

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Agenda
Tuesday, November 24, 2015–6:00 P.M.
801 W. Union St., Athens, OH 45701

The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals with developmental disabilities through an array of individualized services and supports.

1. Call to Order – J. Day
2. Roll Call – S. Howell
3. Motion to approve Agenda.
4. Reading of Mission Statement.
5. Motion to approve October 27, 2015 Regular Meeting Minutes. (Exhibit 1, Pages 1-6).
6. Consent Agenda to approve five (5) policy revisions:
 - a. Policy 2.3 Background Investigation & Criminal Background Check (Exhibit 2, Pages 7-8).
 - b. Policy 2.5 Employment Procedures (Exhibit 3, Pages 9-10)
 - c. Policy 4.2 Probation-Classified Employees (Exhibit 4, Pages 11-13).
 - d. Policy 4.3 Performance Evaluation (Exhibit 5, Pages 14-17).
 - e. Policy 5.17 Mandatory Certification, License, or Registration Requirement (Exhibit 6, Page 18).
7. New Business:
 - a. Motion to approve raising the pay rate for Substitute Vehicle Operator 3 (School Bus Drivers) from \$12.00 per hour to \$14.00 per hour.
 - b. Motion to approve raising the pay rate for Substitute Instructors from \$12.50/hr. to \$15.00/hr., and the rate for Substitute Instructor Assistants and Adult Program Substitutes from \$8.50/hr. to \$10.00/hr.
8. Old Business:
 - a. Motion to approve ATCO Parking Lot Agreement. (Exhibit 7, Pages 19-25).
 - b. Update on Carry-Over Expenditures (Exhibit 8, Pages 26-29).
 - c. Progress Report: Strategic Planning
9. Managers' Reports:
 - a. Dr. Turner, Assistant Superintendent/Director of Educational Services (Exhibit 9, Pages 30-34).
 - b. Steve Kramer, Director of Finance & Operations (Exhibit 10, Pages 35-47).
 - c. Mark Cullison, Director of Adult Services (Exhibit 11, Page 48).
 - d. Dennis Lehman, Director of Service and Support. (Exhibit 12, Page 49).
 - e. Butch Withem, Director of Facilities and Transportation (Exhibit 13, Page 50).
8. Comments from Visitors Relative to the Agenda
9. Comments from Unions Relative to the Agenda
10. Comments from the Board
11. Adjournment



BOARD MEETING
November 24, 2015

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting
Tuesday, October 27, 2015–6:30 P.M.
801 W. Union St., Athens, OH 45701

DRAFT UNTIL APPROVED BY THE BOARD

The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals with developmental disabilities through an array of individualized services and supports.

1. Call to Order by John Day at 6:30pm.
2. Two new Board Members, Kimberly Jackson and Leonard Allen, were introduced and presented with the Oath of Office document. Both Kimberly and Leonard read the Oath aloud and signed the document. Dr. Maryalice Turner, Assistant Superintendent, signed as their witness.
3. Roll Call by Stephanie Howell.

BOARD MEMBERS IN ATTENDANCE:

ALLEN	PRESENT
BOND	PRESENT
DAY	PRESENT
DEFOREST	ABSENT
DEMKO	PRESENT
HUTZEL	PRESENT
JACKSON	PRESENT

STAFF MEMBERS IN ATTENDANCE:

CULLISON	PRESENT
HOWELL	PRESENT
KRAMER	PRESENT
LEHMAN	PRESENT
TURNER	PRESENT
WITHEM	PRESENT

Refer to sign-in sheet for others in attendance.

4. Motion to approve revised Agenda:

A revised agenda was agreed upon, adding letter J: Board Resolution, (Exhibit 12.5, Page 55B), to “New Business,” as well as “Comments from Visitors” and “Comments from Unions”. Pages 35B and 35C were added, as a contract was received just minutes before the start of the meeting.

MOTION 10-15-1:

MOTION:	BOND
SECOND:	HUTZEL
AYES:	ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION:	CARRIES

5. Mission Statement read by Kimberly Jackson.
6. Motion to approve Regular Session Minutes for September 22, 2015, (Exhibit 1, Pages 2-7).

MOTION 10-15-2:

MOTION: DEMKO
SECOND: BOND
AYES: BOND/DAY/DEMKO/HUTZEL
MOTION: CARRIES

Allen and Jackson abstained.

7. Motion to approve Special Session Minutes for September 29, 2015, (Exhibit 2, Pages 8-9).

MOTION 10-15-3:

MOTION: DEMKO
SECOND: HUTZEL
AYES: BOND/DAY/DEMKO/HUTZEL
MOTION: CARRIES

Allen and Jackson abstained.

8. Motion to approve Special Session Minutes for October 6, 2015, (Exhibit 3, Pages 10-11).

MOTION 10-15-4:

MOTION: BOND
SECOND: HUTZEL
AYES: BOND/DAY/DEMKO/HUTZEL
MOTION: CARRIES

Allen and Jackson abstained.

9. Motion to approve Special Session Minutes for October 13, 2015 (Exhibit 4, Pages 12-13).

MOTION 10-15-5:

MOTION: HUTZEL
SECOND: DEMKO
AYES: BOND/DAY/DEMKO/HUTZEL
MOTION: CARRIES

Allen and Jackson abstained.

10. Motion to approve contract with Buckeye Community Services. (Exhibit 5, Pages 14-22).

MOTION 10-15-6:

MOTION: HUTZEL
SECOND: DEMKO
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Mark Cullison explained this is the same contract as last year with no changes.

EXHIBIT 1

11. Motion to approve contract with Athens County Community Singers. (Exhibit 6, Pages 23-25).

MOTION 10-15-7:

MOTION: BOND
SECOND: HUTZEL
AYES: ALLEN/BOND/DAY/DEFOREST/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Mark Cullison explained that the choir started out as a small group of Atco participants, but has developed into a large group that includes individuals receiving services from other providers, as well as community members. It is now integrated and continues to grow.

12. Motion to approve contract with BP for Atco parking lot agreement.

MOTION 10-15-8:

MOTION: TABLED
SECOND: N/A
AYES: N/A
MOTION: TABLED

The other party to the contract has not yet provided the information needed for review. Butch Withem will continue to pursue.

13. Motion to approve contract with GDC/Short-Term Admission. (Exhibit 7, Page 26).

MOTION 10-15-9:

MOTION: DEMKO
SECOND: HUTZEL
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Dennis Lehman reported that the Meigs County FCFC cannot provide the same level of support as Athens County. He said Athens Metropolitan Housing Authority is currently seeking housing for this individual and the earliest potential date of release is January 2016. It was also stated that ACBDD is required to fund this individual at this time.

14. Motion to approve contract with Montgomery County. (Exhibit 8, Pages 27-28).

MOTION 10-15-10:

MOTION: HUTZEL
SECOND: DEMKO
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

15. Motion to approve the purchase of flood insurance for Atco through Mathews Insurance. (Exhibit 9, Pages 29-30).

MOTION 10-15-11:

EXHIBIT 1

MOTION: BOND
SECOND: JACKSON
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Steve Kramer explained that the bill increased by \$1300, but the price is dictated by FEMA and is non-negotiable, regardless of the insurance company.

16. Motion to approve contract with Advanced Medical Personnel Services, Inc. for Physical Therapy Assistant, pending approval from the Prosecuting Attorney. (Exhibit 10, Pages 31-35).

MOTION 10-15-12:

MOTION: DEMKO
SECOND: HUTZEL
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Dr. Turner stated that the current Physical Therapy Assistant (PTA) is on medical leave through the remainder of the school year. She also stated the Physical Therapist is currently doing PTA work at a much higher rate.

17. Motion to renew management contract with Mark Cullison, pending approval from the Prosecuting Attorney. (Exhibit 11, Pages 36-42).

MOTION 10-15-13:

MOTION: BOND
SECOND: ALLEN
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Dr. Turner said she recommends that the Board renew Mark Cullison's contract based on his work performance and his outstanding work on projects, such as Conflict-Free Case Management and Strategic Planning.

18. Motion to approve the DODD Report.

MOTION 10-15-14:

MOTION: ALLEN
SECOND: JACKSON
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Dr. Turner explained the DODD Report (Exhibit 12, Pages 43-55) and that it is a draft until approved by the Board. She also pointed out that the report says ACBDD will explore funding grants, not that they will fund grants. This idea was discussed and further information was requested by the Board.

19. Motion to approve Board Resolution 102915-00 (Exhibit 12.5, Page 55B), which authorizes ACBDD to provide continental breakfast and drinks once annually at the all staff in-service.

MOTION 10-15-15:

EXHIBIT 1

MOTION: BOND
SECOND: HUTZEL
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

20. Review of Management Report: Dr. Maryalice Turner, Assistant Superintendent, (Exhibit 13, Pages 56-60).

In addition to the report, Dr. Turner clarified that PGO negotiations were successful; however, it is not finalized until the membership votes. John Day congratulated Dr. Turner on receiving her Superintendent license.

21. Review of Management Report: Steve Kramer, Director of Finance & Operations, (Exhibit 14, Pages 61-67).

In addition to the report, Steve invited the new Board Members to meet with him to discuss the history of ACBDD finances, where we are currently with budget/Budget Commission, and to help them understand the reports generated from his office, including waivers and waiver match information.

It was agreed upon that \$1.5 million would be placed in the Medicaid Reserve. The amount to be added to the Capital Expenditures account will be determined at a later date.

22. Review of Management Report: Dennis Lehman, Director of Service & Support Administration, (Exhibit 15, Pages 68-70). Report stands.

23. Review of Management Report: Mark Cullison, Director of Adult Services, (Exhibit 16, Page 71). Report stands.

24. Butch Withem, Director of Facilities & Transportation (Exhibit 17, Pages 72). Report stands.

25. Review of updated Expenditure Plan (Exhibit 18, Page 73-76).

Mark Cullison and Dr. Turner noted the “ATCO Wish List” was submitted by staff and was not edited in any way. The Expenditures spreadsheet was created from suggestions from staff and stakeholders. It was decided that department needs may be taken care of at the discretion of Leadership without Board approval for each item, (i.e. copier, furniture, software, etc.); however, the Board requested to be kept apprised of how the money is being spent.

26. Motion to enter into Executive Session per O.R.C. Section 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and (G)(4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

MOTION 10-15-16:

MOTION: BOND
SECOND: DEMKO
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

27. Motion to return from Executive Session.

MOTION 10-15-17:

MOTION: DEMKO

EXHIBIT 1

SECOND: BOND
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

28. Motion to name Dr. Maryalice Turner the Interim Superintendent until November 16, 2015.

MOTION 10-15-18:

MOTION: DAY
SECOND: HUTZEL
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

29. Motion to approve and adopt the Athens County Board of DD Superintendent Performance Review. (Submission from Board).

MOTION 10-15-19:

MOTION: HUTZEL
SECOND: BOND
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

30. Motion to adjourn

MOTION 10-15-20:

MOTION: BOND
SECOND: HUTZEL
AYES: ALLEN/BOND/DAY/DEMKO/HUTZEL/JACKSON
MOTION: CARRIES

Section: 2.3

Adopted: 6/17/96

Revised: 3/18/97; 12/20/05, 11/23/10, 1/22/13, 11/24/15

Effective: 3/18/97; 12/20/05, 11/23/10, 1/22/13, 11/24/15

2.3 BACKGROUND INVESTIGATION AND CRIMINAL BACKGROUND CHECK

State law and ~~this is the policy of the Board that require~~ all prospective employees, employees in direct service positions, and volunteers ~~shall be required to submit permit to~~ a criminal records check by ~~the Bureau of Criminal Investigation (BCI)~~ and a review of six (6) databases identified in OAC 5123:2-2-02. ~~registry check.~~ The Board may also require a criminal records check from the FBI. A criminal records check from the FBI is required if the applicant, employee, or volunteer has not been a resident of Ohio for the five (5) year period immediately prior to the date upon which the criminal records check is requested. All employees and volunteers shall be required to ~~submit permit to~~ a criminal records check by the BCI and 6-registry check annually thereafter.

Prior felony convictions and any other criminal convictions which might relate to job performance will bear seriously upon the decision to hire, or to allow an individual to become a volunteer within the agency. Failure to disclose a disqualifying offense event shall result in termination.

All prospective employees will be required to agree, in writing, at the time of hire, that they will inform the Superintendent if the applicant is arrested for or formally charged with a disqualifying ~~offense~~. Failure to do so may result in termination. Failure to cooperate in the provision of this information, completion of the necessary forms or fingerprinting will result in the applicant not being hired.

The Superintendent may require a records check for an existing employee under consideration for a different position, returning after a leave of absence or a season break in service, if she/he has reason to believe the employee has committed a "disqualifying offense".

The Superintendent may request any other state or federal agency to supply the Board with a written report regarding the criminal record of an applicant or employee. If an employee holds an occupational or professional license or other credentials, the Superintendent may request that the state or federal agency that regulates the employee's occupation or profession supply the Board with a written report of any information pertaining to the employee's criminal record that the agency obtains in the course of conducting an investigation or in the process of renewing the employee's license or other credentials. The Board may consider the reports when determining whether to employ the applicant or to continue to employ an employee.~~can request, from the state or federal agency which regulates the Board employee's occupation or profession, a written report of any information pertaining to the employee's criminal~~

EXHIBIT 2

~~record that the agency obtains in the course of investigating the employee or in the course of renewing the employee's license or other credential.~~

Any employee or volunteer who is convicted of a felony or a disqualifying offense which relates to his/her job responsibilities during his/her employment or volunteer time with the Board may be dismissed.

For those applicants who will transport individuals served by the Board, ~~or~~ operate the Board's vehicles for any other purpose, or receive reimbursement for use of their personal vehicle, a driver's abstract shall be obtained at the time of hire and twice per year thereafter.

