



**BOARD MEETING**

**June 27, 2017**



ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Agenda  
Tuesday, June 27, 2017 – 6:00 P.M.  
801 W. Union St., Athens, OH 45701

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

1. Call to Order – Margaret Demko, Board President.
2. Roll Call – Ruth Robertson.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. Presentation by Steve Koch on PersonnelPlus Advisory and Advocacy Council.
6. New Business:
  - a. Motion to approve May 23, 2017 Joint Atco/ACBDD Annual Meeting. (Exhibit 1, Pages 1-2).
  - b. Motion to approve May 23, 2017 Regular Board Meeting Minutes. (Exhibit 2, Pages 3-7).
  - c. Motion to approve 3 year contract with Memory Book Company beginning August 1, 2017. (Exhibit 3, Pages 8-12).
  - d. Motion to approve contract with Jason Licht for one year beginning June 1, 2107, (Exhibit 4, Pages 13-15).
  - e. Motion to enter into agreement with Adrienne Nagy for physical therapy services for period of one year, beginning July 1, 2017 through June 30, 2018. (Exhibit 5, Pages 16-18).
  - f. Motion to approve Ohio University College of Health Sciences and Professions Clinic Education Agreement. (Exhibit 6, Pages 19-25).
  - g. Motion to approve participating in Ohio Department of Education (ODE) Title VI.B Transition Grant for State FY 17, to receive available funds. (Exhibit 7, Page 26).
  - h. Motion to submit a request to participate in ODE's Early Childhood Special Education Grant for State FY 17 to receive available funds. (See Exhibit 7).
  - i. Motion to abolish Administrative Policy 19a do to redundancy of Administrative Policy 85. (Exhibit 8, Pages 27-32).
  - j. Motion to approving hiring full-time Secretary to provide support to the SSA and Transportation Departments. (Exhibit 9, Page 33).
  - k. Approval to enter into contract with Hylant Insurance for property, violence, auto and liability insurance, for period of one year beginning July 1, 2016 (Exhibit 10, Pages 34-52).
  - l. Motion to approve giving all ACBDD 260 day employees July 3 off.
  - m. Discussion of cancelling July 25<sup>th</sup> Board Meeting.
7. Old Business
  - a. Levy update. (Exhibit 11, Page 53).

8. Board Reports:

- a. Superintendent, Kevin Davis. (Exhibit 12, Pages 54-66).
  - b. Director of Education, Becky Martin. (Exhibit 13, Pages 67-69).
  - c. Director of Finance and Operations, Steve Kramer. (Exhibit 14, Pages 70-74), (Exhibit 15, Pages 75-80).
  - d. Director of Service and Support, Richard Suehrstedt. (Exhibit 16, Page 81).
  - e. Director of Employment Options, Doug Mitchell. (Exhibit 17, Pages 82-86).
  - f. ATCO Transition Manager, Autumn Brown. (Exhibit 18, Pages 87-90).
  - g. Gwen Brooks, Director of Human Resources. (Exhibit 19, Pages 91-93).
  - h. Director of Facilities and Transportation, Butch Withem. (Exhibit 20, Page 94).
9. Comments from Visitors relative to the agenda.
10. Comments from Unions relative to the agenda.
11. Comments from the board.
12. Motion to adjourn.

Atco Joint Board Meeting  
May 23, 2017

Directors Present

Larry Payne  
Sharon Horel  
Shawna Stump  
Helen Klingaman

Directors Absent

April Crabtree

Staff

Mark  
Autumn  
Bethany

Other

Kevin Davis  
ACBDD

I. Quorum present

- II. Minutes from the April 19, 2017 meeting up for approval. Motion to approve by Shawna S.; seconded by Helen K. Motion approved at 5:04p.m.

III. Financials

- A. By-Laws Article XI, Section 1 – Delete “the Athens County Board of DD, or its successors and assignees” and replace with “a 501(c)(3) Corporation of the Atco, Inc. Board of Trustees’ selection.” Motion to approve by Sharon H.; seconded by Shawna S. Motion approved at 5:05p.m.
- B. Larry asked board members to read the audit report included in the informational packet.
- C. Any questions regarding the recent audit will be addressed upon Laurie’s return at the next meeting.

IV. Monthly Board Reports

A. Passion Works

1. Kevin expressed his excitement about Creative Foundations taking over Passion Works art studio.
2. Margaret Demko asked Larry what his thoughts were on the transition of Passion Works. He replied that things are going well. Robert Gall is working on the list of requirements for Creative Foundations:
  - a. If Passion Works goes out of business for an unforeseen reason, it will revert back to the ACBDD.
  - b. The studio must remain in the City of Athens.
  - c. Creative Foundations will honor the artist agreements.
  - d. The Atco board will provide 3 months of rent free storage for inventory.

B. Transition

1. The board is still in discussion to see if it is feasible to transfer Atco’s 501(c)(3) status to Personnel*Plus*.

2. Due to IRS regulations, assets cannot revert back to the county board at the time of Atco's closing.
  3. There are still around 30 people to transition to other dayhabs, employment opportunities, etc.
  4. Thirteen individuals were transitioned in 2016.
  5. Individuals and their families are well informed about the transition.
    - a. Access guides have been made available.
    - b. Information packets have been sent.
    - c. Individuals are visiting dayhabs and exploring options.
  6. Creative Foundations wants to expand programming at Passion Works for 6 days a week.
- C. Integrate Athens
1. The forum focused on making dayhabs more of a community center where the public is welcomed into the building.
  2. This provides a greater amount of accountability.
  3. The county board will be there to support, not police, the dayhabs as they provide service for individuals.

Motion to adjourn by Sharon H.; seconded by Helen K. Motion approved at 5:27p.m.

Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_  
Sharon Horel, Secretary

Exhibit 2

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, May 23 2017 – 6:00 P.M.  
21 S. Campbell Street, Athens, OH 45701

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

**Draft Until Board Approved**

1. Margaret Demko called meeting to order at 6:03 p.m.
2. Ruth Robertson did roll call.

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

Staff in Attendance:

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

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

3. Mission Statement was read by Margaret Hutzel
4. Motion to approve Agenda.

MOTION#: 05-23-01  
MOTION: JOLLEY  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

Exhibit 2

- 5. New Business:
  - a. Motion to approve April 25, 2017 Regular Board Meeting Minutes. (Exhibit 1, Pages 1-5).

MOTION#: 05-23-02  
MOTION: HUTZEL  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

- 6. Motion to approve rehiring Connie Davis a Part-time Nurse for Beacon School for the 2017-18 school year (Exhibit 2, Pages 6).

MOTION# 05-23-03  
MOTION: JOLLEY  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

- 7. Motion to approve short term admission contract with GDC. (Exhibit 3, Page 7).

MOTION#: 05-23-04  
MOTION: HUTZEL  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

- 8. Motion to approve contract with Cross Management beginning July 1, 2017 through June 30, 2018. (Exhibit 4, Page 8-12).

MOTION#: 05-23-05  
MOTION: JOLLEY  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

- 9. Motion to approve 2017 Family and Children First Council contract beginning July 1, 2017 until June 30, 2018, pending Prosecuting Attorney approval. (Exhibit 5, Pages 13-17).

MOTION#: 05-23-06  
MOTION: ALLEN  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

## Exhibit 2

10. Discussion of hiring temporary clerical support for SSA Department.  
Kevin updated the board that we have hired a person from Career Connections for ninety days to provide clerical support to the SSA Department and the Transportation Department. Kevin stated that he and Dick would review the situation after the ninety day period was up. If further discussion was needed about hiring someone on a permanent basis they would report back to the board.
11. Discussion of Adaptive Physical Education Instructor. Kevin asked that this item be moved until after executive session.
12. Motion to amend the agenda to move item g until after executive session.

MOTION#: 05-23-07  
 MOTION: ALLEN  
 SECOND: JOLLEY  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
 CARRIES: YES

13. Discussion of Tax Levy. Steve presented information on taking all of our levies and combining them into one continuous levy to be placed on the ballot to be renewed in the fall election. There will be no new additional taxes to voters and the rate will stay the same. If we do the continuous levy the funds we receive will remain constant and we would not have to go back to the tax payers. The language on the ballot would need to change since it currently states that the levy funds are used for the operation and maintenance of ATCO and Beacon School. The language would need to be changed to reflect a renewal of tax for the benefit of the County of Athens for the purpose of the maintenance and operations of program and services of the Athens County Board of DD.

Motion to adopted and enact the proposed levy plan.

MOTION#: 05-23-08  
 MOTION: HUTZEL  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
 CARRIES: YES

14. Board Reports:
- a. Superintendent, Kevin Davis. (Exhibit 6, Pages 18-22). Report Stands.
  - b. Director of Education, Becky Martin. (Exhibit 7, Pages 23-25).  
Becky stated that Johnathan Roy had been hired as the new Intermediate II Teacher.
  - c. Director of Finance and Operations, Steve Kramer. (Exhibit 8, Pages 26-30), (Exhibit 9, Pages 31-37). Report Stands.
  - d. Director of Service and Support, Richard Suehrstedt. (Exhibit 10, Pages 38).  
Dick updated the board on the AMHA property at Garfield Place. This is the property that has an efficiency apartment that will be used for emergency housing. Dick stated the apartment needs furnished and the estimated cost would be around \$5,000.00. The board was fine with Dick going ahead and furnishing the apartment.

## Exhibit 2

- e. Director of Employment Options, Doug Mitchell. (Exhibit 11, Pages 39-44).  
Report Stands.
- f. ATCO Transition Manager, Autumn Brown. (Exhibit 12, Pages 45-48). Report Stands.
- g. Gwen Brooks, Director of Human Resources. (Exhibit 13, Pages 49-51).  
Report Stands.
- h. Director of Facilities and Transportation, Butch Withem. (Exhibit 14, Pages 52).  
Report Stands.

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

Mark Cullison invited everyone to purchase a ticket and attend the Reverse Drawing that is happening on June 3<sup>rd</sup> at the Glouster Eagles. Proceeds from the event go to the athletes that participate in Special Olympics Summer Games.

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

## 17. Comments from the board.

Margaret Demko mentioned that on May 19<sup>th</sup> she and two others presented to the legislative staffers in Columbus of the topic of the three different types of waivers.

## 18. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official and per ORC 121.22 (G) (2) to consider the purchase of property for public purpose.

MOTION#: 05-23-09  
 MOTION: JOLLEY  
 SECOND: ALLEN  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
 CARRIES: YES

Entered into executive session at 6:48 p.m.

## 19. Motion to return from Executive Session

MOTION#: 05-23-10  
 MOTION: HUTZEL  
 SECOND: JOLLEY  
 AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
 CARRIES: YES

Returned from executive session at 7:02 p.m.

Exhibit 2

20. Motions from Executive Session.

Motion to approve the Superintendent to post the Adaptive PE Position.

MOTION#: 05-23-11  
MOTION: ALLEN  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

21. Motion to adjourn.

MOTION#: 05-23-12  
MOTION: BOND  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
CARRIES: YES

Meeting adjourned at 7:04 p.m.

# Memory Book Business Agreement

\*Required Field

**Advisor Name\***

Sally Biancone

**School Name\***

Beacon

Type of School

- Public
- Private
- Other

**Street Address\***

801 W. Union St.

**City\***

Athens

**State\***

Ohio

**Zip\***

45701

**Advisor Phone\***

740-407-2665

**Advisor Email\***

sbiancone@athe

**Select Term: (check one)\***

- One year agreement
- Two year agreement
- Three year agreement

\* For two- and three-year agreements, basic pricing will remain the same for all years covered under this Agreement. School may change programs, options, number of copies, and pages. Pricing will be adjusted to accommodate the changes.

Not applicable for Simply/Classic/Save customers. For SP/CL/SV customers, price increase will not exceed 5% per year.

**Number of Copies (minimum order 25 copies)\***

55

**Number of Pages (must be divisible by 4)\***

40

**Printing Type: (Check one)\***

- All Color
- Black & White
- Black & White With Some Color Pages

**Program Type: (Check One)\***

- Memory Book Online™: You produce your book using our online design program.
- Digital Expert: You prepare your pages/files digitally using your graphics design software.
- Cut & Paste: You paste photos and type on layout sheets provided by Memory Book Company.
- Professional: You paste your photos; we professionally typeset your words/copy.
- Convenient: Number your photos & corresponding typed class lists and we layout your book for you.

**Options: (Check all that apply)**

- Free Standard Cover
- Special Cover
- Personalization
- Lamination
- Custom Foil
- Flashbax

**Binding: (Check one)\***

- Saddle Stitch Binding (Softback Stapled)
- Perfect Binding (Softback Glued)
- Coil Binding (Softback Spiral)
- Casebound Binding (Hardback Glued)
- Smythe-sewn Binding (Hardback Sewn)

**Photos: (How will you receive student/staff photos)**

- Class Photos on CD
- Printed Hardcopy Photos

I Am Uploading My Own Class Photos

**First Day of School**

8/21/17

**Last Day of School**

5/23/18

**Spring Break Starts**

3/12/18

**Date Spring Break Ends**

3/16/18

**Current Enrollment**

49

**Additional Specifications / Shipping Address if different than above address:**

Empty text area with scrollbars.

By signing below, I, an authorized representative of the school named on this form, authorize Memory Book Company to produce our school memory book for the term specified in this Agreement. Please see terms below for additional terms which form part of this Agreement.

Memory Book Company commits to produce your yearbook with the same care you use to create it. We look forward to working with you!

**CUSTOMER'S AUTHORIZED REPRESENTATIVE\***

Empty signature line.

**New or Renewing Customer\***

- New
- Renew

**Terms and Conditions\***

I accept Memory Book Company Terms & Conditions

By checking this box and submitting this form electronically to Memory Book Company I agree to all Memory Book Company Publication Agreement Terms stated therein. Read Memory Book Company Publication Agreement Terms below.

5/9/16 - Price quoted by Robert Meyer-Memory Book Sales Consultant (with above specs) at \$16.60/book for the duration of this contract.

## Memory Book Company Terms & Conditions

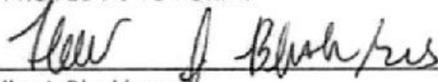
This agreement represents a commitment to produce your yearbook with Memory Book Company ("MBC") for the term specified on this Agreement. Once this Agreement has been signed by MBC, it becomes a binding contract between MBC and Customer named on this Agreement ("Customer"). Any changes to this Agreement must be approved in writing by both parties; provided, that Customer may change the specifications, which may result in changes to the price and/or delivery. If MBC terminates this agreement due to Customer's failure to proceed with production of its yearbook through MBC, as liquidated damages (and not a penalty) Customer shall pay MBC, upon receipt of invoice, a \$150 cancellation fee as well as any fees or costs incurred by MBC for work performed, costs incurred, and product manufactured by MBC on or prior to the date of cancellation. SUBMISSION OF AND RESPONSIBILITY FOR MATERIALS: MBC will provide Customer with instructions and specifications for submitting information and materials (collectively, "Materials") to MBC. Materials include, without limitation, content, titles, photographs, videos, designs, drawings, images, artwork, songs, lyrics, recordings, page layouts and other such materials. Customer agrees to submit all Materials in a timely manner and in accordance with MBC's instructions and specifications. Late or non-conforming submissions may result in additional charges, missed or delayed deadlines, delayed shipments, and/or rejection of submitted Materials. Customer is responsible for all Materials furnished to MBC for incorporation in the publication or other product provided by MBC under this Agreement, regardless of form or medium (the "Publication"). MBC reserves the right in its discretion to refuse to process, print, reproduce or duplicate Material submitted for incorporation in the Publication, including Material which may reasonably be believed to violate patent, trademark, copyright, license or other proprietary rights or be pornographic or offensive, provided MBC assumes no duty to make such determination. The parties agree that MBC will exercise no control over the editorial content of the yearbook published. Customer represents and warrants to MBC that Customer has the unconditional and unfettered right to allow MBC to print, reproduce and/or duplicate all of the Materials and to receive back any returned Materials, and MBC is hereby authorized to reproduce for and on behalf of Customer and other third parties all of the Materials provided by Customer, in order to produce and/or market the Publication, and that all appropriate licenses or consents have been obtained where applicable. 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Certain third party products may be required for use of the MBC Digital Tools, and Customer acknowledges that MBC is not obligated to provide training or other support for third party products. DELIVERY: Shipment will be made pursuant to the shipment method and vendor chosen by Company according to terms of the Deadline Schedule established between the parties, provided that Customer sends all materials conforming to specifications and on time according to the Schedule. Title to and risk of loss for all

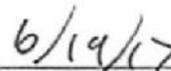
shipments is F.O.B. customer dock. Due to the printing process, there may be a limited number of copies of the yearbook produced in excess of Customer's order. The yearbook will be replaced if defective in publication or production. FORCE MAJEURE; WARRANTY; LIMITATIONS: MBC shall not be liable for delays or losses caused by strikes, accidents, government restrictions, acts of God or other causes beyond its reasonable control, and such delays shall not constitute a breach of contract. MBC will perform the work in a good and workmanlike manner. EXCEPT AS EXPRESSLY PROVIDED HEREIN, MBC MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES AND DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BECAUSE SOFTWARE, APPS AND SYSTEMS ARE INHERENTLY COMPLEX AND MAY NOT BE COMPLETELY FREE OF ERRORS, YOU ARE ADVISED TO VERIFY YOUR WORK. IN NO EVENT WILL MBC BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, HOWEVER FORESEEABLE, ARISING OUT OF THIS AGREEMENT, THE WORK PERFORMED HEREUNDER, THE SERVICES PROVIDED OR THE PRODUCTS PRODUCED HEREUNDER. THE LIABILITY OF MBC, IF ANY, FOR CLAIMS RELATING TO ANY DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT PRODUCED HEREUNDER SHALL BE LIMITED TO THE ACTUAL FEE PAYABLE TO MBC FOR THE DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT HEREUNDER. MBC SHALL NOT BE LIABLE FOR TYPOGRAPHICAL ERRORS, MISSPELLINGS OR OTHER DEVIATIONS OR ERRORS. PAYMENT TERMS: If the early payment option is selected on the final order production form, Customer will be entitled a 5% discount on the total order cost when full payment less discount is submitted to MBC at the same time Customer submits its yearbook pages (prepayment discount is not available when paying via purchase order) (Not applicable for Simplify/Classic/Save customers). Otherwise, if Customer is paying by purchase order, full payment is due thirty (30) calendar days from date of invoice (Customer is invoiced when the job order is shipped). Otherwise, order payment is due as follows: 1/3 of the total order cost is due at the same time Customer submits its yearbook pages, and the remaining balance is due thirty (30) calendar days from date of invoice. A service charge of 1.5% a month on any unpaid balance (18% annual percentage rate) or the maximum allowed by local law will be assessed for late payment. Should it be necessary for MBC to institute collection procedures against Customer, MBC shall be entitled to recover its reasonable attorneys' fees and costs from Customer. Applicable sales taxes will be charged unless evidence of tax exemption is furnished prior to invoicing. It is Customer's responsibility to collect and remit sales tax on its distribution or resale of yearbooks based on applicable sales tax regulations, including the tax on any yearbook sales Customer directs MBC to collect on-line. If MBC fails to meet the guaranteed delivery date, Customer will be entitled to a 5% discount (up to a maximum of the total purchase price) for each business day (Monday through Friday, excluding holidays and scheduled plant closings) that MBC is late in making delivery, unless late delivery is caused by fire, flood, winds or other reason beyond MBC's control. All payments are to be made payable to and sent directly to Memory Book Company, 3131 West Main Street, Sedalia, MO 65301. MISCELLANEOUS: The person signing this Agreement represents that he/she is fully authorized to execute this Agreement on behalf of Customer. MBC may use its corporate affiliates as subcontractors to perform obligations under this Agreement. Customer understands that this is a binding Agreement between the parties hereto for the term specified in the Agreement, and represents that it has all necessary power and authority to execute this Agreement. This Agreement, including the pricing and schedule set forth herein and any additional or changed specifications agreed upon by the parties related to the products manufactured by MBC under this Agreement which shall automatically be incorporated by reference into this Agreement, represents the entire agreement between the parties. In the event that after the date hereof Customer submits purchase orders or other written instructions that contain any terms or conditions, those terms and conditions shall be of no force and effect. The parties are independent contractors; nothing herein contained shall in any way constitute a partnership between, or joint venture by, any of the parties hereto.

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

\_\_\_\_\_  
 Date

APPROVED AS TO FORM:

  
 \_\_\_\_\_  
 Keller J. Blackburn  
 Athens County Prosecuting Attorney

  
 \_\_\_\_\_  
 Date

## Athens County Board of Developmental Disabilities

### AGREEMENT FOR JASON LICHT AS BASIC COMPUTER SKILLS INSTRUCTOR

**AGREEMENT** made this 1<sup>st</sup> day of June, 2017 between the Athens County Board of Developmental Disabilities of 801 West Union Street, Athens, OH, hereinafter referred to as the "Board" and Jason Licht.

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

#### **TERM**

This agreement shall be for a period of one year, commencing June 1, 2017 and may be terminated by either party by giving thirty (30) days written notice to the other party, however that in the event of default, the Board may terminate this contract immediately upon delivery of written notice to the last known address.

The following event shall constitute default:

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

#### **CIVIL RIGHTS**

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

#### **RELATIONSHIP OF PARTIES**

Jason Licht shall for all purposes be treated as an independent contractor of the Board and not as an employee, agency, or servant. Nothing in this Agreement shall be constructed to make Jason Licht an employee, agent, or servant of the Board. The Board has an interest only in the results to be achieved, and the conduct and control of the services to be provided will lie solely with Jason Licht.

