BOARD MEETING

April 24, 2018

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

April Board Meeting Agenda

Tuesday, April 24, 2018 – 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 – Arian Smedley.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:

    a. Motion to approve March 27, 2018, Meeting Minutes (Exhibit 1, Pages 1-7).
    b. Motion to approve resolution expressing appreciation to the SSA Division for their commitment to participating in the first-ever multi-county Good Life CPT Pilot Program for SSAs (Exhibit 2, Page 8).
    c. Motion to approve resolution expressing appreciation to Amber Deardorff for her years of providing exceptional fire inspection services to the board (Exhibit 3, Page 9).
    d. Review and discuss changes to Administrative Policies 10, 18, 18a, and 34; and Personnel Policy 1-9 – clean versions and redline versions included (Exhibit 4, Pages 10-67).
    e. Motion to approve changes to Personnel Policies 1-4, 1-5, 1-7, 1-8, 1-10, and 1-11 (Exhibit 5, Pages 68-80).
    f. Motion to approve Facilities Options Report & Recommendation (Exhibit 6, Pages 81-108).
    g. Review and discuss Beacon School Calamity Day Designation (Exhibit 7, Pages 109-110).
    h. Review and discuss ATCO and Beacon Program Calendars (Exhibit 8, Pages 111-113).
    i. Review and discuss 2017 MUI Annual Stakeholder Data (Exhibit 9, Pages 114-125).
    j. Review and discuss food services bid (Exhibit 10, Pages 126-128).
    k. Review and discuss quarterly update on goals for 2018 (Exhibit 11, Page 129).
    l. Reminder: May board meeting to be held jointly with ATCO Board, at ATCO, 6 p.m.

6. Old Business

    a. Motion to approve Jan. 23, 2018, Organizational Meeting Minutes (Exhibit 12, Pages 130-132).
    b. Motion to approve Jan. 23, 2018, Regular Meeting Minutes (Exhibit 13, Pages 133-139).

7. Board Reports:

    a. Superintendent, Dr. Kevin Davis (Exhibit 14, Pages 140-154).
    b. Director of Education, Becky Martin (Exhibit 15, Pages 155-158).
    c. Director of Finance and Operations, Steve Kramer (Exhibit 16, Pages 159-170)
    d. Director of Service and Support, Richard Suehrstedt (Exhibit 17, Pages 171-172).
    e. Director of Employment Options, Doug Mitchell (Exhibit 18, Pages 173-177).
    f. ATCO Transition Manager, Autumn Brown (Exhibit 19, Pages 178-181).
    g. MUI Coordinator, Beth Atherton (Exhibit 20, Page 182).
    h. Director of Human Resources, Gwen Brooks (Exhibit 21, Pages 183-185).
    i. Director of Facilities and Transportation, Butch Withem (Exhibit 22, Page 186).

8. Comments from Visitors relative to the agenda.
9. Comments from Unions relative to the agenda.
10. Comments from the board.
11. Motion to adjourn.

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, March 27th, 2018 – 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.

DRAFT until Board approved

1. Margaret Demko, Board President, called the meeting to order at 6:05 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
DEMKO	Present
HUTZEL	Absent
JOLLEY	Present
OESTRIKE	Present
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Richard Suehrstedt	Director of Service & Support
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Gwen Brooks	Director of Human Resources
Butch Withem	Director of Facilities and Transportation
Arian Smedley	Executive Assistant to the Superintendent

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

3. Oestrike read the Mission Statement.

4. Bond motioned to approve the agenda with the change of removing the Executive Session.

Discussion: Dr. Davis stated it was no longer needed.

MOTION#:	03-27-01
MOTION:	BOND
SECOND:	JOLLEY
AYES:	ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES:	YES

5. New Business:

a. Dr. Allen motioned to approve Feb. 27, 2018, Meeting Minutes (Exhibit 1, Pages 1-7).

MOTION#:	03-27-02
MOTION:	ALLEN
SECOND:	OESTRIKE
AYES:	ALLEN, BOND, JOLLEY, OESTRIKE, OLIVER
ABSTAIN:	DEMKO
CARRIES:	YES

b. Oestrike made motion to approve FANs COMCorps application (Exhibit 2, Pages 8-14).

Discussion: Dr. Davis stated this is the third year of this program. It is through the Ohio University Heritage College of Osteopathic Medicine, AmeriCorp/COMCorps. The board's match is $7,520. This program then provides a full-time person for the year to oversee the FANs program (Friends, Allies, and Neighbors). It also provides an individual the opportunity to give back to the community through service work. This is about the same as what was charged to the board last year.

MOTION#:	03-27-03
MOTION:	OESTRIKE
SECOND:	ALLEN
AYES:	ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE
ABSTAIN:	OLIVER
CARRIES:	YES

c. Oestrike made motion to approve contract with Athens County Community Singers for the program period of Sept. 1, 2018 – June 30, 2019, pending Prosecuting Attorney's approval (Exhibit 3, Pages 15-16).

Discussion: Dr. Davis stated the cost to the board is $3,000, which is the same as last year. This is for coordinating the Beacon Singers program and the adult program. It's a very positive program for the individuals and for the board.

MOTION#:	03-27-04
MOTION:	OLIVER
SECOND:	BOND
AYES:	ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES:	YES

d. Review and discuss outcome of recent grievance (Exhibit 4, Pages 17-23).

Discussion: Dr. Davis provided background for the new board members. He then highlighted the fact that the state upheld the board's decision and the entire process from the beginning. He also commended Suehrstedt and his staff for handling the situation professionally from the very beginning.

e. Dr. Jolley made motion to approve changes to Personnel Policies 1-1, 1-2, 1-3, and 1-6 (Exhibit 5, Pages 24-33).

Discussion: Brooks reminded the board they reviewed this same group of policies last month. She briefly reviewed each of the policies again. There were a few clarifying questions from the board.

MOTION#:	03-27-05
MOTION:	JOLLEY
SECOND:	ALLEN
AYES:	ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES:	YES

f. Review and discuss changes to Personnel Policies 1-4, 1-5, 1-7, 1-8, 1-9, 1-10, and 1-11 (Exhibit 6 for unmarked versions, Pages 34-51. Exhibit 7 for marked versions, Pages 52-81).

Discussion: Dr. Davis reminded the board why these policies are being presented. The goal is over the course of 18 months for the Policy Workgroup to review and update all of our Personnel Policies and then present recommended changes to the board. The board can expect to see these every month going forward. Brooks then provided a brief overview of all the policies up for review this month. There were a few questions and brief discussion. Approval is not expected until next month.

g. Review and discuss quarterly waiver update, provided by Katie Evans (Exhibit 8, Pages 82-84).

Discussion: Dr. Davis said this is something the board has requested. For background, he stated the board spends about $2.8 million annually in waiver costs. These are funds that can fluctuate but generally always increase. He then introduced Katie Evans, who would provide an overview of current costs and projected costs through 2025. Evans first provided an updated handout to the board (Page 84). She stated the first pages of Exhibit 8 are from a spreadsheet created by the OACB that is specifically designed to help county's project waiver costs into the future. It is also a tool to help plan ahead when it is necessary to take on a new waiver. She walked the board through Page 82. The focus was on the last line of that page. The line states the projected costs to the board in 2018 is $2.8 million and is expected to jump to just over $4 million by 2025. Evans added it can take about two years before the board will experience any cost increase on a new waiver.

Dr. Davis added this is important information for the board to see and understand for planning purposes. He added the projections presented tonight do not take into account new waivers.

Evans will present at least the CB Annual Budget Amount to the board every quarter with the adjusted numbers.

Dr. Jolley asked about the different rates of increase between certain years – some year's increases are significantly larger than other year's increases. Evans stated the 5th invoice, which is listed on page 82, is not consistent year after year.

There was some additional discussion.

Dr. Davis stated that the reason for sharing this information is to better educate the board. It is also to address the perception that the county board is conservative in approving waivers. He said this information may help the board and the community better understand the reasons behind those decisions.