The Board will insure that a reference check, criminal background check, and database registry check, and driving abstract, as applicable, of all new applicants, current employees, and volunteers is obtained~~conducted~~ and documented in accordance with this per above policy and per procedures in O.R.C. Section 5123.081 and O.A.C 5123:2-2-02§ 5126.28.

Section: 2.5

Adopted: 12/20/05

Revised: 1/25/11, 11/24/15

Effective: 12/20/05, 1/25/11, 11/24/15

2.5 EMPLOYMENT PROCEDURES

A. It is the policy of the ~~Athens County~~ Board ~~of Developmental Disabilities (Board)~~ to employ persons who are qualified or trainable for employment by the fair standards of physical fitness, education, experience, aptitude and character for the position of employment available. Every effort will be made to place new employees in positions which will best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

B. All decisions are made solely on the basis of job-related criteria. Interviews and certification screening will be done by the Superintendent or his/her designee, as appropriate. Qualified applicants will then be interviewed. All hiring will be done by the Superintendent.

C. Licenses, Registrations and Certificates.

All staff shall comply with certification and license requirements of the ~~state~~ State of Ohio, ~~ODDD~~the Ohio Department of Developmental Disabilities and/or ~~ODE~~Ohio Department of Education. In accordance with O.R.C. Section 5126.25, only properly certified employees shall be assigned to perform the duties which are required by the state of Ohio to be performed by certified personnel. Each employee is responsible for maintaining his/her certification. The Superintendent will verify all certifications. Any employee not certified under the conditions of O.R.C. Section 5126.25 will be dismissed. Employees must have their information on certification to the Superintendent or must have obtained a waiver in writing to submit said proof at a later date.

D. Physical Examination.

After a job offer but prior to final job placement all prospective employees of the Board may be required to pass a physical examination by a physician designated by the Superintendent.

E. Pre-Employment Verifications.

Reference checks, criminal background checks, educational transcript checks for all professional positions and job-related testing procedures will be conducted. Any job-related testing procedures will be administered in an objective manner. If an individual has a disability, the test will be administered in a manner that ensures the results reflect the skills, aptitude or other factors to be measured

rather than the impaired skills. Only job-related skills will be evaluated. A minimum of three (3) documented reference checks will be attempted before a candidate can be recommended for employment.

- F. The most qualified applicants will be recommended to the Superintendent. The Superintendent will make the final decision with respect to hiring.
- G. The Board will attempt to train and develop employees for promotion to higher-level positions. When vacancies occur above the entry level, Board staff will be given the opportunity to apply for such vacancies before outside recruitment is utilized.
- H. When a position becomes vacant, said position will be posted for a minimum of fourteen (14) calendar days or for such period as required by an applicable collective bargaining agreement~~five (5) working days~~. If a qualified current employee wishes to transfer to the vacant position, he/she shall notify the Superintendent. The Board subscribes to a policy of promotion from within. However, the Superintendent reserves the right to employ from outside to fill vacancies.
- I. The Board maintains the discretion to hire in attempt to control placement and employment of relatives and members of same household, as defined in Section 2.~~406~~ of this Policy Manual.
- J. All employees will be required to sign a confidentiality statement. A copy of the statement will be given to the employee. The original will be placed in the individual's personnel file.

Section: 4.2

Adopted: 10/15/96

Revised: 3/18/97, 4/18/06, 11/24/15

Effective: 3/18/97, 4/18/06, 11/24/15

4.2 PROBATION - Classified Employees

1. INITIAL PROBATIONARY PERIOD

- a. Each newly hired or promoted employee in a classified position shall serve a probationary period.

The minimum probationary period shall be 120 calendar days. The length of the probationary period for each classification shall be specified on the position descriptions, management contracts and on all work agreements.

- b. The probationary period for full-time employees and scheduled part-time and seasonal employees shall be based on calendar days from the date of original appointment. Employees who work irregular shifts shall have their probationary periods determined by the number of hours worked. The probationary period for non-bargaining unit administrative staff is listed below. ~~non-bargaining~~ Bargaining unit employees will follow their negotiated contract.

Length of Probationary Period

120 days

Time spent on non-paid status approved leaves of absence shall not be counted as part of the probationary period.

- c. Supervisors shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. The employee is encouraged to bring problems to the supervisor for resolution in order to enhance his/her performance. Supervisors have a responsibility to recommend retention of only those employees who meet acceptable work standards during the probationary period.
- d. Probationary employees will be evaluated at midpoint and within ten (10) calendar days prior to the end of their probationary period. Full and appropriate records will be maintained. Should the employee be given a probationary removal within the second half of the probationary period but before the end of the probationary period, the final evaluation will be made at the time of removal. Although the primary purpose of a probationary evaluation is to rate an employee's job performance uniformly and objectively, the evaluation serves several other purposes as well:

EXHIBIT 4

1. By acting as a means of communication between employee and supervisor, it can reveal conditions which are contributing to poor morale or low productivity.
 2. It gives an employee an opportunity to identify and correct specific performance problems of which he/she may not have been aware.
 3. It serves as the means of determining job efficiency for probationary removal.
- e. The employee must sign the evaluation as an acknowledgement that he/she has seen and discussed the document with the supervisor. Employees should always be made aware that the signature does not signify agreement with the evaluation, but is only an acknowledgement that ~~it~~ has been seen and discussed. Any points of disagreement should be expressed in writing by the employee in the space reserved for employee comments. No change in the rating is to be made after the form is signed by the employee. If the employee refuses to sign the evaluation, the supervisor must record the reasons and the employee's refusal should be verified in writing by a witness. If an employee has not been on the job for some time and is, therefore, not available for signature, the supervisor must clearly indicate this absence on the evaluation form. While the employee signs the evaluation after the supervisor's rating, he/she must receive a copy of the rating in its final form after all other reviewers have made their comments.

- f. ~~Probationary employees may not be removed during the first half of the probationary period unless it is for "just cause" as defined in O.R.C. 124.34 or refer to contract.~~

~~—~~Probationary employees may be removed at any time during the ~~second half of~~ the probationary period if the service is considered unsatisfactory. The removal cannot be effective after the final day of the probationary period. Whenever a probationary appointee is removed, the ~~Director of Administrative Services will be notified via the Personnel Action form accompanied by the original probationary performance evaluation, and a Superintendent shall provide a copy of the appointing authority's~~ letter to the employee stating the reasons for the removal.

2. PROMOTION AND DEMOTION AND LATERAL TRANSFER DURING PROBATIONARY PERIOD

If any employee's service is found to be unsatisfactory during the probationary period following promotion, a reduction is made to the classification held prior to the promotion. A probationary removal may not be given in this case. However, an order of removal may be issued in accordance with the provision~~s~~ of the O.R.C. Section 124.34.

No probationary period is required following a demotion.

An employee may not be promoted during his original new hire probationary period. If an employee accepts a position in a different, lateral classification during his original probationary period, the employee must resign his current position in order to accept the new position and must serve an original probationary period in the new classification.

An employee who resigns during a probationary period is not eligible for reinstatement. The employee may be considered for new appointment. A new probationary period must be served if the person is hired by the Board appointed to ~~the positions for~~ a second time.

No lateral transfer of an employee may occur during his probationary period.

3. PROBATION OF A TRANSFERRED EMPLOYEE

The employee will serve a probationary period. The employee will not be removed if his job performance in the new positions is found to be unsatisfactory but may be returned to the former position if available.

Section: 4.3

Adopted: 11/19/96

Revised: 7/20/98, 4/18/06, 9/27/11, 10/25/11, 11/24/15

Effective: 7/20/98; 4/18/06, 9/27/11, 10/25/11, 11/24/15

4.3 PERFORMANCE EVALUATION

1. Overview

Evaluation of an employee's performance is a continuous process based on conferences, discussions, and observations and is a method for increasing the worker's competence and his/her effectiveness with the program. Each new employee shall have a written evaluation from the immediate supervisor at mid-point, and within ten (10) days prior to the end of the probationary period. At least once a year thereafter, a written evaluation of each employee shall be prepared. These annual evaluations shall form the basis for promotion, determining work performance, and/or reference writing. Materials for the evaluations will consist of the position description, program objectives, personal career development plans, compliance with board policy and procedures, written records kept by the employee and the supervisor, and any other material from competent sources which seem pertinent. The employee shall have the opportunity to review, discuss, and make written comments of the evaluation.

2. General Purpose

The Performance Evaluation program is intended to be a system of communication between the supervisor and the employee on one hand, and between supervisory personnel and the administration on the other. If conscientiously applied, a performance evaluation program will enable the employee to have an increased awareness of his/her work and what is expected.

The employee will be evaluated with reference to the requirements of the job as defined in basic form on the position description. The employee will be able to tell in what respect his/her work is most in need of improvement or is worthy of praise and recognition. It will also enable the supervisor to find some of the gaps or limitations in department procedures. An evaluation may also be helpful in suggesting needs for types of training to be provided in in-service programs. The evaluation ratings in themselves may be useful in considering potential candidates for promotion and are used in the process of determining the sequence of employees to be laid off when such action is necessary.

3. Evaluation Tool

The evaluation tool used will be approved by the Superintendent. The supervisor, employee and Superintendent will review and revise if needed, the employee's job

description on an annual basis as part of the Annual Employee Performance Evaluation process. The employee and supervisor will suggest any necessary changes and the employee and the Superintendent will sign the job description along with the evaluation.

4. Who Will Evaluate

Each employee will be evaluated by the immediate supervisor to whom he/she is regularly assigned. If an employee has been reassigned to a new supervisor within one month of the evaluation date, the present and former supervisor will cooperate in the evaluation. If an employee receives approximately equal supervision from two persons, the supervisors will cooperate on the evaluation and both will sign the report as raters.

5. Types of Evaluation

The Performance Evaluation Report will be used for three (3) different types of ratings: (1) PROBATIONARY, (2) ANNUAL, and (3) SPECIAL.

a. Probationary Evaluations

All employees in probationary status generally will be evaluated twice during the probationary period. The first evaluation is to be made at the mid-point of the probationary period. The second evaluation is to be made within ten (10) days prior to the end of the probationary period. When making the final probationary evaluation, the supervisor shall indicate on the evaluation whether the employee is to be retained or the employee is not to be retained. This recommendation is subject to review and approval by the Superintendent. If a recommendation is approved for retention the assumption will be made that the probationary period has been satisfactorily completed. Nothing contained this paragraph requires the Board to provide either of the two evaluations if a probationary employee is removed during the the probationary period.

b. Annual Evaluations

All employees who are not on probationary status are to be evaluated once a year. The evaluation will cover the employee's performance since the previous evaluation or during the time elapsed since the completion of the probationary period.

c. Special Evaluations

Additional use may be made of the evaluation procedure at the discretion of the administration, i.e. - to document outstanding performance, to document

close supervision following an unsatisfactory evaluation, at the request of the employee, to address performance issues, or upon employee resignation.

6. The Performance Interview

- a. When the evaluation is completed, the employee's performance rating will be reviewed and discussed by the supervisor with the employee during a conference called a Performance Interview. The form will be completed at the meeting with the employee. The employee shall sign a copy of the evaluation as evidence that such a performance interview was conducted and shall receive a copy of the evaluation.
- b. The Performance Interview conference is of benefit to both the employee and supervisor. The interview provides excellent opportunity for the employee to express himself/herself and to explain or justify his/her performance. The interview will be closed by summarizing the strengths and areas of needed improvement of the employee's performance and by emphasizing any changes needed to produce further improvement. When the employee is rated below "meets", a "Performance Growth" plan shall be required. The supervisor is required to follow-up with the employee to ensure progress towards established goals. When an employee is noted to be at "meets expectations" or above, notations are suggestions on employee's goal statements.
- c. The employee will be asked to sign the evaluation form thus verifying that he/she has reviewed it with the supervisor. The employee signature does not imply concurrence with the evaluation, only that the employee has seen the evaluation. The employee has the right to submit a statement of explanation or rebuttal which is to be attached to the evaluation form. If the employee refuses to sign the evaluation form, the supervisor will call in a witness to verify that the interview was held and to note that the employee refused to sign. Refusal to sign the evaluation form shall constitute a waiver of the employee's right to a review of the evaluation.
- d. If the employee feels the evaluation is not a true reflection of job performance, he/she may request a review of the evaluation by submitting a written request for review of the evaluation to the next higher person in the chain of command for his/her department providing the employee has signed his/her evaluation form. The written request must specify which part(s) of the evaluation the employee is requesting be reviewed and must include specifics related to job performance upon which the request is based. The supervisor/administrator responsible for reviewing the evaluation must meet with the employee within ten (10) days and present the findings to the employee. The employee, if still not satisfied after the initial review conference, may request further reviews through the chain of command. The final review is with the Superintendent, whose decision will be final.

- e. ~~The evaluation procedure is grievable. The text of evaluations is not grievable. However, if~~ any employee is in disagreement with his/her annual rating, then (s)he may attach his/her rebuttal to the annual rating in question.

Section: 5.17

Adopted: 6/20/06

Revised: 11/24/15

Effective: 6/20/06, 11/24/15

5.17 MANDATORY CERTIFICATION, LICENSE, OR REGISTRATION REQUIREMENT

1. No person shall be ~~compensated or~~ employed by the Board if he/she does not hold the certificate, license or registration required for the position under the rules of ODE or ODDD. ~~The Superintendent may employ a person pending the issuance of an initial certificate or license if his/her education and experience meet the requirements or licensure if the application has not been denied.~~
2. A person's employment shall be terminated if a required license, certificate or registration is denied, permanently revoked or not renewed.
3. All employees are required to file the latest record of permanent or temporary certification or license with the Personnel Administrative Office.
4. Any employee whose position requires a certificate, license or registration but whose listing or reference is not made in this Policy Section 5 still must comply with all requirements of the position as though they were stated herein. This includes, but is not limited to, nurses and therapists.

