
CARRIES: YES

Exhibit 5



Administration

801 West Union Street - Athens, Ohio 45701

Phone: 740-594-3539 - Fax: 740-593-3189

Dr. Kevin Davis, Superintendent

athenscbdd.org

Beacon School Summer Camp Details

Camp dates in 2021

- June 21 - July 16 (4 consecutive weeks)
- Staff receive 3 days of training/set up time prior to camp

Cost

- \$76,000

Number of campers – 35

Number of staff – 34

- 23 counselors
- 3 assistants
- 2 kitchen staff
- 5 drivers
- 1 director

Support from Ohio University's Kids on Campus

- Consulting fee for meal set-up and management
- HR services
- Processing payment for OU student hires (which is billed back to the ACBDD)



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Arian Smedley

To: Kevin Davis
Subject: RE: Athens On Demand - Out of County Transportation Project

From: Carolyn Conley <carolyn.conley@hapcap.org>
Sent: Wednesday, February 9, 2022 12:42 PM
To: Kevin Davis <kDavis@athenScbdd.org>
Subject: Athens On Demand - Out of County Transportation Project

Kevin,

Before the holidays, we meet to talk about HAPCAP's new pilot project through Ohio DD Council to provide out-of-county transportation to Athens County residents with disabilities. As part of our conversation, we discussed using the unspent funds ACBDD contributed to the Line 7 project in 2019 as match for the out-of-county project. Because of the CARES funding Athens Public Transit received in the spring of 2020, we did not spend all of the money raised to support the Line 7 six-month pilot project. With ACBDD's permission, I would like to use the unspent \$8,000 as match for the FY2022 out-of-county transportation project. I attached a copy of the \$8,000 check and backup documentation. Please respond to this email if you are still on board with this idea. Thank you for your continued support for public transportation in Athens County!

Sincerely,
Carolyn

Carolyn Conley
TRANSPORTATION DIVISION DIRECTOR
HOCKING ATHENS PERRY COMMUNITY ACTION
740-767-4500
carolyn.conley@hapcap.org

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PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)



Deposit Slip

Source:	ACBDD	
Description:	Line 7 Contribution	
Invoice Number:	4242019 JSS1	
Check Amount:	\$	8,000.00
Cash Amount:	\$	-
Total Deposit:	\$	8,000.00

Funds to be deposited:

Program Name:	APT	
Program Number:	7600	
Grant Year:	760019	
Sub-Program:	0001-2230	
Year:	2019	
Program Representative Initials:		
Accounting Representative Initials:		
Date:	5/16/2019	

V0614-15

ATHENS COUNTY, ATHENS, OH 45701

PAGE: 1 OF 1

CHECK NUMBER:

00752854

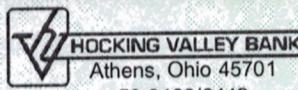
INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
05/02/2019	4242019 JSS1	Other PO #: 19000478 - BEACON SCHOOL GL#:3401 - 560100	\$8,000.00 \$8,000.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
6700	HOCKING, ATHENS, PERRY	752854	05/06/2019	\$8,000.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A PRISMATIC BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



JILL THOMPSON
ATHENS COUNTY AUDITOR
15 S. COURT ST. / ROOM 330
ATHENS, OH 45701-2896



HOCKING VALLEY BANK
Athens, Ohio 45701
56-0103/0442

Vendor Number	Check Date	Check Number
6700	05/06/2019	752854

VOID 90 DAYS FROM DATE OF ISSUE

\$8,000.00

Eight Thousand Dollars and 00 Cents

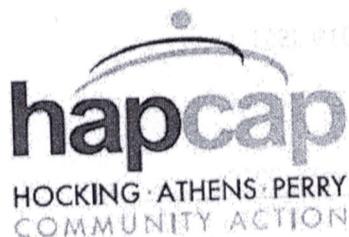
Pay
To the
Order Of HOCKING, ATHENS, PERRY
COMMUNITY ACTION
3 CARDARAS DRIVE P.O. BOX 220
GLOUSTER, OH 45732

Authorized Signature

MP

INVOICE

HAPCAP
3 Cardaras Drive
P.O. Box 220
Glouster, OH 45732



4242019 JSS1

Invoice Date

April 24, 2019

Note: APT Expansion/Service Line 7 Pilot

Project

Athens County Board of
Developmental Disabilities

Make Checks Payable to:

HAPCAP

Quantity	Description	Price	Amount
	Athens Public Transit Line 7 Pilot Project Support		\$ 8,000.00
	TOTAL DUE	\$	8,000.00

Carolyn Conley

Signed Carolyn Conley
Page 43 of 86

**Athens County Board Of DD
801 West Union Street
Athens, Ohio 45701
(740) 594-3539
FAX (740) 593-3189**

PO# 19000478-139

PURCHASE REQUEST FORM

TOTAL \$8,000.00

BRIEF DESCRIPTION OF NEED FOR PURCHASE:	Age Group (School & Prof Svcs)
	0-2 _____
	3-5 _____
	6-21 _____
	Adult _____

Requested By: A. Smedley

Age Group (School & Prof Svcs)

0-2

3-5

6-21

Adult

Approved By: _____

Approved By: Jas

Approved By: Jas

PROGRAM# 90

CENTER# 99

EXPENSE ACCOUNT# 2991



Administration

801 West Union Street - Athens, Ohio 45701

Phone: 740-594-3539 - Fax: 740-593-3189

Dr. Kevin Davis, Superintendent
athenscbdd.org

February Board Report

Kevin Davis, Superintendent

Pandemic COVID-19 updates:

The following action items are being implemented as precautionary measures to help reduce the spread of COVID-19 and protect the individuals we serve. We will continue to monitor the situation and adjust accordingly. This is a very fluid situation, so we will make additional announcements as necessary.

COVID Updates:

- We are requiring masks/shields for all staff/people/guests in our buildings (regardless of vaccination status) unless you are alone in an office or confined work space
- The safety committee continues to meet weekly to discuss on-going concerns, to monitor the county's COVID levels, and to make adjustments/recommendations as needed
- We are continuing to ask staff that all "in-person group" meetings be evaluated on whether it needs to be in person, or if it can be held remotely (if you need help please check with your supervisor)



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Exhibit 7

- We have been sending out regular updates to the staff and Board to keep everyone aware of happenings and changes.
- While still high, the number of positive cases (staff and people we serve) is going down some from what it was in December and January.
- We are currently not “allowing” outside groups to use the facilities.

The health and safety of the individuals we serve remains our highest priority. This will continue to drive our actions over the next few weeks/months and as we start a new year.

Regular Monthly Board Updates:

- Leadership Meetings – Various leadership meetings were held during the month. Topics of interest to all managers were discussed including: updates on critical issues, preparation for events, sharing of common concerns, and board planning. The meetings were held on February 1 and 15th.
- The Family Children First Council executive committee meeting was held on February 16th. I attended the meeting on behalf of the board.
- The MEORC Board Meeting was held on Friday, February 18th. I attended on behalf of the board.
- We have been having regular (once a week or once every two weeks) individual meetings with the managers to ensure that everyone feels supported and that our new managers get started off on a good note.
- On February 11th, I attended the Superintendent Executive Meeting. Many items were discussed including the pandemic, financial planning, vaccines, and waiver rates.
- On December 16th and on February 1st, we met with HAPCAP and Athens On Demand to discuss ideas they have regarding transportation services in Athens. HAPCAP has recently received a grant to help develop a specific program, and they are seeking our cooperation/support. We will provide more information as it becomes available. They have requested to reallocate funds the ACBDD already provided to HAPCAP to this new



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Exhibit 7

program. The reallocation is due to the fact they received funding through the CARES Act. We will discuss further at the board meeting.

- On February 14th, we visited Tri-County Career Center to help “kick-off” their new DSP (direct service professional) track. We are grateful they are starting this new curriculum and hopeful it will lead to new DSPs entering the field.
- On February 8th, we held our strategic planning meeting to help with developing benchmarks and data (a “scorecard”) so that we can demonstrate/measure progress and growth within the Board in a more quantitative way.
- On February 12th, we participated in the 4th Annual Polar Bear Plunge. A more detailed description of the day/events will be presented at the board meeting.
- We have had a very difficult time with “snow days” this year. As of this writing, we have used 10 calamity days. Becky and her team are currently working to develop plans to help make up the required days in a way that is beneficial to everyone.
- Attached are recent local articles highlighting the agency and its staff members.
- Attached is also the latest Health & Welfare Alert.



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https://www.athensmessenger.com/news/acbdd-superintendent-awarded-for-work/article_446c080a-8538-11ec-96a1-337041400ef1.html

ACBDD superintendent awarded for work

from staff reports
Feb 3, 2022



Athens County Board of Developmental Disabilities Superintendent Kevin Davis pictured with his Arc of Excellence Award.

Superintendent Dr. Kevin Davis at the Athens County Board of Development Disabilities received an award for his years of work from disability rights organization, The Arc.

The Arc of Excellence Award, given to Davis at the ACBDD January board meeting, was meant to represent his service to the community during the pandemic as well as his life-long commitment to helping the disabled community.

“The mark of a great person is not so much what they’ve accomplished for themselves but what they accomplish for other people,” said Joshua Cook, Regional Director of Southeast Ohio for The Arc of Ohio. “It’s been a rough couple of years due to the pandemic. No one could see this coming. But what we have seen is certain leaders who have stepped up in amazing ways and we are appreciative of that.”

Cook went on to praise Davis’ creativity and passion, saying they were on full display even before COVID-19 hit.

Staff of the Arc work with and for people with intellectual/developmental disabilities, their families and communities to achieve positive change with the use of advocacy.

For the past six years, Davis has served as the superintendent of the Athens County Board of Developmental Disabilities. He brings to this role over 30 years of experience working in this field, having started out on the front-lines as a Direct Support Professional.

“This award really belongs to the board members and to the staff,” said Davis. “Nobody can do this alone. This is the best group of people that I’ve ever worked with in my professional career. From top to bottom, all of our staff are amazing, caring, and supportive of people with developmental disabilities. I couldn’t be more proud to work with all of you. To the board members, even more so. You volunteer your time to be here. We couldn’t do what we do without you authorizing us to do it and supporting us. We appreciate it.”



Photos provided via Arian Smedley.

CULTURE

Fourth Annual Polar Bear Plunge returns to raise funds for Beacon School

By **Alex Imwalle**

February 10, 2022 | 12:14am EST



However, the Veterans of Foreign Wars Post 9893, in tandem with the Athens County Board of Developmental Disabilities (ACBDD), have raised thousands of dollars over the years with their yearly tradition: the Polar Bear Plunge.

The Fourth Annual Polar Bear Plunge will take place on Lake Snowden Saturday, Feb. 12 and will begin at 10 a.m., Brian Johnson, commander of VFW Post 9893, said. Anyone can register online in advance by Friday, Feb. 11 at 4 p.m. or in person until the event begins. Participants have the option to register individually or as a team of 10, Johnson added.

