Athens County Board
of Developmental Disabilities
Building on Abilities

BOARD MEETING

August 23, 2016

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Agenda
Tuesday, August 23rd, 2016 – 6:00 P.M.
801 W. Union St., Athens, OH 45701

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

1. Call to Order – Margaret Demko, Board President.
2. Roll Call –Ruth Robertson.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:
    a. Motion to approve July 26, 2016 Regular Meeting Board Minutes. (Exhibit 1, Pages 1-4).
    b. First reading pf Administrative Policy 23 Delegating Nursing. (Exhibit 2, Pages 5-18).
    c. Motion to approve Title XX Grant with Ohio Department of Disabilities for one year beginning October 1, 2016. (No Exhibit).
    d. Motion to approve scheduling November and December Board meeting dates. (No Exhibit).
6. Board Reports:
    a. Superintendent, Kevin Davis. (Exhibit 3, Pages 19-26).
    b. Director of Educational Services, Becky Martin (Exhibit 4, Pages 27-28).
    c. Director of Finance and Operations, Steve Kramer.(Exhibit 5 Pages 29-33 Exhibit, 6 pages 34-39).
    d. Director of Service and Support, Dennis Lehman. (Exhibit 7, Pages 40-43).
    e. Director of Employment Options, Doug Mitchell. (Exhibit 8, Pages 44-48).
    f. ATCO Transition Manager, Autumn Brown. (Exhibit 9, Pages 49-55).
    g. Director of Facilities and Transportation, Butch Withem. (Exhibit 10, Page 56).

7. Comments from Visitors relative to the agenda.
8. Comments from Unions relative to the agenda.
9. Comments from the Board.
10. Motion to enter into Executive Session per ORC 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and for preparing for, or conducting, or reviewing collective bargaining strategy.
11. Motion to return from Executive Session.
12. Motion to adjourn.

Exhibit 1

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, July 26, 2016 – 6:00 P.M.
801 W. Union Street, Athens, OH 45701

The Mission of the Athens County Board of Developmental Disabilities is to encourage integration and independence by fostering partnerships, utilizing available resources, and advocating for individual rights.

Draft Until Board Approved

1. Call to Order – Margaret Demko, Board President.
2. Roll Call – Ruth Robertson

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

Staff in Attendance:

Kevin Davis	Superintendent
Steve Kramer	Director of Finance & Operations
Mark Cullison	Director of Adult Services
Doug Mitchell	PersonnelPlus Director
Autumn Brown	ATCO Transition Manager
Ruth Robertson	Executive Assistant to Superintendent
Carol Janes-Tinkham	Business Clerk/Administrative Assistant
Margaret Casey	SSA

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

3. Reading of Mission Statement. By: HUTZEL

4. Motion to approve Agenda.

MOTION#: 07-28-01
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

5. New Business:

   a. Motion to approve June 28th 2016 Regular Meeting Board Minutes. (Exhibit 1, pages 1-5)
   Minutes changed to reflect that Jason Jolley voted No to Motion 06-28-03.

Exhibit 1

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

b. Motion to approve spending up to $50,000 on new playground equipment for Young Adult playground funds will be used from the Marjorie Sherow fund.

MOTION#: 07-28-03
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, JOLLEY
ABSTAIN: HUTZEL
CARRIES: YES

c. Motion to approve contract with Tanya R. Chiles, Benefits Consultant from 7-18-16 through 12-31-16.

MOTION#: 07-28-04
MOTION: HUTZEL
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

6. Old Business
   a. Motion to approve purchasing the property at 8155 St. Rt. 56 Athens, Ohio for $125,000 (Exhibit 2, pages 6-11).

MOTION#: 07-28-05
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

7. Board Reports:
   a. Superintendent, Kevin Davis. (Exhibit 9, Pages 22-33).
      Kevin discussed that starting at the August board meeting the ethics committee will be meeting to go over any direct service contracts. The committee will meet at 5:45 p.m.
   b. Director of Finance and Operations, Steve Kramer. (Exhibit 10, Pages 34-40 Exhibit 11, pages 41-44, Exhibit 12, page 45). Stands
   c. Director of Service and Support, Dennis Lehman. (Exhibit13, Pages 46-47). Stands
   d. Director of PersonnelPlus, Doug Mitchell (Exhibit 14, Pages 48-52).
      Doug Mitchell invited everyone to attend the PersonnelPlus Picnic on Thursday, July 28 at the Dairy Lane Park from 4-6 p.m.
   e. ATCO Transition Manager, Autumn Brown (Exhibit 15, Pages 53-55).
      Autumn distributed copies of the 2016 Semi-Annual Bench Mark Progress Report.

Exhibit 1

f. Director of Facilities and Transportation, Butch Withem. (Exhibit 16, Pages 56-57).
Discussion was had about the need to purchase another Sprinter Van to add to the transportation fleet. Butch stated that he had found one in Florida and that they are hard to locate and that type of van is not something you can purchase locally.

Motion to approve spending up to $50,000 to purchase another Sprinter Van to add to the Transportation Fleet.

MOTION#: 07-28-06
MOTION: BOND
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

8. Comments from Visitors relative to the agenda
9. Comments from Unions relative to the agenda.
10. Comments from Board
Jason Jolley thanked Kevin, the board and staff for all the hard work they do. He said he was happy to see how things have changed over the last 6-7 months and that he feels that with all the new changes in program, new staff in place, and things being more transparent the board is light years ahead of where they were several years ago and feels that things are moving in a positive direction.

11. Motion to enter into executive session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, promotion, demotion, or compensation of public employee or official 6:55 p.m.

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

12. Motion to return from executive session 7:28 p.m.

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

13. Motions from executive session

Motion to approve a committee of Board members to hear any potential formal complaints as per ACBDD Policy 18(H)3(C).

MOTION#: 07-28-09
MOTION: HUTZEL
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY

Exhibit 1

CARRIES: YES

14. Motion to adjourn at 7:30 p.m.

MOTION#: 07-28-10
MOTION: BOND
SECOND: HUTZEL
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

Exhibit 2

Manual: Admin.
Adopted: 4/16/01
Revised: 2/17/04; 6/21/05
7/27/10, 2/24/15, 7/14/16
Effective: 4/16/01; 2/17/04;
6/21/05, 7/27/10, 2/24/15

23. DELEGATED NURSING POLICY

I. Delegated Nursing Permitted; Annual Policy Review; ~~Implemented~~ implementation of Policy; Definitions; Locations of Delegated Nursing

A. County Board Will Permit Delegated Nursing

The Athens County Board of DD will permit trained County Board workers who have been identified and selected in accordance with this policy to perform delegated nursing tasks and to give or apply prescribed medication as long as stated laws and regulations are followed and the criteria within this policy are followed. Should any portion of this policy be inconsistent with state laws or regulations, the relevant state laws and regulations must be followed and not this policy. Within this policy the words "client" (used generally in state law and regulations) and "~~consumer~~" individual are used interchangeably to refer to individuals with developmental disabilities enrolled in a program or receiving services from this County Board of DD.

Reference: OAC5123:~~2-6-2~~2-6-06

B. Delegated Nursing Policy Will Be Reviewed Annually

This policy will be reviewed annually and is available for review by Athens County Board of DD and the Ohio Board of Nursing.

C. Nurse Must Implement County Board Delegated Nursing Policy

The Superintendent shall designate a registered nurse. A licensed practical nurse can delegate under the direction of a registered nurse. The implementing nurse shall be an employee of the County Board of on contract with the County Board and shall have the following qualifications:

1. Complete an approved Delegation Train the Instructor Program;
2. Maintain the Delegations Train the Instructor certificate by completing training as required by the ~~ODDD~~ DODD
3. Maintains proper certification in Personnel Office;
4. A minimum of eighteen months experience in the practice of nursing as a registered nurse;
5. Previous experience caring for an individual with and developmental disabilities.

Reference: OAC 5123:~~2-6-0~~2-6-04

Exhibit 2

D. Definitions for Purpose of This Policy

1. ~~Delegated Nursing Tasks: A delegated nursing task (or "delegated task") is a task that is within the scope of practice of a nurse as determined pursuant to R.C. Chapter 4723 and is delegated by a nurse to a properly trained County Board worker pursuant to this policy.~~

2. ~~Medication administration is the administration with prescribed or over the counter medications that is delegated by a nurse to properly trained DD personnel pursuant to this policy.~~

3. ~~"DD Personnel" means the employees and the workers under contract who provide specialized services to individuals with developmental disabilities. "DD personnel" includes those who provide the services as follows:~~

   a. ~~Through direct employment with the department of DD or a County Board of DD;~~
   b. ~~Through an entity under contract with the department of DD or County Board of DD;~~
   c. ~~Through direct employment or being under contract with private entities, including private entities that operate residential facilities.~~

4. ~~"Health-related activities" means the following:~~

   a. ~~Taking vital signs~~
   b. ~~Application of a clean dressing that does not require a health assessment~~
   c. ~~Basic measurement of bodily fluid, intake and output~~
   d. ~~Oral suctioning~~
   e. ~~Use of glucometers~~
   f. ~~External urinary catheter care~~
   g. ~~Emptying and replacing colostomy bags~~
   h. ~~Collection of specimens by non-invasive means~~

   ~~*Reference: OAC 5123:2-6-01*~~

The following definitions shall apply:

(A) "Adult services" has the same meaning as in section 5126.01 of the Revised Code.

(B) "Business day" means a day of the week, excluding Saturday, Sunday, or a legal holiday as defined in section 1.14 of the Revised Code.

(C) "Certified home and community-based services provider" means a person or government entity certified under section 5123.045 of the Revised Code.

(D) "Certified supported living provider" means a person or government entity certified under section 5123.161 of the Revised Code.

(E) "Contact hour" has the same meaning as in Chapter 4723-14 of the Administrative Code.

(F) "County board" means a county board of developmental disabilities.

(G) "Delegable nursing task" means a nursing task, which a licensed nurse has determined meets the provisions listed in Chapter 4723-13 of the Administrative Code.

(H) "Delegating nurse" means the licensed nurse who transfers the responsibility for performance of selected nursing tasks and/or medication administration to developmental disabilities personnel who have been trained and/or certified to do so, while retaining accountability of outcome. The delegating nurse determines the level of supervision required to ensure adequate oversight of developmental disabilities personnel to perform nursing tasks and/or administer medication. The delegating nurse is not necessarily the same nurse as the nurse who trains developmental disabilities personnel.

(I) "Department" means the Ohio department of developmental disabilities.

(J) "Department-approved curriculum" means the standards for instruction, training, and performance approved by the Ohio department of developmental disabilities.

(K) "Developmental disabilities personnel" means the employees and workers who provide specialized services to individuals with developmental disabilities:

(1) Through direct employment with the Ohio department of developmental disabilities or a county board;

(2) Through an entity under contract with the Ohio department of developmental disabilities or a county board; or

(3) Through direct employment or being under contract with private entities, including private entities that operate residential facilities.

(L) "Director" means the director of the Ohio department of developmental disabilities or his or her designee.

(M) "Drug" has the same meaning as in section 4729.01 of the Revised Code.

(N) "Employer oversight" means the monitoring of developmental disabilities personnel and ensuring developmental disabilities personnel perform health-related activities and administer medication in accordance with this chapter.

(O) "Family support services" has the same meaning as in section 5126.01 of the Revised Code.

(P) "Health-related activities" means only:

(1) Taking vital signs;

(2) Application of clean dressings that do not require health assessment;

(3) Basic measurement of bodily intake and output;

(4) Oral suctioning;

(5) Use of glucometers;

(6) External urinary catheter care;

(7) Emptying and replacing colostomy bags; and

(8) Collection of specimens by noninvasive means.

(Q) "Independent provider" means a self-employed person who provides services for which he or she must be certified in accordance with rule 5123:2-2-01 of the Administrative Code and does not employ, either directly or through contract, anyone else to provide the services.

(R) "Individual" means a person with a developmental disability.

(S) "Individual plan" or "individual service plan" means the written description of services, supports, and activities to be provided to an individual.

(T) "Individual-specific training" means training provided to developmental disabilities personnel by a licensed nurse or by an employer of developmental disabilities personnel through employer oversight, which shall address:

(1) The unique needs of the individual being served;

(2) A summary of the individual's relevant health care information; and

(3) Implementation of the individual's health care plan as part of the individual plan or individual service plan.

(U) "Licensed health professional authorized to prescribe drugs" has the same meaning as in section 4729.01 of the Revised Code.

(V) "Licensed nurse" means a registered nurse or a licensed practical nurse who holds a current valid license to practice nursing in Ohio pursuant to Chapter 4723. of the Revised Code.

(W) "Major unusual incident" has the same meaning as in rule 5123:2-17-02 of the Administrative Code.

(X) "Medicaid" has the same meaning as in section 5162.03 of the Revised Code.

(Y) "Medication/treatment error" means:

(1) Wrong medication/treatment administered or performed;

(2) Medication/treatment administered or performed at the wrong time;

(3) Medication/treatment administered or performed by a route not prescribed;

(4) Incorrect dose or amount of medication/treatment administered or performed;

(5) Expired medication/treatment administered or performed;

(6) Contaminated medication/treatment administered or performed;

(7) Improperly stored medication/treatment administered or performed;

(8) Medication/treatment administered or performed without corresponding order from a licensed health professional authorized to prescribe drugs;

(9) Not performing or administering a medication/treatment during the prescribed time, including failure to ensure the medication/treatment, equipment, or supplies needed to administer or perform the medication/treatment are available at the prescribed time;

(10) Not documenting a medication/treatment that was administered or performed;

(11) Administration of medication/treatment by developmental disabilities personnel without certification or whose certification has expired; and

(12) Administration of medication/treatment without nursing delegation when nursing delegation is required.

(Z) "Mentally alert" means the ability of an individual to cognitively understand and communicate specific information pertaining to his or her health, safety, and medication.

(AA) "Nursing delegation" means the process established in rules adopted by the Ohio board of nursing pursuant to Chapter 4723. of the Revised Code under which a registered nurse or licensed practical nurse acting at the direction of a registered nurse transfers responsibility for the performance of a particular nursing activity, task, or prescribed medication administration to another person who is not otherwise authorized to perform the activity, task, or prescribed medication administration.

(BB) "Nursing task" means those activities that constitute the practice of nursing as a licensed nurse and may include but is not limited to, assistance with activities that are performed to maintain or improve an individual's wellbeing when the individual is unable to perform those activities for himself or herself.

(CC) "Oral prescribed medication" means any prescribed medication that can be ingested through the mouth.

(DD) "Prescribed medication" means a drug that is to be administered according to the instructions of a licensed health professional authorized to prescribe drugs.

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

(FF) "Quality assessment registered nurse" means a registered nurse who is a registered nurse instructor or registered nurse trainer employed by or under contract with a county board and who assists with consultation and quality assessment oversight as set forth in rule 5123:2-6-07 of the Administrative Code.