#### **SERVICES**

Jason Licht's prioritized duties will be:

Jason will provide instruction on the following types of computer skills to other individuals receiving services from the Athens County Board of Developmental Disabilities:

- How to identify the parts of a computer
- How to start up the computer
- How to use the mouse
- How to access the Internet in a safe and prudent manner
- How to set up an email account
- How to send and receive email
- How to use a word processing program
- How to use social networking sites and assist in setting up Facebook accounts in a safe and prudent manner.
- Continuing support services

Jason may teach other skills as his abilities are better known and he has individuals that desire more computer knowledge.

**AGREEMENT FOR  
JASON LICHT  
PAGE 2**

In order for Jason to be successful as a computer instructor, he will receive ongoing monitoring and support to ensure he is performing his instruction successfully and that his students are satisfied with the instruction they are receiving.

Jason's plan requires staff be present but not visual.

**DOCUMENTATION**

- Jason Licht will document his time spent with students on Board timesheets and submit original to Atco weekly and provide a copy to the PersonnelPlus Director weekly.
- Jason Licht will document what services he provides for each student per session and submit original to Atco weekly and provide a copy to the PersonnelPlus Director weekly.
- Jason will document number of new and number of continuing students and submit original to Atco weekly and provide a copy to the PersonnelPlus Director weekly.
- Jason will provide a written evaluation form to each student every three (3) months requesting they complete the evaluation and return to PersonnelPlus Secretary. See sample attached.

**FEE**

For services to be rendered under this agreement Jason Licht shall be paid a rate of \$8.15 per hour (or at Ohio's minimum wage rate, whichever is higher) for services delivered weekly, not to exceed 60 hours per year.

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

**ENTIRE AGREEMENT**

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

**ASSIGNMENT**

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

**SUCCESSORS AND ASSIGNS**

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

**GOVERNING LAW**

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

**AGREEMENT FOR  
JASON LICHT  
PAGE 3**

**AMENDMENT**

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

**LEGAL CONSTRUCTION**

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

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

**TERMINATION**

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

X \_\_\_\_\_  
Jason Licht

4-10-17  
Date

Tax ID#/Social Security #: \_\_\_\_\_

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

\_\_\_\_\_  
Date

Approved as to form:  
Keller J. Blackburn  
Keller J. Blackburn  
Athens County Prosecuting Attorney

4/13/17  
Date

**CONTRACT FOR PHYSICAL THERAPY SERVICES  
ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

I. PREAMBLE

This is a contract between the Athens County Board of Developmental Disabilities, (hereinafter "ACBDD") and Adrienne Nagy (hereinafter "Contractor").

II. PURPOSE

The purpose of this agreement is to establish payment from ACBDD for physical therapy services as needed from the Contractor according to the terms outlined herein.

III. OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR & ACBDD

The Contractor will provide physical therapy services for ACBDD.

These services will include direct service, documentation and consultation. Contractor agrees that its services shall be performed in accordance with the standards prescribed by the Code of Ethics of the American Physical Therapy Association at the Ohio Physical Therapy Licensing Board. These services will be delivered in accordance with the policies and procedures of the ACBDD.

Contractor agrees that services will be delivered by a licensed physical therapist (PT) within the scope of PT practice as defined in Chapter 4755 of the Revised Code and be provided in accordance with the Individual Education Plan or Individual Family Service Plan. Physical therapy services shall not be delegated to unlicensed personnel.

The Contractor will provide his/her own professional liability insurance and will be exempt from ACBDD's professional liability coverage.

Contractor agrees that all information and records obtained in the course of providing services to ACBDD shall be managed in accordance with confidentiality and disclosure provisions of applicable Federal and State statutes and regulations.

Contractor shall have access to, and use of, all ACBDD therapy equipment available at the premises that Contractor determines can be effectively utilized in services provided by Contractor. All such equipment shall be and remain the property of ACBDD during and at the termination of this contract.

Unless otherwise stated, the services will be available on the premises of ACBDD or in the home of the individual. Services will be performed without discrimination on the basis of age, sex, race, color, religion, disability, or national origin.

Contractor will be solely responsible for its wages, compensation, and employee benefits. The Contractor shall at all times perform as an independent contractor exempt from employee benefits and workers' compensation.

The Contractor shall provide evidence of completion on First Aid and CPR training, and annual trainings on incidents adversely affecting the health and safety of consumers. The Contractor shall participate in fingerprinting for the purpose of BCII (Bureau of Criminal Identification and Investigation) report, and shall agree that her name be researched through the Ohio Abuser Registry.

IV. PAYMENT METHODOLOGY

Contractor shall submit an invoice for payment to ACBDD on a monthly basis for services provided. Payment to the Contractor is due within thirty (30) days of receipt of invoice by ACBDD.

ACBDD agrees to reimburse Contractor at a rate of \$50.00 per hour for physical therapy services as billed by Contractor, not to exceed 444 hours per contract year, which includes 60 hours to attend Athens County Early Intervention Team Meetings. The Contractor's time will be documented by log sheets and billings will be submitted monthly for services rendered. Billing will reflect actual therapist services time as well as reasonable travel time to/from the child's or families homes. The documentation, which includes but is not limited to, case notes, will become part of the student's/consumer's file. The ACBDD shall provide access to the central database via the internet for the purpose of reviewing the case notes recorded by the Physical Therapy Assistant. Additionally, contractor shall create case notes to document any direct services that she may provide. Contractor will be given a username and password for the purpose of remote access. ACBDD shall provide training in the applications that the contractor will use.

ACBDD does not discriminate in providing services on the basis or county of origin of residence, place of residence, race, color, creed, national origin, sex, age, sources of payment(s), or handicap.

All contracted services and service documentation shall be subject to ODHS, DODD, and federal review.

## VI. FURTHER TERMS

- A. Agreement to be Bound: The parties agree to be bound by all the terms of this contract including the Preamble thereto.
- B. Term: This contract shall be effective July 1, 2017 through June 30, 2018 unless extended, modified or terminated as hereinafter provided.
- C. Termination: This contract may be terminated prior to the expiration of the term hereof as follows:
  - 1. Termination by Agreement: In the event the Contractor and ACBDD shall in writing mutually agree to terminate this contract, this contract shall be terminated on the terms and on the date stipulated therein.
  - 2. Termination for Good Cause: Both parties hereby agree to attempt to settle disputes over obligations set forth in this contract as reasonably and promptly as possible; however, this agreement can be terminated by either party for cause provided that either party provide contract written notice to the other party of the defaults that are claimed to have occurred and give that party thirty (30) days within which to cure such defaults. In the event that the defaults are not cured within the thirty (30) day period, notice in writing shall be given to the defaulting party and this contract shall terminate ten (10) days from the date of such notice.
- D. Amendment, Modifications, Extensions: This contract may be amended, modified, or extended by the mutual agreement of the parties hereto in a written amendment or addendum to be attached to and incorporated thereby into this contract.
- E. Entire Contract: This contract supersedes other agreements and contracts.
- F. Assignment: Neither party shall assign any rights or obligations under this contract without the written consent of the other party.
- G. Governing Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Ohio.
- H. Legal Construction: In the event that any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision and this contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

I. Signature Indicates Authorization: The below individual's state that they have been duly and lawfully authorized to sign this contract and to bind by their signature the ACBDD or Contractor, as the case may be:

Kevin Davis, Superintendent  
Athens County Board of DD

Adrienne Nagy  
Contractor

J. SIGNATURES:

\_\_\_\_\_  
Kevin Davis, Superintendent

\_\_\_\_\_  
Adrienne Nagy, Contractor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

*Keller Blackburn* 6/6/17  
Keller Blackburn, Athens Co. Pros. Attorney / Date



**College of Health Sciences and Professions  
Office of Clinical Affairs  
W151 Grover Center, Athens, OH 45701  
P: 740-593-9457 F:740-593-4707**

**Executed Global Health Sciences and Professions Affiliation Agreement**

The attached affiliation agreement includes the following programs (Unless crossed-off):

- Athletic Training
- Audiology
- Child and Family Studies
- Community Health
- Exercise Physiology
- Dietetics
- Health Services Administration
- Long Term Care
- Nursing
- Physical Therapy
- Physician Assistant
- Speech-Language Pathology
- Social Work

**OHIO UNIVERSITY'S COLLEGE OF HEALTH SCIENCES AND PROFESSIONS  
CLINICAL EDUCATION AGREEMENT**

This affiliation agreement is made and entered into this June 15, 2017 by and between **Athens County Board of Developmental Disabilities**; hereinafter referred to as "Facility" and the **College of Health Sciences and Professions, Ohio University**, hereinafter known as the "College."

**WHEREAS**, both parties to this agreement want to assure quality and continuity of care appropriate to the needs of the clients in the Facility;

**WHEREAS**, both parties are committed to attaining quality of purpose, and this shared goal is enhanced by our mutual agreement;

**WHEREAS**, nothing in this agreement shall alter the freedom enjoyed by either organization, nor shall in any way affect the independent operation of either organization;

**NOW, THEREFORE**, IN CONSIDERATION of the mutual advantage occurring to both parties hereto, the Facility and the College hereby covenant and agree with each other as follows:

**I. MUTUAL RESPONSIBILITIES**

**The arrangement for the clinical affiliation will be cooperatively planned by the appropriate representatives and staff of the facility and the College faculty and staff.**

- A. The Facility will accept students selected by the Program in which the student is enrolled, and agreed upon by the Facility for a period of clinical education and/or portions of professional work requiring clinical exposure and practice. The nature of the experience shall be arranged by the College's Clinical Education Coordinator of the program in which the student is enrolled in conjunction with the individual designated as the Facility Coordinator of Clinical Education, within the stated philosophies and objectives of the College's program(s) and the Facility.
- B. The time periods and number of affiliating students assigned during any one clinical training period will be mutually agreed upon by the College and Facility.
- C. The College and Facility will be mutually responsible for providing affiliating students with information regarding the policies, rules and regulations of each Facility and for advising students of their responsibilities to abide by such policies, rules and regulations while assigned to the Facility. The College acknowledges and agrees that the affiliating students shall abide by all policies and regulations of the Facility including compliance with HIPAA regulations. It is the responsibility of the affiliating student to abide by any and all of the Facility's policies and regulations.
- D. The College maintains the privilege of visiting the Facility before, after, and/or during the clinical education periods at times that are mutually convenient. Periodic contacts will be made to review and evaluate the clinical education program and facilities, to attempt to resolve specific problems which may interfere with the achievement of the objectives of the program. The College will give advance written notice to the Facility of any site visits by any of the College's representatives or accrediting agencies involved with the clinical education program.

- E. The Facility will have authority to request the College to immediately withdraw from the Facility any affiliating student whose performance is unsatisfactory or whose characteristics and activities are detrimental to the Facility in carrying out its client care responsibilities. A request for student withdrawal will be directed to the College's Office of Clinical Affairs and the College's Clinical Education Coordinator of the program in which the student is enrolled. The College has the obligation to respond to any such requests in a timely fashion.
- F. Students are not considered employees of the Facility while engaged in clinical activities related to their educational experience covered under this clinical affiliation, but are considered to be participating in clinical practicum. The College and Facility are at all times independent contractors, and not joint ventures or agents of the other. Neither party nor their respective faculty, staff, employees, students or agents shall be or claim to be the faculty, staff, employee, student or agent of the other.
- G. Responsibility: Each party agrees to be responsible for any negligent acts or negligent omission by or through itself of its agents, employees, and contracted servants, and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to another.
- I. Limitations of Liability: In no event shall either party be liable to the other under any provision of this Agreement for any consequential, incidental, or special damages whether in contract or tort and including but not limited to loss of use, loss of data or information, however caused, lost profits or other economic loss, failure of any licensed program to perform in any way.

## II. COLLEGE'S RESPONSIBILITIES

**The College will assign student to participate in the clinical education program and will have total responsibility for academically preparing the students in theoretical knowledge basic skills, professional ethics, attitude and behavior, and patient confidentiality and Health Insurance Portability and Accountability Act, hereinafter referred to as HIPAA privacy requirements prior to the clinical affiliation.**

- A. The College will appoint a representative as a coordinator of clinical education to act as a liaison between the College and the Facility, and prior to the educational experience and continuous with it, there shall be close planning between the College Coordinator of Clinical Education, and the Facility Coordinator.
- B. The College shall reserve the right to revise any assignment prior to the student's entry into the Facility Clinical Education Program. The College agrees to withdraw a student from assignment to the Facility following consultation between all parties involved in the action.
- C. The College, shall reserve the right to withdraw a student from his/her assigned clinical education experience at the Facility when in the College's judgment the clinical experience does not meet the needs of the student.
- D. It shall be the responsibility of the individual student to survey options and acquire accident sickness, health insurance and provide evidence upon request. The College shall assist the student in acquiring professional liability insurance coverage (with minimum liability limits of \$1,000,000 per medical incident and \$3,000,000 aggregate) and advise the student that he/she is not eligible to participate in any of the Facility's Clinical Education Programs until such liability insurance coverage is acquired. Evidence of insurance describing professional liability is to be submitted to the Facility prior within 30 days of the clinical affiliation.

- E. The College shall require the affiliating students to meet all immunization, health tests and certification requirements as designated by the Facility. Required proof will be the responsibility of the affiliating student.
- F. The College shall inform Student(s) and faculty/instructors that while at site/facility a Student's and/or faculty/instructor's personal use of cell phones and other electronic devices must not interfere or inhibit patient care or facility operations. Student use of cell phones/electronic devices is limited to activities, which enhance education, such as accessing medical literature and medical dictionaries or researching drugs and infectious diseases. Student(s) may not use cell phones/electronic devices to take pictures of or record (video/audio) patients, facility employees or facility property/facilities. Any student found violating this provision shall be subject to immediate removal from the patient care experience.

### III. FACILITY RESPONSIBILITIES

#### **The Facility shall provide the following service to the affiliating student:**

The Facility shall designate qualified preceptor(s)<sup>1</sup> (aka field instructor and/or teaching assistant) as the Clinical Instructor assigned to teach, mentor, and evaluate the students according to the requirements of the College and programs therein.

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<sup>1</sup> The following applies to any and all physician assistant (PA) students placed by the Physician Assistant program: PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students and other health profession students and graduates.

Identified preceptors must consist primarily of practicing physicians and PAs.

Supervised clinical practice experiences should occur with:

1. physicians who are specialty board certified in their area of instruction,
2. PAs teamed with physicians who are specialty board certified in their area of instruction, or
3. other licensed health care providers experienced in their area of instruction.

Supervised clinical practice experiences should occur with preceptors practicing in the following disciplines: family medicine, internal medicine, emergency medicine, general surgery, pediatrics, ob/gyn, and behavioral and mental health care and must occur in the following settings: outpatient, emergency department, inpatient, and operating room. Additional elective clinical practice experiences may also occur in medical and surgical specialties and subspecialties.

The following applies to any and all nursing students placed by the School of Nursing:

"Preceptor" means a registered nurse or licensed practical nurse who meets the requirements of this chapter, who provides supervision of a nursing student's clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member responsible for the course in which the student is enrolled. "Teaching Assistant" means a person employed to assist and work at the direction of a faculty member providing instruction in the classroom, laboratory, or in a clinical setting in which nursing care is delivered to an individual or group of individuals, and who meets the qualifications set forth in this chapter.

The teaching assistant or preceptor providing supervision of a nursing student shall at least:

- a. Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
- b. Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
- c. Clarify with the faculty member:
  - i. The role of the teaching assistant or preceptor;
  - ii. The responsibilities of the faculty member;
  - iii. The course and clinical objectives or outcomes;
  - iv. The clinical experience evaluation tool; and
- d. Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

- B. As necessary, the Facility shall designate at least one qualified clinical instructor or preceptor as a clinical instructor for backup purposes.
- C. The Facility shall provide clinical education experiences as stated in the Objectives and Philosophy of the College, and agrees to provide student access to its clinical facilities as appropriate for the operation of the program. In addition, the Facility agrees to provide student access to available educational and instructional materials and provide sufficient meeting room space for conducting didactic programs, lectures, conferences, etc. in conjunction with the program and appropriate to the number of assigned students.
- D. The Facility shall provide the College with written evaluation of the affiliating student's performance. The format of these evaluations is to be agreed upon by the College and the Facility.
- E. The Facility and the Facility Coordinator of Clinical Education will have sole and primary responsibility for client care and treatment. The affiliating student will participate in providing, but will not be solely responsible for client care and other clinical services rendered at the Facility as part of the student's experiences.
- F. The facility shall provide the physical facilities and equipment necessary for the clinical education experience.
- G. If appropriate facilities and services are available at Facility, the Facility will be responsible for providing emergency care for student illness or accident occurring on the Facility's premises during the course of the clinical assignment, but is not responsible for the cost of such care. The College will endeavor to assure that medical insurance coverage for students is in effect during their period of assignment, but it is understood that students are financially responsible for their own medical insurance and for any medical care they receive at the Facility.
- H. All records kept by the Facility relating to a student's performance during the affiliation period shall be made available to the parties hereto and to the student, and not to other persons, as required by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C 1212(g)

#### **IV. STUDENT RESPONSIBILITIES**

- A. The student will follow the policies, procedures, rules and regulations established by the Facility during his/her clinical affiliation in that Facility, including those governing the confidentiality, privacy and security of protected health information under HIPAA.

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e. e. A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

The following applies to any and all speech-language pathology or audiology students:

1. Facility shall designate a minimum of one ASHA certified and state licensed speech-language pathologist or audiologist as the clinical instructor(s) who shall be on site during all times which a student provides services.
2. If possible, the Facility shall designate at least one ASHA certified and state licensed speech-language pathologist or audiologist as clinical instructor for backup purposes who shall be on site during all times which a student provides services.
3. The Facility will directly supervise the affiliating speech-language pathology student a minimum of 25% of total contact time with each patient
4. The facility will directly supervise the affiliating audiology student to meet the current audiology certification standards.

- B. The student will provide his/her own health insurance coverage for the period of the clinical education experience, and will provide evidence of such coverage to facility upon request.
- C. The student has the right to appeal any decision made by the Facility or the College which will have adverse effects upon him/her, subject always to the rights of the Facility and the College expressed at other places in this agreement and to College’s policies

**V. GENERAL**

- A. The Term of this Agreement shall begin on the date of this Agreement and shall continue for (5) five years or until such time as either party has terminated this Agreement by advising the other party of its intent to terminate in writing at least four (4) months prior to the desired termination date. This Agreement may be modified by mutual written consent at any time.
- B. Amendment and Modifications: This agreement may be amended or modified by the mutual agreement of the parties hereto in a written amendment or addendum to be attached to and incorporated thereby into this agreement.
- C. Governing Law: The validity of this agreement and any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Ohio.
- D. Legal Construction: In the event that any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision and this agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.
- E. Assignment of Agreement: Nether party shall not assign, subcontract, or transfer any of its rights or obligations under this Agreement to a third party without the prior written consent of the other party.
- F. Media: The parties agree that they will not use the other parties’ name in any advertising, promotional material, press release, publication, public announcement or through other public media, written or oral, whether to the pubic press, the holder of publically owned stock or otherwise relating to this agreement or to the performance hereunder of the existence of an arrangement between the parties without the prior written consent of the other party.

[signature page follows]

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be duly executed.

**Athens County Board of Developmental Disabilities:                    OHIO UNIVERSITY, CHSP:**

By: \_\_\_\_\_  
Name: Kevin Davis  
Title: Superintendent

By: \_\_\_\_\_  
Marianne Malawista, Ph.D.  
Senior Director for Clinical Education

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: 801 W. Union Street, Athens OH 45701

\_\_\_\_\_

\_\_\_\_\_

Email: kdavis@athenscbdd.org

Phone; 740-594-3539

Fax: 740-593-3189

## Exhibit 7

IDEA-B Special Education  
 IDEA Early Childhood Special Education

We currently participate in the Ohio Department of Education's Title VI-B Grant for Pre-School and Transition services. This grant is under the Individuals with Disabilities Education Act (IDEA) and the Comprehensive Continuous Improvement Plan (CCIP). We are eligible for the reimbursement of costs that are incurred in providing special education services. On a fiscal year basis, we apply for the funds online (see attached). The expenses that we submit for reimbursement are the salaries and fringe benefits for the instructors and aides for those providing the direct care for our Pre-School and Transitions programs.

	2016-17 Salaries & <u>Benefits</u>	2016-17 <u>Reimbursement</u>
Instructor and aide for Pre-School Program for 2016-17	\$118,555	\$5,477.78
Instructor and aide for Transition Program for 2016-17	\$39,058	\$32,445.48

We are highly encouraged to apply for the funding for fiscal 2018 by July 1, 2017.

Manual: Admin & S&S  
Adopted: 05-21-02  
Revised: 06-17-03, 09/27/11  
Effective: 06-17-03, 09/27/11

### **19a. INDIVIDUAL SERVICE PLAN DEVELOPMENT POLICY:**

An individual service plan will be completed, at least annually, for each individual receiving Supported Living and Home and Community Based Services Waiver. These individual service plans (ISP) will be written in accordance with DODD Rule 5123:2-12-03 Supported Living Individual Service Plans.

The Board shall assist the individual in developing an ISP, to the extent desired by the individual served or his/her family, that one process is used to develop the service and support plan, even when the individual is receiving services and supports from more than one county board program component (OAC 5123:2-1-02 (F) County Board Administration). Formal and/or informal evaluation shall be used as a resource to identify appropriate methods of developing services and activities necessary to support the individual's choices and to meet the individual's needs. The services and activities described in the ISP shall support the individual's choices, meet the individual's needs, enhance the individual's options and assist the individual in expanding and developing competencies that will lead to a more independent, secure, and responsible life. All services received by the individual shall be included in the ISP. The ISP shall include documentation of dissenting opinions regarding the services and activities selected. The services and activities in the ISP shall not be provided, if an adult, without the individual's consent or the consent of the guardian of that individual; if a child, without the consent of the parent(s), custodian, or guardian as applicable. Service areas to be addressed may include, but are not limited to those areas identified in (OAC 5123:2-12-01(B) Supported Living Quality Assurance).

