BOARD MEETING

October 25, 2016

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Agenda
Tuesday, November 8, 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 September 27, 2016 Regular Meeting Board Minutes. (Exhibit 1, Pages 1-5).
    b. First Reading of revised Personnel Policy 6.2 Vacation. (Exhibit 2, Pages 6-11).
    c. Motion to approve advertising for bids and accepting the most competitive bid to have entry way and additional parking constructed for ACBDD Facility. (Handouts will be provided at meeting).
    d. Motion to approve hiring a full-time Secretary for PersonnelPlus. (Exhibit 3, Pages 12-15).
6. Old Business:
    a. Motion to approve Administrative Policy 60 Medication. (Exhibit 4, Pages 16-17).
    b. Steve Kramer Family Resource Allocation update. (Exhibit 5, Pages 18-19).
    c. 2016 Annual Action Plan 3rd Quarter update. (Exhibit 6, Pages 20-51).
7. Board Reports:
    a. Superintendent, Kevin Davis. (Exhibit 7, Pages 52-61).
    b. Director of Education, Becky Martin. (Exhibit 8, Pages 62-69).
    c. Director of Finance and Operations, Steve Kramer. (Exhibit 9, Pages 70-74, Exhibit 10, Pages 75-78).
    d. Director of Service and Support, Dennis Lehman. (Exhibit 11, Pages 79-80).
    e. Director of Employment Options, Doug Mitchell. (Exhibit 12, Pages 81-86).
    f. ATCO Transition Manager, Autumn Brown. (Exhibit 13, Pages 87-92).
    g. Director of Facilities and Transportation, Butch Withem. (Exhibit 14, Pages 93).
8. Comments from Visitors relative to the agenda.
9. Comments from Unions relative to the agenda.
10. Comments from the board.
11. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official and legal matters.
12. Motion to return from Executive Session.
13. Motion to adjourn.

Exhibit 1

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, September 27, 2016 – 6:00 P.M.
801 W. Union Street, Athens, OH 45701

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

Draft until approved by the Board

1. Margaret Demko called meeting to order at 6:01 p.m.
2. Ruth Robertson did roll call.

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

Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance & Operations
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Robert Withem	Facilities and Transportation Manager
Ruth Robertson	Executive Assistant to Superintendent
Gwen Brooks	Director of Human Resource
Katie Evans	Medicaid Manager
Joanne Heinzman	Nursing Supervisor
Carol Janes-Tinkham	Business Clerk/Administrative Assistant

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

3. Rebecca Miller read Mission Statement.

4. Motion to approve Agenda.

MOTION#	09-27-01
MOTION:	ALLEN
SECOND:	MILLER
AYES:	ALLEN, BOND, DEMKO, HUTZEL, MILLER
CARRIES:	YES

Exhibit 1

5. Motion to approve August 23, 2016 Regular Meeting Board Minutes. (Exhibit 1, Pages 1-4).

   MOTION# 09-27-02
   MOTION: ALLEN
   SECOND: MILLER
   AYES: ALLEN, BOND, DEMKO, MILLER
   ABSTAIN: HUTZEL
   CARRIES: YES

6. First Reading on Administrative Policy 60 Medication. (Exhibit 2, Pages 5-6).
   The policy is being revised to state that bus drivers will no longer be accepting medication. It will be the family's responsibility for bringing in medication.

7. Motion to approve contract with the Athens-Meigs Educational Service Center to provide Occupational Therapy Services for the 2016-17 school year. (Exhibit 3, Page 7).

   MOTION# 09-27-03
   MOTION: ALLEN
   SECOND: BOND
   AYES: ALLEN, BOND, DEMKO, HUTZEL, MILLER
   CARRIES: YES

8. Motion to approve contract with Buckeye Community Services for Hartman Road effective November 1, 2016 through October 31, 2017. (Exhibit 4, Pages 8-17).

   MOTION# 09-27-04
   MOTION: MILLER
   SECOND: ALLEN
   AYES: ALLEN, BOND, DEMKO, HUTZEL, MILLER
   CARRIES: YES

9. Motion to approve contract with Washington County DD/VRP3 contract effective October 1, 2016 through September 30, 2017 pending Prosecuting Attorney approval. (Exhibit 5, Page 18).

   MOTION# 09-27-05
   MOTION: MILLER
   SECOND: DEFOREST
   AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
   CARRIES: YES

10. Motion to approve short term admission contract with GDC. (Exhibit 6, Page 19).

    MOTION# 09-27-06
    MOTION: BOND
    SECOND: HUTZEL

Exhibit 1

AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

11. Motion to approve contract to partner with COMcorps to have Americorps staff member work with SSA Department on FANs program from September 15, 2016 until July 31, 2017 for a total of 1700 hours of service for total compensation of $6,902.24. (Exhibit 7, Pages 20-35).

MOTION# 09-27-07
MOTION: ALLEN
SECOND: HUTZEL
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

12. Motion to approve the purchase of annual flood insurance for ATCO through Flood Simple Insurance. (Exhibit 8, Page 36).

MOTION# 09-27-08
MOTION: BOND
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

13. Motion to Amend PGO Contract Article 31-Wages and Appendix A effective September 8, 2016. (Exhibit 9, Pages 37-39).

MOTION# 09-27-09
MOTION: MILLER
SECOND: ALLEN
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

14. Motion to approve hiring a part-time nurse for up to 20 hours per week for Beacon School for the remainder of the 2016-17 school year due to the high number of delegated nursing issues. (Exhibit 10, Pages 40-41).
Kevin stated that due to high number of medical needs of students we serve, we have had to have a substitute nurse work every day to make sure the student's needs were being adequately meet. It was originally discussed hiring a nurse part-time for only 15 hours, but after further discussion with all interested parties it was felt the position for a part-time nurse should be 20 hours.

MOTION# 09-27-10
MOTION: ALLEN
SECOND: BOND
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

Exhibit 1

15. Motion to approve raising the LPN Substitute Nursing Pay to $16.00 per hour and RN Substitute Nursing Pay to $20.00 per hour. (Exhibit 11, Page 42.)

MOTION#	09-27-11
MOTION:	HUTZEL
SECOND:	MILLER
AYES:	ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES:	YES

16. Motion to enter into agreement with the Southern Ohio Council of Government to provide service and support administration duties for one individual with extensive needs as per attached agreement. (Exhibit 12, Pages 43-46).

MOTION#	09-27-12
MOTION:	HUTZEL
SECOND:	MILLER
AYES:	ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
NO:	BOND
CARRIES:	YES

17. Katie Evans presented an update on the waiting list study and survey. (Exhibit 13, Pages 47-52). Katie presented a draft copy of a survey that she is currently working on that will be sent out to clients who we currently have listed on our waiting list. Katie updated that there are 219 individuals on the waiting list but some may have moved away, or are in an ICF or may not be eligible at all to receive services.

18. Board Reports:

    a. Superintendent, Kevin Davis. (Exhibit 14, Pages 53-67). Kevin presented a picture of what a potential new sign for the entrance to the ACBDD Facility would like. Kevin stated that ACBDD has been around for many years and that the ACBDD has never had a sign.

       Motion was made to authorize Kevin Davis and Butch Withem to secure bids for the purpose of purchasing a new sign for the ACBDD at the most competitive rate and quality.

MOTION#	09-27-13
MOTION:	HUTZEL
SECOND:	MILLER
AYES:	ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES:	YES

    b. Director of Education, Becky Martin. (Exhibit 15, Pages 68-71). Report Stands.
    c. Director of Finance and Operations, Steve Kramer. (Exhibit 16, Pages 72-76, Exhibit 17, Pages 77-82). Report Stands.
    d. Director of Service and Support, Dennis Lehman. (Exhibit 18, Pages 83-84). Report Stands.

Exhibit 1

e. Director of Employment Options, Doug Mitchell. (Exhibit 19, Pages 85-89). Report Stands.
f. ATCO Transition Manager, Autumn Brown. (Exhibit 20, Pages 90-94, Exhibit 21, Pages 95-99). Report Stands.
g. Director of Facilities and Transportation Butch Withem. (Exhibit 22, Page 100). Report Stands.

19. Comments from Visitors relative to agenda.

20. Comments from Union relative to agenda.

21. Comments from the Board.

22. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation, of public employee or official and legal matters.

MOTION#	09-27-14
MOTION:	HUTZEL
SECOND:	DEFOREST
AYES:	ALLEN, BOND, DEFOREST, DEMKO, HUTZEL
CARRIES:	YES

23. Motion to return from executive session 7:40 p.m.

MOTION#	09-27-15
MOTION:	HUTZEL
SECOND:	BOND
AYES:	ALLEN, BOND, DEFOREST, DEMKO, HUTZEL
CARRIES:	YES

24. Motion to adjourn at 7:40 p.m.

MOTION#	09-27-16
MOTION:	BOND
SECOND:	HUTZEL
AYES:	ALLEN, BOND, DEFOREST, DEMKO, HUTZEL
CARRIES:	YES

Policy Change Summary

Policy or policies:	6.2 Vacation and 5.12A Cash Benefits for Unused Vacation
Date of initial Board review:	10/25/16
Proposed by:	Gwen Brooks and Kevin Davis

Summary of changes:

- General layout changes – section headers added for ease of finding info
- Combining policy 6.2 and 5.12A for ease of finding all information pertaining to vacation and vacation payouts (eliminate 5.12 A)
- Part-time regular employees are eligible regardless of the number of hours worked per week (per Ohio Revised Code)
- Clarification added between classified and administrative (management contract) appointments and accruals
- Softening of the probationary period restriction language
    - Current: "No employee will use vacation leave under any circumstances until he or she has completed the probationary period with the Board."
    - Proposed: "Vacation leave should not be used during an initial probationary period unless approved in advance by the immediate supervisor and Superintendent."
- Removing the following language:
    - "8. In the event that the employee terminates service with the Board and has utilized more vacation than would have been earned since his/her anniversary date, the Board shall be reimbursed for time used but not earned out of the employee's last paycheck(s)."
        - We shouldn't be approving use of unearned vacation leave, so this language is not necessary.
    - "9. An employee who has utilized leave without pay in the preceding year prior to his/her anniversary date shall not be eligible for the allocation of vacation leave on his/her anniversary date but shall continue to earn vacation based on the actual number of hours in active status."
        - Inconsistent with ORC language
    - "10. Beginning January 1, 2014 vacation will be accrued by the schedule in Paragraph 1. For employees that have previously been awarded vacation time at their anniversary date, the accrual rate will start on the anniversary date in 2014."
        - Not needed

6.2 VACATION

Adopted	5/20/1997
Status	Approved 2/23/2016
Historical Versions	5/20/97; 8/21/00; 6/20/06; 11/16/11; 12/16/13; 2/23/16
Initiated by:	Gwen Brooks, Director of Human Resources
Approved by:	

Overview

The purpose of this policy is to establish paid vacation leave for employees of the Athens County Board of Developmental Disabilities. This policy does not apply to employees holding positions covered by a collective bargaining agreement.

Eligibility

Classified employees and employees holding administrative appointments (FLSA exempt management contracts) with an annual duration of at least 248 days are eligible for paid vacation leave benefits.

Accrual

A. Classified positions

In compliance with Ohio Revised Code, classified employees earn vacation time at a rate based upon duration of state service. It is the responsibility of the individual employee to secure documented earned time from previous State of Ohio employers by providing written evidence of such prior employment to ACBDD human resources. Service time spent on authorized leaves of absence when the employee was returned to active service will be included in the total years of service.

No vacation credit is given for compensable hours over eighty in a bi-weekly pay period. Time is accrued in proportion to the number of hours paid in each bi-weekly pay period up to the maximum rate of eligibility based upon the following schedule:

Years of State Service	Maximum bi-weekly accrual	Maximum annual accrual
Less than eight (8) years	3.1 hours	80 hours
Eight (8) years, but less than fifteen (15) years	4.6 hours	120 hours
Fifteen (15) years, but less than twenty-five (25) years	6.2 hours	160 hours
Twenty-five (25) years or more	7.7 hours	200 hours

Vacation time may be accumulated up to a maximum of three (3) times the amount that an employee is eligible to accrue in one year. Credit is not granted beyond the maximum.

B. Administrative appointments (FLSA Exempt Management Contracts)

Employees with administrative appointments shall be credited with paid vacation leave according to the individual employee's employment agreement. New employees will be credited with the full amount of vacation credit on their first day of service to be utilized during the year. Continuing employees will be credited their annual allotment for the next year on their employment anniversary date.

Vacation credit may be accumulated up to a maximum of three (3) times the amount that an employee is eligible to accrue in one year. Credit is not granted beyond the maximum.

Vacation Usage and Reporting

A. Vacation leave should not be used during an initial probationary period unless approved in advance by the immediate supervisor and Superintendent.
B. Approval of vacation use is subject to workload requirements of the individual departments within the Board. For this reason, vacation requests should be made at least three (3) weeks in advance of the proposed starting date unless an emergency exists. Vacations are to be taken at a time which is mutually agreeable to the supervisor and the employee.
C. Vacation leave shall be charged in units of one quarter (1/4) hour.

Payout of eligible vacation time

A. Separation from the ACBDD

Upon separation from service with the ACBDD, including retirement, an employee shall be entitled to compensation at the employee's current rate of pay for any unused vacation leave accrued at the time of separation.

In case of death of an employee, such unused vacation leave shall be paid in accordance with section 2113.04 of the Revised Code, or to the employee's estate.

B. Employment status change

When an employee changes from classified status to administrative status (or vice versa), there should be mutual agreement between the employee and the department head regarding the disposition of any unused vacation. Human resources must be notified in writing whether the balance will be carried over to the new record or lump sum payment will be made for any part or all of the unused balance at the time of change in status.

C. Cash benefits for unused vacation leave

1. Full or part-time regular employees who have earned vacation leave, have worked at least twelve (12) consecutive months, and are not on any probationary period are eligible for cash benefits.
2. Eligible employees may request vacation leave conversion at any time in the calendar year up to the amount of their annual accrual rate. Leave conversion payments will be made within thirty (30) days of the request, and accrued leave balances will be adjusted accordingly. The conversion amount will be paid at 100% of the value of the vacation leave computed at his/her rate of pay at the time the request is made. Applicable taxes and retirement contributions will be withheld according to local, state and federal law, regulation or policy.
3. Retirement contribution considerations: Earnable salary is any earned income used to calculate final average salary at retirement. Earned vacation is reduced when utilized by the last-in/first-out method in determining available time for earnable salary.
    i. The maximum amount of converted vacation leave that can be considered earnable salary is the amount of vacation earned within the same calendar year it is converted, less any amounts taken during that calendar year. The only exception is that leave conversion may occur in the month of January for the prior calendar year.
    ii. Any vacation leave converted that was not earned within the same calendar year is considered non-earnable salary for OPERS contribution reporting and will not be used in final average salary calculations at retirement.

Section: 6.2
Adopted: 5/20/97
Revised: 8/21/00; 6/20/06; 11/16/11, 12/16/13, 2/23/16
Effective: 8/21/00; 6/20/06, 11/16/11, 12/16/13, 2/23/16

6.2 VACATION

1. Full-time (40 hours per week), twelve month employees are eligible for paid vacation leave, according to the following eligibility guidelines:

   Less than 8 years of service: 80 hours vacation (3.1 hours per bi-weekly pay period)

   More than 8 or less than 15 years of service: 120 hours vacation (4.6 hours per bi-weekly pay period)

   More than 15 or less than 25 years of service: 160 hours vacation (6.2 hours per bi-weekly pay period)

   More than 25 years of service: 200 hours vacation (7.7 hours per bi-weekly pay period)

2. No employee will use vacation leave under any circumstances until he or she has completed the probationary period with the Board.

3. Vacations are scheduled in accordance with workload requirements of the individual departments within the Board. For this reason, it is essential that vacation requests be made at least three (3) weeks in advance of the proposed starting date, unless an emergency exists. Vacations are to be taken at a time which is mutually agreeable to the supervisor and the employee.

4. Vacation leave shall be charged in units of one quarter (1/4) hour.

5. Vacation leave is accrued when an employee is in active pay status, but it is not accrued for paid overtime.

6. Vacation leave shall accumulate for no more than three (3) years accrued vacation. An employee is entitled to compensation, at his or her current rate of pay for any unused vacation at the time of separation or retirement.

7. Any prior employment with the State of Ohio or political subdivisions of the State of Ohio will be counted toward the total years of service to determine vacation accrual rates for twelve-month employees. It is the employee's responsibility to provide evidence of such prior employment. (A letter from that political subdivision will be accepted as such evidence.) Service time spent on authorized leaves of absence when the employee was returned to active service will be included in the total years of service.

8. In the event that the employee terminates service with the Board and has utilized more vacation than would have been earned since his/her anniversary date, the Board shall be reimbursed for time used but not earned out of the employee's last paycheck(s).

9. An employee who has utilized leave without pay in the preceding year prior to his/her anniversary date shall not be eligible for the allocation of vacation leave on his/her anniversary date but shall continue to earn vacation based on the actual number of hours in active status.

10. Beginning January 1, 2014 vacation will be accrued by the schedule in Paragraph 1. For employees that have previously been awarded vacation time at their anniversary date, the accrual rate will start on the anniversary date in 2014.

11. Beginning December 1, 2015, Vehicle Operator1& 3 who work 248-days or more and five hours per day shall earn paid vacation leave based on hours worked per day with an accumulation of 2 weeks per year (1 week of which shall be used during a period approved by the employer, i.e. Spring Break or Winter Break), to be used during the year after is it earned.

Section: 5.12A
Adopted: 1/25/03
Revised: 6/20/06, 3/23/10, 1/25/11, 11/16/11, 1/18/12, 1/22/13, 1/1/14, 1/20/15, 1/26/16
Effective: 1/25/03, 6/20/06, 3/23/10, 1/25/11, 11/16/11, 1/18/12, 1/22/13, 1/1/14, 1/20/15, 1/26/16

5.12A CASH BENEFITS FOR UNUSED VACATION LEAVE

1. Eligible Athens County Board of DD employees are full or part-time regular non-bargaining unit (non-probationary) staff members who have worked at least twelve (12) consecutive months and have earned vacation leave.

2. Conversion Amount: The maximum amount of converted vacation leave that can be considered earnable salary (used to calculate final average salary at retirement) is the amount of vacation leave the employee earns in one calendar year, less any amounts taken during the calendar year. To be considered earnable salary the leave also must have been earned in the calendar year it was converted. This concept is considered the LIFO method (last in, first out). The only exception is that leave conversion may occur in January for the prior calendar year. In this case the amount considered earnable salary would be the amount of leave earned in the prior year minus the amount of leave taken in the prior year. (A payout date in January is the only way to affect OPERS approved conversion plan that allows for employees to have the potential to convert the entire amount they earn in a year provided they have not used any leave during the prior year).

3. Eligible employees may request vacation leave conversion at any time in the calendar year. Leave conversion payments will be received in the employee's paycheck within thirty (30) days of the request, and accrued leave balances will be adjusted accordingly. The conversion amount will be paid at 100% of the value of the vacation leave computed at his/her rate of pay at the time the request is made.