(GG) "Registered nurse instructor" means a registered nurse who is certified by the Ohio department of developmental disabilities in accordance with rule 5123:2-6-04 of the Administrative Code to plan, develop, coordinate, and deliver a course of instruction (i.e., the registered nurse train-the-trainer program) to prepare other registered nurses to train developmental disabilities personnel to perform health-related activities, administer oral

prescribed medication, apply topical prescribed medication, administer oral prescribed medication via stable labeled gastrostomy tube or stable labeled jejunostomy tube, or administer subcutaneous insulin injections.

(HH) "Registered nurse trainer" means a registered nurse who is certified by the Ohio department of developmental disabilities in accordance with rule 5123:2-6-04 of the Administrative Code to train developmental disabilities personnel to perform health-related activities, administer oral prescribed medication, apply topical prescribed medication, administer oral prescribed medication via stable labeled gastrostomy tube or stable labeled jejunostomy tube, or administer subcutaneous insulin injections.

(II) "Residential facility" has the same meaning as in section 5123.19 of the Revised Code.

(JJ) "Service and support administrator" means a person, regardless of title, employed by or under contract with a county board to perform the functions of service and support administration and who holds the appropriate certification in accordance with rule 5123:2-5-02 of the Administrative Code.

(KK) "Specialized services" has the same meaning as in section 5123.50 of the Revised Code.

(LL) "Subcutaneous insulin injection" includes injection of prescribed insulin by syringe and needle subcutaneous injection and by insulin pump injection.

(MM) "Task" means a task that is prescribed, ordered, delegated, or otherwise directed by a health care professional acting within the scope of his or her professional practice.

(NN) "Topical prescribed medication" means any prescribed medication that is applied to the outer skin and drops applied to the eye, ear, or nose. "Topical prescribed medication" may include transdermal prescribed medication or vaginal or rectal suppositories.

(OO) "Unusual incident" has the same meaning as in rule 5123:2-17-02 of the Administrative Code.

E. Location Where Delegated Nursing Tasks May Take Place, Delegated Medication Administration, and G/J Tube Feedings May Take Place:

The performance of delegated nursing tasks and the giving or applying of prescribed medication is permitted in all settings where County Board programs and services are being performed by DD personnel, while Board consumers are on field trips, while Board consumers are being transported in a vehicle operated or under contract with the Board's authority so long as there are DD personnel present who has successfully completed training to perform delegated nursing tasks. The performing of delegated nursing tasks shall be permitted in the State of Ohio only.

Exhibit 2

II. Prerequisites to Delegated Nursing; Consumer Request; Health Care Professional Statement; Nurse Assessment/Reassessment, DD Personnel Training

A. Written Request From Consumer or Guardian Require

Prior to the performance of any delegated nursing tasks, a nurse employed or under contract with the County Board must receive from the consumer or the consumer's guardian, or if the consumer is a minor, the consumer's parent, guardian, or other person having care or charge of the consumer, a written request that the prescribed medication be given or applied or the nursing task be performed.

B. Written Statement From Health Care Professional Required

In the case of prescribed medication or a nursing task prescribed by a health care professional, prior to the performance of any delegated tasks, the nurse must receive from the health care professional a signed statement containing all of the following information.

1. The name, address, and birth date of the client.
2. The name of the medication, the dosage to be given or applied route, and, if appropriate, a description of the task to be performed.
3. The time or intervals at which the medication is to be given or applied or the task is to be performed.
4. The date the medication or task is to begin and cease.
5. Indicated of any severe adverse reaction that should be reported to the health care professional who prescribed the medication or task and one or more telephone numbers at which the health care professional can be reached in an emergency.
6. Any special instructions for handling, giving, or applying the medication, including sterile conditions and storage, or for performing the nursing task.
7. Date and signature of prescribing health care professional.
8. Date and signature of individual, parent, or guardian.

C. Changed Conditions: Written Revised Statement From Health Care Professional Required

Changes in orders may be received verbally by the nurse from the prescribing health care professional. Changes in orders received by the client or guardian will be verified verbally with the prescribing professional by the nurse. An authorization form noting the change must be signed by the health care professional within 7 days. DD personnel will not be permitted to take and prescribe orders from health care professionals. *Reference: OAC 5123:~~2-6-06~~ 2-6-07*

D. Assessment by Registered Nurse Required

Prior to the performance of any delegated nursing tasks, a registered nurse shall assess the individual who needs nursing care, the environment or conditions of the setting, and skill of the trained DD personnel. The nurse shall determine:

1. Which nursing tasks may be delegated. The nurse shall determine that nursing tasks are delegable only if:
   a. The task requires no nursing judgment on the part of the trained unlicensed worker performing the task;
   b. The results of the task are predictable'
   c. The task can be safely performed according to exact, unchanging directions, with no need to alter the standard procedures for performing the task;
   d. The performance of the task does not require that complex and acute observations and decisions be made;
   e. There are no safety concerns with regard to the frequency of performing the task; and,
   f. The consequences of interrupting the performance of the task or improperly performing the task are minimal and not life threatening.

2. Conditions of the delegation. When a nurse, as a result of such assessment, determines that a nursing task can be delegated, the nurse shall:

   a. Determine the conditions under which trained DD personnel may perform the task.
   b. Specify the individual on whom the task may be performed.
   c. Determine the amount and extent of supervision required for the performance of the task.
   d. Ensure that appropriate supervision for the performance of the task is available.

   Reference: OAC 5123:2-6-03

E. Reassessment by Registered Nurse Required Annually or When Conditions Change

A registered nurse shall reassess delegation and the needs of the individual on an on-going basis, but at least annually, including determination that delegation continues to be necessary and that DD personnel continues to have the skills to perform the task that has been delegated. *Reference: OAC 5123:2-6-03*

III. Performing Delegated Nursing Tasks; Selection, Training, and Supervision of Board Workers; Medication Storage

Exhibit 2

A. Only Trained DD Personnel May Perform Delegated Nursing Tasks

DD personnel who are trained, authorized, and under the direction of the Athens County Board program nurse may provide delegated tasks to the following individuals while they are participating in program activities:

1. Individuals receiving early intervention, preschool, and school age services
2. Individuals receiving adult services

Individuals who are not specifically authorized by other provisions of the Revised code or by this County Board to administer prescribed medications, perform health related activities or perform tube feedings, may do so pursuant to section 5123.42 of the Revised Code and rules adopted by the department under this chapter as part of the specialized services the DD personnel provide to individuals in the following categories:

1. Individuals receiving family support services;
2. Individuals receiving services from certified supported living providers;
3. Individuals receiving residential support services from certified home and community-based service provider, if the services are received in a community living arrangement that includes not more than four individuals;
4. Individuals receiving services not included in paragraphs (A)(1) to (A)(5) of this rule that are offered or provided pursuant to Chapter 5123 or Chapter 5126 of the Revised Code;
5. Individuals residing in a residential facility with five or fewer beds;
6. Individuals residing in a residential facility with seventeen or more beds who are on a field trip from the facility if all of the requirements of 5123:2-6-03 (9) (a-d) are met.

B. Selection of DD Personnel to Perform Delegated Tasks

DD personnel who meet the following criteria are eligible to receive training in delegated nursing:

1. Personnel are 18 years of age and have a high diploma or equivalency. The high school diploma or equivalency requirement can be waived if the individual is caring for an individual with DD on February 1, 2000.
2. Determine whether the state nurse aide registry contains a statement indicating the person's alleged abuse or neglect of a long term care resident and document findings.
3. Submit the names of selected workers to the Personnel Department for processing through the required background checks: State Nurse Aide Registry, Abuse Registry DODD and compliance with criminal background checks *Reference: Reference: OAC 5123:2-6-06*

C. DD Personnel Must Notify Superintendent of Any Subsequent Felony Conviction

DD personnel performing delegated tasks shall inform the Superintendent within 72 hours of any felony conviction. Failure to do so is cause for discipline, which may include discharge. *Reference: OAC 5123:2-2-02*

D. Initial Training of DD Personnel Selected to Perform Delegated Tasks

A registered nurse who has completed the Delegation Train the Instructor course shall provide DD personnel with a program of instruction consisting of a minimum of fourteen hours of instruction in the area of medication administration and performance of health related activities. The program shall consist of:

1. Infection control and universal precautions (may be waived if the worker has had previous training)
2. A review of applicable federal and state drug laws and rules
3. General policies and procedures regarding giving oral or applying topical medications including:
   a. Limitations regarding the administration of PRN or as needed medications.
4. Quality assurance including reporting and documenting medication errors, contacting the supervising nurse and emergency procedures.
5. Instruction regarding correctly giving oral medications or applying topical medications including:
   a. Medication preparation
   b. Unlicensed worker prohibitions (No administration of parenteral medications; injections; medication administered through a nasogastric or any unstable tube; or debriding agents for the treatment of skin conditions or minor abrasions).
   c. Information regarding the recording of medications given/missed/refused
   d. Information regarding the storage and care of medications
   e. Information regarding common weights/measures, and abbreviations
   f. Information regarding drug interaction including over the counter medications
   g. Information regarding the correct use of an epi pen for anaphylaxis and of diastat for treatment of seizure activity.
6. Procedures for medication administration including: the correct dose of the correct medication, to the right individual, at the right time, using the correct administration route
7. Performance of a successful return demonstration including the performance of any ancillary task
8. Successful completion of a written exam pursuant to the rule
9. Individual specific training enabling the delegated worker to safely administer medications or perform tasks as deemed necessary.

Reference: OAC 5123:2-6-06

E. Documentation of Completion of Training Given To DD Personnel

The registered nurse training the unlicensed worker shall document the training and successful return demonstration. A certificate shall be provided to worker, kept at the designated site where the delegated task is performed, and given to the person or agency employing the worker. The worker's name will be entered in a DD certification database that will be maintained by ODDD. This documentation does not authorize the worker to give oral or apply topical medication in another designated site absent further instruction. *Reference: OAC 5123:2-6-06*

F. Supervision: Written Step-By-Step Directions Must Be Immediately Available To The Unlicensed Person

A nurse shall ensure that written step-by-step directions for all delegated nursing tasks are given to the unlicensed worker performing the delegated task, and are available on-site. The step-by-step directions shall be shared by the worker and employer and shall be immediately available to the worker while performing the delegated task. The employer shall make such written directions available, upon request, to the Ohio Board of Nursing. *Reference: OAC 5123:2-6-06*

G. A Registered Nurse must always be available to DD personnel who are delegated.

H. Supervision: Individual Specific Training

Each delegated worker shall receive individual specific training, including the individual's needs and relevant health care information. This training shall occur after certification and before performance of any delegation of any specific task. DD personnel shall not administer prescribed medications, perform health-related activities, administer food or prescribed medication via a stable, labeled gastrostomy/jujunostomy tube or administer subcutaneous insulin injection for any individual for whom they have not been specifically trained.

Reference: OAC 5123:2-6-06

I. Supervision

To maintain their certification for medication administration and health related activities, each delegated worker shall complete two hours of continuing education annually that relate to the information taught in the prescribed medication and health related activities training program or that will enhance the skills of the delegated worker regarding delegated nursing. To maintain certification for G/J tube feeding, each delegated worker shall complete one hour of continuing education annually that relates to the information taught or that DD worker shall provide verification of this training to the nursing supervisor. CPR, First Aid, and Universal Precautions shall not

make up part of this continuing education. If the minimum hours are not completed by the anniversary date of certification, the worker's certification shall be temporarily suspended for a maximum period of sixty days, during which time the continuing education may be completed. If the continuing education is not completed with sixty days, the worker's certification will be revoked and they will need to repeat the course in prescribed medication administration and health related activities in total. *Reference: OAC 5123:2-6-06 ~~(7) (a, b)~~ F-4*

J. Supervision

If the employer of the DD personnel believes or is notified by the County Board, the department, a delegating licensed nurse, or the registered nurse responsible for quality assessment that DD personnel have not safely administered prescribed medication, have not safely performed or will not safely perform health-related activities, have not safely administered or will not safely administer food or prescribed medication through a gastrostomy/jujunostomy tube, or have not safely administered or will not safely administer subcutaneous insulin injections, the employer shall;

a. Prohibit the action from continuing or commencing
b. Immediately make other staffing arrangements so that services are completed as prescribed
c. If applicable, immediately notify the county board via the UI/MUI reporting system and, if applicable, notify the nurse responsible for quality assessment oversight, and
d. If applicable, immediately notify the delegating nurse.

Reference: OAC 5123:2-6-~~03(C) (7)~~ 07 E

K. Documentation of the Worker's Training and Supervision Must Be Maintained

Documentation shall be maintained on-site, which identifies the unlicensed worker performing the delegated task, the worker's initial training, and continuing training. Documentation shall also be maintained in a personnel certification database with ODDD. The nursing supervisor shall be designated as responsible for insuring the presence of the above documentation. *Reference: OAC 5123:2-6-07(A) (1)*

L. Quality Assessment Tool

The quality assessment registered nurse, employed by or under contract with the County Board, shall complete quality assessment reviews in a format prescribed by the department so that a review of each individual receiving administration of prescribed medications or performance of health-related activities by DD personnel is conducted at least every three years for individuals receiving services from certified supported living providers; individuals receiving residential support services from certified home and community based services providers; if the services are received in a community living arrangement that includes not more than four individuals or individuals residing

in residential facilities of five or fewer beds, excluding ICF/MRs (5123:2-6-07~~(E)~~ D. ~~In addition, all supported living providers, certified home and community based services providers and residential providers, including ICF/MRs shall be encouraged to forward any health related information through the adult services registered nurse for review, in order to ensure quality care.~~

M. Storage of Medications

Medication must be received in its' original container. Medication shall be stored in a secure location and removed only by designated persons. Prescribed medication must be received by DD personnel, in the container in which it was dispensed with current date by the prescribing professional.

N. Documentation

Documentation of all prescribed medication, health related activities, subcutaneous injections, or delegated tube feedings given, applied, missed, held, or refused shall be done on a prescribed medication administration record or treatment administration record indicating the name or initials of the DD personnel administering the prescribed medication or treatment, time, date, and when appropriate, observations of difficulties noted. OAC *5123:2-6-07(B)* ~~*(I)*~~

O. Reporting Errors

Any error by DD personnel in the administration of oral or the application of topical prescribed medication, performance of health-related activities, or the performance of delegable tube feedings that result in physical harm to the individual shall be immediately reported to an appropriate licensed health care professional. Any error as listed above, by DD personnel employed by the board shall be reported to the delegating nurse who will utilize the medical incident report form and UI process. *Reference: OAC 5123:2-6-07* ~~*(D)*~~ *C*

P. Disposal of Prescribed and OTC Medication

The disposal of dangerous drugs, which are a controlled substance, shall be done in accordance with rule 4723-9-06. If a medication is disposed of at work, it shall be verified and recorded by two staff members.