Participants in the event will be given a designated time slot to plunge into the icy water alongside a group of 15 or less to ensure that the event is COVID-19 safe, Johnson said. Those involved will be asked to arrive 15 minutes before their time slot to prepare for the plunge.

VFW Post 9893 puts on the Polar Bear Plunge annually as a thank-you to the community for all the support and donations they receive throughout the year. In their effort to give back, all of the proceeds from the event go towards the Beacon School run by ACBDD.

Arian Smedley, assistant superintendent of ACBDD, said the organization serves and supports Athens County residents of all ages. The Beacon School is a program under ACBDD that provides education to students around the county who have been identified as having a severe disability.

"We are immensely grateful to the Albany VFW," Smedley said in an email. "This would not be happening if it were not for them. They take their service work seriously and are true role models for others."



Photos provided via Arian Smedley.

Smedley said the VFW Post 9893 came to them four years ago with the idea, and they could not have been more appreciative. Over the years, the money raised from the event has expensed Beacon School field trips, winter clothing for the students and more.

The proceeds from the event will go towards the renovation and expansion of the Beacon School sensory room: a place for students to enter and let their energy out safely through a variety of different activities, Smedley said.

Liam Reutter, a freshman studying pre-med, said he was impressed that the event has so much success in getting people to endure the freezing cold conditions of Lake Snowden in mid-February.

"That's really cold water," Reutter said. "It's pretty amazing that people will go that far for, most likely, people they don't even know."

Reutter said the event is unique and unlike any typical fundraiser, and it deserves a lot of recognition for its charitable purpose.

"I think a lot of times those foundations or events might not get a lot of recognition," Reutter said "It's important for anybody who can to go out and support it if they have the time."



Photos provided via Arian Smedley.

This year's Polar Bear Plunge has yielded more registered participants than ever before, Johnson said. He believes the event is so important because there will always be a necessary cause to support in the community, and VFW Post 9893 is honored to be able to do its part to help.

"There's a constant need," Johnson said. "As long as the kids have needs and we feel that the kids can benefit from (the Polar Bear Plunge), we're going to continue to do it."

Smedley agreed with Johnson's sentiment and added that the Polar Bear Plunge is reassuring to the ACBDD and the Beacon School because it exemplifies how many members of the community are eager to help their cause.

"It's heartwarming," Smedley said. "It's a validation of the value that we create and provide for the community."

@AlexImwalle

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Health and Welfare Alert



Stay Safe in Winter Weather #52-12-21

Winter Weather Considerations

As a professional, you play an important role in winter safety. People with developmental disabilities are at high risk for injury due to falls and exposure to inclement weather. Those providing care can reduce these risks and seek immediate medical care when needed. You can help people be prepared for colder weather, make safe decisions about what to wear, when to stay in, how to prevent falling, and safeguard against house fires. There are a lot of things to consider, and we appreciate all your efforts to make sure people are safe and happy this winter season. Here are some winter weather considerations.

Getting Around

- Be sure to keep your sidewalks clear of snow and ice. Make sure you have supplies like salt and shovels before you need them.
- Always check the weather and traffic reports before leaving during extreme temperatures and conditions. Talk with the person and weigh the risks and benefits of going out. Avoid driving on icy roads unless necessary.
- Put a cold weather kit in your car that includes ice scrapers, blankets, food and water, jumper cables, flares, tire pump, a bag of sand or cat litter, compass and maps, flashlight, extra batteries, and first-aid kit. Make sure you have adequate windshield wiper fluid on hand.
- Using a wheelchair in the snow can be difficult and take extra time. Make sure that pathways are clear before helping someone using a wheelchair in the snow and ice.
- Dress warmly and in layers when going out. Have a good pair of gloves, hat, and winter coat to wear and encourage the people you support in doing the same. Set a good example.



Fast Facts:

- Since 2007, 24 people with developmental disabilities, have died due to fire. In 75 percent of the deaths, the person resided in their family home. Inadequate smoke detectors, unsafe heating sources, and improper storage of combustibles contributed to the fatal fires.
- Frostbite can occur in as little as 10 minutes when skin is exposed to temps that are -10 F according to emergency room physician Stephen Meldon, MD at the Cleveland Clinic.
- Falls account for the highest number of Significant Injury MUIs. Winter conditions such as ice and uncleared walkways/parking lots contributed to many falls.
- According to the Nation Fire Protection Association, more than one-third of home decoration fires are started by candles.
- December, January, and February are the leading months for home heating fires.



Protect Against Frostbite

Frostbite is when the skin freezes. It often affects fingers, toes, and exposed skin, like the face, nose, and ears. Signs can include gray, white, or yellow skin; skin that looks waxy; or numbness.

Call 9-1-1. Don't rub a person's frostbitten skin. Warm the area slowly, but don't use heating pads.

Know the Signs of Hypothermia

Hypothermia is when the body loses too much heat and can't work properly. Symptoms can include cold feet and hands, pale skin, severe shivering, slurred speech, dizziness, trouble staying balanced, or a slow pulse. Older adults and those with certain medical conditions lose body heat faster than younger people. Because of this, cold weather is more dangerous to them and can cause a case of hypothermia quickly.

If you notice any of these signs, take the person's temperature.

- If it is below 95 degrees, the situation is an emergency; get medical attention immediately. Call 9-1-1.

If medical care is not available, begin warming the person, as follows:

- Get the person into a warm room or shelter.
- If the person is wearing any wet clothing, remove it.
- Warm the center of the body first: chest, neck, head, and groin, using an electric blanket if available, or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels, or sheets.



Home Safety

- Only use space heaters if absolutely necessary. Read and follow all safety precautions provided with the heater. When heaters are used improperly risks of fire and carbon monoxide poisoning increase. Never leave the heater on while you sleep.
- Make sure that there is nothing within three-feet of a space heater. This includes papers, curtains, furniture, and pillows. Make sure anything flammable is far away.
- Check carbon monoxide and smoke detectors to make sure they work, have good batteries, and are placed appropriately.

Holiday Decorating

- Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
- Use flameless candles to decorate.
- If you are decorating with a live tree, make sure it is not near any heating sources.

Winter Weather MUIs

- A 26-year-old man was using a space heater with diesel fuel to heat his home. He was found unconscious and despite getting quick medical care, he died of carbon monoxide poisoning.
- While walking in the unshoveled restaurant parking lot, a 62-year-old woman fell, hitting her head. Staff took immediate action by calling 9-1-1 and providing care. Unfortunately, she later passed away due to her injuries.
- A 24-year-old man was riding on the interstate in a car driven by a family member one morning. They were involved in a multiple car pile-up due to inclement winter weather, which resulted in multiple people being injured and the young man's death.



Exhibit 8

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

February 22, 2022

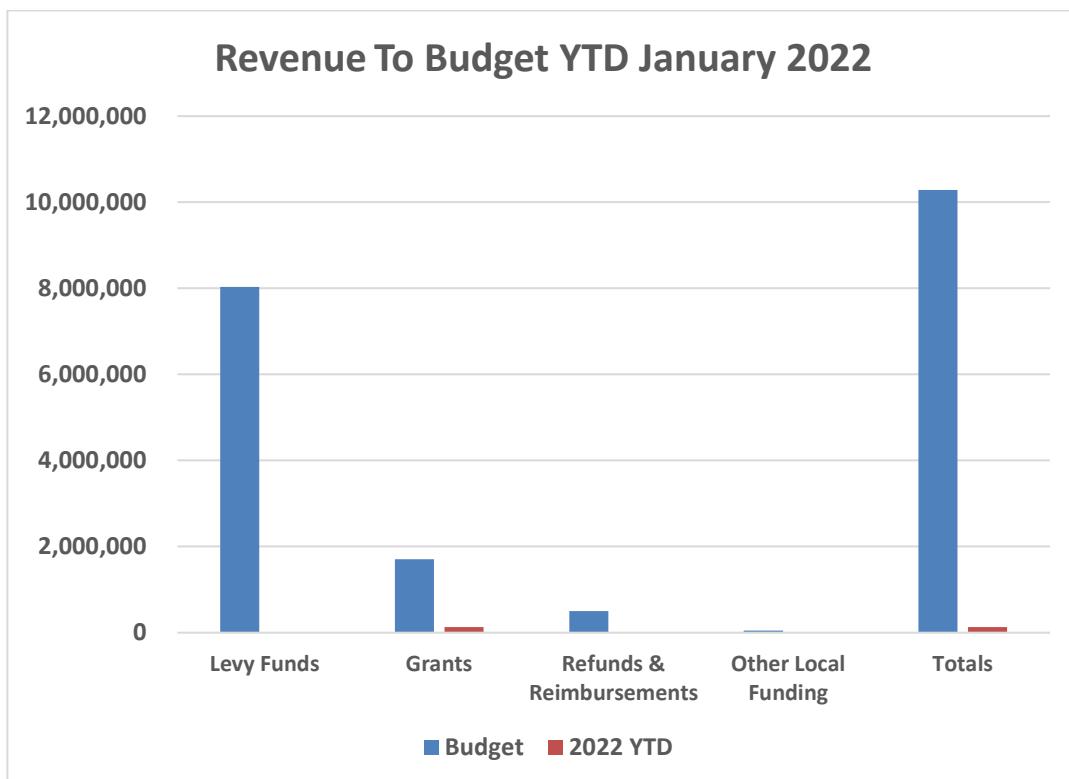
Notice to the Board and Stakeholders:

The following schedules detail financial performance of the Athens County Board of DD as of January 31, 2022. All schedules are reconciled with the Athens County Auditor's records as required by statute.