PARKING LOT LEASE AGREEMENT

THIS PARKING LOT LEASE AGREEMENT ("Agreement") is executed as of the _____ day of _____ 2015 (the "Execution Date"), by and between RVM Realty South, Inc., a duly registered Ohio Corporation, ("Landlord") and ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES ("Tenant").

WITNESSETH:

WHEREAS, the following facts are true:

A. Landlord is the owner of a parking lot (the "Parking Lot") on certain real estate located at 42 Elliott Street, Athens County, Ohio which is more particularly described on Exhibit A attached hereto and made a part hereof.

B. Tenant desires to lease from Landlord, and Landlord desires to lease to Tenant, the Parking Lot solely for the parking of vehicles of employees, customers and invitees of the Tenant upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of One Dollar (\$1.00) in hand paid, the foregoing property and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Lease Term.** Landlord hereby leases to Tenant, and Tenant leases from Landlord, the Parking Lot for the sole purpose of the parking of vehicles of Tenant's employees, customers and invitees of the Tenant (the "Permitted Use") for the period of time (the "Lease Term") commencing on 1/1/2016 (the "Commencement Date") and expiring on 12/31/2019 (the "Expiration Date").
2. **Rent.** Commencing on the Commencement Date and throughout the Lease Term, Tenant shall pay, in advance, and on each subsequent January 1 during the Lease Term, annual base rent ("Base Rent," and collectively with any and all other sums due under the terms of this Agreement, the "Rent") in the amount of \$1.00 per calendar year.
3. **Use of the Parking Lot.** The Parking Lot shall be used solely for the Permitted Use and for no other purpose whatsoever. Tenant shall not, at any time, use or occupy, or suffer or permit anyone to use or occupy, the Parking Lot, or do or permit anything to be done on the Parking Lot, in any manner that may (a) cause, or be liable to cause, injury to the Parking Lot, any adjacent building or any equipment, facilities or systems therein; (b) constitute a violation of the laws, zoning or requirements of any public authority; or (c) impair or tend to impair the proper and economic maintenance, operation, and repair of the Parking Lot and/or any adjacent buildings.
4. **Maintenance Obligations.** Tenant, at its sole cost and expense, shall maintain and preserve, in a good and safe condition, repair and appearance (the "Required Condition"), and perform any and all repairs and replacements required in order to so maintain and preserve, in the Required Condition, the Parking Lot, including, without limitation, any costs any costs and expenses for striping the Parking Lot

and any costs and expenses for snow and ice removal. Tenant shall pay all applicable third party service providers directly. Tenant shall, at Tenant's sole cost and expense, maintain the Parking Lot in a clean and orderly condition throughout the Lease Term. Tenant shall not cause any alterations or improvements to be made to the Parking Lot. Landlord shall have no liability or obligation whatsoever with respect to the maintenance or repair of the Parking Lot.

5. **Insurance.** Throughout the Lease Term, Tenant shall maintain insurance in amounts and of the type reasonably required by Landlord. At Landlord's request, Tenant shall provide to Landlord a certificate of insurance evidencing that proper insurance as required in the preceding sentence is in full force and effect. Landlord shall have no responsibility whatsoever for the property of Tenant.

6. **Environmental Matters.**

a. **Definitions.** As used herein:

i. "Hazardous Materials" shall mean any flammable explosives, hydrocarbons and/or petroleum products or fractions thereof, radioactive materials, hazardous or toxic wastes, substances or materials, including, but not limited to, those materials and substances which may now or hereafter be defined as "hazardous substances", "hazardous materials", "hazardous wastes" or "toxic substances", "regulated substances", "industrial solid wastes", or "pollutants" under the Laws;

ii. "Laws" shall mean, as appropriate in the context, any federal, state or local laws, statutes, ordinances, rules, orders, permits, standards or requirements (including but not limited to, the Comprehensive Environmental Response, Compensation, and Liability Act and the Resource Conservation and Recovery Act, any amendments thereto and regulations adopted in respect to the foregoing); and

b. **Hazardous Materials.** Tenant shall not cause or permit the use, generation, release, manufacture, refining, production, processing, storage or disposal of any Hazardous Materials on, under or about the Parking Lot, or the transportation to or from the Parking Lot of any Hazardous Materials. The covenants and obligations under this Section 6(b) shall survive the expiration or earlier termination of this Agreement.

c. **Landlord Access.** From and after the Execution Date, and throughout the Lease Term, Tenant shall permit access and entry upon the Parking Lot to Landlord and/or Landlord's designated representatives and contractors as may be necessary to complete any testing, assessment, monitoring, remediation or other environmental corrective action activity or action required by any Laws, to remediate, clean-up, abate, test, address or monitor any Hazardous Materials in the environment (collectively, the "Landlord's Environmental Work"). Landlord's Environmental Work may include, without limitation, the following: the installation, maintenance, operation, use, sampling, removing and/or decommissioning of any monitoring or recovery wells, monitoring points, piping, treatment equipment, mobile treatment units, and any other equipment, vehicles or improvements used or installed by Landlord to perform the Landlord's Environmental Work, and an above-ground shed or trailer to house equipment; the removal, remediation, storage, testing and/or treatment of soils and groundwater from or on the Parking Lot; surface restoration; ingress and egress by persons, vehicles and equipment, in, across and around the Parking Lot; and the completion of such additional related activities as Landlord deems necessary or desired to test, assess, remediate and/or perform such work.

7. **Prohibition Against Liens.** Tenant has no authority or power to cause or permit any lien, charge or encumbrance of any kind whatsoever to attach to or be placed upon the Parking Lot or any part thereof. Tenant covenants and agrees not to suffer or permit any lien of mechanics or materialmen or others to be placed against the Parking Lot or any part thereof with respect to work or services claimed to have been performed for or materials claimed to have been furnished to or on behalf of Tenant, Tenant's employees, agents, consultants or representatives. In the event Tenant has not so performed, Landlord may, at its option, pay and discharge such liens and Tenant shall be responsible to reimburse Landlord, on demand and as Rent under this Agreement, for all costs and expenses incurred in connection therewith, together with interest at the rate of five percent (5%) per annum above the "prime" or "reference" or "base" rate (on a per annum basis) of interest publicly announced as such, from time to time, by the JPMorgan Chase Bank, NA, or its successor, from the due date thereof until paid, and such interest shall be and constitute Rent and be due and payable upon Landlord's submission of an invoice therefore. Such costs and expenses shall include reasonable fees of attorneys of Landlord's choosing, and any costs in posting bond to effect discharge or release of the lien as an encumbrance against the Parking Lot.

8. **Assignment; Subletting.** Neither Tenant nor any sublessee or assignee of Tenant, if applicable, directly or indirectly, voluntarily or by operation of law, shall sell, assign, encumber, pledge or otherwise transfer or hypothecate all or any part of the Parking Lot or Tenant's leasehold estate hereunder (each such act is referred to as an "Assignment"), or sublet the Parking Lot or any portion thereof or permit the Parking Lot to be occupied by anyone other than Tenant, Tenant's employees, customers and invitees (each such act is referred to as a "Sublease"), without Landlord's prior written consent in each instance, which consent Landlord may withhold in its sole discretion. Any Assignment or Sublease that is not in compliance with this Section 8 shall be void and, at the option of Landlord, shall constitute a material default by Tenant under this Lease. The acceptance of any rent by Landlord from a proposed assignee, sublessee or occupant of the Parking Lot shall not constitute consent to such Assignment or Sublease by Landlord. The right to such amounts is expressly reserved from the grant of Tenant's leasehold estate for the benefit of Landlord. No consent by Landlord to any Assignment or Sublease by Tenant, and no specification in this Lease of a right of Tenant's to make any Assignment or Sublease, shall relieve Tenant of any obligation to be performed by Tenant under this Lease, whether arising before or after (a) the Assignment or Sublease or (b) any extension of the Lease Term. The consent by Landlord to any Assignment or Sublease shall not relieve Tenant or any successor of Tenant from the obligation to obtain Landlord's express written consent to any other Assignment or Sublease. Tenant shall pay to Landlord, as a component of Rent, Landlord's reasonable costs and expenses incurred in connection with Landlord's review of any proposed Sublease or Assignment. Each assignee or other transferee of Tenant's interest under this Lease pursuant to the terms of this Section 8, shall assume all obligations of Tenant under this Lease and shall be and remain liable jointly and severally with Tenant for the payment of all Rent, and for the performance of all the terms, covenants, conditions and agreements contained in this Lease which are to be performed by Tenant. Each sublessee of all or any portion of the Parking Lot shall agree in writing for the benefit of Landlord (a) to comply with and agree to the provisions of this Lease, and (b) that such sublease (and all further subleases of any portion of the Parking Lot) shall terminate upon any termination of this Lease, regardless of whether or not such termination is voluntary.

9. **Sale, Assignment or Transfer by Landlord.** Landlord may transfer or assign its interest in this Lease without the consent of Tenant. Landlord and Tenant acknowledge and agree that upon any such transfer or assignment of the Lease or the sale, assignment or transfer by Landlord (or by any subsequent Landlord) of its interest in the Parking Lot as owner or lessee, including, without limitation, any transfer upon or in lieu of foreclosure or by operation of law, Landlord (or subsequent Landlord) shall be relieved from all subsequent obligations or liabilities under this Lease, and all obligations subsequent to such sale,

assignment or transfer (but not any obligations or liabilities that have accrued prior to the date of such sale, assignment or transfer unless assumed by the transferee) shall be binding upon the grantee, assignee or other transferee of such interest. Any such grantee, assignee or transferee, by accepting such interest, shall be deemed to have assumed such subsequent obligations and liabilities.

10. Tenant's Acceptance of the Parking Lot "As Is". Tenant acknowledges and agrees that Tenant has occupied the Parking Lot, that Tenant is familiar with the Parking Lot, and that Tenant accepts the Parking Lot in an "as is" condition without representation or warranty by Landlord of any kind and with the understanding that Landlord shall have no responsibility with respect thereto.

11. Default. Failure of Tenant to observe the conditions and obligations of this Agreement, or use of the Parking Lot in a manner not permitted or otherwise contemplated by this Agreement, shall constitute an event of default. If Tenant fails to cure such default within thirty (30) days after Landlord's delivery to Tenant of written notice of such failure, Landlord may elect to terminate this Agreement by delivery of written notice to Tenant. Tenant shall be responsible for any attorneys' fees incurred by Landlord in connection with the litigation of any matter in a court of competent jurisdiction.

12. Liability. It is understood that Landlord and its agents and employees shall not be liable for loss or damage to any vehicle, and/or the contents thereof, that is parked in the Parking Lot, including, but not limited to, damage caused by fire, theft, explosion, freezing, strikes, riots or by any other causes.

13. Relationship of Parties. It is expressly understood that the relationship between Landlord and Tenant constitutes an Agreement to use said Parking Lot subject to the terms and conditions herein only and that neither such relationship nor the parking of any automobile thereunder shall constitute a bailment nor create the relationship of bailor and bailee.

14. Notice. Any notice required or permitted to be given under this Agreement or by law shall be deemed to have been given if it is written and delivered in person or by overnight courier or mailed by certified mail, postage prepaid, to (i) the party who is to receive such notice at the address specified below, and (ii) in the case of a default notice from Tenant to Landlord, any Leader designated by Landlord. When so mailed, the notice shall be deemed to have been given as of the date it was mailed. Either party may change its address by giving written notice thereof to the other party. Notice addresses are as follows:

Landlord: RVM Realty South, Inc.
Attn: Randy Moore
P.O. Box 208
New Lexington, Ohio 43764

Tenant: Athens County Board of Developmental Disabilities
801 West Union Street
Athens, OH 45701
Attn: _____

15. Compliance. Tenant shall give prompt notice to Landlord of any notice it receives of the violation of any law or requirement of any governmental or administrative authority with respect to the Parking Lot or the use thereof. Tenant shall, at Tenant's expense, comply with all laws and requirements

of any governmental or administrative authorities that impose any duty on Landlord or Tenant arising from Tenant's actions regarding its use of the Parking Lot, and Tenant shall pay all expenses, fines and damages that are imposed by reason or arising out of Tenant's failure to fully and promptly comply with and observe the provisions of this Section 15.

16. Limitation of Landlord's Liability. If Landlord shall fail to perform or observe any term, condition, covenant or obligation required to be performed or observed by it under this Agreement and if Tenant shall, as a consequence thereof, recover a money judgment against Landlord (whether compensatory or punitive in nature), Tenant agrees that it shall look solely to Landlord's right, title and interest in and to the Parking Lot for the collection of such judgment; and Tenant further agrees that no other assets of Landlord shall be subject to levy, execution or other process for the satisfaction of Tenant's judgment and that Landlord shall not be personally liable for any deficiency.

17. Partial Invalidity; Complete Agreement. If any provision of this Agreement shall be held to be invalid, void or unenforceable, the remaining provisions shall remain in full force and effect. This Agreement represents the entire agreement between Landlord and Tenant covering everything agreed upon or understood in this transaction. There are no oral promises, conditions, representations, understandings, interpretations or terms of any kind as conditions or inducements to the execution hereof or in effect between the parties. No change or addition shall be made to this Agreement except by a written agreement executed by Landlord and Tenant.

18. Binding Effect; Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

19. Headings. The paragraph headings that appear in this Agreement are for purposes of convenience of reference only and are not in any sense to be construed as modifying the substance of the paragraphs in which they appear.