IV. Complaint Resolution

Any complaint regarding the administration of prescribed medication, performance of health-related activities, and performance of tube feedings by DD personnel pursuant to the authority granted under this section 5123:42 of the Revised Code or compliance with rules adopted under this chapter shall be made to the department using the process established under the Administrative Code. *Reference: 5123:2-6-07(I) (1)*

Any complaint related to the scope of nursing practice shall be referred to the Ohio Board of Nursing, which relates nursing practice in accordance with Chapter 4723 of the Revised Code 5123:2-6-07 (I)(2). When a quality assessment nurse receives a complaint or identifies concerns based on a quality assurance review related to performance of DD personnel, that registered nurse shall do an initial investigation, the quality assessment registered nurse shall work with the state nurse consultant or designee of the department to assure that the cases are handled in a consistent manner statewide. *Reference: OAC 5123:2-6-07*

V. Liability Exemption

DD personnel performing a delegated nursing task is not liable for any injury caused by the tasks if, prior to performing the task, the worker received a copy of the health care professional's statement or revised statement; the worker performed the task in accordance with the methods taught in the worker's training; and the worker did not act in a manner that constitutes wanton or reckless misconduct. *Reference OAC 5123:2-6-07*

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

August 2016 Board Report
Kevin Davis, Superintendent

- Director of Education – Becky Martin has begun in her role as of August 1, 2016. We are extremely excited to have someone of her caliber leading our educational programs. Becky held a welcome back staff meeting on 8.16.2016 and coordinated an Open House for Beacon School on 8.16.2016
- Property Update – held the closing on 8.12.2016. The property now belongs to the Athens County Board of DD. We will be having the property surveyed and at the September Board meeting we should begin discussions about the use of the property
- Leadership Meetings – Leadership meetings (with senior management) were held on July 27 and August 18
- All Managers' meetings – All managers' meeting (with any staff who has management responsibilities) was held on 8.3. Autumn Brown led the manager's in a training with regard to disability awareness – these are normally held on the first Wednesday of the month 8-10am.
- Ohio Association Of County Boards – ***Articles attached***
- Hannah Report (Comprehensive Coverage of Ohio Government) – ***Article attached***
- Family Children First Council executive meeting – was held on 8.17.2016.
- ATCO Board meeting – 8.17.2016. We (and the ATCO management team) are working with them on a future planning.
- Labor Management meeting with ABEA on Thursday, 8.18.2016.

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- We received notice from PGO (Professionals Guild of Ohio) as their intent to re-open negotiations as allowed by contract for wages in the second year of their current contract. We have had two rounds of negotiations (7.27.2016 and 8.9.2016) and have a mediation scheduled for 8.23.16. I will provide an update at the Board Meeting.
- The ARC of Ohio held a training for the community on 8.15.2016 regarding the Family Choice Waiver Program at Beacon School. It was attended by three county board staff, a board member, and community members.
- On August 2, 2016, Becky, Butch and I met with the family of Marjorie Sherow to discuss the new playground plans. The family wanted it to be pointed out that the funds for the project were not coming from Marjorie Sherow, but were coming from the estate of Yvonne Emerson in the name of the "Marjorie Sherow First Teacher Memorial Fund".
- On August 11, 2016, I attended a luncheon meeting at the Athens Community Center held by the Athens County Community Singers. It was informational in nature as to what the plans are for the next year for the singers.

In the news

Tuscarawas County DD board looks at private providers to operate Starlight Workshop

Source: Times Reporter
Published Monday, August 1, 2016
by Jon Baker

Officials with the Tuscarawas County Board of Developmental Disabilities have been meeting with private providers interested in leasing the Starlight Workshop as the agency moves forward with plans to privatize operation of the facility.

"Nothing is verified at this time," said Nate Kamban, the agency's transitional assistant superintendent.

One of the providers recently met with workshop staff and families and will be meeting with transportation employees in the near future.

"We've been impressed with what we've seen so far, but again, all that requires board action," Kamban said. "We're not there yet."

Tuscarawas County is not alone in making the transition. All DD boards in the state must get out of the business of providing services to the developmentally disabled because of state and federal mandates.The federal Centers for Medicare & Medicaid Services, which provides a significant amount of funding for county boards, has determined that the boards cannot write their clients' service plans and then provide services to those clients. That has been deemed a conflict of interest.

Kamban said it is up to county boards to decide when and how they will transition out of providing services. The transition must be completed by 2024.

There is a sense of urgency for the the county board to find a provider to lease the workshop.

In July 2015, the Ohio Department of Developmental Disabilities issued an order that sheltered workshops can no longer take in new clients.

"We cannot attract any new people into our facility because of this mandate," Kamban said. "It's all put into place to disincentivize public-run workshops, in line with what we're seeing from the federal government and the pressure on Ohio to get out of direct-care services."

As people leave the Starlight Workshop, no one new can come in, and the number of people being served continues to drop. "So there comes a point for each county board where it's not making sense, you can't keep doing that," he said.

A private provider needs to be in place before it no longer makes financial sense to come in because the shelter has too much staff and not enough clients, he said.

Currently, Starlight has 14 staff members and 50 clients.

One of the providers the county board is talking to has said it would be willing to offer employment to all of the staff at the workshop at their current wage, Kamban said.

The staff members, who will be moving from the public to the private sector, might be able to hold onto their benefits through the state Public Employees Retirement System (PERS).

"If someone goes from a public sector job to a private sector job, and they're doing essentially the same function, PERS has to come in and evaluate," he said. "What often happens, PERS says the county board has to continue to pay that."

The final determination will come from PERS.

The county board's bus drivers face a similar situation to that of the workshop employees.

The board will only be able to keep those drivers who transport students to the Starlight School, which is not effected by the state and federal mandates. It is operated under the direction of the Ohio Department of Education, he said.

The board is looking at private providers to take over the duty of transporting adult clients. "One of the providers we met with is interested in interviewing the drivers as well," Kamban said. "We're excited about that."

Negotiations between the board and the drivers, who are represented by the Teamsters union, will be starting soon because the drivers' contract expires today.

Warren Brustoski, business representative for Teamsters Local 92 in Canton, said that only four to six of the drivers will still be working for the county board. The others will be looking for work elsewhere.

The move is driven by the mandates and lawsuits filed on behalf of clients, he said.

"The end result of this is no one's fault, but the sad reality is that when the smoke clears, 15 to 20 of our members will be looking for work," Brustoski said. "There's no one to blame here."

Besides losing their jobs, the drivers will lose contact with clients that they have grown attached to, he said.

The union will be working to help those drivers find new jobs.

Other counties in the area have already made the transition to private providers. One of them is Coshocton County, which made the move in 2013.

"We think it was the right thing to do," said Steve Oster, superintendent of the Coshocton County Board of Developmental Disabilities.

Coshocton County continues to operate its Hopewell School. The school has 16 students between the ages of 6 and 21. It also has four preschool classes. Half of the preschool students have disabilities, the other half do not.

Having students without disabilities in

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Ohio Association of County Boards
Serving People with Developmental Disabilities

Friday, August 5, 2016 - 7:58am

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Our Mission

To support County Boards of Developmental Disabilities in providing services and supports to people with developmental disabilities.

Our Address

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

In the news

Changes coming to county DD programs

Source: Free Press Standard
Published Thursday, August 4, 2016
by Carol McIntire

The process of integrating the developmentally disabled into the community is underway in Carroll County and is expected to be complete by Jan. 1, 2018.

Matt Campbell, superintendent of Carroll Hills Board of Developmental Disabilities, told a group of nearly 50 people gathered recently for a public meeting the goal is being accomplished by privatizing Carroll Hill Industries (CHI), which includes separating the services offered by Carroll Hills Board of Developmental Disabilities and CHI, a non-profit group.

The two have been tied together in Carroll County for years, sharing services, buildings, transportation services and employees.

The idea of integrating the developmentally disabled into the community has been handed down from the state level and follows changes in rules from the federal Centers for Medicare and Medicaid Services.

"It's all about choice," Campbell said. "People who have a Medicaid Waiver (qualify for federal funding) can choose where they want to go. They don't have to stay in Carroll County to receive services. They choose where they want to go, whether that be here, in Stark, Tuscarawas or any other county in the state and from whom they want to receive those services ."

For years, CHI has operated Carroll Hills Workshop where DD clients go to work. CHI has contracts with area companies such as Malvern-based Global Billing Services (GBS), which allows clients to perform simple tasks and earn a paycheck.

Campbell told the crowd, most of whom are directly involved in the program, the DD Board provides case management for DD clients and also provides services, which the state wants to discontinue.

"County superintendents decided to protect the case management services and to get out of providing services," he said. "That means we must separate Carroll Hills DD board and CHI."

In order to accomplish this goal, several benchmarks have been set.

*The Carroll Hills DD board closed the door on board-operated services at CHI in Jan. 2015. This means anyone seeking services who is of working age must now go through the board-operated community employment services, which seeks to place clients in community jobs. Four individuals were placed in jobs in 2014 and two in 2016.

*There must be separation between Service and Support Administrators. This was accomplished in June 2015 when staff was hired as integration specialists for Carroll Hills Industries.

*The board is discontinuing transportation to clients on Medicaid Waivers but will continue a contract with Carroll County Transit to provide transportation for the 15 clients without waivers. The plan is to recruit private providers to transport clients on Medicaid Waivers through CHI beginning Jan. 1, 2017.

*The board must reduce the number of clients receiving services at Carroll Hills Industries.

There are about 60 persons receiving services at Carroll Hills Workshop, 37 of which are on Medicaid Waivers. The DD board provides 40 percent of the funding for those services and the waiver provides the remaining 60 percent. Fifteen persons who receive services are not on waivers and nine individuals from a group home. The goal is to eventually phase out those services and offer clients the choice of a provider to the non-waiver individuals.

Campbell said the goal (benchmark) for 2016 is to cut the number of clients on Medicaid Waivers at the workshop to 35.

Those 35 will be served by CHI and the remaining 15 will be served by Carroll County DD. Funding for their services is provided by a levy approved by voters in Carroll County.

CHI must now provide the 40 percent match for services for clients with Medicare Waivers.

Clients have the option of receiving services from private providers and not CHI. Currently there are three day service providers in the county and two individuals go out of the county for services, according to Campbell. Private service providers in Carroll County include the Villa, the Farm and Mayle Homes.

Those whose severity of DD prohibits makes them unemployable, have the option of attending CHI, but are required to "get out into the community," according to Campbell. This can include field trips to the library, attending activities at the Sr. Friendship Center and participating in community events.

*The DD board owns the building and land on N. High St. where the workshop is located and CHI owns the land and building on Roswell Rd. (SR 39) where the county DD offices are located. The plan is to move CHI to the Roswell Rd. facility and the DD offices on Roswell Rd. to N. High St.

The move to Roswell Rd. involves working with the Ohio Environmental Protection Agency (EPA) to upgrade/expand the existing septic system on Roswell Rd. and to seek approval for the building to house up to 60 people.

Employees will be affected as well.

CHI is in the process of hiring a new chief executive officer/director. Former Director Steve DeFillipo, who was to be hired as CEO in the original plan, resigned after the CHI board agreed to accept applications for the position. Campbell said 20 applications were received for the position.

The CEO/director will not be a county employee and not receive county benefits as in the past. CHI will also retain two part-time staff, hire six direct services staff and a community integration coordinatator. CHI would determine wages and benefits for those employees.

The Carroll Hills DD board would lay off six direct staff, which will be offered positions by CHI. Carroll Hills DD board retain one adult services nurse, one custodian and 10-12 direct service staff. Once those staff members have either retired or accepted other positions, they will not be replaced.

The goal is for the privatization, including moving the two programs into their new buildings, to be complete by Jan. 1, 2018.

http://freepressstandard.com/changes-coming-county-dd-programs/

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The Hannah Report
Comprehensive Coverage of Ohio Government
Vol. 131, No. 401, Friday, August 5, 2016

Federal Change Driving Counties to Move to Outside Services for Developmental Disabilities

As the developmental disabilities system gears up for another round of policy changes under the latest mid-biennium review, federal requirements are driving a larger shift that will see counties move out of the business of directly serving constituents over the next several years.

County boards of developmental disabilities face the need to send new clients to private providers, and find ways to eventually transition county-served people to such providers. Driving this change is the federal Centers for Medicare and Medicaid Services (CMS) requirement for conflict-free case management, meaning the same entity can't perform case management functions while also providing services.

The state Department of Developmental Disabilities (DODD) negotiated a corrective action plan, adopted last year, to separate case management and service provision by 2024, with a requirement to meet interim benchmarks along the way. For example, no more than 30 percent of clients can be served by entities providing case management by 2020.

Counties can't choose to keep providing services and instead contract out the case management functions. Service and support administration (SSA), an umbrella term that includes case management, has been a core function of county boards for decades. County boards are also the only entities recognized by the state and CMS to act as Medicaid local administrative authorities, or MLAAs, for developmental disabilities services.

"That is a key role of the county boards in our system, and really to our knowledge there has been hardly any interest expressed in a county board wanting to give up that SSA function," said John Martin, director of DODD, explained to Hannah News.

"While county boards can contract for assistance with their MLAA responsibilities, they are unable to delegate these responsibilities to such an extent that a board would no longer violate federal rules on conflict of interest," said Bridget Gargan, executive director of the Ohio Association of County Boards Serving People with Developmental Disabilities (OACBDD), in an email. In addition, the association noted, local voters have historically relied on boards to plan and oversee services for people with disabilities, as demonstrated through generally strong support for county DD levies over the years.

Counties had previously addressed conflict-of-interest concerns in case management through the use of "firewall documents" -- written plans for ensuring they act in the clients' best interests. Those firewalls spelled out protections like requiring that a county's SSA staff be in a separate organizational unit, prohibiting SSA staff from serving in policy- or decision-making roles for any service provider, including a board, or ensuring SSA staff aren't in the same collective bargaining unit as service delivery staff, for example.

But two years ago, the federal Centers for Medicare and Medicaid Services (CMS) decided against allowing any entity to perform both case management and direct Medicaid waiver services, regardless of firewall protections. That put Ohio out of compliance, necessitating the corrective action plan. The most common types of services affected include adult day habilitation, non-medical transportation and employment services, according to OACBDD.

"I can understand why the feds have taken the position they have taken, in that if you are a service and support administrator who is helping a family make a choice of selecting a provider, and then you also are a provider of the service ... it becomes very easy, if you're the provider not selected, to view it as a conflict," Martin said.

Counties provide less than half of services now, and the mix of in-house versus private providers varies widely across the state. According to DODD figures from the first quarter of 2015, in populous urban counties, proportions ranged from about 70 percent private services in Hamilton County to 33 percent in Montgomery County. Some less-populous counties already had a completely private provider system, such as Ottawa or Preble, while others like Lawrence or Crawford had none at the time. The variability is a reflection of the unique needs and history of each community.

The conflict of interest rules are mainly an issue in day services, where county boards bill for about 42 percent of services. The majority of services as measured in spending billed under the state's care waivers are for home and personal care, where private organizations already provide the majority of services, according to DODD.

Martin said county boards are likely closer to the transition goals than they appear because of the lag in billing data, which DODD uses to track progress. "Our numbers are often a little behind what is actually happening out there," he said.

Martin expressed confidence boards will make the transition on schedule. Boards that don't meet benchmarks could lose their ability to do case planning for individuals, according to Ohio's corrective action plan. "I don't think that's going to happen, from the direction we see," said Martin. "We feel confident that people will make the numbers ... so we're really staying away from all the what-if stuff."