January 2022			
Revenues		Expenditures	
General Tax Beacon	-	Salaries	313,647.67
Trailer Tax	-	Health Insurance	204,357.36
Homestead & Rollback	-	Medicare	4,162.02
Grants	132,154.23	Workers Compensation	-
Lunch Sales	354.95	PERS / STRS	44,514.74
Contract Services	-	Contract Services	139,791.13
Other Receipts	-	Rentals	2,908.76
Martin Match Receipts	-	Non waiver Supported Living	35,403.65
Supported Living Subsidy	-	Repairs / Maintenance	7,446.51
DODD TCM Match Transfer	-	Supplies	15,415.83
Refunds	-	Equipment	1,218.87
Reimbursements	315.77	Other Expense	21,606.43
Gifts & Donations	300.00	Medicaid Match - TCM	
Other Non-Revenue	60.00	Family Resource Services	1,343.40
Transfers In	-	Medicaid Waiver Match	399,712.25
Investment Income	0.22	Utilities	9,181.55
	-	Fees-Settlement	-
	-	Advertising-Printing	1,361.99
	-	Travel / Reimbursement	4,968.97
	-	Election Expense	-
	-	Transfer Out - Beacon	-
	<u> </u> Total Revenues	<u> </u> 133,185.17	<u> </u> Transfer Out - GL <u>*1,229,051.14</u>
		Total Expenditures	2,436,092.27
		Revenues less Expenditures	(\$2,302,907)

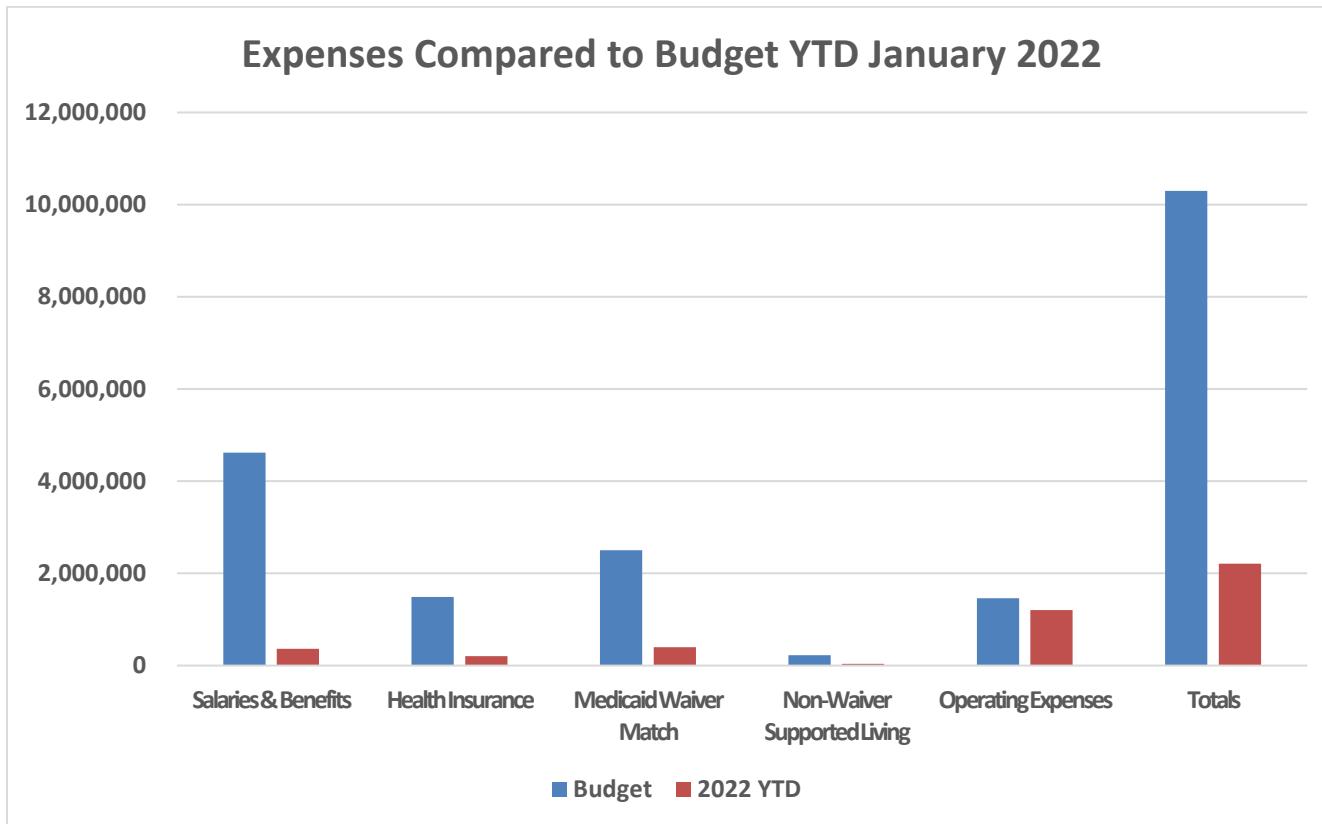
*This entry due to accounting error of omission. Preventative steps have been put onto place to avoid this taking place in the future.

Exhibit 8
Athens County Board of Developmental Disabilities
Business Manager's Report



Revenue Groups	Budget	2022 YTD
Levy Funds	8,030,391	0
Grants	1,705,000	132,154
Refunds & Reimbursements	505,000	316
Other Local Funding	44,500	715
Totals	10,284,891	133,185

Exhibit 8
Athens County Board of Developmental Disabilities
Business Manager's Report



Expenditure Groups	Budget	2022 YTD
Salaries & Benefits	4,622,469	362,324
Health Insurance	1,486,842	204,357
Medicaid Waiver Match	2,499,758	399,712
Non-Waiver Supported Living	225,000	35,404
Operating Expenses	1,463,741	1,207,041
Totals	10,297,810	2,208,839

Exhibit 8
Athens County Board of Developmental Disabilities
Business Manager's Report

2022	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Beg. Fund Balance	4,980,760	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853	2,677,853
Revenues	133,185	0	0	0	0	0	0	0	0	0	0	0
Expenditures	(1,207,041.13)	0	0	0	0	0	0	0	0	0	0	0
Ending Fund Balance	3,906,904	2,677,853										
Funds Transferred to Cap Impr Fd/Waiver Reserve Fund*												
(2,696,338)												
Reconciliation to Auditor's GF	1,467,286											
Adjusted Ending Balance	2,677,853											
Min Fund Bal. (@ 25%)	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452	2,574,452
Variance from Min Fd Bal	103,400											
Carryover Percentage	26.00%											

*This entry due to accounting error of omission. Preventative steps have been put onto place to avoid this taking place in the future.

Fund Number, Name	Balance
401 General Fund	2,677,852.69
403 Supported Living Fund	14,078.96
015 Beacon Bond Fund	2,783.81
404 Capital Improvement Fund	1,531,514.68
All Funds	4,226,230.14

Reserve account balance is \$3,913,718 (not included in balance)

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

*Budgeted expenditures of \$10,039,204 x 25% = \$2,509,801.

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

		Date Posted	Amount
4356.520150 Health Insurance			
Delta Dental of Ohio, Inc.	January, 2022 - Dental Premiums	01/03/2022	\$4,437.45
Delta Dental of Ohio, Inc.	February, 2022 - Dental Premiums	01/24/2022	\$4,629.41
Jefferson Health Plan	January, 2022 - HRA insurance premiums less three employee deduction checks	01/03/2022	\$84,192.71
Jefferson Health Plan	February, 2022 - HRA insurance premium less two employee deduction checks	01/25/2022	\$94,798.46
Medical Mutual of Ohio	Claims for the Week Ending 12/30/2021 - HRA deductibles	01/01/2022	\$2,438.24
Medical Mutual of Ohio	Claims for Week ending 12/23/2021 - HRA deductibles	01/03/2022	\$2,612.29
Medical Mutual of Ohio	Claims for the Weeks Ending 1/14/2022 & 1/21/2022 - HRA deductibles	01/21/2022	\$3,110.03
Medical Mutual of Ohio	Claims for Week Ending 1/7/2022 - HRA deductibles	01/10/2022	\$4,892.31
Teladoc Health LLC	January, 2022	01/07/2022	\$360.25
The Hartford Life & Accident Ins Co	January, 2022 - Life Insurance Premium	01/03/2022	\$1,250.69
Vision Service Plan (OH)	February, 2022 - Vision Insurance Premiums	01/20/2022	\$809.89
Vision Service Plan (OH)	January, 2022 - Vision Insurance Premium	01/03/2022	\$825.63
	Health Insurance Total: 204,357.36		
4356.522100 Medicare			
Athens County Auditor	Medicare Contribution - January 2022	01/15/2022	\$4,162.02
	Medicare Total: 4,162.02		
4356.525100 PERS / STRS			
Athens County Auditor	PERS/STRS Contribution - January 2022	01/15/2022	\$44,514.74
	PERS / STRS Total: 44,514.74		
4356.530100 Contract Services			
Aramark Dallas Lockbox	December, 2021 - Food Services Contract	01/12/2022	\$6,260.17
BCI	December, 2021 - BCI/FBI webchecks	01/10/2022	\$133.25
Biancone, Sally	January 4-13, 2022 - 14.75 hrs at \$25/hr photography - emails, website, editing, upload, take class photos, etc	01/14/2022	\$368.75
Biancone, Sally	December 2021 - 16.75 hrs @ \$25/hr photography - Athens Grand Movie Theatre, Santa, class pictures, music therapy, Beacon	01/11/2022	\$418.75
Britco, LLC	January, 2022 - Britco Software for CB Monthly Subscription	01/12/2022	\$1,480.00
Charter Communications Operating LLC	Bus Garage internet from 1/1/2022 to 1/31/2022	01/07/2022	\$604.76
Charter Communications Operating LLC	PersonnelPlus internet from 1/3/22-2/2/22	01/10/2022	\$290.61
Cintas Corporation	mats	01/20/2022	\$97.72
Cintas Corporation	uniforms	01/20/2022	\$163.17
Cintas Corporation	uniforms	01/20/2022	\$190.57
Corporate Health Testing & Safety Services	12/10/2021 - Drug Test	01/03/2022	\$47.00
First National Bank Omaha	12/19/21 - 1/18/22 Constant Contact	01/24/2022	\$19.00
Holzer Clinic, LLC	12/10/2021 - Employee Physical	01/10/2022	\$106.50
Holzer Clinic, LLC	11/05/2021 - Skin Test and drug test collection	01/01/2022	\$29.50
Medicaid Billing Solutions, Inc.	Medicaid billing through Jan - Jun rebills 2021 on DEC21D and medicaid billing through November on Jan22A	01/14/2022	\$1,558.86
Medicaid Billing Solutions, Inc.	Medicaid billing through October 2021 on DEC21B	01/03/2022	\$1,600.15
Mid East Ohio Regional Council d/b/a MEO	2022 - Accreditation Mastery \$12,359; MUI Investigations \$36,473; Nurse Quality Assessment Reviews \$14,918; Provider Compliance	01/03/2022	\$73,918.00
Nagy PT, Adrienne	December 2021 PT services-EI 22.5 hours;adult 3 hours @ \$50.00 per hour	01/03/2022	\$1,275.00
Noah Trembly Enterprises	Disability Equity Coalition Facilitation hosted 12/15/2021	01/05/2022	\$100.00
OnSolve, LLC	1/26/2022 - 1/25/2023 - 200 One Call Now	01/11/2022	\$362.25
Primary Solutions	Agreement Infall Maintenance - Annual Billing for 2022	01/03/2022	\$3,277.00
Time Warner	Beacon internet 1/1/2022 to 1/31/2022	01/10/2022	\$305.75
Time Warner	SSA internet 1/1/2022 - 1/31/2022	01/10/2022	\$490.00
Treasurer of State, %OH Dept of MR/DD	Adm Fees 1.25 for the period of 10/1/21 - 12/31/21	01/24/2022	\$46,694.37
	Contract Services Total: 139,791.13		
4356.530101 Rentals			
B & C Communications	January, 2022 - Repeaters	01/03/2022	\$100.00
B & C Communications	February, 2022 - Repeaters	01/24/2022	\$100.00
City of Athens	February, 2022 - Parking Garage - #30	01/10/2022	\$150.00
Pitney Bowes	ADM postage meter rental from 10/30/21 to 1/29/22	01/04/2022	\$308.76
Southeastern Ohio Management Company	February, 2022 - PersonnelPlus Rent -1002 East State Street Suite 5	01/04/2022	\$2,250.00
	Rentals Total: 2,908.76		
4356.530102 Non-Waiver Supported Living			