The ISP shall indicate the provider of each service and activity, the frequency and duration of services, the service cost and the funding source of the service. The ISP shall also identify all services provided to the individual. In addition the ISP shall indicate if any of the services or activities deemed necessary via an assessment will not be delivered or will be delivered through natural, unpaid supports. For example: an assessment indicates that there are five areas of training needs, however only two will be addressed as Active Treatment/Skill Development goals. The remaining three training needs should be addressed in the ISP with an explanation as to why each will not be addressed in the ISP at this time.

The provision of paid services is subject to the availability of resources as determined by the county board. If the Board does not possess sufficient resources to fund the services requested on the plan developed, the individual shall be given the opportunity to revise the plan so that the services requested can be funded with available resources. If the individual is unsatisfied with the outcome of this negotiation in services they may elect to utilize their appeal rights to the Board, or other applicable agencies. The individual shall be apprised of their rights to appeal upon request.

The supports and activities described in the ISP shall not be provided without the individual's consent or the consent of an applicable third party (i.e. guardian) pursuant to (OAC 5123:2-12-03 Supported Living Service Plans). When consent is refused or withdrawn, the county board shall attempt to address any disputes and resolve issues through reasonable accommodation or alternatives. The individual may appeal any board decision per the dispute resolution process described in (OAC 5123:2-1-12 Administrative Resolution of Complaints for County Boards).

Providers shall have the opportunity for input into the ISP when selected as the Service Provider for services to the individual. The ISP shall be effective for a specified period of time but not longer than one year. Supports and activities in the ISP shall be among the areas reviewed and evaluated as part of the Quality Assurance review.

The ISP shall be reviewed and/or evaluated to determine service effectiveness as necessary, but at least annually. The frequency of monitoring and reviewing the plan will be determined at least annually.

If, at any time, significant changes in the service plan are recommended, the ISP will be reviewed by the county board before any changes in service structure are initiated. Any member of the original ISP team, other interested parties, or the individual may request an ISP review at any time.

Supported Living and Home and Community Based Services Waiver ISP will include, but not be limited to, the following elements:

- a. Type of services (regardless of funding source),
- b. Frequency,
- c. Duration,
- d. Type of Provider (i.e., direct care, natural supports, etc.),
- e. Meeting date,
- f. Span dates,
- g. Completion date,
- h. Effective date,
- i. Approval date,
- j. Resident number,
- k. Medicaid number (if applicable),
- l. Guardian,
- m. Name of recipient's Service and Support Specialist,
- n. Name of person/agency responsible for assisting in maintaining Medicaid eligibility

At least annually, an assessment will be completed, which will be the basis of the Service Plan Update. All UI and MUI reports shall be reviewed and any trends and patterns shall be addressed during the ISP development meeting and if appropriate incorporated into the ISP. When a Quality Assurance Review is completed the QA findings and recommendations shall be incorporated into the ISP as appropriate.

Manual: Admin& S&S  
 Adopted: 05-21-02  
 Revised: 06-17-03, 6-24-14,  
 2-24-15  
 Effective: 06-17-03, 6-24-14,  
 2-24-15

## 85. INDIVIDUAL SERVICE PLAN DEVELOPMENT POLICY

An individual service plan will be completed, at least annually, for each individual receiving Supported Living and Home and Community Based Services Waiver. These individual service plans (ISP) will be written in accordance with OAC 5123:2-1-11 SSA Rule

- A. The Service and Support Specialist (SSS) with the active participation of the individual and team members assess what is important to and what is important for the individual, taking into consideration known and likely risks; the individual's place on the path to community employment and what is working and not working in the individual's life. Furthermore the assessment shall identify supports that promote the individual's:
  1. Rights (i.e. equality, citizenship, access, due process and responsibility);
  2. Self-determination (i.e. choices, opportunities, personal control, and self-advocacy);
  3. Physical well-being (i.e. routine and preventative health care and daily living skills appropriate to age);
  4. Emotional well-being (i.e. self-worth, self-esteem, satisfaction with life, and spirituality);
  5. Material well-being (i.e. employment, money, education and housing);
  6. Personal development (i.e. achievement, success, and personal competence);
  7. Interpersonal relationships (i.e. social contacts, relationships, and emotions supports); and
  8. Social inclusion (i.e. community participation and social supports).
  
- B. Using person-centered planning the SSS shall develop, review, and revise the ISP and ensure that the ISP;
  1. reflects the results of the assessment;
  2. includes services and supports that:
    - a. ensure health and welfare;
    - b. assist the individual to engage in meaningful and productive activities;
    - c. support community connections and networking with persons or groups including persons with disabilities and others;
    - d. Assist the individual to improve self-advocacy skills and increase the individual's opportunities to participate in advocacy activities, to the extent desired by the individual;
    - e. Address identified risks and include supports to prevent or minimize risks;
  3. Integrates all sources of services and supports, including natural supports and alternative services, available to meet the individual's needs and desired outcomes;
  4. Reflects services and supports that are consistent with efficiency, economy, and quality of care; and

5. Is updated throughout the year as circumstances, situations, or desired outcomes change.
- C. Establish a recommendation for and obtain approval of the budget for services based on the individual's assessed needs and preferred ways of meeting those needs.
- D. Assist the individual in choosing providers through objective facilitation by:
  1. Ensuring that the individual is given the opportunity to select providers from all willing and qualified providers in accordance with applicable federal and state laws and regulations including OAC 5123:2-9-11.
  2. Assisting the individual as necessary to work with providers to resolve concerns involving a provider or direct support staff who is assigned to work with the individual.
- E. Secure commitments from providers to support the individual in achievement of his or her desired outcomes.
- F. Verify by signature and date that prior to implementation each ISP:
  1. Indicates the provider, frequency, and funding source for each service and support; and
  2. Specifies which provider will deliver each service or support across all settings.
- G. Establish and maintain contact with providers as frequently as necessary to ensure that each provider is trained on the ISP and has a clear understanding of the expectations and desired outcomes of the supports being provided. Meet with each newly certified independent provider within sixty (60) days of the provider being selected to provide services to an individual for purposes of confirming the provider understands the individual service plan and the provider's responsibilities and ensuring the provider has contact information for ACBDD i.e. Service and Support Specialist, emergency on-call pager, etc.
- H. Establish and maintain contact with natural supports as frequently as necessary to ensure that natural supports are available and meeting desired outcomes as indicated in the ISP.
- I. Facilitate effective communication and coordination among the individual and members of the team by ensuring that the individual and each member of the team has a copy of the current ISP unless otherwise directed by the individual, the individual's guardian, or the adult whom the individual has identified as a "chosen representative", as applicable. The individual and his or her providers shall receive a copy of the ISP at least 15 calendar days in advance of implementation unless extenuating circumstances make 15 day advance copy impractical and with agreement by the individual and his or her providers.
  1. Any member of the team who becomes aware that revisions to the ISP are indicated shall notify the SSS.
  2. A member of the team may disagree with any provision in the ISP at any time. All dissenting opinions shall be specifically noted in writing and attached to the ISP.
- J. Provide ongoing ISP coordination to ensure services and supports are provided in accordance with the ISP and to the benefit and satisfaction of the individual. Ongoing ISP coordination shall:
  1. Occur with the active participation of the individual and members of the team;
  2. Focus on achievement of desired outcomes of the individual;
  3. Balance what is important to the individual and what is important for the individual;
  4. Examine service satisfaction(i.e. what is working for the individual and what is not working); and

5. Use the ISP as the fundamental tool to ensure the health and welfare of the individual.
- K. Review and revise the ISP at least every 12 months and more frequently under the following circumstances:
1. At the request of the individual or a member of the team, in which case revisions to the ISP shall occur within 30 calendar days of the request;
  2. Whenever the individual's assessed needs, situation, circumstances, or status changes;
  3. If the individual choose a new provider or type of service or support;
  4. As a result of reviews conducted in accordance with paragraph (F)(2)(q) of OAC 5123:2-1-11.
  5. Identified trends and patterns of unusual incidents or major unusual incidents; and
  6. When services are reduced, denied, or terminated by the DODD or the ODM.
- L. Take the following actions with regard to Medicaid services:
1. Explain to the individual, in conjunction with the process of recommending eligibility and/or assisting the individual in making application for enrollment in a HCBS waiver or any other Medicaid service, and in accordance with rules adopted by the DODD:
    - a. Alternative services available to the individual;
    - b. The individual's due process and appeal rights; and
    - c. The individual's right to choose any qualified and willing provider.
  2. Explain to the individual, at the time the individual is being recommended for enrollment in a HCBS waiver:
    - a. Choice of enrollment in a HCBS waiver as an alternative to intermediate care facility placement; and
    - b. Services and support funded by a HCBS waiver.
  3. Provide an individual with written notification and explanation of the individual's right to a Medicaid State hearing if the ISP process results in a recommendation for the approval, reduction, denial, or termination of services funded by a HCBS waiver. Notice shall be provided in accordance with ORC 5101.35
  4. Make a recommendation to the ODM or its designee, in accordance with OAC 5101:3-3-15.3, as to whether the individual meets the criteria for an intermediate care facility level of care in accordance with OAC 5101:3-3-07.
  5. Explain to an individual whose ISP includes services funded by a HCBS waiver or other Medicaid services that the services are subject to approval by the ODM. If the ODM approves, reduces, denies, or terminates services funded by a HCBS waiver or other Medicaid services included in an ISP, the SSS shall communicate with the individual about this action.
- M. Provide an individual with written notification and explanation of the individual's right to use the administrative resolution of complaint process set forth in the OAC 5123:2-1-12 if the ISP process results in the reduction, denial, or termination of a service other than a service funded by a HCBS waiver or TCM services. Such written notice and explanation shall also be provided to an individual if the ISP process results in an approved service that the individual does not want to receive, but is necessary to ensure the individual's health, safety, and welfare. Notice shall be provided in accordance with the OAC 5123:2-1-12.
- N. Advise members of the team of their right to file a complaint in accordance with OAC 5123:2-1-12.

- O. Retain responsibility for all decision-making regarding service and support administration functions and the communication of any such decisions to the individual.
- P. Take actions necessary to remediate any immediate concerns regarding the individual's health and welfare.
- Q. Implement a continuous review process to ensure that the individual service plans are developed and implemented in accordance with the OAC 5123:2-1-12.
  - 1. The continuous review process shall be tailored to the individual and based on information provided by the individual and the team.
  - 2. The scope, type, and frequency of reviews shall be specified in the ISP and shall include, but not be limited to:
    - a. Face-to-face visits, occurring at a time and place convenient for the individual, at least annually or more frequently as needed by the individual; and
    - b. Contact via phone, email, or other appropriate means as needed.
  - 3. The frequency of reviews may be increased when:
    - a. The individual has intensive behavioral or medical needs;
    - b. The individual has an interruption of services or more than 30 calendar days;
    - c. The individual encounters a crisis or multiple less serious by destabilizing events within a three-month period;
    - d. The individual has transitioned from an intermediate care facility to a community setting within the past 12 months.
    - e. The individual has transitioned to a new provider of homemaker/personal care within the past 12 months.
    - f. The individual receives services from a provider that has been notified of the DODD's intent to suspend or revoke the provider's certification or license; or
    - g. Requested by the individual, the individual's guardian, or the adult whom the individual has identified as their "chosen representative", as applicable.
  - 4. The SSS shall share results of reviews in a timely manner with the individual, the individual's guardian, and/or individual's chosen representative, as appropriate.
  - 5. If the continuous review process indicates areas of non-compliance with standards for providers of services funded by a HCBS waiver, the ACBDD shall schedule a provider compliance review in accordance with OAC 513:2-2-04.

Revised 06/22/17 9:59 AM

Exhibit 9

Athens County Board of Developmental Disabilities		DIVISION OR INSTITUTION <b>Administration</b>
<b>Position Description</b>		UNIT OR OFFICE <b>SSA/Transportation</b>
( ) State Agency ( X ) County Agency ( ) New Position ( ) Change		COUNTY OF EMPLOYMENT <b>Athens</b>
Usual Working Title of Position <b>Secretary</b>		Position No. and Title of Immediate Supervisor <b>Director, SSA Dept.</b>
Normal Working Hours (Explain unusual or rotating shift) <b>Monday - Friday, 40 hours, 8:00 AM - 4:30 PM</b>		
Job Description and Work Characteristics		
%	Job Duties	Minimum Acceptable Characteristics
35%	Provide administrative support services to SSA and Transportation staff. Duties include generating program or business related material (e.g. correspondence, reports, summaries, evaluations, tables, meeting minutes, policies, forms, case notes), maintaining files, record keeping, billing, maintaining and ordering supplies, and taking meeting minutes as needed. Must proofread work and make necessary corrections/updates.	High School diploma or equivalent required; Associate's or Bachelor's degree preferred;  Must have good basic computer and keyboarding skills;  Strong professionalism with ability to maintain confidentiality;
35%	Answer multi-line telephone, provide general information, and receive messages/inquiries from visitors, staff, and consumers. Route calls appropriately. Greet and direct visitors.	Ability to operate standard office equipment such as fax machines, copiers, etc.;
25%	Perform general office duties including, but not limited to: filing, distributing/routing mail, copying, faxing, and maintaining office supply inventory.	Excellent verbal and written communication skills and customer service disposition essential;
5%	Perform other related duties as assigned.	Ability to multi-task with strong organizational skills,  Ability to work effectively with a diverse population.
<p>WORK CONDITIONS – The majority of work hours are spent at SSA/Transportation location. Working conditions may exist that are not such as normally exist in the occupation of a public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior. As necessary, the employee shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders through the utilization of protective equipment and decontamination techniques. <b>Probationary period - 120 days.</b></p>		
List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.		<hr/> SIGNATURE OF AGENCY REPRESENTATIVE <span style="float: right;">DATE</span> <hr/> SIGNATURE OF EMPLOYEE <span style="float: right;">DATE</span>



## Coverage Proposal

### Athens County Board of Developmental Disabilities

801 W. Union St.  
Athens, OH 45701

**Effective Date of Coverage:** 7/1/2017

► **Prepared by:**  
*Gregg McMunn*  
*811 Madison Avenue*  
*Toledo, OH 43603-2083*



## Board of Directors

The Ohio School Plan (OSP) provides affordable, comprehensive property and liability coverage to Ohio's public schools, boards of developmental disabilities and community colleges. The OSP is managed by the Board of Directors, which is composed of individual representatives from various OSP members. The Board of Directors ensures the program meets the common needs of all its members.

Board Officers		
<p><b><u>David Kocevar</u></b>  <b>OSP Chairman</b>            Westlake City School District            Business Manager            kocevar@wlake.org</p>	<p><b><u>Mike Davis</u></b>  <b>OSP Vice Chairperson</b>            Talawanda City School District            Chief Financial Officer            davism@talawanda.org</p>	<p><b><u>Nathan Lynch</u></b>  <b>OSP Secretary</b>            Upper Sandusky Exempted Village            School District            Treasurer/CFO            nathan_l@usevs.org</p>

Board Members		
<p><b><u>Tim Barrett</u></b>            Montgomery County ESC            Assistant Superintendent            t.barrett@mcesc.org</p>	<p><b><u>Derek Cluse</u></b>            Hudson City School District            Business Manager            clused@hudson.edu</p>	<p><b><u>Lewis E. Galante</u></b>            Perry Local School District (Lake)            Fairport Harbor Exempted Village            School District            Treasurer/CFO            galantel@perry-lake.k12.oh.us</p>
<p><b><u>Dr. Paul R. Lockwood</u></b>            Gibsonburg Exempted Village School            District            Treasurer/CFO            ploockwood@gibsonburgschools.org</p>	<p><b><u>Paul Ryan Lockwood III</u></b>            Springfield Local School District            Treasurer/CFO            ryanlockwood@springfield-schools.org</p>	<p><b><u>Melissa Marconi</u></b>            Tuslaw Local School District            Superintendent            mmarconi@tuslawschools.org</p>
<p><b><u>Jeff McCuen</u></b>            Worthington City Schools            Treasurer/CFO            jmccuen@worthington.k12.oh.us</p>	<p><b><u>W. Dean Nance</u></b>            Ironton City School District            Superintendent            dnance_ic@scoca-k12.org</p>	<p><b><u>David Sinerger</u></b>            Clermont County Board of DD            Director of Business Operations            dsinerger@clermontdd.org</p>
	<p><b><u>Megan R. Williams</u></b>            Scioto Valley Local School District            Treasurer/CFO            mwilliams_sk@scoca-k12.org</p>	

Ex-Officio Board Members		
<p><b><u>Kirk Hamilton</u></b>            BASA            Executive Director            hamilton@basa-ohio.org</p>	<p><b><u>Jim Rowan</u></b>            OASBO            Executive Director            jim@oasbo-ohio.org</p>	<p><b><u>Richard Lewis</u></b>            OSBA            Executive Director            rlewis@ohioschoolboards.org</p>

This proposal is being offered on the basis shown above and is a summary that is intended to outline general policy coverages and related limits. It does not necessarily provide the terms and/or coverages required in your application to us. These coverages may contain restrictions or exclusions, which were not a part of your previous coverage. This proposal is subject to the terms and conditions of the policy that will be issued if this proposal is accepted.



## Reinsurance

The following reinsurance companies provide reinsurance for the Ohio School Plan:

**Aspen Re America, Inc.**

A. M. Best Rating: A, VX  
Reinsuring the OSP since: 2007

**Evanston Insurance Company**

A.M. Best Rating: A, XIV  
Reinsuring the OSP since 2008

**Everest Re Group, Ltd.**

A.M. Best Rating: A+, XV  
Reinsuring the OSP since: 2005

**Great American Insurance Cos.**

A.M. Best Rating: A, XIV  
Reinsuring the OSP since: 2012

**Hartford Fire Insurance Co.**

A.M. Best Rating: A, XV  
Reinsuring the OSP since: 2014

**Ironshore Specialty Insurance Co.**

A.M. Best Rating: A, XIV  
Reinsuring the OSP since: 2014

**Liberty Mutual Insurance Europe Limited**

A.M. Best Rating: A, XI  
Reinsuring the OSP since: 2014

**Maumee Valley Re, Ltd.**

Not Rated  
Reinsuring the OSP since: 2002

**Odyssey Re**

A.M. Best Rating: A, XV  
Reinsuring the OSP since: 2004

**QBE Reinsurance Corporation**

A.M. Best Rating: A, XV  
Reinsuring the OSP since: 2004

**SCOR Reinsurance Company**

A.M. Best Rating: A, XV  
Reinsuring the OSP since 2008

### A.M. Best Rating Classifications

Secure Ratings

A++ and A+	Superior
A and A-	Excellent
B++ and B+	Very Good

Vulnerable Ratings

B and B-	Fair
C++ and C+	Marginal
C and C-	Weak
D	Poor
E	Under State Supervision

Financial Size Category

VIII	\$100 Million to \$250 Million
IX	\$250 Million to \$500 Million
X	\$500 Million to \$750 Million
XI	\$750 Million to \$1 Billion
XII	\$1 Billion to \$1.25 Billion
XIII	\$1.25 Billion to \$1.5 Billion
XIV	\$1.5 Billion to \$2 Billion
XV	\$2 Billion or Greater



## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities  
Effective Date of Coverage: 7/1/2017

<b>Property Coverage</b>	<b><u>Deductible</u></b>	<b><u>Limit of Liability</u></b>
<b>*Schedule Attached</b>		
Property Damage – Per Occurrence	\$1,000	\$9,900,960
Valuation-Replacement Cost		
No Co-Insurance		
All Risk of Direct Physical Loss, subject to specific Exclusions and Limitations		
<i>*All locations are included in the Per Occurrence Limit unless shown with a specific sublimit on the Property Schedule.</i>		
Flood Coverage – Per Occurrence/Annual Aggregate	Not covered	Not covered
Earthquake Coverage – Per Occurrence/Annual Aggregate	Not covered	Not covered
Business Interruption and Rental Income – Combined		\$250,000
Extra Expense		\$1,000,000
Terrorism Coverage		Not Covered
Terrorism Coverage – Per Occurrence/Annual Aggregate Loss Limit if different than the Property Damage – Per Occurrence Limit		
Boiler & Machinery Breakdown – Per Accident		
Property Damage	\$1,000	\$9,900,960
Electronic Processing Media	\$1,000	
Deep Water Pumps	\$10 Per Foot Subject to \$2,500 Minimum	
Utility Interruption	24 Hours	
Business Interruption & Extra Expense	24 Hours	
<b>Additional Property Coverage</b>	<b><u>Deductible</u></b>	<b><u>Limit of Liability</u></b>
Audio Visual Equipment	Included in Property Damage Limit	
Miscellaneous Equipment	Included in Property Damage Limit	
Musical Equipment	Included in Property Damage Limit	
Contractors Equipment - Unscheduled	Included in Property Damage Limit	
Electronic Data Processing Equipment	Included in Property Damage Limit	

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## Ohio School Plan Proposal Summary