4. PERS and STRS will be withheld in accordance with R.C. 145.01 (R)(1)(b).

5. Taxes will be withheld according to local, state, or federal laws, regulations or policies.

6. Status changes: Requests for leave conversion as a result of a status change, such as a demotion, whether voluntary or not, must be made within ten days after the status change for the leave to be paid out at the pay rate preceding the status change.

7. Unused vacation leave not converted in excess of established maximums will not be carried over from year to year, and will be lost.

8. Eligible employees may convert vacation leave accrued prior to the current calendar year up to the amount of their annual accrual rate. The conversion amount will be deemed non-earnable (reference Paragraph 2 above) salary for PERS contribution reporting. That is, the conversion amount will not be used to calculate Final Average Salary at retirement.

PersonnelPlus
Employment Services
Still the one in Athens County after 30 years!

PROPOSAL TO ADD SECRETARY POSITION FOR PERSONNEL*PLUS*

October 26, 2016

PROPOSAL

To add a full-time secretary to PersonnelPlus to assist with general secretary duties.

HISTORY

In 2007, Personnel*Plus* moved to Kern Street in Athens in order to better meet the needs of both clients and businesses. At that time Personnel*Plus* had one full-time secretary.

In 2008 when Karen Hynes was hired as the secretary, there were a total of six full-time employees, one full-time director and 3-5 part-time job trainers. The secretary responsibilities were mainly to manage the office and provide clerical support to the director and staff.

In 2009, Personnel*Plus* and the Washington County Board of DD partnered in an OOD grant, Pathways. Pathways later became VRP3 Services and is now called OOD Contract Services. Clerical support was provided by the existing secretary for this position.

In 2013, due to increased volume of service requests from OOD, the logging, processing and billing duties transitioned from the Job Training Coordinator position to the secretary to allow the Job Training Coordinator to focus on programming and not billing duties. These duties required a specific skill set to complete the work. Therefore, Karen's title was changed to Business Clerk/Administrative Assistant. There was no increase in wage.

In 2016 there is one full-time director, five full-time ACBDD employees, two full-time Atco job trainers and two part-time job trainers and five summer youth job trainers. Recently, four Service and Support Administration positions moved to the Harper Street building and there is currently one full-time Job Developer position and one part-time job trainer position expecting to be filled in the next few weeks.

To keep up with increasing clerical work, PersonnelPlus has used job trainers when possible, extended work hours and now hired a temporary secretary through Career Connections to help to continue to meet work responsibilities and the deadlines of Opportunities for Ohioans with Disabilities (OOD), our main funder.

WHY IT'S NEEDED

Over the past few years Karen's position has changed and work tasks have increased, especially in the past six months.

1. Increased and projected increases in employment services from OOD and VRP[3].
2. Increased volume of calls and traffic.
3. Added responsibilities such as creating brochures and other PR tasks.
4. Documenting and recording UI/MUI incidents, the monthly building inspections, drills and other duties pertaining to different committees.
5. Many basic clerical duties have to be considered less of a priority which causes a backlog to build up and with these responsibilities not getting done, it may impact accreditation reviews. Examples are Department Meeting Minutes, scanning, updating records, etc.

THE BENEFIT

- ✓ An entry-level Personnel*Plus* Secretary will make sure all daily office duties are completed and the needs of the building staff, clients and community members continue to be met in the most positive, professional way.

- ✓ A secretary will be able to assist with special projects, including CARF preparation and maintenance, DOOD preparation and maintenance and any other required changes that continue to be handed down by our funders and the Employment First movement.

- ✓ Most especially, by adding a secretary, this would allow Karen as the Administrative Assistant/Billing Clerk to be able to focus more on OOD logging, monitoring and billing submission in order to provide good service and maximize our funding and remain in good standing as a provider of OOD services.

- ✓ With the establishment of the County Board's "Employment Options" Division, Karen will also be able to assist the director with added responsibilities of assisting other county employment providers with educational resources, employment training workshops and other types of support to strengthen our provider pool.

The Risk

In terms of cost, if we do not meet the billing submission deadlines of OOD, we will lose money. There have unfortunately been a few instances recently where this has happened.

Since the doors of OOD have been reopened and they are now working with PersonnelPlus again, we do not want to reverse our progress by not demonstrating professionalism or the inability to deliver quality services.

Cost for the Position

An hourly rate of $11.00 is used to estimate total annual cost for this position. This estimate is based on the following state and local market comparisons:

- OACB 2016 Salary Survey for Secretary 1
  - Average minimum pay rate: $11.31 (ranging from 8.21 – 21.46)
  - Average minimum actual pay rates: $12.09 (ranging from 8.10 – 22.46)
- Local large employer comparison
  - Ohio University entry level administrative support minimum rate: $11.09

Estimated Cost	Calculation	Total
Hourly comp 1 year	$11 x 2080 hours	$22,880.00
Compensation plus full benefits	(22,880 x 1.1824) + $23,778	**$50,831.31**

STATISTICS

Using numbers from billed services to OOD/BVR, there has been a dramatic increase in authorizations and revenue coming through the Personnel*Plus* program since April 2016.

⇒ Total billed authorizations for 2015 = $150,477.

⇒ Total billed authorizations for January through March 31, 2016 = $38,618

⇒ Total billed authorizations for April 1, 2016 through September 30, 2016 = $144,103.4

⇒ Total billed authorizations for 2016 to date = $182,722.

Revised 10/20/16 9:22 AM

Athens County Board of MR/DD

POSITION

DESCRIPTION

AGNECY
Athens County Board of MRDD

DIVISION OR INSTITUTION
Administration

UNIT OR OFFICE
Board Office

( ) State Agency (X) County Agency ( ) New Position ( ) Change

COUNTY OF EMPLOYMENT
Athens

Usual Working Title of Position
Secretary

Position No. and Title of Immediate Supervisor
Director, Personnel*Plus*

Normal Working Hours (Explain unusual or rotating shift)
Monday - Friday, 40 hours, 8:00 AM - 4:30 PM

Job Description and Work Characteristics

%	Job Duties	Minimum Acceptable Characteristics
42%	Provide secretarial support to the Board Administrative staff and the adult program. Duties include generating and/or program or business related material (e.g. correspondence, reports, summaries, evaluations, tables, meeting minutes, policies, forms, case notes) from written materials or through transcription using word processing software, maintaining files, record keeping, billing, maintaining and ordering supplies, and taking meeting minutes as needed. Must proofread work and make necessary corrections/updates.	High school diploma required. Business college preferred. Must possess computer skills, as well as the ability to type rapidly and accurately. Must maintain confidentiality at all times.
32%	Answer multi-line telephone and receive messages/inquiries from visitors, staff, consumers. Route calls appropriately. Greet and direct visitors. Communicate with parents, consumers, staff, and members of the general public.	Ability to operate various types of office equipment such as copiers, fax machines, memory typewriter, and transcription machines.
22%	Perform general office duties including, but not limited to: filing, distributing/routing mail, copying, faxing, and maintaining office supply inventory.	Ability to operate a personal computer and word processing software for a major portion of the day.
4%	Perform other related duties as assigned.	Ability to communicate clearly and courteously in person and on the telephone. Ability to handle multiple assignments simultaneously. Good verbal and written communication skills.

WORK CONDITIONS – The majority of work hours are spent at 20 Kern St. Working conditions may exist that are not such as normally exist in the occupation of a public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior. As necessary, the employee shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders through the utilization of protective equipment and decontamination techniques. **Probationary period - 180 days.**

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.

SIGNATURE OF SUPERINTENDENT DATE

SIGNATURE OF EMPLOYEE DATE

Exhibit 4

Manual: Admin
Adopted:
Revised: 4/22/03, 3/20/07
10/19/16
Effective: 4/22/03, 3/20/07

60. MEDICATION POLICY

The following policy is in effect for any enrollee taking medication during program hours or activities.

In order for prescription medications to be given, the completed "Medication Administration Consent Form" must be signed by a physician and the parent/guardian/provider.

All medication shall be secured in a locked cabinet at the nurse's station and removed only by designated ~~nursing~~ staff or otherwise approved by the ATCO Team (which includes the RN) and specified in the ISP.

The nurse must receive the medication in its original container with the label from the pharmacy in place stating the following information:

1. Enrollee's name
2. Name of drug
3. Correct dosage
4. Time due
5. Date prescribed

(All of the above information is stated on a prescription label)

All yellow school bus drivers are prohibited from accepting and transporting prescription medications. All prescription medications will need to be brought in by providers, family or guardians.

Empty medication bottles will be sent home when additional medication is needed. Out-dated medication will be disposed of properly.

Parents, enrollee, guardians, or providers are responsible for bringing medications to County Board programs, and giving them to the nurse or Principal.

The nurse will notify the parent, provider, or guardian one week prior to needing refills to ensure continuous medication is available for individual. This will let the parent plan ahead if transportation is an issue for the family.

If the parent, provider, or guardian fails to deliver the medications, the Director of Transportation and Program Director will be notified and the individual will not be picked up by bus until medication has been provided.

To ensure the safety of all individuals, please observe the following guidelines.

Exhibit 4

Parents/guardians/providers are encouraged to notify the nurse directly if there are any charges in the medication. For example:

- New medication
- A change in dose or time
- If a medicine has been stopped

~~Medications should be given to the driver or hand delivered to staff.~~

Please contact the Director of Nursing at 592-6659 for further information.

Exhibit 5

Athens County Board of DD
Board Meeting 10/25/2016

Family Support Services

Distribution of Awards

As of 10/19/2106, the total expenditures for FSS funds stands at $35,747.54. The award value this year was $500 per person. There are approximately 10-15 individuals with applications on hold due to the fact that we have encumbered the entire $50,000 that was set aside for this program. The application stated in 2016 that the funds were available until 11/01/2016 setting aside December to allow time to process all transactions (the County Auditor shuts down the processing of checks on or around 12/12/2016).

For the program year 2017, awards for the program could be reduced to $450 to allow more individuals to be included in the program. In addition, applications will be accepted throughout the year with the awards being distributed until the funds are exhausted. There will still be a cutoff at 11/01/2017 to allow for the check processing shut down.

Nature of Awards

For 2015, the total awards distributed were $26,064.11. The Board concluded that we should supplement the funding (State portion of funding is $28,220 for 2016) to reach a total of $50,000. For 2016, distributions year-to-date are as follows:

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Total
351	874	1,906	3,455	4,148	6,255	6,453	4,895	3,834	3,576	35,748

Since distributions were lighter in the first quarter, the Board determined that we may be scrutinizing adherence to the spirit of the Family Support Services program too stringently. The Board added the following line item to the list of services provided:

> "Requests that are directly related to improving the living environment or facilitating the care of the individual who has a developmental disability".

By mid-year distributions increased and applications exceeded funds encumbered for the program. It should be noted that it has become increasingly more difficult to determine what constitutes compliance. I am suggesting that we go to a list format in order to simplify what is considered acceptable.

Exhibit 5

Below is a first draft of that list:

- Respite
- Counseling, Training, Education
  - Self Advocacy
  - Training on particular diagnosis (medical, emotional, and/or behavioral)
  - Financial
  - Areas of Daily Living (cooking, cleaning, personal care)
  - Care Giver Education
- Special Diet Needs
  - Thicket
  - Equipment related to diet (choppers, puree machines)
  - Ensure
- Adaptive Equipment
  - Weighted Blankets
  - Textured Items
  - Bite Bands
  - Sensory Items
  - Communication Devices (iPads, etc.)
  - Dry Erase Boards
  - Picture Cards
  - Body Wedges
  - Adaptive silverware and scoop plates
  - Over the Bed Tables
  - Orthopedic Shoes
- Home Modification
  - Grab Bars
  - Bathroom Modifications
  - Widening of Doorways
  - Remote monitoring
- Incontinence Supplies
- Medical Expense (Non-Insurance)
- Special Camps
- Therapy

In question:

- Clothing
  - School Clothes?
- Utilities?
- Transportation Support
  - To Doctor appts, etc.
  - Gasoline?
- Rent (when it stops eviction)
- Pool Passes (includes the family)
- Air Conditioners
- School Tuition/Supplies
- Legal Costs

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Program Area: Administration

Goal # 1: Develop Agency Message-Communication and Marketing Procedure

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Open and transparent board that values community/staff/ and stakeholder input	Ongoing, Quarterly evaluation	Website Social Media Email Newspaper Radio Stakeholder meetings Surveys Marketing material	Survey results, Community comments	Superintendent and Board President	Ongoing Public Feedback has been positive.
Superintendent and Leadership team assisting staff to empower individuals with developmental disabilities to lead in their own success and experience full community integration	Ongoing, Quarterly evaluation	Ensure agency materials share this commitment; Service and Support Administration Department is trained and effective; Oversight of all social media responses; Accreditation	Customer Satisfaction Surveys, Results of social media responses	Superintendent and Leadership team	Survey being developed.

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Become the recognized and respected leader in providing and monitoring services for individuals with developmental disabilities in Athens County through consistent and demonstrated actions	Ongoing, Quarterly evaluation	Website Social Media Email Newspaper Radio Stakeholder meetings Surveys Marketing material Presence at local events	Survey results, Community comments, Customer Satisfaction Surveys, Results of social media responses	Board, Superintendent and Leadership team	Feedback has been positive and survey is being developed.
Be an agency that is fiscally responsible, stable yet flexible, visionary and innovative, and committed to the core principles of Person Centered Planning and Self Determination for individuals with disabilities.	Ongoing, Quarterly evaluation	Press releases about fiscal responsibility, person centered planning, Individual Service Plan satisfaction; Community leader tours; Regular meetings with community leaders; Stakeholder meetings on various topics; Provide trainings on these issues	Survey results, Community comments, Customer Satisfaction Surveys, Results of social media responses	Board, Superintendent and Leadership team	Feedback has been positive and survey is being developed.

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Provide the highest level of supports and services possible to individuals with disabilities as our agency transitions to meet federal mandates	Ongoing, Quarterly evaluation	Website Social Media Email Newspaper Radio Stakeholder meetings Surveys Marketing material Presence at local events Transition meetings Provider meetings Accreditation	Transition Manager and Transition team to determine methods; Analysis of surveys; Accreditation report; Provider feedback	Superintendent and Leadership team	Feedback has been positive and survey is being developed.

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Program Area: Administration

Goal # 2: Fiscal Accountability

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Revenue: Create a dashboard available on the intranet that tracks the revenue for all funding sources	Finished by 06/30/16	Director of Finance & Operation, Information Technology Manager, Training for all staff	Meet the deadline; Staff utilization of the dashboard	Director of Finance & Operation, Information Technology Manager	Completed
Expenditures: Track budgeted expenditures	Ongoing, monthly evaluation	Director of Finance & Operation	Monitor and evaluate areas of need	Director of Finance & Operation – oversight, Business Clerk – Implementation through Infallible.	Ongoing
Department budgets and expenditures will be provided to Department Heads	Ongoing, monthly evaluation	Director of Finance & Operation	Department Budgets will stay within allocation	Directors/Managers	Completed
Carry Over: Produce plan to analyze and make recommendations to increase our carryover balances.	09/30/2016	Ohio Association of County Boards (OACB)- Chief Operating Officer; Director of Finance & Operation; OACB Business Manager Association; Board members; Superintendent; Budget Commission	Increase carry over percentage for agency	Superintendent, Director of Finance & Operation	Ongoing

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Program Area: Administration

Goal # 3: Build a strong Quality Assurance Monitoring System

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Fiscal Processes	Monthly, Bi-annually, Annual budget, Ongoing	County Auditor, Audits through Medicaid, Random Moment Time Study	Reconcile with the County Auditor	Director of Finance & Operation, Budget Commission, Superintendent	Completed
HR Processes	May 2016 ongoing	Create a hiring process. Ensure training mandates are met; Ensure evaluations are conducted; Communicate employment law; Communicate policy changes to agency employees; Contract negotiations	Documentation	HR Manager	Ongoing
Provider Processes	Quarterly	Provider meetings, Provider training	Analyze training evaluations	Superintendent, Leadership Team, Transition Manager	In process

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Program Area: Administration

Goal # 4: Ensure Agency-Wide Person-Centered Thinking

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Determine priorities of Person-Centered Thinking for staff	November 8	Mid-East Ohio Regional Council (MEORC) training for entire staff	Training evaluations; Language people use to discuss services	HR Manager	In process
Schedule agency wide training	Ongoing through modules on the intranet; Professional Development Days	Department of Developmental Disability (DODD) rule, Ohio Association of Adult Services (OAAS) Policies, OACB, Ohio Provider Resource Association (OPRA)	Training evaluations, Module scores, Certification	HR Manager	In process
Evaluate client satisfaction	Annually through surveys	Surveys, Individual Service Plan, Discovery	Surveys through Discovery, Achievements	Director of Service \and Support Administration, SSA Manager	Annually through Surveys: To date survey has not been implemented or developed.

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Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Promoting self-advocacy by individuals served by the county board	Quarterly evaluation of trained individuals	Project STIR(Step Towards Independence and Responsibility)	Increased number of trained Self Advocates	ATCO Transition Manager, ASD, PersonnelPlus Director, SSA's, CIS	ATCO Transition Manager has been meeting with Day Hab providers as well as Residential Providers to discuss a county-wide advocacy group where each provider shares responsibility in coordination and facilitating meetings that are open to everyone in the county. This will be a focus in 2017 to finalize who and how such a group will be supported long term. Transition Planning Class Monday's 1-2 weekly have be focusing on Person Centered Planning and learning all choices for the transition. Refer to September update letter. ATCO Staff promotes self-advocacy skills in decision making. Staff report and document issues where advocacy supports are needed. The PPAC continues to promote self-advocacy. The group developed new bi-laws during the second quarter. Quarterly evaluation of trained individuals resulted in increased number of trained Self Advocates. PPlus continues to provide self-advocacy support and training to people we serve. The numbers have decreased recently.

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Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Ensure that individuals receive services in an integrated setting appropriate to their needs	Quarterly evaluation	Community Linkages, Employment Opportunities, Private Providers, Accreditation	DODD survey, Accreditation	ATCO Transition Manager, Adult Services Director, PersonnelPlus Director, SSA's, Community Inclusion Specialist	ATCO Transition Manager has been reaching out to community agencies and community partners and is planning a community presentation for Spring of 2017. This event will be introducing the community agencies and partners to the new service model for our county and seeking their support and interactions with our community day hab to provide more integrated activities in the community and use the resources and activities already established within the community. The ATCO Transition Committee is working on assessing our Community Resources with contact information and locations. This will be a resource to SSA's, providers and families. The Adult Service Director is working with the Community Integration Specialist to ensure they plan integrated activities and those activities are a priority above other activities.

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Continued- Ensure that individuals receive services in an integrated setting appropriate to their needs	Quarterly evaluation	Community Linkages, Employment Opportunities, Private Providers, Accreditation	DODD survey, Accreditation	ATCO Transition Manager, Adult Services Director, PersonnelPlus Director, SSA's, Community Inclusion Specialist	The ATCO staff and individuals facilitate a morning meeting daily where they discuss and plan activities focusing on increasing integration. ATCO is partnering with PersonnelPlus to ensure community employment is an available opportunity for those served by ATCO. PersonnelPlus provides services in integrated settings and places individuals in jobs in the local community. Quarterly evaluation utilizing DODD survey, and Accreditation process. The SSA Department has not completed any evaluation using the DODD survey nor have we had an accreditation review. However, people are being served in integrated settings through community inclusion activities, job placement, etc.