Athens Metropolitan Housing	Repairs - 11/24 covered hole in wall with plywood; 11/27 repaired torn down ceiling - A. Noland	01/03/2022	\$526.86
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$471.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$298.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$321.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$471.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$318.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$471.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$449.00
Athens Metropolitan Housing	January, 2022 - Rent	01/07/2022	\$424.00
Athens Metropolitan Housing	11/9 - repaired two broken windows	01/07/2022	\$650.11
Athens Metropolitan Housing	1/21/22 - repaired holes in wall	01/26/2022	\$120.00
Athens on Demand	January 2022 invoice - ride tickets	01/24/2022	\$40.00
Family Service Providers, LLC	July, 2021	01/18/2022	\$1,799.16
Family Service Providers, LLC	August, 2021	01/18/2022	\$2,186.64
Family Service Providers, LLC	September, 2021	01/18/2022	\$1,667.49
Family Service Providers, LLC	September, 2021	01/18/2022	\$1,199.81
Family Service Providers, LLC	November, 2021	01/18/2022	\$1,447.32
Family Service Providers, LLC	December, 2021	01/18/2022	\$1,479.00
Havar, Inc.	Reimbursement for electric bill	01/03/2022	\$104.99
Ripple, Thomas E.	December 1 and 15, 2021 - two 1 hour house visits for Massage Therapy Treatment	01/12/2022	\$120.00
Ripple, Thomas E.	November 3 and 17, 2021 - two one hour massage therapy treatments	01/03/2022	\$120.00
SOAR (Southern Ohio Adventures Recreat	Jan 2-8,2022 - APC, FPC, Agen.OSOC	01/26/2022	\$2,510.84
SOAR (Southern Ohio Adventures Recreat	January 9-15, 2022 - HPC OSOC	01/26/2022	\$3,314.48
Treasurer of State, %OH Dept of MR/DD	Warrensville Developmental Center Dec 1-31, 2021	01/10/2022	\$3,844.00
Treasurer of State, %OH Dept of MR/DD	Gallipolis Developmental Center - Dec 1-31, 2021	01/10/2022	\$11,049.95

Non-Waiver Supported Living Total: 35,403.65

4356.530200 Repairs / Maintenance

Ohio Pest Control	1/21/2022 - Beacon	01/21/2022	\$52.00
Ohio Pest Control	12/30/2021 - Beacon	01/03/2022	\$52.00
Ohio Pest Control	12/30/2021 - SSA	01/10/2022	\$58.00
Poynter's Business Solutions	Beacon Office Copier - contract usage charge for 1/11/21 - 1/10/22 usage period	01/14/2022	\$432.69
Poynter's Business Solutions	SSA copier - Contract base rate charge for the 2/15/22 to 5/14/22	01/18/2022	\$692.00
Poynter's Business Solutions	PersonnelPlus copier - contract base rate charge for 2/14/22 to 5/13/22	01/18/2022	\$266.20
Poynter's Business Solutions	Beacon Copier - Contract base rate charge for the period of 12/14/2021 to 12/13/2022 ID#11576	01/03/2022	\$4,720.00
Poynter's Business Solutions	Final billing credit for contract base rate and charge for overage	01/03/2022	\$569.72
Poynter's Business Solutions	#6266 Contract Bse rate charge for 1/17/2022 to 1/16/2023 - Bus Garage/Integrate Athens	01/03/2022	\$603.90

Repairs / Maintenance Total: 7,446.51

4356.540100 Supplies

AED Brands, LLC	Cardiac Science Powerheart G3 Adult AED pad - Integrate Athens	01/05/2021	\$64.98
C & E Stores (Athens)	building supplies - Bus Garage	01/10/2022	\$4.72
Classic Solutions	building supplies - Beacon	01/03/2022	\$66.18
Classic Solutions	building supplies - Beacon/Kitchen	01/03/2022	\$342.24
Classic Solutions	building supplies - Beacon - Invoice #415429 for \$269.37 less credit of \$6.35 from invoice # 413600-C	01/03/2022	\$263.02
Classic Solutions	building supplies - Beacon	01/03/2022	\$158.34
Classic Solutions	building supplies - Beacon	01/20/2022	\$223.48
Classic Solutions	building supplies - Beacon	01/20/2022	\$41.36
Classic Solutions	building supplies - Beacon	01/20/2022	\$56.05
Digital Dolphin Supplies	calendars	01/03/2022	\$235.75
Digital Dolphin Supplies	office supplies - ADM	01/20/2022	\$299.36
Fierce, Lisa M	Reimbursement for package sent thru USPS	01/18/2022	\$9.30
Gilmore, Bridget M.	Reimbursement for purchase from O'Reilly Auto Parts	01/24/2022	\$20.37
Hugh White Nissan Athens	adapter	01/11/2022	\$219.00
Hugh White Nissan Athens	latch	01/20/2022	\$71.20
Kimball Midwest	vehicle parts	01/03/2022	\$570.75
Kimball Midwest	building supplies - Beacon	01/20/2022	\$292.56
Malco Products	Snow go snow removal rake, handle lmetal tip, vent/dash brush; brush body flagged; tar get tar oil remover; prism car wash, narr	01/11/2022	\$450.86
News-2-You, Inc.	five unique learning systems	01/07/2021	\$3,202.30
Ohio Cat	vehicle parts	01/10/2022	\$602.61

Ohio Cat	vehicle parts	01/10/2022	\$224.46
Ohio Cat	kit - partciulate	01/20/2022	\$1,566.84
Poynter's Business Solutions	shipping charges for toner for SSA copier	01/10/2022	\$13.50
Randy V. Moore Petroleum Distribution LLC	93 gals of unleaded at \$2.915/gal delivered on 12/16/2021	01/03/2022	\$271.10
Randy V. Moore Petroleum Distribution LLC	435 gals of diesel delivered on 12/16/2021 at \$3.20/gal	01/03/2022	\$1,392.00
Rehabmart, LLC	drive medical trotter pediatric mobility chair optional upgrades (footrests for chair Garrett uses)	01/03/2022	\$156.23
Risch Home Health Care, Inc.	W/C TR1400 Trotter, headrest, transit - Mobility Chair	01/14/2022	\$2,026.42
Staples Business Advantage	office chair - PersonnelPlus	01/25/2022	\$243.23
Staples Business Advantage	office supplies - PersonnelPlus	01/18/2022	\$32.76
State Electric Supply	building supplies - Beacon	01/20/2022	\$84.60
Synchrony Bank (Amazon)	five Stylus pens for microsoft surfaces	01/14/2022	\$149.95
Synchrony Bank (Amazon)	2022 Weekly and Monthly Planner	01/03/2022	\$28.85
Synchrony Bank (Amazon)	nullLoom Arlena Vintage Area Rug and Rubbermaid Commercial Products - Bus Garage	01/03/2022	\$191.73
Synchrony Bank (Amazon)	Hodedah Kitchen Island with Spice Rack, etc - Bus Garage	01/03/2022	\$114.99
Synchrony Bank (Amazon)	Dig: Peek-A-Flap Board book; Richard Scarry's Busy Cars/Trucks; The Truck Book; Gresdent 28 pc kids toy tools; Under Constru	01/07/2022	\$149.25
Synchrony Bank (Amazon)	CatToys Official Wheel Loader Toy Construction Vehicle	01/07/2022	\$8.99
Synchrony Bank (Amazon)	2 Amazon Basics 1/3 cut tab; Lichamp Masking Tape; Duck printed tapes; four The original Duck Tapes; two Elmer's Disappearin	01/07/2022	\$176.61
Synchrony Bank (Amazon)	two Duracell Copper Top AAA Alkaline batteries	01/07/2022	\$32.48
Synchrony Bank (Amazon)	Amcrest Fisheye POE Camera, Amcreat 5MP Ultra HD Outdoor Security and Amcrest Ultra HD 4K (8MP) Outdoor security	01/26/2022	\$346.91
Synchrony Bank (Amazon)	Keylion 100 pack ID card name badge holders	01/26/2022	\$26.99
Synchrony Bank (Amazon)	two 4.9 foot resistance bands sets and two Whatafit resistance bands set	01/26/2022	\$73.74
Synchrony Bank (Amazon)	two Hecasa new wall mount anchor wall ceiling mounted hook exercise station	01/26/2022	\$110.00
Synchrony Bank (Amazon)	Acer UM.ev6AA.001 22" Monitor	01/12/2022	\$128.96
Synchrony Bank (Amazon)	Acer CB272 bmiprx 27" full HD Monitor and two Amcrest 5MP POE cameras	01/12/2022	\$308.97
Synchrony Bank (Amazon)	CGOLDENWALL portable eye wash station; Etekcity Infrared Thermomet - Bus Garage; and Sylvania ECO LED light bulb - Perso	01/10/2022	\$88.55
The Sherwin Williams Co.	paint - Bus Garage	01/10/2022	\$42.59
Uni-Select USA, Inc.	vehicle parts	01/10/2022	\$20.10
Uni-Select USA, Inc.	vehicle parts	01/10/2022	\$83.04
Washington Auto Parts, Inc.	battery	01/03/2022	\$127.56

Supplies Total: 15,415.83

4356.550100 Equipment

Synchrony Bank (Amazon)	two Roboto Indoor and Outdoor 3 blade smart ceiling fans an Vornado AH10 Vortex Heather - Bus Garage	01/10/2022	\$658.91
Synchrony Bank (Amazon)	2 Graco Affix Highback Booster seat with latch and two Graco SlimFit 3 in 1 car seat	01/10/2022	\$559.96