20. Counterparts. This Agreement may be executed in one or more counterparts, each of which will constitute an original, and all of which together shall constitute one and the same agreement. Executed copies hereof may be delivered by e-mail or facsimile and, upon receipt, shall be deemed originals and binding upon the parties hereto. Without limiting or otherwise affecting the validity of executed copies hereof that have been delivered by e-mail or facsimile, the parties will use best efforts to deliver originals as promptly as possible after execution.

21. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state in which the Parking Lot is located.

22. Authority. The parties represent and warrant to each other that it has full power, right and authority to execute and perform this Agreement and all corporate action necessary to do so have been duly taken.

23. Binding Agreement. Submission of this Agreement shall not be deemed to be an offer or an acceptance of the terms herein, and neither Landlord nor Tenant shall be bound by the terms herein until Landlord has delivered to Tenant, or to Tenant's agent, or designated representative, a fully executed copy of this Agreement (which may be delivered in counterparts as described above), signed by both of the parties in the spaces herein provided.

(signature page follows)

EXHIBIT 7

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below, to be effective for all purposes, however, as of the date first set forth above.

LANDLORD:

RVM Realty South, Inc.

By: _____
Name: Randy Moore
Title: President

TENANT:

**ATHENS COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

By: _____
Name: _____
Title: _____

Approved as to form:



Keller J. Blackburn, Athens County Prosecuting Attorney

EXHIBIT A

PARKING LOT LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND LYING IN AND BEING 5,425 SQ. FT. OR 0.125 ACRES, MORE OR LESS OUT OF OUTLOTS 4 & 5 OF THE CITY OF ATHENS, COUNTY OF ATHENS, STATE OF OHIO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID OUTLOT 4 OF THE CITY OF ATHENS:

THENCE ALONG THE EASTERLY LINE OF SAID OUTLOT 4 NORTH 05°00'00" EAST, 180.00 FEET TO A POINT IN THE SOUTH LINE OF A 27 FOOT PUBLIC ALLEY;

THENCE FOLLOWING SAID RIGHT OF WAY LINE AND ACROSS LOTS 4 & 5 SOUTH 85°00'00" EAST, 120.00 FEET TO A 1/2" IRON PIN WITH UNREADABLE CAP AT THE NORTHWEST CORNER OF THIS TRACT FOR THE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID RIGHT OF WAY LINE AND ACROSS LOT 5 SOUTH 85°00'00" EAST, 35.00 FEET TO A CUT "X" IN CONCRETE SET AT THE NORTHWEST CORNER OF THE BOARD OF COUNTY COMMISSION PROPERTY;

THENCE FOLLOWING SAID WEST LINE SOUTH 05°00'00" WEST, 155.00 FEET TO A RAILROAD SPIKE SET ON THE NORTH RIGHT OF WAY LINE OF THE CSX RAILROAD;

THENCE ALONG SAID RIGHT OF WAY LINE NORTH 85°00'00" WEST, 35.00 FEET TO A 1/2" IRON PIN WITH UNREADABLE CAP FOUND;

THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 05°00'00", 155.00 FEET TO THE POINT OF BEGINNING.

SAID DESCRIBED PARCEL BEING A PORTION OF THAT PROPERTY CONVEYED IN VOLUME 83 PAGE 188, ATHENS COUNTY RECORDS AND COMPRISES A PORTION OF TAX PARCELS A027130008200 AND A027130008300.

Athens County DD IHAC Expense Detail

Report Period: 01/01/2015 to 11/30/2015

November 19, 2015 9:30:17AM

PO No	Description	Name	Post Date	IHPO	IHAC	Amount
30 Adult Services						
<i>31 Adult Habilitation</i>						
2003 Program Supplies						
8000 Carryover Reduction						
RG150785	Reimbursements - Yoga Blankets \$77.46; Red Cross \$95; Yoga Supplies \$617.65; and Wipes \$107.76	Atco, Inc.	11/16/2015		30-31-2003-8000	\$77.46
		V1641-15				
RG150785	Reimbursements - Yoga Blankets \$77.46; Red Cross \$95; Yoga Supplies \$617.65; and Wipes \$107.76	Atco, Inc.	11/16/2015		30-31-2003-8000	\$617.65
		V1641-15				
2003 Program Supplies / 8000 Carryover Reduction Total						\$695.11
2003 Program Supplies Total						\$695.11
31 Adult Habilitation Total						\$695.11
<i>41 Nursing Services</i>						
2001 Office Supplies						
8000 Carryover Reduction						
RG150785	Reimbursements - Yoga Blankets \$77.46; Red Cross \$95; Yoga Supplies \$617.65; and Wipes \$107.76	Atco, Inc.	11/16/2015		30-41-2001-8000	\$19.00
		V1641-15				
2001 Office Supplies / 8000 Carryover Reduction Total						\$19.00
2001 Office Supplies Total						\$19.00
2031 Medical & Hygiene						
8000 Carryover Reduction						
RG150785	Reimbursements - Yoga Blankets \$77.46; Red Cross \$95; Yoga Supplies \$617.65; and Wipes \$107.76	Atco, Inc.	11/16/2015		30-41-2031-8000	\$107.76
		V1641-15				
2031 Medical & Hygiene / 8000 Carryover Reduction Total						\$107.76
2031 Medical & Hygiene Total						\$107.76
41 Nursing Services Total						\$126.76
30 Adult Services Total						\$821.87
60 Transportation Services						
<i>61 Route Operations</i>						
2121 Vehicles						
8000 Carryover Reduction						
MV150163	2015 Dodge Grand Caravan VIN 2C4RDGBG4FR593617	Taylor Motors	09/18/2015		60-61-2121-8000	\$20,478.50
		V1295-15				
MV150163	2016 Ford Focus VIN #1FADP3F27FL367319	Don Wood Automotive	10/01/2015		60-61-2121-8000	\$16,453.00
		V1358-15				
MV150163	2016 Dodge Grand Caravan - VIN #2C4RDGBGXGR116840	Taylor Motors	10/01/2015		60-61-2121-8000	\$21,783.50
		V1334-15				
2121 Vehicles / 8000 Carryover Reduction Total						\$58,715.00

EXHIBIT 8

Report Period: 01/01/2015 to 11/30/2015

November 19, 2015 9:30:17AM

PO No	Description	Name	Post Date	IHPO	IHAC	Amount
60 Transportation Services						
<i>61 Route Operations</i>						
2121 Vehicles Total						\$58,715.00
61 Route Operations Total						\$58,715.00
60 Transportation Services Total						\$58,715.00
70 Building Services						
<i>71 Beacon Building Services</i>						
2010 Building Supplies						
8000 Carryover Reduction						
RG150160	reimbursement for washer/dryers purchased from Sears for Beacon and Atco; exhaust pipe and rope hoist	Withem, Robert	10/01/2015		70-71-2010-8000	\$858.00
V1346-15						
2010 Building Supplies / 8000 Carryover Reduction Total						\$858.00
2010 Building Supplies Total						\$858.00
2102 Small Tools & Equipment						
8000 Carryover Reduction						
MV150163	7 1/2 food DP Meyers Snow Plow	Southeastern Equipment Co, Inc.	11/05/2015		70-71-2102-8000	\$728.67
V1567-15						
2102 Small Tools & Equipment / 8000 Carryover Reduction Total						\$728.67
2102 Small Tools & Equipment Total						\$728.67
71 Beacon Building Services Total						\$1,586.67
<i>72 Atco Building Services</i>						
2010 Building Supplies						
8000 Carryover Reduction						
RG150160	reimbursement for washer/dryers purchased from Sears for Beacon and Atco; exhaust pipe and rope hoist	Withem, Robert	10/01/2015		70-72-2010-8000	\$858.00
V1346-15						
2010 Building Supplies / 8000 Carryover Reduction Total						\$858.00
2010 Building Supplies Total						\$858.00
2102 Small Tools & Equipment						
8000 Carryover Reduction						
MV150163	7 1/2 food DP Meyers Snow Plow	Southeastern Equipment Co, Inc.	11/05/2015		70-72-2102-8000	\$728.67
V1567-15						
2102 Small Tools & Equipment / 8000 Carryover Reduction Total						\$728.67
2102 Small Tools & Equipment Total						\$728.67
72 Atco Building Services Total						\$1,586.67
<i>73 Bus Garage Building Services</i>						
2010 Building Supplies						
8000 Carryover Reduction						
RG150160	reimbursement for washer/dryers purchased from Sears for Beacon and Atco; exhaust pipe and rope hoist	Withem, Robert	10/01/2015		70-73-2010-8000	\$64.99

EXHIBIT 8

Report Period: 01/01/2015 to 11/30/2015

November 19, 2015 9:30:17AM

PO No	Description	Name	Post Date	IHPO	IHAC	Amount
70 Building Services						
<i>73 Bus Garage Building Services</i>						
2010 Building Supplies						
8000 Carryover Reduction						
V1346-15						
2010 Building Supplies / 8000 Carryover Reduction Total						\$64.99
<i>2010 Building Supplies Total</i>						<i>\$64.99</i>
2102 Small Tools & Equipment						
8000 Carryover Reduction						
MV150163	7 1/2 food DP Meyers Snow Plow	Southeastern Equipment Co, Inc.	11/05/2015		70-73-2102-8000	\$728.67
V1567-15						
2102 Small Tools & Equipment / 8000 Carryover Reduction Total						\$728.67
<i>2102 Small Tools & Equipment Total</i>						<i>\$728.67</i>
73 Bus Garage Building Services Total						\$793.66
<i>74 Personnel Plus Bldg Services</i>						
2102 Small Tools & Equipment						
8000 Carryover Reduction						
MV150163	7 1/2 food DP Meyers Snow Plow	Southeastern Equipment Co, Inc.	11/05/2015		70-74-2102-8000	\$728.67
V1567-15						
2102 Small Tools & Equipment / 8000 Carryover Reduction Total						\$728.67
<i>2102 Small Tools & Equipment Total</i>						<i>\$728.67</i>
74 Personnel Plus Bldg Services Total						\$728.67
<i>75 Passion Works Building</i>						
2102 Small Tools & Equipment						
8000 Carryover Reduction						
MV150163	7 1/2 food DP Meyers Snow Plow	Southeastern Equipment Co, Inc.	11/05/2015		70-75-2102-8000	\$728.65
V1567-15						
2102 Small Tools & Equipment / 8000 Carryover Reduction Total						\$728.65
<i>2102 Small Tools & Equipment Total</i>						<i>\$728.65</i>
75 Passion Works Building Total						\$728.65
70 Building Services Total						\$5,424.32
95 Informations Services						
<i>99 Board Administration</i>						
2101 Office Equipment						
8000 Carryover Reduction						
MV150162	Apple Macpro; HP docking station and HP - Personnel Plus - Jago & Clemons	CDW Government	10/13/2015		95-99-2101-8000	\$2,073.25
V1429-15						
MV150162	Samsung 850 EVO 250 GB	CDW Government	10/19/2015		95-99-2101-8000	\$102.79
V1456-15						
MV150162	Gigabyte GA-Z97X Z97 LGA115017 MB	CDW Government	10/20/2015		95-99-2101-8000	\$129.82
V1470-15						
MV150162	Intell I7-4790K UP to 4.4GHZ 8M	CDW Government	10/20/2015		95-99-2101-8000	\$388.96

EXHIBIT 8

Report Period: 01/01/2015 to 11/30/2015

November 19, 2015 9:30:17AM

PO No	Description	Name	Post Date	IHPO	IHAC	Amount
95 Informations Services						
<i>99 Board Administration</i>						
2101 Office Equipment						
8000 Carryover Reduction						
		V1470-15				
MV150162	EVGA POW Supply 750W 80 Plus Bronze	CDW Government	11/01/2015		95-99-2101-8000	\$87.87
		V1515-15				
MV150162	hard drives	CDW Government	11/04/2015		95-99-2101-8000	\$831.65
		V1544-15				
MV150162	Time Clock Plus v7 Professional Edition and v7 professional employce licenses	Time Clock Plus	11/04/2015		95-99-2101-8000	\$4,075.00
		V1530-15				
MV150162	Intell I504460, Crucial 8GB Kit and Samsung 850 EVO	CDW Government	11/10/2015		95-99-2101-8000	\$355.31
		V1604-15				
MV150162	Reimbursement for purchase from Amazon for Dunlap, Kristopher Miscrosoft Surface Pro 3		11/10/2015		95-99-2101-8000	\$1,104.92
		V1597-15				
2101 Office Equipment / 8000 Carryover Reduction Total						\$9,149.57
2101 Office Equipment Total						\$9,149.57
99 Board Administration Total						\$9,149.57
95 Informations Services Total						\$9,149.57
Grand Total:						\$74,110.76

Athens County Board of Developmental Disabilities

Board Submission by: Dr. Turner, Assistant Superintendent

Area of Supervision: Educational Services

November 24, 2015

Highlights:

- Attended the Japanese Exchange Dinner on October 23, at Beacon School, where Noah and Mary Hogan discussed their recent visit to Japan.
 - November 3 was our agency-wide Kick Off and In-service Day. Seventy-seven were in attendance, and enjoyed the continental breakfast, and door prizes. Employee quotes were posted on the walls, sharing, "Why I love my job!" Employee length of Service was also recognized.
 - **Years of service** was, as follows:
 - Carol J. Tinkham- 35 years
 - Celeste Salzman- 25 years
 - Dennis Lehman- 15 years
 - Samantha Dunlap- 5 years
 - Kris Dunlap- 5 years
 - Twelve employees were recognized for being nominated by their peers for being **Exceptional Employees:**
 - Goldie Inman
 - Barb North-Moss
 - Julie Jones
 - Karen Hynes
 - Cindy Rector
 - Autumn Brown
 - Beth Graham
 - Sam Dunlap
 - Stephanie Howell
 - Jennie Booth
 - Celeste Salzman
 - Ruth Robertson
- Criteria for this recognition:*
- Providing exceptional service to the individuals that we serve
 - Having a positive attitude and encouraging others
 - Showing initiative and helpfulness

All employees had the opportunity to contribute ideas for the revised mission statement and vision statement, for the Strategic Plan. We also completed annual training, which was led by Steve Kramer- Ethics, HIPAA and confidentiality, Joanne Heinzman and Megan Stack, Cressie Chaney, Tami Harter, and Jack Wilson regarding proper body mechanics and lifting, blood borne pathogens, and hazardous chemicals. Ryan McCullough was our guest speaker who discussed the importance of hand washing. Kris Dunlap presented our new Intranet, which is an internal method for agency staff to access forms, agency information and announcements, policies, training, the newsletter, program calendars, caseloads, and any

other pertinent information. An afternoon session was also provided by David Sincoff, learning about psychotropic medications and their impact on behaviors. An evaluation of the day's activities was provided for all employees and revealed 96% satisfaction and numerous comments supporting the new format, as well as ideas for more improvement next year.