Kramer added the latest levy has secured a fixed amount of funding (roughly) for the next eight years. He stressed the need for the board to be judicious to ensure the funding can cover all costs for that length of time. He added some counties are not planning well and ending up closing non-mandatory services to cover costs.

Demko asked about state-funded waivers. Evans said some of the county's waivers are fully state funded. Those are not represented on the spreadsheet because those do not create a cost to the board. Dr. Davis reminded the board that with the new administration in the Governor's office can bring changes to things like state-funded waivers, and the board should always be prepared for that.

6. Old Business

   a. Motion to approve Jan. 23, 2018, Organizational Meeting Minutes (Exhibit 9, Pages 85-87) was tabled for next month.

      Discussion: Addressed below.

   b. Motion to approve Jan. 23, 2018, Regular Meeting Minutes (Exhibit 10, Pages 88-94) was tabled until next month.

      Discussion: Due to not having enough voting board members present, these two items were tabled for next month.

7. Board Reports:

   a. Superintendent, Dr. Kevin Davis (Exhibit 11, Pages 95-106).

      Report stands. He highlighted a few items – the Athens NEWS Special Edition insert, and the DD Awareness Festival and the positive press that followed. He also provided updates on the following issues:

      - Former/current adaptive PE instructor at Beacon School
        - We are still waiting for ODE to complete their hearing. Administration has decided not to bring him back into the building or develop a plan until we have the results of that hearing. This was agreed upon by the union.
      - Building plans for SSAs and Admin
        - Our four options:

        - 1. Build new building
        - 2. Renovate ATCO
        - 3. Contact realtor – Echoing Meadows was identified as a possibility
        - 4. Last option is to put SSAs in the Harper Street building
    - A detailed report and recommendation will be presented to the board next month. It is possible we may recommend Option 4, depending on the final costs we are still collecting. He added at some point the board may have to explore the future of Beacon School. He also reminded the board to consider the presentation provided regarding projected waiver costs.
- Insurance update
    - It was mentioned last month that we were exploring a union-provided insurance program that could potentially create savings for the board. Administration shared the information with the other two unions, and they were not in favor of moving forward with that plan at this time. Administration agreed.
- Passion Works update
    - He reminded the board about last month's proposal from Passion Works, and the board's request for additional information.
    - Based on that request, he met with PW and learned new information. He said the situation was not fully explained to the board. We have since learned Creative Foundations has indicated they are not planning to financially support PW going forward. The board did not know this. CF does, however, want to be able to provide PW as an option for individuals to go to, as other providers would do.
    - He passed out an updated proposal from PW, which is a handout because it was submitted after the board packet was created. The new proposal outlines how PW, as separate from CF and under Patty Mitchell, would become a community space for any provider to come to and make art. In other words, PW would not be a direct service provider and will not bill Medicaid. If PW is not a provider, this would eliminate a concern the board had of showing favoritism to a specific provider.
    - No decision is expected this evening. At the April meeting, PW will be asked to provide a presentation and will be available to answer questions. Administration will have a formal recommendation, as well.
    - It was clarified the agreement is between CF and the ATCO nonprofit board.
    - There was brief discussion about PW taking over the ATCO building once the board's adult program ends, other possible plans for that building, and assisting PW in other ways.
    - Dr. Jolley asked about both the board's legal and moral obligation to help PW. Dr. Davis stated after the lease ends, the board has no legal obligation. He agreed there is some moral obligation, because the board wants to see PW succeed.

    - Dr. Davis shared a board member will be doing the PW presentation next month, because the staff are unable to be here that day. The board preferred hearing directly from the staff members, and stated they were willing to postpone the presentation in order to accommodate their schedules.
- Union negotiations
    - He updated the board that we are very close to concluding negotiations with the Teamsters.
- Strategic Planning
    - He shared the initial meeting is scheduled, and that we will need a board member to serve on the planning committee. Dr. Allen volunteered.

b. Director of Education, Becky Martin (Exhibit 12, Pages 107-110).

Report stands. She highlighted the prom, which is scheduled for April 13th from 11-1 at Beacon School. This year, we have more participation from other county schools. She also said two positions at Beacon School are open. Dr. Davis added that prior to posting the positions, an evaluation of student enrollment and class sizes was completed in order to feel confident the positions are indeed needed.

c. Director of Finance and Operations, Steve Kramer (Exhibit 13, Pages 111-121).

Report stands. He stated the current carry forward is at 19.7%, which is below the preferred amount of 25%. This is expected this time of the year. Levy funds are expected in April, and so the carry forward will increase around that time. Dr. Jolley asked if the carry forward will be impacted by our plans to address our building needs, depending on which way we go. Dr. Davis explained these are different accounts – we have around $1.2 million in capital improvements, around $1.5 in a waiver account, and around $2 million in carry forward. Carry forward does not include the funds in those other accounts.

d. Director of Service and Support, Richard Suehrstedt (Exhibit 14, Pages 122-123).

Report stands. He highlighted the Fix the List efforts going on statewide. He and others will attend an SSA forum in Columbus specifically on this. It will require educating the community. Postcards with basic information will be mailed out to everyone in the county who is currently on the waiting list. Dr. Davis said board members should be prepared to get questions from community members about this. If they do, board members should direct individuals and families to their SSS.

e. Director of Employment Options, Doug Mitchell (Exhibit 15, Pages 124-129).

Report stands. He highlighted that the new location for Employment Options/PersonnelPlus continues to serve people better because of its visibility and easy access. In addition, he has met with OOD about the new funding opportunity. The program itself will be launched within the next few weeks. Lastly, the PersonnelPlus

Employer/Employee Gala is Oct. 24th at Baker Center Ballroom. Dr. Davis said he would really like to see board members attend that event and would be willing to consider adjusting board meeting schedule to make that happen.

f. ATCO Transition Manager, Autumn Brown (Exhibit 16, Pages 130-133).

Report stands. She highlighted the Future Planning section of the board packet, which lists identified needs and items that identified as worth continuing even after the closure of ATCO. She reminded the board the Transition Planning Committee has evolved into the Community Outreach Workgroup. Lastly, ATCO Idol is coming up on April 5, 6-8 at Stuart's Opera House.

g. MUI Coordinator, Beth Atherton (Exhibit 17, Page 134).

Report stands. Dr. Davis offered to go over this, which is a new report for the board to review. They will see it monthly now. MUI stands for Major Unusual Incident. Any investigation is conducted any time there is an incident that is classified as an MUI. These are to ensure health and safety of individuals.

h. Director of Human Resources, Gwen Brooks (Exhibit 18, Pages 135-137).

Report stands.

i. Director of Facilities and Transportation, Butch Withem (Exhibit 19, Pages 138-139).

Report stands.

8. No comments from Visitors relative to the agenda.

9. No comments from Unions relative to the agenda.

10. Comments from the board: Demko stated she was recently appointed to the Family Advisory Council through the Ohio Department of Developmental Disabilities.

11. Bond made motion to adjourn at 7:38 p.m.

MOTION#:	03-27-06
MOTION:	BOND
SECOND:	OESTRIKE
AYES:	ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES:	YES

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

RESOLUTION

A resolution expressing the appreciation of the Athens County Board of Developmental Disabilities (ACBDD) to the Service & Support Division for participating in the multi-county Good Life CPT Pilot Program:

Whereas, ACBDD's SSA Division assists nearly 600 individuals countywide in determining and pursuing life goals by providing coordination across all life areas and across all systems; and

Whereas, the Good Life model focuses on the ability of professionals to show compassion, appreciation, and respect to individuals and colleagues; and

Whereas, the first-ever multi-county Good Life CPT (Concepts, Principles, Tools) Pilot Program for SSAs strives to reinforce a positive work culture; and

Whereas, the goal of this pilot program is to enhance the quality of life for individuals in Athens County; and

Whereas, participation in this pilot program demonstrates Athens County's SSA Division's commitment to quality public service; and

Be it resolved by the Athens County Board of Developmental Disabilities:

We hereby express our appreciation to the staff of ACBDD's Service & Support Division for their professionalism, exceptionalism, and distinguished service to our organization and to the people we assist.