Equipment Total: 1,218.87

4356.560100 Other Expenses

Athens Area Chamber of Commerce	2022 Athens Area Chamber of Commerce Annual Dinner and 50th Anniversary Gala	01/11/2022	\$90.00
Athens Area Chamber of Commerce	2022 Membership Dues for PersonnelPlus	01/11/2022	\$250.00
C.A.R.F.	2021 Employment & Community Services and Standard Manual	01/11/2022	\$205.00
Corporate Health Testing & Safety Services	Contracted Services: Consortium Membership Fee 1-50 drivers	01/03/2022	\$125.00
Glacier Mountain Bottled Water, Inc.	water - PersonnelPlus	01/04/2022	\$62.50
Mid East Ohio Regional Council d/b/a MEO	2022 Membership	01/03/2022	\$15,337.00
Ohio Alliance of Direct Support Professionals	2022 County Board License	01/24/2022	\$4,000.00
Pike Co. Joint Vocational School	New Driver - Misty Bilman	01/03/2022	\$85.00
Pike Co. Joint Vocational School	CDL test	01/10/2022	\$85.00
Sech-Kar Company	Spring 2021 Atco Legacy Fund proposal for Community Interfacing Opportunities	01/04/2022	\$500.00
Southern Ohio Council of Governments	2022 Advocacy Meeting Services and Representative Payee Services	01/10/2022	\$750.00
Synchrony Bank (Amazon)	Little Hug Assorted Drinks - Valentine party	01/26/2022	\$14.48
Synchrony Bank (Amazon)	Cheeze-it Crackers; Motarto 500 piece glitter heart shaped stickers; two Amscan Plates; two Jello KoolAid Gel Cherry; Diversey C	01/26/2022	\$87.58
Synchrony Bank (Amazon)	Silver Chenille Stems pipe cleaners and Cuttle 300 pcs craft pipe cleaners - Valentine Party	01/26/2022	\$14.87

Other Expenses Total: 21,606.43

4356.560102 Family Support Services

American Electric Power	Past Due amount on electric bill	01/26/2022	\$175.00
First National Bank Omaha	2021 Turkeys and Hams for Beacon Students/Families	01/03/2022	\$1,168.40

Family Support Services Total: 1,343.40

4356.560103 Medicaid Waiver Match

Treasurer of State, %OH Dept of MR/DD	Waiver IO - 1/1/2022 to 3/31/2022	01/24/2022	\$399,712.25
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4356.560107 Utilities

American Electric Power	Beacon electric from 12/8/21 - 1/7/22	01/14/2022	\$767.07
American Electric Power	8 Harper Street electric form 12/10/21 - 1/12/22	01/18/2022	\$387.04
American Electric Power	Bus Garage electric from 12/9/21 - 1/10/22	01/18/2022	\$163.08
City of Athens	Beacon water/sewer 12/8/21 - 1/4/22 - 28,000 gals	01/14/2022	\$418.65
City of Athens	Beacon water from 11/3/21 - 12/8/21 - 35,000 gals	01/03/2022	\$661.74
Columbia Gas	PersonnelPlus gas from 12/13/2021 - 1/14/2022	01/20/2022	\$124.77
Columbia Gas	Beacon gas from 11/6/21 - 12/8/21	01/18/2022	\$615.86
Frontier	January, 2022 - SSA Fax 740-594-5048	01/07/2022	\$34.00
Frontier	January, 2022 - SSA 740-797-0001	01/10/2022	\$33.97
Frontier	January, 2022 - Beacon Fax 740-593-3189	01/10/2022	\$33.97
Frontier	January, 2022 - PersonnelPlus 740-593-8236	01/10/2022	\$47.86
Frontier	January, 2022 - MUI and alarms 740-592-1098	01/10/2022	\$169.92
Interstate Gas Co (IGS)	November, 2021 - Beacon gas	01/03/2022	\$459.69
Interstate Gas Co (IGS)	December, 2021 - Beacon gas	01/24/2022	\$1,050.00
Le-Ax Water Dept.	Bus Garage water from 11/16/21 - 12/12/21 - 2279 gals	01/04/2022	\$33.74
Shred-IT USA, LLC	11/22 - SSA; 11/18 & 12/16 - Beacon	01/03/2022	\$404.39
SmartestEnergy US LLC	11/8/21 - 12/9/21 - Harper Street	01/03/2022	\$1.68
SmartestEnergy US LLC	11/8/21 - 12/9/21 - Harper Street	01/03/2022	\$97.71
SmartestEnergy US LLC	11/5/21 - 12/8/21 - Bus Garage	01/03/2022	\$159.22
SmartestEnergy US LLC	11/4/21 - 12/7/21 - Beacon	01/03/2022	\$774.31
The Plains Water & Sewer District	Harper Street water from 11/29/21 - 01/03/22 - 1400 gals	01/12/2022	\$42.55
Verizon Wireless	December 08, 2021 to January 7, 2022 - phones	01/18/2022	\$2,442.40
Waste Management	January, 2022 - Bus Garage trash collection	01/14/2022	\$94.63
Waste Management	January, 2022 - Beacon trash collection	01/14/2022	\$163.30

Utilities Total: 9,181.55

4356.560200 Advertising-Printing

APG Media of Ohiom KKD	December 2021 advertising for Custodial Worker	01/05/2022	\$394.99
Minuteman Press	250 Career Discovery handouts and 250 transition booklets	01/14/2022	\$862.00
Minuteman Press	100 Business Cards	01/24/2022	\$28.00
Minuteman Press	500 Business Cards	01/24/2022	\$77.00

Advertising-Printing Total: 1,361.99

4356.560300 Travel / Reimbursement

APSE	CESP Certification for three years	01/04/2022	\$125.00
APSE	CESP Certification for three years for. After check was cut, certification was no longer needed. Void check #815124	01/11/2022	-\$125.00
Athens County Foundation	Tuition for Leadership Athens County 2021-22 cohort	01/10/2022	\$900.00
Clark State Community College	Adobe Certified Associate	01/04/2022	\$2,595.00
Hagen, Cale W.	Travel 12/7/21 - 12/21/21	01/03/2022	\$145.82
Hagen, Cale W.	Travel 1/10/22 - 1/24/22	01/25/2022	\$135.72
Janes-Tinkham, Carol	Travel 1/5/22 - 1/20/22	01/21/2022	\$32.99
Janes-Tinkham, Carol	Travel 12/14/21 - 12/28/21	01/03/2022	\$27.89
Mitchell, Jodi	Travel 12/8/21 - 12/21/21	01/05/2022	\$85.62
OACBDD	Annual Virtual Convention registration fees	01/04/2022	\$950.00
Smathers, Mary Ann	Travel 12/15/21 - 12/22/21	01/05/2022	\$95.93

Travel / Reimbursement Total: 4,968.97

General Total: \$893,393.46

7809.550100 Capital Improvements

Floor & Moore, Inc.	Floor in pool area	01/24/2022	\$10,420.69
Performance Signs	Deposit for Estimate 001 11669 - Beacon School Signage	01/03/2022	\$6,850.00
	Capital Improvements Total: 17,270.69		

Grand Totals: \$910,664.15



ACBDD - Administration

Kevin Davis, Superintendent

Human Resources Board Report

February 2022

Gwen Brooks, Director of Human Resources

- Searches in progress:
 - Instructor, Beacon School
 - Medicaid & Support Services Coordinator, SSA
 - Service & Support Administrator (2)
 - Assistant Custodial Worker (part-time)
- Searches recently filled:
 - Custodial Worker
 - Substitute Custodial Worker
 - 2 Substitute Instructors, Beacon School
- Changes to vacant positions:
 - *Administrative Specialist, SSA* – this vacant position has been re-configured to take advantage of the need to pull-in some duties from the Medicaid Services Manager (MSM) position. The current MSM (Scott Zielinski) will transition to the Director of Finance role this year, and that current MSM position will not be replaced. Some key administrative duties assigned to the MSM role have been moved into the newly combined role, titled, ***Medicaid & Support Services Coordinator***
 - *Job Developer, PersonnelPlus* – this vacant position will be changed to a ***Job Trainer*** position, and will be reduced to part-time, benefits-eligible.



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



ATCO Legacy Fund
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Fax: (740) 593-3189



Beacon School
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PersonnelPlus
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Transportation & Facilities
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Fax: (740) 594-5048

STAFF COUNT FEBRUARY 2022

Row Labels	FT	PT	SUB	Grand Total
Beacon	22	2	7	31
Admin Support	1			1
Administration	1			1
Adult Services	1			1
Dept. of Ed.	18	2	7	27
Facilities	1			1
Employment Options	6	4	1	11
Admin Support	1	2		3
Administration	1	1		2
Adult Services	4	1	1	6
Facilities/Transportation-L:	4	8		12
Administration	1			1
Facilities	1	2		3
Transportation	2	6		8
Integrate Athens-Lavelle	2			2
Administration	1			1
Adult Services	1			1
SSA-Harper	18			18
Admin Support	1			1
Administration	2			2
Case Management	15			15
Administration	8			8
Admin Support	1			1
Administration	7			7
Transition	1			1
Transition	1			1
Early Intervention	2			2
Early Intervention	2			2
Grand Total	63	14	8	85

NEW HIRES JANUARY/FEBRUARY 2022

Row Labels	FT	Grand Total
SSA-Harper	1	1
Case Management	1	1
Grand Total	1	1

Human Resources Board Report Summary

FEBRUARY 2022

	Jan 2022	Feb 2022	Mrch 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	2022 Avg	2021 Avg	2020 Avg	2019 Avg	2018 Avg
STAFF COUNT	88	85	0	0	0	0	0	0	0	0	0	0	86.5	89.9	91.3	90.1	108.5
Full-time	66	63											64.5	66.1	67.7	68.3	76.7
Part-time	14	14											14.0	11.6	11.6	10.4	11.8
Substitute	8	8											8.0	12.3	12.0	11.3	20.0
													2022 Totals	2021 Totals	2020 Totals	2019 Totals	2018 Totals
SEPARATIONS	0	3	0	0	0	0	0	0	0	0	0	0	3	34	4	21	25
Voluntary	0	3											3	32	4	13	25
Involuntary	0	0											0	2	0	8	0
NEW HIRES	0	1	0	0	0	0	0	0	0	0	0	0	1	33	4	9	15
Full-time	0	1											1	8	2	6	7
Part-time	0	0											0	8	2	0	0
Substitute	0	0											0	17	0	3	8
TOTAL GRIEVANCES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	
ABEA In Progress	0												0	0	0	0	0
Arbitration	0												0	0	0	0	0
ABEA Resolved	0	0											0	0	0	0	0
PGO In Progress	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Arbitration	0												0	0	0	0	2
PGO Resolved	0	0											0	0	0	1	3
Teamsters In Progress	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	
Arbitration	0												0	0	0	0	0
Teamsters Resolved	0	0											0	0	0	2	0
Workers Comp Claims	1	0											1	1	4	5	0



ATHENS COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES



Facilities & Transportation Board Report

February 2022

Fun Facts, Quick Stats!

In 1869 the commonwealth of Massachusetts passed the first legislation in the US allowing the use of public funds for transporting school children. The history of the school bus can be traced as far back as 1886, when Wayne Works made horse-drawn carriages known as "school hacks" or "kid hacks" in Indiana.



Facilities & Transportation Board Report

• • •

Beacon School Roof Replacement:

Advertisement for the roof replacement project will run in a location publication starting February 8th, 2022.

Requirements to ACBDD from Phil Griffith, Principal for Kramer Engineers: Attached is the final version that needs to be placed a minimum of two times in the local paper in Athens County. We placed some tentative dates on this bid advertisement.