Martin emphasized that CMS also found conflict of interest problems in other states. "They didn't single out Ohio. There were a number of states with conflicts of interest, and CMS was getting complaints from consumers, individuals, families throughout the country."

The county boards' association said the firewall documents were "highly effective" at protecting consumers' choices, but they recognize the state's need to adapt to federal mandates and believe the multi-year corrective action plan provides a "reasonable timeframe" for counties to move out of direct waiver services.

"Only time will tell whether eight years will be enough time for the state to meet its obligations to the federal government," Gargan said. "County boards of DD are working closely with DODD to ensure necessary changes in state policy, funding systems, and oversight are implemented to aid in this process. It is also essential that the state offers training and technical assistance in key areas of need if goals and benchmarks are to be met."

The state has offered technical assistance grants to help boards build private provider capacity, but Martin said one of DODD's biggest roles in helping with the transition was to push CMS for a more generous timeframe.

"There's no other state in the United States that got an extension to 2024," he said. "That's a way we assisted, so this didn't have to happen overnight."

National Unemployment Rate Unchanged in July; 255,000 Jobs Added

The nation added 255,000 jobs in July, according to new figures released by the U.S. Bureau of Labor Statistics (BLS) on Friday, but the unemployment rate was unchanged as more people headed back into the labor force.

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

Athens County Board of Developmental Disabilities
August 2016 Board Report for Beacon School
Becky Martin, Director of Education/Principal

- I began my employment with the ACBDD on August 1st. I am happy to be a part of such a great team of people who really love what they do! Please feel free to stop by and see the new Principal's office if you have yet to do so.
- The Welcome Back to School staff meeting on August 15th included a special celebration and ribbon cutting ceremony for the new lounge. The staff was surprised and very appreciative. A special thanks to Kylee for the design, Passion Works for the art and Butch and Rex for all the hard work to make it happen in time for the start of school.
- CPR/First Aid training took place for all paraprofessionals on August 15th. The training was provided by Joann and Megan and included the use of the AED.
- Beth and Dave provided MUI and Behavior Support training on August 16th for all staff.
- Open House was held from 3-5 p.m. on Tuesday, August 16th. Cookies, cupcakes and punch were available to those in attendance.
- The first day for students was August 17th. Children came off the bus with smiles on their faces, happy to see the teachers and ready to learn. It was a great day!
- The "Live Healthy Kids at Beacon" program will be expanded to include all classrooms this year.
- We will continue the music therapy program with Stephanie Morris this year. Her first session will be August 26th.
- We are in the process of developing a PTA for Beacon School. Information will be forthcoming in the August Newsletter.
- Our current numbers for the 2016-17 school year are as follow:
    - Students – 45
    - Typical Peers – 4
    - Instructional Aides – 6
    - Athens City Paraprofessionals – 4
    - ESC Paraprofessionals - 11

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Early Intervention
801 West Union Street - Athens, Ohio 45701
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EARLY INTERVENTION Highlights for AUGUST 2016 Board Meeting

CASELOAD: TOTAL = 39; ADDITIONS = 2; EXITS = 3

REFERRALS for Eligibility Evaluations/Assessments = 11

Senior Developmental Specialist participated on Director of Education interview committee

Katy Linscott is the SLP hired for EI through Healthier Buckeyes Grant

Senior DS attended Child & Family Services of Athens County Collaborative

Senior DS met with Superintendent

Senior DS held HMG/EI orientation for Becky Martin, Dir of Ed/ Princ

Senior DS participated in consult with DODD EI consultant Tiffany Madden in regards to: EI Manual; EI Parent Handbook; Accreditation; Certification

Athens County Board of Developmental Disabilities Exhibit 5
Business Manager's Report

August 23, 2016

Notice to the Board and Stakeholders:

The following schedules detail financial performance of the Athens County Board of DD as of July 31, 2016. All schedules are reconciled with the Athens County Auditor's records as required by statute.

Revenue By Month 2016

401 General	Jan.	Feb.	Mar.	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
General Tax Beacon				3,658,906									3,658,906
Trailer Tax						60,244							60,244
Homestead & Rollback						298,006							298,006
Grants	134,369	388,304	156,351	404,835	51,445	123,173	265,863						1,524,339
Lunch Sales	397	737	802	970		655							3,561
Contract Services		29,485		2,493			11,544						43,522
Other Receipts													-
Martin Match Receipts		1,441	23	49		1,245	643						3,401
Supported Living Subsidy		164,616		166,139			163,471						494,226
DODD TCM Match Transfer				1,701		190	127						2,017
Refunds		100,702	282,019		11,506	236							394,463
Reimbursements	4,018	2,205	2,006	4,503	207	4,611	2,832						20,383
Gifts & Donations	38			1,670	353								2,061
Other Non-Rev (Misc Rec)	300	1,320	1,378	741,416	4,038	802	830						750,084
Transfers In													-
Fund Totals:	**139,123**	**688,810**	**442,578**	**4,982,682**	**67,549**	**489,163**	**445,310**	**0**	**0**	**0**	**0**	**0**	**7,255,214**
Revenue - Beac Cap Impr													
Fund Totals:	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total:	**139,123**	**688,810**	**442,578**	**4,982,682**	**67,549**	**489,163**	**445,310**	**0**	**0**	**0**	**0**	**0**	**7,255,214**

Athens County Board of Developmental Disabilities Exhibit 5
Business Manager's Report

Expenses By Month - 2016

401 General	Jan.	Feb.	Mar.	Apr.	May	June	July	August	Sept	Oct	Nov	Dec	Total
Salaries	255,165	255,045	258,099	263,547	286,533	431,063	282,873						2,032,324
Health Insurance	7,408	15,896	336,881	52,130	79,224	29,089	104,344						624,972
Medicare	3,388	3,448	3,489	3,570	6,072	3,739	3,817						27,523
Workers Compensation				47,338	34,453		0						81,791
PERS / STRS	35,696	36,430	36,762	36,531	54,982	42,618	39,747						282,767
Contract Services	126,694	65,317	66,701	118,030	70,932	48,355	71,968						567,998
Rentals	4,997	4,516	4,395	4,084	4,729	4,615	522						27,858
Non waiver Supported Living	23,029	23,258	17,643	38,122	21,255	38,309	33,548						195,163
Repairs / Maintenance	10,386	7,518	478	7,312	7,165	6,669	4,991						44,519
Supplies	11,353	26,756	14,407	13,631	16,666	12,246	9,113						104,172
Equipment		8,391	9,260	2,780	1,500	4,448	1,429						27,808
Other Expenses	3,642	13,033	455	747,665	3,392	982	34,633						803,802
Medicaid Match - TCM							0						
Family Support Services	351	874	1,906	3,455	4,148	6,255	6,453						23,442
Medicaid Waiver Match	634,220			634,220			608,293						1,876,733
Utilities	1,660	9,827	7,755	8,754	8,297	6,407	8,697						51,397
Fees-Settlement				83,673		12,292	0						95,965
Advertising-Printing	1,386	1,517	1,260	5,153	5,953	964	1,078						17,312
Travel / Reimbursement	993	869	905	3,154	3,663	4,414	2,878						16,876
Election Expense													
Transfer Out													
Fund Totals:	**1,120,369**	**472,697**	**760,396**	**2,073,148**	**608,964**	**652,465**	**1,214,384**	**0**	**0**	**0**	**0**	**0**	**6,902,422**
Capital Improvements			30,000	20,000	10,000		125,000					0	185,000
Grand Total:	**1,120,369**	**472,697**	**790,396**	**2,093,148**	**618,964**	**652,465**	**1,339,384**	**0**	**0**	**0**	**0**	**0**	**7,087,422**

Fund Number, Name	Balance
401 General Fund	$4,062,506.58
403 Supported Living Fund	$14,078.96
015 Beacon Bond Fund	$2,634.27
404 Capital Improvement Fund	$1,168,136.28
All Funds	**$5,247,356.09**

Athens County Board of Developmental Disabilities
Exhibit 5
Business Manager's Report

Revenue Levels Year-to-Date at 07/31/2016 (58% of the year)

Line	Account		Budget	Actual 2015 YTD	Actual 2016 YTD	Percentage Collected
	General					
1	0085.410100	S31 - General Tax Beacon	6,065,608	3,497,647	3,658,906	60%
2	0085.410400	S32A - Trailer Tax	81,288	56,335	60,244	74%
3	0085.412100	S31A - Homestead & Rollback	611,916	299,774	298,006	49%
4	0085.412500	S33 - Grants	2,733,173	1,475,716	1,524,339	56%
5	0085.413110	S37 - Lunch Sales	6,500	3,998	3,561	55%
6	0085.413120	S38 - Contract Services	5,000	11,393	43,522	870%
7	0085.417100	S39 - Other Receipts	20,000	34,310		0%
8	0085.417110	Martin Match Receipts	10,000	21,029	3,401	34%
9	0085.417120	Supported Living Subsidy	609,107	496,267	494,226	81%
10	0085.417130	DODD TCM Match Transfer	-	53,825	2,017	
11	0085.417140	S40 - Refunds	265,000	5,488	394,463	149%
12	0085.417150	S41 - Reimbursements	35,000	307,061	20,383	58%
13	0085.417500	S35 - Gifts & Donations	5,000	41,699	2,061	41%
14	0085.417800	S43 - Other Non-Revenue (Misc Rec)	10,000	40,517	750,084	7501%
15	0085.422100	S44 - Transfers In				0%
		Grand Totals:	**10,457,592**	**6,345,060**	**7,255,214**	

Athens County Board of Developmental Disabilities
Exhibit 5
Business Manager's Report

Expenditure Levels Year-to-Date at 07/31/2016 (58% of the year)

Line	Account	Budget	Actual 2015 YTD	Actual 2016 YTD	Percentage Spent
	General				
1	4356.510200 Salaries	3,418,779	1,969,967	2,032,324	59%
2	4356.520150 Health Insurance	1,087,559	613,556	624,972	57%
3	4356.522100 Medicare	49,572	25,583	27,523	56%
4	4356.524100 Workers Compensation	81,791	114,512	81,791	100%
5	4356.525100 PERS / STRS	468,129	272,778	282,767	60%
6	4356.530100 Contract Services	700,000	407,609	567,998	81%
7	4356.530101 Rentals	60,000	32,831	27,858	46%
8	4356.530102 Non-Waiver Supported Living	500,000	238,890	195,163	39%
9	4356.530200 Repairs / Maintenance	60,000	39,301	44,519	74%
10	4356.540100 Supplies	185,000	88,388	104,172	56%
11	4356.550100 Equipment	15,000	11,511	27,808	185%
12	4356.560100 Other Expenses	95,000	51,125	803,802	846%
13	4356.560101 Medicaid Match - TCM				
14	4356.560102 Family Support Services	50,000	14,355	23,442	47%
15	4356.560103 Medicaid Waiver Match	3,426,391	1,821,966	1,876,733	55%
16	4356.560107 Utilities	119,198	65,396	51,397	43%
17	4356.560110 Fees-Settlement	159,121	90,477	95,965	60%
18	4356.560200 Advertising-Printing	20,000	6,406	17,312	87%
19	4356.560300 Travel / Reimbursement	30,000	16,753	16,876	56%
20	4356.560500 Election Expenses		1,011		
21	4356.580100 Transfer Out				
	Fund Total:	**10,525,540**	**5,882,415**	**6,902,422**	

Athens County Board of Developmental Disabilities Exhibit 5
Business Manager's Report

2016	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Beg. Fund Balance	3,709,716	1,228,470	1,444,582	1,126,765	4,036,299	3,494,884	3,331,582	2,562,508	2,562,508	2,562,508	2,562,508	2,562,508
Revenues	139,123	688,810	442,578	4,982,682	67,549	489,163	445,310					
Expenditures	(1,120,369)	(472,697)	(760,396)	(2,073,148)	(608,964)	(652,465)	(1,214,384)					
Ending Fund Balance	**2,728,470**	**1,444,582**	**1,126,765**	**4,036,299**	**3,494,884**	**3,331,582**	**2,562,508**	**2,562,508**	**2,562,508**	**2,562,508**	**2,562,508**	**2,562,508**
Funds Transferred to Rsrve Fd	1,500,000											
Adjusted Ending Balance	**1,228,470**	**1,444,582**	**1,126,765**	**4,036,299**	**3,494,884**	**3,331,582**	**2,562,508**	**2,562,508**	**2,562,508**	**2,562,508**	**2,562,508**	**2,562,508**
Min Fund Bal. (@ 25%)	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385
Min Fund Bal. (@ 12%)	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693
Variance from Min Fd Bal	**(87,223)**	**128,890**	**(188,928)**	**2,720,606**	**2,179,191**	**2,015,890**	**1,246,815**	**1,246,815**	**1,246,815**	**1,246,815**	**1,246,815**	**1,246,815**
Carryover Percentage	**11.67%**	**13.72%**	**10.71%**	**38.35%**	**33.20%**	**31.65%**	**24.35%**					

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

Vendor	Description	Date	Amount
4356.520150 Health Insurance			
American United Life Insurance Company	August, 2016 -Life Insurance Premiums	08/01/2016	$1,542.25
Delta Dental of Ohio, Inc.	September, 2016 - dental insurance premium	08/15/2016	$3,790.01
Delta Dental of Ohio, Inc.	August, 2016 - dental insurance premium	07/20/2016	$3,866.28
Medical Mutual of Ohio	September, 2016 - Vision Insurance Premium	08/08/2016	$1,064.54
Patrick Benefits Administrators	September, 2016 - HRA Participants	08/10/2016	$357.50
Patrick Benefits Administrators	HRA deductibles	08/15/2016	$2,149.09
Patrick Benefits Administrators	HRA deductibles	08/01/2016	$13,193.39
U. S. Bank Institutional Custody Services	August, 2016 -Health Insurance Premiums	08/01/2016	$65,842.04
	Health Insurance Total: 91,805.10		
4356.522100 Medicare			
Athens County Auditor	July, 2016 - Medicare Contributions	07/27/2016	$3,816.89
	Medicare Total: 3,816.89		
4356.525100 PERS / STRS			
Athens County Auditor	July, 2016 - STRS & OPERS	07/28/2016	$38,939.70
	PERS / STRS Total: 38,939.70		
4356.530100 Contract Services			
Atco, Inc.	June, 2016 - Production Aide - Balch - 140 hours @ $10.46/hr and Payroll C	08/10/2016	$2,473.04
Atco, Inc.	06/2016 - Litch	08/10/2016	$18.09
Atco, Inc.	07/2016 - Consumer wages - 814 hrs for Summer Youth; 2 hrs of transition; a	08/10/2016	$7,350.75
Atco, Inc.	July, 2016 - Job Trainers - Follow along 113.75 hrs $1,763.13; ACBDD Fund	08/10/2016	$14,438.28
Atco, Inc.	July, 2016 - Atco Front office support - 78 hrs @ $11/hr	08/15/2016	$858.00
Atco, Inc.	July, 2016 - Consumer Scanning - 104.50 hrs @ $11/hr	08/15/2016	$1,149.50
Atco, Inc.	Atco audit	08/01/2016	$704.00
Athens County Community Singers	2016-2017 Beacon Singers $850 and 2015-2016 Program year for Athens C	08/11/2016	$2,350.00
Balch, Freda	July 12-28, 2016 - 13 days of transportating Atco consumer	08/02/2016	$72.80
BCI	July, 2016 - BCI & FBI webchecks	08/03/2016	$644.00
Blaugrund Kessler Myers & Postalakis	Professional Services from 7/6/16 to 7/28/16	08/05/2016	$600.00
Cross Management	July, 2016 - Human Resource Contract	08/05/2016	$1,442.08
Holzer Clinic, LLC	Employee Physical - $72	08/01/2016	$72.00
Holzer Clinic, LLC	DOT physical	08/01/2016	$18.00
Medicaid Billing Solutions, Inc.	Medicaid billing for waiver services 2/17/16 to 5/13/16 JUL16A	07/19/2016	$1,201.31
Nagy PT, Adrienne	July, 2016 - PT Services - 38.75 hrs @ $50/hr - El 27.25 hrs $1362.50; Atco	08/10/2016	$1,937.50
Southern Ohio Council of Governments	June, 2016 - Provider Compliance Review	07/19/2016	$650.00
The Healthy Edge, LLC	8/8/16 - Drug Screens	08/09/2016	$76.00
The Healthy Edge, LLC	7/18/16 - Drug Screen	07/20/2016	$38.00
Time Warner	August, 2016 - Internet	08/10/2016	$3,348.00
	Contract Services Total: 39,441.35		
4356.530101 Rentals			
Atco, Inc.	August, 2016 -Passion Works Rent	08/08/2016	$4,084.10
B & C Communications	August, 2016	08/01/2016	$100.00
Pitney Bowes	ADM postage meter rental from 7/30/16 to 8/29/16	08/08/2016	$211.00
Pitney Bowes	SSA postage meter rental from 4/30/16 to 7/29/2016	08/01/2016	$204.00