**Athens County Board of Developmental Disabilities**  
**Coverage Period: 7/1/2017 to 7/1/2018**

### Property Coverage Extensions and Conditions

Accidental Contamination	\$10,000	Glass Showcase	Included
Accounts Receivable	\$100,000	Landscaping, Natural and Artificial Athletic Fields – Unscheduled	\$200,000
Arson Reward	\$25,000	Lock Replacement	\$1,000
Architects and Engineers Fees and Loss Adjustment Expenses	Included	Loss of Refrigeration	\$25,000
Automatic Acquisition		Microorganisms – Occurrence/Aggregate	\$15,000
Real Property – 90 days	\$1,000,000	Miscellaneous Unscheduled Locations	\$200,000
Personal Property – 90 days	\$1,000,000	Off Premises Services Interruption	\$250,000
Back Up of Sewer or Drains	\$100,000	Ordinance or Law	
Claim Preparation Expense	\$50,000	Demolition – Undamaged Portion	\$500,000 20% of Building Loss Subject to \$500,000 Maximum
Damaged Asbestos Clean Up & Removal	Included	Increased Cost of Construction	Maximum
Debris Removal & Cost of Clean Up	Included	Personal Effects	\$50,000
EDP Media & Data Restoration	\$57,426	Property in the Course of Construction & Additions	\$1,000,000
Errors & Omissions	\$100,000	Property in the Open	Per Statement of Values
Expediting Expense	\$250,000	Running Track and Paved Athletic Court Surfaces - Unscheduled	\$200,000
Fine Arts – Unscheduled	\$25,000	Resultant Seepage, Pollution & Contamination Exception	\$50,000
Fire Fighting Expense	\$25,000	Transit	\$200,000
Fire Protection Devices	\$25,000	Valuable Papers	\$100,000
Furs, Jewelry, Precious Metals, Precious Stones – Separately	\$5,000	Watercraft – 27 Feet or Less in Length – Unscheduled	\$50,000
<b>Boiler &amp; Machinery Coverage Extensions</b>			
Ammonia Contamination	\$250,000	Media Coverage	\$250,000
CFC Refrigerants and Halon	\$250,000	Ordinance or Law	\$250,000
Consequential Damage	\$250,000	Utility Interruption	\$250,000
Hazardous Substance	\$250,000	Water Damage	\$250,000

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## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities

Coverage Period: 7/1/2017 to 7/1/2018

### Crime Coverage

	<u>Deductible</u>	<u>Limit of Liability</u>
Employee Theft Coverage	\$1,000	\$100,000
Includes Faithful Performance		
Forgery & Alteration	\$1,000	\$100,000
Computer Fraud	\$1,000	\$100,000
Funds Transfer Fraud	\$1,000	\$25,000
Theft of Monies and Securities		
Inside Premises	\$1,000	\$50,000
Outside Premises	\$1,000	\$50,000
Social Engineering Fraud	\$2,500	\$25,000

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## Property Schedule

Athens County Board of Developmental Disabilities  
 Effective Date of Coverage: 7/1/2017

<u>Prem No.</u>	<u>Bldg No.</u>	<u>Name</u>	<u>Address</u>	<u>Real Property</u>	<u>Personal Property</u>	<u>Property In the Open</u>	<u>Valuation</u>	<u>Specific Sublimit</u>
1	1	School	801 West Union Street	\$6,647,012	\$631,687	\$ 0	RC	\$ 0
1	2	Maintenance Building	801 West Union Street	\$17,229	\$16,235	\$ 0	RC	\$ 0
2	1	Workshop	21 S. Campbell Street	\$ 0	\$252,676	\$ 0	RC	\$ 0
3	1	Garage	9033 Lavelle Road	\$ 0	\$108,236	\$ 0	RC	\$ 0
4	1	Office	20 Kern Street	\$ 0	\$51,685	\$ 0	RC	\$ 0
5	1	Office	20 E. State Street	\$ 0	\$57,426	\$ 0	RC	\$ 0
6	1	Office Building	8 / 10 Harper Street	\$696,432	\$54,118		RC	
7	1	Office	8 Harper St.	\$286,899	\$105,083	\$ 0	RC	\$ 0

Values shown in the Property Schedule above reflect those values reported to the Ohio School Plan as 100% values. Refer to the Property Coverage Summary of this proposal for the Property Damage Per Occurrence Limit for all property to be covered under the policy.

\* The described premises identified with a Specific Sublimit on this Property Schedule are included in the Per Occurrence Limit shown on the Property Coverage Summary of this proposal, but the Sublimit displayed is the most we will pay for loss or damage to the described premises in any one occurrence or accident.



## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities

Effective Date of Coverage: 7/1/2017

<b>Liability Coverage</b>		<u><b>Deductible</b></u>	<u><b>Limit of Liability</b></u>
<b>General Liability</b>			
Bodily Injury, Property Damage – Each Occurrence and Sexual Abuse Injury – Each Sexual Abuse Offense		\$0	\$3,000,000
Law Enforcement Liability – Each Wrongful Act			Included
Personal & Advertising Injury – Each Offense			\$3,000,000
Fire Damage– Any One Event			\$500,000
Medical Expense:			
Per Person – Any One Person			\$10,000
Per Accident – Any One Accident			\$10,000
General Aggregate			\$5,000,000
Products-Completed Operations Aggregate			\$3,000,000
<b>Employers Liability – Stop Gap</b>			
Bodily Injury by Accident - Each Accident		\$0	\$3,000,000
Bodily Injury by Disease			\$3,000,000
Bodily Injury by Disease – Each Employee			\$3,000,000
<b>Fiduciary Liability – Claims Made</b>			
	<u><b>Retro Date</b></u>	<u><b>Deductible</b></u>	<u><b>Limit of Liability</b></u>
Each Fiduciary Claim	7/1/2008	\$2,500	\$3,000,000
Fiduciary Liability Aggregate			\$5,000,000
Employee Benefits Administration			Included
Employee Benefits Prior Acts	9/1/2002		
<b>Educational Legal Liability – Claims Made</b>			
	<u><b>Retro Date</b></u>	<u><b>Deductible</b></u>	<u><b>Limit of Liability</b></u>
Errors & Omissions Injury – Each Wrongful Act		\$2,500	\$3,000,000
Errors & Omissions Injury – Annual Aggregate			\$5,000,000
\$1,000,000	9/1/2002		
\$1,000,000 xs \$1,000,000	9/1/2002		
\$1,000,000 xs \$2,000,000	9/1/2002		

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## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities

Effective Date of Coverage: 7/1/2017

<b>Educational Legal Liability – Claims Made Continued</b>	<b><u>Retro Date</u></b>	<b><u>Deductible</u></b>	<b><u>Limit of Liability</u></b>
Employment Practices Injury – Each Wrongful Act		\$2,500	\$3,000,000
Employment Practices Injury – Annual Aggregate			\$5,000,000
\$1,000,000	9/1/2002		
\$1,000,000 xs \$1,000,000	9/1/2002		
\$1,000,000 xs \$2,000,000	9/1/2002		
Back Wages – Each Wrongful Act		Not Covered	Not Covered
Back Wages – Annual Aggregate			Not Covered
Declaratory, Equitable and Injunctive Relief Defense – Annual Aggregate		\$2,500	\$100,000

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## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities

Effective Date of Coverage: 7/1/2017

### Professional Liability

	<u>Deductible</u>	<u>Limit of Liability</u>
Professional Liability Limit – Each Professional Incident	\$0	\$3,000,000
Professional Liability Aggregate Limit	Subject to the Educational General Liability General Aggregate Limit.	
Workshop – Atco, Inc.	Included as a Named Member on the Educational Liability Policy.	
Housing Board – Athens Metropolitan Housing Authority	Included as an Additional Member for Educational General Liability and Educational Legal Liability.	
Respite Care, Supported Living and Waiver Providers	Included as Additional Members for Educational General Liability and Educational Legal Liability.	

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## Ohio School Plan Proposal Summary

**Athens County Board of Developmental Disabilities**  
**Effective Date of Coverage: 7/1/2017**

### Automobile Coverage

***\*Per Schedule***

*Based on	7	Bus 21-60
*Based on	1	Bus 9-20
*Based on	8	Light Truck
*Based on	13	Private Passenger Auto
*Based on	1	Utility Trailer
*Based on	2	Bus Over 60
*Based on	1	Bus 1-8
<b>Total</b>	<b>33</b>	<b>Autos</b>

	<u>Valuation</u>	<u>Deductible</u>	<u>Limit of Liability</u>
Liability – Combined Single Limit – Each Accident		\$0 Not	\$3,000,000
Medical Payments- Each Accident		Applicable Not	\$5,000
Uninsured / Underinsured Motorists – Each Accident		Applicable	\$1,000,000
Buses - Physical Damage:	Per Schedule		Per Schedule
Comprehensive		\$1,000	
Collision		\$1,000	
All Other Autos - Physical Damage:	Per Schedule		Per Schedule
Comprehensive		\$250	
Collision		\$1,000	
Hired Auto Physical Damage:			\$75,000
Comprehensive		\$250	
Collision		\$500	
Garage Keepers Coverage			Not covered
Comprehensive Single Event Deductible		Largest Comprehensive Deductible	

***The automobile coverage included in this quotation is subject to acceptable state motor vehicle reports. Automobile coverage may subsequently be excluded for any covered auto while being operated by a driver with an unacceptable report.***

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## Automobile Schedule

### Athens County Board of Developmental Disabilities

Effective Date of Coverage: 7/1/2017

<u>Veh #</u>	<u>Year</u>	<u>Description</u>	<u>VIN</u>	<u>Total Cost New</u>	<u>*Valuation</u>
1	1990	International Bus	1HVBBNDL7MH309938	\$45,844	ACV
2	2010	Thomas Bus	4UZABRDJ4ACAK9585	\$91,920	ACV
3	2007	Thomas Bus	4UZABRDC57CY13751	\$72,646	ACV
4	2003	Freightliner Bus	4UZAAXAK13CL74240	\$64,000	ACV
5	2012	Thomas FRG	4UZABRDT8CCBL7468	\$91,980	ACV
6	1996	International Bus	1HVBBAAAN0TH380587	\$40,500	ACV
7	2008	Freightliner Bus	4UZABRDC38CZ26437	\$84,805	ACV
8	2005	Thomas Bus	4UZAAXDC05CU64101	\$71,680	ACV
9	2001	Thomas Bus	1T88N4B2211100668	\$79,060	ACV
10	2009	Thomas Bus	4UZABRDJ89CZ91395	\$91,280	ACV
11	2011	Thomas Bus	1T88T4E23B1129969	\$91,165	ACV
12	2015	Dodge Caravan	3617	\$20,479	ACV
13	1996	Dodge Van	2B5WB35Z8TK153413	\$1,800	ACV
14	1999	Ford E350 Van	1FBSS31F4XHB16762	\$25,960	ACV
15	1990	Ford Bronco	1FMEU15N9LLB32841	\$4,000	ACV
16	2002	Freightliner Van	WD5WD741525400718	\$36,950	ACV
17	2006	Freightliner Van	WDRP744565952433	\$39,114	ACV
18	2008	Freightliner Van	WCDPE845185336441	\$47,530	ACV
19	2008	Freightliner Van	WCDPE845X85334316	\$47,530	ACV
20	1999	Ford Expedition	1FMPU18L2XLA30452	\$9,999	ACV
21	2012	Ford Focus	1FAHP3E27CL128240	\$14,440	ACV
22	2016	Dodge Caravan	6840	\$21,784	ACV
23	2006	Dodge Sprinter	5411	\$36,254	ACV
24	2011	Ford Focus	1FAHP3EN9BW145452	\$14,440	ACV
25	2009	Ford Focus	1FAHP34N49W229190	\$12,527	ACV
26	2005	Dodge SW Caravan	1D4GP24R05B142636	\$23,388	ACV
27	2015	Ford Focus	7319	\$16,453	ACV
28	2016	Ford F150 Supercrew	5994	\$29,823	ACV
29	2005	Dodge Grand Caravan	9624	\$20,000	ACV
30	1998	Dodge Van	1116	\$20,000	ACV
31	1993	International Flat Trailer	2701		ACV
32	1999	Plymouth Voyager	8246	\$22,000	ACV
33	2005	Dodge Caravan	9624	\$24,000	ACV

\*If no Valuation is shown above the Valuation will be on an Actual Cash Value Basis.

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## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities

Effective Date of Coverage: 7/1/2017

<b>Violence Coverage</b>	<b><u>Benefit Limit</u></b>
Member Aggregate	\$1,000,000
Violent Act	\$1,000,000
Death Benefit Aggregate	\$1,000,000
EMT Charges Aggregate	\$5,000
Medical Expense Aggregate	\$25,000
Travel Expenses Aggregate	\$25,000
<b>Benefits payable to the Named Member as a result of a violent act</b>	
Group Counseling – limited to 60 days after violent act	\$25,000
Extra Security – limited to 30 days after violent act	\$25,000
Substitute Teachers – limited to 30 days after violent act	\$25,000
Extra Transportation – limited to 30 days after violent act	\$10,000
Crisis Management Expenses – limited to 60 days after violent act	\$10,000
<i>Named Member is the entity shown on the Policy Declarations.</i>	
<b>Benefits payable to a Covered Member as a result of a violent act</b>	
Death Benefit – per Covered Member	\$25,000
EMT Charges – per Covered Member	\$1,000
Medical Expenses – per Covered Member (Excess of all other insurance, coverage or benefits available)	\$5,000
Travel Expenses – per Covered Member	\$5,000
<i>Covered Member means employees, graduate teaching assistants, student teachers, elected or appointed officials and students enrolled with the Named Member.</i>	

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## Ohio School Plan Proposal Summary

Athens County Board of Developmental Disabilities  
Effective Date of Coverage: 7/1/2017

### Cyber Coverage – Claims Made and Reported

#### All Coverage Sections

Policy Aggregate - All Plan Members Combined	<u>Limit of Liability</u> \$20,000,000
Member Aggregate	\$1,000,000

#### First Party Coverage Sections

Damage to Digital Assets	<u>Limit of Liability</u> \$1,000,000
Non-Physical Business Interruption and Extra Expense	\$1,000,000
Cyber Extortion	\$1,000,000
Data Protection Reputational Harm	Not Covered
Computer Crime	\$1,000,000
Payment Card Industry Data Security Standards – Each Loss	\$100,000
Payment Card Industry Data Security Standards - All Losses for All Members Combined	\$1,000,000

#### Third Party Coverage Sections

Privacy, Confidentiality and Security Liability	<u>Limit of Liability</u> \$1,000,000
Regulation Defense, Awards and Fines	\$1,000,000
Customer Care and Reputational Expenses	\$1,000,000
Professional Indemnity	Not Covered
Multi-Media Indemnity	\$1,000,000

#### Deductible & Time Retention

Deductible	\$100,000
Time Retention - Section I.B.	8 Hours

#### Retroactive Date

7/1/2011

Defense Expenses and all other costs and expenses are part of, subject to, included within and do not increase the Member Aggregate or the Policy Aggregate - All Plan Members Combined.

The First Party and Third Party Coverage Section Limits of Liability displayed above are part of, subject to, included within and do not increase the Member Aggregate or the Policy Aggregate - All Members Combined.



## Ohio School Plan Proposal Summary

**Athens County Board of Developmental Disabilities**  
**Effective Date of Coverage: 7/1/2017**

<b>Pollution Coverage – Claims Made and Reported</b>	<b><u>Limit of Liability</u></b>
<b>Carrier: Ironshore Specialty Insurance Company</b>	
Pollution Liability – Policy Aggregate –All Members Combined	\$5,000,000
Pollution Liability – Member Aggregate	\$1,000,000
Coverage A – Third Party Claims for Bodily Injury, Property Damage or Remediation Expenses	
Each Incident Limit	\$1,000,000
Coverage Aggregate Limit	\$1,000,000
Coverage B – First Party Remediation Expenses	
Each Incident Limit	\$1,000,000
Coverage Aggregate Limit	\$1,000,000
Coverage C. - Emergency Response Expenses	
Each Incident Limit	\$1,000,000
Coverage Aggregate Limit	\$1,000,000
Coverage D. - Business Interruption	
Each Incident Limit	\$1,000,000
Number of Days Limit	365
Coverage E. - Disinfection Event Expenses	
Each Incident Limit	\$10,000
Coverage Aggregate Limit	\$20,000
<b>Deductibles &amp; Time Retention</b>	
Per Pollution Incident Deductible	\$25,000
Per Mold Matter or Legionella Incident Deductible	\$50,000
Per Underground Storage Tank Pollution Incident Deductible	\$500,000 or Excess of the Ohio UST Fund Limit(s) Whichever is Greater
Per Business Interruption/Extra Expense Incident – Time Retention	5 Days Waiting Period
Retroactive Date	7/1/2011

The following Locations have been endorsed to be excluded (or Reinstated).

Premises #	Building #	Address	Description	Date Excluded	Date Reinstated

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Defense Expenses and all other costs and expenses are part of, subject to, included within and do not increase the Pollution Liability - Member Aggregate or the Pollution Liability - Policy Aggregate - All Plan Members Combined.

The Coverage A., B., C., D. and E. Limits of Liability displayed above are part of, subject to, included within and do not increase the Member Aggregate or the Policy Aggregate - All Members Combined.

***Coverage afforded by this policy shall apply in excess of and shall not contribute with any other such insurance.***



### Premium Invoice

Athens County Board of Developmental Disabilities

Effective Date of Coverage: 7/1/2017

<u>Coverage</u>	<u>Premium</u>
OSP Liability	\$12,030
OSP Cyber	\$ 734
OSP Property	\$7,598
OSP Pollution	\$ 268
OSP Violence	\$ 321
OSP Auto	\$14,631
<b>Total:</b>	<b>\$35,582</b>

### Notes

Premium includes Ohio School Plan's Risk Management Services

**Checks or purchase orders for the total premium should be made payable and mailed along with Premium Invoice to:**

**Hylant Administrative Services, LLC  
P.O. Box 2083  
Toledo, Ohio 43603-2083**

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## Membership Benefits

### Risk Management Services

Risk management has become one of the most important disciplines within both the public and private sectors. Risk permeates every aspect of our work day. Our focus is to eliminate or reduce the detrimental effects of those risks that cannot be avoided while continuously seeking ways beyond insurance to manage, prevent and minimize risk.

Our full-time experienced risk management team has a vast array of work experience. Our backgrounds range from Certified Fire Fighter, Certified School Risk Manager, and Environmental Health & Safety Professional. We bring our years of experience and knowledge of current regulatory requirements to assist in the identification of potential liability, property and fleet exposures.

#### Our Process

**A Risk Management Profile** - A risk management representative will conduct an on-site visit to identify existing and/or potential liability, property and fleet exposures using our risk profile worksheet.

**Policy and Procedure Review** - Risk Management Services will review established policy and procedure manuals and offer written opinions from the review.

**Recommendations** – Risk mitigation recommendations will be made from information gathered during the profile to assist in reducing identified areas of exposure.

**Technical Assistance** – Service team members are available to conduct site visits to discuss problem areas, specific concerns and assist in the development of written policies and procedures tailored to your operations.

**Continuous Improvement** – Service team members are available to work with staff to develop continuous monitoring and inspection mechanism internally.

#### Training /Seminars

- ODE School Bus Safety Task Force
- School Health and Safety Seminars
- School bus In-service Training
- Playground Presentations
- Safety Forces Meetings
- Campus Security Protocols
- Conference Presentations on various risk management topics

#### Resource Materials

The Risk Management Department maintains a database of resource materials and best practices on a variety of topics available to members:

- Directly through the client portal “Gateway”
- On CD
- By topic by request

If you are looking for guidance or a starting point on how to address a specific risk concern, we are here for you. Our goal is to provide a safe environment, minimize losses and place you in the most defensible position possible.

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## Membership Benefits

### Free Legal Advice

The Ohio School Plan annually provides two (2) hours of free legal advice to current OSP members through independent legal counsel for employment related issues.

Accessing this service is easy. Simply call the Ohio School Plan claims department (1-866-825-2467) and you will be referred to a participating attorney in your area. Prior to any work being done, the attorney will advise you in advance of the approximate time it will take to handle your question.

## Exhibit 11

## Levy Information

After discussions with the Athens County Commissioners, Auditor and Prosecutor we feel that it would best serve the Athens County Board of DD to request that we “renew” the term levy that is set to expire at the end of 2018. While we had originally considered combining all levies in a renewal, it was unclear whether we would be permitted to include the term levy in that combination. In order to avoid a possibility of a gap in our funding we feel that pursuing only the \*renewal of the term levy is the correct decision. That levy would be placed on the ballot in this fall’s general election. Our current levies are as follows:

	<b>Type</b>	<b>Voted</b>	<b>Description</b>	<b>Original Rate</b>
1	Continuing	2001	Beacon School	1.80
2	<b>Term (8 yr)</b>	<b>2010</b>	<b>Beacon School</b>	<b>1.80</b>
3	Continuing	2005	Beacon School	2.85
4	Continuing	2014	Beacon School	1.50

\*Requires ***no additional new taxes*** from the taxpayers of Athens County. The amount of funds that we receive from the levies will remain constant. As property values fluctuate year-over-year, our effective rate will vary in order to provide us with the same level of funding that was determined on the original passage of those levies.

In addition, the ballot language would be changed to more accurately reflect the purpose of the Board moving forward.

The proposed language to be used on the ballot is as follows:

*“...a renewal of a tax for the benefit of the County of Athens for the purpose of the Maintenance and Operation of programs and services of the Athens County Board of Developmental Disabilities for persons with developmental disabilities”.*



**ACBDD - Administration**

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

**June 2017 Board Report**  
 Kevin Davis, Superintendent

- Beacon Property Update – Ribbon Cutting Ceremony was held on Thursday, June 8<sup>th</sup> at 10am. There was a large crowd in attendance.



- Leadership Meetings – Leadership meetings (with senior management) were held on June 14 and June 21 at 8:30am at Beacon School.
- All Managers' meetings – All managers' meeting (with any staff who has management responsibilities) was not held in June due to the ribbon cutting ceremony. The next all managers' meeting will be held on July 5, at 8:30am.
- Ohio Association Of County Boards – **Articles attached**
- The Southern Ohio Council of Governments Superintendent's meeting was held Thursday, June 1 in Chillicothe. I was on vacation and did not attend.
- Family Children First Council executive meeting – was held on Wednesday, June 21, 2017.