Document 00 11 13 - Public Bid Advertisement State of Ohio Standard Forms and Documents

**Beacon Schools Roof Replacement
Athens County Board of Developmental Disabilities**
801 West Union Street
Athens, Athens County, Ohio

BIDS DUE: Tuesday March 15, 2022, at 12:00 p.m., at Beacon Schools, Administration Offices 801 West Union Street, Athens, Ohio 45701 when all Bids will be publicly opened and read aloud. Bid tabulations will be posted no later than 5:00 p.m. on the day bids are opened.

EDGE Participation Goal: Not required on this Project.

PREVAILING WAGE Rates requirements are applicable to this Project.

EQUAL EMPLOYMENT OPPORTUNITY Requirements are applicable to this Project.

DOMESTIC STEEL Use as Required Per Code Section 153.011.

CONTRACT	ESTIMATED COST
Prime Contract	\$240,000.00
Construction Allowance	\$24,000.00

PRE-BID MEETING: Monday, February 28, 2022, at 9:00 a.m. until approximately 10:00 a.m., at Athens County Board of Developmental Disabilities, Beacon School Site, 801 West Union Street, Athens, Ohio 45701. The walk through will start in the main entrance lobby. Masks required at walk-thru. All those wishing to bid are strongly encouraged to attend.

Addenda:

Addenda will be issued to all known plan holders registered at Key Blueprints. **No addenda will be issued after 12 o'clock p.m., Wednesday, March 9, 2022.**

BID DOCUMENTS: The Contract Documents are available for purchase from **Key Blueprints**, 195 E Livingston Ave, Columbus, OH 43215, Phone: (614) 228-3285, **website: www.keycompanies.com**.

----- end of advertisement—do not publish this line -----

APPROVED FOR PUBLICATION
In: The Athens Messenger
On: 2/8/21, 2/22/22

APPROVED BY:

Type or print name of authorized owner representative

Meet the Crew

• • •



Rex Maccombs,
Facilities
Maintenance



Sam Hudnell,
Facilities
Maintenance/
Transportation



Jeff Dolman,
Facilities
Maintenance/
Transportation



Wes Kline,
Mechanic



Ron Kelley,
Custodial Lead



David McKee,
Custodian



Jamey Marcus,
Custodian

Facilities & Transportation Board Report

• • •

Meet the Crew

• • •



Greg Grimm,
School Bus Driver



Tracy Gillum,
School Bus Driver



Jayne Hart,
School Bus Driver



Zach Daniels,
School Bus Driver



Misty Billman,
School Bus Driver



Bridget Gilmore,
Director of
Facilities and
Transportation

Beacon School Entrance Sign:

Performance signs has ordered the new insert. The insert will arrive and be installed (weather permitting) the 1st week of March 2022.

Facilities and Transportation Vehicle:

No updates at this time. We are continuing to look for a vehicle, but the team agrees waiting until the winter months are over to receive a better deal.

Sensory Room Updates:

At this time, there are no updates to report.

Beacon School Fire Marshall Inspection:

Beacon school had a fire Marshall inspection on January 31st, 2022, and passed with no citations. There were a few minor recommendations that we will work to correct.

Personnel Plus BWC Inspection:

A Bureau of Worker's Compensation (BWC) inspection was completed at Personnel Plus on Wednesday, February 2nd, 2022. The inspector was very impressed with the front-end security in place. There were a few small items for correction that we will work to correct within the next month.

Facilities and Transportation Crew:

We are very thankful for each and every driver with the ACBDD: Greg, Tracy, Jayne, Zach, Misty, and subs Jeff & Sam. They get students to and from their homes to school and back safely. Each driver has worked very hard with all of the snow and ice to be extra careful in making sure our students are safe!

A huge thank you to Sam, Wes, Jeff, and Rex, for maintaining the sidewalks, parking areas, and cleaning off all of the ACBDD vehicles for four locations. The staff makes sure that the ACBDD vehicles are cleared and ready for use and making sure the pathway getting into the vehicle is clear. They also make sure to clean the lots at Beacon School, Harper Street, and the bus garage. Thanks for all of the time and effort that each of you have put into this hard work!

A shout-out to the cleaning crew and Tracy for keeping Beacon School cleaned and sanitized during the day. Ron, Jamey and David for making sure the school is cleaned and sanitized for the evenings.

Safety Committee:

The safety committee still meets regularly to go over questions and concerns that are brought forward. We are very thankful for all of the questions that are asked. Questions give us all a chance to thoroughly go over and discuss concerns. Keep bringing them to our attention, and we hope everyone continues to have a safe and happy 2022!

Exhibit 11



Administration

801 West Union Street - Athens, Ohio 45701

Phone: 740-594-3539 - Fax: 740-593-3189

Dr. Kevin Davis, Superintendent
athenscbdd.org

February 7th, 2022

Currently, there are 35 open MUI investigations. There were 8 new MUI's filed between 1/11/2022 and 2/07/2022.

- There are 21 open MUI's that were filed in 2021. This is uncommon; however, the entire state is experiencing longer timeframes for investigations due to the impact of COVID on provider agencies.

Type of Investigation by Category	Filed Since 1/11/2022	Total Open
Attempted Suicide	0	1
Death	0	1
Law Enforcement	1	3
Misappropriation	0	4
Medical Emergency	0	1
Physical Abuse*	2	3
Verbal Abuse	2	2
Sexual Abuse	1	2
Peer to Peer	0	4
Significant Injury	1	5
Unapproved Behavior Support	0	3
Unanticipated Hospitalization	1	4
Unapproved Behavior Support/Rights Violation	0	1
Unanticipated Hospitalization/Significant Injury	0	1

Stephanie Kendrick
 ACBDD UI/MUI Coordinator



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Board Submission By: Tristin Lawrence
Area of Supervision: Service and Support Administration
February 8, 2022

Department Highlights:

- Monthly collaboration meetings continue to occur between the SSA Department and Hopewell. February's meeting occurred on February 2nd. March's meeting is scheduled for March 2nd.
- On January 19th, Sara Pelfrey joined the SSA Department. Sara will work primarily with children between the ages of 3 and 22. She brings with her experience working in Adult Day Services through a local provider agency and recent case management experience through the mental health system. Welcome, Sara!
- On January 20th, internal meetings began to develop Smart Home technology at the County Board Respite Home.
- On January 26th, the SSA director and Medicaid Manager represented Athens County virtually at the state-wide SSA Director's Meeting.
- On January 28th, the SSA Department welcomed Bridget for a building walk through discussing an upcoming painting project that will update the paint in the interior of the SSA building.
- On February 10th, the SSA Department will welcome OhioKan and HAPCAP to our monthly Case Management Meeting. OhioKan is a new program that provides local and statewide resources to kinship and adoption families. HAPCAP will discuss an upcoming grant project anticipated to provide additional transportation opportunities to local individuals with disabilities.
- Planning meetings have continued for 3 individuals currently placed in developmental centers and for those admitted for stabilization. Discharge planning includes coordinated efforts between ACBDD, the Developmental Center(s), Providers, and Individual support teams.
 - 1 individual was admitted for a stabilization on September 2nd. Due to his current court and legal involvement, his discharge date is yet to be determined. His stabilization stay is available for 180 days. ACBDD and Athens County Courts will continue to work with DODD and representation to assure his safety and the safety of others. A status update meeting is scheduled for February 10th.
 - 1 individual was re-admitted to GDC following a series of incidents that posed a significant risk to himself and others. A status meeting is scheduled for February 10th. The team is working to identify the best next steps following stabilization, which may include ICF placement.
 - 1 individual, identified as a long-term placement at GDC, continues to have increased instability, which has changed scheduled status meetings from monthly to quarterly. ACBDD will continue engaging in these team meetings to discuss updates and potential future discharge options. A status meeting was held on December 6th and the next status meeting is scheduled in March.

Potential Upcoming Admissions

- 1 individual at high risk is seeking placement in a developmental center. At this time, all female beds are occupied. This team meets weekly with the provider, guardian, and county board including Behavior Supports to discuss updates and potential alternative opportunities.

Exhibit 12

- Currently there is one occupant residing in the respite home. The occupant has received a housing voucher through Athens Metropolitan Housing Authority and will move out of the respite home once a rental home has been located.
- The SSA Department has delayed the transition to the Ohio ISP due to a DODD set-back in accessing the necessary software. Counties piloting Brittco's system are anticipated to gain access at the end of February and Phase 1 counties are anticipated to have access in March/April. We have requested access in Phase 1 so that plans after July 1st can be transitioned into the state-wide format available in Brittco. All Individualized Service Plans will be transitioned by September 30, 2023, per DODD.
- The work force crisis has continued to create deficits in staffing for those served by the ACBDD. SSAs and teams are continuing to work creatively to increase usages of remote supports and assistive technology, when applicable. Additionally, teams continue to look at ways services can be consolidated through shared service models and roommate opportunities.

Department Openings:

- 2 SSA positions were posted. Applicant information has been reviewed and interviews are scheduled for February 9th- February 11th.
- The Medicaid and Support Service Coordinator position has been posted. Applications are being accepted through February 16th.

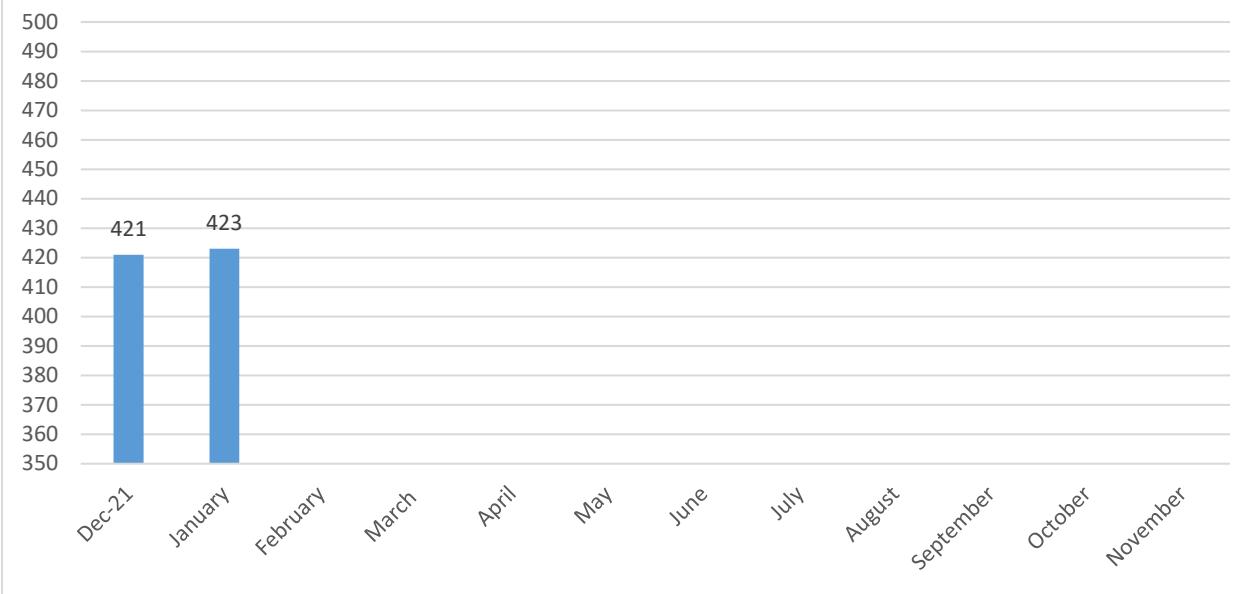
SSA Department Data Comparisons

Individuals Receiving SSA Services	423
ISP's transitioned to Ohio ISP format	29
Eligibility Referrals	2
# Determined Eligible	2
Annual ISP's Completed	39
ISP Addendums and Revisions	14
Waiver Enrollments (IOW)	-1- 1 allocated waiver awaiting DODD enrollment
Waiver Enrollments (LV1W)	0
Waiver Enrollments (SELF)	0
Total Enrolled (LV1W)	48
Total Enrolled (IOW)	157
Total Enrolled (SELF)	4
# Agency providers	34
# Independent Providers	48