Margaret Demko — Date
Board President

Dr. Kevin Davis — Date
Superintendent

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

RESOLUTION

A resolution expressing the appreciation of the Athens County Board of Developmental Disabilities (ACBDD) to Amber Deardorff for her years of supporting the ACBDD:

Whereas, Amber Deardorff is an experienced fire inspector from the Richland Area Fire Department, trained to safeguard the public, its property and the environment from fire and related risks through education, regulation, investigation, and enforcement; and

Whereas, Amber Deardorff has provided exceptional fire inspection services to several of the ACBDD's facilities since 2011; and

Whereas, Amber Deardorff's efforts have played a significant part in the successful implementation of our programs; and

Whereas, Amber Deardorff went above and beyond her role to ensure the health and safety of the staff and individuals inside our facilities; and

Whereas, Amber Deardorff generously gave her time to volunteer in this role;

Be it resolved by the Athens County Board of Developmental Disabilities:

We hereby express our appreciation to Amber Deardorff for her professionalism, generosity, and distinguished service to our organization and to the people we assist.

Margaret Demko — Date
Board President

Dr. Kevin Davis — Date
Superintendent

First Review of Revised Policies
Clean Versions
April 2018

Administrative Policies

- 10 – Contract Administration
  - Revised to combine Policies 10 and 34
- 18 – Administrative Resolution of Complaints
  - Revised to combine with 18a and to match code more closely
- 18a – Complaint Resolution (Due Process)
  - Consider striking and combining, with minor revisions, with Policy 18
- 34 – Contract Administration
  - Consider striking and combining with Policy 10

Personnel Policies

- 1-9 Drug-Free Workplace (2nd Draft)
  - Revised to add details

Adopted	11/18/97, 4/20/98
Status	Draft – pending approval
Historical Versions	7/26/11, 3/6/12
Initiated by	Katie Evans, Medicaid Manager
Approved by	pending

10. Contract Administration

Contracted Services

Athens County Board of DD (ACBDD) shall ensure that any service obtained through a contractual agreement is provided in accordance with all applicable rules and statutes, and as reviewed and approved by the Athens County Prosecuting Attorney's Office. ACBDD shall monitor the services and supports provided to ensure compliance on an ongoing basis.

Non-Discrimination

Any individual, agency or service provider entering into contract with the ACBDD shall act in a non-discriminatory manner both as an employer and as a service provider. Further, they shall act without regard to the race, color, national origin, religion, age, disability status, gender, sexual orientation, gender identity, genetic information, marital status or any other unlawful basis of employees and service consumers.

Failure of any contractor to adhere to this policy may result in the termination of the contract by ACBDD.

DRAFT

Adopted	1/20/98
Status	Draft – pending approval
Historical Versions	4/22/03, 8/23/11, 5/27/14
Initiated by	Arian Smedley, Exec. Asst. to Supt.
Approved by	Pending

18. ADMINISTRATIVE RESOLUTION OF COMPLAINTS POLICY

Purpose

Ohio Administrative Code 5123:2-1-12 outlines the resolution of complaints involving county boards of developmental disabilities and appeals of adverse action proposed or initiated by county boards of developmental disabilities. It is O.A.C. 5123:2-1-12 by which the ACBDD aligns its policy. When providing a copy the "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix, the board may also provide a copy of the “Complaint Resolution” form, also in the appendix.

A. The purpose of this rule is to set forth the process for resolution of complaints involving the programs, services, policies, or administrative practices of a county board of developmental disabilities or an entity under contract with a county board of developmental disabilities; set forth the process for individuals to appeal adverse actions proposed or initiated by a county board of developmental disabilities; and set forth the requirement for county boards of developmental disabilities to give notice of the process to be followed for resolution of complaints and appeals of adverse action.
B. Scope
    a. Any individual or person, other than an employee of the county board, may file a complaint using the process set forth in this rule. An individual may appeal an adverse action using the process set forth in this rule. The process set forth in this rule shall be followed before commencing a civil action.
    b. This rule shall not be applicable:
        i. When the county board is a vendor or subcontractor for service delivery.
        ii. To education services arranged by the local education agency. Complaints or appeals concerning such services shall follow rules adopted by the Ohio department of education.
        iii. To services provided under Part C of the Individuals with Disabilities Education Act, 34 C.F.R. 303, as in effect on the effective date of this rule. Complaints or appeals concerning such services shall follow rules adopted by the lead agency responsible for administration of Part C of the Individuals with Disabilities Education Act.
        iv. To medicaid services including home and community-based services waiver services and targeted case management services. Complaints or appeals concerning such services shall follow rules adopted by the Ohio department of medicaid. The county board shall not require the use of the process set forth in this rule for issues regarding medicaid services.

v. To administration of prescribed medication, performance of health-related activities, and performance of tube feedings by developmental disabilities personnel pursuant to the authority granted under section 5123.42 of the Revised Code or compliance with Chapter 5123:2-6 of the Administrative Code. Complaints or appeals concerning such matters shall be made to the department using the process established in rule 5123:2-17-01 of the Administrative Code.

vi. To services provided to a resident of an intermediate care facility by the intermediate care facility, or provided on behalf of or through a contract with an intermediate care facility. Complaints or appeals concerning such services shall follow regulations governing intermediate care facilities.

c. If the county board determines that a complaint or appeal of adverse action filed with the county board is not subject to this rule, the county board shall provide information to the individual or person filing the complaint or appeal, including the name and telephone number, if available, of the appropriate entity with which to file the complaint or appeal of adverse action.

d. An individual receiving non-medicaid supported living services shall follow the terms of the contract of the service provider, as required by section 5126.45 of the Revised Code, prior to beginning the process for resolution of complaints or appeals of adverse action established in this rule.

C. Definitions

a. "Adverse action" means any of the following:

i. Denial of a request for a non-medicaid service.

ii. Reduction in frequency and/or duration of a non-medicaid service.

iii. Suspension of a non-medicaid service.

iv. Termination of a non-medicaid service (except when the recipient of that service is deceased).

v. The outcome of an eligibility determination.

b. "Advocate" means any person selected by an individual to act and/or communicate as authorized by the individual.

c. "Contracting entity" means an entity under contract with a county board for the provision of services to individuals with developmental disabilities.

d. "County board" means a county board of developmental disabilities including a county board when acting through a council of governments.

e. "Department" means the Ohio department of developmental disabilities.

f. "Director" means the director of the Ohio department of developmental disabilities or his or her designee.

g. "Hearing" means the opportunity to present one's case regarding a complaint or appeal of adverse action.

h. "Individual" means a person with a developmental disability who is eligible, or purports to be eligible, for services pursuant to Chapters 5123. and 5126. of the Revised Code and includes a parent of a minor child, an individual's guardian, or an adult authorized in writing by the individual pursuant to section 5126.043 of the Revised Code to make a decision regarding receipt of a service or participation in a program.

i. "Intermediate care facility" means an intermediate care facility for individuals with intellectual disabilities as defined in rule 5123:2-7-01 of the Administrative Code.

j. "Notice" means and is deemed to have occurred upon:

i. For an individual who has selected email as his or her preferred method of communication, electronic confirmation that the individual has read the email;

ii. Personal delivery to an individual; or

iii. The date of certified mailing to an individual unless:

1. The original certified mailing is refused, in which case notice is deemed to have occurred on the date the notice is resent by ordinary mail to the individual; or

2. The original certified mailing is unclaimed, in which case notice is deemed to have occurred on the date the notice is resent by ordinary mail to the individual unless within thirty days after the date the notice is resent, the resent notice is returned for failure of delivery.

k. "Person" has the same meaning as in section 1.59 of the Revised Code.