Pitney Bowes	ADM postage meter rental from 6/30/16 to 07/29/16	07/19/2016	$211.00
	Rentals Total: 4,810.10		
4356.530102 Non-Waiver Supported Living			
Athens Metropolitan Housing	Two years advanced rent for Transitional Housing Space	08/15/2016	$7,152.00
Athens Metropolitan Housing	July, 2016 rent	07/18/2016	$117.00
Athens Metropolitan Housing	July,2016 -rent	07/18/2016	$302.00
Athens Metropolitan Housing	July, 2016 - rent	07/18/2016	$309.00
Fang Services, LLC	August, 2016 - Monthly Rental	08/15/2016	$540.00
R.H.D.D., Inc.	June, 2016 - $975.71 and $490.20	07/18/2016	$1,465.91
Ripple, Thomas E.	July 10 & 31, 2016 - two one hour massage therapy treatments	08/04/2016	$120.00
Sech-Kar Company	July, 2016	08/15/2016	$382.36
Sech-Kar Company	June, 2016	07/18/2016	$643.72
Treasurer of State, %OH Dept of MR/DD	GDC direct bill - July, 2016	08/09/2016	$7,868.11
	Non-Waiver Supported Living Total: 18,900.10		
4356.530200 Repairs / Maintenance			
NOE Office Equipment	School copier from 7/4/16 to 8/3/16	08/05/2016	$31.12
Ohio Pest Control	07/27/2016 - Atco	08/02/2016	$43.00
Ohio Pest Control	07/27/2016 - Beacon	08/01/2016	$49.00
Poynter's Business Products	Quarterly Maintenance for 7/17/16 to 10/17/16 for Beacon and Atco copiers	07/19/2016	$842.40
Poynter's Business Products	Yearly Maintenance for 8/2/16 to 8/2/17 - Passion Works	08/09/2016	$622.05
William Jenne Concrete	remove and place pad in front entrance at Beacon with 6 bag mix, rebar dow	08/03/2016	$2,665.47
	Repairs / Maintenance Total: 4,253.04		
4356.540100 Supplies			
American National Red Cross	Adult First Aid/CPR for Anaphylaxis and Epinephrine auto-Injector challenge	08/01/2016	$19.00
Atco, Inc.	Bowling Assistant	08/01/2016	$368.00
Atco, Inc.	Reimbursement for postage for PP of $344.18; VRP3 postage of $54.56; and	08/01/2016	$486.77
Athens Paint and Decorating Inc.	return on paint	08/01/2016	-$70.56
Athens Paint and Decorating Inc.	paint - Beacon	08/01/2016	$115.20
Athens Paint and Decorating Inc.	return on paint - Beacon	08/01/2016	-$44.89
Athens Paint and Decorating Inc.	credit paint - Beacon	08/01/2016	-$27.85
Athens Paint and Decorating Inc.	paint - Beacon	08/01/2016	$27.85
C & E Stores	building supplies - Bus Garage	08/01/2016	$8.58
C & E Stores	building supplies - Bus Garage	08/01/2016	$10.78
C & E Stores	building supplies - Atco	08/01/2016	$10.38
C & E Stores	building supplies - Beacon	08/01/2016	$7.49
Carr Supply Athens	building supplies - Beacon	08/02/2016	$41.29
Carr Supply Athens	building supplies - Beacon	08/10/2016	$41.29
Carr Supply Athens	building supplies - Personnel Plus	08/05/2016	$43.71
Classic Solutions	building supplies - Atco	08/01/2016	$276.82
Classic Solutions	building supplies - Beacon	08/03/2016	$521.03
Classic Solutions	building supplies - Atco	08/03/2016	$114.47
Classic Solutions	building supplies - Atco	08/15/2016	$84.21
Classic Solutions	building supplies - Atco	08/15/2016	$32.94
DASH Medical Gloves, Inc.	5 cases of DASH Powder Free Vinyl Gloves - Atco	08/15/2016	$184.50
Discount School Supply	contact covers - Beacon	08/05/2016	$179.94
Economy Supply	building supplies - Beacon	08/01/2016	$85.99
Economy Supply	building supplies - Beacon	08/01/2016	$23.99

Economy Supply	building supplies - Beacon	08/01/2016	$4.76
Kroger - Columbus Customer Charges	refreshments for interview team	08/01/2016	$29.71
Lakeshore Learning Materials	and headphones, classroom magnetic letters kit, double sided magnets, time	08/10/2016	$818.36
Lehman, Dennis	reimbursement for sending something overnight priority mail	07/18/2016	$22.95
Lowe's Home Centers, Inc. (Athens)	building supplies - Beacon	08/01/2016	$100.30
Lowe's Home Centers, Inc. (Athens)	buiding supplies - Beacon	08/09/2016	$13.05
Lowe's Home Centers, Inc. (Athens)	buiding supplies - Bus Garage	08/09/2016	$8.52
Modern Data Products	school supplies	08/15/2016	$1,537.76
Oriental Trading Company	pocket charts and primary side laoding dry erase - Primary II classroom start	08/10/2016	$56.47
Passion Works Studio	1/2 payment for art work for lounge at Beacon	08/15/2016	$200.00
Passion Works Studio	final payment on custom art work for Beacon lounge	08/15/2016	$200.00
Poynter's Business Products	shipping charges on toner - SSA	08/01/2016	$13.50
Randy V. Moore Petroleum Distribution LL	250 gals of unleaded delivered on 7/19/2016 @ $1.915/gal	08/01/2016	$478.75
Randy V. Moore Petroleum Distribution LL	300 gals of diesel delivered on 7/19/2016 @ $1.96/gal	08/01/2016	$588.00
Randy V. Moore Petroleum Distribution LL	174 gals of unleaded delivered on 7/12/16 @ $1.915/gal	08/01/2016	$333.21
Randy V. Moore Petroleum Distribution LL	103 gals of unleaded delivered on 7/12/16 @ $2.03/gal	08/01/2016	$209.09
Randy V. Moore Petroleum Distribution LL	196 gals of unleaded delivered on 7/26/16 @ $1.815/gal	08/02/2016	$355.74
Randy V. Moore Petroleum Distribution LL	137 gals of diesel delivered on 7/2616 @ $1.84/gal	08/02/2016	$252.08
Randy V. Moore Petroleum Distribution LL	155 gals of diesel delivered on 8/2/16 @ $1.84/gal	08/05/2016	$285.20
Randy V. Moore Petroleum Distribution LL	332 gals of unleaded delivered on 8/2/16 @ $1.81/gal	08/05/2016	$602.58
Red Cross Store	products	07/20/2016	$1,041.34
Red Cross Store	American Red Cross SOF Tactical Tourniquet	07/20/2016	$76.32
Slater Builders Supply	building supplies - Beacon	08/09/2016	$1.70
Staples	jump drive	07/18/2016	$14.00
State Electric Supply	building supplies - Bus Garage	08/10/2016	$7.80
State Electric Supply	building supplies - Beacon	08/02/2016	$25.71
State Electric Supply	building supplies - Personnel Plus	08/01/2016	$1.40
Supply Post Business Products	office supplies - SSA	08/10/2016	$148.84
Supply Post Business Products	office supplies - SSA	08/01/2016	$173.89
Supply Post Business Products	office supplies - SSA	08/01/2016	$316.31
Supply Post Business Products	office supplies - SSA & Transportation	08/10/2016	$1,670.24
Supply Post Business Products	credit on broken items	08/10/2016	-$50.00
Supply Post Business Products	bulletin board - SSA	08/10/2016	$39.80
Supply Post Business Products	30 cases of paper - ADM	08/01/2016	$899.70
Sweet Arts Bakery	breakfast for staff and snacks for open house on August 16, 2016	08/04/2016	$131.75
Synchrony Bank (Amazon)	wall name plate holders	08/01/2016	$173.31
Synchrony Bank (Amazon)	3 Quickclot sponges - original order was canceled by Amazon. This is a reor	08/01/2016	$5.78
Synchrony Bank (Amazon)	offex home office mobile rolling whiteboard room divider	08/01/2016	$299.05
Synchrony Bank (Amazon)	best rite 72 x 48 inch standard modular divider panels	08/01/2016	$501.56
Synchrony Bank (Amazon)	Naso polyester chairmates and bestrite srtandard modular panels	08/01/2016	$312.16
Synchrony Bank (Amazon)	Childrens Factory 1188 Edutray - Beacon	08/15/2016	$89.99
Synchrony Bank (Amazon)	Chair cube in blue - Beacon	08/15/2016	$53.00
Synchrony Bank (Amazon)	TV and mount for teacher's lounge at Beacon	08/09/2016	$403.96
Synchrony Bank (Amazon)	classroom pencils and marker baskets, sterilite latch boxes - School/Jenkins	08/05/2016	$85.99
Synchrony Bank (Amazon)	ESK 3 pack certified nylon braided 8 pin lightning; Brother printer drum unit a	08/01/2016	$138.79
Taylor Motors	3 oil filters	08/15/2016	$23.46
Uni-Select USA, Inc.	vehicle parts	08/01/2016	$38.92

WalMart (Athens Store)	items for teacher's lounge	08/10/2016	$92.48
Washington Auto Parts, Inc.	vehicle parts	08/01/2016	$73.98
	Supplies Total: 15,442.19		
4356.550100 Equipment			
Capital Choice Office Furniture, LLC	12 Sled base guest chairs with arms - Beacon	08/09/2016	$1,448.88
Capital Choice Office Furniture, LLC	Devon work surface, support beam, new devons, and three round tables - AL	08/09/2016	$1,019.89
Global Equipment	four anti-microbial reception chairs - Beacon	07/18/2016	$361.94
Global Equipment	two anti-microbial reception chairs - Beacon	07/18/2016	$180.97
Sofa and Mattress Outlet	furniture for teacher's lounge and delivery fees	07/19/2016	$885.99
Supply Post Business Products	4 chairs for SSA dept	08/01/2016	$1,128.52
Synchrony Bank (Amazon)	newest HP probook 650 15.6 business laptop - Bus Garage	08/01/2016	$499.00
Synchrony Bank (Amazon)	newest HP probook 650 15.6" business laptop - Bus Garage	08/01/2016	$499.00
Synchrony Bank (Amazon)	2 cable matters mini display ports and five Saumsun 850EVO - 250 GB - 2.5	08/01/2016	$476.85
	Equipment Total: 6,501.04		
4356.560100 Other Expenses			
Kroger - Columbus Customer Charges	food supplies	08/01/2016	$10.78
Robertson, Ruth A.	reimbursement for purchase of buns for ACBDD client picnic on 8/12/16	08/15/2016	$50.26
	Other Expenses Total: 61.04		
4356.560102 Family Support Services			
Beyond Play	mini double discovery table - family support services	08/02/2016	$126.44
Beyond Play	vibra-derm massanger, wilbarger therapy bursh, and ps and qs - family suppo	08/02/2016	$54.80
Blatt, Rachael	reimbursement for theraputic riding lessons - family support services	08/01/2016	$200.00
City of Athens	bus pass - family support services	08/11/2016	$70.00
City of Athens	bus pass - family support services	08/09/2016	$12.00
Drs. LaGraff & Biddinger, OD	glasses - family support services	08/03/2016	$224.10
DuBoe, Margaret Ann	security deposit - family support services	08/01/2016	$500.00
Duncan, Melissa	reimbursement for school clothes and communication items - family support s	08/01/2016	$55.44
Fun & Function, LLC	sensgard - family support services	07/19/2016	$25.94
Nationwide Children's Hospital (Columbus	void check #5098861 due to being lost in mail (Children's Hospital indicated t	07/22/2016	-$144.05
Nationwide Children's Hospital (Columbus	unbreakable glass frames - family support services (reissued - original check	08/01/2016	$144.05
Natural Freedom, LLC	natural connection - therapy - family support services	08/09/2016	$80.00
Natural Freedom, LLC	natural connection therapy - family support services	08/09/2016	$80.00
R.H.D.D., Inc.	June, 2015 to February 5, 2016 - respite	08/04/2016	$500.00
Shady Grace Enterprises, Inc.	help with first months rent and deposit - REMINDER OF FUNDS - family sup	08/01/2016	$105.45
Synchrony Bank (Amazon)	weighted smiling starfish pillows -family support services	07/19/2016	$46.34
Synchrony Bank (Amazon)	creature comforts weighted sensory blanket - family support services	07/19/2016	$161.44
Synchrony Bank (Amazon)	3 sided toothbrush - family support services	07/19/2016	$23.46
Synchrony Bank (Amazon)	little dundi my early steps baby walker - family support services	07/19/2016	$29.99
Synchrony Bank (Amazon)	5 goodnites bedtime pants for boys - family support services	07/19/2016	$150.40
Synchrony Bank (Amazon)	Baby sign language basics and language builder - family support services	07/19/2016	$126.43
Synchrony Bank (Amazon)	baby einstein - family support services	07/19/2016	$23.95
Synchrony Bank (Amazon)	weighted sensory lap pad - family support services	07/19/2016	$39.98
Synchrony Bank (Amazon)	otterbox defender and apple IPad - family support services	08/15/2016	$173.95
Synchrony Bank (Amazon)	time timers - family support services	08/05/2016	$48.53
Synchrony Bank (Amazon)	difference owed - previously paid for little tikes rocker climber and slide and tl	08/11/2016	$32.68
Synchrony Bank (Amazon)	Kindle paperwhite case, all new kindle e-reader, charger and power adapter,	08/01/2016	$240.45
Synchrony Bank (Amazon)	difference on stroller ordered - family support services	08/01/2016	$23.95