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Program Area: Service and Support

Goal #1: Support Providers

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Build relationships	On-going through quarterly meetings.	Leadership team	Provider feedback	Superintendent and Leadership team	Have been occurring
Create accountability structure	Quarterly Provider meetings	Leadership team, Private Partners	Partner together for survey or checklist of customer satisfaction	Superintendent and Leadership team	Have been occurring
Ensure innovative options for those in Athens County	Mini Grants to Non-Profit Providers, August 31, 2016	Superintendent and Leadership team	Applications received, reviewed, and awarded	Superintendent and Leadership team	NA
Ensure that there are sufficient providers of services to meet the needs of individuals receiving services in the county	June 30, 2016, complete more formal evaluation of current providers' capacity to expand current services to meet the needs.	Superintendent and Leadership team	Completed analysis of survey showing adequate room for growth with Private Providers to assimilate those moving from ACBDD programs	Superintendent and Leadership team	Ongoing

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Meet with each newly certified independent provider, for purposes of confirming the provider understands the individual service plan and the provider's responsibilities and ensuring the provider has contact information for the county board.	Within sixty days of the provider being selected to provide services to an individual	SSA Director, SSA Manager, & SSA's	A signed training verification form	SSA Director, SSA Manager, & SSA's	The SSAs not only meet with newly certified independent providers to ensure they understand the ISP and their responsibilities; they do so for all providers to ensure that they and/or their staff understand their responsibilities. The provider signs a form stating that they received training on the ISP.

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Program Area: Service and Support

Goal #2: Supporting Choices and Removing Obstacles for Clients

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Utilize Person-Centered Planning tools to assist individuals to make the choices that are important to or for them which includes community integration.	Each person's span year and Individual Success Plan span dates, Ongoing	Discovery tools, Person-Centered Plans	Individual's satisfaction with the outcomes for their life	SSA Director, SSA Manager and SSA's	Utilizing Person-Centered Discovery tools for the individual's satisfaction with the outcomes for their life. All but one SSA has been trained in the Person-Centered Thinking Exposure training and several have been trained in Person-Centered Thinking Coaches training. We utilized Person-Centered principles in the planning process and have been for nearly two years now.

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Continued -Utilize Person-Centered Planning tools to assist individuals to make the choices that are important to or for them which includes community integration.	Each person's span year and Individual Success Plan span dates, Ongoing	Discovery tools, Person-Centered Plans	Individual's satisfaction with the outcomes for their life	SSA Director, SSA Manager and SSA's	As a department we received specialized training in Person-Centered Thinking during the pilot program we participated in a couple of years ago as well. We have antidotal information showing satisfaction with the outcomes for individual's lives but do not have a survey to collect data to demonstrate satisfaction of the achievement of individual's outcomes.

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Identify obstacles for individuals that hinder them from achieving their desired outcomes.	Each person's span year and Individual Success Plan span dates, Ongoing	Discovery tools, Person-Centered Plans	Individual satisfied with achieving outcomes for their life	SSA Director, SSA Manager and SSA's	Utilizing Person-Centered Discovery tool for the individual's satisfaction with the outcomes for their life. As stated above we do not have a tool that would demonstrate and collect data regarding the obstacles individuals might face that hinder the achievement of their outcomes.

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Program Area: Service and Support

Goal #3: Offer Waivers to People on the Waiting List

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Enroll six waiver funded by DODD allocated to ACBDD (2-IO and 4 SELF)	12/31/2016	SSA's, ACBDD	Enrollment numbers	SSA Director, SSA Manager, assigned SSA's	The SSA Dept. is in the process of identifying the six individuals for these priority groups and will notify DODD by September 30th with the names of those who want one of these six waivers.
Enroll 3 individuals on waivers to refinance SL Funds	6/30/2016	SSA's, ACBDD	Enrollment numbers	SSA Director, SSA Manager, assigned SSA's	We have refinanced one Individual who received SL funding and are in the process of refinancing two other individuals.

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Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Enroll 16 individuals on waivers removing people from our waiting list.	Enroll 2 individuals by 12/31/2016 with a total of 16 by 12/31/2017	SSA's, ACBDD	Enrollment numbers	SSA Director, SSA Manager, assigned SSA's	ACBDD has decided not to move forward with removing people from the waiting list and funding services with a waiver until we complete our survey of those on the wait list and can analyze the associated cost with these additional waivers.
Enroll 10 individuals on IO waivers moving from EMRC.	12/31/2017	SSA's, ACBDD	Enrollment numbers	SSA Director, SSA Manager, assigned SSA's	Houses have been purchased and are in process for necessary renovations to be completed prior to moving people from EMRC to community setting with waivers. EMRC plans to pay the rent on the houses until they are ready to close down the current facility and move all individuals living there to two smaller ICF/IIDs or to the five houses in the community setting.

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Program Area: ATCO/Passion Works

Goal # 1: Establish a Transition Plan for CFCM

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Alert staff and clients	2016 completed	Superintendent announcement, Superintendent letter	Completed	Superintendent, ATCO Transition Manager	Completed
Alert the media	2016 completed	Superintendent announcement	Continue as further announcements on transition planning committee produce actions	Superintendent Office	Completed
Establish an ATCO Transition Committee	Spring 2016	Transition Manager, Administration, Stakeholders	Establish committee and add members per expertise as needed	Superintendent, ATCO Transition Manager	Completed
Determine the next steps for clients	2016, 2017, 2018	Transition Committee	Per reduction plan submitted to DODD	ATCO Transition Manager, Adult Service Director, ATCO Transition Committee	ATCO Transition Committee meets monthly and consists of a variety of stakeholders, individuals impacted, administration, employees, family members, and providers. There is transportation and an ATCO subcommittee to focus on specific needs pertaining to each area.

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Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Continued Determine the next steps for clients	2016, 2017, 2018	Transition Committee	Per reduction plan submitted to DODD	ATCO Transition Manager, Adult Service Director, ATCO Transition Committee	Work to educate and introduce many new opportunities that promote employment, community integrations, and identifying the best means for each individual to enhance their lives with new choices.
Determine next steps for employees	By end 2017	Offer support for affected staff – resume, job search	All interested staff have employment profile developed	ATCO Transition Committee	ATCO Transition Manager has provided the employees with a survey asking for information about their concerns, needs and future goals. The ABEA Labor Management Team meets regularly and openly to discuss concerns pertaining to employees and the transition.

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Program Area: IT/Operations

Goal # 1: Messaging-Twitter, Facebook, Website

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Update Website	Go "Live" by 04/30/2016	Director of Finance & Operation, Information Technology Manager, Possible 3rd party, Media/Graphics Specialist	Currently holding bi-weekly meetings. Upon "going live", becomes part of social media campaign. Plan to hold a "Release Event" upon going live.	Information Technology Manager and Graphics Specialist doing graphics and functionality. Over-seen by Director of Finance & Operation	Completed
Twitter and Facebook are considered synonymously Develop a social media strategy that utilizes all 3 elements Strategy to include strong marketing component	Have team and map of strategy by 9/30/16.	Same team as above with inclusion of outside firm or consultant.	Utilization of online measurement tools, Online surveys	Information Technology Manager and Graphics Specialist doing graphics and functionality. Overseen by Dir. of Finance & Operation	We are using Facebook. It was decided twitter was not really useful for our company.
Implementation of a "Community Manager" responsible for monitoring media traffic, responding to questions/comments, response to criticisms/praise.	In line with launch of social media outlets.	Same team as above with inclusion of outside firm or consultant.	Online measurement tools, Event attendance, Online feedback, Surveys		Superintendent has Facebook access and is using it.

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Program Area: IT/Operations

Goal # 2: Create Agency-wide Training Modules for all Mandated Training

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Develop ability to offer online training for new hires and on-going training needs	Plan by 04/30/16 in line with bringing HR Manager on board	Information Technology Manager, Director of Finance & Operation, HR Manager	Surveys, Testing	HR Manager, Director of Finance & Operation, Information Technology Manager	In process

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Program Area: IT/Operations

Goal # 3: Paperless Systems

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Identification of areas that require attention: Payroll/Time Card	04/01/2016. System to be populated reviewed and run in parallel with current payroll system.	Information Technology Manager, Business Clerk	Reconciled with current system for accuracy, ease of use, time savings.	Director of Finance & Operation, Business Clerk, Information Technology Manager, Auditor's Office payroll personnel.	Process of Implementation is 65% complete.
Paychecks (direct deposit)	Review technological feasibility. Review govt. compliance hurdles for implementation.	Board Approval	Implementation	Business Clerk	All current employees and new hires are on direct deposit.
New Hire paperwork	August 2016	Up-to-date technology	Implementation	HR Manager, Information Technology Manager, Business Clerk	In process
Transportation (Trip Tracking)	August 2016	iPad with appropriate software for each bus; Training for drivers and Director of Transportation	Implementation	Director of Fac/Transportation, Information Technology Manager, Director of Finance & Operation	Reviewed it solution not viable.

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Program Area: Facilities

Goal # 1: Oversee Beacon Playground Construction

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Contact vendors for potential plans	December 2015-April 2016	Blueprints	Costs, Viability of product	Director of Facilities, Director of Educational Services	Completed Phase I
Request and review specifications for playgrounds	April, 2016	Vendors	Team evaluation and choice	Director of Fac/Transportation, Director of Educational Services	Pending for Phase II
Review selected blueprints with Insurance company	May, 2016	Insurance company	Receive approval	Director of Fac/Transportation, Director of Educational Services	Completed Phase I
Create a Request for Proposal and bid it	May, 2016	Newspaper- advertise for 2 weeks. The following Monday after the second week, select contract and award	Per process	Director of Fac/Transportation, Director of Educational Services	Secured 2 quotes and issued PO for Phase I
Begin construction on playgrounds	June 2016 for first, others to be determined	Vendor	Director of Facilities	Director of Fac/Transportation, Director of Educational Services	10-3-16
Conclude construction	July 2016 for first, others to be determined	Vendor	Staff, students, parents	Director of Fac/Transportation	Phase I 10-15-16

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Program Area: Facilities

Goal # 2: Energy Efficiency

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Upgrade parking lot lights	January 2016	Energy Efficient Lights AEP Incentives	Beacon and Bus Garage	Director of Fac/Transportation	Completed
Retrofit all interior lights with LED	January 2016-January2017	Energy Efficient Lights AEP Incentives	Once Completed	Director of Fac/Transportation	We are working with 3 companies on quotes.
Evaluate buildings for insulation needs	Summer 2016	Blown in insulation	Total of 18 for Harper Street	Director of Fac/Transportation	Pending

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Program Area: Facilities

Goal # 3: Oversee New Buildings/Office Spaces

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Determine locations for staff	February 2016 until complete	Beacon office space	HR Manager, Medicaid Manager	Superintendent	Completed
Evaluate new facilities for space allocation	Per hiring process	Need blueprints	Adequate space and furniture	Superintendent, Director of Fac/Transportation	Property not Acquired
Move furniture and equipment	February 2, 2016 until completed	Internal staff and vehicles	Completion of process	Director of Fac/Transportation	NA

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Program Area: Transportation

Goal # 1: Plan for Phase-Out During Transition

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Routes - chart impact/results of each phase-out	2019	Transition Team	ongoing	Director of Fac/Transportation	Pending gathering information
Determine equipment need or determine equipment liquidation	2019	Transition Team	ongoing	Director of Fac/Transportation	Pending gathering information

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Program Area: Educational Programs

Goal # 1: Early Intervention (EI) Plan under DODD

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Evaluate current EI program - customer satisfaction	Semi-annually- Survey based upon HMG, Our survey six months later	Help Me Grow survey, Parent survey from ACBDD	Trend data over time	Director of Educational Services and Developmental Specialist Liaison	Complete
Evaluate current EI program - numbers served	Quarterly- April, July, October, January	Gatekeeper	Trend data over time	Developmental Specialist Liaison	Ongoing
Evaluate current EI program - compliance	Quarterly- April, July, October, January	EI/DODD- Regional Representative updates	Analyze new rule, expectations, monitor our progress, repair areas of concern	Director of Educational Services	In process

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Program Area: Educational Programs

Goal # 2: Create Three Sensory Playgrounds

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Create a playground committee	January 2016	Staff, students, Director of Facilities, parents	Ensure all groups are represented	Director of Educational Programs	Complete
Review local sensory playgrounds- Lancaster, Athens, Vinton.	February through April, 2016	Take committee members to these four sites, and take pictures	Share pictures and ideas with staff, select students	Director of Educational Programs	Complete
Select playground items for purchase for all three playgrounds	May, 2016	Blueprints, cost analysis, wish lists	Parent/staff meeting for overview, Vote	Director of Educational Programs, Director of Fac/Transportation	Phase 1 equipment ordered ETA 10-1-16

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Program Area: Educational Programs

Goal # 3: Reestablish Primary 2 Class

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Analyze classroom supply needs. Order these items.	January- May, 2016	Catalogues, other classrooms	Primary 1 and Intermediate 1 teachers	Director of Educational Services	Ongoing
Analyze classroom furniture needs. Order these items.	February-May, 2016	Catalogues, other classrooms	Primary 1 and Intermediate 1 teachers	Director of Educational Services	Ongoing
Post a Primary 2 position for Moderate to Intensive IS teacher and IA	March, 2016	Internal posting, Newspaper	Need five to interview	Director of Educational Services	Complete
Interview and select next teacher	April-May, 2016	Interview Team	One is selected and accepts	Director of Educational Services, two teachers, one assistant	Complete
Determine student placement with new classroom	April, 2016	Class lists Student age Waiting list	Ensure all resources are used	Director of Educational Services	Complete
Discuss and share with teachers and with parents	April, 2016	Class lists Student age Waiting list	Ensure six-eight students for this class	Director of Educational Services	Complete

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Program Area: Educational Programs

Goal # 4: Explore the Addition of an Autism Unit

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Evaluate other DD School Programs	June-August, 2016	Interviews with other schools- Ewing School	Determine feasibility	Director of Educational Services	NA
If an option, then determine requirements	September-November 2016	Credentialing, curriculum options, behavioral supports	Evaluate cost and benefit	Director of Educational Services	NA
Meet with local school districts to determine need and numbers	January-February 2017	Feeder Schools Waiting lists	Determine numbers	Director of Educational Services	NA
Obtain Board support	February, 2017	Board vote	Affirmative	Director of Educational Services	NA
Prepare a new classroom for this unit	February- April, 2017	Utilize EI room	Proceed with materials steps in Primary 2 additional classroom	Director of Educational Services	NA
Hire a teacher and assistant	March-June, 2017	Posting and interview	Proceed with teacher selection steps in Primary 2	Director of Educational Services	NA
Communicate with parents, schools regarding this option	March 2017	Newspapers	Locate 6 appropriate students for this classroom.	Director of Educational Services	NA

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3rd QUARTER REVIEW Exhibit 6

Program Area: PersonnelPlus

Goal # 1: Increase the Number of Individuals of Working Age Engaged in Community Employment

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Date to phase out Medicaid billing	Decided upon prior to 2024	Private Providers	Reductions per plan submitted	PersonnelPlus Director SSA Director	Data has been collected from the ACBDD Medicaid Manager to determine the amount of Medicaid funding that PersonnelPlus was reimbursed in 2015 to date in 2016. PersonnelPlus Manager will set up meeting with Medicaid Manager & Director of Finance in third quarter to determine time line for phasing out Medicaid billing.

2016 ANNUAL ACTION PLAN

3rd QUARTER REVIEW

Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Expand services to all with disabilities	2017	OOD, VRP3	Enrollment capacity	PersonnelPlus Director	In conjunction with SSA Dept. referrals for VRP3 have been increased. Director of Employment Options has worked with Director and Manager of SSA to improve, identify and define a person's place on the employment path in ISP. Total number of new jobs placed by the end of the second quarter is 8.
Improve processes. Determine Operating Model for PersonnelPlus independent of ATCO Inc.	2017	ACBDD	PersonnelPlus becomes stand-alone department or entity	PersonnelPlus Director Director of Finance & Operation	No Progress on this during second quarter.

2016 ANNUAL ACTION PLAN

3rd QUARTER REVIEW

Exhibit 6

Action Steps/Strategies	Timelines	Resources	Evaluation	Responsibilities	Progress Update
Increase billing options. Decide what funding model to use. Decide not to change or choose options.	Oct. 2016	OOD, VRP3, Bridges to Transition	New funding	PersonnelPlus Director	Decision was made by Director of Employment Options not to forgo VRP3 but to instead improve outcomes and recommend continuing contract. VRP3 is a great option for the ACBDD.
Create 501c3	By 2019	Forms	Successful implementation	PersonnelPlus Director	No Action on this during second quarter.
Increase numbers in Community Employment	2016-2019	Community employers	Increase by 3 people per year minimum	PersonnelPlus Director	The outcome for the year is 3. Surpassed the outcome during second quarter increasing the number in the community employment by placing individuals in 8 new jobs.

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

October 2016 Board Report
Kevin Davis, Superintendent

- Property Update – We have had the property in front of Beacon clear cut. We are in the beginning stages of working with the architect on planning the driveway and parking area. We hope to have the entry way and parking lot bid out very soon.
- Leadership Meetings – Leadership meetings (with senior management) were held on September 28, October 12, and 19.
- All Managers' meetings – All managers' meeting (with any staff who has management responsibilities) was to be held on October 5. This meeting was rescheduled to Wednesday, November 2.
- Ohio Association Of County Boards – ***Articles attached***
- I attended the Southern Ohio Council of Governments Superintendent's meeting on October 6.
- On October 11, we had a visit from the OACBDD Legislative Representative Joe Russell. We discussed current issues that are of importance to the county board and issues that we could use legislative assistance with.
- Family Children First Council executive meeting – was held on Wednesday, October 19.
- ATCO Board meeting – was held on Wednesday, October 19. The future planning and topic of Passion Works was discussed.
- Labor Management meeting with ABEA on Thursday, October 20, 2016.

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- We have ABEA negotiations upcoming, we will be using Interest Based Bargaining and a federal mediator. The dates for the negotiations include November 3 (issues exchange) and November 14, 15 and 21.
- The Athens County Singers will be traveling to Sandusky, Ohio for a presentation at the American Music Therapy Conference on Saturday, November 12, 2016. We are helping sponsor the event.
- The playground equipment has been ordered and delivered. It will be installed soon. A planning committee is working on the dedication ceremony.
- We have received and accepted an offer of assistance from a Master of Public Administration student. She is going to help assist the county board in doing a survey regarding the employment first initiate and where we stand in progressing. This will be part of her coursework. She is working with Doug Mitchell and PersonnelPlus.
- We had an initial planning meeting with representatives from Kids on Campus on September 20, 2016. We are exploring the possibility of partnering with Kids on Campus for an afterschool or summer programs for the youth served by the County Board. I will provide an update at the Board meeting.

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In the news

Numbers dwindle rapidly at Butler County's adult day care facility

Source: Journal-News
Published Wednesday, October 12, 2016
by Denise G. Callahan

County leaders and clients of the Butler County Board of Developmental Disabilities say they have complete faith in the organization despite it facing a $2 million deficit and rapidly declining numbers of employees and clients at a soon-to-be shuttered adult day care facility.