D. General provisions

a. Complaints and appeals of adverse action shall be filed in writing. When an individual or person expresses dissatisfaction with an outcome subject to complaint or appeal in accordance with this rule, the county board shall, to the extent necessary, assist the individual or person in filing a complaint or appeal.

b. At all times throughout the resolution of complaints and appeals of adverse action process, the county board shall maintain the confidentiality of the identities of individuals unless an individual gives written permission to share information.

c. An advocate may assist an individual at any time during the resolution of complaints and appeals of adverse action process.

d. The county board shall make all reasonable efforts to ensure that information regarding resolution of complaints and appeals of adverse action, including all notices and responses made pursuant to this rule, is presented using language and in a format understandable to affected individuals and persons. All notices and responses made pursuant to this rule shall include an explanation of the individual's or person's opportunity to file a complaint with or appeal to a higher authority, as applicable.

e. The time lines set forth in this rule may be extended if mutually agreed upon in writing by all parties involved.

f. Initiation of the formal process set forth in this rule does not preclude the resolution of a complaint or an appeal of adverse action at any point, as long as the outcome is mutually agreed upon in writing by all parties involved.

E. Requirements for county boards to provide information about the process for resolution of complaints and appeals of adverse action and to give notice of adverse action

a. General information about the process for resolution of complaints and appeals of adverse action.

i. The county board shall give the "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule to an individual

at the time of the individual's initial request for services, at least annually to each individual receiving or on a waiting list for non-medicaid services, and at the time a complaint within the scope of this rule is received or the county board proposes an adverse action.

ii. Upon request, a county board or contracting entity shall provide a copy of this rule.

iii. The county board shall publicly post the "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.

b. Specific notice of adverse action.

i. Except when it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals in accordance with paragraph (E)(3) of this rule, the county board shall provide written notice to the affected individual of the county board's decision to deny, reduce, suspend, or terminate services at least fifteen calendar days prior to the effective date of such action. The notice shall include:

1. An explanation of the county board's policy and/or authority for taking the adverse action;
2. A description of the specific adverse action being proposed or initiated by the county board;
3. The effective date for the adverse action;
4. A clear statement of the reasons for the adverse action including a description of the specific assessments and/or documents that are the basis for the adverse action;
5. An explanation of the individual's right to appeal the adverse action;
6. An explanation of the steps the individual must take to appeal the adverse action;
7. A statement that the individual has ninety calendar days to appeal the adverse action;
8. A statement that the individual must file his or her appeal prior to the effective date for the adverse action to keep his or her services in place during the appeal process;
9. The name and contact information for the staff member of the county board who can assist the individual with his or her appeal; and
10. The "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.

ii. The county board shall retain written evidence of the date the notice is personally delivered or sent by certified mail to the individual or for an individual who has selected email as his or her preferred method of communication, the date of electronic confirmation that the individual has read the email.

c. Specific notice of adverse action when it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals.

i. When it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals, the county board shall:
    1. Determine what immediate steps are necessary to ensure the health and safety of the individual and other individuals; and
    2. Provide written notice to the affected individual immediately. The notice shall include:
        a. An explanation of the county board's policy and/or authority for suspending the individual's services;
        b. A description of the specific services being suspended;
        c. The effective date for the suspension of services;
        d. A clear statement of the reasons for the suspension of services including a description of the specific circumstances that jeopardize the health and safety of the individual or other individuals;
        e. An explanation that the county board shall arrange for appropriate alternative services and a description of the specific alternative services available to the individual;
        f. An explanation of the steps the county board shall take in accordance with paragraphs (E)(3)(c) and (E)(3)(d) of this rule;
        g. The name and contact information for the staff member of the county board who can answer questions about the suspension of services; and
        h. The "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.
    3. The county board shall retain written evidence of the date the notice is personally delivered or sent by certified mail to the individual or for an individual who has selected email as his or her preferred method of communication, the date of electronic confirmation that the individual has read the email.
    4. Within five calendar days of the notice of suspension of services, the county board shall convene a team meeting to identify measures that may be implemented to eliminate the circumstances that jeopardize the health and safety of the individual or other individuals.
    5. Within five calendar days of the team meeting, the county board shall:
        a. With the consent of the individual, implement measures to eliminate the circumstances that jeopardize the health and safety of the individual or other individuals as necessary and restore the suspended services; or
        b. With the consent of the individual, continue to arrange for appropriate alternative services; or
        c. Provide written notice that includes the components described in paragraphs (E)(2)(a)(i) to (E)(2)(a)(x) of this rule to the individual of the county board's decision to

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terminate the individual's services at least fifteen calendar days prior to the effective date of such action. If the individual files an appeal prior to the effective date of the termination of services, the county board shall keep the individual's alternative services in place until the appeal process is completed.

F. Informal process for resolution of complaints and appeals of adverse action
A county board may adopt a written policy describing an informal process that shall take no longer than thirty days for resolution of complaints and appeals of adverse action. An individual or person may elect to participate in the informal process or may initiate the formal process set forth in paragraph (G) of this rule.

G. Formal process for resolution of complaints and appeals of adverse action
    a. Step one: filing a complaint or appeal of adverse action with the supervisor or manager responsible for the program, service, policy, or administrative practice of the county board.
        i. An individual or person must file a complaint with the supervisor or manager of the county board within ninety calendar days of becoming aware of the program, service, policy, or administrative practice that is the subject of the complaint.
        ii. An individual must file an appeal of adverse action with the supervisor or manager of the county board within ninety calendar days of notice of the adverse action or within ninety calendar days of conclusion of the informal process set forth in paragraph (F) of this rule. If the individual appeals an adverse action within the prior notice period (i.e., the period of time between notice of the intended adverse action and the effective date of the adverse action), the individual's services shall not be reduced, suspended, or terminated until the appeal process is completed or the appeal is withdrawn by the individual. An individual who appeals during the prior notice period may voluntarily consent in writing to the reduction, suspension, or termination of services during the appeal process.
        iii. The supervisor or manager of the county board shall conduct an investigation of the complaint or appeal which shall include meeting with the individual or person who filed the complaint or appeal.
        iv. Within fifteen calendar days of receipt of the complaint or appeal, the supervisor or manager of the county board shall provide and thereafter be available to discuss a written report and decision with the individual or person who filed the complaint or appeal. The written report and decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the supervisor or manager.
    b. Step two: filing a complaint or appeal of adverse action with the superintendent of the county board.
        i. If the individual or person filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (G)(1) of this rule, the individual or person may file a complaint or appeal with the superintendent of the county board.

ii. The complaint or appeal of adverse action must be filed with the superintendent of the county board within ten calendar days of notice of the decision of the supervisor or manager of the county board. If no decision is provided by the supervisor or manager of the county board within fifteen calendar days in accordance with paragraph (G)(1)(d) of this rule, the complaint or appeal of adverse action must be filed with the superintendent of the county board within twenty-five calendar days of filing the complaint or appeal with the supervisor or manager.

iii. The superintendent of the county board or his or her designee shall, within ten calendar days of receipt of the complaint or appeal, meet with the individual or person and conduct an administrative review.

iv. As part of the administrative review, the superintendent of the county board or his or her designee may ask questions to clarify and review the circumstances and facts related to the supervisor's or manager's decision and shall provide the individual or person the opportunity to present reasons why the supervisor's or manager's decision should be reconsidered.

v. Within fifteen calendar days of receipt of the complaint or appeal, the superintendent of the county board or his or her designee shall send by certified mail, a copy of his or her decision to the individual or person who submitted the complaint or appeal. Such decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the superintendent of the county board or his or her designee.

c. Step three: filing a complaint or appeal of adverse action with the president of the county board.

i. If the individual or person filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (G)(2) of this rule, the individual or person may file a complaint or appeal with the president of the county board.

ii. The complaint or appeal of adverse action must be filed with the president of the county board within ten calendar days of notice of the decision of the superintendent of the county board or his or her designee. If no decision is provided by the superintendent of the county board or his or her designee within fifteen calendar days in accordance with paragraph (G)(2)(e) of this rule, the complaint or appeal of adverse action must be filed with the president of the county board within twenty-five calendar days of filing the complaint or appeal with the superintendent.