- **Trailblazer Awards** were awarded on November 4:
 - **The PersonnelPlus Ambassador Award** -- Recognizes longevity. Established in 2003, Created to honor Downard's Ambassador Laundry and Dry Cleaning for demonstrating support and leadership and employing workers with disabilities over a long period of time.
 - *Winner: Information Destruction Systems: IDS*
 - **The PersonnelPlus Trailblazer Award for a Business Leader --** Created by the Business Advisory Council (BAC) to honor and recognize the recipient as one who acknowledges the values of workers with disabilities and promotes the skills and abilities of workers with disabilities within the workplace.
 - *Winner: Shannon Tipton-Arnold, Quidel Packaging Manager*
 - **The PersonnelPlus Trailblazer Award for a Business Award --** Created by the Business Advisory Council (BAC), The recipient serves as an example and a catalyst to encourage other area businesses to consider the contributions of workers with disabilities within our local communities.
 - *Winner: Don Skinner, Manager of Athens Big Lots*
 - **The PersonnelPlus Visionary Award --** Presented to a business or individual in the community that has demonstrated a strong interest in the mission, as well as a desire to become an integral part in ensuring individuals with disabilities are provided opportunities to work in the community
 - *Winner: Janis Sharp Manager of Monticello Village Apartments*
 - **The David Welsh Award --** Recognizes a worker with a disability who has not only proved to be an excellent worker, but has demonstrated personal achievement in their life.
 - *Winner: Dan Schoonover owner of Shady Dan's Sunglasses*
 - **The 2015 Employee of the Year Award --** Recognizes an employee who demonstrates excellence in their job, by having good evaluations, good attendance, professionalism and good work ethic.
 - *Winner: Debra Taylor, Packaging Department Staff at ED Map*
- Attended the Ohio Coalition for the Education of Children with Disabilities Statewide Conference on November 10. New information was gleaned on working with behavioral issues.
- Attended a Privatization Workshop with Dennis Lehman and Steve Kramer on November 11 to learn more about the details of supporting our employees during and after transition.
- Our school won the prize of \$50.00 for our Veteran's Day Parade banner at the Veterans' Day Parade.
- VSA Art program is in full swing. The students are enjoying having art classes. They already receive music therapy from Ohio University, and have previously had dance classes from VSA in previous years.

- Selected a new Speech Therapist for Beacon School. Kendall Lehrman will begin on November 30. She is proficient with Language Acquisition through Motor Planning, which is the latest technology for non- or low-verbal people.
- We selected a new Physical Education Instructor for Beacon School. Chase Brackley will be joining us on November 30. He is excited to provide physical education and swimming instruction, but also wants to support larger school goals, such as ongoing experiences for the students with our gardens.
- Mona Maccucci, PTA, Advanced Medical, has joined us for the remainder of the school year.
- We had twenty three Ohio University students spend half a day at our school on November 17, providing a variety of physical activities in the gym, as a service learning project.

Issues to Share:

- We are having great difficulty in finding adequate substitute Instructors, substitute Instructor Assistants and substitutes in our Adult Program. We are proposing that our new substitute rates should be 15.00/hr for Instructors, 10.00/hour for Instructor Assistants and Adult programs.

	Fed Hock	Athens	Trimble	Alexander	Nelsonville	ESC	Beacon-current	Beacon-Proposed
Teacher	100.00/day	70.00/day	70.00/day	80.00/day	80.00 a day	75.00	75.00/day 12.50/hr.	90/day 15.00/hr
Aide	8.50/hour	8.50/hour	8.35/hour	10.00/hour	8.10/hour	8.00	---	---
Inst. Asst.	--	--	--	--	--	--	8.50/hr. 55.25/day	10/hr 65/day

Adult Program Subs	Current	Proposed
Summit County	12.21	
Cuyahoga County	10.75	
Lade	9.50	
Trumbull	10	
Clermont	12.16	
Hancock	8.82	
Noble	10	
Putnam	10	
Warren	11.41	
Athens	8.50	10.00/hr.

Upcoming Event:

- Breakfast with Santa will be held on December 5, from 9-12, at Beacon School. See the attached flier for information.



John E. Hill
Superintendent

September 29, 2015

Catherine H. Smith
Administrative Services
Transportation
and Maintenance

Devona R. Fountain
Support Services

Michele L. Seward
Business Manager

655 Zane Street
Zanesville, Ohio 43701
Voice: 740.453.4829
Fax: 740.455.4186

MaryAnn Cluse
Starlight School

1330 Newark Road
Zanesville, Ohio 43701
Voice: 740.455.4176
Fax: 740.450.9225

Larry G. Wheeler
Starlight Workshop

1304 Newark Road
Zanesville, Ohio 43701
Voice: 740.453.4622
Fax: 740.450.9227

Dr. Maryalice Turner
Athens County Board of DD
801 W. Union Street
Athens, Ohio 45701

Dear Dr. Turner,

I have reviewed your Training Plan for the Superintendent Development Program Class of 2015. You have successfully completed all of the requirements of the course which may be used to meet the advanced curriculum for administrators of superintendent certification standards found in OAC 5123:2-1-03.

We are currently working out details for "graduation" from the program at the OACB Conference in December at which time you will formally receive your certificate of completion. On behalf of the SDP Committee, I want to thank you for your participation in our program. We hope that the knowledge you have gained will serve you well as a superintendent in the future.

Sincerely,

John E. Hill, Superintendent
SDP Co-Chair

Working in partnership with individuals with developmental disabilities and their families providing opportunities utilizing public and private supports to live, learn, work, and play in the community.

An Equal Opportunity Employer And Provider Of Services

Beacon's 5th Annual Breakfast with Santa!

featuring live music from
Jim Stack and Jeff Weaver of Rarely Herd
and Catfish from Lennon Orchestra



When: December 5th, 2015

Where: Beacon School
801 West Union Street in Athens

Time: 9am to 12pm

Tickets are \$4 and available for pre-sale or at the door!

Proceeds for Winter coats, hats, shoes, etc.

Activities include; breakfast, arts and crafts, raffle, live music and bring your cameras for pictures with Santa himself!

For more information contact
Cindy Johnston at Beacon, 594-3539

Athens County Board of Developmental Disabilities Business Manager's Report

November 24, 2015

Notice to the Board and Stakeholders:

Month-To-Date and Year-To-Date Revenue, Expenditure, and Fund Balances through October 31, 2015 have been reconciled and balanced to statements issued by the County Auditor's Office. That reconciliation is as follows:

Revenue

For the month of October 2015

Account		Per Books	Per County	Variance
General - CAC				
401.0085.410400	S31 - General Tax Beacon			\$0.00
401.0085.410404	S32A - Trailer Tax			\$0.00
401.0085.412100	S31A - Homestead & Rollback	\$16,185.92	\$16,185.92	\$0.00
401.0085.412500	S33 - Grants	\$370,672.41	\$370,642.41	(\$30.00)
401.0085.413110	S37 - Lunch Sales	\$403.00	\$403.00	\$0.00
401.0085.413120	S38 - Contract Services			\$0.00
401.0085.417100	S39 - Other Receipts	\$2,119.94	\$2,119.94	\$0.00
401.0085.417110	Martin Match Receipts	\$644.70	\$644.70	\$0.00
401.0085.417120	Supported Living Subsidy	\$164,616.42	\$164,616.42	\$0.00
401.0085.417130	DODD TCM Match Transfer			\$0.00
401.0085.417140	S40 - Refunds	\$119.50	\$119.50	\$0.00
401.0085.417150	S41 - Reimbursements	\$247.82	\$247.82	\$0.00
401.0085.417500	S35 - Gifts & Donations			\$0.00
401.0085.417800	S43 - Other Non-Revenue (Misc Rec)	\$5,909.84	\$5,939.84	\$30.00
401.0085.422100	S44 - Transfers In			\$0.00
Fund Total:		\$560,919.55	\$560,919.55	\$0.00
Capital Improvement				
404.0430.412500	Revenue-Beacon Capital Impr.			\$0.00
Fund Total:		\$0.00	\$0.00	\$0.00
Beacon Bond				
305-4001.00	General Tax - Beacon Bond			\$0.00
305-4001.01	Homestead & Rollback			\$0.00
305-4002.00	Tangible Tax			\$0.00
305-4003.00	Trailer Tax			\$0.00
305-4004.00	Investment Income	\$0.22	\$0.22	\$0.00
305-4005.00	Other Receipts			\$0.00
305-4007.00	Transfers In			\$0.00
Fund Total:		\$0.22	\$0.22	\$0.00
Grand Totals:		\$560,919.77	\$560,919.77	\$0.00

401.4356.412500 Grants – Correction of \$30.00 Background check fee booked by Auditor as Grant revenues in September.. S/B Other Non-Revenue.

Athens County Board of Developmental Disabilities Business Manager's Report

Expenditures

For the month of October 2015

Account	Per Books	Per County	Variance	
General - CAC				
401.4356.510200	Salaries	\$306,605.36	\$306,605.36	\$0.00
401.4356.520150	Health Insurance	\$181,274.07	\$181,274.07	\$0.00
401.4356.522100	Medicare	\$4,168.75	\$4,168.75	\$0.00
401.4356.524100	Workers Compensation			\$0.00
401.4356.525100	PERS / STRS	\$33,983.61	\$33,983.61	\$0.00
401.4356.530100	Contract Services	\$70,839.16	\$70,839.16	\$0.00
401.4356.530101	Rentals	\$5,096.95	\$5,096.95	\$0.00
401.4356.530102	Non waiver Supported Living	\$51,281.42	\$51,281.42	\$0.00
401.4356.530200	Repairs / Maintenance	\$5,563.32	\$5,563.32	\$0.00
401.4356.540100	Supplies	\$15,642.38	\$15,642.38	\$0.00
401.4356.550100	Equipment	\$40,931.32	\$40,931.32	\$0.00
401.4356.560100	Other Expense	\$27,614.74	\$27,614.74	\$0.00
401.4356.560101	Medicaid Match - TCM			\$0.00
401.4356.560102	Family Resource Services	\$2,437.99	\$2,437.99	\$0.00
401.4356.560103	Medicaid Waiver Match	\$634,220.00	\$634,220.00	\$0.00
401.4356.560107	Utilities	\$10,695.87	\$10,695.87	\$0.00
401.4356.560110	Fees-Settlement	\$4,589.98	\$4,589.98	\$0.00
401.4356.560200	Advertising-Printing	\$13,743.21	\$13,743.21	\$0.00
401.4356.560300	Travel / Reimbursement	\$3,143.35	\$3,143.35	\$0.00
401.4356.560500	Election Expense			\$0.00
401.4356.580100	Transfer Out - Beacon			\$0.00
401.4356.58900	Transfer Out - GL			\$0.00
Fund Total:		\$1,411,831.48	\$1,411,831.48	\$0.00
Capital Improvement				
7809-550100	Capital Improvements			\$0.00
Fund Total:		\$0.00	\$0.00	\$0.00

Fund Balance Report for October 2015

Fund	Per Books	Per County	Variance	
15	Beacon Bond	2,632.22	2,632.22	0.00
401	Beacon School	\$4,786,230.67	\$4,786,230.67	0.00
403	Supported Living Fund	\$14,078.96	\$14,078.96	0.00
404	Capital Improvements	\$859,136.28	\$859,136.28	0.00
Fund Totals:		5,662,078.13	5,662,078.13	0.00

Athens County Board of Developmental Disabilities Business Manager's Report

Revenue by Month - 2015

Line#	401 General	Jan.	Feb.	Mar.	Apr	May	June	July	August	Sept	Oct	Total
1	General Tax Beacon				3,497,647					2,567,961		6,065,608
2	Trailer Tax					56,335				24,954		81,288
3	Homestead & Rollback					299,774				295,955	16,186	611,916
4	Grants	342,845	45,344	134,361	454,094	119,652	134,608	244,811	80,935	203,761	370,642	2,131,055
5	Lunch Sales	706	929	290	524	548	902	100	560	530	403	5,491
6	Contract Services		6,058	4,810	239		286					11,393
7	Other Receipts		33,726	584						1,516	2,120	37,946
8	Martin Match Receipts			842	19,880	307				1,014	645	22,687
9	Supported Living Subsidy	165,819			167,355			163,094			164,616	660,884
10	DODD TCM Match Transfer	20,785			18,373	12,313	2,354			21,682		75,506
11	Refunds		1,068			4,420			697	6,513	120	12,817
12	Reimbursements	2,011	6,913	285,293	45	687	5,973	6,141	6,742	48	248	314,099
13	Gifts & Donations			300	995	40,204		200	150	10		41,859
14	Other Non-Rev (Misc Rec)	1,287	3,187	1,438	1,209	2,128	30,460	809	1,738	1,226	5,940	49,422
15	Transfers In											0
16	Fund Totals:	533,452	97,224	427,919	4,160,361	536,366	174,584	415,155	90,822	3,125,170	560,920	10,121,972
17	Revenue - Beac Cap Impr											0
18	Fund Totals:											0
19	Grand Total:	533,452	97,224	427,919	4,160,361	536,366	174,584	415,155	90,822	3,125,170	560,920	10,121,972

401.0085.412100 – Homestead & Rollback. \$16,186 pertains to Mobile Home Homestead and Rollback.