Boards of developmental disabilities can no longer provide direct services, according to new federal and state mandates. Despite a deadline to get out of the adult daycare business by 2024, the Butler County board announced its intention to close its Liberty Adult Center by March 2017, according to documents obtained by the Journal-News.

Since the end of March, the number of clients enrolled at Liberty Adult Center has dropped dramatically — from 125 to 10, according to Lisa Guliano, superintendent of the Butler County Board of Developmental Disabilities. Staffing has also dropped quickly as employees sought new jobs, going from 40 to seven by the end of this month, she said.

Guliano estimates the board could save $1.4 million a year with the closure of Liberty Adult Center, but said the mass exodus of employees, and then clients, could force its closure sooner than 2017.

The board will be addressing the dwindling numbers at Liberty Adult Center during its meeting today, she said.

"It's a little like we can pull this band aid off really slowly and painfully with uncertainty, or we can just do it and say now let's move forward and let the healing, whatever needs to happen, begin," DD Board President Kathy McMahon-Klosterman said about the early closure. "With a number of the families the parents and siblings are older and wouldn't it be in their best interest to know where their family is going to be, rather than wonder for five or six years where they might wind up."

The board was also staring down a $3.6 million deficit at the beginning of the year, however Business Services Director Hailey Quinn said a state cost reimbursement has cut that amount to $2 million.

McMahon-Klosterman said deficit or no, they needed to make a pay adjustments for the county organization that employs about 160 people.

"We took the commissioners quite seriously for a good number of years and have been fiscally conservative I think as a board," she said. "But at some point people have to pay their own bills too... We had to make some adjustments it seemed, really, to keep staff and to be fair and just with the workers."

In 2010 and 2011 none of the employees received raises, according to documents reviewed by the Journal-News. From 2012 through 2014, up to two percent was available for raises. For the next two years $550 lump sum bonus were approved for raises, but last month the board approved a two percent raise for all employees which will be given out based on performance.

The largest contributor to the organization's budget shortfall has been an increase in local waiver matching funds for Medicaid to keep people with disabilities integrated in the community.

This year the local match is $12 million and BCBDD served 3,350 clients last year. The agency had 2,716 clients in 2011 and the Medicaid match was $7.6 million.

The phase out of personal property tax was also a big hit, going from almost $2 million in 2005 to $1,352 this year.

The DD Board passed a $19 million general fund budget this year and $18 million is planned for 2017. The total budget, including state and federal funds is $29 million this year and $28.4 million for next year with an expected $3.4 million deficit. However, the board is expected to have a cash balance of $28.6 million this year, reserves they have had to dip into because of ever changing levels of state and federal funding.

Guliano said they have been off the ballot for a levy for a dozen years and that, and a board mandate for at least a six month reserve, is why the reserve is so robust.

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

"It's not so much about collections it's about savings and staying off the ballot," she said. "We have a history of business decisions we've made over the last 10 years that have enabled us to stay off the ballot. We were last on in 2004, we said we would stay off for five years and we've been off 12."

The county commissioners have asked all the social service agencies not to have levies on at the same time. The DD Board is now slated to go back on in 2018. The board has two levies and combined are expected to bring in $20.2 million this year.

Oversight of finances

It is Probate Judge Randy Rogers' responsibility to appoint two of the seven DD Board members; county commissioners appoint the rest. Each member serves a four-year term.

The board meets once a month and the members also serve on a number of committees. Tony Yocco, vice president of the board and head of the finance committee, said the finance committee meets every month and is very hands-on.

"We go over (finances) line-item-by-line-item," Yocco said. "Every expenditure, every contract is reviewed prior to being discussed and voted upon by the board. There is a detailed level of oversight for the finances. Not only do we recognize that we have to provide the best possible care for the individuals we serve but we also understand we are stewards of money entrusted to us by the taxpayers."

Even though the DD Board is funded by taxpayers and has an annual budget hearing like other county departments, commissioners cannot dictate how it spends money, according to Commissioner Don Dixon.

The commissioner said he is satisfied the board is handling things the right way.

"I'm comfortable with what they're doing and the how the budgets are running," he said. "They are under the same kind of budget constraints we are and everybody else is. We've been holding the line and trying to get everything fiscally back on a good solid foundation and I think that's probably what they are doing now."

Finding new care for clients

Guliano said it was nice to have a "little bit of a luxury" last month when numbers at Liberty Adult Center were 12 staff to 15 clients, because it allowed them to work more closely with each individual to help them find a new center — there are 35 to 40 providers in the county. Only the most challenged clients are left at the center on Liberty Fairfield Road, she said.

Now, Guliano said the extra staff are also working on closing the facility's "massive" building, including moving supplies and equipment that were once used to care for 125 people.

"The individuals we have left, many of them are getting some direct support from our staff, our staff is taking them to their new provider, helping with the transition, working with the new provider," she said. "Any employees that are not assigned to individuals on any given day we've started the process of breaking down the building."

Elizabeth Maynard's son Ben recently moved to The Charleston Club, a day service program in West Chester Twp. She describes her son, who was born almost 24 years ago on Christmas Day in Anchorage, Alaska, as a "little character" who is developmentally delayed, with complex health issues due to a very rare chromosomal condition.

She said staffers at the DD board were very supportive in the family's search for new care.

"Liberty Center, and the team at Butler County, they had no choice, and they have been so supportive in terms of trying to find the right fit for Ben," she said.

Dave Parris' daughter Ashley transitioned from the center to Easter Seals earlier this summer and recently started a job as a stocker at Walgreens. She has Dandy Walker Syndrome which for a while caused the 25-year-old to have anger issues before they found medicine that works to keep that under control.

Parris said for most of the time she was under the county's care, staff had to have eyes on her all the times because she would cause trouble.

He said he suspects the DD board needs to maintain the staffing levels because the clients who are left have the most needs.

"My gut tells me that everybody that's on Ashley's level has moved on already," he said. "And the people that are left there are the hardest to place."

Yocco, vice president of the board and head of the finance committee, defended keeping the staff-to-client ratio.

"First and foremost is the safety of individuals we serve there at the center," he said. "Regardless if it's ten, 100 or even one, they still deserve to be provided proper supervision and care. The leadership that's overseeing that, I trust their judgment because that is our mission."

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In the news

Dozens show up for public forum on privatization of Hocking Valley Industries

Source: Logan Daily News
Published Friday, September 23, 2016
by Beth Lanning

Concerns were voiced during a forum Wednesday concerning the privatization of Hocking Valley Industries (HVI).

Hocking County Board of Developmental Disabilities (HCBDD) and HVI are now considered one entity but they're transitioning into two separate entities because of federal mandates. The transition is scheduled to take place July 1, 2017.

David Couch, Superintendent of HCBDD, led the meeting among dozens of people including Hocking County Commissioner Jeff Dickerson; Executive Director of Hocking Hills Chamber of Commerce Dani Bell; and Hocking County Treasurer Diane Sargent.

One hot topic was the future of more than a dozen employees who currently work at HVI.

"Because the DD Board will be no longer be providing direct services, the staff who provide those services (including transportation) will no longer be county employees," explained Couch. "They will no longer receive salary and benefits. The decision to hire belongs to HVI, not the DD Board."

If HVI decides to rehire any of the employees for the same job they could be considered carryover employee.

"That determination is made by Ohio Public Employees Retirement System (OPERS), not the DD Board," continued Couch. "If they are determined to be a carryover employee they can choose to continue participating in the PERS system.

"If they choose to do so, the DD Board will be responsible to continue paying the 14 percent employer share, the employee will have to contribute the 10 percent employee share. The employee will also have to contribute to social security," Couch explained.

The meeting provided very little comfort for those who have their jobs on the line including support professionals and drivers.

Sean Dahl, Field Representative for the Ohio Association of Public School Employees (OAPSE) State Office, as well as the American Federation of State, County and Municipal Employees (AFSCME), was in attendance to support the workers.

"They are not guaranteeing our jobs. We're still working on it but they are not guaranteed those positions," said Dahl. "Right now we have 18 people and 16 people are being laid off as of July 2017.

"But if you heard them talk about the carryover for the positions, which means they can take their OPERS with them, that's going to cost the board. You tell me if they're going to be rehired."

"Everyone is concerned about losing their jobs," said Shelly Mays, Direct care staff for the Hocking County Board of DD and Union President. "We don't know what's going to happen."

One employee who is concerned about losing her job spoke up at the forum.

"Not only that, it will be our pay, our benefits, and we have to make it work for our family also. With saying the 'same faces', we don't know that," she said.

The "same faces" comment was made by Couch. He is optimistic that current employees with stay on through the transition.

"Personally, I expect they will hire many of the current staff because they know how to support the individuals receiving services, but I have no control over that decision," added Couch. "I can say that I know HVI will continue to be committed to providing quality services to people and will make hiring decisions that will enable them to do that."

The Logan Daily News contacted Amber Spencer, Executive Director of HVI, to get the latest on the hiring process but she was out of the office Thursday.

Our Address

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

Many parents came to the meeting with concerns about the services their child with disabilities will receive. Among them, was concerned mom, Julie Perry of Logan. She has a son Jacob, 32, who has autism.

"Jacob functions like a nine- or 10-year-old emotionally — physically he is normal. If you met him you wouldn't know anything is wrong until you talked to him," Perry explained. "It separates them — to parents, it means how do you separate something they've known forever."

Perry said what worries her the most is who is going to make sure all the rules are followed, especially with staffing.

"If DD is not going to stipulate how they work, who is? Who is going to make the rules? Who is going to determine how they're going to be hired because all that's been done by County DD. Who is going to do that now?" she questioned.

Perry said her son is happy but she'll keep an eye on the situation. She also learned something new at Wednesday's meeting.

"I didn't know we could go to another county. We have two properties, it's definitely an option if we move to Vinton County. It's not something I could consider unless Jake becomes unhappy or I become unhappy with the service," she noted.

"If you have a wavier in the State of Ohio you can go anywhere you want to receive services as long as they're offered," Couch mentioned. "If someone from Columbus comes down here and said I want to make clay pots, there is nobody here who provides that service. We're not obligated to start that service."

Perry said Jacob does art two days a week and works three days a week.

"He gets paid very little but people are good to him in this county," Perry added.

Another issue is what happens to the levies for Hocking County Board of Developmental Disabilities?

According to Hocking County Auditor Ken Wilson, there are three levies that helps support their general operations: 1.5 mill, 1.5 mill and a .2 mill; for a total of 3.2 mills.

"These levies operate on a continuous basis annually and do not expire at any specific date. The current combined projected annual tax revenue of these three levies is approximately $1,750,000," explained Wilson.

Wilson said these levies are general operating funds and are used at the discretion of the Hocking County Board of DD.

"The DD Board spends approximately $1.4 million for the operation of HVI," remarked Couch. "This includes transportation, personnel, building operations, capital costs, programming expenses."

Couch said 46 percent of the DD Board's operating expenses supports HVI. He went on to say it is considered the DD Board's share of match for people using Medicaid waivers to fund their day services. The levies will continue.

"The DD Board continues to have the responsibility for providing services such as early intervention for birth to three year olds, paying the match for adult day services (including HVI; much of what is currently being spent on HVI, above, will then have to be paid as match for Medicaid services), residential services to support people living in the community, family assistance and supported employment," Couch noted.

Couch highlighted several main points to explain why the privatization is happening — including federal mandates and where they are heading.

"In 1990 President George H.W. Bush signed into law the Americans With Disability Act. That is the driving force behind the transition," Couch added.

The U.S. Department of Justice has been looking at ADA issues in other states, and according to Couch, the restrictions that Ohio is putting on people with disabilities could be considered civil rights issues.

The US Department of Justice looks at sheltered workshops such as HVI as an institutional type setting. They want to see people with developmental disabilities more integrated into their communities.

HVI was preparing for the change well before the transition date.

In 2010, when the workshop moved to its current location, the process began with the HVI Board taking on more responsibilities for the day-to-day operations," shared Couch. "The biggest difference will be the funding. HVI will bill Medicaid for the services they provide."

Spencer told *The Logan Daily News* that HVI will continue to be the same company that everyone has grown to know but with more options and choices.

HVI is a 501-C3 non-profit organization that provides opportunities to individuals, who request services, and although these services were previously offered under the Hocking County Board of DD, some have already been transitioned and are now managed by HVI. HVI now privately operates the HVI Cleaning Service and Can Do Creations and has been the provider of record for these departments for nearly two years now.

With the transition, HVI will be a totally private business. "I think this will be a good thing," stated Spencer, speaking of the transition. "Both boards are ready for this.

"With HVI operating as a non-profit independent provider, there will be a lot more options. It is an exciting time — we want to be successful and to be a standalone business," she concluded.

The second forum is scheduled for Thursday, Sept. 29 at 6:30 p.m. at the Logan-Hocking County District Library, 230 E. Main St.

DD Supt. says Passion Works will be fine

- By Conor Morris
- The Athens NEWS – October 17, 2016

Despite some community worries about the future of Passion Works Studio in a time of transition for the Athens County Board of Developmental Disabilities (ACBDD), Board Supt. Kevin Davis said recently that the program is not going anywhere.

Over the next three years, services provided by ATCO, Inc. will be transitioned to private providers, due to a federally mandated order from the Center for Medicare and Medicaid Services, The NEWS reported earlier this year. Passion Works Studio in uptown Athens, which produces the well-known "passion flower" of Athens, also will be affected, with the ACBDD seeking to transition it to a new program provider (private or public).

In the meantime, Passion Works is going strong, Davis said, with its recent Homecoming Parade float, installations or artwork at Fluff Bakery and Beacon School, and preparations for a Halloween mask sale prior to the Athens Halloween Block Party on Oct. 29.

Passion Works is a part of the larger transition that the Athens County Board of Developmental Disabilities, along with other DD boards across the state, is undergoing due to changes to federal mandates.

"However, the plan has always been and will continue to be that Passion Works continues to exist long after the transition is complete, just as part of another non-profit or group or as its own non-profit," Davis wrote in an email recently.

The ABCDD has held three public forums so far this year to talk about the board's transition plans; created a transition planning group (of which anyone is allowed to join); and hired a transition manager last spring to help guide that process.

Another public meeting is coming up on Tuesday, Nov. 1, to update the community on what has taken place since the last forum in May 2016, Davis said.

Passion Works is still providing the same services as usual for people living with disabilities, including serving about 35 artists with disabilities, Davis said. The program also employs six part- and full-time staffers, which includes one new part-time employee added recently.

"Our plan for the transition is to develop ways to give people with disabilities more full-day opportunities while increasing community integration and community collaboration through the transition," Davis wrote. "This is being done through the ATCO Transition Committee with direction from Autumn Brown, our ATCO transition manager."

Despite rumors to the contrary, Davis said nobody has been laid off or fired at Passion Works.

"We had one employee who did leave last spring to take another position at Ohio University," Davis said. "This employee was not replaced, as this decision was made by the ATCO board through their planning/evaluation process."

ABCDD is working with potential partners "to ensure that Passion Works will continue to exist through and beyond this transition," Davis said, including the Athens mayor's office, Ohio University and private providers.

"Since the announcement, we (the ATCO board and ACBDD) have been working hard on preparing and putting Passion Works into a position that they can survive into the future," Davis said. "We feel confident that through our hard work the individuals served by Passion Works will have time to transition and adapt to a new service model that will exist for many years to come. "

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

October 2016 Board Report
Beacon School
Becky Martin, Director of Education

- On October 4th the staff attended LAMP (Language Acquisition through Motor Planning) training at the school provided by Kendall Dearing, Speech Therapist. This is a technology program that enables students who are non-verbal or have limited language abilities to communicate their wants and needs through talking pictures on a tablet.

- Picture day was held on October 5th.

- The staff had the opportunity to participate in an IEP training specific to their individual needs on October 6th. Lisa Bonner from Region 16 State Support Team provided the training. Feedback from staff indicated the training was very beneficial.

- Graduate students from Ohio University Sports Administration program provided a mini field day for our students in the gym on October 7th. The students really enjoyed the different activities, and the graduate students received a lot of positive comments from the staff.

- The first PTA meeting was held on October 12th at 5:00. Fundraising, beautification projects and Box Tops for Education were discussed. A letter is going home with students making parents aware of the different events that occur throughout the year in hopes of getting some parent volunteers to help coordinate the events.

- Fire Prevention Day was held on October 13th. The Athens Fire Department did an excellent job talking to our students about the equipment they use, smoke detectors, and how to stop, drop and roll. Students also practiced calling 911 to report an emergency situation. The students enjoyed the smoke house and being able to climb up on the fire truck like a real firefighter.

- On October 19th, the Preschool teacher, Assistants and Primary I teacher attended a behavior training at the SST16 in Chauncey titled, "When You Reach the End of Your Rope." This was a prerequisite for a semester long online training where staff will be able to learn different techniques, share and receive ideas from other teachers as well as communicate with behavior experts in early childhood.

- Silly Socks Day was held in conjunction with a field trip to Libby's Pumpkin Patch in Albany on October 21st. Activities included a hay ride, corn maze, games and slides. We all enjoyed a sack lunch from school and a special treat of pumpkin ice cream prepared by Libby's. Each child was able to pick out a pumpkin to bring home.

- David Sincoff will be presenting a professional development for the staff about Autism on October 25th. This was identified as a need through the use of a staff survey.

- Realeyes will be doing a presentation for our students on October 25th.

- Halloween parties will be held on Friday, October 28th.

EARLY INTERVENTION Highlights
OCTOBER 2016 Board Meeting
Mary Ann Smathers

CASELOAD: Total = **34;** Additions = **2;** Exits = **4**

REFERRALS for Eligibility Evaluations/Assessments = **12**

9-26-16: **Ohio Association of Services for Children** (OASC) (Southeastern Region) Meeting attended by Becky (Supervisor) and Mary Ann (Senior Developmental Specialist, Sr. DS)

Meeting Highlights: State is looking at change in regards to the "regions" of the Ohio Association of County Boards (OACB) and the Ohio Association of Services for Children (OASC) as they are currently different regions and have different consultants; they are looking into combining and having one consultant.

Help Me Grow/Early Intervention (HMG/EI) and "logo" will be changing: Will NOT go by the name: Help Me Grow; for now it WILL be known as EARLY INTERVENTION. ("Help Me Grow" will only be the Home Visiting Program which is located with Integrated Services in Athens).

There will be changes also with HMG Rule and Ohio Department of Developmental Disabilities (DODD) Rule: 2 have already been completed: Parents Rights Brochure; Parents and Parental Consent in Early Intervention (both attached).

There was discussion pertaining to "Using Video as a Foundation for Reflective Supervision;" Webinar on EI Services for children who are deaf/hard of hearing; Play and Language for Autistic Youngsters (PLAY) Project updates.