iii. The president of the county board shall ensure that a hearing is conducted within twenty calendar days of receipt of the complaint or appeal at a time and place convenient to all parties. At such hearing:

1. The county board may hear the complaint or appeal;
2. A committee of two or more county board members appointed by the president of the county board with agreement of the county board, may hear the complaint or appeal. The committee shall

issue a report and recommendation to the county board within ten calendar days of the conclusion of the hearing; or

3. A hearing officer appointed by the county board may hear the complaint or appeal. The hearing officer shall have the same powers and authority in conducting the hearing as granted to the county board. The hearing officer shall not be an employee or contractor of the county board providing any service other than that of hearing officer. The hearing officer need not be an attorney, but shall possess qualifications to be able to make neutral and informed decisions about the complaint or appeal. The county board may ask the department to decide if a person is qualified to be a hearing officer. The hearing officer shall issue a report and recommendation to the county board within ten calendar days of the conclusion of the hearing.

iv. Upon request, the individual or person filing the complaint or appeal shall be provided access to all records and materials related to the complaint or appeal no less than ten calendar days before the hearing.

v. To the extent permitted by law, the hearing shall be private unless the individual or person requesting the hearing wants it open to the public.

vi. During the hearing, both parties may present evidence to support their positions.

vii. The individual or person requesting the hearing and the county board have the right to be represented by an attorney.

viii. The individual or person requesting the hearing shall have the right to have in attendance at the hearing and question any official, employee, or agent of the county board who may have evidence upon which the complaint or appeal is based.

ix. Evidence presented at the hearing shall be recorded by stenographic means or by use of an audio recorder at the option of the county board. The record shall be made at the expense of the county board and, upon request, one copy of a written transcript shall be provided, at no cost, to the individual or person requesting the hearing.

x. In making its decision, the county board may request or consider additional information with notice to all affected parties, may request a presentation in writing and/or in person from each party, or take other action necessary to make a determination.

xi. Within fifteen calendar days of conclusion of a county board hearing or the county board's receipt of the report and recommendation from a county board-appointed committee or a hearing officer, the president of the county board shall send by certified mail, a copy of the county board's decision to the individual or person who requested the hearing. Such decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the county board.

d. Step four: filing a complaint or appeal of adverse action with the director.

i. If the individual filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (G)(3) of this rule, the individual may file a complaint or appeal with the director.
ii. The complaint or appeal of adverse action must be filed with the director within fifteen calendar days of notice of the decision of the county board. If no decision is provided by the president of the county board within fifteen calendar days in accordance with paragraph (G)(3)(k) of this rule, the complaint or appeal of adverse action must be filed with the director within fifty-five days of filing the complaint with the president of the county board.
iii. The director shall send a copy of the complaint or appeal of adverse action to the superintendent and president of the county board.
iv. The president of the county board shall send the director the written transcript of the county board hearing, copies of any exhibits, and a copy of the county board's decision within twenty calendar days of receiving the copy of the complaint or appeal of adverse action from the director.
v. Upon request by an affected party or at the director's initiation, the director may request or consider additional information with notice to all affected parties, may request a presentation in writing and/or in person from each party, or take other action necessary to make a determination.
vi. Within forty-five calendar days of receipt of the written transcript of the county board hearing, copies of any exhibits, and a copy of the county board's decision from the president of the county board, the director shall send by certified mail, a copy of his or her decision to all affected parties. The director shall uphold the decision of the county board if the director determines that the decision is in accordance with applicable statute and administrative rule. The director's decision shall include the rationale for the decision.

H. Other remedies

After exhausting the administrative remedies required by this rule, an individual or person may commence a civil action if the complaint or appeal of adverse action is not resolved to his or her satisfaction. This rule is not intended to provide any right or cause of action that does not exist absent this rule.

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APPENDIX
COMPLAINT OR APPEAL OF ADVERSE ACTION
EXPLANATION FORM

Why would I file a complaint or appeal?

- You may file a complaint if you are dissatisfied with a program, service, policy, or practice of the county board of developmental disabilities.
- You may file an appeal of adverse action ("appeal") if your request for services is denied or if services you have been receiving are being taken away.

Do I have to file a formal complaint or appeal?

No; if you choose, you may start by trying to resolve your complaint or appeal informally with a supervisor or manager at the county board of developmental disabilities. You and the supervisor or manager can agree to work together to try and resolve your complaint or appeal. The informal process shall take no longer than 30 days.

Should I try to resolve my complaint or appeal informally before filing a formal complaint or appeal?

That is entirely up to you. Trying to resolve your complaint or appeal informally does not prevent you from filing a formal complaint or appeal.

When should I file a complaint or appeal?

- A complaint must be filed within 90 days of becoming aware of the program, service, policy, or practice that is the subject of your complaint.
- An appeal must be filed within 90 days of receiving notice that your services are being denied or taken away.

Important!

In most cases, the county board must notify you at least 15 days prior to the date it plans to take away your services. **If you file an appeal before the date your services are scheduled to be taken away, your services will stay in place during the appeal process.**

How do I file a formal complaint or appeal?

The complaint or appeal must be filed in writing with the supervisor or manager responsible for the program, service, policy, or practice of the county board. Staff of the county board will assist you if you need help.

How will I be notified about my complaint or appeal?

The county board will respond to you in writing. Each response will explain the next step and the time line for completing it.

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What will happen after I file a formal complaint or appeal?
The supervisor or manager will meet with you to discuss your complaint or appeal and will investigate your complaint or appeal. Within 15 days, the supervisor or manager will provide you with a written response to your complaint or appeal. If you make a request, the supervisor or manager will discuss the written response with you.

What if I am not satisfied with the supervisor's or manager's decision?
You may file your complaint or appeal with the Superintendent of the county board. Your complaint or appeal must be filed in writing within 10 days of receiving the supervisor's or manager's written response. Staff of the county board will assist you if you need help. The Superintendent or his or her designee will meet with you within 10 days of receipt of your complaint or appeal and provide you with a written response within 15 days of receipt of your complaint or appeal.

What if I am not satisfied with the Superintendent's decision?
You may file your complaint or appeal with the President of the county board. Your complaint or appeal must be filed in writing within 10 days of receiving the Superintendent's written response. Staff of the county board will assist you if you need help. A hearing will be conducted within 20 days of receipt of your complaint or appeal.

What will happen at the hearing?
The hearing may be conducted by the full county board, by a committee of two or more members of the county board appointed by the President of the county board, or by a hearing officer appointed by the President of the county board. You will have an opportunity to explain your complaint or appeal. You may be represented by an attorney. You have the right to question officials or employees of the county board who have information related to your complaint or appeal. You may be asked questions about your complaint or appeal.

What will happen after the hearing?
You are entitled to receive, at no cost, a written transcript of the hearing. Within 15 days of a hearing conducted by the county board or the county board's receipt of the report and recommendation from a hearing officer, the President of the county board will send you by certified mail, the county board's decision regarding your complaint or appeal. The decision must include a rationale and a description of what you should do if you are still dissatisfied.

What if I am not satisfied with the county board's decision?
You may file your complaint or appeal with the Director of the Ohio Department of Developmental Disabilities. Your complaint or appeal

must be filed in writing within 15 days of receiving the county board's decision. Staff of the county board will assist you if you need help. The Director or his or her designee may request additional information from you. Within 45 days of receipt of necessary documents related to your complaint or appeal, the Director or his or her designee will send you by certified mail, his or her decision regarding your complaint or appeal.

What if I am not satisfied with the Director's decision?
You may file a claim through the court system.

Who else can help me with my complaint or appeal?
Arc of Ohio at 1-800-875-2723
Disability Rights Ohio at 1-800-282-9181
Ohio Department of Developmental Disabilities at 1-877-464-6733

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Complaint Resolution
(Due Process)

Due Process is Your Right!

- If you have a complaint about program services, policies, or administrative practices of the Athens County Board of Developmental Disabilities, you can be heard.