Synchrony Bank (Amazon)	combat source kill max roach killing gel and bait - family support services	08/01/2016	$81.90
WalMart (Athens Store)	school clothes and rewards - family support services	08/04/2016	$175.43
WalMart (Athens Store)	4 wipes - family support services	08/11/2016	$23.88
WalMart (Athens Store)	purchase of school clothes - family support services	08/01/2016	$117.83
WalMart (Athens Store)	purchase of school clothes - family support services	08/01/2016	$89.51
WalMart (Athens Store)	purchase of clothes for new job	08/01/2016	$168.56
WalMart (Athens Store)	purchase of sensory items and clothing - family support services	07/20/2016	$375.09
Windy Hills Farm Therapeutic Riding Cent	6 therapeutic riding lessons from June 7 to July 19, 2016 - family support ser	08/01/2016	$210.00
	Family Support Services Total: 4,397.92		
4356.560107 Utilities			
American Electric Power	Beacon electric 6/28/16 to 7/2/16	08/10/2016	$1,173.24
American Electric Power	Bus Garage electric from 6/13/16 to 7/15/16	08/01/2016	$206.76
American Electric Power	Passion Works - 20 E. State electric from 6/21/16 to 7/22/16	08/01/2016	$89.00
American Electric Power	Passion Works - 22 E. State electric from 6/21/16 to 7/22/16	08/01/2016	$112.32
American Electric Power	Atco light from 6/21/16 to 7/21/16	08/01/2016	$9.96
American Electric Power	Atco electric 6/22/2016 to 7/21/2016	08/01/2016	$701.63
American Electric Power	Personnel Plus electric from 6/13/16 to 7/14/16	07/19/2016	$187.43
AT & T Mobility	cell phone for Butch from 6/23/16 to 7/22/16	08/02/2016	$53.36
City of Athens	Beacon water from 6/7/16 to 7/6/16 - 21,000 gals	07/18/2016	$230.53
City of Athens	Atco water from 6/22/2016 to 7/19/2016 - 35,000 gals	08/01/2016	$334.47
City of Athens	Passion Works water from 6/17/16 to 7/12/16	08/02/2016	$68.69
Columbia Gas	Atco gas from 6/14/16 to 7/14/16	07/19/2016	$91.67
Columbia Gas	Passion Works- 20 E. State gas from 6/14/16 to 7/14/16	07/19/2016	$53.48
Columbia Gas	Beacon gas from 5/11/16 to 6/9/16	07/19/2016	$281.60
Direct Energy Business, LLC	8 Harper Street electric 6/10/16 to 7/12/16	07/19/2016	$2.22
Direct Energy Business, LLC	8 Harper Street electic from 6/13/16 to 7/14/16	08/01/2016	$148.73
Direct Energy Business, LLC	Bus Garage electric from 6/13/16 to 7/15/16	08/01/2016	$246.25
Direct Energy Business, LLC	Passion Works - 20 E. State electric from 6/21/16 to 7/22/16	08/02/2016	$350.69
Direct Energy Business, LLC	Passion Works - 22 E. State electric from 6/21/16 to 7/22/16	08/02/2016	$152.11
Direct Energy Business, LLC	Beacon electric from 6/28/16 to 7/28/16	08/10/2016	$1,561.08
Direct Energy Business, LLC	Atco electric from 6/22/16 to 7/21/16	08/02/2016	$889.46
Frontier	August, 2016 - Personnel Plus	08/08/2016	$151.28
Frontier	August, 2016 - Beacon	08/08/2016	$207.93
Frontier	August, 2016 - Atco	08/08/2016	$283.93
Frontier	August, 2016 - Passion Works	08/08/2016	$85.76
Interstate Gas Co (IGS)	June, 2016 - Beacon	08/01/2016	$306.64
Le-Ax Water Dept.	Bus Garage water from 6/17/16 to 7/13/16 - 3000 gal	08/02/2016	$36.20
Waste Management	August, 2016 - Beacon	08/02/2016	$185.04
Waste Management	August, 2016 - Bus Garage	08/02/2016	$122.61
Waste Management	August, 2016 - Atco	08/02/2016	$371.81
	Utilities Total: 8,695.88		
4356.560200 Advertising-Printing			
APG Media of Ohio	Advertising in Messenger for Director of Education Services July 1 to July 10,	08/10/2016	$123.78
APG Media of Ohio	Advertising in Athens News on July 4, 7 & 11, 2016 for Director of Education	08/10/2016	$447.00
MD Computer Services, Inc.	2500 ACBDD Service & Support envelopes	08/02/2016	$337.39
	Advertising-Printing Total: 908.17		
4356.560300 Travel / Reimbursement			

Bogatay, Lindsey	Travel 07/08/2016 to 07/27/2016	08/04/2016	$387.83
Carlson, Kathleen	Travel 07/07/16 to 07/28/16	08/03/2016	$158.87
Casey, Margaret	Travel 04/29/16	08/03/2016	$100.44
DeOliveira, Junia C. M.	Travel 06/22/16 to 08/11/16	08/15/2016	$263.09
First National Bank Omaha	Webinar for Joanne Heinzman and Megan Stack	08/10/2016	$50.00
Harrison, Audra	Travel 06/02/16 to 07/28/16	08/03/2016	$304.56
Janes-Tinkham, Carol	Travel 5/3/16 to 7/20/16	08/01/2016	$111.63
McNelly, David R.	Travel 7/1/16 to 7/27/16	08/10/2016	$177.88
Mitchell, Jodi	Travel 06/01/16 to 6/30/16	08/08/2016	$162.89
Mitchell, Jodi	Travel 7/8/16 to 7/29/16	08/08/2016	$122.76
Ohio Association of Child Caring Agencies	2016 TLC Training Series - Trauma Informed School - registration fees for C	08/15/2016	$400.00
OSCBDD	Registration fees for Business Manager conference on July 14&15, 2016	08/01/2016	$150.00
Sincoff, David	Travel 05/02/2016 to 07/28/2016	08/02/2016	$182.45
Smathers, Mary Ann	Travel 07/05/16 to 7/22/16	08/01/2016	$150.13
	Travel / Reimbursement Total: 2,722.53		

General Total: 240,695.05

7809.550100 Capital Improvements

Secure Title Services, Ltd	Settlement Fees - Purchase of 8155 State Route 56, Athens, OH 45701	08/11/2016	$590.64
	Capital Improvements Total: 590.64		

Capital Improvement Total: 590.64

$241,285.69

Exhibit 7

Athens County Board of Developmental Disabilities

Board Submission by Dennis Lehman
Area of Supervision: Service and Support Administration
August 23, 2016

Intro of highlights:

- Ohio SIBS (Special Initiatives by Brothers & Sisters) is a non-profit organization and is interested in education, support, and advocacy issues relating to those who have adult siblings with disabilities. Every year they host the Ohio Adult Sibling Conference in Columbus. This year the conference will be at the Embassy Suites in Dublin, on November 11 & 12, Friday and Saturday. The conference addresses the needs and concerns of adult siblings who have brothers and sisters with a disability. Siblings with and without disabilities and other interested people are welcome to join for an opportunity to meet and partner with other siblings, become better informed decision makers, and gain the tools to enable them to prepare and secure the future health and well-being of individuals with a disability and their family. I have directed the SSAs to share this information with any individuals on their caseloads whose adult siblings are involved in their lives and service planning.

- I have reported last couple of months on the Project CIRCLE, which stands for the "Capacity and Integration Regional Collaborative Leadership Endeavor". This is a training program designed to help professionals define what "integration" means for DD services, build provider capacity, and create community connections for people with developmental disabilities. The training utilizes both webinar sessions and in person training. July I reported that the first webinar featured two agencies who presented a summary of the services they provide and how they attempt to integrate people with developmental disabilities into the community. Expanding Your Horizons was one of these agencies and is an agency that people in Athens County use a lot to access recreational events across the region and the state. This webinar was recorded and is now available for public viewing online. The webinar was the first in a series of electronic and in-person trainings organized through Project CIRCLE. To view this webinar go to www.oacbdd.org/projectcircle. An in person training was held August 17, featuring speakers from OACB, the Asset-Based Community Development Institute, and the Starfire Council, who lead a discussion based on their real world experience of how to hire, develop, engage with staff who can support people with disabilities as they create meaningful and lasting connection in their communities. This session was aimed at county board and leadership staff who are looking to improve their community connections activities. An invite was shared with each of our agency providers.

- The Ohio Department of Medicaid (ODM) has begun using a new Medicaid eligibility system effective August 1, called Ohio Benefits, for people receiving long-term services and supports. This means that people enrolled in HCBS waivers or residing in ICF/IID, including Developmental Centers, will have eligibility records in Ohio Benefits, rather than the previous system.
    - What this means for county boards is a change in applying for waivers through the local CJFS office. We will not need to use the same form we have been using for years and submitting to JFS. We now will use one of two forms but not both and submit it to DODD to process the enrollment in Ohio Benefits. The old Ohio Department of Medicaid form will no longer be accepted for waiver enrollment.

- People, who are currently over the special income limit for long-term services and supports of $2199/month, will need to have a qualified income trust (QIT) set up prior to Medicaid approval. For those who are already enrolled on a waiver, a QIT will need to be set up prior to their 2017 Medicaid redetermination.

- People, who are in a Potential Loss of Medicaid (PLOM) status greater than 90 days from 7/31/2016, will not have eligibility records moved from the old system to Ohio Benefits. They will be disenrolled from the waiver and will need to re-apply for Medicaid, and boards will need to initiate a new enrollment process. Medicaid eligibility is the responsibility of the individual, guardian, and/or the authorized representative with JFS. Notices of PLOM status is sent to waiver recipients from CDJFS. It is also the responsibility of the waiver provider to ask for a valid Medicaid card monthly, before providing services. Providers cannot be paid when the individual is not enrolled in Medicaid.

- Any initial applications for waiver enrollment that are still pending due to Medicaid eligibility not yet being established will be cancelled. Individuals will need to re-apply for Medicaid, and boards will need to initiate a new waiver enrollment process. This will include the need to request a new waiver allocation and submit a new Level of Care (LOC) Assessment. Enrollments dates cannot precede the new LOC receipt date.

- Effective 8/1/16, DODD will no longer have the ability to suspend a waiver for short-term admissions to ICF/IIDs or nursing facilities. When a person enrolled in a HCBS waiver requires a short-term stay, which is defined as 90 days or less, facilities will bill for services using the appropriate revenue code. An individual may only remain enrolled in the waiver and receive services billed through the short-term stay revenue code for up to 90 days per calendar year. NO EXTENSIONS may be granted. After 90 days, the person must both be disenrolled from the waiver and admitted to the facility or be discharged from the facility to resume waiver services. Failure to disenroll from the waiver will result in a loss of payment to the facility beginning on day 91.

- In July I included a short paragraph introducing a new website that DODD implemented called Loop Ohio. It is a web-based community of practice focusing on promoting best practices in community development and inclusion for people with disabilities. Loop Ohio encourages anyone working in or interested in community inclusion to interact through live virtual conversations, shared resources, leading and participating in webinars, connecting with subject matter experts and more. Loop Ohio provides a platform for community members and professionals to share ideas and resources, solve problems, break down barriers, connect across distance, and engage in ongoing learning. This online community is dedicated to facilitating statewide and local, cross system collaboration and learning, with a focus on promoting best practices in community development and inclusion for people with disabilities.
  Visit www.loopohio.org<redir.aspx?REF=X_4E8ITHdWkztbwGfJesNuKMNxNPfrCtz02q0JXWT-1Fwd0HNrbTCAFodHRwczovL21haWwuY29zaG9jdG9uY291bnR5Lm5ldC9vd2EvcmVkaXIuYXNweD9SRUY9ZndyaWVCSFBpZzdHeFpYOGNaU2pEMVo4Y0JBeGd4d2NCTVZfeHFCb1RnekN6QVc3TExiVENBRm9kSFJ3Y3pvdkwyeHZiM0J2YUdsdkxtOXlaeTgu> to find out more about this exciting opportunity!

- I reported last month that Opportunities for Ohioans with Disabilities (OOD) and DODD working together to develop joint guidance on Workforce Innovation and Opportunity Act (WIOA) section affecting sheltered employment: OOD and DODD will release policy guidance on Section 511 of the

WIOA, which is intended to ensure that people with disabilities at or below the age of 24 have the chance to pursue employment in integrated settings. Section 511 went into effect July 22, and final regulations interpreting the rule will be released later this year. This act requires and authorizes certain activities: pre-employment transition services must be provided to students with disabilities, authorized activities may be provided if reserved funds remain after all eligible students with disabilities have received the required services. Provide to any student with a disability that needs them regardless of whether they have applied for or been determined eligible for Vocational Rehabilitation (VR) services. Permits VR to provide transition services to groups of students and youth with disabilities.

- The required pre-employment transition services include:
  - Job exploration counseling;
  - Work-based learning experiences, which may include in-school or after school opportunities, or experience outside of the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible;
  - Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher learning; and
  - Instruction in self-advocacy, which may include peer mentoring.

- The Arc of Ohio has developed the Family Choice Program; families need a way to more quickly recruit and support their sons and daughters with complex physical needs or those not being served. Currently there is no statewide model for family choice among the Level 1 and IO waivers. This program will fill the gap until their Independent Provider's certification is completed. The certification can take up to several months. The Family Choice Program will allow people with disabilities and/or their representatives to select their own support service workers. The provider hired through the Family Choice Program will be an employee of The Arc of Ohio for payroll, tax and worker's compensation purposes but will be under the direct control/supervision of the people with disabilities and/or their representative as managing employer. The individual or a responsible family member must assume the role of managing employer.

- The SSA department worked closely with PersonnelPlus to reach the goal of 60 referrals VRP3/Contract Services with Opportunities for Ohioans with Disabilities (OOD). As mentioned in previous months the VRP3 contract with OOD, Washington and Athens Counties have fallen short of the goal and were in jeopardy of not having the contract renewed this summer. Even though we fell short by just a few referrals by June 30, Doug Mitchell has informed us that the contract will be renewed this year.

Issues to be shared:

- We are working through a difficult set of circumstances that may result in contracting with the SOCOG to provide SSA service for one individual. The chosen representative is not satisfied with the current state of service delivery and collaboration among local providers including SSA service and has been very time consuming to complete the SSA functions for this individual. The definition of a chosen representative is: a substitute decision-maker chosen by an individual. The authorization is in writing. A chosen representative cannot have any financial interest in the decision relating to the service or program and they cannot admit the person they represent into a Developmental Center.