Upcoming Trainings/Conferences: Statewide EI (formerly known as "Reboot") Training (Nov 14); Leadership Meeting (Nov 15); Ohio Center for Autism and Low Incidence Conference (known as OCALICON) (Nov 16-18); OACB 33rd Annual Conference (Nov 30-Dec 2).
Next OASC Southeastern Regional Meeting: February 6, 2017

9-29-16: Early Intervention (EI) monthly updates meeting with Becky (Supervisor) and Mary Ann (Sr DS)

10-5-16: Accreditation review meeting for EI component with Mark Cullison, Becky, Mary Ann

10-7-16: EI Team Staffing

10-11 & 12-16: **Implementation of Evidence-Based Practices in Early Childhood Intervention by Drs. Sheldon and Rush Training** attended by the EI Team (Jodi, DS; Mary Ann, Sr DS; Adrienne, Physical Therapist, team members from the County Board's EI program)

Training Highlights: **Definition of Evidence-Based Practices:** "Practices that are informed by research, in which the characteristics and consequences of environmental variables are empirically established and the relationship directly informs what a practitioner can do to produce a desired outcome." (Dunst, Trivette, & Cutspec, 2002)

Topics included: Mission & Key Principles for Providing Services in Natural Environments; Evaluation & Assessment; Assessing Everyday Routines; Writing Participation-Based Individualized Family Service Plan Outcomes; Primary Service Provider Approach to Teaming; Using a Coaching Style of Interaction; Research-Based Characteristics of Coaching

Definition of Primary Service Provider (PSP) Approach: The PSP approach is a family-centered process for supporting families of young children with disabilities in which one

member of an identified multidisciplinary team is selected as the PSP who receives coaching from other team members, and uses coaching as the key intervention strategy to build the capacity of parents and other care providers to use every day learning opportunities to promote child development. (Rush & Sheldon, 2012)

Definition of Coaching: An adult learning strategy in which the coach promotes the learner's ability to reflect on his or her actions as a means to determine the effectiveness of an action or practice and develop a plan for refinement and use the action in immediate and future situations. (Rush & Sheldon, 2004)

We now have a full team (ACBDD providing the Developmental Specialists and Physical Therapist; Hopewell Health Center providing Service Coordinators, Speech/Language Pathologist, and Occupational Therapist) in place and will be continuing our training for the next 6 months under the guidance of Dr. M'Lisa Sheldon and Tiffany Madden (our EI State Consultant). Each team member will be required to complete 6 coaching logs; implement using the Individual Family Staffing Reports; follow the outlined format for choosing a PSP; and implement using the Quarterly Progress Report.

10-14-16: Mary Ann (Sr DS) met with Becky (Supervisor) to share the above mentioned training and what will be expected of team/staff members for the next 6 months of training.

The newly hired Service Coordinator is Anna Teske.

Ohio | Department of Developmental Disabilities

Early Intervention Guidance Document
Parents and Parental Consent in Early Intervention

Service Coordinators should first seek the signature of the biological or adoptive parent to provide consent on behalf of a child for Early Intervention. However, there are times when a biological or adoptive parent's rights have been modified or terminated by the court. If this is the case, ask for the judicial orders or other court documents that identify a specific person or agency legally responsible for the child's welfare. If a judicial order identifies a specific person legally responsible for the child's welfare, then that person should be contacted to provide consent for Early Intervention services. If a judicial order identifies an agency legally responsible for the child's welfare, then that agency should be contacted to determine the specific person the agency has assigned to make Early Intervention services decisions on behalf of the child.

If there is not a judicial order identifying a specific person or agency legally responsible for the child's welfare, the biological or adoptive parent should be contacted to provide the necessary consents for Early Intervention. In order to try and locate the biological or adoptive parent, you should do the following:

- Make more than one attempt by more than one medium (i.e., telephone, email, post mail) to contact the parent.
- Document all efforts to contact the parent in the child's record (i.e., case note).

If the biological or adoptive parent does not agree to Early Intervention (e.g., assessment, evaluation, services, transition), the child should be exited from the Early Intervention program. If the biological or adoptive parent does not respond to the attempts to contact within a minimum of fourteen calendar days, a foster parent or an individual acting in the place of a biological or adoptive parent as defined by 34 CFR 303.27 may consent on behalf of the child.

The appointment of a surrogate parent should only be considered in the rare circumstance when:

- The court has not assigned a person or agency as guardian of the child or legally responsible for the child's welfare;
- A biological or adoptive parent cannot be located or fails to respond to requests for involvement in the Early Intervention process;
- The child does not have a foster parent; or
- The child is not living with someone acting in the place of a biological or adoptive parent.

Only after all the listed alternatives above have been exhausted and all attempts at locating a parent have been documented in your case notes, should you complete the Surrogate Parent Application (HEA 8040). If you have any questions or concerns about the appointment a surrogate parent, contact your TA consultant.

Ohio | Department of Developmental Disabilities

Common situations involving the definition of "parent" in Early Intervention:

If the biological or adoptive parent is incarcerated and the child has a foster parent, must I contact the biological or adoptive parent and obtain consent from the biological or adoptive parent to evaluate the child or begin services?

Yes. In the case of an incarcerated parent, you must attempt to contact the parent and obtain the consent of the parent. However, if the parent fails to respond to your contacts, then the foster parent may provide consent on behalf of the child.

What happens when a child lives with his grandmother and wants to start EI services, but the child's biological mother has made clear that she does not want EI services to start for her child?

In this situation, more than one party could be considered a parent of the child and there is a conflict. The biological parent has the authority to make the decision. Thus, in this example, the service provider would not be able to begin services for the child.

7. You have the right to file a written complaint.

The quickest way to resolve a concern is to talk with your EI Service Coordinator or their supervisor. If that does not work, you can contact EI staff at the Ohio Department of Developmental Disabilities at (614) 466-6879 or EI@dodd.ohio.gov.

You can file a signed written complaint. Complaints should be mailed to:

Early Intervention
Ohio Department of
Developmental Disabilities
30 East Broad Street, 12th Floor
Columbus, Ohio 43215

The complaint will be investigated and you will get a response within 60 calendar days. While the complaint is being investigated your child can continue to receive EI services.

8. You have the right to mediation or a due process hearing.

Another way to settle disagreements is to ask for mediation or a due process hearing.

Mediation lets you and EI program staff talk about the details of your disagreement with a neutral, trained mediator. The mediator will work with you and your program to find a solution that works for both of you. The State will pay the cost of the mediator.

A due process hearing is a more formal process conducted in front of an impartial hearing officer. Parents can hire an attorney to represent them at a due process hearing, but this is not required. The State will pay the cost of the hearing officer.

My Service Coordinator:

Email/Phone:

Early Intervention is program that supports families with children from birth through age two.

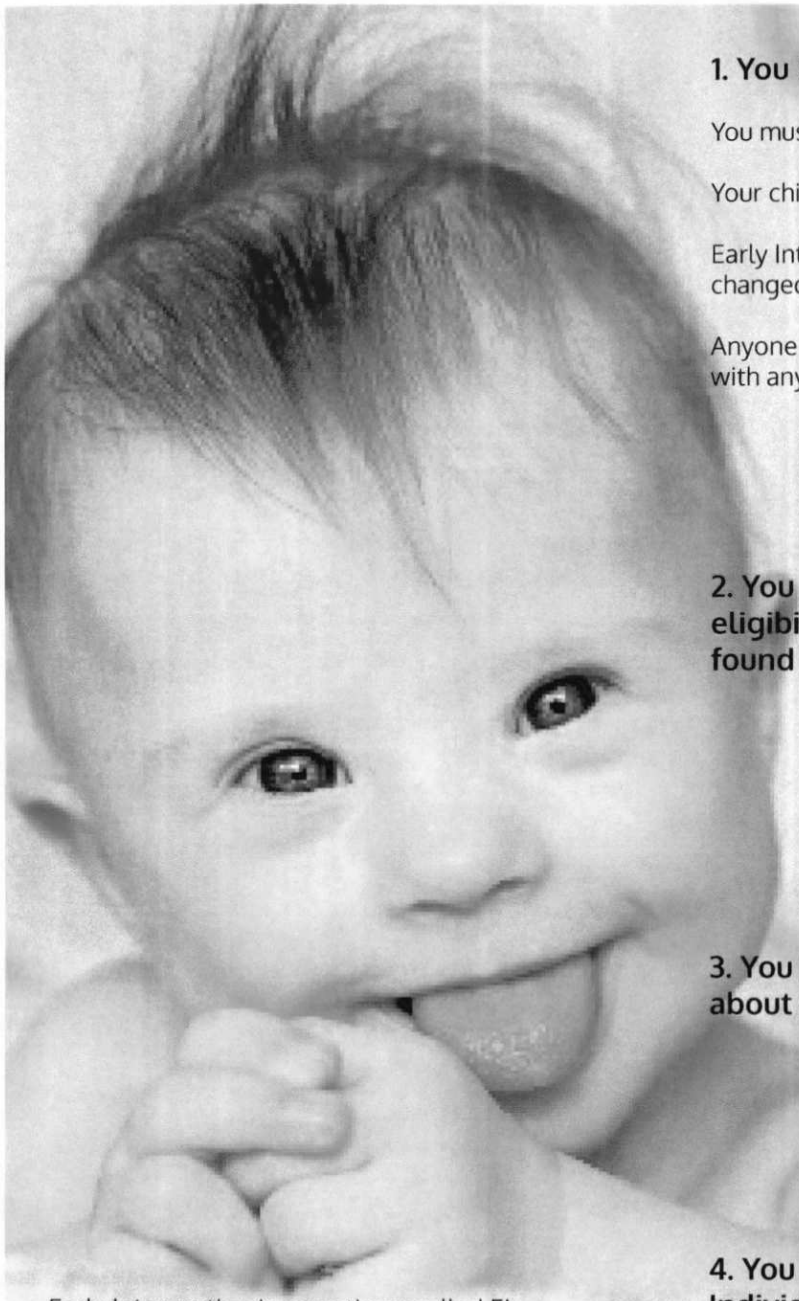
EI teams work with families to identify possible areas of delay in their child's development.

EI teams help families to enhance their child's learning and development through everyday routines familiar to their child.

Ohio | Department of Developmental Disabilities

Early Intervention
Parent Rights

Ohio | Department of Developmental Disabilities



Early Intervention is sometimes called EI.

As a parent of a child connected with EI services, you have rights listed in the Individuals with Disabilities Education Act or IDEA.

1. You have the right to informed consent.

You must grant written permission before:

Your child is screened, assessed, or evaluated.

Early Intervention services begin or are changed.

Anyone can share information about your child with anyone outside of the EI Program.

You can change your mind about any of the services at any time, and can do this by contacting your service coordinator.

2. You have the right to request a new eligibility determination if your child was found ineligible for EI.

You must submit this in writing to DODD (ei@dodd.ohio.gov) within 45 days.

You must also include the reasons you believe the decision was incorrect.

3. You have the right to have information about your child's EI services in writing.

You will get written information from your EI team before any screening evaluations or assessments take place, anytime there is an IFSP, and any time services change.

4. You have the right to an Individualized Family Service Plan (IFSP).

A written plan is called an IFSP and is developed by you and your team to record your priorities and concerns about your child's development within your everyday activities and routines.

An IFSP lists the services that will best help reach desired outcomes and it describes when, where, and how services will be given and paid for.

You can choose to reject some services without affecting other early intervention services.

You may invite anyone you wish to your family's IFSP meeting (for example another family member or trusted friend).

An IFSP meeting cannot take place without you.

The IFSP is reviewed every six months, or sooner if needed.

IFSP meeting occur at a time and place that works for you.

You will receive a written or electronic copy of your IFSP.

5. You have the right to have EI services in natural environments.

Natural environments are places where children live, learn and play, and also include children's routines, or what children do, as they participate in their everyday life at home and in their community.

6. You have the right to keep information about your family private.

You have the right to see your child's records at any time.

Personally identifable information that would identify you or your family will not be shared with people outside of the EI system unless you say it is ok.

Exhibit 9

October 25, 2016

Notice to the Board and Stakeholders:

The following schedules detail financial performance of the Athens County Board of DD as of September 30, 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	124,401	262,965				1,911,705
Lunch Sales	397	737	802	970		655		747	0				4,308
Contract Services		29,485		2,493			11,544						43,522
Other Receipts													-
Martin Match Receipts		1,441	23	49		1,245	643		453				3,854
Supported Living Subsidy		164,616		166,139			163,471						494,226
DODD TCM Match Transfer				1,701		190	127		70				2,088
Refunds		100,702	282,019		11,506	236		167,832	638				562,933
Reimbursements	4,018	2,205	2,006	4,503	207	4,611	2,832	265	2,306				22,954
Gifts & Donations	38			1,670	353								2,061
Other Non-Rev (Misc Rec)	300	1,320	1,378	741,416	4,038	802	830	1,127	142,778				893,989
Transfers In													-
Fund Totals:	**139,123**	**688,810**	**442,578**	**4,982,682**	**67,549**	**489,163**	**445,310**	**294,371**	**409,211**	**0**	**0**	**0**	**7,958,796**
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**	**294,371**	**409,211**	**0**	**0**	**0**	**7,958,796**

Exhibit 9

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	290,502	282,761				2,605,588
Health Insurance	7,408	15,896	336,881	52,130	79,224	29,089	104,344	154,330	81,593				860,895
Medicare	3,388	3,448	3,489	3,570	6,072	3,739	3,817	3,921	3,816				35,259
Workers Compensation				47,338	34,453		0		0				81,791
PERS / STRS	35,696	36,430	36,762	36,531	54,982	42,618	39,747	39,732	40,784				363,282
Contract Services	126,694	65,317	66,701	118,030	70,932	48,355	71,968	56,068	57,443				681,509
Rentals	4,997	4,516	4,395	4,084	4,729	4,615	522	4,699	4,295				36,852
Non waiver Supported Living	23,029	23,258	17,643	38,122	21,255	38,309	33,548	19,388	20,100				234,651
Repairs / Maintenance	10,386	7,518	478	7,312	7,165	6,669	4,991	4,483	420				49,422
Supplies	11,353	26,756	14,407	13,631	16,666	12,246	9,113	22,293	10,364				136,829
Equipment		8,391	9,260	2,780	1,500	4,448	1,429	5,072	1,272				34,152
Other Expenses	3,642	13,033	455	747,665	3,392	982	34,633	4,871	4,629				813,302
Medicaid Match - TCM							0		0				
Family Support Services	351	874	1,906	3,455	4,148	6,255	6,453	4,895	3,834				32,171
Medicaid Waiver Match	634,220			634,220			608,293		0				1,876,733
Utilities	1,660	9,827	7,755	8,754	8,297	6,407	8,697	11,353	7,951				70,701
Fees-Settlement				83,673		12,292	0		0				95,965
Advertising-Printing	1,386	1,517	1,260	5,153	5,953	964	1,078	2,753	2,571				22,636
Travel / Reimbursement	993	869	905	3,154	3,663	4,414	2,878	3,167	2,354				22,397
Election Expense													
Transfer Out													
Fund Totals:	**1,120,369**	**472,697**	**760,396**	**2,073,148**	**608,964**	**652,465**	**1,214,384**	**627,527**	**524,188**	**0**	**0**	**0**	**8,054,137**
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**	**627,527**	**524,188**	**0**	**0**	**0**	**8,239,137**

Fund Number, Name	Balance
401 General Fund	$3,614,373.18
403 Supported Living Fund	$14,078.96
015 Beacon Bond Fund	$2,634.73
404 Capital Improvement Fund	$1,114,300.54
All Funds	**$4,745,387.41**

Exhibit 9

Revenue Levels Year-to-Date at 09/30/2016 (75% 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	6,065,608	3,658,906	60%
2	0085.410400	S32A - Trailer Tax	81,288	81,288	60,244	74%
3	0085.412100	S31A - Homestead & Rollback	611,916	595,730	298,006	49%
4	0085.412500	S33 - Grants	2,733,173	1,760,412	1,911,705	70%
5	0085.413110	S37 - Lunch Sales	6,500	5,088	4,308	66%
6	0085.413120	S38 - Contract Services	5,000	11,393	43,522	870%
7	0085.417100	S39 - Other Receipts	20,000	35,826		0%
8	0085.417110	Martin Match Receipts	10,000	22,043	3,854	39%
9	0085.417120	Supported Living Subsidy	609,107	496,267	494,226	81%
10	0085.417130	DODD TCM Match Transfer	-	75,506	2,088	
11	0085.417140	S40 - Refunds	265,000	12,698	562,933	212%
12	0085.417150	S41 - Reimbursements	35,000	313,851	22,954	66%
13	0085.417500	S35 - Gifts & Donations	5,000	41,859	2,061	41%
14	0085.417800	S43 - Other Non-Revenue (Misc Rec)	10,000	43,482	893,989	8940%
15	0085.422100	S44 - Transfers In				0%
	Grand Totals:		**10,457,592**	**9,561,052**	**7,958,796**	

Exhibit 9

Expenditure Levels Year-to-Date at 09/30/2016 (75% of the year)

Line	Account	Budget	Actual 2015 YTD	Actual 2016 YTD	Percentage Spent
	General				
1	4356.510200 Salaries	3,418,779	2,461,045	2,605,588	76%
2	4356.520150 Health Insurance	1,087,559	711,451	860,895	79%
3	4356.522100 Medicare	49,572	32,163	35,259	71%
4	4356.524100 Workers Compensation	81,791	114,512	81,791	100%
5	4356.525100 PERS / STRS	468,129	341,735	363,282	78%
6	4356.530100 Contract Services	700,000	539,203	681,509	97%
7	4356.530101 Rentals	60,000	41,621	36,852	61%
8	4356.530102 Non-Waiver Supported Living	500,000	322,305	234,651	47%
9	4356.530200 Repairs / Maintenance	60,000	44,189	49,422	82%
10	4356.540100 Supplies	185,000	111,805	136,829	74%
11	4356.550100 Equipment	15,000	33,985	34,152	228%
12	4356.560100 Other Expenses	95,000	56,558	813,302	856%
13	4356.560101 Medicaid Match - TCM		0		
14	4356.560102 Family Support Services	50,000	18,167	32,171	64%
15	4356.560103 Medicaid Waiver Match	3,426,391	1,954,610	1,876,733	55%
16	4356.560107 Utilities	119,198	82,553	70,701	59%
17	4356.560110 Fees-Settlement	159,121	154,531	95,965	60%
18	4356.560200 Advertising-Printing	20,000	7,701	22,636	113%
19	4356.560300 Travel / Reimbursement	30,000	20,507	22,397	75%
20	4356.560500 Election Expenses		1,011		
21	4356.580100 Transfer Out				
	Fund Total:	**10,525,540**	**7,049,652**	**8,054,137**	

Exhibit 9

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	2,229,352	2,114,375	2,114,375	2,114,375
Revenues	139,123	688,810	442,578	4,982,682	67,549	489,163	445,310	294,371	409,211			
Expenditures	(1,120,369)	(472,697)	(760,396)	(2,073,148)	(608,964)	(652,465)	(1,214,384)	(627,527)	(524,188)			
Ending Fund Balance	**2,728,470**	**1,444,582**	**1,126,765**	**4,036,299**	**3,494,884**	**3,331,582**	**2,562,508**	**2,229,352**	**2,114,375**	**2,114,375**	**2,114,375**	**2,114,375**
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**	**2,229,352**	**2,114,375**	**2,114,375**	**2,114,375**	**2,114,375**
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**	**1,246,816**	**913,660**	**798,682**	**798,682**	**798,682**	**798,682**
Carryover Percentage	**11.67%**	**13.72%**	**10.71%**	**38.35%**	**33.20%**	**31.65%**	**24.35%**	**21.18%**	**20.09%**			