Who Can Appeal?

- Any individual who is applying for, or receiving services from, the Athens County Board of Developmental Disabilities.

You Can Ask for a Copy of the County Board's Policy on Administrative Complaint Resolution. (Due Process)

- The Policy is explained in this brochure. You can ask for a copy of the County Board policy from the Service and Support Administration Office by calling 1-740-592-6006.

You Can be Assisted

- You can contact the Athens County Board of DD and ask for an advocate to help you with your complaint or concern.

- If you do not want a County Board Advocate, you can get help from someone outside the County Board. You may need to pay for this help.

You Have the Right to Get Help with Decisions
You Do Not Agree With!

QUESTIONS? CONTACT:

Athens County Board of DD
Service & Support Director……1-740-592-6006, ext. 130

Athens County Board of Developmental Disabilities
801 W. Union Street, Athens OH 45701
1-740-594-3539

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Consider striking and combining with Policy 18 as APPENDIX

Complaint Resolution
(Due Process)

Due Process is Your Right!

- If you have a complaint about program services, policies, or administrative practices of the Athens County Board of Developmental Disabilities, you can be heard.

Who Can Appeal?

- Anyone 18 or older, or guardian, who is applying for, or receiving services from the Athens County Board of Developmental Disabilities, if under 18 years old.

You Can Ask for a Copy of the County Board's Policy on Administrative Complaint Resolution. (Due Process)

- The Policy is explained in this brochure. You can ask for a copy of the County Board policy from the Service and Support Administration Office by calling 1-740-592-6006.

You Can be Assisted

- You can contact the Athens County Board of DD and ask for an advocate to help you with your complaint or concern.

- If you do not want a County Board Advocate, you can get help from someone outside the County Board. You may need to pay for this help.

You Have the Right to Get Help with Decisions You Do Not Agree With!

QUESTIONS? CONTACT:

Athens County Board of DD
Service & Support Director……1-740-592-6006, ext. 230
-OR CALL-
Kevin Davis…Superintendent 1-740-594-3539, ext. 226
Mark Cullison…Director of Adult Programs 1-740-592-6659, ext. 215
Richard Suehrstedt…Service & Support Director 1-740-592-6006, ext. 230
Becky Martin…Director of Ed./Principal 1-740-594-3539, ext. 229
Robert Withem…Transportation Director 1-740-594-7489, ext. 235

~~Athens County Board of Developmental Disabilities~~
~~801 W. Union Street, Athens OH 45701~~
~~1-740-594-3539~~

~~*The Ohio Department of Developmental Disabilities*~~
~~*1-800-231-5872 TDD 1-800-228-5405*~~
~~-OR-~~
~~*Disability Rights Ohio*~~
~~*1-800-282-9181*~~

~~Admin.Policies/18a.complaint resolution due process 0514~~

(Consider striking, combined with policy 10)

Manual: Admin.
Adopted: 4/20/98
Revised: 3/26/12
Effective: 4/20/98, 3/26/12

34. CONTRACT ADMINISTRATION

~~The Board shall ensure that any service obtained through a contractual agreement is provided in accordance with all applicable Ohio Administrative Code rules and Ohio Revised Code statutes, and as reviewed by the Athens County Prosecuting Attorney's Office. The Board shall monitor the services and supports provided to ensure compliance on an ongoing basis.~~

1-9 DRUG-FREE WORKPLACE

Adopted	10/15/1996
Status	Draft – pending approval
Historical Versions	6/17/1997, 12/20/2005, 5/25/2010, 8/11/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Purpose

In compliance with the Drug-Free Workplace Act of 1988, the Athens County Board of Developmental Disabilities (ACBDD) has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the ACBDD operates. Alcohol and drug abuse poses a threat to the health and safety of ACBDD employees, those served by the ACBDD, and to the security of the ACBDD's equipment and facilities. For these reasons, ACBDD is committed to the elimination of drug and alcohol use and abuse in the workplace.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

A. Every employee of the ACBDD is expected to report for work and render service without being impaired by or under the influence of alcohol or illegal drugs of any kind. While working or while on ACBDD premises or other work locations, employees are prohibited from:
    1. Using, possessing, buying, selling, manufacturing or dispensing illegal drugs (including possession of drug paraphernalia).
    2. Being under the influence of alcohol or an illegal drug as defined in this policy.
    3. Possessing or consuming alcohol.

B. The ACBDD prohibits employees to perform their duties while taking prescribed or over the counter drugs that adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

C. The presence of any detectable amount of alcohol or an illegal drug or illegal controlled substance in an employee's body system, while performing ACBDD business or while in an ACBDD facility is prohibited.

D. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected. Any illegal drugs or drug paraphernalia discovered will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

DRAFT 2

Required Testing

Pre-employment
All new hire applicants must pass a drug test before beginning work or receiving final offer of employment. Drug screening may be required for employees seeking promotion, transfer or demotion. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion
Employees are subject to testing based on (but not limited to) observations by supervision of apparent workplace use, possession or impairment. Drug and alcohol testing shall be required for those employees whose positions require a commercial driver's license where there exists reasonable suspicion of an employee's drug or alcohol use in violation of the applicable rules and regulations of the Federal Highway Administration (49 CFR Part 382). An employee may be required to undergo such testing immediately when the Superintendent or the Superintendent's trained designee determines that there are objective and articulated indications of impairment of behavior, demeanor, speech, appearance, breath, or job performance, and probable cause that the employee has been impaired by drugs or alcohol while in the scope of employment by ACBDD.

In the event reasonable suspicion exists, the trained supervisor shall do the following:

1. Personally observe the behavior of the employee.
2. Contact the Superintendent.
3. Make a written record within twenty-four (24) hours of the observations leading to a reasonable suspicion drug or alcohol test of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier.
4. Under no circumstances will the employee be allowed to drive oneself to the testing facility. A member of management and a union rep (if appropriate, requested and available) must escort the employee; the supervisor will make arrangements for the employee to be transported home following testing.

If an alcohol or drug test is not administered within two (2) hours of a determination of reasonable suspicion, the Superintendent will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight (8) hours if a viable sample is not produced; attempts to conduct drug tests will terminate after thirty-two (32) hours if a viable sample is not produced.

Post-accident
Employees are subject to testing when involved in a work-related accident, causing injury to person or damage to property, for which drug or alcohol impairment may reasonably have been a contributing factor. Post-accident drug and alcohol testing will be required when (but not limited to):

1. The accident results in a human fatality regardless of whether an employee receives a citation or
2. When an employee receives a citation for a moving traffic violation that results in bodily injury to any person who immediately receives treatment away from the scene of the accident or
3. When an employee receives a citation for a moving traffic violation that results in any vehicle

DRAFT 2

requiring removal from the accident by tow.

In any of these instances, the investigation and subsequent testing should take place within two hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive oneself to the testing facility.*

If an alcohol or drug test is not administered within two (2) hours post-accident, the Superintendent will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight (8) hours if a viable sample is not produced; attempts to conduct drug tests will terminate after thirty-two (32) hours if a viable sample is not produced.

Random testing

In accordance with the rules and regulations of the Federal Highway Administration, (49 CFR Part 382), those employees whose positions require a commercial driver's license shall be subject to, in addition to the screening requirements stated elsewhere in this policy, random drug and alcohol testing. The testing dates and employees selected will be determined by the Superintendent or the Superintendent's designee, and will not be announced in advance. The employees selected for random testing will be required to undergo testing just before, during or just after their performance of safety-sensitive duties.

Follow-up

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history/record, the ACBDD may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include required participation in a counseling and/or treatment program, follow-up drug testing at times and frequencies determined by the ACBDD for a minimum of one year but not more than two years, as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

Collection and Testing Procedures

A. Drug and alcohol tests include blood, urine, breath, or other chemical tests performed by physicians and professional testing laboratories. The results of any such test will remain confidential to the extent allowed by law, except for its use in official safety or accident investigations, criminal prosecution, or any action related to the removal or discipline of the employee.
B. At the time the specimens are taken, the individual to be tested shall be given a copy of the sample collection procedures. In addition, the individual must sign a consent form authorizing the testing and release of the test results to the Superintendent.
C. Collected specimens should be sent to a federally certified laboratory. The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.
D. The laboratory should transmit all positive test results to a medical review officer (MRO) retained by the ACBDD, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the

DRAFT2

applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to ACBDD until such time that the MRO has confirmed the test to be positive.