Exhibit 7

- Tristin Lawrence is developing an SSA Newsletter that will be posted on the ACBDD website, Facebook, etc.

- Joanne Heinzman coordinated a training opportunity: a DODD Nursing Update: Serving People with Developmental Disabilities presented by Janet Winterstein, RN, DODD Med Administration Coordinator. This training was for our SSA department and Meigs County SSA Dept. as well as our agency and independent providers; 33 plus people registered to attend the training. The training occurred on August 19, at the Athens Public Library.

Exhibit 8

Employment Options Division Board Report For July 2016

PersonnelPlus Employment Services

PersonnelPlus Staff Receives Certified Employment Support Professional Certifications

In July, Transition Coordinator, Jordan Pepper, and Integrated Outcomes Coordinator, Julie Jones, successfully passed all requirements to become Certified Employment Support Professionals (CESP). As far as we know, they are the only two in Athens County.

Transition Coordinator Jordan Pepper

Integrated Outcomes Coordinator Julie Jones

This nationally recognized credential, recognizes professionals who have demonstrated a sufficient level of knowledge and skill to provide integrated employment support services to a variety of client populations. The credential is to help employers, employees and potential employees by increasing the visibility and access to competent individuals in the profession.

The CESPs demonstrate knowledge of facilitation and advocacy skills necessary to help establish and expand equitable employment opportunities for individuals with disabilities. CESPs also raise awareness of benefits in the business community as well as promote social change for greater independence and more productive lifestyles for individuals with disabilities.

The Employment Support Professional Certification Council (ESPCC) was established in 2011 by the Association of People Supporting Employment (APSE) Board of Directors to establish and implement policies and procedures for the CESP certification. The ESPCC used a nationally recognized process to define the roles and responsibilities of the CESP. The ESPCC only awards a credential after the individual passes an exam to demonstrate their competence.

PersonnelPlus intends to add at least two more CESPs in the next year.

Congratulations Jordan and Julie!

Exhibit 8

EMPLOYMENT OPTIONS DIVISION
PERSONNELPLUS BOARD REPORT
JULY 2016
Page 2

Jobs Placed by PersonnelPlus in 2016

1. Shawna Stump State Farm Insurance
2. Larry's Dawg House
3. Atco/Passion Works
4. Kroger of Athens
5. Little Caesar's Pizza
6. Brenen's Coffee and Café
7. Monticello Apartments

Job Development

Job Developer
Jona Moberg

Currently PersonnelPlus is working with 14 job seekers. Staff meet weekly with the job seekers to review goals and plans, visit area businesses who are hiring, submit resumes, work on interviewing skills and many other related tasks related to searching for employment.

Not only does PersonnelPlus work with the job seekers, but forming relationships with local businesses and community members is a vital part of Job Development. There are nearly 70 businesses that partner with PersonnelPlus. These businesses include those who have hired and/or provide internship sites and Summer Youth Work Program sites.

Job Developer, Jona Moberg, is the direct link to our business partners. Jona meets with businesses and job seekers regularly while making contact with new or prospective businesses. One business new to the area is Francine C. Child's Early Learning Center. Only open since April, Jona was able to get a job tryout for a job seeker whose work goal is child care. Director Robin Evans and her staff provided the opportunity for this job seeker to test the water and are looking to possibly provide another opportunity when the center is fully staffed and operating to full capacity.

Other new businesses that have shown interest in working with PersonnelPlus include the Athens Dairy Queen, Athens City Schools and Rural Action.

Memberships in community organizations such as the Athens and Nelsonville Chambers of Commerce and Rotary Club help PersonnelPlus stay connected to businesses and knowledgeable of trends and other factors that impact the community we are trying to find jobs in and support people and businesses.

Balancing both business and Job Seeker needs can be very challenging, but with Jona and the entire staff at PersonnelPlus, a difference is being every day in both the lives of those we serve and the community that we work and live in.

Training

The Personnel*Plus* Training Department was super busy the month of July. We provided Job Training for Summer Youth ending the first session and starting the second. In combination with this we also worked with three job seekers completed Community Based Assessments in multiple business including Monticello Village, Odd Lots, and Beacon School. There was also one Job Tryout at Francine's Early Learning Center. Three Intakes were completed for services to begin in August and Job Retraining was completed for one person, as well as one Personal Adjustment. Additionally we also worked with 14 job seekers providing weekly Employee Development.

Exhibit 8

EMPLOYMENT OPTIONS DIVISION
PERSONNELPLUS BOARD REPORT
JULY 2016
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Summer Youth Update

As the summer quickly comes towards an end, the PersonnelPlus Summer Youth Work Experience completed two sessions between June and August. In all, there were 23 Work Experience participants and three Career Exploration participants.

The participants are spending their hard earned money on school clothes, cars, motorcycles, bicycles and some to help with household expenses. The majority however spend it here in Athens County, putting that money right back in to the local economy. A few have even started savings accounts at local financial institutions to start saving for bigger priced items, like college.

We also had a three week Career Exploration program. Five businesses participated with the program. These business included Sweet Arts Bakery, Taylor Honda, Athens High School, Strouds Run State Park and the Holiday Inn Express. These are usually youth who are 14-15 years old and are just getting started on their path to employment. Participants visit businesses that are of interest to them and observe, ask questions, take tours and talk with staff. The participants would prepare ahead of time by developing questions for each business. While the participants do not earn a salary for this program, it helps prepare them for the next step which is hopefully getting to participate in the Work Experience program.

We would again like to thank all the businesses who help make our programs a huge success by providing a work site or taking time to meet with our Career Exploration youth. This opportunity exposes these participants to a variety of vocational interests that will help them when they do decide on a career.

Participants ask questions of Hair Studio 1 owner, Krista Battrell.

Participants even got to try out some of the equipment in the salon.

On the set of Gridiron Glory at the WOUB Center for Public Media.

WOUB Center for Public Media Corporate Support Representative, Loring Lovett, gives a great tour!

Exhibit 8

EMPLOYMENT OPTIONS DIVISION
PERSONNELPLUS BOARD REPORT
JULY 2016
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Section 1: Jobs	
New hires in July 2016	1
Total number of jobs filled as of January 1, 2016	7
Total number of individuals employed in the community	61
Job Tryouts for July 2016	2
Job offers to job seekers	3
Job offers accepted by job seekers	1
Job losses in July 2016	3
Total job losses due to termination as of January 2016	0
Total job losses as of January 1, 2016	8
Number of individuals receiving active Job Development Services (an active job search in place)	14
Section 2: Internships	
Total number of individuals receiving BVR assessments; CBA, CX, Etc.	20
Section 3: Atco or other Day Habilitation Centers	
Total number of Atco or other Day Hab. individuals referred to PersonnelPlus to actively seek employment (BVR)	0
Total number of Atco or other Day Habilitation individuals PersonnelPlus has obtained jobs for in 2016	1
Section 4: Total Services Provided	
Total # of individuals receiving Community Employment Services via PersonnelPlus	100

	Hired	Job Loss	Employed
January	1	0	63
February	1	0	64
March	1	0	65
April	0	0	65
May	1	0	66
June	1	8	61
July	2	0	63

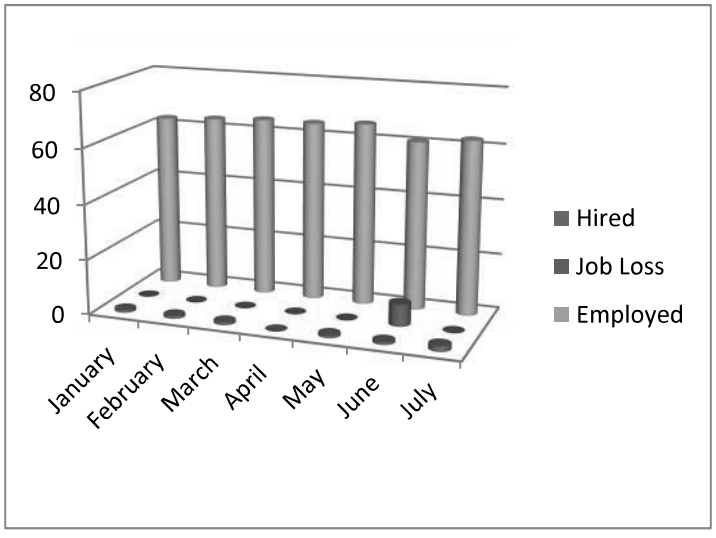
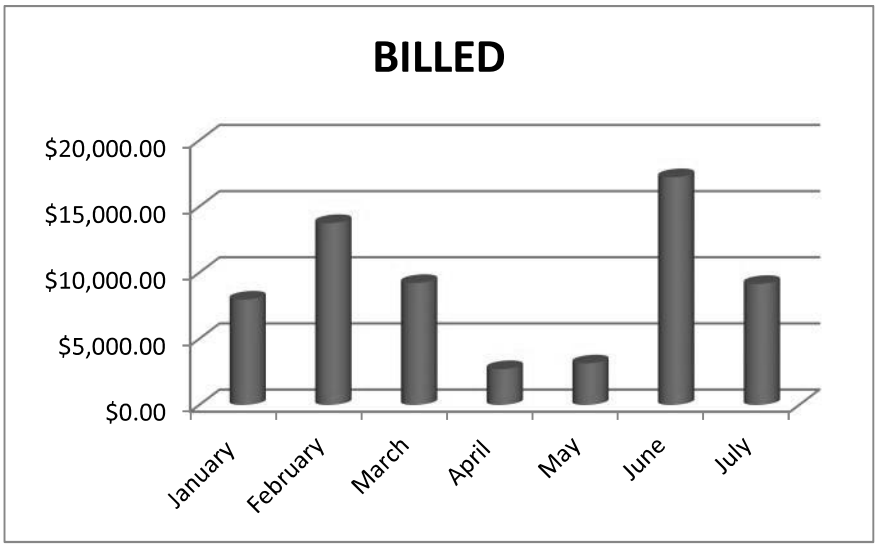
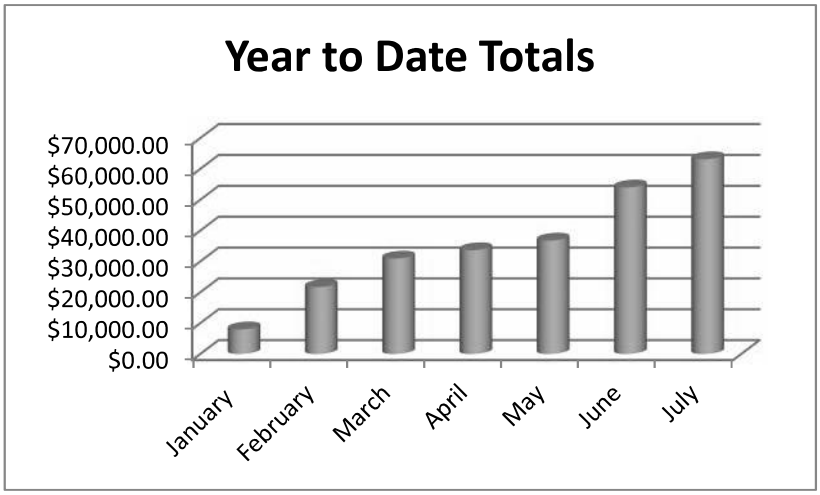


Exhibit 8

OOD/VRP3 Revenue	
	Billed
January	$7,959.78
February	$13,747.26
March	$9,215.70
April	$2,706.00
May	$3,138.44
June	$17,212.52
July	$9,143.73



	Year to Date Totals
January	$7,959.78
February	$21,707.04
March	$30,922.74
April	$33,628.74
May	$36,767.18
June	$53,979.74
July	$63,123.47



Employer/Employee Recognition Gala
WEDNESDAY, OCTOBER 26, 2016
OHIO UNIVERSITY, NELSON COMMONS

This is the year for the PersonnelPlus Employer/Employee Recognition Banquet. The date for the event is Wednesday evening, October 26, 2016. We ask for your support by attending this event. Please place this date on your calendar.

ATCO ADULT SERVICES BOARD REPORT

PROVIDED TO YOU BY THE ATCO MANAGEMENT TEAM

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

AUGUST/SEPTEMBER DATES TO REMEMBER

Healthy Potluck 3rd Wednesday of the month
Parade of the Hills Popcorn: August 17th-20th
Parade of the Hills Senior Day: Coordinated and led by Atco Seniors and Leslie Perry.
Movie Night:September 9th :6:45 Everyone is welcome!!
Swimming Every Friday 9-11
Live Healthy Appalachia August 24th 9am
Parade of the Hills parade August 20 -Look for Special Olympics Bowling Team
Wednesday starting in September-Visits to Havar
Fridays' Live music with Chris Biester.

★ **SEPTEMBER-DAY HAB VISITS BEGIN ON A ROUTINE BASIS TO PREPARE FOR INFORMED TRANSITIONS .**

Good Works, Inc.
A Community of Hope Since 1981

ATHENS COUNTY BOARD GIVES BACK! SPECIAL THANKS TO EVERYONE WHO PARTICIPATED IN OUR GIVE BACK TO OUR COMMUNITY WHEN WE PROVIDED THE MEAL FOR THE FRIDAY NIGHT LIFE AT GOOD WORKS INC. IT WAS A GREAT TEAM BUILDING EXPERIENCE!!

Adult Services: (Mark Cullison, Atco Director)

Summer Picnic-Huge Success

The summer picnic held on Aug 12th was a huge hit for everyone who attended. The food was great and so were the activities. Thanks to all the individuals, staff, providers, and families that attended and who made it the great day that it was!!. Special thanks to Nancy Epling for coordinating this event and the Committee that volunteered to help get everything together!

Live Healthy Appalachia

Live Healthy Appalachia

Join us at ATCO on August 24th at 10am for the next visit from Live Healthy Appalachia. Learn about healthy cooking and participate in a cooking class

A Visit From some Slithery Friends Dave Sagan from Hocking College visited ATCO on August 4th and brought some really tame snakes which everyone(???) enjoyed learning about.

2016 Athens County Fair

Everyone enjoyed the trips to the Fair despite the excessive heat. Pictured is Nancy Epling, Community Inclusion Specialist with Jimmy Gillespie, Cooling of with a lemon shake up.

PARADE OF THE HILLS SENIOR DAY

Our Atco Seniors Group has been asked to not just participate in the Senior day events, THEY HAVE BEEN ASKED TO LEAD IT! The Seniors will be setting up the area, serving coffee, leading the events of the day, serving lunch, and hosting guests. The day will end with Music at Stuart's Opera House.

Woodworking Class Delivers a Thank You to Grinders

The ATCO woodworking class made this great barnwood planter. We decided to give it to Grinders in appreciation for all the food donations they have made to support our events. We planted it with colorful mums for the season.

THIS SUMMER HAS BEEN PACKED FULL OF SPECIAL EVENTS THANKS TO OUR TEAM OF STAFF WHO WORK HARD TO BALANCE OUR THE ACTIVITIES OFFERED MAKING SURE THERE IS SOMETHING FOR EVERYONE!!