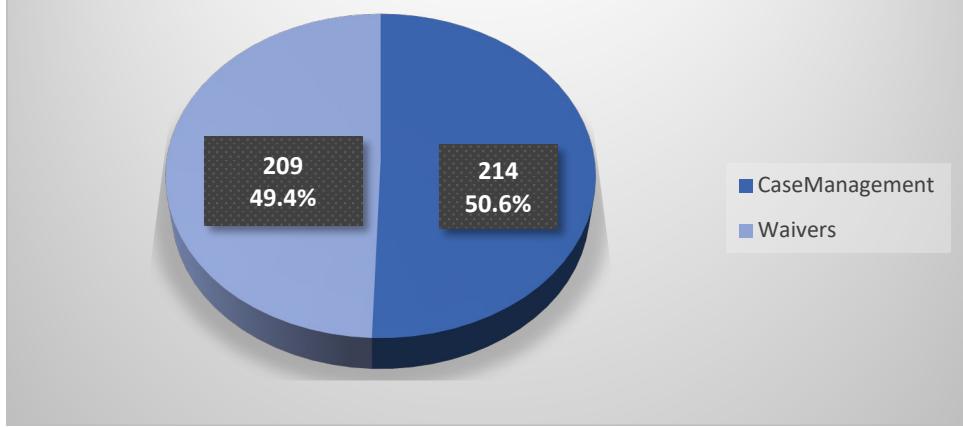
Previous month: 157 IO Waivers, 48 LV1 Waivers, and 4 SELF Waivers.

Exhibit 12

2021 SSA Department Eligibility



**Waiver and CaseManagement
Comparison**





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

Report to the Board

February 22, 2022

The Primary 1 staff were honored on January 12 as the Classroom of the Month. The Climate Committee presented them with a gift basket full of munchies, different types of coffee and tea to share. On January 19, the Climate Committee also sponsored a “Staff Appreciation Day” for all Beacon staff. Hot chocolate and muffins were available in the lounge, which was a nice treat on a cold winter day. Thanks to the members of the Climate Committee for planning and carrying out this event.

The PBIS team met with Brad Clay again this month and completed the matrix for the building. Brad will take the information from the matrix and make posters for the classrooms, hallway, and gym and the team will begin teaching other staff and students.

Beacon celebrated the 100th day of school on Wednesday, February 2. The PTA delivered cupcakes to the classrooms and each classroom provided fun activities to celebrate the big day.

As of February 7, 2022, we have missed 10 days of school. If there are no more issues with the weather, the last day for students would be Thursday, June 2nd, and Friday, June 3rd for staff. Our teachers prepared and sent two Blizzard Bags home with the students in case we decide to use them in the future for calamity days. Parents were advised to put them in a safe place at home until notified through the All Call system to use them.

Reminders:

Friday, February 11th – Valentine Parties

Monday, February 21st – NO SCHOOL - President's Day

Tuesday, February 22nd – PTA – 5:00

Friday, February 25th – Beacon Singers – 10:00 in the Gym



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Personnel Plus Board Report

A program of the Athens County
Board of Developmental Disabilities



Exhibit 14

January
2022

740-592-3416
perplus@athenscbdd.org

Current and Upcoming Events



Angela Carter
Director



- ◊ Polar Bear Plunge-Feb. 12th.



- ◊ March is Developmental Disability Awareness Month

Look for upcoming events on our Facebook page!

Job Development



Chris Linscott
Job Developer

- ◊ 2 Intakes for Job Development through OOD authorization completed.
- ◊ 3 Job Development Tier I OOD authorizations completed.
- ◊ 2 transition age and 11 other Job Seekers receiving weekly Job Development Services.
- ◊ 2 Successful 90-days of employment reached.
- ◊ Attended the Athens Chamber of Commerce Annual Gala.

Training and Assessments



Heather
Clemons Train-



Sue Orth
Training Coord.

- ◊ 2 Community Based Assessment authorizations from OOD received.
- ◊ 2 transition individuals received Title XX Job Support Services.
- ◊ 3 Pre-ETS authorizations for Nelsonville York Schools transition students received.
- ◊ 2 new Career Discovery referrals received from Transition Services.
- ◊ 2 transition individuals continued Career Discovery Services.
- ◊ 2 On the Job Supports services provided.

Employment Support



Jona Moberg
Employment
Support Coord.

- ◊ 32 business contacts.
- ◊ 42 community employee follow alongs.
- ◊ Supported several employees communicate with their employers about illness and transportation concerns.
- ◊ Communicated with OU Dining Services and employees after returning from Winter Break. Employees received a pay increase beginning in January.
- ◊ Presented training for Survivor Advocacy on working with people with disabilities.
- ◊ Attended annual Athens Chamber of Commerce Dinner.



2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
New hires this month	0											
Total number jobs filled this month	0											
Number of ACBDD Employed in the Community by PersonnelPlus	60											
Number of Non-Enrollees (OOD Referrals) Employed in the Community	41											
Total number of positions filled by PersonnelPlus	0											
Total number of active job development	11											
Total number of other job related services	13											
Job offers to Job Seekers this month	1											
Jobs lost due to termination since January 1, 2022 this month	0											
Job losses regardless of year placed or reason (not counted above) this month	1											

OOD Monthly Invoiced

2022

January	\$7,679.20
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Total \$7,679.20

Title XX Monthly Invoiced

2022

January	\$1,135.78
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Total \$1,135.78



Congratulations!
Angela Carter

2021 Ambassador of the Year
Athens Area Chamber of
Commerce

Job Developer Chris Linscott, Director Angela Carter and Employment Support Coordinator Jona Moberg attended the Athens Chamber Annual Dinner on January 27th.





2022 Athens County Coordinated Transportation Plan Updated and Submitted

Integrate Athens partners with many organizations to promote inclusive experiences for people we serve. One of the most important collaborative teams we are on is the Coordinated Transportation Planning team. Tina Wilson represents our team, and Autumn Brown participates in projects as needed. HAPCAP has been busy filling the vacant position of Mobility Manager that oversees this plan and successfully hired Bryan Hinkle who did a great job pulling together our information collected and helping lead us to finalizing the 3 to 5 year plan in January. Priorities identified are to expand public transportation through transit and on demand. The team will work to find ways to expand a transit route to Gloucester and to expand hours and access to On Demand. Both of these focal points will have a positive impact on people we serve and have been needs we have brought to the table often. The previous plan drastically increased access to On Demand and was key in the Nelsonville / Albany Route expansion.

FANS/Live Healthy Appalachia Meal Kit Project

FANS Coordinator Izzy Hutchinson has been collaborating with Community Food Initiatives and supported writing a grant to secure accessible raised beds at a community garden site in Athens. We have been meeting and working closely with the Live Healthy Appalachia team to prepare cooking videos, and working to create menus and plans for a weekly take home meal kit learning series targeting individuals with disabilities and their caregivers. The project will seek out people with disabilities and their family or staff to participate in an 8- to 10-week series learning to cook, trying new foods, and potentially finding a new level of independence in learning more about cooking, food safety and healthy foods.

Educational Path to Independence and Community Resources

EPIC Parents Guide Draft in Progress

The Integrate Athens Team is currently focused on creating the first draft of its newest resource, the EPIC Parents Guide. This focuses on topic for parents to inspire them to help their children be connected to their community and growing in independence. We are hoping to have a draft prepared to share in some discussion groups for DD Awareness Month with parents and parent advocates for additional feedback and guidance.

EPIC
Parents**Guide**
EDUCATIONAL PATH TO
INDEPENDENCE AND COMMUNITY
A resource for our schools to help start students on their path to growing in independence and community connectedness.

In the world of developmental disabilities, support focuses on a person-centered approach supporting the individuals with the disabilities.

This guide is a parent centered focus to help you navigate that person centered process.



Advocacy Ambassadors/Southeastern Ohio Disability Equity Coalition

The Advocacy Ambassadors meet in January and developed a few target goals for 2022.

1. Recruitment- Billy Peacock will head up this effort with more intentional inviting of people to join the group.
2. Aubrey Dorst suggested that the team work this year on helping people learn about bullying.
3. The team will continue to be a part of the Southeastern Ohio Disability Equity Coalition and their monthly meeting or learning experience.



It is also still on the teams radar to partner with PersonnelPlus Advocacy and Advisory Council for future events and projects to build up Athens County Advocacy. In an effort to build that connection the team has invited PPAAC to attend Advocacy Ambassador Meetings. We are happy to have several of their advisors joining us periodically.

DD Awareness and Advocacy Day

Save the date!

The 2022 DD Awareness and Advocacy Day is March 2, 2022!

Registration for the 2022 DD Awareness and Advocacy Day opened Wednesday, February 2, 2022. This year's event will be both In-Person and Virtual. The Integrate Athens Advocacy Ambassadors will be attending the virtual activities.

Food For Thought 2022

We have Tom Hess sharing information about employment supports and state efforts in March as we kick off Disability Awareness month virtually.

Thank you to Doug Mitchell who shared school age transition resources with our guests in February.

We are always looking for new and exciting topics to present at this monthly community partner gathering. If anyone has any suggestions or contacts feel free to share them with Tina Wilson, cwilson@athenscbdd.org





DD Awareness Month Planning- 2022 Theme “My Voice, My Choice”

The theme for the DD Awareness month 2022 will be “My Voice, My Choice” with a focus on individuals’ choices, and supported decision making options. The planning committee has been busy at work navigating COVID safety and still providing a fun and celebratory experience. In an effort to keep our community and the people we serve safe during this time of increased COVID cases, we will be asking people to provide pictures with their signs they would typically use in our March on Court Street, and we will make it into a video for social media and to be emailed out. The Southeastern Ohio Disability Equity Coalition will be hosting several Disability Equity Discussion groups, the ACBDD will be reaching out to partner agencies to provide presentations and highlight DD Awareness throughout the county. More plans are in the works but not yet confirmed. We are excited to create a month full of activities that highlight the lives of people we serve as well as helps to keep our community safe.