E. Testing of employees whose positions require a commercial driver's license shall be carried out in accordance with the rules and regulations of the Federal Highway Administration (49 CFR Part 382), including breath alcohol testing by certified breath alcohol technicians, and determination of drug test results by an ACBDD-designated Medical Review Officer.
F. Any test required under this policy shall be conducted at the ACBDD's expense. Employees who dispute the results of a blood or urine test are permitted to have a second analysis conducted of the same sample at their own expense.

Consequences

A. Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.
B. Employees who refuse to sign a consent form or to provide a sample or cooperate with an investigation will, in most circumstances, be considered a positive test, and the employee will be subject to discipline up to and including termination. The employee will be placed on administrative leave immediately until a pre-disciplinary conference can be scheduled.
C. Employees who are tested due to reasonable suspicion or post-accident may be placed on administrative leave pending test and investigation results.
D. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.
E. A program of counseling and/or treatment may be approved by the Superintendent as an alternative to disciplinary action or condition of continued employment, considering the following factors:
    1. The employee demonstrates good cause for the Superintendent to believe that counseling or treatment will be beneficial and it would pose no potential risk of health or safety.
    2. The employee has not had previous related discipline.
    3. The employee either continues to work satisfactorily while undergoing treatment; or applies for sick leave and/or extended leave during the period of the counseling or treatment program. The ACBDD reserves the right to prohibit employees from returning to their positions until successful completion of a program of counseling and/or treatments; however, such employees may be considered for temporary reassignment if available openings exist. Before resuming "safety-sensitive" duties, employees must obtain a negative result on a return to duty screening. Following return to duty, employees shall be subject to unannounced follow-up testing for a period of twelve (12) to twenty-four(24) months.

Crimes Involving Drugs

The ACBDD does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, ACBDD reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. Any employee who is convicted of or pleads guilty to any

DRAFT 2

federal or state criminal drug statute are required to notify the ACBDD of that fact within twenty-four (24) hours of the conviction or guilty plea. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the ACBDD.

Reasonable Suspicion and Post-Accident Testing Protocol

1. The employee will be advised that the ACBDD believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to an ACBDD contracted testing facility. One member of management or a designated attendant will accompany the employee along with a union representative, if immediately available and requested by the employee. *Under no circumstances will the employee be allowed to drive oneself to the testing facility.*
3. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that a staff member from the ACBDD will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the ACBDD premises.
5. The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the company of an ACBDD representative.
6. The employee to be tested must present a photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving the ACBDD premises.
7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the "Consequences" section of this document.
8. An ACBDD representative must sign as a witness to the collection procedure, along with the tested employee.
9. After returning to ACBDD premises or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). *Under no circumstances will the tested employee be allowed to drive oneself home.*

Employee Assistance

Questions concerning the availability of drug or alcohol rehabilitation and counseling services, or any questions concerning this policy, should be directed to the Human Resources Director or the Superintendent.

Terms Used in This Policy

As used in this policy, the following terms have the indicated meaning:

The term, "controlled substance," means any controlled substance contained in Schedules I-V of 21 C.F.R. Part 1308 or as defined in Section § 3719.01 of the Ohio Revised Code. For the purposes of this policy, controlled substances include, but are not limited to, narcotics, hallucinogens, depressants, stimulants, other substances which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities, and controlled medication not prescribed, or in quantities or frequency different from that prescribed, for current personal treatment by a licensed physician to address a specific physical, emotional or mental condition.

The term, "medication" or "prescribed drugs" are drugs an individual is taking under the direction of

DRAFT 2

a licensed physician to address a specific physical, emotional, or mental condition, where such medication or prescribed drugs are taken in the quantity or frequency as prescribed.

The term, “criminal drug statute,” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy, all definitions will be consistent with Section 3719.01 *et seq.* of the Ohio Revised Code.

The term, “conviction,” includes any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

DRAFT 2

First Review of Revised Policies
Redline Versions
April 2018

Administrative Policies

- 10 – Contract Administration
  - Revised to combine Policies 10 and 34
- 18 – Administrative Resolution of Complaints
  - Revised to combine with 18a and to match code more closely
- 18a – Complaint Resolution (Due Process)
  - Consider striking and combining, with minor revisions, with Policy 18
- 34 – Contract Administration
  - Consider striking and combining with Policy 10

Personnel Policies

- 1-9 Drug-Free Workplace (2nd Draft)
  - Revised to add details

~~Manual: Admin.~~
~~Adopted: 11/18/97~~
~~Revised: 7/26/11~~
~~Effective: 11/18/97, 7/26/11~~

10. Contract Administration (combined policy #10 and #34)

Adopted	11/18/97, 4/20/98
Status	Draft – pending approval
Historical Versions	7/26/11, 3/6/12
Initiated by	Katie Evans, Medicaid Manager
Approved by	pending

~~34. CONTRACT ADMINISTRATION~~- Contracted Services

~~The Board~~Athens County Board of DD (ACBDD) shall ensure that any service obtained through a contractual agreement is provided in accordance with all applicable ~~Ohio Administrative Code~~ rules and ~~Ohio Revised Code~~ statutes, and as reviewed and approved by the Athens County Prosecuting Attorney's Office. ACBDD~~The Board~~ shall monitor the services and supports provided to ensure compliance on an ongoing basis.

~~10. NON-DISCRIMINATORY CONTRACTS~~NOn-Discrimination

Any individual, agency or service provider entering into contract with the Athens County Board ~~of Developmental~~of Developmental Disabilities shall act in a non-discriminatory manner both as an employer and as a service provider. Further, they shall act without regard to the race, color, national origin, religion, age, ~~sex,~~ disability status, gender, sexual orientation, gender identity, genetic information, marital status or any other unlawful basis of employees and service consumers.

Failure of any contractor to adhere to this policy may result in the termination of the contract by ~~with the Board.~~ACBDD.

~~Manual: Admin.~~
~~Adopted: 1/20/98~~
~~Revised: 4/22/03, 8/23/11, 5/27/14~~
~~Effective: 1/20/98; 4/22/03, 8/23/11, 5/27/14~~

~~Ohio Admin Rule 5123:2-1-12~~

Adopted	1/20/98
Status	Draft – pending approval
Historical Versions	4/22/03, 8/23/11, 5/27/14, 04/13/18
Initiated by	Arian Smedley, Exec. Asst. to Supt.
Approved by	Pending

18. ADMINISTRATIVE RESOLUTION OF COMPLAINTS POLICY

Purpose

Ohio Administrative Code 5123:2-1-12 outlines the resolution of complaints involving county boards of developmental disabilities and appeals of adverse action proposed or initiated by county boards of developmental disabilities. It O.A.C. 5123:2-1-12 by which the ACBDD aligns its policy. When providing a copy the "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix, the board may also provide a copy of the "Complaint Resolution" form, also in the appendix.