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Atco Adult Services  
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 Phone: 740-592-6659  
 Fax: 740-594-7814  
 atcoinc.org

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

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

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

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- We have selected the agency to take over Passion Works – Creative Foundations. They are an extremely reputable and professional organization. The Selection Committee has done a wonderful job (led by Autumn Brown) of coordinating and being very transparent during this process. *The process of transitioning is ongoing and is in the final stages.*
- The ATCO Board meeting was held on Wednesday, June 21.
- Arian Smedley began in her new role as the Executive Assistant to the Superintendent on June 19, 2017. We are very excited about her joining the team. Please help us in welcoming Arian.



- On Monday, June 19, the management team met with MEORC to begin assistance with strategic planning.
- Kids on Campus summer camp has begun. A full update will be provided at the Board meeting.
- I had a meeting with Dr. Tom Gibbs and Nate Young to discuss the Athens City School Districts para-professionals and the upcoming school year.

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 Athens, Ohio 45701  
 Phone: 740-592-6659  
 Fax: 740-594-7814  
 atcoinc.org

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

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

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



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 Kevin Davis, Superintendent  
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- We had the beginning stages of a levy planning committee. We will begin to formalize the next steps over the month of July.
- We have had multiple meetings with the leadership at Echoing Meadows updating with progress and offering our support. We attended a family meeting with all residents of Echoing on May 25 and discussed ways the county board can help.
- On May 24, Dick and I met with the new JFS Director, Scott Zielinski to discuss ways to partner between JFS and the county board.
- On June 6, Becky and I met with two different divisions of Ohio University (adapted PE and nursing) to discuss ways of collaboration to assist both OU students and our students.

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# Ohio Association of County Boards

## Serving People with Developmental Disabilities

Monday, June 19, 2017 - 7:35am

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[Our Address](#)

**73 East Wilson Bridge Rd  
Suite B1  
Worthington, Ohio 43085  
614-431-0616**

## Releases

### Senate budget bill updates language on EI, Medicaid, provider oversight

Published Wednesday, June 14, 2017 3:00 pm

In its substitute budget bill released Monday, the Ohio Senate added and removed a number of provisions impacting county boards of DD. The Senate substitute bill introduces the following changes:

- **Retains** an OACB-supported House amendment to modernize the DD waiting list statute and rule as previously reported in the OACB PolicyBrief.
- **Removes** at OACB's request language clarifying the separation between Help Me Grow's home visiting and part C early intervention programs and dividing oversight for said programs between the Ohio Department of Health (ODH) and DODD, respectively.
- **Removes** at OACB's request language requiring ODH and DODD to rescind requests for proposals for the operation of a centralized intake and referral system for home visiting and **adds** language requiring ODH and DODD to share funding for local outreach related to the centralized intake and referral system.
- **Removes** a House-inserted provision that would have given county boards additional oversight of providers and would have required a county board to conduct surveys for initial or renewed supported living certificates unless the board provided supported living. The removed language would also have permitted boards to operate a quality incentive program for supported living providers. OACB expressed concern to members of the Senate Finance committee that this language could impede cooperation between county boards and providers by introducing a new regulatory dynamic.
- **Removes** language added by the House that would have extended a supported living certificate's expiration date by 90 days if DODD did not make a determination on the renewal prior to the certificate's expiration.
- **Removes** House-inserted language that would have required legislative oversight of all rules that increase Medicaid rates.
- **Adds** OACB-backed language restoring federal ICF bed tax lines in fiscal year 2018 for DODD.
- **Adds** language allowing a subsidy to be paid to county family and children first council administrative agencies.
- **Adds** language requiring the Ohio Department of Medicaid to pay no more than the Medicaid rate for certain services.
- **Adds** language requiring ODM and the Ohio Department of Mental Health and Addiction Services directors to adopt all rules for the Behavioral Health Redesign by October 1, 2017.
- **Adds** language changing the information required in report publishing values for land in the current agricultural use valuation (CAUV) program and includes SB36, which covers CAUV formula changes.

The Senate's amended budget bill does not reverse any of the substantial cuts introduced in the Ohio House of Representatives' version of the budget released in April ([click here to read more about the cuts](#)). The Ohio Senate Finance Committee is hearing testimony on the updated version of the budget bill this week. The Senate's amendment deadline is Friday, June 16. A full vote is expected next week. OACB will continue to monitor each of the issues outlined above and update members as developments occur.

Members with questions about the above items can contact Joe Russell ([jrussell@oacbdd.org](mailto:jrussell@oacbdd.org)) at 614-431-0616.

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# Ohio Association of County Boards

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614-431-0616**

## In the news

### **Burdened before birth**

Coalition discusses developmentally disabled children born addicted

Source: Gallipolis Daily Tribune  
Published Monday, June 12, 2017  
by Dean Wright

Gallia Citizens for Prevention and Recovery gathered Monday to discuss growing concerns with an uptick in children being served by the Gallia Board of Developmental Disabilities due to what the board says is Ohio's heroin epidemic.

"Most of you all know the drug epidemic has impacted our families and our homes," said Gallia Board of Developmental Disabilities Community Integration Specialist Angie Williamson. "It has affected the Gallia County Board (of DD) and those we serve as well. Many do not realize that the heroin issue has affected their offspring."

Williamson said the board felt Ohio was literally on the front lines of the nation's drug war.

"Many born in Gallia County are among the first casualties," said Williamson. "They are facing a lifetime of developmental disabilities as a result of the opiates. Once a child has a developmental disability, it typically requires lifelong support and those necessary supports can increase over time."

Williamson said 10 years ago, babies in Gallia Board of DD programs born under drug abuse numbered at zero. In 2015, the board served four such children. In 2016, the board registered 15. In 2017, they registered 25. The board anticipates serving potentially 50 such children in 2018.

"Our numbers have gone up 275 percent," said Williamson. "We're talking lifetime care with a developmental disability. When you think about what the opiates are doing and (it's happening to) children, they're infants."

In 2016, 27 percent of babies referred to the board may be facing a lifetime issue resulting from opioid abuse. In 2016, the 15 babies served from ages birth to three showed signs of a disability due to being born addicted or from abuse as an outcome of the addiction of their caregiver. Williamson claimed other southeast Ohio counties had potentially seen a three to four percent increase in such cases, whereas Gallia's was vastly higher.

The average cost to provide services to an individual with developmental disabilities on average was around \$5,500 a year, said Williamson. For 25 individuals that adds up to around \$137, 500 of taxpayer money. If those individuals lived for 70 years, the cost would amount to over \$9 million.

Bonnie McFarland, of Gallipolis Rotary Club, expressed a desire to see a committee formed within the Gallia CPR group to take on the challenge of educating the public to such a problem.

"I feel like you have identified a really big problem," said McFarland. "You listen to these drug-addicted people and you see some that don't have a clue about what they're doing to their children...This is a thing we need to be doing and a thrust we can be making. We could start it right here in Gallia County, getting that information out and saying 'Do you know what you're exposing your child to?'"

A number of CPR members volunteered for the beginning of a new committee.

"The purpose of that committee is to help and educate our community in regard to (the increasing number of babies born with developmental disabilities due to opioids) and maybe come up with some actions plans," said Gallia CPR Chairman Thom Mollohan.

McFarland said she felt school teachers also needed to be involved as they were often the ones in contact with young women.

"While we're teaching them in gym class or (health class) and everything, we'd better be teaching them about protection," she said.

"I just want everyone to remember why we come here (to meet)," said Mollohan as the meeting came to a close. "It's easy to get discouraged. But we are all here because we have hope or else we wouldn't be here. Remember that."

Gallia Citizens for Prevention and Recovery meet in the French 500 Room of Holzer Medical Center every second Monday of the month at noon. For more information, visit the Gallia Citizens for Prevention and

Recovery Facebook page. Gallia CPR is coalition of faith-based, civic, law enforcement and behavioral health agencies all sharing the goal of fighting drug abuse in the region.

<http://www.mydailytribune.com/news/16090/burdened-before-birth>

*This article has been reproduced for educational purposes only and appeared in the Gallipolis Daily Tribune. The original story can be found at: <http://www.mydailytribune.com/news/16090/burdened-before-birth>*

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# Ohio Association of County Boards

## Serving People with Developmental Disabilities

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## In the news

### Sheltered workshop rules change

Source: Record-Courier  
 Published Saturday, June 3, 2017  
 by Matthew Merchant

Federal rules that affect how and where disabled people will work and live continue to affect the Portage County Board of Developmental Disabilities.

Per the mandates, the board has been transitioning clients from the its care to private service providers for the past two years. The board can no longer provide services to those on waivers from the Centers for Medicaid and Medicare.

Part of those changes affect Portage Industries, Inc., the workshop for adults with disabilities in Ravenna. Currently there are 105 workers at Portage Industries, the majority of whom are on Medicaid waivers.

However, Omar Nagi, the board superintendent, said those clients should not expect much to change other than some staffing changes. Some of the current staff, employed by the board, will not longer be able to work with those clients due to the federal mandates.

Despite the concern some parents have expressed to the Record-Courier, Nagi said the board is working with a new committee to efficiently transition those clients.

"We formed the transition committee with parents, guardians, community members and board staff to discuss options and make a recommendation to the board," Nagi said. "We're trying to ensure those clients make a comfortable transition from the board to private vendors."

The goal is to have a recommendation for the board in the next six months.

Nagi said communications were going out on Friday to inform parents and those affected by the transition about the process.

"We're trying to keep everyone involved up to date to let people know what's going on," he said.

Medicaid waivers pay for 40 percent of the annual cost for services by the board, with 60 percent being paid for by Medicaid, Nagi said.

The board has lost more than \$700,000 in revenue over the past two years, he added. The board is operating off of reserves while also decreasing service contracts, all totalling roughly \$1 million per year.

"We try to utilize the funds generated by our tax levy first, then dip into the reserves as needed. Unfortunately we've been operating at deficit for the past few years," Nagi said. "We've had a reduction in enrollment over the past few years because people have been either going to different providers or they're aging out of the program," Nagi said. "When the mandate went into effect in July 2015, we were no longer allowed to take new people into our programs."

By 2019, the board will only be able to provide for 30 percent of its clients on waivers, with the other 70 percent utilizing private services.

The Medicaid changes do not affect the services being provided at Happy Day School, Nagi said. Happy Day School provides services to school-age children who are disabled.

<http://www.recordpub.com/news%20local/2017/06/03/sheltered-workshop-rules-change>

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Suite B1  
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614-431-0616**

## In the news

### Passion Works transition under way, contract expected in July

Source: The Athens News  
Published Wednesday, May 31, 2017  
by David DeWitt

A Delaware, Ohio-based organization was chosen in March to take over operation of Passion Works Studio in Athens, though the legal process for completing the transition is now not expected to be complete until as late as July.

Creative Foundations already operates similar programs in four counties and acknowledges that Passion Works served as its inspiration. The Passion Works art program has been run through the Athens County Board of Developmental Disabilities and is served primarily by artists with developmental disabilities.

Creative Foundations Executive Director David Robins told Passion Works artists and staff in March that the organization will enhance Passion Works, not turn it into something else.

He said that people from his organization are likely to be present at Passion Works at least for a time, as the change is implemented. He also said that his organization is eager to hear from artists and staff about the improvements they would like to see.

Among the plans, he said, are making the studio more available to its artists, who typically spend a part of the day once or twice a week at the studio.

Earlier this month, ACBDD Supt. Kevin Davis said the board is still waiting for lawyers to complete legal requirements for the transition.

"It is a slow process, and I know there are some people who wish to 'speed it up,'" he said. "As we announced, it may be June or July before this is completely done. We are still on that pace and hope to have it wrapped up very soon."

Autumn Brown, who is serving as ACBDD transition manager, confirmed May 12 that a June or July final transition is still on target.

"Even though it seems like things are moving slow or not at all, the work that is going on at this point is educating the current Passion Works artists on what will be occurring once the transition occurs," Brown said.

She said the transition team has been informing program artists that they will have the opportunity to spend more time at Passion Works after the transition.

"It is important and takes time to make sure people know all their options from seeking a job in the community, to finding meaningful community engagement along with their array of day habilitation opportunities that are available in our county," she said.

Brown said they are looking forward to what this transition will bring to Passion Works Studio and the Athens community, as the studio reaches out to invite the community and artists with and without disabilities to collaborate in a greater way.

David Robins and the Creative Foundation team have begun communicating details of what their other programs are doing around the state, she said, and some brainstorming for future projects and partnerships have begun as everyone waits for the official agreement to be developed and finalized.

Robins and Davis both noted in March that at that point the plan included keeping the Passion Works studio in uptown Athens, though it wasn't instantly clear that it would remain in its East State Street location permanently.

A federal rules change in 2016 for "conflict-free case management" mandated that the ACBDD divest itself of both Passion Works and ATCO, a training and career program in operation since 1969.

The Center for Medicare and Medicaid Services, an agency of the U.S. Department of Health and Human Services, ruled in early 2016 that local agencies receiving Medicaid monies may not monitor the services that the agencies themselves provide and for which the agencies are paid.

While Passion Works will continue under Creative Foundations, ATCO is expected to close, with the ACBDD transition team working to find private providers for those impacted by the closure of the program.

[https://www.athensnews.com/news/local/passion-works-transition-under-way-contract-expected-in-july/article\\_a2050d1c-460f-11e7-9a1f-e7dad7578db2.html](https://www.athensnews.com/news/local/passion-works-transition-under-way-contract-expected-in-july/article_a2050d1c-460f-11e7-9a1f-e7dad7578db2.html)

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## In the news

### Disabilities board chief: May need levy in future

Source: Salem News  
Published Saturday, May 27, 2017  
by Tom Giambroni

The head of the Columbiana County Board of Developmental Disabilities wants to talk with county commissioners someday about his organization's finances in case he needs to ask voters for more tax dollars to fund operations.

BDD Superintendent Bill Devon met with commissioners this week to get their approval for a memorandum of understanding about the BDD turning over operation of the Employment Development Inc.-Central to a private concern. The state is requiring county BDDs to privatize facilities that provide work for mentally handicapped and disabled clients, and the BDD has already privatized its EDI-South facility in Calcutta.

"The last time we had a little bit more bumps in the road ... This time all of the parents and employees are more in the loop on what we're doing," he said, adding he personally informed the parents this time. "Not everyone likes what's happening, but they understand why it's happening."

After the meeting, Devon told commissioners he would like to meet with them at their convenience sometime this year to talk about the BDD's new responsibilities as they get out of the direct-care business. These new duties include monitoring of the 10 privately operated sites in the county where the mentally disabled will now work.

Although the BDD is saving money from the elimination of about 30 jobs from closing its EDI facilities, Devon said it is losing \$2 million in Medicaid matching funds it receives for providing these services. The BDD is also facing unknown costs as it transitions into its new monitoring responsibilities, which includes helping clients find suitable jobs at these facilities that match their skills. Most of these tasks can be performed by current staff, but Devon said they may need to add some positions.

"Do you see the need for a levy, is that what you are saying?" asked Commissioner Tim Weigle.

Devon said he is crossing his fingers at this point, but it may come to that somewhere down the road, which is why he wants to give commissioners a full briefing on what is going on. If the BDD were to want to put a levy on the ballot, it would have to ask commissioners for permission.

"I think we'll come out about even ... but I may have to create jobs as we go forward," he said, adding even though they are losing \$2 million, the BDD is still required to provide 40 percent Medicaid matching for those clients assigned to the 10 work sites.

The purpose of meeting with commissioners is to provide them with a detailed explanation of where the BDD stands financially and what expenses it may face in the future, Devon said.

"I'm trying to stay off the ballot, but I want to get this information out there so people will not be shocked" should the BDD need to seek a future property tax increase, he said.

<http://www.salemnews.net/news/local-news/2017/05/disabilities-board-chief-may-need-levy-in-future/>

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## In the news

### **MCBDD host meeting about transfer of adult services to MASCO Inc.**

Source: WFMJ  
Published Thursday, May 25, 2017  
by Kate Keller

The Mahoning County Board of Developmental Disabilities will look a little different next year. Due to a federal ruling, the board will no longer be able to provide both case management and day services to clients. So, like other boards across the country, Mahoning County will contract out its day services.

"What we've tried to explain is services are not going away. They are just going to be provided by someone different and there are other options out there now, but if you've been receiving services from the county board for 5, 10, 15 years, 20 or more years I can see where it is very concerning," Bill Whitacre with the Mahoning County Board of Developmental Disabilities.

Whitacre says the board will continue to host meetings like this one to answer any questions people have about the transition.

<http://www.wfmj.com/story/35519267/mcbdd-host-meeting-about-transfer-of-adult-services-to-masco-inc>

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## In the news

### DD services transfers will continue

Source: Youngstown Vindicator  
Published Monday, May 22, 2017  
by Peter H. Milliken

The Mahoning County Board of Developmental Disabilities has voted to make the first transfer of one of its adult services facilities to another organization under a federal mandate; and more such transfers of facilities and functions will follow.

The board voted this month to cease its provision of adult workshop services at its Meshel Workshop on Marwood Circle and to begin discussions to transfer provision of those services to the nonprofit MASCO Inc., with a projected effective date of Sept. 1, 2018.

The board's strategy is to make the transfers to other organizations gradually, and with plenty of advance notice, to make the transition as smooth as possible for everyone involved, said William Whitacre, MCBDD superintendent.

To more fully inform people affected by the changes, the board will conduct two-hour meetings beginning at 12:30 and 5 p.m. Thursday at the Meshel Workshop.

The board's announcement of those meetings said the board's Centre at Javit Court, which provides activities and therapies to adult clients, likely would undergo its transfer to another organization six to nine months after Meshel's transition occurs.

Due to declining enrollment, the notice said the board's Bev Road workshop may be consolidated with the Javit Court and Meshel facilities.

"There is a really good chance that Bev Road may close," Whitacre said during last Monday's meeting.

"Bev Road is a very big building that, at one time, had over 150 people in it, that now has under 80," he added.

The DD board's facilities have been losing enrollment to other service providers in recent years, he explained.

The MASCO (Mahoning Adult Services Co.) name has been associated for decades with the Bev and Meshel workshops, where MASCO is the employer of the workshop clients, but the county employs the program staff.

As of Sept. 1, 2018, MASCO will continue to employ the Meshel clients, but it also will become the employer of that workshop's program staff and the service provider of record there, Whitacre explained.

MASCO is interested in assuming all Mahoning County DD board adult services, including transportation, said Phil Miller, MASCO's chief executive officer.

Current DD board employees will be interviewed for jobs under MASCO Inc. before others, he said.

"We absolutely want experienced people that have relationships with the people we serve," he said.

"I can't say we'll hire them all across the board, but I will say that we definitely will hire some" current DD board staff members, Miller added.

Last Monday's resolution said the board is transferring Meshel because of mandates from the U.S. Center for Medicare and Medicaid Services and the Ohio Department of Disabilities.

Regulations from the federal agency say the board generally will be barred from providing both case management and direct services to adult clients by 2024 because regulators view the dual role as a conflict of interest.

"The board initially was against this [transition]. We are now moving forward based upon the fact that the federal government's told us we have to move forward," said Peter Noll, board vice president.

"This is not up for debate any longer, so we are moving forward and trying to minimize the impact" on clients and employees, he added.

After the transition to other service providers is complete in 2024, the board will continue to fund the services, regardless of who provides them or where they are provided; and the board will continue to perform the service coordination and monitoring functions, known as case management.

Mahoning County Commissioner Carol Rimedio-Righetti said she believes the DD board system and the services the board delivers have functioned well.

"As a case manager and a service provider, you know that client," she said.

"The program's been run wonderfully," said Jodi Kale, a DD board member, adding that she's disappointed with the federal mandate.

"My son is very anxious about the transition. He's worried about the people that he's learned to work with every day" at the Meshel Workshop and whether they'll remain with the program, Kale said.

"They [the program clients] are used to their routine. They're used to their caregivers. With this transition comes a lot of change," Kale said.

"This is going to be as gradual a transition, as seamless as possible, so we can make it easier for the clients and for their families," Kale said.

The DD board's Leonard Kirtz School is not affected by the federal mandate.

<http://www.vindy.com/news/2017/may/22/mahoning-county-developmental-disabiliti/>

*This article has been reproduced for educational purposes only and appeared in the Youngstown Vindicator. The original story can be found at: <http://www.vindy.com/news/2017/may/22/mahoning-county-developmental-disabiliti/>*

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**Beacon School**

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

Current Beacon School Enrollment = 43

I have updated/revised the handbook for Beacon School. (Handout)

The Ribbon Cutting Ceremony for the new parking lot/sign was held on June 8<sup>th</sup> at 10:00. It was a beautiful day and the event was well attended. After the ribbon cutting ceremony, the crowd moved to the circle to rededicate the garden area in memory of Harry Sands, first Superintendent of Beacon School. Kevin presented Passion Flowers to two of his daughters who attended the ceremony. Refreshments were provided in the school cafeteria afterward. Thanks to Ruth and Kylee for the lovely decorations and great refreshments.

We are excited that installation of all the new playground equipment has begun and should be finished soon. A huge "thank you" to Butch for working diligently to get this project off the ground quickly! It is my understanding that by the end of summer we should also have a new surface that will allow access to the new equipment for all students.

New LED lighting is being installed throughout the school.

Kids on Campus began on June 19<sup>th</sup>. We are looking forward to working with Ohio University to offer a quality summer camp with a lot of great activities for students with disabilities and their typical peers!