Athens County Board of Developmental Disabilities Business Manager's Report

Expenses by Month - 2015

Line	401 General	Jan.	Feb.	Mar.	Apr.	May	June	July	August	Sept	Oct	Total
1	Salaries	271,651	257,445	275,895	254,201	258,889	283,384	368,502	246,160	244,917	306,605	2,767,650
2	Health Insurance	76,336	98,333	89,196	17,026	147,609	92,914	92,142	90,558	7,337	181,274	892,725
3	Medicare	3,470	3,350	3,344	3,346	3,410	3,609	5,054	3,300	3,279	4,169	36,332
4	Workers Compensation	0	59,661	54,850								114,512
5	PERS / STRS	36,312	37,791	36,114	35,836	35,568	54,416	36,742	34,551	34,406	33,984	375,718
6	Contract Services	106,377	51,273	66,594	66,975	36,457	44,332	35,601	99,193	32,401	70,839	610,042
7	Rentals	4,340	5,052	4,495	4,952	4,500	4,540	4,952	4,495	4,295	5,097	46,718
8	Non waiver Supported Living	26,208	27,945	24,918	83,525	24,272	11,141	40,880	62,839	20,576	51,281	373,587
9	Repairs / Maintenance	6,654	3,892	4,597	7,236	4,826	8,844	3,251	2,599	2,288	5,563	49,752
10	Supplies	13,598	12,291	14,368	11,243	15,385	11,830	9,673	14,742	8,676	15,642	127,448
11	Equipment	0	849	7,552	610		2,500		1,995	20,479	40,931	74,916
12	Other Expenses	10,216	1,194	5,294	280	267	526	33,347	129	5,305	27,615	84,173
13	Medicaid Match - TCM	0										
14	Family Support Services	0		1,996	4,923	2,031	4,157	1,248	2,958	854	2,438	20,605
15	Medicaid Waiver Match	593,873			593,873			634,220	132,644		634,220	2,588,830
16	Utilities	4,019	13,315	11,416	10,788	8,405	9,399	8,054	9,203	7,954	10,696	93,249
17	Fees-Settlement	0			79,356	11,120				64,054	4,590	159,121
18	Advertising-Printing	791		946	3,540	721	408			1,295	13,743	21,444
19	Travel / Reimbursement	1,795	971	1,544	4,512	2,887	3,125	1,919	1,913	1,842	3,143	23,651
20	Election Expense	0			1,011							1,011
	Fund Totals:	1,155,639	573,362	603,121	1,183,235	556,344	535,126	1,275,587	707,279	459,958	1,411,831	8,461,483
	Capital Improvements	12,481										12,481
	Grand Total:	1,168,120	573,362	603,121	1,183,235	556,344	535,126	1,275,587	707,279	459,958	1,411,831	8,473,964

4356.560110 - Fees-Settlement - \$4,589.98 expenditure for settlement fees on the receipt of levy funds pertaining to Mobile Home Homestead and Rollback..

Athens County Board of Developmental Disabilities Business Manager's Report

Revenue Levels Year-to-Date at 10/31/2015 (83% of the year)

Line	Account	Budget	Actual 2014 YTD	YTD	Percentage Collected
General					
1	0085.410100 S31 - General Tax Beacon	5,854,293	4,461,563	6,065,608	104%
2	0085.410400 S32A - Trailer Tax	66,824	60,400	81,288	122%
3	0085.412100 S31A - Homestead & Rollback	565,767	547,544	611,916	108%
4	0085.412500 S33 - Grants	2,860,901	2,113,511	2,131,055	74%
5	0085.413110 S37 - Lunch Sales	10,500	7,697	5,491	52%
6	0085.413120 S38 - Contract Services	56,663	45,056	11,393	20%
7	0085.417100 S39 - Other Receipts	55,000	881	37,946	69%
8	0085.417110 Martin Match Receipts	15,152	8,250	22,687	150%
9	0085.417120 Supported Living Subsidy	612,662	649,137	660,884	108%
10	0085.417130 DODD TCM Match Transfer	154,359	33,186	75,506	49%
11	0085.417140 S40 - Refunds	1,100	468,007	12,817	1165%
12	0085.417150 S41 - Reimbursements	38,000	32,907	314,099	827%
13	0085.417500 S35 - Gifts & Donations	5,000	9,097	41,859	837%
14	0085.417800 S43 - Other Non-Revenue (Misc Rec)	18,000	15,197	49,422	275%
15	0085.422100 S44 - Transfers In	0	467,308	0	0%
Grand Totals:		10,314,221	8,919,742	10,121,972	

401.0085.410100 – General Tax Beacon – the additional revenue is attributed to an increase in collection of delinquent taxes and adjustment of estimated collection.

Athens County Board of Developmental Disabilities Business Manager's Report

Expenditure Levels Year-to-Date at 10/31/2015 (83% of the year)

Line	Account	Budget	Actual		Percentage Spent
			2014 YTD	YTD	
General					
1	4356.510200 Salaries	3,576,656	3,045,544	2,767,650	77%
2	4356.520150 Health Insurance	1,082,463	855,866	892,725	82%
3	4356.522100 Medicare	49,440	38,958	36,332	73%
4	4356.524100 Workers Compensation	82,503	89,259	114,512	139%
5	4356.525100 PERS / STRS	477,352	400,885	375,718	79%
6	4356.530100 Contract Services	874,002	789,015	610,042	70%
7	4356.530101 Rentals	60,500	49,728	46,718	77%
8	4356.530102 Non-Waiver Supported Living	590,000	547,308	373,587	63%
9	4356.530200 Repairs / Maintenance	60,000	50,743	49,752	83%
10	4356.540100 Supplies	185,000	148,758	127,448	69%
11	4356.550100 Equipment	14,000	14,201	74,916	535%
12	4356.560100 Other Expenses	75,340	97,188	84,173	112%
13	4356.560101 Medicaid Match - TCM	285,805	190,226	0	0%
14	4356.560102 Family Support Services	28,220	27,762	20,605	73%
15	4356.560103 Medicaid Waiver Match	2,572,484	1,941,126	2,588,830	101%
16	4356.560107 Utilities	133,326	93,375	93,249	70%
17	4356.560110 Fees-Settlement	129,130	123,077	159,121	123%
18	4356.560200 Advertising-Printing	10,000	7,517	21,444	214%
19	4356.560300 Travel / Reimbursement	28,000	18,932	23,651	84%
20	4356.560500 Election Expenses	0		1,011	
Fund Total:		10,314,221	8,529,468	8,461,483	

Line 11 – 401.4356.550100 – Equipment: Recent expenditures for equipment are as follows:

2016 Ford Focus	\$16,453
2016 Dodge Caravan	21,783
2015 Dodge Caravan	20,478
Computer Support & Licensure	1,995
Computer upgrades for PPL	<u>2,695</u>
	\$63,404

Line 12 – 401.4356.560100 – Other Expenses: This account included the payment of \$26,654 for attorney fees surrounding the separation from previous Superintendent.

Line 13 – 401.4356.560101 – Medicaid Match: Method of payment of TCM match has been changed at DODD. The collection and subsequent reconciliation of these fees is supposed to be completed in calendar year 2015.

Line 18 – 401.4356.560200 – Advertising-Printing. Variance from budget attributed to advertising for increased job openings.

Athens County Board of Developmental Disabilities Business Manager's Report

2015	January	February	March	April	May	June	July	August	Sept	Oct
Beg. Fund Balance	3,125,742	2,503,556	2,027,418	1,852,216	4,829,341	4,809,363	4,448,820	3,588,388	2,971,931	6,557,058
Revenues	533,452	97,224	427,919	4,160,361	536,366	174,584	415,155	90,822	3,125,170	560,920
Expenditures	(1,155,639)	(573,362)	(603,121)	(1,183,235)	(556,344)	(535,126)	(1,275,587)	(707,279)	459,958	(1,411,831)
Ending Fund Balance	2,503,556	2,027,418	1,852,216	4,829,341	4,809,363	4,448,820	3,588,388	2,971,931	6,557,058	5,706,146
Min Fund Bal. (@ 25%)	2,578,555	2,578,555	2,578,555	2,578,555	2,578,555	2,578,555	2,578,555	2,578,555	2,578,555	
Min Fund Bal. (@ 12%)										1,237,707
Variance from Min Fd Bal	(74,999)	(551,137)	(726,340)	2,250,785	2,230,807	1,870,265	1,009,833	393,375	3,978,503	4,468,440

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

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

EXHIBIT 10

4356.520150 Health Insurance			
T&C Associates d/b/a CBA Benefits Services	health reimbursement arrangement	11/11/2015	\$293.72
T&C Associates d/b/a CBA Benefits Services	Share account funding	10/20/2015	\$195.16
T&C Associates d/b/a CBA Benefits Services	Share account funding	10/20/2015	\$3,218.43
T&C Associates d/b/a CBA Benefits Services	November, 2015 - Life Insurance Premium	10/20/2015	\$1,170.25
T&C Associates d/b/a CBA Benefits Services	health reimbursement arrangement	10/21/2015	\$16,903.03
T&C Associates d/b/a CBA Benefits Services	Share Account Funding	11/01/2015	\$1,072.49
T&C Associates d/b/a CBA Benefits Services	November, 2015 - Health, Prescription Drug,Dental and Vision Premiums	10/20/2015	\$77,787.35
T&C Associates d/b/a CBA Benefits Services	Administrative Services for the Period of 10/01/2015 to 10/31/2015	11/06/2015	\$161.25
T&C Associates d/b/a CBA Benefits Services	Share account funding	11/06/2015	\$589.59
T&C Associates d/b/a CBA Benefits Services	Share account funding	11/01/2015	\$235.10
T&C Associates d/b/a CBA Benefits Services	Share account funding	11/06/2015	\$518.45
4356.522100 Medicare			
Athens County Auditor	October, 2015 - Medicare Contributions	10/20/2015	\$4,168.75
4356.525100 PERS / STRS			
Athens County Auditor	October, 2015 - OPERS and STRS Contributions	10/22/2015	\$33,983.61
4356.530100 Contract Services			
Aramark School Support Service	June, August & September, 2015 - food services contract	10/16/2015	\$8,202.32
Atco, Inc.	10/2015 - Consumer Scanning - 157.50 hrs @ \$10.54/hr	11/11/2015	\$1,143.59
Atco, Inc.	10/2015 - Atco front office support - 142 hours @ \$10.54/hr	11/11/2015	\$1,496.68
Atco, Inc.	October, 2015 - Beacon Kitchen Workers	11/05/2015	\$363.92
Atco, Inc.	October, 2015 - Payroll Clerk - 90 hours @ \$15.02/hr	11/05/2015	\$1,514.02
Atco, Inc.	October, 2015 - Production Aides - Balch & Joyce 291.25 hours rates ranging from \$1	11/05/2015	\$3,008.05
Atco, Inc.	October, 2015 - Licht	11/05/2015	\$17.76
Atco, Inc.	October, 2015 - Consumer Wages 64.25 hrs for transiton and 68 for ault @ \$8.91/hr	11/05/2015	\$1,178.35
Atco, Inc.	October, 2015 - Job Trainers Medicaid & Admin of 38.25 hrs; other adm of 19.75 hrs;	11/05/2015	\$5,568.40
Balch, Freda	October 1-30, 2015 - 20 days of providing transportation to consumer	11/05/2015	\$112.00
BCI	October, 2015 - BCI & FBI Webchecks	11/04/2015	\$814.00
Blaugrund Kessler Myers & Postalakis	Professional Services for October, 2015	11/09/2015	\$5,617.00
Creative Option C LLC	August 11 thru September 30, 2015 - strategic planning process and gathing stakehol	11/01/2015	\$3,867.50
Cross Management	October, 2015 - Human Resource Contract	11/04/2015	\$1,365.56
Medicaid Billing Solutions, Inc.	Medicaid billing for TCM services February thru August 2015	11/01/2015	\$5,804.25
Nagy PT, Adrienne	October, 2015 = PT - EI 14.75 hrs; Preschool 5.50 hrs; School Age 22.20 hrs; and Atc	11/10/2015	\$2,262.50
The Healthy Edge, LLC	11/10/15 - NON DOT drug test on Cremeans	11/13/2015	\$38.00
The Healthy Edge, LLC	10/26/15 - NON DOT drug test on L. Clapp	11/01/2015	\$38.00
The Healthy Edge, LLC	10/19/2015 - NON DOT drug test on L. Jago	11/01/2015	\$38.00
The Healthy Edge, LLC	11/04/15 - NON DOT drug test on B. Scott	11/05/2015	\$38.00
The Healthy Edge, LLC	11/04/15 - DOT drug test on Antle	11/06/2015	\$38.00
The Healthy Edge, LLC	11/04 and 11/11 NON DOT drug tests on Scott & Lehrman	11/12/2015	\$63.00
Time Warner	November & December, 2015 - Page 42 of 50	11/13/2015	\$138.86
Time Warner	November, 2015 - Internet	11/09/2015	\$3,348.00