Recruiting for the 2022 COMCorps FANS Position

NUTRITION | GARDENING | SOCIAL CONNECTIVITY | FOOD ACCESS | WELLNESS

NOW HIRING COMCORPS MEMBERS!

TURN PASSION INTO PURPOSE.

COMCorps is recruiting members to increase the quality of life in Athens County as part of a 23-member corps by fostering good health for all.

- Bring your unique skills and talents, developing career and professional skills while building your resume
- Work with children and adults in schools, nonprofits and government agencies in rural Appalachia
- Living allowance of up to \$17,000 and an education award of \$6,495 for 1700 hours of full-time service
- Program starts August 11, 2022 and ends in Summer 2023
- Contact Program Manager Eric Long at longe@ohio.edu or by calling 740.593.0171

READY TO LEARN MORE?

Scan the QR code to fill out our interest survey! You will be contacted by COMCorps staff with more info.



SERVE OHIO AmeriCorps

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.

f i @COMCorps

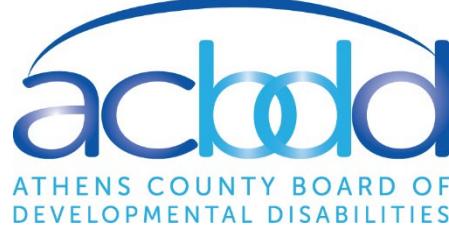
We are beginning the search for the Fall COMCorps Members, including our FANS Coordinator position.

Izzy Hutchinson will be with us until August 2022, but the process of filling that next term for members starts now with interviews in the spring and final hiring happening around May or June to prepare for the coming year!

COMCorps has focused heavily on recruitment efforts to ensure we can fill all member spots for our COMCorps partnerships.

INCLUSION is within EVERYONES ABILITY!

Reach out for questions or comments
Autumn Brown, Director Integrate Athens abrown@athenscbdd.org



Administration

801 West Union Street - Athens, Ohio 45701

Phone: 740-594-3539 - Fax: 740-593-3189

Dr. Kevin Davis, Superintendent

athenscbdd.org

Early Intervention and Transition Services Board Report

February 2022

For this month, both programs developed three high-level objectives for the year. Both EI and Transition have many goals for the year, but these three will be tracked, measured, and reported quarterly to the board. Weekly check-ins continue with each program.

High-level updates for EI

- In addition to the weekly check-ins between Mary Ann and Arian, monthly team meetings are now scheduled. These include Arian Smedley, Mary Ann Smathers (Sr. DS), Jodi Mitchell (DS), and Adrienne Nagy (PT). These are proving helping to strengthen the team.
- We currently contract with an exceptional PT, Adrienne Nagy, who supports Beacon School's students and our full-time PTA. Adrienne has announced she would like to gradually enter retirement, first phasing out her work at Beacon. She would like this to happen at the end of this school year. It is bittersweet, for sure. We are working with Becky to explore options.
- With Brittco now in place for our agency, we are working with Hopewell (a community partner in EI) to see if they are interested in adopting the program, as well. This could potentially create some efficiencies within the program.

High-level updates for Transition

- With the increased in demand for Transition Services, we have reached challenges with our internal capacity to provide the services. To fully assess our process and to explore capacity, we have asked MEORC to host a Kaizen event to help us find better solutions. Because Transition "touches" so many areas of the agency, this event will involve representatives from Administration, Transition, Finance, SSA department, PersonnelPlus, Integrate Athens, and Beacon School. We strongly feel this will help strengthen the program and improve services.

Other program-specific highlights are below.



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Service & Support
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Phone: (740) 592-6006



Transportation & Facilities
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Early Intervention Highlights

Caseload as of February 7, 2022: TOTAL: **26** ADDITIONS: **3** EXITS: **7**

Evaluations/Assessments for January 2022 which DD Staff participated:

Eligibility Evaluations: **6** Redeterminations: **1**

Trainings and/or Meetings Attended:

- January 7, 2022: Virtual: Growing Brain Unit 7: Everyday Play presented by Hopewell Health; attended by Jodi Mitchell, Developmental Specialist
- January 11, 2022: Beacon School Staff Meeting: UI/MUI Training by Katie Evans, UI Director, attended by Mary Ann Smathers, Senior Developmental Specialist
- January 12, 13, 19, 20, 21, 2022: Webinars: DODD Early Intervention Developmental Specialist Modules: Introduction to Early Intervention Services; Mission & Key Principles of Early Intervention; Family-Centered Early Intervention Practices; Individualized Family Service Plan Process; Natural Learning Environment Practices; Coaching Practices in Early Intervention; Parents Rights & Procedural Safeguards; Primary Service Provider Approach to Teaming in Early Intervention completed by Jodi Mitchell, Developmental Specialist
- January 18, 2022: Birth-5 WINS (Wraparound Integrated Network) monthly Zoom meeting attended by Mary Ann Smathers, Senior Developmental Specialist
**January 20, 2022: Early Intervention Check-In with Arian Smedley, Assistant Superintendent, & Mary Ann Smathers, Senior Developmental Specialist
- January 20, 2022: Developmental Specialist Networking monthly Zoom meeting; presenter: Adrienne Nagy, Physical Therapist, attended by Mary Ann Smathers, Senior Developmental Specialist, & Arian Smedley, Assistant Superintendent
- January 26, 2022: First Monthly ACBDD -EI Staff Meeting with Arian Smedley, Assistant Superintendent, Mary Ann Smathers, Senior Developmental Specialist, Jodi Mitchell, Developmental Specialist, Adrienne Nagy, Physical Therapist
- Other:
 - The Athens County Early Intervention Team continues to meet weekly via Zoom.
 - Mary Ann Smathers, Senior Developmental Specialist, received a 5 year Developmental Specialist (re)certification under new Rule 5123-10-05.



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Celebrating our Achievements:

We have two graduations to announce due to the children meeting their outcomes:

- A 13-month-old has achieved crawling and getting into a sitting position by himself!!
- A 7-month-old has achieved turning his head both ways to watch mom fix his bottle!!

Congratulations on these achievements!!

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



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Transition Services

"Planning Early for Tomorrow's Dream"

Athens County Board of Developmental Disabilities (ACBDD) Board Report
January 2022



Doug Mitchell
Transition
Coordinator

Transition Services

- Transition services are provided to individuals who are enrollees of the ACBDD or have an IEP.
- Individuals served are ages 14- 21.
- Attend Athens, Alexander, Beacon, Federal Hocking, Nelsonville-York, New Story, Trimble, Tri-County Career Center.
- Transition Coordinator will attend IEP meetings upon invitation.
- Transition Coordinator connects and coordinates services for families and students.
- Transition Coordinator is not a direct service provider.
- Transition Coordinator reports to the assistant superintendent and located at Beacon School.
- Transition Coordinator works in conjunction with PersonnelPlus, Integrate Athens, and the SSA Department
- Transition Coordinator is available for community presentations.

Transition Focus Areas

While Transition Services are person centered, the new transition process will offer students and families 4 focus areas to choose from. It may be that more than one focus area is chosen or that a student moves from one focus area to another. The purpose of the focus areas is to help students and families know what services are available and how to access them. These areas are highlighted in the new Transition Booklet. The 4 focus areas are:

1. Independent Living Skills, 2. Working Skills, 3. Education/Training, 4. Getting to Know Your Community.

Transition Services-January 2022-Numbers Served & School Districts

19 The number of transition age youth that have been identified and are either participating or are in process of receiving transition services.

8 students attend Beacon School

3 students attend Athens City Schools

8 (of these 8) 2 students attend New Story, 1 attends Trimble, 1 attends Alexander, 1 attends Tri-County Career Center, 1 attends Reach, and 2 are in Transition/Out of school



Transition-Page 2

Career Discovery Service-A Unique Approach To Helping Athens County Students Explore Interests



Emily began Career Discovery Services with Capabilities Inc. in January. This is considered a "launching pad" or a "starting place" to help students prepare for life after school.

Emily is the first student at Beacon School to participate in Career Discovery Services as a way of planning for life after finishing school. Career Discovery Service is ideal for students who have experienced few community engagement options or no or little employment experience.

Career Discovery lasts approximately 20 hours over a period of a month and provides one-on-one coaching support that involves the student in social interactions as well as participating in small vocational tasks to determine skills, pace, stamina, and the ability to complete a task. The service ends with a final team meeting with a report that highlights three areas that the student is interested in for work or community activities. Next steps are discussed for further opportunities to plan for life after school. Special thanks is extended to all the partners who are working to support Emily.

Athens County Board of DD Transition Services Facilitates Quarterly Transition Network Meeting

The Athens County Board of DD Transition Coordinator facilitated the first all-county Transition Network meeting of the year on January 12, 2022. The meeting held via Zoom invites agencies, organizations and schools and any other entity that is involved in transition youth services to take part each quarter. The purpose of the Transition Network is to provide a platform for participants to share their transition resources as well as needs and to identify how they can support one another. Several organizations that were present included: Ohio Means Jobs, Athens High School, Licking County Board of DD, MEORC (Mid-East Ohio Regional Council) and the Employment and Community Life Engagement with the Ohio Department of Developmental Disabilities. The next Transition Network Meeting is scheduled via Zoom on April 13, 2022 at 2:45 p.m.

Transition-Page 3

Serving Transition Age Students and Families January 2022



- 1/4 Met with **Athens City student** and parent to discuss “Future Planning”.
- 1/5 Met with **Beacon student** and team to start new **Career Discovery Service**.
- 1/6 **Athens City School** team meeting on how best to **collaboratively** serve a student.
- 1/10 Get to know lunch with **Athens City** student participating at **Integrate Athens**.
- 1/11 Met with **Tri-County Career** student to discuss **interviewing skills & driver's education**.
- 1/13 Met with parent of 2 **Athens City** students re: **community engagement/employment**.
- 1/18 Met with parent and **New Story** student re: **community engagement/employment**.
- 1/21 Participated in **Athens City** student **Career Discovery** “Check In” meeting .

County Board Departments And Community Collaborations January 2022

- 1/4 Met Opportunities for Ohioans with Disabilities (OOD) Transition Counselor, Allyson Watkins.
- 1/7 Met with new ACBDD SSA, Chelsea Oswald.
- 1/12 Met with Disability Awareness Planning Committee.
- 1/20 Met with PersonnelPlus staff to discuss Beacon School Student’s Transition Training
- 1/24 Participated in Training by DODD/OACB-“Confronting Fears About Losing Benefits Due to Employment”.
- 1/31 Met with MEORC Employment Navigation Manager, David Mitchell, to develop a Transition System Plan for ACBDD.



Transition Services
Planning Early for Tomorrow's Dream
Doug Mitchell, Transition Coordinator
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Athens County Board of Developmental Disabilities
Equal Opportunity Employer/Provider of Services