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

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

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

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

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

ACBDD is an equal opportunity employer and provider of services

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

---

**Caseload as of June 1, 2017:** Total = **29**; Additions = **2**; Exits = **2**

**Evaluations/Assessments for month of MAY 2017** which DD staff participated in:  
Eligibility Evaluations = **6** (one other eligibility evaluation was scheduled but family was not home)

Redetermination of eligibility = **1**;      Observation for eligibility = **1**

5-24 & 25, 2017: Developmental Specialists attended the Annual Advanced PLAY (Play and Language for Autistic Youngsters) Project Training held in Columbus. Topics included: State of the PLAY Project presented by Onna Solomon, LMSW, in which she shared that Stuart Brown, MD with National Institute for Play endorsed the PLAY Project: *"The best play-based parent training program in the country for young children with autism. Evidence based, compassionate, and beneficial for parents and participants."* 65 out of 88 counties in Ohio have PLAY Project Consultants and there are over 100 active PLAY Project Consultants in Ohio. Current research shows that parenting skills increased more with PLAY due to systematic way of training parents, the review of Rabbit Hole Techniques, and in-depth case studies as well as overview of and implementation of the Fidelity Checklist Tool.

The PLAY Project now has on-line courses and currently offers: PLAY Project Certification, Welcome to the PLAY Project, Dr. Rick's Transition Tricks, and The Good, The Bad, and The Ugly (on challenging behaviors...good for *any* child). Beginning August 1 there will be a new on-line course: Introduction to Teaching PLAY

5-26-2017: Developmental Specialists were trained in Infant CPR and Choking by Megan Stack, nurse.

Revision of 2 EI forms: Annual Checklist and Consents (to add permission for CPR/choking/First Aid as necessary)

**“Celebrating our Achievements”**

A Developmental Specialist was met at the door of their home visit by the family excited to announce that their son, 30 months old with ASD, had met his outcome of letting others know when he is hungry or thirsty. His father announced that he not only did this, but he woke up his mother to tell her he wanted something to eat! When the father was asked what he thought prompted his son to do so, he said, “All the things he and his wife have been working on through Help Me Grow!”

Respectfully Submitted: Mary Ann Smathers, Senior Developmental Specialist

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

June 27, 2017

Exhibit 14

**Notice to the Board and Stakeholders:**

The following schedules detail financial performance of the Athens County Board of DD as of May 31, 2017. All schedules are reconciled with the Athens County Auditor's records as required by statute.

<b><u>Revenue By Month 2017</u></b>													
<b>401 General</b>	Jan.	Feb.	Mar.	Apr.	May	June	July	August	Sept	Oct	Nov	Dec	Total
General Tax Beacon				3,920,018									3,920,018
Trailer Tax				59,906									59,906
Homestead & Rollback					297,383								297,383
Grants	256,454	145,664	136,547	390,630	401,059								1,330,354
Lunch Sales	692	436		1,536									2,664
Contract Services													0
Other Receipts			1,826										1,826
Martin Match Receipts		53											53
Supported Living Subsidy	164,997			166,524	-170,332								161,189
DODD TCM Match Transfer		459		240									698
Refunds	4,254		271,366		1,297								276,917
Reimbursements	4,345	223	3,667	46	10,951								19,231
Gifts & Donations	75		10,250	1,314	44								11,683
Other Non-Rev (Misc Rec)	3,881	2,109	-302	1,787	107,473								114,948
Transfers In													
<b>Fund Totals:</b>	<b>434,699</b>	<b>148,944</b>	<b>423,354</b>	<b>4,542,001</b>	<b>647,874</b>	<b>0</b>	<b>6,196,871</b>						
Revenue - Beac Cap Impr													
<b>Fund Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total:</b>	<b>434,699</b>	<b>148,944</b>	<b>423,354</b>	<b>4,542,001</b>	<b>647,874</b>	<b>0</b>	<b>6,196,871</b>						

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

<b>Expenses By Month - 2017</b>													
401 General	Jan.	Feb.	Mar.	Apr.	May	June	July	August	Sept	Oct	Nov	Dec	Total
Salaries	323,275	296,959	308,617	304,745	314,907								1,548,503
Health Insurance	108,756	93,988	21,706	106,591	209,122								540,142
Medicare	4,257	3,959	4,130	4,076	6,414								22,836
Workers Compensation			47,670										47,670
PERS / STRS	40,855	43,496	42,825	61,081	43,252								231,509
Contract Services	165,590	75,622	32,033	90,568	48,877								412,689
Rentals	4,903	4,948	8,697	8,788	5,563								32,900
Non waiver Supported Living	35,560	24,959	8,948	31,731	26,631								127,838
Repairs / Maintenance	3,668	4,287	3,312	3,174	5,250								19,691
Supplies	12,284	13,208	12,450	14,969	20,345								73,256
Equipment	2,323	5,489		1,273	2,793								11,878
Other Expenses	12,550	2,190	2,926	3,402	2,434								23,502
Medicaid Match - TCM													
Family Support Services		2,605	3,602	3,288	4,980								14,475
Medicaid Waiver Match	608,293			608,293									1,216,586
Utilities	11,183	11,089	8,843	8,286	11,847								51,248
Fees-Settlement				91,574	5,455								97,029
Advertising-Printing	1,724	1,573	3,285	4,298	5,494								16,374
Travel / Reimbursement	5,048	1,301	2,251	2,576	2,539								13,715
Election Expense													
Transfer Out													
<b>Fund Totals:</b>	<b>1,340,267</b>	<b>585,662</b>	<b>511,294</b>	<b>1,348,715</b>	<b>715,904</b>	<b>0</b>	<b>4,501,843</b>						
<b>Capital Improvements</b>	60	7,460	9,570	62,864	188,280								268,234
<b>Grand Total:</b>	<b>1,340,327</b>	<b>593,122</b>	<b>520,865</b>	<b>1,411,579</b>	<b>904,184</b>	<b>0</b>	<b>4,770,077</b>						

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

### Revenue Levels Year-to-Date at 05/31/2017 (42% of YTD)

Line	Account	Budget	Actual		Percentage Collected
			2016 YTD	2017 YTD	
<b>General</b>					
1	0085.410100 S31 - General Tax Beacon	6,248,942	3,658,906	3,920,018	63%
2	0085.410400 S32A - Trailer Tax	78,464		59,906	76%
3	0085.412100 S31A - Homestead & Rollback	592,104		297,383	50%
4	0085.412500 S33 - Grants	2,732,553	1,135,304	1,330,354	49%
5	0085.413110 S37 - Lunch Sales	6,500	2,906	2,664	41%
6	0085.413120 S38 - Contract Services	5,000	31,978		0%
7	0085.417100 S39 - Other Receipts	10,000		1,826	18%
8	0085.417110 Martin Match Receipts	10,000	1,513	53	1%
9	0085.417120 Supported Living Subsidy	609,105	330,755	161,189	26%
10	0085.417130 DODD TCM Match Transfer		1,701	698	
11	0085.417140 S40 - Refunds	300,000	394,226	276,917	92%
12	0085.417150 S41 - Reimbursements	35,000	12,939	19,231	55%
13	0085.417500 S35 - Gifts & Donations	5,000	2,061	11,683	234%
14	0085.417800 S43 - Other Non-Revenue (Misc Rec)	20,000	748,451	114,948	575%
15	0085.422100 S44 - Transfers In				0%
<b>Grand Totals:</b>			<b>10,652,669</b>	<b>6,320,741</b>	<b>6,196,871</b>

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

### Expenditure Levels Year-to-Date at 05/31/2017 (42% of YTD)

Line	Account	Budget	Actual		Percentage Spent
			2016 YTD	2017 YTD	
<b>General</b>					
1	4356.510200 Salaries	3,731,685	1,318,388	1,548,503	41.50%
2	4356.520150 Health Insurance	1,542,159	491,539	540,142	35.03%
3	4356.522100 Medicare	54,211	19,967	22,836	42.12%
4	4356.524100 Workers Compensation	81,791	81,791	47,670	58.28%
5	4356.525100 PERS / STRS	521,948	200,401	231,509	44.35%
6	4356.530100 Contract Services	965,000	447,675	412,689	42.77%
7	4356.530101 Rentals	65,000	22,721	32,900	50.62%
8	4356.530102 Non-Waiver Supported Living	375,000	123,307	127,838	34.09%
9	4356.530200 Repairs / Maintenance	80,000	32,859	19,691	24.61%
10	4356.540100 Supplies	215,000	82,814	73,256	34.07%
11	4356.550100 Equipment	36,000	21,931	11,878	33.00%
12	4356.560100 Other Expenses	95,000	768,187	23,502	24.74%
13	4356.560101 Medicaid Match - TCM	N/A		N/A	0.00%
14	4356.560102 Family Support Services	50,000	10,734	14,475	28.95%
15	4356.560103 Medicaid Waiver Match	2,554,830	1,268,440	1,216,586	47.62%
16	4356.560107 Utilities	131,000	36,293	51,248	39.12%
17	4356.560110 Fees-Settlement	163,121	83,673	97,029	59.48%
18	4356.560200 Advertising-Printing	40,000	15,270	16,374	40.94%
19	4356.560300 Travel / Reimbursement	30,000	9,584	13,715	45.72%
20	4356.560500 Election Expenses				0.00%
21	4356.580100 Transfer Out				0.00%
<b>Fund Total:</b>			<b>10,731,745</b>	<b>5,035,574</b>	<b>4,501,843</b>

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

2017	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Beg. Fund Balance	3,153,561	2,247,993	1,811,274	1,723,334	4,916,621							
Revenues	434,699	148,944	423,354	4,542,001	647,874							
Expenditures	(1,340,267)	(585,662)	(511,294)	(1,348,715)	(715,904)							
Ending Fund Balance	2,247,993	1,811,274	1,723,334	4,916,621	4,848,590	0	0	0	0	0	0	0
Funds Transferred to Rsrve Fd												
Adjusted Ending Balance	2,247,993	1,811,274	1,723,334	4,916,621	4,848,590	0	0	0	0	0	0	0
Min Fund Bal. (@.25%)	2,682,936	2,682,936	2,682,936	2,682,936	2,682,936	0	0	0	0	0	0	0
Variance from Min Fd Bal	(434,944)	(871,662)	(959,602)	2,233,684	2,165,654	0	0	0	0	0	0	0
Carryover Percentage	20.95%	16.88%	16.06%	45.81%	45.18%							

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

Fund Number, Name	Balance
401 General Fund	4,848,590.04
403 Supported Living Fund	14,078.96
015 Beacon Bond Fund	2,636.81
404 Capital Improvement Fund	828,106.87
<b>All Funds</b>	<b>5,693,412.68</b>

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

General Fund Balance Calculation	
Balance at 01/01/2017	3,153,561.14
Revenues	6,196,871.46
Expenditures	(4,501,842.56)
Balance at 05/31/2017	4,848,590.04

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](mailto:skramer@athenscbdd.org)

General	05/22/2017	\$1,627.50
<b>4356.520150 Health Insurance</b>		
American United Life Insurance Company	06/09/2017	\$244.00
Compass Professional Health Services	06/01/2017	\$244.00
Compass Professional Health Services	06/01/2017	\$2,400.00
DataPath Financial Services, Inc.	05/18/2017	\$3,791.15
Delta Dental of Ohio, Inc.	06/01/2017	\$1,195.65
Medical Mutual of Ohio	06/09/2017	\$3,544.13
Patrick Benefits Administrators	06/09/2017	\$396.50
Patrick Benefits Administrators	05/19/2017	\$985.39
Patrick Benefits Administrators	06/01/2017	\$3,210.90
Patrick Benefits Administrators	06/08/2017	\$565.50
TelaDoc Care, LLC	05/23/2017	\$12,558.50
U. S. Bank Institutional Custody Services	05/23/2017	\$81,020.59
U. S. Bank Institutional Custody Services	06/01/2017	\$230.00
United States Treasury		
<b>4356.522100 Medicare</b>		
Athens County Auditor	05/30/2017	\$6,413.59
<b>4356.525100 PERS / STRS</b>		
Athens County Auditor	05/22/2017	\$42,444.60
Athens County Auditor	05/22/2017	\$807.70
<b>4356.530100 Contract Services</b>		
Armstrong & Okey, Inc.	06/01/2017	\$1,035.25
Atco, Inc.	06/13/2017	\$1,000.00
Atco, Inc.	06/07/2017	\$664.27
Atco, Inc.	06/06/2017	\$1,042.25
Atco, Inc.	06/06/2017	\$1,210.00
Atco, Inc.	06/07/2017	\$1,463.70
Atco, Inc.	06/07/2017	\$1,890.00
Atco, Inc.	06/07/2017	\$9.15
Atco, Inc.	06/07/2017	\$782.33
Atco, Inc.	06/07/2017	\$6,273.00
Athens-Meigs ESC	06/01/2017	\$45,000.00
Balch, Freda	06/05/2017	\$72.80
BCI	06/05/2017	\$394.00
Biancone, Sally	06/01/2017	\$168.75
Biancone, Sally	06/09/2017	\$75.00
Blaugrund Kessler Myers & Postalakis	06/05/2017	\$200.00
Brittco, LLC	06/12/2017	\$470.00
Career Connections, Inc.	05/17/2017	\$988.90
Career Connections, Inc.	06/01/2017	\$986.34
Chiles, Tanya	06/01/2017	\$210.00
Cintas Corporation	05/16/2017	\$27.51
Cintas Corporation	05/24/2017	\$27.51
Cintas Corporation	06/01/2017	\$27.51
Cross Management	06/05/2017	\$3,942.63
Fulk, Teresa	06/06/2017	\$112.50
June, 2017 - Life Insurance Premiums		
61 Current Month Service Billing		
61 Current Month Service Billing		
Second Half of 2017 HSA payment for Ruth Robertson		
June, 2017 - Dental Insurance Premiums		
July, 2017 - Vision Insurance Premium		
check register dated 6/9/17		
July, 2017 - HRA Participant Fee		
check register dated 5/19/17		
check register dated 6/1/17		
2 Monthly Administration Fees		
June, 2017 - HSA insurance premium		
June, 2017 - HRA insurance premiums less employee deductions		
From 720 Patient-Centered Outcomes Research Institute Fee (PCORI)		
<b>Health Insurance Total: 112,013.81</b>		
May, 2017 - Medicare Contributions		
<b>Medicare Total: 6,413.59</b>		
May, 2017 - OPERS/STRS Contributions		
May, 2017 - Davis		
<b>PERS / STRS Total: 43,252.30</b>		
Case No. 171219-00544-6 - Case Name Athens Co Bd of DD and Atco Beacon Education Associatioi		
Atco audit		
May, 2017 - Beacon Kitchen Assistant		
May, 2017 - 94.75 hours of clerical support at Atco @ \$11/hr		
May, 2017 - 110 hours of consumer scanning @ \$11/hour		
May, 2017 - Production Aides - Balch 140 hrs @ \$10.46/hr		
May, 2017 -Payroll Clerk - 60 hours @ \$15.02/hr and Secretary - 160 hours @ \$6.18/hr		
May, 2017 - Litch		
May, 2017 - Consumer Wages - 13 hours for job retention; 8 hours for extended job training and 64.5		
May, 2017 - Job Trainers - 56.75 hrs of follow along/retention; 3.25 hours of extended job training; 16.		
FY2017 Therapy Services Agreement		
May, 2017 - 13 days of providing consumer transportation instead of running bus		
May, 2017 - BCI & FBI webchecks		
May 18, 19, 20 & 25, 2017 -photo work - graduation and awards		
June 8 - 3 hours for parking lot and Memory Garden dedication		
Professional Services May 16 & 17, 2017		
Monthly subscription for the VR Software		
5/1/17 to 5/12/17 - SSA receptionist - 58 hours @ \$17.05/hr		
5/15/17 to 5/24/17 - SSA receptionist 57.01 hours @ \$17.05/hr and .50 hours of overtime @ \$25.58/h		
Research, SSA, and benefit Consult		
uniforms		
uniforms		
uniforms		
May, 2017 - HR contract		
May 31 and June 2, 2017 - 4.50 hours @ \$25/hr - CARF preparation		

Fulk, Teresa	June 6, 7 & 9, 2017 - 8 hours @ \$25/hr - CARF preparation	06/13/2017	\$393.75
Fulk, Teresa	April 5 and 6; May 10, 12, 17, 18, 23 and 23, 2017 - 15.75 hours at \$25/hr CARF Preparation for Pers	06/01/2017	\$112.50
Fulk, Teresa	May 23 and 26, 2017 - 4.50 hours @ \$25/hr - CARF preparation	06/01/2017	\$18.00
Holzer Clinic, LLC	Drug Screen	05/17/2017	\$106.25
Koch, Steven	May 22 and 24, 2017 - PersonnelPlus Advisory council 4.25 hours @ \$25/hr	06/06/2017	\$212.50
Koch, Steven	May 8 & 9, 2017 - PersonnelPlus Advisory council 8.50 hrs @ \$25/h4	06/01/2017	\$3,005.37
Medicaid Billing Solutions, Inc.	Medicaid billing for TCM services September - November, 2016 (DODD May17C)	06/01/2017	\$16,400.00
Mid East Ohio Regional Council d/b/a MEORC	2/22/17 - pledge #2411	06/06/2017	\$1,525.00
Nagy PT, Adrienne	May, 2017 - PT Services - 19.25 hours for EI; 9.75 hours for Beacon; and 1.5 hours for Atco @ \$50/hr	06/05/2017	\$467.33
Passion Works Studio	Second Quarter 2017 Art programming	06/06/2017	\$2,200.00
Southern Ohio Council of Governments	April, 2017 - 9.22 hours of SSA Services and 98 miles	05/18/2017	\$76.00
Southern Ohio Council of Governments	April, 2017 -Medical Administration Quality Assessments	06/01/2017	\$38.00
The Healthy Edge, LLC	6/5/17 - NON DOT drug screens	06/08/2017	\$38.00
The Healthy Edge, LLC	4/4/17 - DOT drug screen	06/13/2017	\$38.00
The Healthy Edge, LLC	6/9/17 - NON DOT	06/13/2017	\$38.00
The Healthy Edge, LLC	05/15/17 - NON DOT	05/18/2017	\$3,971.75
Time Warner	June, 2017 - Internet	06/07/2017	\$78.41
Time Warner	June, 2017 - Atco	06/13/2017	\$1,468.38
Treasurer of State, %OH Dept of MR/DD	MACFEES4Claim MAC Fees for claims paid	06/13/2017	\$3,000.00
<b>4356.530101 Rentals</b>	<b>Contract Services Total: 109,672.64</b>		\$100.00
Atco, Inc.	June, 2017 - Passion Works Rent	06/06/2017	\$211.00
B & C Communications	June, 2017	05/22/2017	\$2,100.00
Pitney Bowes	ADM postage meter rental from 5/30/17 to 6/29/17	06/09/2017	\$45.03
Southeastern Ohio Management Company	July, 2017 - Rent for PersonnelPlus at 1002 East State Street, Suite 5 (Market on State)	06/01/2017	\$309.00
TELEPAGE	SSA pager for July, 2017	06/01/2017	\$302.00
<b>4356.530102 Non-Waiver Supported Living</b>	<b>Rentals Total: 5,456.03</b>		\$510.00
Athens Metropolitan Housing	June, 2017 -Rent	06/05/2017	\$5,371.70
Athens Metropolitan Housing	June, 2017 - Rent	06/05/2017	\$120.00
Fang Services, LLC	June, 2017 - Rent	06/13/2017	\$4,931.68
Havar, Inc.	April, 2017 - Supported Living	06/06/2017	\$7,868.11
Ripple, Thomas E.	May 13 & 27, 2017 - two 1 hour massage therapy treatments	05/23/2017	\$219.00
Sech-Kar Company	May 15-17, 2017	06/13/2017	\$195.00
Treasurer of State, %OH Dept of MR/DD	May 2017 - GDC Direct BI GED Direct Bill	06/01/2017	\$3,070.00
4356.530200 Repairs / Maintenance	<b>Non-Waiver Supported Living Total: 19,412.49</b>		\$300.00
Dowler, Robert Jr.	evaporator fan motor and labor - Beacon	05/23/2017	\$37.20
Franklin Fire and Equipment	Bagder 5 pound ABC Fire Extinguisher, recharge two fire extinguishers, annual inspection of fire extin	06/07/2017	\$49.00
Intellinetics, Inc.	Intellivue Annual Maintenance and Support - for the period of August 1, 2017 to July 31, 2018	06/01/2017	\$43.00
Jay's Hydraulics & Machine Repair, LLC	repaired a jack and made a new cylinder tube	06/01/2017	\$567.00
NOE Office Equipment	School copier from 5/4/17 to 6/3/17	06/01/2017	\$200.00
Ohio Pest Control	5/24/17 - Beacon	06/08/2017	\$61.47
Ohio Pest Control	05/24/17 - Atco	06/01/2017	\$7.91
<b>4356.540100 Supplies</b>	<b>Repairs / Maintenance Total: 3,913.20</b>		\$333.85
American National Red Cross	21 Adult and Pediatric First Aid/CPR/AED with Anaphylaxis and Epinephrine Auto-Injector Review	05/16/2017	\$172.34
Atco Employee Council	Reimbursement for DJ for Spring Dance on 5/5/17	06/01/2017	\$140.10
Atco, Inc.	refreshments for Passion Works Press Release	06/13/2017	
C & E Stores (Athens)	building supplies - Beacon	06/01/2017	
Classic Solutions	building supplies - Beacon	06/05/2017	
Classic Solutions	building supplies - Beacon	06/07/2017	
Classic Solutions	building supplies - Atco	05/24/2017	