Treasurer of State, %OH Dept of MR/DD	1.25% Administrative Fees for 7/1/15 to 9/30/15	10/22/2015	\$34,284.81
Washington Co. Board of DD	Share of ODD-VRP3 March	11/10/2015	\$27,176.65
Willan, Marsha	September, 2015 - PT services - 12.75 hrs at \$55/hr	10/16/2015	\$701.75
Willan, Marsha	October, 2015 - PT services - 26.50 hours @ \$55/hr	11/10/2015	\$1,457.50
4356.530101 Rentals			
Atco, Inc.	November, 2015 - Passion Works Rent	11/04/2015	\$4,084.10
B & C Communications	November, 2015	11/01/2015	\$100.00
Pitney Bowes	ADM postage meter rental from 9/30/15 to 10/30/15	10/21/2015	\$211.00
Pitney Bowes	SSA copier meter rental from 7/31/15 to 10/30/15	10/21/2015	\$657.00
4356.530102 Non-Waiver Supported Living			
Athens Metropolitan Housing	November, 2015 - Rent - (Conf.)	11/04/2015	\$309.00
Athens Metropolitan Housing	November, 2015 - rent due to death	11/04/2015	\$417.00
Echoing Hills Village, Inc.	October 13-29, 2015 - (Conf.)	11/04/2015	\$273.54
Expanding Your Horizons	October 7, 2015 - (Conf.)	11/10/2015	\$76.96
Havar, Inc.	September, 2015 - (Conf.) \$481.25; (Conf.) \$3,030.16; and (Conf.) \$1,672.09	10/20/2015	\$5,183.50
Inclusions LLC	October 31, 2015 - (Conf.)	11/04/2015	\$100.40
Inclusions LLC	November 2 & 6, 2015 - (Conf.)	11/10/2015	\$129.76
Miller, Douglas	September 29, 2015 - (Conf.)	11/01/2015	\$49.20
Miller, Douglas	October 8, 13, 18, & 21, 2015 - (Conf.)	11/01/2015	\$306.00
Ohio Bath Solutions, LLC	deposit for bathroom modifications - (Conf.)	11/12/2015	\$2,122.00
Sech-Kar Company	August 24, 25 & 31, 2015 - (Conf.)	10/20/2015	\$467.13
Sech-Kar Company	November, 2015 - (Conf.)	11/11/2015	\$8,256.16
Sech-Kar Company	March thru September, 2015 - ATN billing for (Conf.)	10/21/2015	\$657.45
Sech-Kar Company	October 19-24, 2015 - (Conf.)	11/10/2015	\$749.50
SOAR (Southern Ohio Adventures Recreation)	June 30; July 7; September 7, 15 & 26, 2015 - (Conf.)	11/09/2015	\$513.25
SOAR (Southern Ohio Adventures Recreation)	August 31 thru September 30, 2015 - (Conf.)	10/21/2015	\$1,693.12
4356.530200 Repairs / Maintenance			
Atco, Inc.	9/13/15 to 10/24/15 - Janitorial Contracts Atco 172.6 hours \$1530.04; Beacon 226.50	11/04/2015	\$3,886.41
Budget Pest Control %Thomas Bailey	treatment of roaches at Personnel Plus	10/20/2015	\$75.00
Budget Pest Control %Thomas Bailey	treatment of roaches at Personnel Plus	10/20/2015	\$75.00
Montle, David	labor to help reprogram auto attendant message at Atco & Passion Works	11/11/2015	\$120.00
NOE Office Equipment	School copier from 10/4/15 to 11/3/15	11/06/2015	\$137.13
Ohio Pest Control	10/28/2015 - Atco	11/04/2015	\$43.00
Ohio Pest Control	10/28/2015 - Beacon	11/04/2015	\$49.00
4356.540100 Supplies			
All American Trophies & Sports	5 golf shirts and 6 tshirts - Personnel Plus	11/06/2015	\$123.00
Astorg Motor Company	vehicle parts	10/20/2015	\$316.00
Astorg Motor Company	vehicle parts	11/01/2015	\$310.00
Astorg Motor Company	vehicle parts	10/21/2015	\$106.60
Atco, Inc.	reimbursement for purchases from Walmart for building supplies for Bus Garage and	10/21/2015	\$131.63
Atco, Inc.	postage for Atco postage \$73.54; Personnel Plus \$77.12; and VRP3 \$48	10/21/2015	\$151.14

Atco, Inc.	Certification for CPR/First Aid	10/21/2015	\$114.00
Athens Sun & Fun	pool supplies	11/05/2015	\$69.98
Beacon School Job Fund	October, 2015 - classroom payroll	11/10/2015	\$165.75
C & E Stores	building supplies - Beacon	11/05/2015	\$23.58
CDW Government	one battery	11/10/2015	\$87.33
CDW Government	Xerox ink	11/01/2015	\$424.35
Classic Solutions	building supplies - Beacon	11/04/2015	\$165.46
Classic Solutions	building supplies - Beacon	11/10/2015	\$142.87
Classic Solutions	building supplies - Bus Garage	10/21/2015	\$230.34
Classic Solutions	building supplies - Beacon	11/05/2015	\$101.40
Classic Solutions	building supplies - Beacon	11/01/2015	\$40.86
Cline Welding Supply	pool supplies	11/04/2015	\$418.40
DASH Medical Gloves, Inc.	7 cases of Dash Vinyl Powdered Exam Gloves - School	11/10/2015	\$258.30
Diamond Stone	20.57 ton of limestone for Personnel Plus	10/19/2015	\$318.84
Dunlap, Kristopher	reimbursement for purchase from Amazon for cables, wallpate, adapter, mini display	11/11/2015	\$176.42
Dunlap, Kristopher	reimbursement for purchase from Technical Service Corporation for a replacement pr	11/01/2015	\$261.00
Dunlap, Kristopher	reimbursement for purchase from Amazon for items for breakfast for Santa - includes	11/06/2015	\$64.61
Dunlap, Kristopher	reimbursement for purchase from Amazon for Xerox Phaser extended capaciaty main	11/06/2015	\$121.99
Economy Supply	building supplies - Beacon	11/01/2015	\$117.35
Economy Supply	building supplies - Atco	11/01/2015	\$41.15
Economy Supply	building supplies - Beacon	11/01/2015	\$508.00
Economy Supply	buidling supplies - Atco	11/01/2015	\$87.59
Edwin H. Davis & Son, Inc.	vehicle parts	10/21/2015	\$231.28
Environmental Comfort LLC	sterlin accessories - Beacon	11/01/2015	\$420.00
Kaplan Early Learning Company	kidfetti, sand kidfetti, sensory mat, giant paper kids, multicultural people shapes, little	10/20/2015	\$552.57
Matheny Motor Truck Sales	vehicle parts	11/10/2015	\$115.80
Matheny Motor Truck Sales	vehicle parts	11/01/2015	\$129.92
Modern Data Products	office supplies - School	11/01/2015	\$392.27
Office Max - A Boise Company	paper - 10 cartons for ADM and 10 cartons for SSA	11/11/2015	\$617.60
Oriental Trading Company	foam silly monsters magnet, jack-o-latern, pumpkin patch picture magnet - School/Trc	10/21/2015	\$25.49
Pepper, Jordan	reimbursement for start up supplies	11/06/2015	\$32.90
Poynter's Business Products	shipping charges for toner for Atco copier	11/01/2015	\$13.50
Quill Corporation	credit on returned merchandise of ay 16 hod deskpads - Atco	10/19/2015	-\$172.27
Quill Corporation	monthly deskpads (calendars) - Atco	10/19/2015	\$121.67
Quill Corporation	calendars - Atco	10/19/2015	\$257.65
Randy V. Moore Petroleum Distribution LLC	171 gals of unleaded delivered on 10/13/14 @ \$2.165/gal	10/20/2015	\$370.22
Randy V. Moore Petroleum Distribution LLC	215 gals of diesel delivered on 10/13/15 @ \$2.48/gal	10/20/2015	\$533.20
Randy V. Moore Petroleum Distribution LLC	181 gals of unleaded delivered on 10/27/15 @ \$2.0050/gal	11/04/2015	\$362.91
Randy V. Moore Petroleum Distribution LLC	434 gals of diesel deliverd on 10/27/15 @ \$2.23/gal	11/04/2015	\$967.82
Randy V. Moore Petroleum Distribution LLC	192 gals of unleaded delivered on 10/21/15 @ \$1.7250/gal	11/01/2015	\$384.96
Randy V. Moore Petroleum Distribution LLC	378 gals of diesel delivered on 10/21/15 @ \$2.33/gal	11/01/2015	\$880.74
Scholastic Inc.	October 2015 Book Fair Sales	11/01/2015	\$403.59
School Specialty Inc.	cup with straw mr. juice bear	11/04/2015	\$89.02
Staples Business Advantage	office supplies - Atco	11/04/2015	\$104.76
State Electric Supply	building suppiles - Beacon	11/04/2015	\$13.88
State Electric Supply	buidling supplies - Beacon	11/01/2015	\$63.30
Taylor Motors	hood molding	10/20/2015	\$57.45
Taylor Motors	radiator grille	10/20/2015	\$239.00
Taylor Motors	vehicle parts	10/20/2015	\$32.30

Truck Sales & Service, Inc.	vehicle parts	11/01/2015	\$158.80
Truck Sales & Service, Inc.	vehicle parts	11/01/2015	\$77.56
Turner, Maryalice	reimbursement for purchase from Dollar General Store for agency kichoff supplies on	11/06/2015	\$74.72
Uni-Select USA, Inc.	credit on core deposit return	10/20/2015	-\$60.00
Uni-Select USA, Inc.	credit on return of water pump	10/20/2015	-\$92.99
Uni-Select USA, Inc.	vehicle parts	10/20/2015	\$97.80
Uni-Select USA, Inc.	vehicle parts	10/20/2015	\$10.59
Uni-Select USA, Inc.	vehicle parts	10/20/2015	\$72.24
Uni-Select USA, Inc.	vehicle parts	11/11/2015	\$120.96
Uni-Select USA, Inc.	vehicle parts	10/22/2015	\$288.27
Uni-Select USA, Inc.	vehicle parts	11/01/2015	\$3.92
Warehouse Tire	srevice call to ABHC to install customers spare	11/04/2015	\$80.00
Withem, Robert	reimbursement for purchases from Muffler Man for pipe and Post Supply Unlimited for	10/22/2015	\$1,537.06

4356.550100 Equipment

CDW Government	Samsung 850 EVO 250 GB	10/19/2015	\$102.79
CDW Government	hard drives	11/04/2015	\$831.65
CDW Government	Gigabyte GA-Z97X Z97 LGA115017 MB	10/20/2015	\$129.82
CDW Government	Intell I7-4790K UP to 4.4GHZ 8M	10/20/2015	\$388.96
CDW Government	Intell I504460, Crucial 8GB Kit and Samsung 850 EVO	11/10/2015	\$355.31
CDW Government	EVGA POW Supply 750W 80 Plus Bronze	11/01/2015	\$87.87
Dunlap, Kristopher	Reimbursement for purchase from Amazon for Microsoft Surface Pro 3	11/10/2015	\$1,104.92
Southeastern Equipment Co, Inc.	7 1/2 food DP Meyers Snow Plow	11/05/2015	\$3,643.33
Time Clock Plus	Time Clock Plus v7 Professional Edition and v7 professional employee licenses	11/04/2015	\$4,075.00

4356.560100 Other Expenses

Athens County Auditor	unemployment payment	10/20/2015	\$960.70
Blaugrund Kessler Myers & Postalakis	fee for attendance at 11/11/15 privatization seminar: Dr. Turner, Kramer & Lehman	11/12/2015	\$300.00
Howell, Stephanie	reimbursement for decorations for all staff inservice and postage for Dr. Turner to atto	11/12/2015	\$38.42
MD Computer Services, Inc.	Thank you banner for inservice on 11/3/15	11/12/2015	\$149.90
Passion Works Studio	textile art and tiles for employee inservice anniversaries on 11/3/15	11/12/2015	\$104.00
Staples	easel pads	11/12/2015	\$69.98
Westfield Insurance Companies	Flood insurance for Atco, Inc.	11/01/2015	\$8,292.00

4356.560102 Family Support Services

Beyond Play	kettrike oceana tricycle and safety belt, high five nesting blocks, sound shape sorter, s	11/13/2015	\$406.75
Beyond Play	nogginstick light up rattle, oball rattle, massaging action teether, wiggle gigglers, play	11/04/2015	\$267.37
Beyond Play	eggspresions, one per page book, touches & feel books and farm, vehicle and pet sou	11/04/2015	\$143.29
Beyond Play	animal upon animal, animal train sort and match, let's tackle math - family support ser	11/04/2015	\$143.57
Beyond Play	lacing shapes, jumbo lacing beads, healthy baskets, farm, vehicle, pets and zoo soun	11/04/2015	\$168.64
Beyond Play	touch and feel books, baby touch and feel, baby basics books, scooper plate with suc	11/04/2015	\$309.86
Callahan, Dorian	reimbursement for medical bills - family support services - TOTAL ALLOTMENT	10/21/2015	\$200.00
Dunlap, Kristopher	reimbursement for purchase from Amazon for new black iPad 2 digitizer touch screen	11/01/2015	\$18.99
Dunlap, Kristopher	reimbursement for purchase from Amazon for a skillbuildings 30-131 full support swin	11/01/2015	\$102.28
Dunlap, Kristopher	reimbursement for purchase from Amazon for 50 inch Regalo easy open 50 inch super wi	11/01/2015	\$65.92
Dunlap, Kristopher	portable swing frame set - family support services	11/06/2015	\$184.99