Team Heart and Sole Events

Parade of the Hills Aug 19th

Team Heart and Sole Athens added 3 new photos.
Published by Autumn Brown [redacted] · August 15 at 10:53pm ·

Event this Saturday! Teammates interested in developing authentic relationships with people with disabilities, we would love to have you join us!
Parade of the Hills Run (or Walk) for the Hills 5K is on Saturday, August 20. I Teammates will be registering with THAS, registration fee of $15 going to THAS.

The event begins at 9:00. Teammates will need to arrive by 8:15 to be present for Champion arrivals. I am not sure how many Champions will be participating, but I am anticipating at least 5.

Please let us know if you would like to participate. We look forward to the THAS community coming together to celebrate the life of our Champions and creating a beautiful experience for them and the people of Nelsonville and the surrounding area.

If you know someone who would like to be a Teammate, please forward this post to them. We would love to have them involved! We need 8-12 more runners!

Fulbright Student Visit THAS

On July 28th Team Heart and Sole Hosted the Ohio University Fulbright Students. Approximately 20 Students who have come to the United States for College Came to OU for orientation. THAS shared a run, bike, or walk event, and provided a sensitivity training for the students.

Nursing: (Joanne Heinzman, ACBDD Direct of Nursing)

-Friday the 19th of August was our Nurses training From Janet Winterstein RN from Ohio DODD. The event was scheduled by Joanne Heinzman and Autumn Brown to assist providers and SSA staff to become knowledgeable on Nursing standards and rules that pertain to services, specifically Day Habs compared to residential needs.
-Joanne has been busy with CPR and First Aide classes for our staff at Beacon and other staff needing recertification.

Passion Works Updates:(Autumn Brown, Atco Transition Manager)
There are Many great projects coming out of Passion Works this Summer.

Beacon School Commissioned Work
Sarina Winner works on a large canvas that will become the artwork decorating the Beacon School Staff Lounge. Sarina is a Beacon School Alumni so this project was extra special to her.

New Products Online! Check them out!

Through our online sales we are exploring these new products where you choose your favorite Passion Works image and can get it on a coffee cup, a shirt, a phone case, a hoodie and much more! Go to our Facebook page to find the link!

Passion Works Hosted a Big Brother Big Sister event with the OU credit union in Late July! It was a huge integrated success!!

On Saturday October 22nd Passion Works will be hosting a Fall Fling Open house for the community and to invite Artist's families into see their artwork. Invitations will be out in September!

Spotlight:

This month we recognize Cressie Chaney

Cressie is one of our great Community Integration Specialists at Atco. Starting at Atco as an Adult Service Aide in 1999 and one year later moved to the Workshop Specialist II positioned. In 2014 she transition to the CIS position.

Cressie is definitely the experienced staff person that we all turn to, she takes ownership of anything that is needed. Cressie is so well liked and admired by people we serve that she is often called upon help bridge communication struggles.

Cressie currently helps coordinate the woodworking class which she enjoys most. She is extremely interested in implementing the outdoor and community activities that focusing on exercise, nature and animals. She maintains our Community Center Partnership, and our Friends of the Dog Shelter Volunteer Opportunities.

Cressie says that she is "rewarded most by teaching people things that everyone said they would never learn" The people we serve she says "are like my family."

Atco Transition Update (Autumn Brown, Atco Transition Manager)

Tentative Meeting Dates: August 23rd, Sept 27th, and November 25th, We will not have a Transition Committee Meeting in December.

-The focus on the Atco Sub-Committee is to develop a list and then partner with Community Agencies, organizations, and events teaching them about our new service model and how they can help provide integrated community opportunities.

-Day hab routine visits are being scheduled and planned, they will begin in September. Atco CIS and ASA staff will be selecting locations and assist in making sure everyone who wants a visit(s) will be offered the opportunity in a safe thoughtful way that supports them in these new experiences. These regular scheduled events will include:

- **Atco Idol Coordination Team assisting other day habs in preparing to perform.(We are looking at a performance date around the first week of December).**
- **Cooking Classes with Jana at Building Bridges two Wednesdays a month,**
- **Regular visits to Friday Live Music with Chris Biester as well as Bring your own lunch before the music.**
- **Community Activities will include invites to other day habs to help with the "get to know everyone" need in this process.**

-Current Community Partnerships are being assessed and plans made for ensuring things are sustained through the transition. We are working to help

- **Yoga with Paul Richard 10 week integrated series Yoga 6-7 followed by a healthy snack and social time 7-8. Monday's 6-8 pm.**

- **Athens County Community Choir will be starting back in September and we will be working with them to identify sustainability needs of the choir through the transition.**

Autumn is currently exploring the idea of a Community Forum in the Spring of 2017 to invite potential community partners to a forum to learn about our new model and teach them how to support our community in an integrated way.

-Monday Life Skills Class focusing on the Transition has been focused on learning about choices and person centered planning. Helping those we serve improve their ability to advocate for themselves.

The recent Picnic held at Beacon School invited all other Day habs and providers to join in the event. It resulted in a fun and festive event where everyone who had transitioned from Atco was able to come back and see their old friends. * Events like this will need to be a top priority regularly throughout the year to help keep those connections, such as dances, meet ups in the community, picnics, dinners, etc.

Good Article about Current Issue in Adult Services

States Look To Help Aging Parents Of Those With Disabilities by Jen Fifield, Stateline | August 10, 2016

ROCKVILLE, Md. — Ever since she was 4, when a caregiver force-fed her with a spoon, Caroline Munro has not let anyone feed her but her mother.

The 22-year-old has cerebral palsy and an intellectual disability. She doesn't speak and functions at a preschool level. Her mother, Beth Munro, feeds her with a fork or her hand.

As Beth ages — she'll be 68 in October — she wonders who will care for Caroline when she's no longer around. But she may never know. Caroline is on a Maryland waiting list for additional Medicaid services for people with disabilities. The list is thousands of names long, and as in many states, names often stay on it until a caregiver falls ill or dies.

About 860,000 people over 60 nationwide are in Beth's place, caring for someone with intellectual or developmental disabilities in their home. And many are waiting, sometimes for years, for state-provided Medicaid help for their child, sister or brother, such as placement in a group home, day services, or transportation or employment programs. If they can't afford to pay for these services on their own, under the federal-state Medicaid system, their relative could end up in an institution.

As the number of older caregivers grows, and their need for help becomes more dire, a few states have passed laws to give older caregivers a chance to help decide where, and how, the person they care for will live. Tennessee passed a law in 2015 to ensure that anyone with an intellectual disability and a caregiver over 80 got the services they needed, and this year the state expanded the law to those with caretakers over 75. And in 2014, Connecticut passed a similar law that is helping about 120 people with a caregiver over 70.

But the waiting lists for needed services in these states and many others are still thousands of names long. In recent years, states such as Maryland, Virginia and Pennsylvania have put money into their budgets to try to chip away at the lists, and they get federal matching dollars to help pay for it. Some states are prioritizing people with urgent needs, while others are prioritizing students as they age out of school.

Yet advocates for people with disabilities, such as Nicole Jorwic, director of rights policy at The Arc, a national nonprofit, say there needs to be a federal fix.

"Something that pumps money into the system," Jorwic said. "And that's just not going to happen in the current climate in Congress."

In Maryland, Beth Munro realizes that unless she becomes seriously ill or dies, her daughter might not be placed in a group home.

"I've worked really hard at the issue over the years," Munro said, "and you get nowhere."

First Generation

This generation of caregivers over 60 watched over decades as the U.S. grew more understanding and inclusive of people with disabilities. A movement swept the country in the 1970s and 1980s to deinstitutionalize people with disabilities. And for decades now, most people with disabilities who receive Medicaid help have been cared for at home by family members.

In 2013, spending for community- and home-based services surpassed spending for large institutions, such as mental hospitals and nursing homes, for the first time. By that time, 14 states no longer had any large state-run institutions for people with intellectual or developmental disabilities, and many others had only a few, according to University of Colorado research.

The move to deinstitutionalize care has provided care that is more personalized while also saving states money. Average costs for care in a state-run institution, in 2013, ranged from about $129,000 a year in Arizona to about $603,000 in New York, while the average state costs of community-based services nationally is $43,000, according to the University of Colorado.

What this has left, though, is fewer residential options, and lengthening waiting lists. About 198,000 people were waiting for home- or community-based services in the 34 states that reported data in 2013, according to University of Minnesota research. The longest waiting lists were in Ohio (41,500), Illinois (23,000) and Florida (22,400).

Some states don't keep waiting lists. In California, people with intellectual or developmental disabilities qualify for the services they need under a state-run health system. This means they should be getting the services they need.

But April Lopez, chairwoman of California's State Council on Developmental Disabilities, said that's not always the case there. Some services aren't available when you need them, she said. The state's reimbursement rate is so low, she said, it discourages doctors and health centers from providing services.

If states aren't able to provide services for everyone, they should focus on providing more support for family caregivers, such as high-quality case management and respite services, said Susan Parish, director of the Lurie Institute for Disability Policy at Brandeis University in Massachusetts.

With medical, technological and public health advances, people with disabilities are living longer than before, Parish said. And with family size shrinking over the years, fewer siblings are around to assume care of their brother or sister as their parents age.

Caregivers need help transitioning out of their role — finding the person with disabilities a place to live, money, benefits and a new guardian, Parish said.

"I've worked with several parents who said they've hoped their son or daughter would die before they did because they don't feel there are supports out there," she said.

Some Steps in Some States

Beth Munro said she has felt that way, at times. She said she has been caring for Caroline on her own since she was 9 months old. Caroline has a brother and sister, but they live out of state and Beth doesn't want them to have to take over her role. Caroline's cerebral palsy affects both of her arms and legs. She is dependent for all of her care and can't be left alone.

But her laugh is full of life, and she laughs often. Her mother says she is generally a happy person. She is in a day program with other adults with disabilities, and they often go out into the community, like to a nature center or to the movies.

Under Maryland law, people with intellectual or developmental disabilities who are transitioning out of the school system at age 21 receive some services. Yet 7,600 people on the waiting list in Maryland either have no services or need more.

Last year, Gov. Larry Hogan, a Republican, added $3 million to the budget, which served about 120 people who were deemed to be in crisis, and added $3.5 million this year for the same purpose.

This has been a bright spot in a decades-long fight by the Maryland affiliate of The Arc to educate people and get more funding, said Cristine Marchand, its executive director.

In the past, the organization would suggest a new tax in the state to cover the expenses — a tax on snacks or telecommunications — and each time the governor at the time would take the money and use it for something else, Marchand said.

Whether a state makes progress addressing the issue has less to do with the political party in power and more to do with how much officials know about the issue, or how much influence advocates have, said Bernard Simons, Maryland's deputy secretary for developmental disabilities.

Simons has worked in similar jobs in five other states and he said it's the same wherever he goes — parents dying or getting sick, and children left with no plan in place.

States, including Maryland, need to be planning more, he said, instead of just reacting to emergencies.

In Pennsylvania, which has one of the largest waiting lists — about 13,800 people — Republican state Rep. Thomas Murt said he has several bills pending in the legislature that would collect money specifically to provide services for the people on the list using different taxes, including on natural gas, tobacco and vaping.

Like Maryland, Pennsylvania provides services for students transitioning out of school — about 700 a year. But sometimes it takes an older caregiver falling ill to get help, Murt said. "If another state is doing a better job, I think we should take a look at what they're doing."

Courts have ordered some states to provide more community-based services.

Virginia is making big changes to how it serves people with disabilities because of a 2011 settlement with the U.S. Department of Justice, which found that the state was needlessly keeping people in institutions and failing to provide enough community-based alternatives.

The state agreed to close down four of its five large institutions and serve 4,170 new people with community-based supports by 2021.

Helping Elderly Caregivers First

In Tennessee, The Arc Tennessee, an affiliate of the national group, pushed the legislature to help older caregivers.

And, because these people have gone without the state's help for so long, the legislature wanted to help, said state Rep. Bob Ramsey, a Republican who advocated for the state's new law.

"I felt it really appropriate for us to do something to give them some relief and some assurance that they weren't going to have children, loved ones or friends that were assigned to institutions," Ramsey said.

About 6,000 people are on the state's waiting list, but that's only people with intellectual disabilities. Before this year, a person with a developmental disability but not an intellectual disability did not qualify for services.

But the state is making changes. As of July 1, people with intellectual or developmental disabilities qualify for services under the state-run health system, as they do in California.

The state plans to provide new home- or community-based services to 1,700 people — compared to the 100 or 200 people it has been helping in recent years — on the waiting list this budget year, according to a spokeswoman, Sarah Tanksley.

Hope for an 'Active Life'

In Maryland, Beth Munro has struggled for years to care for her daughter on her own. She said it's tough to find the strength to lift her daughter in and out of the bathtub every night.

But later this month, she'll be getting extra help. The state just approved 35 hours of in-home services for her, including for bath time.

Still, she hopes her daughter can move into a group home soon, so she can start to learn to live without her mother and do the kinds of things she likes, such as sewing, taking photos and dancing in her wheelchair — with help from others.

"That's the main thing," Beth said. "Not only that she's well taken care of, but that she has an active life, doing things that she likes to do."

Stateline is a nonpartisan, nonprofit news service of the Pew Charitable Trusts that provides daily reporting and analysis on trends in state policy.

Exhibit 10

Athens County Board of Developmental Disabilities

Board Submission by Butch Withem
Area of Supervision: Facility \ Transportation
August 18, 2016

Intro of highlights:

We met with the representatives from the Marjorie Sherow Fund and finalized the plans to update the young adult playground at Beacon. The cost for the project is $40,567.00 for equipment and $9,423.00 for labor, for a total of $49,990.00. We are in the process of ordering the equipment and scheduling installation as soon as possible.

Issues to share:

I am sad to report that Jeremy Jordan, our Vehicle mechanic has resigned effective 8-17-2016. Jeremy has been employed by the ACBDD as our mechanic for 10 years and will be sadly missed. It has been a pleasure to work with Jeremy and we want to wish him all the best. We have advertised for a new mechanic but have received three applicants at this time. An important factor in the search for a bus mechanic is that in the last ten years buses have become computerized, as our automobiles have. The need to perform computerized troubleshooting is another very important requirement to the position.

Other:

I want to thank the ACBDD for approving our request for approval to purchase a van for our fleet. We were looking at a 2006 Sprinter located in Florida but have discovered that the vehicle was listed on the internet with a generic photo. After further inquiring we determined the vehicle had in fact been converted and the seating pattern was altered and is not conducive for our needs. We will continue the search until we find the vehicle we need, wherever that vehicle may be.

We have completed several summer projects at Beacon School. We replaced one of the glass panes in the front entry due to fogging between the double panes. We replaced the concrete at the front entrance as well, which had risen during freezing temperatures. The new section of concrete was anchored to the adjacent slabs, which will assist in maintaining the proper position in the future. The concrete has to cure before the carpet can be glued so that will be installed later. We have remodeled the Teachers' lounge and replaced the old shop sink and added new cabinets and furniture. Rex completed the project very professionally and just in time for the new school year. We are planning upgrades to the model apartment, which include a new range and some cosmetic improvements.