Page	39
Classic Solutions	06/01/2017
Classic Solutions	06/01/2017
DASH Medical Gloves, Inc.	05/16/2017
DASH Medical Gloves, Inc.	06/08/2017
Dunlap, Samantha	06/01/2017
Dunlap, Samantha	06/01/2017
Economy Supply	06/07/2017
First National Bank Omaha	06/09/2017
FYDA Freightliner Co./Inc	06/01/2017
Kaplan Early Learning Company	05/21/2017
Kleen-Rite Corporation	05/19/2017
Kona Ice of Athens	05/16/2017
Kroger - Columbus Customer Charges	06/09/2017
Kroger - Columbus Customer Charges	05/22/2017
Kroger - Columbus Customer Charges	05/22/2017
Kroger - Columbus Customer Charges	05/22/2017
Kroger - Columbus Customer Charges	05/17/2017
Kroger - Columbus Customer Charges	05/24/2017
Kroger - Columbus Customer Charges	05/16/2017
Kroger - Columbus Customer Charges	05/19/2017
Kroger - Columbus Customer Charges	06/09/2017
Kroger - Columbus Customer Charges	05/18/2017
Kroger - Columbus Customer Charges	05/18/2017
Lowe's Home Centers, Inc. (Athens)	05/24/2017
Lowe's Home Centers, Inc. (Athens)	06/09/2017
Matheny Motor Truck Sales	06/05/2017
Matheny Motor Truck Sales	06/01/2017
Matheny Motor Truck Sales	05/18/2017
Matheny Motor Truck Sales	05/18/2017
Modern Data Products	05/24/2017
Moore Medical Supply	06/09/2017
Moore Medical Supply	06/09/2017
Oriental Trading Company	05/22/2017
Oriental Trading Company	05/22/2017
Oriental Trading Company	05/18/2017
PerFect Comfort	06/01/2017
Performance Signs	06/01/2017
Performance Signs	06/07/2017
Pitney Bowes	06/13/2017
Randy V. Moore Petroleum Distribution LLC	06/01/2017
Randy V. Moore Petroleum Distribution LLC	06/01/2017
Randy V. Moore Petroleum Distribution LLC	06/01/2017
Randy V. Moore Petroleum Distribution LLC	06/05/2017
Randy V. Moore Petroleum Distribution LLC	06/05/2017
Randy V. Moore Petroleum Distribution LLC	05/22/2017
Randy V. Moore Petroleum Distribution LLC	06/13/2017
Randy V. Moore Petroleum Distribution LLC	06/13/2017
School Specialty Inc.	06/01/2017
Slater Builders Supply	06/05/2017
Staples	06/05/2017
Staples	06/07/2017
Staples Business Advantage	06/01/2017
Staples Business Advantage	05/22/2017
Staples Business Advantage	05/22/2017
Staples Business Advantage	05/22/2017
building supplies - Bus Garage	
building supplies - Atco	
10 cases of DASH Powder Free Vinyl Exam Gloves - School	
5 Cases of DASH Powder Free Vinyl Exam Gloves - Atco	
reimbursement for purchase from Lowes for plastic sheating for water slide for water day on 5/23/17	
reimbursement for purchase from Big Lots for pool for water day on 5/23/17	
building supplies - Beacon	
fuel card	
vehicle part	
elap scoring booklets - EI	
two HP 90 hose reel swivels	
50 tickets for Kona Ice Slushies on May 24, 2017 - end of year treat for students	
orange juice and coffee for ribbon cutting ceremony	
Graduation supplies	
cake for graduation	
cake and supplies for Preschool graduation	
Refreshments for Celebration of Learning event on 5/16/17	
cookout supplies for last day of school at Beacon	
snacks and refreshments for Spring Fling dance on 5/5/17	
white sheet cake	
4 fruit trays, 2 strudel trays, sugar, flowers for ribbon cutting on 6/8/17	
shop vac and gloves - SSA	
shop vac cartridge filter and 16 in tan log edger - Beacon	
vehicle parts	
vehicle parts	
core return	
vehile parts	
office supplies forEI	
medical supplies - Beacon	
medical supplies - Atco	
cheers to the grad yard sign	
backdrop banner, graduation photo stick props, bubble bottles, door cover, fringe curtain, garland, aut	
decorations and party supplies for graduation - Beacon/ADM	
PTC Slip on Soft Toe Black - authorized payment up to \$100	
four 18" x 12" aluminum signs "NO PARKING IN CIRCLE"	
18" x 12" aluminum Sign "Athens County Board of DD w/Atco, PersonnelPlus and Beacon School Log	
2 Ink Cartridge 793-5 - DM 1001 red Ink for postage meter at SSA	
326 gals of diesel delivered on 5/23/17 @ \$.18/gal	
225 gals of unleaded delivered on 5/23/17 @ \$.17/gal	
230 gals of unleaded delivered on 5/30/17 @ \$.115/gal	
87 gals of diesel delivered on 5/30/17 @ \$.13/gal	
348 gals of diesel delivered on 5/16/17 @ \$.08/gal	
230 gals of unleaded delivered on 5/16/17 @ \$.115/gal	
175 gals of unleaded delivered on 6/6/17 @ \$.115/gal	
167 gals of diesel delivered on 6/6/17 @ \$.09/gal	
pocket chart for numbers & counting; flip charts - all about colors and number sense - Beacon	
3 black beauty	
office supplies - ADM	
scissors and easel ADM	
office supplies - PersonnelPlus	
office supplies - PersonnelPlus	
office supplies - PersonnelPlus	
office supplies -PersonnelPlus	

Staples Business Advantage	office supplies - PersonnelPlus	05/22/2017	
Staples Business Advantage	office supplies - PersonnelPlus	05/22/2017	\$3.15
Staples Business Advantage	Office supplies - PersonnelPlus	06/13/2017	\$204.03
Staples Business Advantage	Office supplies - PersonnelPlus	06/13/2017	\$25.34
Sweet Arts Bakery	5 dozen cookies for celebration of learning event	05/22/2017	\$45.00
Synchrony Bank (Amazon)	Xerox ColorQube 8570 8580 ink - PersonnelPlus	05/16/2017	\$278.99
Synchrony Bank (Amazon)	two Johnson's Baby head-to-toe wash	05/16/2017	\$44.86
Synchrony Bank (Amazon)	credit on postage paid when shipment was received	05/16/2017	-\$6.97
Synchrony Bank (Amazon)	Brother Printer TN 750 High Yield Toner Cartridge - Atco SSA	05/24/2017	\$83.99
Synchrony Bank (Amazon)	two Craig Frames - model apartment at Beacon	05/18/2017	\$34.23
Synchrony Bank (Amazon)	Digitizer Stylus Pen just for microsoft surface program 1 and 2 with eraser - replacement	06/01/2017	\$27.50
Synchrony Bank (Amazon)	An Elephant and Piggie Books	06/09/2017	\$81.71
Uni-Select USA, Inc.	vehicle parts	06/07/2017	\$13.98
Uni-Select USA, Inc.	vehicle parts	06/07/2017	\$61.58
Uni-Select USA, Inc.	return of vehicle parts	06/07/2017	-\$61.58
Uni-Select USA, Inc.	vehicle parts	06/01/2017	\$21.66
Uni-Select USA, Inc.	vehicle parts	06/01/2017	\$45.32
Uni-Select USA, Inc.	vehicle parts	06/05/2017	\$246.06
Uni-Select USA, Inc.	vehicle parts	06/05/2017	\$53.05
Uni-Select USA, Inc.	vehicle parts	05/16/2017	\$39.13
Uni-Select USA, Inc.	vehicle parts	05/17/2017	\$5.11
Uni-Select USA, Inc.	vehicle parts	05/17/2017	\$69.50
Uni-Select USA, Inc.	vehicle parts	06/07/2017	\$32.97
Uni-Select USA, Inc.	vehicle parts	06/07/2017	\$12.25
Uni-Select USA, Inc.	primer bulb	06/01/2017	\$5.40
Washington Auto Parts, Inc.	vehicle parts	06/05/2017	\$46.08
Washington Auto Parts, Inc.	vehicle parts	06/05/2017	\$6.12
Washington Auto Parts, Inc.	vehicle parts	06/05/2017	\$8.98
<b>4356.560100 Other Expenses</b>	<b>Supplies Total: 11,684.33</b>		
Athens Metropolitan Housing	Money received from Dept of DD for properties at 42 S. Plains Road, The Plains and 22 Ball Drive, At	06/01/2017	\$107,770.00
Hylant Administrative Services, LLC	Effective Date 7/1/17 - OSP Liability, Cyber, Property, Pollution, Violence, & Auto	06/13/2017	\$35,582.00
Kroger - Columbus Customer Charges	food supplies - ADM	06/01/2017	\$50.65
Kroger - Columbus Customer Charges	sheet cake, cards, paperware - ADM	06/01/2017	\$82.89
Oriental Trading Company	paper plates, silver forks and cups for ribbon cutting day on 6/8	06/06/2017	\$35.42
PAR	Sponsorship of 2017 SYNERGY Conference	05/23/2017	\$300.00
Passion Works Studio	six small Passion Flowers	06/13/2017	\$210.00
Pike Co. Joint Vocational School	Van Certification on 4/19/17	06/05/2017	\$60.00
Sweet Arts Bakery	muffins and cinnamon rolls - for end of year breakfast	06/06/2017	\$51.00
Synchrony Bank (Amazon)	Blue Ceremonial Grand Opening Ribbon 50 yard length and 4 inches	05/24/2017	\$33.00
Synchrony Bank (Amazon)	two 25 inch royal blue ribbon cutting scissors	05/24/2017	\$98.76
Synchrony Bank (Amazon)	personal hydraulic patient body lift	06/01/2017	\$358.00
Synchrony Bank (Amazon)	drive medical full body patient lift sling	06/01/2017	\$68.46
	<b>Other Expenses Total: 144,700.18</b>		
<b>4356.560102 Family Support Services</b>	first treatment for roaches - family support services	05/22/2017	\$125.00
Budget Pest Control %Thomas Bailey	Reimbursement for purchase from Walmart of Samsung Galaxy Tab Pro - family support services	05/18/2017	\$500.00
Dawoud, Hazem	reimbursement for purchase from Walmart of blow up mattress - family support services	06/09/2017	\$105.93
Dotson, Kathy	reimbursement for food purchases from Krogers and Walmart - family support services	06/07/2017	\$412.50
Fouty, Betty	reimbursement for Walmart purchase of clothing - family support services	05/16/2017	\$40.75
Fullen, Judy P.	reimbursement for purchases from Toysrus and Kmart - toys & shoes - family support service	05/22/2017	\$132.01
Holley, Sharon	reimbursement for purchase from Value City Furniture for mattress and bedroom suite - ALLOTMENT	06/06/2017	\$500.00
Lantz, Kaithlyn	Full length bodysuit adult medium black - family support services	06/02/2017	\$48.94
Preventa Wear, LLC			



**Advertising-Printing Total: 2,621.80**

<b>4356.560300 Travel / Reimbursement</b>			
Bogatay, Lindsey	Travel 05/02/17 to 05/25/17 - SSA	06/01/2017	\$153.60
Casey, Margaret	Travel 3/2/17 to 3/31/17	06/01/2017	\$127.44
Dunlap, Kristopher	Travel 3/4/17 to 5/18/17	05/23/2017	\$141.43
Graham, Elizabeth	Travel 3/6/17 to 4/1/17	06/12/2017	\$47.94
Hagen, Cale W.	Travel 5/25/17 to 6/9/17	06/12/2017	\$62.70
Hagen, Cale W.	Travel 04/25/17 to 5/18/17	05/19/2017	\$85.71
Harrison, Audra	Travel 4/3/17 to 5/25/17	06/05/2017	\$96.30
Hart, Jamie	Travel 04/03/17 to 04/26/17	05/17/2017	\$111.71
Janes-Tinkham, Carol	Travel 3/30/17 to 5/18/17	05/18/2017	\$89.98
McNelly, David R.	Travel 05/02/17 to 05/31/17	06/05/2017	\$125.78
McNelly, David R.	Travel 4/3/2/17 to 4/27/17	05/17/2017	\$172.59
Mitchell, Jodi	Travel 5/1/17 to 5/31/17	06/05/2017	\$173.14
Mitchell, Jodi	PER 5.13 Tuition/Professional Growth Reimbursement for May 24 & 25, 2017 for Advanced Play Wor	06/01/2017	\$68.36
North-Moss, Barbara	Travel 03/24/17 to 5/18/17	06/01/2017	\$69.12
OACBDD	2017 OACB Spring Conference on May 11 & 12 - registration fees for Davis, Evans, Kramer and Lawi	06/01/2017	\$795.00
Shrivers, Mark	Travel 03/20/17 to 04/25/17	05/18/2017	\$26.75
Shrivers, Mark	Travel 5/2/17 to 5/30/17	06/05/2017	\$53.45
Smathers, Mary Ann	Travel 5/3/17 to 5/31/17	06/05/2017	\$186.02
Smathers, Mary Ann	PER 5.13 Tuition/Professional Growth Reimbursement for May 24/25, 2017 - mileage only for Play Ac	06/01/2017	\$56.94
Swackhamer, Jerry W.	Travel 4/3/17 to 4/2/17	05/17/2017	\$123.80
	<b>Travel / Reimbursement Total: 2,767.76</b>		
	<b>General Total: 474,359.06</b>		

**Voucher Count: 258**

**Capital Improvement  
7809.550100 Capital Improvements**

Floor & Moore, Inc.	carpet for Harper Street	06/07/2017	\$3,227.58
Greenleaf Landscapes, Inc.	landscaping materials and labor	06/13/2017	\$2,092.00
Mark Whitney Landscape Service	installed 7 Serbian Spruce trees, mulched and staked	06/09/2017	\$2,850.00
Performance Signs	remaining balance on PVC Signs and installation for PersonnelPlus	06/06/2017	\$227.50
PSI (Professional Service Industries, Inc.)	Project #01301155	06/07/2017	\$510.00
Sofa and Mattress Outlet	furniture for respite home on 20 Garfield Avenue	06/07/2017	\$2,456.25
WalMart (Athens Store)	furnishing for respite home on 20 Garfield Avenue	06/07/2017	\$862.73
William Jenne Concrete	removal of tree, excavate all direct 14" subgrade, install and compact 304s 8: thick and form & pour 6	05/17/2017	\$4,400.00
York Paving	additional charges for septic pump and delivered sand	05/22/2017	\$785.00
York Paving	Beacon School New Parking lot - change order #2 concrete and electrical additions	05/17/2017	\$87,513.60
York Paving	install 152' lf of 4" c900 dr14 with tracer loine and detectable tape, cap both ends and restore & resee	05/17/2017	\$3,270.00
	<b>Capital Improvements Total: 108,194.66</b>		

## Exhibit 16

**Athens County Board of Developmental Disabilities**

Board Submission by Richard Suehrstedt  
 Area of Supervision: Service and Support Administration  
 June 27, 2017

## Department Highlights:

- Initiated regular meetings with VRP3 Sue Schmitter-Motta to better coordinate referrals to VRP3 and to provide a forum for SSA consultation on employment.
- Continued collaboration with DODD to complete daily monitoring visits for provider of concern to assure health and safety of all residents.
- Completed preparations for AMHA home at 20 Garfield. 1st occupancy anticipated on/about June 26.
- Completed all performance evaluations for SSA Dept.
- 6/21 review of initial Imagine Plan transitions with MEORC to review progress toward accreditation goals.
- Continued progress on move from Echoing Meadows to I/O Waiver homes for 10 individuals. Moves are anticipated to begin late July-early August with completion by September.
- Finalizing plans for individual to return to Athens County from GDC anticipated July 12.

Individuals Receiving SSA Services	<b>385</b>
Eligibility Referrals	<b>4</b>
# Determined Eligible	<b>5</b>
Annual ISP's Completed	<b>45</b>
ISP Addendums and Revisions	<b>30</b>
Waiver Enrollments (IOW)	<b>1</b>
Waiver Enrollments (LV1W)	<b>0</b>
Waiver Enrollments (SELF)	<b>1 - Pending</b>
Total Enrolled (LV1W)	<b>57</b>
Total Enrolled (IOW)	<b>139</b>
Total Enrolled (SELF)	<b>3</b>
# Agency providers	<b>21</b>
# Independent Providers	<b>43</b>
SSA Dept. Productivity (April, 2017)	<b>75.01%</b>

## Exhibit 17



## **Employment Options Division Board Report for May 2017**

### **Employment Options School to Work Transition Services**

The transition caseload is now at 23 students from four schools and two students who are home schooled. Two students moved from Federal Hocking HS to Washington County which caused a slight drop in numbers.



Brooke Schroeder  
Transition Coord.

During the month of May, the focus was on finishing up any projects for the end of the school year and preparing for the Summer Youth Work Program.

Coordinator completed flower sales with the young adult class at the Athens Community Center. The class earned several hundred dollars which was returned to the Beacon PTA to assist in funding graduation events for the graduating students. The funds left over will be used to continue greenhouse activities for next year. Coordinator has been working closely with the student who graduated in May. Coordinator arranged for this student to complete job trials during the school day. The student will continue to work with Coordinator, OOD and Personnel*Plus* to find appropriate employment.

Coordinator also taught a class period at Federal Hocking in Team Work. The students completed activities to demonstrate how team work effectively gets the job done!

Coordinator also taught six class periods at Tri County Career Center. Two class periods a week were utilized to work on job interview skills. Coordinator taught in the Life Skills class period and the Hospitality Track lab period. Coordinator arranged for OOD staff from Columbus and Athens to participate with Coordinator in mock interviews with the students. The event was successful and will likely be repeated next year as well!

Coordinator worked closely with Personnel*Plus* staff to ensure all students served by the board were offered a chance to complete the Summer Youth Work Program if appropriate. Coordinator facilitated and attended meetings between OOD and parents to arrange for summer services.

Coordinator developed supplemental curricula for summer youth program to ensure each student was receiving educational assistance based on the IEP and services received at school. This was completed with information from Sam Dunlap, Intervention Specialist and licensed teacher at Beacon School.

Surveys were sent out to each parent to gain insight into planning for next year!

### **April**

### **2016-2017 School Year**

	Alexander	Athens	Tri-County	Federal Hocking	Nelsonville	Trimble	Beacon
Job Skills Classes Taught	0	0	6	1	0	0	0
Special Projects	0	0	Mock Interviews	1 Coffee Cart	0	0	Flower Sales
Field Trips	0	0	0	0	0	0	0
Number of Students on Caseload	2	3	2	3 (2 students moved out of county)			13

Referrals to OOD- 1 \* 2 home school student – Total of 23 open cases

IEPs attended- 0



# PersonnelPlus Employment Services Board Report For May 2017

## Job Development

### Yay for May!!! 6 New Hires



Jona Moberg  
Job Developer



May was our first official month in the new office and we were very busy. We had six people hired in the month of May including Alfred, who was hired by Don Wood Automotive in Logan as a salesman. It is a new challenge for Alfred but he is excited for the opportunity and he is doing very well.



David is also one of the new individuals hired by Walmart in May. He was initially hired as a seasonal employee but has done such a phenomenal job he was permanently placed in the photo lab.



I was also very happy to represent PersonnelPlus at the Athens Area Chamber of Commerce Annual Golf Outing. As a Chamber Ambassador, it was a great opportunity to volunteer and help out with the event!

### May ended up being a very eventful month for job seekers at PersonnelPlus.



Angela Carter  
Job Developer

First off is Aneeda. She has been in Job Development services since January of 2017 after completing a community based assessment at the end of 2016. Her job search has been difficult due to transportation and other challenges. At the end of April she did a short job tryout at Kroger in the floral department. They decided to hire her and she started on 5/12/17 as a floral assistant making \$10.30 an hour. She



has a love of flowers and plants and experience working with them. Her job meets her goal which was a combination of forestry and customer service. She has been doing well and Kroger is happy to have her as part of their team. PersonnelPlus is continuing to offer supports related to transportation and has been heavily involved in working with Aneeda to ensure she maintains her employment.

Second is Chelsea. She was referred to PersonnelPlus in April of 2017. She had a very specific goal for a job as an STNA since she had just received her certification that month. She also wanted to try to get on at Logan Healthcare because she did her clinical there and liked working there. Job Developer spoke to the administrator of the facility who gave her contact information the hiring manager. After Chelsea applied, the job developer talked with the hiring manager and Chelsea was interviewed on 5/17/17 and offered the job. This is Chelsea's first job since she had just graduated high school the previous year. The job matches her goal perfectly and she started out working full time at \$11.00 an hour. Job Developer continues to check in with Chelsea weekly and offer any supports she needs in order to maintain her employment.

## Exhibit 17

**PersonnelPlus**  
**Page 2**

Third is Scott. Scott was referred to PersonnelPlus in November of 2016. Scott has a bachelor's degree and a very specific goal of a social worker. After participating in Employee Development for 6 months, a position meeting his goal was posted. He had several interviews throughout the process and often became frustrated but always came back to try again. Scott was offered the job as an Emergency Services Worker on 5/24/17 for a company in Marietta with an impressive salary. He is thrilled about his new job and works a week then is off for a week. He continues to check in with the Job Developer and inform PersonnelPlus of his progress. Scott is very thankful to PersonnelPlus and the services he has received.



Last but not least is Derek. Derek completed his intake on Monday May 18, 2017. He was scheduled to meet with his job trainer on the following Monday, May 22nd. During this meeting the Job Trainer took Derek to McDonald's on Richland Avenue where they were holding open interviews. Derek interviewed, was offered and accepted a position on the spot. Derek's first day of orientation was that Friday May 26, 2017. Derek has been working with a Job Trainer who assists Derek in learning his new job. McDonald's reports Derek is a good worker and is eager to learn new things. He quickly went from cleaning the lobby and bathrooms to running the fryer and many other duties. The Job Trainer has begun fading, but still checks in to ensure Derek is able to do his job independently. Staff and management at McDonalds also have been wonderful natural supports and have continued to be a great new partner for PersonnelPlus.