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

General

4356.520150 Health Insurance	Description	Date	Amount
Delta Dental of Ohio, Inc.	October, 2016 - dental insurance premium	09/20/2016	$4,179.11
Medical Mutual of Ohio	October, 2016 - Vision Insurance Premium	09/01/2016	$1,006.45
Patrick Benefits Administrators	HRA deductibles	09/01/2016	$1,565.93
Patrick Benefits Administrators	HRA deductibles	09/06/2016	$5,736.76
Patrick Benefits Administrators	October, 2016 -HRA Participants	09/09/2016	$364.00
U. S. Bank Institutional Custody Services	October, 2016 - Health Insurance Premium	09/20/2016	$68,740.92
	Health Insurance Total: 81,593.17		
4356.522100 Medicare			
Athens County Auditor	September, 2016 - Medicare Contributions	09/20/2016	$3,815.79
	Medicare Total: 3,815.79		
4356.525100 PERS / STRS			
Athens County Auditor	September, 2016 - STRS & OPERS	09/22/2016	$39,976.32
Athens County Auditor	August, 2016 - OPERS pick up Davis	09/14/2016	$807.70
	PERS / STRS Total: 40,784.02		
4356.530100 Contract Services			
Atco, Inc.	August, 2016 - Consumer Scanning - 103.50 hrs @ $11/hr	09/06/2016	$1,138.50
Atco, Inc.	August, 2016 - Production Aide - Balch 140 hours @ $10.46/hr and Payroll Clerk - 60 ho	09/21/2016	$2,473.04
Atco, Inc.	August, 2016	09/21/2016	$9.04
Atco, Inc.	August, 2016 -Front office support - 109.50 hrs @ $11/hr	09/06/2016	$1,204.50
Atco, Inc.	08/2016 - Consumer wages 558 hrs of Summer Youth, 40 hours of transition and 60 hou	09/07/2016	$5,862.78
Atco, Inc.	August, 2016 - Job Trainers - 86 hrs for Medicaid; 37 hrs for Non Funded; 15 hrs of VRF	09/07/2016	$13,814.38
Athens County Commissioners	2016 State Audit on fund 401	09/01/2016	$11,859.15
Balch, Freda	August 1-31, 2016 - 26 trips of transporting Atco consumer	09/08/2016	$145.60
BCI	August, 2016 - BCI & FBI webchecks	09/06/2016	$662.00
Blaugrund Kessler Myers & Postalakis	Professional Services from 8/2/16 to 8/24/16	09/06/2016	$940.00
Cross Management	August, 2016 - Human Resource Contract	09/07/2016	$2,125.87
Holzer Clinic, LLC	DOT physicals - all $35 each	09/14/2016	$245.00
Holzer Clinic, LLC	Employee Physicals - $54; $72; $54; $72; and $72	09/13/2016	$324.00
Nagy PT, Adrienne	August, 2016 - PT Services - Beacon 20.75 hrs; EI 17 hrs; and Atco .75 hours @ 50/hr	09/01/2016	$1,925.00
Passion Works Studio	Third Quarter Art Programming	09/06/2016	$11,250.00
The Healthy Edge, LLC	9/9/16 - Drug Test	09/13/2016	$38.00
Time Warner	September, 2016 - Atco cable	09/13/2016	$78.40
Time Warner	September, 2016 - Internet	09/06/2016	$3,348.00
	Contract Services Total: 57,443.26		
4356.530101 Rentals			
Atco, Inc.	September, 2016 - Passion Works Rent	09/06/2016	$4,084.10
Pitney Bowes	ADM postage meter rental from 8/30/16 to 9/29/16	09/06/2016	$211.00
	Rentals Total: 4,295.10		
4356.530102 Non-Waiver Supported Living			
Able Rentals	August, 2016 - Rent - roommate	09/08/2016	$325.00
Able Rentals	Septmeber, 2016 - Rent - roommate	09/08/2016	$325.00
Athens Metropolitan Housing	August, 2016 - rent	09/02/2016	$309.00
Athens Metropolitan Housing	August, 2016 - Rent	09/02/2016	$302.00
Athens Metropolitan Housing	September, 2016 - rent	09/09/2016	$302.00
Athens Metropolitan Housing	September, 2016 - rent	09/09/2016	$309.00
Budget Pest Control %Thomas Bailey	first treatment for bed bugs and roaches	09/14/2016	$175.00
Budget Pest Control %Thomas Bailey	Treatment for dust mites at 9033 Lavelle Road	09/14/2016	$115.00
Fang Services, LLC	September, 2016 - Rent	09/02/2016	$510.00
Mollica,Gall, Sloan & Sillery Co, L.P.A.	8/30/16 - legal services	09/15/2016	$175.00
R.H.D.D., Inc.	April, 2016 to July, 2016 - $7387.21 and $1817.71	09/01/2016	$9,204.92
Ripple, Thomas E.	August 7, 14 & 28, 2016 - three one hour massage treatments	09/08/2016	$180.00
Treasurer of State, %OH Dept of MR/DD	August, 2016 - GDC	09/02/2016	$7,868.11
	Non-Waiver Supported Living Total: 20,100.03		
4356.530200 Repairs / Maintenance			
Budget Pest Control %Thomas Bailey	treatment for dust mites at Bus Garage	09/01/2016	$115.00
Montle, David	9/16/16 - labor to help ruth change voice mail menu at Beacon	09/20/2016	$90.00
NOE Office Equipment	School copier from 8/4/16 to 9/3/16	09/09/2016	$45.82
Ohio Pest Control	8/29/2016 - Atco	09/01/2016	$43.00
Ohio Pest Control	08/29/2016 - Beacon	09/01/2016	$49.00
Time Clock Plus	support incident	09/14/2016	$77.00
	Repairs / Maintenance Total: 419.82		
4356.540100 Supplies			
Pidcock Glass Company	plexiglass - Beacon	09/08/2016	$31.39
All American Trophies & Sports	six plaques - Personnel Plus	09/01/2016	$48.00
American National Red Cross	12 Adult and Pediatric First Aid/CDPR/AED with Anaphylaxis and Epinephrine Auto-Injec	09/01/2016	$228.00
ARK Therapeutic Services, Inc.	Z-vibe and Z-grabber - Beacon	09/22/2016	$141.08
Atco Employee Council	reimbursement for purchase from Krogers for picnic supplies on 8/12	09/01/2016	$101.31
C & E Stores	building supplies - Bus Garage	09/22/2016	$23.48
Classic Solutions	building supplies - Beacon	09/19/2016	$89.93
Classic Solutions	building supplies - Beacon	09/20/2016	$467.55
Classic Solutions	building supplies - Atco	09/01/2016	$273.35
Classic Solutions	building supplies - Beacon	09/01/2016	$37.14
Classic Solutions	building supplies - Beacon	09/01/2016	$36.42
Classic Solutions	building supplies - Atco	09/15/2016	$144.12

Classic Solutions	building supplies - Atco	09/15/2016	$22.10
Classic Solutions	building supplies - Atco	09/06/2016	$45.04
Classic Solutions	building supplies - Atco	09/06/2016	$37.14
Cleveland Tank & Supply, Inc.	60 gal rectangular steel tank for Thomas School Bus disel tank	09/01/2016	$724.00
Economy Supply	building supplies - Atco	09/16/2016	$14.75
Interstate Batteries	SLA0905	09/01/2016	$8.45
Kroger - Columbus Customer Charges	food purchase for Atco picnic on 8/12	09/01/2016	$48.28
Lowe's Home Centers, Inc. (Athens)	aluminum blind - Beacon	09/15/2016	$59.80
Maccombs, Beth	Reimbursement for purchase from Krogers for preschool snacks	09/16/2016	$41.11
Modern Data Products	office supplies - Adm	09/08/2016	$111.12
Modern Data Products	program supplies - Beacon	09/08/2016	$157.77
Moore Medical Supply	medical supplies - Atco	09/08/2016	$23.97
Oriental Trading Company	permanent markers, fizzy safari frames, bear picture magnet craft kit and wood bug keyc	09/16/2016	$95.90
Randy V. Moore Petroleum Distribution LL	234 gals of unleaded delivered on 8/23/16 @ $1.975/gal	09/01/2016	$462.15
Randy V. Moore Petroleum Distribution LL	223 gals fo diesel delivered on 8/23/16 @ $2.06/gal	09/01/2016	$479.98
Randy V. Moore Petroleum Distribution LL	222 gals of diesel delivered on 9/6/16 @ $1.96/gal	09/15/2016	$435.12
Randy V. Moore Petroleum Distribution LL	186 gals of unleaded delivered on 9/6/16 @ $1.855/gal	09/15/2016	$345.03
Randy V. Moore Petroleum Distribution LL	241 gals of diesel delivered on 9/13/16 @ $1.96/gal	09/22/2016	$472.36
Randy V. Moore Petroleum Distribution LL	174 gals of unleaded delivered on 9/13/16 @ $1.855/gal	09/22/2016	$322.77
Randy V. Moore Petroleum Distribution LL	354 gals of diesel delivered on 8/30/16 @ $2.06/gal	09/06/2016	$729.24
Randy V. Moore Petroleum Distribution LL	175 gals of unleaded delivered on 8/30/16 @ $1.975/gal	09/06/2016	$345.63
Stack, Megan	reimbursement for purchases from Walmart, Dollar General and Dollar Tree for decoratic	09/20/2016	$129.32
Staples Business Advantage	lanford poster frame - Personnel Plus	09/14/2016	$35.99
Staples Business Advantage	binder clips and clip mini binders - Personnel Plus	09/14/2016	$2.80
Staples Business Advantage	name plate - Personnel Plus	09/01/2016	$32.50
Staples Business Advantage	name plate - Personnel Plus	09/01/2016	$32.50
Staples Business Advantage	name plate - Personnel Plus	09/01/2016	$32.50
Staples Business Advantage	Brother toner - VPR3	09/01/2016	$199.14
Staples Business Advantage	event tickets - Personnel Plus	09/19/2016	$66.19
State Electric Supply	building supplies - Bus Garage	09/19/2016	$146.24
Supply Post Business Products	12 pocket display - SSA	09/09/2016	$170.73
Sweet Arts Bakery	cookes for grandparents's day at Beacon	09/22/2016	$112.50
Synchrony Bank (Amazon)	Half pencils with erasers - Beacon	09/01/2016	$9.95
Synchrony Bank (Amazon)	Fujifilm Instax mini instant film twin pack and creative bluetooth - Beacon	09/13/2016	$63.57
Synchrony Bank (Amazon)	Brother TN 750 High Yield Toner Cartridge	09/01/2016	$83.99
Synchrony Bank (Amazon)	two ACER G247HYL widescreen monitors, Surface Pen for Surface pro and Surface Prc	09/01/2016	$325.96
Synchrony Bank (Amazon)	Pure Acoustics Portable Bluetook speaker wireless PA system - Atco	09/14/2016	$169.99
Synchrony Bank (Amazon)	sony stereo cd/cassette boombox home audio radio and three American Educational Prc	09/16/2016	$138.83
Synchrony Bank (Amazon)	YSIM clip on fan rechrageable battery fan - Beacon Nursing	09/01/2016	$22.99
Synchrony Bank (Amazon)	4 chew stixx oral crew - Beacon	09/01/2016	$31.76
Synchrony Bank (Amazon)	Chewy Tubes P and Q and chewy tube yellow - Beacon	09/01/2016	$28.29
Synchrony Bank (Amazon)	ARK Textured grabbers, knobby texture chewy tube green, weighted lizard and weighted	09/01/2016	$107.97
Synchrony Bank (Amazon)	senso band wearble fidgets and tactile tiger chewable armband - Beacon	09/01/2016	$48.38
Synchrony Bank (Amazon)	SHHORS Unisex's Colorful LED digitial with calendar and chronograph and alarm wrist -	09/01/2016	$55.92
Synchrony Bank (Amazon)	Angry Birds Movie, Mac & Cheese (I can read level 1), Unisame colorful 6ft 2 meter rugg	09/01/2016	$139.54
Synchrony Bank (Amazon)	RollerMouse Pro2 black	09/20/2016	$199.95
Synchrony Bank (Amazon)	Xerox 8560 ink cartridge	09/20/2016	$309.00
Teacher Created Resources, Inc.	How Am I Doing Today Mini Bulle - Beacon	09/06/2016	$33.95
Uni-Select USA, Inc.	vehicle parts	09/15/2016	$14.22
Uni-Select USA, Inc.	vehicle parts	09/15/2016	$947.75
Uni-Select USA, Inc.	vehicle parts - credit	09/15/2016	-$947.75
Uni-Select USA, Inc.	vehicle parts	09/22/2016	$33.10
Uni-Select USA, Inc.	vehicle parts	09/22/2016	$41.74
Uni-Select USA, Inc.	vehicle parts	09/22/2016	$105.19
Uni-Select USA, Inc.	vehicle parts	09/13/2016	$30.24
Uni-Select USA, Inc.	vehicle parts	09/13/2016	$18.32
Uni-Select USA, Inc.	vehicle parts	09/13/2016	$59.82
Uni-Select USA, Inc.	vehicle parts	09/13/2016	$181.13
Uni-Select USA, Inc.	vehicle parts	09/13/2016	$12.55
Uni-Select USA, Inc.	vehicle parts (credit)	09/13/2016	-$181.13
Uni-Select USA, Inc.	vehicle parts	09/22/2016	$47.86
Video Communications	How to Safely Evacuate a Special Needs Bus video	09/15/2016	$175.15
Warehouse Tire	tires for unit 46	09/22/2016	$244.80
Warehouse Tire	tires for unit 49	09/22/2016	$246.80
	Supplies Total: 10,363.72		
4356.550100 Equipment			
Discount School Supply	4 wheelchair accessible desk - Young Adult class	09/01/2016	$635.96
Discount School Supply	4 wheelchair accessible desks - Young Adult	09/01/2016	$635.96
	Equipment Total: 1,271.92		
4356.560100 Other Expenses			
Athens Area Chamber of Commerce	two steak fry & auction dinners	09/01/2016	$100.00
Athens County Auditor	July, 2016 - Unemployment	09/14/2016	$1,542.00
FloodSimple Insurance Services	Flood insurance for Atco, Inc.	09/20/2016	$2,987.18
	Other Expenses Total: 4,629.18		
4356.560102 Family Support Services			
American Electric Power	Past due bill - to prevent electric from being turned off - family support services	09/14/2016	$162.94
Bailey, Kayla	reimbursement for purchase of text books for school and work clothing - family support s	09/20/2016	$363.61
Boudinot, David	reimbursement for purchase from Best Buy for a wireless router - BALANCE OF ALLOTI	09/12/2016	$141.69

Dawoud, Hazem	reimbursement for purchase from Walmart for computer - BALANCE OF ALLOTMENT	09/20/2016	$300.00
Douglas, Timothy	reimbursement for washer/dryer - family support services	09/21/2016	$350.00
Fouty, Betty	reimbursement for food for special diets - BALANCE OF ALLOTMENT	09/06/2016	$155.90
Hanger Prosthetics & Orthotics	custom fit plastic - BALANCE OF ALLOTMENT - family support services	09/06/2016	$361.99
Harrison & Company	jumbo foam dominos, basic skills board, smart toss bean bag, and shut the box - family s	09/09/2016	$114.96
Hart, Jamie	reimbursement for application fee for housing - family support services	09/13/2016	$25.00
Jiang, Fan	Reimbursement for Education Materials purchased thru Super Duper - BALANCE OF AL	09/20/2016	$95.85
Martindale, Lisa	reimbursement for purchases from Amazon for Fire Kids Edition Table and learning reso	09/06/2016	$138.01
Nationwide Children's Hospital (Columbus	voided check #593131 since was never received at Children's Hospital	09/20/2016	-$229.00
Nationwide Children's Hospital (Columbus	reissued check for unbreakable frames and spherocylinder - family support services	09/20/2016	$229.00
Natural Freedom, LLC	August 8 & 22 with Physical Therapist and August 1 and 29 without Physical Therapist (S	09/06/2016	$180.00
Natural Freedom, LLC	August 4, 11 and 19,2016 - family support services	09/06/2016	$120.00
Synchrony Bank (Amazon)	Bubbas super strength commercial enzyme cleaner - family support services	09/13/2016	$39.97
Synchrony Bank (Amazon)	weighted lizard - family support services	09/13/2016	$36.00
Synchrony Bank (Amazon)	Flexzion 2 Person folding tent single Layer for Outdoor sports camping - family support s	09/01/2016	$78.22
Synchrony Bank (Amazon)	Under Armour boys UA highlight rm jr. football cleats - family support services	09/16/2016	$59.90
Synchrony Bank (Amazon)	Apple IPad MC705LL/A and otterbox defender - family support services	09/16/2016	$177.39
Synchrony Bank (Amazon)	Multriculturalism and the Criminal Justice System book - family support services	09/09/2016	$88.92
TFH	catch and count magentic fishing game, monkey balance board, teddy wear, and wobble	09/01/2016	$172.50
VRI - Valued Relationships, Inc.	one month of emergency response monitoring - family support services	09/07/2016	$50.00
WalMart (Athens Store)	work clothing - family support services	09/13/2016	$152.53
WalMart (Athens Store)	clothing - family support services	09/01/2016	$268.96
	Family Support Services Total: 3,834.34		
4356.560107 Utilities			
American Electric Power	Beacon electric from 7/28/16 to 8/26/16	09/01/2016	$1,351.24
American Electric Power	Bus Garage electric from 8/15/16 to 9/14/16	09/19/2016	$189.58
American Electric Power	8 Harper Street electric from 8/12/16 to 9/12/16	09/15/2016	$181.86
AT & T Mobility	cell phones for Butch 7/23/16 to 8/22/16	09/06/2016	$53.36
BFS Petroleum	credit from statement	09/08/2016	-$2.18
BFS Petroleum	LP gas	09/08/2016	$12.00
City of Athens	Atco water from 7/19/16 to 8/16/16 - 15,000 gals	09/01/2016	$172.27
City of Athens	Passion Works water from 8/10/16 to 9/13/16 - 1000 gal	09/22/2016	$69.21
City of Athens	Beacon water from 8/2/16 to 9/7/16 - 32,000 gals	09/15/2016	$332.27
Columbia Gas	Beacon gas from 7/12/16 to 8/9/16	09/16/2016	$185.59
Columbia Gas	Passion Works - 20 E. State gas from 8/12/16 to 9/13/16	09/15/2016	$26.73
Columbia Gas	Atco - gas from 8/12/16 to 9/13/16	09/15/2016	$327.00
Direct Energy Business, LLC	8 Harper Street electric from 8/10/16 to 9/9/16	09/19/2016	$2.22
Direct Energy Business, LLC	8 Harper Street electric from 8/12/16 to 9/12/16	09/19/2016	$161.87
Direct Energy Business, LLC	Passion Works - 22 E. State electric from 7/22/16 to 8/22/16	09/01/2016	$217.09
Direct Energy Business, LLC	Passion Works - 22 E. State electric from 7/22/16 to 8/22/16	09/01/2016	$417.62
Direct Energy Business, LLC	Atco electric from 7/21/16 to 8/18./16	09/01/2016	$988.28
Direct Energy Business, LLC	Beacon electric from 7/28/16 to 8/26/16	09/06/2016	$1,794.14
Frontier	September, 2016 - Personnel Plus	09/08/2016	$151.28
Frontier	September, 2016 - Beacon	09/08/2016	$207.93
Frontier	September, 2016 - Atco	09/08/2016	$233.48
Frontier	September, 2016 - Passion Works	09/08/2016	$85.76
Le-Ax Water Dept.	Bus Garage water from 7/13/16 to 8/11/16 - 4,000 gals	09/01/2016	$44.70
Le-Ax Water Dept.	8155 State Route 56 - 7/21/16 to 8/10/16	09/01/2016	$12.80
Le-Ax Water Dept.	8155 State Route 56 water from 7/21/16 to 8/19/16	09/01/2016	$18.56
The Plains Water & Sewer District	6 Harper Street water from 7/27/16 to 8/29/16 - 2200 gals	09/13/2016	$37.66
Waste Management	September, 2016 - Beacon	09/01/2016	$184.91
Waste Management	September, 2016 - Bus Garage	09/01/2016	$122.53
Waste Management	September, 2016 - Atco	09/01/2016	$371.59
	Utilities Total: 7,951.35		
4356.560200 Advertising-Printing			
APG Media of Ohio	Advertising for Bus Driver and various positions in August	09/13/2016	$1,253.00
APG Media of Ohio	Advertising for positions in August - Sub Nurses, Bus Drivers, Mechanic, Custodial Work	09/13/2016	$888.28
MD Computer Services, Inc.	Logo Banner for ACBDD	09/06/2016	$79.95
Minuteman Press	business cards	09/19/2016	$156.00
Minuteman Press	400 business invitations for 2016 Personnel Plus banquet	09/19/2016	$194.00
	Advertising-Printing Total: 2,571.23		
4356.560300 Travel / Reimbursement			
Backus, Barry R.	Travel 08/02/2016 to 09/15/2016	09/20/2016	$91.53
Bogatay, Lindsey	Travel 08/02/16 to 08/31/2016	09/01/2016	$308.45
Carlson, Kathleen	Travel 08/01/16 to 08/30/16 - SSA	09/08/2016	$167.45
Hagen, Cale W.	Travel 8/24/16 to 8/31/16	09/01/2016	$150.55
Lehman, Dennis	Travel 8/17/16 to 8/30/16 - SSA	09/09/2016	$198.94
McNelly, David R.	Travel 08/02/16 to 08/30/16	09/01/2016	$242.68
Mid East Ohio Regional Council d/b/a MEC	Imagine Training for SSA series - June-September, 2016	09/14/2016	$135.00
Mitchell, Jodi	Travel 08/08/16 to 8/31/16	09/15/2016	$203.80
OACBDD	August 30, 2016 - SSA Forum - registration fees	09/20/2016	$525.00
Smathers, Mary Ann	Travel 8/1/16 to 8/30/16	09/01/2016	$204.53
Swackhamer, Jerry W.	Travel 08/16/16 to 9/15/16 - SSA	09/19/2016	$126.09
	Travel / Reimbursement Total: 2,354.02		