Dunlap, Kristopher	otterbox Ipad 2 case - family support services	11/06/2015	\$40.00
Fouty, Betty	reimbursement for purchases from Walmart, Kroger, The Plains Foodland, Dollar Ger	10/21/2015	\$128.43
Hart, Jamie	reimbursement for freezer part - family support services	11/01/2015	\$89.36
Lowe's Home Centers, Inc. (Athens)	kitchen faucet with side sprayer - family support services	11/01/2015	\$69.00
North, Tammy	reimbursement for laptop - family support services	11/01/2015	\$149.75
Sarchione, Gina	reimbursement for Staples - Ipad and case - family support services	10/21/2015	\$343.99

4356.560107 Utilities

American Electric Power	Bus Garage electric from 9/11/15 to 10/13/15	10/19/2015	\$175.12
American Electric Power	8 Harper Street electric from 9/10/15 to 10/12/15	10/19/2015	\$105.37
American Electric Power	Atco light from 9/21/15 to 10/20/15	11/01/2015	\$9.96
American Electric Power	Atco electric from 9/23/15 to 10/19/15	11/01/2015	\$548.71
American Electric Power	Passion Works - 20 E. State electric from 9/21/15 to 10/20/15	11/01/2015	\$182.00
American Electric Power	Passion Works - 22 E. State electric from 9/21/15 to 10/20/15	11/01/2015	\$57.39
American Electric Power	Beacon electric from 9/29/15 to 10/27/15	11/04/2015	\$968.91
American Electric Power	8 Harper Street for 10/12/15 to 11/09/15 plus \$300 toward next bill	11/13/2015	\$465.47
AT & T Mobility	cell phone for Butch 9/23/15 to 10/22/15	11/05/2015	\$53.18
City of Athens	Beacon water from 9/1/15 to 10/6/15 - 40,000 gals	10/19/2015	\$385.48
City of Athens	Passion Works water from 9/9/15 to 10/13/15 - 1,000 gals	11/01/2015	\$68.11
City of Athens	Atco water from 9/15/15 to 10/20/15 - 18,000 gals	11/01/2015	\$192.30
City of Athens	Beacon water from 10/6/15 to 11/02/15 - 26,000 gals plus \$400 towards next bill in De	11/12/2015	\$667.74
Columbia Gas	Passion Works gas from 9/14/15 to 10/13/15	10/19/2015	\$25.74
Columbia Gas	Atco gas from 9/14/15 to 10/13/15	10/19/2015	\$347.00
Columbia Gas	Beacon gas from 8/11/15 to 9/09/15	10/19/2015	\$217.62
Direct Energy Business, LLC	Beacon electric from 9/29/15 to 10/27/15	11/04/2015	\$1,193.72
Direct Energy Business, LLC	8 Harper Street electric from 9/10/15 to 10/9/15	10/20/2015	\$2.22
Direct Energy Business, LLC	8 Harper Street electric from 9/10/15 to 10/12/15	10/20/2015	\$73.60
Direct Energy Business, LLC	Bus Garage electric from 09/11/15 to 10/13/15	10/20/2015	\$202.28
Direct Energy Business, LLC	Atco light from 9/21/15 to 10/20/15	11/01/2015	\$3.99
Direct Energy Business, LLC	Passion Works - 20 E State electric from 09/21/15 to 10/20/2015	11/01/2015	\$92.56
Direct Energy Business, LLC	Passion Works - 22 E. State electric 09/23/15 to 10/20/15	11/01/2015	\$62.63
Direct Energy Business, LLC	Atco electric from 09/23/15 to 10/19/15	11/01/2015	\$534.06
Frontier	11/2015 - Personnel Plus	11/09/2015	\$150.44
Frontier	11/2015 - Beacon	11/09/2015	\$206.61
Frontier	11/2015 - Atco	11/09/2015	\$300.70
Frontier	11/2015 - Passion Works	11/09/2015	\$85.21
Information Destruction Services	SSA toter destroyed on 10/30/15	11/06/2015	\$75.00
Interstate Gas Co (IGS)	September, 2015 - Beacon	11/01/2015	\$317.95
Le-Ax Water Dept.	Bus Garage water from 9/3/15 to 10/5/15 - 6,000 gals	11/04/2015	\$60.00
The Plains Water & Sewer District	6 Harper Street water from 9/28/15 to 10/30/15 26,9000 gals plus adding \$425 for ne	11/12/2015	\$809.05
Waste Management	11/2015 - Beacon	11/05/2015	\$175.18
Waste Management	11/2015 - Atco	11/05/2015	\$362.93
Waste Management	11/2015 - Bus Garage	11/05/2015	\$109.13

4356.560200 Advertising-Printing

All American Trophies & Sports	10 tshirts for advertisement given payed at event	11/06/2015	\$80.00
APG Media of Ohio	Advertising for APE Instructor and Instructor Assistant on 10/1 & 10/5; Speech Langu:	11/09/2015	\$1,648.00

APG Media of Ohio	Adveristing for Adapted Physical Education Instructor, Part time Physical Therapist A:	11/10/2015	\$734.94
Media Network of Central Ohio (MNCO)	Advertising in the Lancaster Eagle for Physical Therapist/Assistant on October 4 and	11/09/2015	\$1,650.54
Passion Works Studio	small painted passion flower and passion flower cards - business relationship for supp	10/21/2015	\$53.00
Passion Works Studio	medium OSU painted flower - for health department flu clinic	10/22/2015	\$45.00
The Columbus Dispatch	Advertising for Superintendent and APE Instructor, Speech & Language Pathologist a	11/10/2015	\$3,250.53
4356.560300 Travel / Reimbursement			
COAD	Registration Fees for Roberta Henry for 11/7/15 registration for CDA Prep Course 5: (11/09/2015	\$60.00
COAD	November 7, 2015 - Training ID#SS10042316 - CDA Prep Course 5: Observing & Re	10/22/2015	\$240.00
Finsterwald, Emily	Travel 08/04/15 to 08/11/15	11/04/2015	\$102.47
Finsterwald, Emily	Travel 08/11/15 to 09/21/15	11/04/2015	\$60.49
Harrison, Audra	Travel 08/03/2015 to 08/24/2015	10/16/2015	\$151.23
Harrison, Audra	Travel 08/25/2015 to 09/15/2015	10/16/2015	\$177.10
Harrison, Audra	Travel 09/16/2015 to 09/29/2015	10/16/2015	\$106.95
Hart, Jamie	Travel 10/07/15 to 10/28/15	11/10/2015	\$142.49
Hart, Jamie	Travel 08/21/15 to 08/27/15	11/01/2015	\$45.83
Jago, Lindsey	Travel 10/6/15 to 10/30/15	11/06/2015	\$63.59
Lawrence, Tristin	Travel 07/30/15 to 10/30/15	11/04/2015	\$71.30
Lawrence, Tristin	Travel 8/5/15 to 10/14/15	11/04/2015	\$353.63
Mitchell, Jodi	Travel 10/2/15 to 10/27/15	11/04/2015	\$149.85
Ohio Self Determination Assn, Inc.	8/31/15 to 9/3/15 - Project Stir Training - One Participant - Green	10/16/2015	\$415.00
Pepper, Jordan	Travel 10/09/2015	10/22/2015	\$72.12
Shrivers, Mark	Travel 08/10/15 to 08/28/15	11/06/2015	\$17.60
Shrivers, Mark	Travel 09/01/15 to 10/05/15	11/06/2015	\$16.96
Shrivers, Mark	Travel 10/13/15 to 10/27/15	11/06/2015	\$28.18
Sincoff, David	Travel 09/02/15 to 10/29/15	11/09/2015	\$75.13
Smathers, Mary Ann	Travel 10/1/15 to 10/30/15	11/04/2015	\$261.55
Swackhamer, Jerry W.	Travel 09/22/15 to 10/26/15	11/01/2015	\$93.87
Turner, Maryalice	courses paid per contract language for licensure - Reading Methods: Secondary and	11/01/2015	\$1,200.00

Voucher Count: 233

Athens County Board of Developmental Disabilities

Board Submission by: Mark CullisonArea of Supervision: Adult Services

11-24-15

PersonnelPlus Highlights:**2015 PersonnelPlus Trailblazer Awards****Employee of the Year Award:****Award Recipient:** Debra Taylor, Ed Map of Nelsonville**Trailblazer Award for a Business Leader:****Award Recipient:** Shannon Tipton-Arnold (Quidel)**Trailblazer Award for a Business:****Award Recipient:** Big Lots of Athens, Store Manager Don Skinner**David Welsh Award:****Award Recipient:** Dan Schoonover – Shady Dan’s Sunglasses**Visionary Award:****Award Recipient:** Janis Sharp, Monticello Village Apartments**Ambassador Award:****Award Recipient:** Information Destruction System (IDS)**Latest Job Placement:** MH at Kroger, she knocked it out of the park, Kroger is raving about her.**Please visit the Employment First Website to view the latest video designed for employers****http://www.ohioemploymentfirst.org/view.php?nav_id=82****ATCO Adult Services Highlights:**

Tami Harter is leading individuals from the ACBDD in participating in the regional self -advocacy group with SOCOG. The group is still in its beginning stages and is currently working on selecting officers and developing job descriptions for those officers. They have recently specified the following goals for 2015-2016:

Promotion and Support of the Community

- Invite guest speakers to meetings (topics: transportation or public officials - county commissioners)

Volunteer and Community Participation

- Peer leadership position will be defined and elected. Facilitator, Co facilitator, Note taker/ Recorder, Greeter and Sergeant-at-Arms
- Host a December holiday party

Public Awareness

- Share with media sources (new articles, radio)
- Assist community agencies that need help getting self-advocacy efforts underway

Self-Advocacy

- Sponsor a Regional Project STIR
- Perform presentations during SOCOG Regional Advocacy and Advisory meetings

The group meets on the 3rd Tuesday each month in Chillicothe.

Highlighted Community Integration Activity

Individuals from ATCO have been volunteering for several months at the Laurels. People from the Laurels are now starting to come to ATCO on a scheduled basis to interact with the folks at ATCO. Their latest visit included a craft project which is Thanksgiving Turkeys made out of walnuts and hazelnuts.

Athens County Board of Developmental Disabilities

Board Submission by Dennis Lehman

Area of Supervision: Service and Support Administration

November 24, 2015

Highlights:

- The SSA received training from DODD on the Imagine IS software, which is an electronic platform that facilitates person-centered support delivery through an electronic record creation/keeping system online. The IS system is complementary to the person-centered thinking/philosophy, which is a shift in the way of thinking and talking about supports that include training, tools and a new person-centered plan that I have been talking about for the last year or so. These two facets work together to create a complete system transformation. The Imagine IS offers real-time information available to the person at the center of the service planning process. ACBDD staff, providers and families will have opportunities to discuss outcomes, communicate needed supports and implement or revise action plans. It will also allow the integration of DODD business applications eliminating the need to enter data into multiple systems. The SSA Dept. went through a two-day training to learn how to use the system and will begin implementing it as annual redeterminations come due. Our plan is to try this system and work with its developers to make enhancements that will accommodate plan features that we have been using for the past year or so. Our plans include pictures that mean something to the individual, so when they see the picture selected they know what this part of the plan is addressing, (i.e. a picture of a house or their apartment, a picture of their work site, etc.). This capability is not a feature the Imagine IS can accommodate at this time. We have shared that it is important for Athenians to have their plans in a format they choose, (i.e. booklet form, power point, in the traditional grid format, etc.). This is true to person-centered thinking. We are also coordinating training for providers during the first week of December. There will be four three-hour sessions for providers to choose from. This training will be hands-on training in a computer lab so they can learn to access the Imagine IS platform at the DODD web site, participate in the various stages of the planning process, and have access to the individual's person-centered plan.
- I will be adding several people to our PICT, which stands for Preliminary Implement Component Tool, for the first quarter of 2016. This is a necessary step DODD requires in the process of getting waivers for people. I need to update the PICT quarterly.
- The DODD has initiated Regional Liaisons who will help link counties with existing resources and identify gaps within regions as to what training needs exist and what resources are needed in order to meet those needs. They are expected to take issues back to DODD leadership to help strategize outcomes.

Issues to Share:

- The PGO did ratify their contract with the Board on November 10th.

Other:

- We have interviewed and made an offer to hire a replacement for Tristin Lawrence's vacant position. Kathleen Carlson should be able to start the week of December 7.

Athens County Board of Developmental Disabilities

Board Submission by Butch Withem

Area of Supervision: Facilities/Transportation

November 24, 2015

Highlights:

We received four more inquiries to our ad for drivers. One driver, Tracy Gillum, was qualified, was hired as a full time bus driver, and started 11-16-15. Tracy has six years' experience with the Miami CBDD as a bus driver and we are happy to welcome her to our team. Two from the group who answered the ad came in and talked about the job but never came back. The fourth person was not qualified but expressed interested in becoming certified. We will report the status of that individual later.

We are requesting permission to raise our sub bus driver wage from \$12.00 to \$14.00 per hour to hopefully generate more participation.

Issues to Share:

As reported last month we are working with Lime Energy (an energy consultant) who supplies lighting retrofits for LED lighting. We have ordered the lighting and expect delivery this week. We may report more at the November meeting regarding possible installation of the lighting.

The pool pump at Beacon was replaced but failed on start up, so warranty parts had to be ordered and installed. The heater failed shortly after the pump was operational, so the pool was down for several more days. We plan to purchase and stock the necessary replacement parts for all the recent pool problems to avoid these foreseeable problems.

We have ordered three new Lane recliners for ATCO and expect to take delivery this Friday.

Other:

We contacted David Williams and Associates who supplied and installed the latest upgrade to the Beacon playground. We also met with our insurance provider from the Hylant Group who underwrites our insurance through the Ohio School Plan. Greg Hennecke is certified in the standards governing public playgrounds. We are planning visits to others playgrounds with adaptive equipment to meet the needs of our individuals. The strategy is to create a plan involving staff and professionals to suggest acceptable upgrades to the Beacon playgrounds. We will update ACBDD as the plan develops.