**Job Training and Summer Youth Program**

Heather Clemons  
Training Coordinator

Summer Youth Education Week for 2017 is in the books!!

All of the kids did fantastic!! We had no problems with behavior or lack of effort and enthusiasm. I thought this was impressive considering we had a group of teenagers back in school, at 8am every day, their first week of summer break. Attendance was great with only one absence for the week. (This was preapproved for a medical appointment that could not be changed/missed.)

The students learned about work place communication, expectations and hygiene. We talked about money management and the importance of saving money. The students met with their job trainers and coworkers in small group sessions to talk about their job sites and what job duties they would be doing. There was also time for the students to ask questions. This hopefully eased any nervousness before heading to work. We ended the week with a pizza party that everyone seemed to enjoy. I would again like to say thank you to Sam Dunlap and Talia Parotti for the amazing jobs they did teaching this week.

A very HOT work week is complete also. All student workers again, had great attendance. We had only one absence for a bad case of poison ivy (which he got at home, not the job site). Everyone seems to be happy with their site and there have been no major complaints or concerns from students or parents.

Trainers have had nothing but positive comments about the work and attitudes they are seeing at the job sites. This year's sites include Athens High School, Taylor Motors, The Laurels, Sandlot Baseball/Memory Gardens, and Sweet Arts bakery. The kids are working Monday thru Thursday from 8am-1pm.

With the generous support of Brennen's, Donato's, Kroger, Walmart, Athens Lion's Club and the Athens Civitan Club, students are able to enjoy a good lunch each day at work.

Busy Busy Busy! That is what we are in the Training Department.

Exhibit 17

**PersonnelPlus  
Page 3**

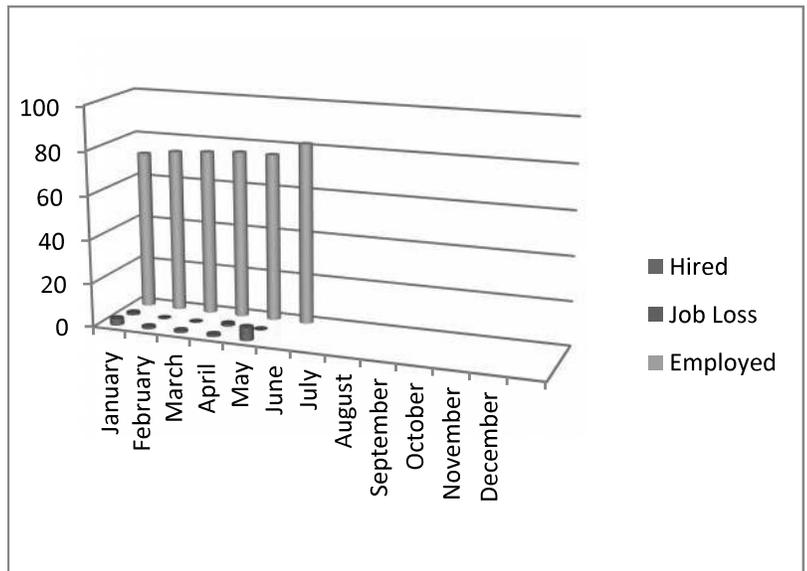
**New Employment Options Location at Market on State is Great!**

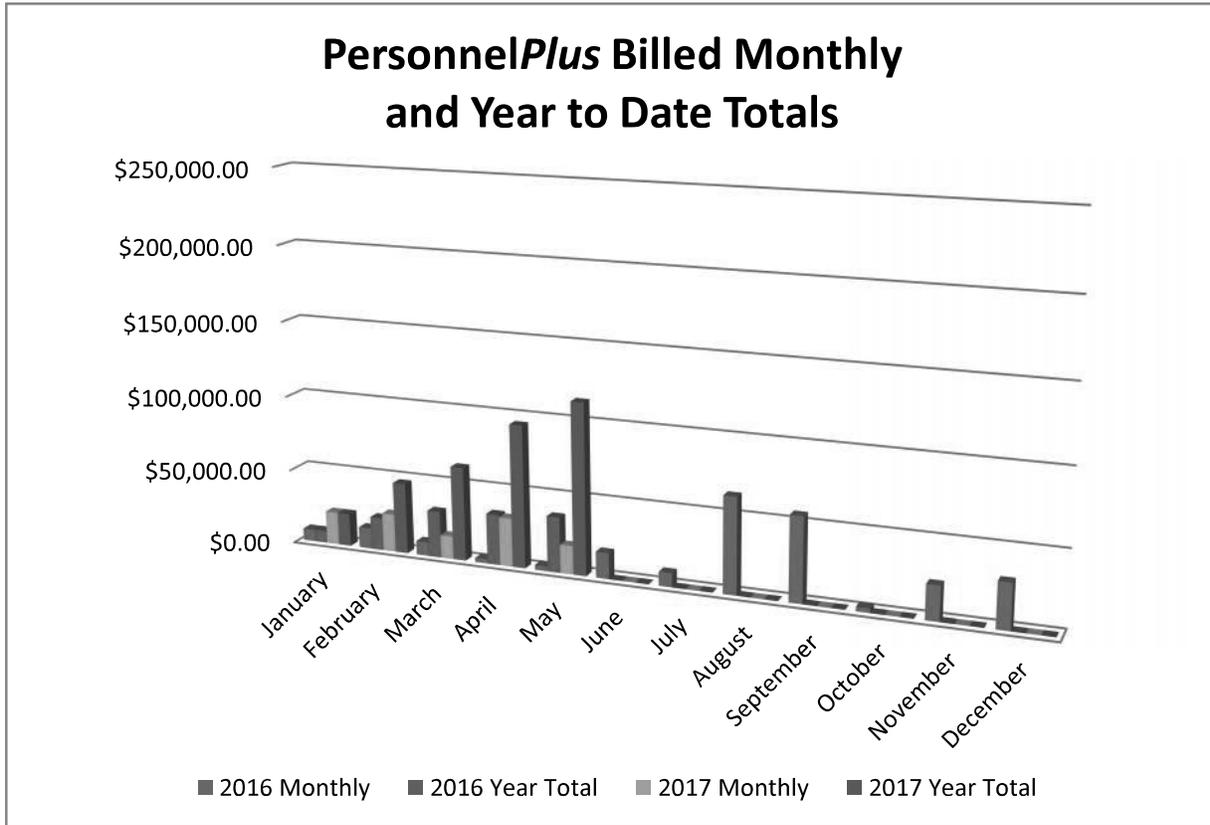


We have been in our new location for approximately a month. The location is very professional and convenient for our job seekers. A special thanks is extended to the Athens County Board of DD and Superintendent Davis for their strong support of supported employment services for the individuals we serve and for the opportunity to have such a professional store front to work from.

<b>Section 1: Jobs</b>	
New hires in May 2017	7
Total number of jobs filled as of January 1, 2017	11
Total number of individuals employed in the community	82
Job Tryouts for May 2017	2
Job offers to job seekers For May 2017	7
Job offers accepted by job seekers	7
Jobs placed in 2017 and loss in 2017 regardless of reason (Example, relocation, promotion, etc.)	4 (Health, Health, Background Check, Resignation)
Total jobs placed in 2017 and loss due to termination in 2017	1
Total job losses as of January 1, 2017 regardless of yr. placed or reason	4
Number of individuals receiving active Job Development Services (an active job search in place)	28
<b>Section 2: Internships</b>	
Total number of individuals receiving BVR assessments; CBA, CX, Etc.	1
<b>Section 3: Atco or other Day Habilitation Centers</b>	
Total number of Atco or other Day Hab. individuals referred to PersonnelPlus to actively seek employment (BVR)	8
Total number of Atco or other Day Habilitation individuals PersonnelPlus has obtained jobs for in 2017.	0
<b>Section 4: Total Services Provided</b>	
Total # of individuals receiving Community Employment Services via PersonnelPlus	118

	Hired	Job Loss	Employed
2016			72
January	3	1	74
February	1	0	75
March	1	0	76
April	1	1	76
May	6	0	82
June			
July			
August			
September			
October			
November			
December			





	<u>OOD/VRP3 Monthly Revenue</u>	
	2016	2017
January	\$7,959.78	\$21,806.38
February	\$13,747.26	\$25,294.16
March	\$9,215.70	\$15,314.77
April	\$2,706.00	\$32,256.81
May	\$3,138.44	\$18,921.12
June	\$17,212.52	
July	\$9,143.73	
August	\$63,705.90	
September	\$56,143.40	
October	\$2,915.36	
November	\$22,954.87	
December	\$30,169.72	

	2016 Year to Date Totals	2017 Year to Date Totals
January	\$7,959.78	\$21,806.38
February	\$21,707.04	\$47,100.54
March	\$30,922.74	\$62,415.31
April	\$33,628.74	\$94,672.12
May	\$36,767.18	\$113,593.24
June	\$53,979.74	
July	\$63,123.47	
August	\$126,829.37	
September	\$182,972.77	
October	\$185,888.13	
November	\$208,843.00	
December	\$239,012.72	



## ATCO ADULT SERVICES BOARD REPORT



*PROVIDED TO YOU BY THE ATCO MANAGEMENT TEAM*

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

### DATES TO REMEMBER

**Healthy Potluck** 3rd Wednesday of month June Theme Summer Picnic Foods  
**Yoga and enrichment w/ Paul Richard** New series June 12- August 21st  
 Limited Mobility Yoga 4:15-5:30 Beginner Yoga 6-7  
**Movie Night** Second Tuesday of every month  
**Tuesday Community Rec Night** at Roller Bowl 4:30-6pm  
**Cedar Point** June 17  
**Special Olympics Torch Run** June 22  
**Special Olympics Bowling Tournament** June 23-25 Columbus  
**Indian Mound Tour** June 21  
*ATCO closed July 3-5 for Independence Day Holiday*  
**ACBDD Picnic** August 4th  
**Every Wednesday in June** Horsing Around at Harter Stables  
**Thursdays-** Exercise at Community Center 9am

ATCO (Adult Service Director-Mark Cullison)

### ATCO at Cedar Point



ATCO folks enjoyed a wonderful overnight trip to Cedar Point on June 17th. Many braved the big rides and no one was scared. Others enjoyed the sights and sounds. It was a great trip by the lake.

### Athens County Community Singers

Only a couple chances left to catch a patriotic concert by the ACCS. June 28, 1pm at the Laurels or June 29, 12:30pm at ATCO. Come and support the choir; there is no better way to get in the spirit for the Independence Day Holiday.



### Reverse Drawing Sponsored by the Glouster Eagles a Huge Success

The annual Reverse Auction held to support our Special Olympics Bowling Team was held on June 3rd. Again this year people generously participated and donated toward the Special Olympics. Over \$2800 was raised. The money will be used to pay the bowler's fees for the summer and fall games. Many thanks to all the people who worked to put on this event and especially Garland Reynolds and the Glouster Eagles for organizing and hosting the event.

## Recognizing Accessibility Efforts



## Ohio Home to Many Accessible Parks

Ohio boasts some of the loveliest parks in the nation. Websites like [TrailLink](#) maintain an interactive map of accessible trails, and the [Ohio Department of Natural Resources](#) provides a list of accessible activities in our state parks, including fishing, campsites, nature centers, and boat ramps. These efforts open many doors to people with disabilities!



### Horsing Around

The folks at ATCO are fortunate to be able to visit Tami Harter's stable this summer for therapeutic horse activities. The individuals learn to walk, groom and take care of horses. They also learn vet care and horse anatomy. The folks even paint the horses. All in all it is a very relaxing and rewarding experience for all.



### Staff Spotlight:

We are fortunate to have staff from Beacon school as substitutes at ATCO every summer. We are grateful to have Jenny Booth again this year. Jenny is an instructor assistant at Beacon during the school year and has been substituting at ATCO for the past 8 summers. In addition, Jenny spent time as an adult service aide at ATCO previously so her knowledge and experience is a real benefit. Jenny is married with two children; one in college and one who just graduated from college. Jenny and her husband enjoy taking care of their horses and antiquing.

## Atco Nursing Updates: (Joanne Heinzman, RN)



### CPR/First aid Class Offered:

I had the honor of having 3 individuals receiving CB services in our CPR/First Aid class. One individual became Red Cross Certified for First Aid/CPR/AED and Epipen. The other 2 individuals received a certificate for attending the class. This was a very proud moment to receive this achievement! Again, an example of providing opportunities in a new way to help people have the same opportunities as everyone else

### **Summer Safety Class**

With summer here it is time to go over summer safety. It is good to remind people about how certain medications predispose people to sun sensitivity. We also need to remind people about using sunscreen prior to going out in the sun. Fluids are very important getting 6-8 full 8 oz. servings minimum. We are held a class Tuesday morning June 20 on this information and of course free sunglasses for people attending.



**New Employee.** We welcome Logan Amon who recently came on board as a substitute direct support staff. Logan is a junior at Ohio University majoring in child and family studies; he first came to ATCO as an intern in 2016-17 school year. In order to break him in, Logan joined us on one of the ATCO fishing excursions (his first time ever) and he caught a big one much to everyone's surprise and enjoyment.

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



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

The agreement for Passion Works is likely to be finalized by July 1st, with a tentative date for the actual transition to occur August 1, 2017. Many of the processes we are supporting with the ATCO and Passion Works Transition have a lot of moving parts and take a lot of thought and preparing to ensure the changes and decisions being made are in the best interest of those served, the community, and that board and agency policies and procedures are followed. The ATCO Board has been working with Bob Gall, local attorney and the Creative Foundations Team with David Robins to ensure the process is as seamless as possible.

The next steps for the transition of Passion Works will be to assist current artists as well as those interested in becoming Passion Works Artists to transfer services to the stand alone Art Studio/Day Hab Services. This process will be a collaboration with the SSA department, new Passion Works Leadership, County Board Administration to develop a method that assists David Robins and his team in setting up services, and a

process that affords SSA's time to process addendums to ISP's, and educates individuals on their choices to increase time at the studio as an option in their transition from ATCO.

It takes a team effort and lots of patients for these processes to unfold. The Passion Works team has worked diligently to maintain services, The ATCO Board and ATCO Management team has been ready and willing to assist in the many issues and preparations needed as we move through the process. Everyone anxiously awaits the "New" Passion Works.

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

**Athens County Transportation Collaboration Efforts:** It was an exciting opportunity to attend the county-wide transportation meeting held June 9th. Coordinated by HAPCAP and Jessie Schmitzer, the County Transportation Planning Coordinator it was attended by the many sources of transportation that serves the many demographics in our county. It was clear that with a collaborative effort there is a great opportunity to expand transportation availability to those we serve in an inclusive manner. Tristin Lawrence, SSA Manager, and Butch Withem attended as well to represent the overall county board.

**Employment Opportunities:** Recently met with Jona Moberg, Job Developer for Personnel Plus. Jona has asked to spend time at ATCO and will be working closely with individuals and staff at ATCO to ensure they know their options under employment first and will be working to develop an employment fair in the fall. More information will be coming as the plans are finalized. In the beginning Jona has agreed to join a few transition class times to participate in activities that educate people about work and inform them of their choices.

It is important to note that there are 18 months remaining in the transition. All individuals and families have been communicated with directly in at least 1 ISP as well as through special meetings, day hab tours, and the many resources our ATCO team has created. The staff supporting this effort day to day is professional, dedicated and incredibly supportive as we adapt to the downsizing and the transition activities that are occurring. A truly remarkable group of compassionate and dependable staff who are enduring a very tough time in their life and those they have served for many years. Not enough can be said about their endless work to make the process we are developing a successful transition with the needs of those they serve always as their focus.

## **Semi-Annual Benchmark Report**

The June 2017 Semi Annual Report to the state is attached, this is the third report submitted of 6 marking our halfway point in the transition. Special thanks to Katie Evans who helps pull our numbers from Data warehouse each time.

At this point we are decreasing services at a rate that is acceptable to the numbers submitted in our three year plan to the state. The way we submit our report is to keep the previous reports intact and add updates at each benchmark. This in turn creates a detail of our progress and any issues that were addressed over the three year process. The largest impact in our transition numbers this year will occur when we transition Passion Works to new leadership and work through the process of transitioning the billing from a county board service to the private free standing Passion Works.



**ACBDD - Administration**  
Kevin Davis, Superintendent

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

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

**May/June Activity Updates**

- Successfully filled 5 vacancies
  - Instructor – Intervention Specialist K-12 – Jonathan Roy
  - Assistant Custodial Worker – part-time – James Marcus
  - Executive Assistant to the Superintendent – Arian Smedley
  - Sub Adult Service Aide – Logan Amon
  - Sub RN ATCO – Stacy Hayes
- Recruitment & Selection process underway for the following:
  - Adapted Physical Education Instructor – tentative offer pending licensure
  - Substitute Van and Bus Drivers
- Union organizing drive for Transportation and Facilities group – Teamsters Union prevailed in election
- Meeting individually with ATCO staff assisting with resumes and cover letter writing

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

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

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

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

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

ACBDD is an equal opportunity employer and provider of services

Human Resources Board Report Summary

June 27, 2017

	January 2017	February 2017 (2/22/17)	March 2017 (3/21/17)	April 2017 (4/18/17)	May 2017 (5/17/17)	June 2017 (6/20/17)	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	2017 Total
<b>STAFF COUNT</b>	<b>110</b>	<b>110</b>	<b>104</b>	<b>105</b>	<b>107</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>108</b>
Full-time	75	74	73	74	74	75							75
Part-time	13	13	13	13	13	12							12
Substitute	22	23	18	18	20	21							21
<b>SEPARATIONS</b>													
Voluntary	1	1	1	0	2	3	0	0	0	0	0	0	8
Involuntary	1	1	1	0	2	3							8
	0	0	0	0	0	0							0
<b>NEW HIRES</b>													
	7	1	0	1	4	4	0	0	0	0	0	0	17
Full-time	5	1	0	1	0	1							8
Part-time	0	0	0	0	2	1							3
Substitute	2	0	0	0	2	2							6
<b>GRIEVANCES IN PROGRESS</b>													
ABEA In Progress	1	2	1	1	1	1	0	0	0	0	0	0	1
Arbitration	1	1	1	1	1	1							1
<b>ABEA Resolved</b>													
PGO In Progress	0	0	0	0	0	0	0	0	0	0	0	0	0
Informal	0	1	0	0	0	0							0
<b>PGO Resolved</b>	0	1	0	0	0	0							1
<b>Workers Comp Claims</b>	1	0	1	0	1	2							5

## STAFF COUNT JUNE 20, 2017

Row Labels	FT	PT	SUB	Grand Total
ATCO	17	1	9	27
Admin Support	1			1
Administration	2			2
Adult Services	10	1	9	20
Case Management	3			3
Facilities	1			1
Beacon	27	3	11	41
Admin Support	4			4
Administration	6			6
Certification for EI	2			2
Dept. of Ed.	14	3	11	28
Facilities	1			1
Harper St	5			5
Case Management	5			5
Lavelle Rd	18	8	1	27
Admin Support	1			1
Administration	3			3
Adult Services	1			1
Case Management	8			8
Facilities	2	4		6
Transportation	3	4	1	8
PersonnelPlus	8			8
Admin Support	2			2
Administration	1			1
Adult Services	5			5
<b>Grand Total</b>	<b>75</b>	<b>12</b>	<b>21</b>	<b>108</b>

## NEW HIRES JUNE 2017

Row Labels	FT	PT	SUB	Grand Total
Executive Assistant to the Superintendent	1			1
Smedley, Arian	1			1
Part Time Custodial Worker		1		1
Marcus, James		1		1
Sub Adult Service Aide			1	1
Amon, Logan			1	1
Sub. RN - Atco			1	1
Hayes, Stacy M.			1	1
<b>Grand Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>

## Exhibit 20

## Athens County Board of Developmental Disabilities

Board Submission by Butch Withem

Area of Supervision: Facility \ Transportation

June 20, 2017

### **Intro of highlights:**

As you may know York Paving has completed 99% of the work on the new parking lot. We met with the architect and completed the final punch list of which all but final landscaping touch up remains to be completed. We completed the 3 inch water line in the area between ACBDD and Athens City School property and planted seven spruce trees in the space. We are planning to remove two dead ash trees and one distressed elm tree from around the perimeter of the Beacon circle. We are also planning to restripe all ACBDD parkings lot as well.

We are installing an automatic door opener at the new Personnel Plus location on East State Street. The BWC audit on June 8, 2017 for the new PP space was completed with a few recommendations. We are in the process of completing the recommended changes and will be ready for the CARF review.

### **Issues to share:**

The crew from Penchura started the installation for phase 2 of the Beacon playground project. A large portion of the demo work has been completed and some of the new equipment has been installed. We were impressed with Tony Shadwick from Penchura who noticed a part on the existing equipment on the young adult playground that was not correct. Tony alerted Landscape Structures of the concern and they shipped a new part and Penchura replaced the part at no charge to the ACBDD. The bidding process for the resurfacing portion of the project has been put on hold to review the prevailing wage requirements.

### **Other:**

Our annual bus inspection was June 8, 2017, and we are very pleased with the results. All ACBDD buses received new stickers for the upcoming school year. I want to thank our mechanic (Wes Kline) and Jeff Dolman as well as all ACBDD drivers for the excellent job of preparing our fleet for the inspection. I also want to thank the ACBDD for providing the funding to purchase and maintain a quality fleet to provide transportation for our individuals. The ACBDD has always been willing to provide the transportation department with the necessary equipment and facilities to maintain the fleet of vehicles we need to complete our goals.

Transportation for Kids on Campus has been a challenge this summer. We received requests for 39 students, 22 of which were new to our system. We added two new routes to meet the additional passengers and time constraints. We had to run double routing on four of the am routes, and single routing on all six of the pm routes. We are happy to report the system is working well.