Capital Improvement
7809.550100 Capital Improvements

Landscape Structures, Inc.	presale number 93721-3-1 - equipment as drawn plus additional shade and bench, singl	09/22/2016	$40,369.00
Martin, Rebecca L.	reimbursement for purchase from Lowes for three vales and one headrail vertical - blinds	09/19/2016	$163.58
Newman, Charles T.	Request to survery Official Record 523, of 8155 St. Rt. 55 Parcel #A010010071000; to ir	09/22/2016	$1,375.00
Penchura, LLC	site work of removing and replacing pean gravel, professional installation - Beacon Scho	09/22/2016	$9,423.00

Capital Improvements Total: 51,528.58

Exhibit 11

Athens County Board of Developmental Disabilities

Board Submission by Dennis Lehman
Area of Supervision: Service and Support Administration
October 25, 2016

Intro of highlights:

- We were able to identify five individuals/families who were interested in the SELF waiver (3) and the IO Shared Living Service (2). These individuals have been placed on our waiver enrollment planning tool at DODD for either the first or second quarter of 2017.

- The SSAs continue to participate in the DODD sponsored webinars this fall, as I mentioned last month there are 20 plus between September 19 and January 4. These webinars, live chats and technical assistance are related to the proposed modified HCBS waiver adult day services. This is one way we try to keep up on the changes due to changes in the OAC. There have been reportedly 25 rule changes this fall to the OAC.

Issues to be shared:

- With the increase emphasis on finding employment options for people eligible for services from ACBDD we are finding increasing funding issues, for example, a young woman recently started a job in food industry, which she likes very much and her employer likes her. She currently has a job coach for four hours a week, the entire part time position she works and she attends two Adult Day Programs two days each all of which cannot be funded by her waiver due to not having enough waiver funds in her ADS budget. She is likely going to need job coaching for an extended time, maybe as long as a year and wants to continue attending ADSs for four days per week. This will exhaust her Adult Days Service budget of $9,480.00 by the end of October and her span doesn't end until April of 2017 so she will go approximately half a year with no waiver funding for these services. If she were asked to make a choice between working and attending ADS; she would quit her job, even though she likes her job rather than ADS because that is where her friends attend. If she chose to not attend ADS then she would have to stay home and that would require more homemaker/personal care hours which is more costly than attending the ADS. The dilemma for the Board is will we commit to employment for individuals even though it may cost the Board more to be compliant with the Employment First Initiative, which states that every person with developmental disabilities can and should work as we can discover employment options to match their interest and skills.

- We have started using the SSS contracted through SOCOG. The family questioned who would have the decision making responsibility the SOCOG or ACBDD. I clarified with the family that ACBDD will continue to have this responsibility and not the SOCOG due to the fact that we are the funder of the match for waiver services not the SOCOG. After one meeting with the SSA through SOCOG, the SSA decided that the expectations of the family were broader and outside the realm of SSA responsibilities and under mutual agreement they have decided that she would not work with this family. Since the Board entered into this contract with SOCOG we have asked the cog to try to find another candidate for this position.

Exhibit 11

- Friends, Allies, Neighbors (FANs) Update: We have a new coordinator, Wes Gilbert, through the AmeriCorps. He has completed his training and has begun planning for FANs networking events. He has been to all day service centers to meet people who signed up for FANs and has begun meeting with potential FANs in the community. As part of this outreach, Civitan has agreed to contribute $300.00 towards FANs networking event this program year.

  FANs continues to provide opportunities for people with disabilities to make friends in the community, including FANs who cook together, go to OU football games, go to movies, hiking, and many other events. For instance, one new FANs group goes to dinner and then to the knitting group at the Athens Library every week. Another individual continues to volunteer at the Laurels of Athens three times a week, talking with residents and giving back to his community.

  Every FANs connection builds our individual's circles of support, bridges various segments of the community, creates new opportunities, and reduces the county board costs. Some of those who joined the FANs program in 2015 have greatly increased independence and confidence, to the point of going from higher costs to lower costs. If you have interest in learning more about FANs or how to participate, please email Wes Gilbert or David McNelly at FAN@athenscbdd.org.

- Julie Dillon will be going on disability starting October 28, 2016; her last day of employment is October 27. We have advertised for her position and will be starting the interview process once again and hopefully by our November/December board meeting will be able to make an announcement of our new hires.

- Lastly as you have seen or heard by now, I will be retiring at the end of December. I have enjoyed working to support those who work day in and day out with those who receive our services. I have mixed emotions as I prepare to end this stage of my life and will certainly miss the relationships that I have had opportunity to develop over the sixteen plus years here in Athens. I am appreciative of the opportunity to work for the Athens County Board, thank you.

Exhibit 12

PersonnelPlus
Employment Services
Still the one in Athens County after 30 years!

PersonnelPlus Employment Services
Board Report
For September 2016

Job Development

Job Developer
Jona Moberg

PersonnelPlus → Getting Jobs!

Taco Bell- September has been a very active time at Personnel*Plus*. Taco Bell hired another young person that had been in the Summer Youth Program in 2015. This part-time job works great for this young man who is still in school. Taco Bell has been wonderful in working around his school schedule along with his sports schedule.

Beacon School hired a young woman to work in the cafeteria running the dishwasher, cleaning up the cafeteria and helping to prepare meals. She had previous experience working in a cafeteria before recently moving to Athens. She is thrilled to be able to pursue her passion of helping to prepare meals for other people!

The Athens Messenger- Personnel*Plus* staff, Service and Support Specialist Jamie Hart and Aaron Romero, OOD Contract Services (VRP3), have worked diligently for well over a year to find a position for this young woman. Our new business partner, The Athens Messenger, hired this young woman to work in their mail room. Special thanks to Bridget Stover of the Athens Messenger for her interest in Personnel*Plus* and for affording this opportunity to this new employee.

The following businesses have invited Personnel*Plus* to fill positions.

Ohio University Culinary Services, Nelson Dining provided a "Job Tryout" opportunity for a young man who graduated from high school this past spring and is on the caseload of Service and Support Specialist, Emily Finsterwald. This job is a perfect match for this job seeker and will show up as a hire in October. Special thanks to Emily for assisting Personnel*Plus,* as well as Autumn Ryder, Manager -Nelson Market, for her support and confidence in our employment services as well as Aaron Romero, OOD Contract Services (VRP3), for his support and guidance.

The Quidel Company has invited us to fill a position in their company. Personnel*Plus* has been working with a young man who also participated in the Summer Youth Program in 2015 and most recently Job Development. This recent high school graduate had done well and has been offered a 30 day temporary job with the company. If all goes well, he will then be offered permanent employment. Thanks to the Personnel*Plus* team as well as Service and Support Specialist, Cale Hagen, and Aaron Romero from OOD Contract Services (VRP3).

The Rocky Boot Grill is a current partner of Personnel*Plus*. They have now asked Personnel*Plus* to fill two to three additional dishwashing positions. We have three individuals currently participating in "Job Tryouts". Special thanks are extended to Retail Manager, Kevin Dotson, and Grill Manager, Ruth Pugh, for contacting Personnel*Plus* to assist them with their employment needs.

Jobs Placed by Personnel*Plus* 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
8. Taco Bell
9. Taco Bell
10. Beacon School
11. Ohio University Nelson Dining Hall
12. The Athens Messenger

It's Almost Here! Personnel*Plus* Awards and Recognition Gala October 26, 2016

Once every two years Personnel*Plus* highlights the businesses and individuals employed there that were placed by Personnel*Plus*'s assistance. The event will be held on Wednesday, October 26, 2016 at Ohio University Nelson Commons with the doors opening at 5:30 p.m. Please plan to attend this very special community event. Tickets are available at Personnel*Plus*.

Training

Job Training Coordinator Heather Clemons

The Personnel*Plus* Training Department had a very productive month. Personnel*Plus* received referrals from both BVR and VRP3. We provided Community Based Assessments for six job seekers. A community based assessment allows a job trainer to go with a job seeker into a business and work. This provides the job trainer with the opportunity to assess the job seeker's skills and abilities in the job they are doing. The sites where we completed assessments this month included; Wendy's by working in the dining room cleaning tables, greeting customers, and restocking condiments. At Rural Action, transferring information from index cards to the computer. At Odd Lots trainee's completed stocking and fronting shelves. Finally, trainees went to New to You where they completed light cleaning, straitening of shelves, and sorting. We appreciate the support these businesses give us. Three intakes were completed for new job seekers who will begin services next month. We worked with four individuals completing job training. Three of these were helping new hires acclimate to their new jobs. Finally we did employee development with 10 job seekers. A job trainer met with each of these people weekly to assist them in their job search. The trainers help individuals fill out applications both on line and in the community, conduct mock interviews and research possible job opportunities.

Exhibit 12

PersonnelPlus Board Report
September 2106
Page 3

Section 1: Jobs	
New hires in Septembert 2016	2
Total number of jobs filled as of January 1, 2016	10
Total number of individuals employed in the community	64
Job Tryouts for September 2016	7
Job offers to job seekers	2
Job offers accepted by job seekers	2
Job losses in September 2016	1
Total job losses due to termination as of January 2016	1
Total job losses as of January 1, 2016 (8 due to Atco ending Janitorial Jobs)	10
Number of individuals receiving active Job Development Services (an active job search in place)	13
Section 2: Internships	
Total number of individuals receiving BVR assessments; CBA, CX, Etc.	10
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	87

	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
August	1	1	63
September	2	1	64

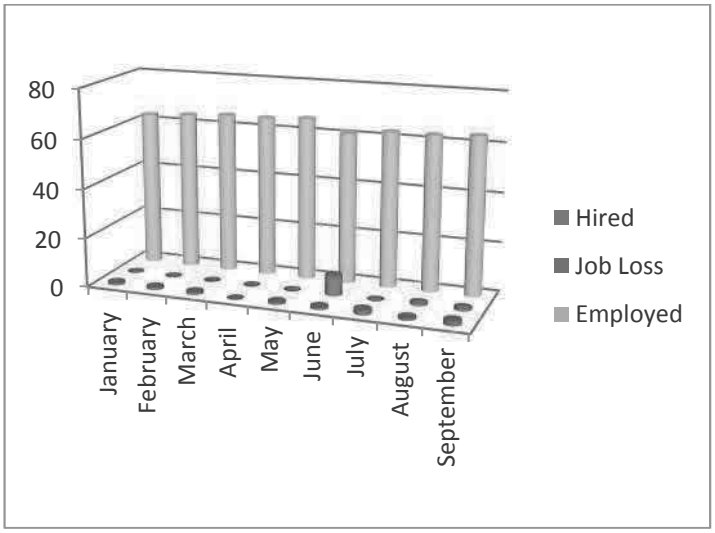
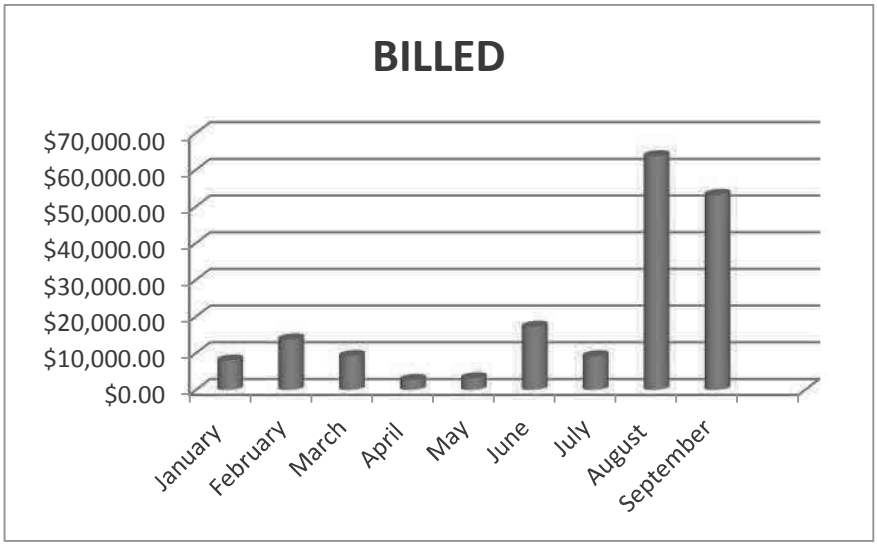


Exhibit 12

PersonnelPlus Board Report
September 2106
Page 4

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
August	$63,705.90
September	$56,143.40



	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
August	$126,829.37
September	$182972.77

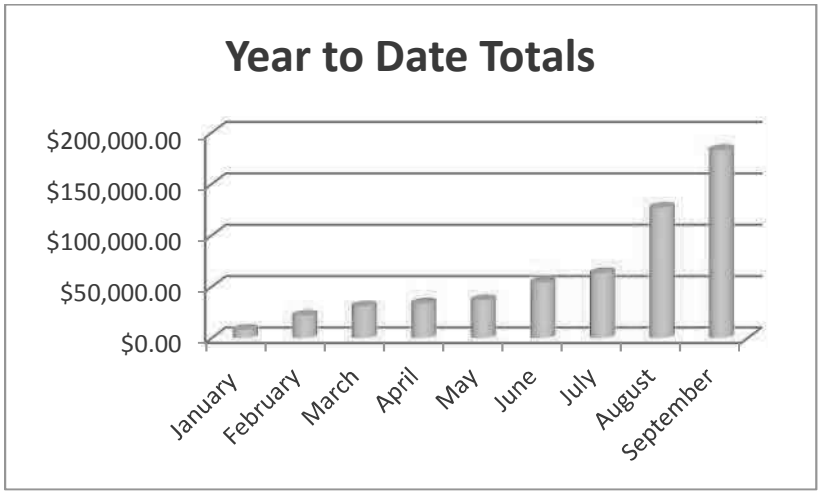


Exhibit 12

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Ohio Opportunities for Ohioans with Disabilities

Contract Services VRP3

Employment Options Division Board Report For September 2016

VRP3, now referred to as OOD Contract Services, is a collaborative effort of the Athens County Board of DD and the Washington County Board of DD that originated around 2009. The two county boards came together to apply for a Vocational Rehabilitation Public Private Partnership (VRP3) grant program from the Opportunities for Ohioans with Disabilities (OOD). It is funded by OOD with match dollars from both county boards. The goal for the Athens County Board of DD is to expand employment options for transition youth (ages 14-22) and individuals with developmental disabilities. The following chart reflects the goals for the first six-months of the new contract year.

October 2016-March 2017 Program Goals For Athens County

	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	March 2017
Applications Req. 80	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=
Eligible 35	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=
People in Service 35	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=
Jobs 15	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=
Open Caseload 80	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=	Required = Actual=

Employment Options School to Work Transition Services

Transition Coordinator Jordan Pepper

Jordan Pepper recently left her position as Transition Coordinator with the Athens County Board of DD. Jordan will be furthering her career by completing an internship and obtaining her counseling license. The Personnel*Plus* team appreciates Jordan's dedication to transition age youth in Athens County. We will miss her but wish her the best in her new career.

Exhibit 12

Update on Employment Navigation

Doug Mitchell, Director of Employment Options, Dennis Lehmen, Director of SSA and Tristan Lawrence, Assistant Manager, continue to gather information on the Department's implementation of Career Navigation. The project is designed to assist with improving access to employment options and increase the knowledge and expertise necessary to initiate successful coordination of employment options for job-seekers desiring employment. This appears to be one area that the Athens County Board Employment Options Division is well advanced in and is already doing in most capacities. The position would represent the Athens County Board of DD by assisting Job Seekers with Developmental Disabilities and their families by acting as a resource and a guide to available employment resources. The position would provide a menu of services available in their local communities and assist with how to access those that best meet the Job Seeker's needs. While the position does require an SSA certification for TCM billing, it does not have to be located in the SSA department.

ATCO ADULT SERVICES BOARD REPORT

PROVIDED TO YOU BY THE ATCO MANAGEMENT TEAM

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

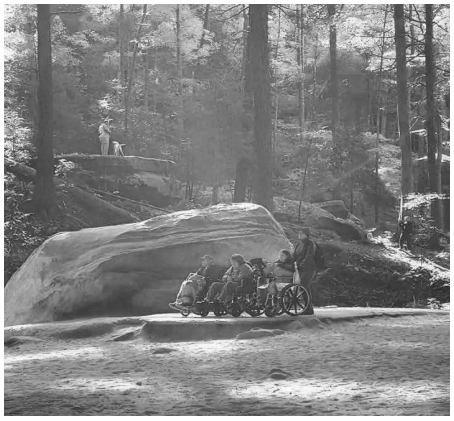
DATES TO REMEMBER

Healthy Potluck 3rd Wednesday of the month
Yoga and enrichment w/ Paul Richard Every Monday 6-7, followed 7-8 pm smoothy and bread baking
Movie Night Second Tuesday of every month
Fishing trips every Friday (weather Permitting)
10/26 **Live Healthy Appalachia**
10/28 **Athens Ghost Tour**
11/1 **Valley Gem Boat Ride**
11/7 **OU Basketball Game**
11/11 **Veteran's Day Parade**

ANYONE INTERESTED IN MORE INFO CONTACT NANCY EPLING AT ATCO

11/12 **American Music Therapy Assoc. Performance (Sandusky)**
11/18 **ATCO and friends go to the movies**
11/23 **Live Healthy Appalachia**
11/22 **OU Football Game**
11/23 **Health Potluck 6-7 Atco Cafeteria**

Atco(Adult Service Director-Mark Cullison)



Ash Cave:

Inspiration. Just look at this beautiful photo. Recently some ATCO folks traveled to Ash Cave to enjoy a gorgeous fall day.

The ATCO Woodworking Class We are making these cool Halloween decorations. Let us know and we'll make one for you! Everyone is learning skills and working together learning skills including cooperation, responsibility, and exploring new interests.

Welcome new Employee: We are glad to have a new substitute staff Audra Bobo. Audra brings many years experience in the human services field and will be a great addition to ATCO

Bowling: Special Olympics bowlers are looking forward to a tournament in Columbus on Oct 22. Let's wish them luck!

Adult Day Waiver Service Changes- Delayed

DODD received notice that the Centers for Medicare and Medicaid Services (CMS) will be issuing a formal Request for Additional Information (RAI) regarding the proposed changes to the adult day, money management, and SELF waiver services. As a result of the formal RAI, the proposed changes will not be effective November 1, 2016 and a new implementation date is pending.

Ohio Unveils New Tool to Help Ohioans in Crisis Receive Help Quickly

COLUMBUS – Ohio is making it easier for individuals who are experiencing a stressful situation to find immediate help, 24/7 with the launch of a free, confidential, statewide Crisis Text Line. Starting today, any Ohio resident who needs help coping with a crisis can now text the keyword "4hope" to 741741 to be connected to a crisis counselor. "Crisis Text Line is not a replacement for counseling, but when one feels completely overwhelmed, lost and alone, it's a point of connection and a way to get to a more stable frame of mind," said Tracy Plouck, director for the Ohio Department of Mental Health and Addiction Services (OhioMHAS). "Crisis hotlines have been used successfully for decades, but technology is changing, and we need to be sure to meet Ohioans where they are in order to get them the help they need."

The Crisis Text Line is an outgrowth of an ongoing "Strong Families, Safe Communities" partnership between the OhioMHAS and the Ohio Department of Developmental Disabilities to fund innovative projects to assist families and youth who are at-risk.

"We are pleased this accessible method of communication is being made available to people with developmental disabilities who may be experiencing a crisis in their life," said Ohio Department of Developmentally Disabled Director John Martin.

Licensed and experienced crisis counselors are on stand-by to provide a personal response and information on a range of issues, including: suicidal thoughts, bullying, depression, self-harm, and more. The specialist helps the user stay safe and healthy with effective, secure support and referrals.

For more information on what Ohio is doing to prevent suicides, visit http://mha.ohio.gov/suicideprevention. If you or someone you know is an imminent danger to themselves or someone else, go to the nearest ER or call 911.

Nursing: We welcome Connie Davis, LPN as our new sub nurse. Connie's nursing experience is varied and includes hospital, extended care facility, doctors office and most recently instructing medical assistant students. She enjoys living in the country with her husband and our animals, taking walks in the woods and creating quilts and clothes in my spare time.

We are grateful that The Athens Health Department came to ATCO and Beacon to give us flu shots. They are a great resource to the CB.

Our full staff development day is Nov 8th. We will be covering OSHA mandated material(bloodborne pathogens, Haz chem, etc... We will be showing a dvd training tool that was developed by one great group of people!

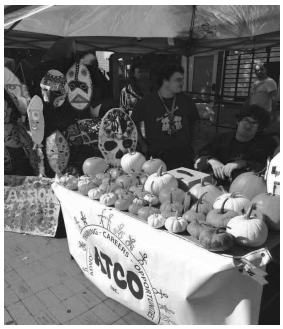
Passion Works Updates:(Autumn Brown, Atco Transition Manager)

Fall Fling: October 22nd we held a Passion Works Studio Fall Fling. Artists and their families were invited as well as the community. This is a proud group effort by all Passion Works staff as everyone took a part of the project to make it a success.

OU Homecoming Parade: Yet again Passion Works has won 1st prize with its amazing float design! Deb Taylor Rufus Replica taking ET home with the theme "All Road's Lead Home" , We had chance to show our artists talent along with everyone's bright smile and amazing art!

We are looking forward to a great Holiday season, developing new Tiles, mugs, textiles, and fine art pieces for the store!

Below Atco and Passion Works Partner for an Outdoor Sale uptown Athens!



Special Thanks to everyone who joined us in walking in the parade!

Passion Works is selling Masks for the Halloween festivities, and Atco is doing their annual Pumpkin Sale. This was a great way to get into the community and learn skills that can translate into employment opportunities

Spotlight:

This month we recognize **Grace Holland**

Grace has worked at ATCO since July of 1999. Grace has become a valuable Adult Service Aide; making sure all our individuals needs are met. In addition Grace volunteers for many extra events and most notably she helps coordinate evening bowling and trains new staff for these events. Grace is married with one adult son who just got married recently and she is very proud of him. Grace has a hobby of making blankets for local dog and cat shelters and also volunteers at the shelter in Chauncey. Grace says that"seeing the individuals grow and become more independent is most gratifying for me." Grace goes out of her way to make sure each individual's day is the best it can be.

Atco Transition Update (Autumn Brown, Atco Transition Manager)

Autumn visited Hamilton County Board of DD for information to support our transition. Hamilton Co is well known for its work with providers in improved integration efforts. They are in the process of Community Recruitment, Identifying high potential agencies, businesses and events that support those they serve in good ways. This is something we have also been working on, identifying a way to continually educate our community on integration and the wants and needs of those we serve.

Day Hab Visits Atco staff are working with Day Habs scheduling tours and visits. Several individuals have made successful transitions this year and relationships are being developed among day hab staff fostering very positive transitions where knowledge is being shared openly and the result is very positive for those we serve.

Atco Idol Leslie Perry, a Community Integration Specialist and a team of individuals are traveling to different Day habs teaching them the Atco Idol Contest rules, stage presence, and how to select their song. They are helping with practices and other preparations. Stuart's Opera House has been secured for the venue, and the team is working on details and flyers to advertise the event. We are very excited to work with Stuart's Opera house, what a great historical location in the community!

OPEN FORUM November 1st at 6pm in the Atco Cafeteria will be our open Forum Autumn Brown and Kevin Davis will be updating families, providers, and the community on the details and the status of our Transition.

Transition Committee

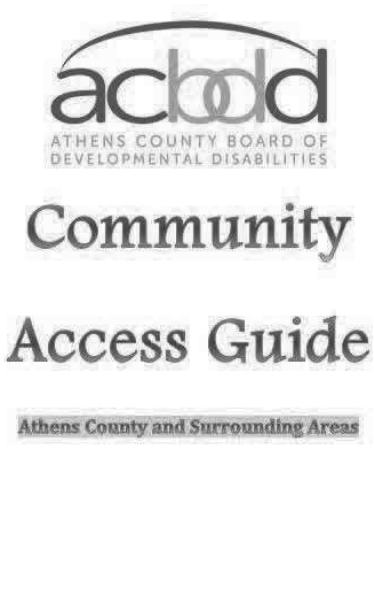
Community Assessment project and guide-

County wide assessment and method of creating a network of our community for integration planning to help ALL day habs and residential providers maximize access. Resource for Day Habs, Families, Providers, Community Partners, and SSA team.

Transportation- Identify needs of private NMT throughout the transition.

Review GPS Mapping for all individuals in Athens County needing Transportation. This helps the team understand the needs and location of transports as a whole county.The team will be assessing ways to support NMT providers through the transition and into the future

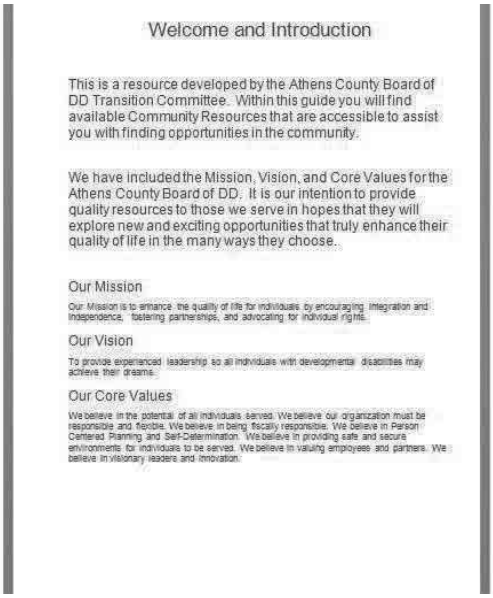
A short sample of the Community Access Guide is below for reference; it is in its early stages. This Guide will be a compilation of community opportunities for everyone to use, individuals, families, providers, day habs, and ISP teams.


ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Community

Access Guide

Athens County and Surrounding Areas


Welcome and Introduction

This is a resource developed by the Athens County Board of DD Transition Committee. Within this guide you will find available Community Resources that are accessible to assist you with finding opportunities in the community.

We have included the Mission, Vision, and Core Values for the Athens County Board of DD. It is our intention to provide quality resources to those we serve in hopes that they will explore new and exciting opportunities that truly enhance their quality of life in the many ways they choose.

Our Mission

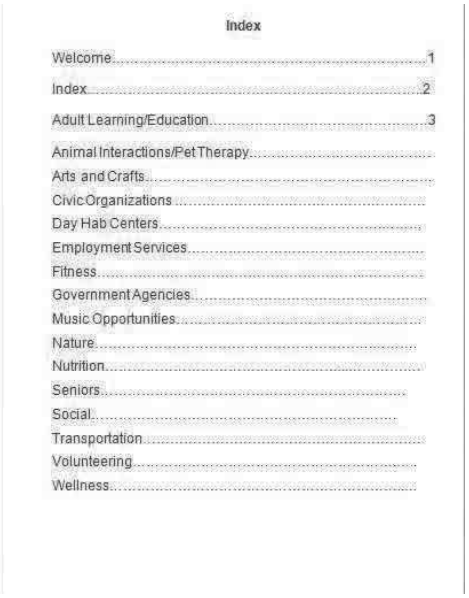
Our Mission is to enhance the quality of life for individuals by encouraging integration and independence, fostering partnerships, and advocating for individual rights.

Our Vision

To provide experienced leadership so all individuals with developmental disabilities may achieve their dreams.

Our Core Values

We believe in the potential of all individuals served. We believe our organization must be responsible and flexible. We believe in being fiscally responsible. We believe in Person Centered Planning and Self-Determination. We believe in providing safe and secure environments for individuals to be served. We believe in valuing employees and partners. We believe in visionary leaders and innovation.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Nature....
Nutrition....
Seniors....
Social....
Transportation....
Volunteering....
Wellness....

Music Opportunities:

Outcome Potentials: Music is inescapable in our lives. Commercials feature jingles, radio carries hours of it daily, and even the process of creating music stars is now its own television genre. But so much music is heard passively (or worse yet commercially), and so the listener doesn't always derive the many benefits of music.

Yet listening to music can do amazing things for our minds and bodies, things that can't be done any other way. Taking it a step further and playing an instrument ourselves helps us dig even deeper into the beneficial aspects of music.

Expressing Emotions. We all know from experience the relationship between music and our mood. Sometimes we choose to listen to music that matches our mood, such as the heartbroken music written by others experiencing the loneliness of solitude on Saturday night. Other times we try to use music to create our mood, like the high-energy selections we play for workout time.

It's clear that there is real science to back up the belief that our moods can be altered by music. Even among animals—who of course don't understand the lyrics—biometrics show that mental status is affected by the music being heard.

A heartfelt musical performance is even more impactful, whether that heart is feeling joy, sorrow, or even anger and confusion. There is a common emotional thread behind forlorn country tunes, angry heavy metal, and hostile rap.

Better Health. These first two benefits work together to create our final benefit, that of improved health. Being successful is good for your health, but being a failure is very bad for your health. When your business or other enterprise is thriving thanks to your creativity and intelligence, you have overall better health. Blood pressure is lower, cardiovascular health improves, and you have more energy.

Music is safer than substance abuse, cheaper than therapy, and more practical than skydiving. It is readily available almost anywhere you go, and it's a pleasing drug that you can dose yourself with anytime in any quantity—and then immediately resume other activities. The ability to release stress, anger, and pain, and to celebrate joy and fulfillment, makes music the most versatile treatment in the world.

Music: Opportunities/Concerts & Music Therapy

Athens County Community Singers:

ATHENS COUNTY COMMUNITY SINGERS

Its Founder and director is Stephanie Morris, a board-certified music therapist and neurologic music therapist. The choir performs at various community events throughout the year.

For more information on becoming a choir member, contact Stephanie Morris at Stephanie.k.morris@gmail.com or visit: centralohiomusictherapy.com

Nelsonville Music Festival:

http://nelsonvillefest.org/

(NMF IS A PRODUCTION OF STUART'S OPERA HOUSE)

52 Public Square Nelsonville, Ohio 45764

740.753.1924 www.stuartsoperahouse.org

The Nelsonville Music Festival out of Nelsonville, Ohio, is a four-day music festival that offers camping and features local, regional and national popular musical acts with multiple stages for live music as well as food vendors, arts and crafts booths and a beer garden, there are a number of sights to see over the course of the festival and great local flavors to taste. This annual festival partners with Rural Action in their Appalachian Zero Waste Initiative, making the Nelsonville Music Festival a Zero Waste event.

Lancaster Music Festival:

http://www.lancasterfestival.org/ebravo

117 W. Wheeling St.
Lancaster, Ohio 43130
Ticket office phone: 740-653-1700
Tickets toll-free phone: 1-800-LANFEST
Tickets e-mail: lanfestickets@lanfest.org

Office Hours: Monday – Friday 10:00am – 4:00pm (Sat/Sun closed).
Lancaster Festival believes the arts express the essence of what it means to be fully human. The Lancaster Festival celebrates the artistic creativity of all cultures, serving as the foundation of year-round community efforts to nurture participation in the arts.

Ohio University Performing Arts Series:

General Ticket Office Information.

The Ticket Office is located in the lobby at the East Union Street entrance of the auditorium.
The Ticket Office regular business hours are Monday through Friday from 12 noon to 5 p.m. The Ticket Office is also open one hour prior to the start of any ticketed event. The Ticket Office will open July 6th for regular hours.

Ohio University-Memorial Auditorium: (for other performance options) Memorial Auditorium Ticket Office 740-593-1750 * For OU Performing Arts Series, too

Transportation Resources

NMT providers

Public Transit

Free or reduced rate transportation

Community Accessible Transportation

Volunteer Opportunities:

Outcome potential: Volunteering can be a great way to develop skills, learn more about career options, make friends, garner new professional contacts, get exercise, spend time outdoors/with animals/with kids, or even just shake up your routine. Part of finding the right volunteer opportunity is being honest about what you hope to learn and accomplish. If in the process of meeting your personal and professional goals, you are also serving as an effective volunteer, helping to meet the goals of your particular volunteer project or role, and/or helping to move an organization's mission forward; it's a win-win situation.

Skill development Always wanted to learn about sustainability and conservation methods? Have experience creating podcasts and would like to try using them as an advocacy tool for a nonprofit? Volunteering helps you learn new skills, keep skills sharp, or use existing skills in new ways.

Career exploration Regardless of your age or career level, volunteering will introduce you to new professional paths. Also, never underestimate the power of networking; volunteering offers the opportunity to cross paths—as well as, in many cases, quickly bond with people from across your community, including many with whom you may otherwise not have had contact.

Personal growth Lifelong learning includes hands-on experiences as a volunteer which can teach you about issues ranging from adult literacy to public health to animal welfare. Lastly, don't forget that sometimes it just feels good to be valued; as a volunteer you can contribute unique skills, experiences, and perspectives.

Socialize Volunteering can be a fun, meaningful way to make new friends. New to the community? Looking to branch out socially? Simply looking for something to do with new people? Volunteer and get to know others who care about the same issues that you do.

Have an impact Last but most certainly not least, volunteering is one of the best ways we know of to make a difference in your community. Whatever your passion, however you get involved, volunteering offers a way to have a real and lasting impact on the world.

Friends of the Shelter Dogs

P.O. Box 376 Athens, Ohio 45701

Contact the Volunteer Coordinator directly at: fosdvolunteer@gmail.com

Form to volunteer found here: http://www.fosdathens.com/volunteer

Dog Walking, Shelter Cleaning, Fundraising, Social Media, Help with adoptions and more

Habitat for Humanity Southeast Ohio ReStore

309 W Union St, Athens, OH 45701
(740) 589-5865
9AM–5PM

Help at store with cleaning, and unloading.

Good Works, Inc.

A Community of Hope Since 1981

[redacted]

Neighbors helping Neighbors, Transformation Station, Food Pantry, Mailings, Friday Night Life, Gardening,

Exhibit 14

Athens County Board of Developmental Disabilities

Board Submission by Butch Withem
Area of Supervision: Facility \ Transportation
October 19, 2016

Intro of highlights:

We contracted with Schumacher Tree Service and removed the trees on the new property. We left 3 foot of tree on the stumps to allow for easier removal. The lot looks bigger with the trees gone. We are applying for a permit with ODOT to install a new culvert when we widen the existing driveway. We also negotiate with ODOT to regrade the ditch line so we can mow the front of the property with a mower instead of cutting it with a weed eater. The Architect is working on the drawings for the new entrance and parking for Beacon, through the new property at 8155 SR 56. We should have drawings available for the October meeting, and plan to put the project out for bid ASAP, pending ACBDD approval. We also plan to repair a portion of the existing fence between our new property and Athens City parking lot. The fence was damaged several years ago when a tree limb fell on it but was never repaired. We also plan to remove the existing fence between Beacon and the new property.

We are still working with three sign companies for quotes on the new Beacon sign. The signs range in quality including monochrome, tri-color and full color. The sign will be wireless PC controlled and will be 5x8 feet in size. We plan to have numbers and specifics available at the October meeting

Issues to share:

We are pleased to announce that we hired Wesley Kline (Vehicle Mechanic) Ashley Rice (Custodian), Jayne Hart (Bus Driver), and Robert Hutchison (Van Driver). This is the first time in over a year our department has been fully staffed with regular employees. I want to thank Jeff Dolman and Sam Hudnell for their dedication through this period

Other:

We have received the new Beacon playground equipment and have received the state permits to install the canopies. The project is being scheduled with the installer and we hope to have everything completed in the near future. Soon after the completed installation Beacon is planning a ribbon cutting for the new additions.

Regretfully I have nothing to report on the status of the Sprinter vans that are out of service due to an airbag recall. The vehicles have been out of service for six months.