A. The purpose of this rule is to set forth the process for resolution of complaints involving the programs, services, policies, or administrative practices of a county board of developmental disabilities or an entity under contract with a county board of developmental disabilities; set forth the process for individuals to appeal adverse actions proposed or initiated by a county board of developmental disabilities; and set forth the requirement for county boards of developmental disabilities to give notice of the process to be followed for resolution of complaints and appeals of adverse action.
B. Scope
    a. Any individual or person, other than an employee of the county board, may file a complaint using the process set forth in this rule. An individual may appeal an adverse action using the process set forth in this rule. The process set forth in this rule shall be followed before commencing a civil action.
    b. This rule shall not be applicable:
        i. When the county board is a vendor or subcontractor for service delivery.
        ii. To education services arranged by the local education agency. Complaints or appeals concerning such services shall follow rules adopted by the Ohio department of education.
        iii. To services provided under Part C of the Individuals with Disabilities Education Act, 34 C.F.R. 303, as in effect on the effective date of this rule. Complaints or appeals concerning such services shall follow rules

adopted by the lead agency responsible for administration of Part C of the Individuals with Disabilities Education Act.

iv. To medicaid services including home and community-based services waiver services and targeted case management services. Complaints or appeals concerning such services shall follow rules adopted by the Ohio department of medicaid. The county board shall not require the use of the process set forth in this rule for issues regarding medicaid services.

v. To administration of prescribed medication, performance of health-related activities, and performance of tube feedings by developmental disabilities personnel pursuant to the authority granted under section 5123.42 of the Revised Code or compliance with Chapter 5123:2-6 of the Administrative Code. Complaints or appeals concerning such matters shall be made to the department using the process established in rule 5123:2-17-01 of the Administrative Code.

vi. To services provided to a resident of an intermediate care facility by the intermediate care facility, or provided on behalf of or through a contract with an intermediate care facility. Complaints or appeals concerning such services shall follow regulations governing intermediate care facilities.

c. If the county board determines that a complaint or appeal of adverse action filed with the county board is not subject to this rule, the county board shall provide information to the individual or person filing the complaint or appeal, including the name and telephone number, if available, of the appropriate entity with which to file the complaint or appeal of adverse action.

d. An individual receiving non-medicaid supported living services shall follow the terms of the contract of the service provider, as required by section 5126.45 of the Revised Code, prior to beginning the process for resolution of complaints or appeals of adverse action established in this rule.

C. Definitions

a. "Adverse action" means any of the following:

i. Denial of a request for a non-medicaid service.

ii. Reduction in frequency and/or duration of a non-medicaid service.

iii. Suspension of a non-medicaid service.

iv. Termination of a non-medicaid service (except when the recipient of that service is deceased).

v. The outcome of an eligibility determination.

b. "Advocate" means any person selected by an individual to act and/or communicate as authorized by the individual.

c. "Contracting entity" means an entity under contract with a county board for the provision of services to individuals with developmental disabilities.

d. "County board" means a county board of developmental disabilities including a county board when acting through a council of governments.

e. "Department" means the Ohio department of developmental disabilities.

f. "Director" means the director of the Ohio department of developmental disabilities or his or her designee.

g. "Hearing" means the opportunity to present one's case regarding a complaint or appeal of adverse action.

h. "Individual" means a person with a developmental disability who is eligible, or purports to be eligible, for services pursuant to Chapters 5123. and 5126. of the

Revised Code and includes a parent of a minor child, an individual's guardian, or an adult authorized in writing by the individual pursuant to section 5126.043 of the Revised Code to make a decision regarding receipt of a service or participation in a program.

i. "Intermediate care facility" means an intermediate care facility for individuals with intellectual disabilities as defined in rule 5123:2-7-01 of the Administrative Code.

j. "Notice" means and is deemed to have occurred upon:

i. For an individual who has selected email as his or her preferred method of communication, electronic confirmation that the individual has read the email;

ii. Personal delivery to an individual; or

iii. The date of certified mailing to an individual unless:

1. The original certified mailing is refused, in which case notice is deemed to have occurred on the date the notice is resent by ordinary mail to the individual; or

2. The original certified mailing is unclaimed, in which case notice is deemed to have occurred on the date the notice is resent by ordinary mail to the individual unless within thirty days after the date the notice is resent, the resent notice is returned for failure of delivery.

k. "Person" has the same meaning as in section 1.59 of the Revised Code.

D. General provisions

a. Complaints and appeals of adverse action shall be filed in writing. When an individual or person expresses dissatisfaction with an outcome subject to complaint or appeal in accordance with this rule, the county board shall, to the extent necessary, assist the individual or person in filing a complaint or appeal.

b. At all times throughout the resolution of complaints and appeals of adverse action process, the county board shall maintain the confidentiality of the identities of individuals unless an individual gives written permission to share information.

c. An advocate may assist an individual at any time during the resolution of complaints and appeals of adverse action process.

d. The county board shall make all reasonable efforts to ensure that information regarding resolution of complaints and appeals of adverse action, including all notices and responses made pursuant to this rule, is presented using language and in a format understandable to affected individuals and persons. All notices and responses made pursuant to this rule shall include an explanation of the individual's or person's opportunity to file a complaint with or appeal to a higher authority, as applicable.

e. The time lines set forth in this rule may be extended if mutually agreed upon in writing by all parties involved.

f. Initiation of the formal process set forth in this rule does not preclude the resolution of a complaint or an appeal of adverse action at any point, as long as the outcome is mutually agreed upon in writing by all parties involved.

E. Requirements for county boards to provide information about the process for resolution of complaints and appeals of adverse action and to give notice of adverse action

a. General information about the process for resolution of complaints and appeals of adverse action.
    i. The county board shall give the "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule to an individual at the time of the individual's initial request for services, at least annually to each individual receiving or on a waiting list for non-medicaid services, and at the time a complaint within the scope of this rule is received or the county board proposes an adverse action.
    ii. Upon request, a county board or contracting entity shall provide a copy of this rule.
    iii. The county board shall publicly post the "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.
b. Specific notice of adverse action.
    i. Except when it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals in accordance with paragraph (E)(3) of this rule, the county board shall provide written notice to the affected individual of the county board's decision to deny, reduce, suspend, or terminate services at least fifteen calendar days prior to the effective date of such action. The notice shall include:
        1. An explanation of the county board's policy and/or authority for taking the adverse action;
        2. A description of the specific adverse action being proposed or initiated by the county board;
        3. The effective date for the adverse action;
        4. A clear statement of the reasons for the adverse action including a description of the specific assessments and/or documents that are the basis for the adverse action;
        5. An explanation of the individual's right to appeal the adverse action;
        6. An explanation of the steps the individual must take to appeal the adverse action;
        7. A statement that the individual has ninety calendar days to appeal the adverse action;
        8. A statement that the individual must file his or her appeal prior to the effective date for the adverse action to keep his or her services in place during the appeal process;
        9. The name and contact information for the staff member of the county board who can assist the individual with his or her appeal; and
        10. The "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.
    ii. The county board shall retain written evidence of the date the notice is personally delivered or sent by certified mail to the individual or for an individual who has selected email as his or her preferred method of communication, the date of electronic confirmation that the individual has read the email.

c. Specific notice of adverse action when it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals.

i. When it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals, the county board shall:

1. Determine what immediate steps are necessary to ensure the health and safety of the individual and other individuals; and
2. Provide written notice to the affected individual immediately. The notice shall include:
   a. An explanation of the county board's policy and/or authority for suspending the individual's services;
   b. A description of the specific services being suspended;
   c. The effective date for the suspension of services;
   d. A clear statement of the reasons for the suspension of services including a description of the specific circumstances that jeopardize the health and safety of the individual or other individuals;
   e. An explanation that the county board shall arrange for appropriate alternative services and a description of the specific alternative services available to the individual;
   f. An explanation of the steps the county board shall take in accordance with paragraphs (E)(3)(c) and (E)(3)(d) of this rule;
   g. The name and contact information for the staff member of the county board who can answer questions about the suspension of services; and
   h. The "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.
3. The county board shall retain written evidence of the date the notice is personally delivered or sent by certified mail to the individual or for an individual who has selected email as his or her preferred method of communication, the date of electronic confirmation that the individual has read the email.
4. Within five calendar days of the notice of suspension of services, the county board shall convene a team meeting to identify measures that may be implemented to eliminate the circumstances that jeopardize the health and safety of the individual or other individuals.
5. Within five calendar days of the team meeting, the county board shall:
   a. With the consent of the individual, implement measures to eliminate the circumstances that jeopardize the health and safety of the individual or other individuals as necessary and restore the suspended services; or
   b. With the consent of the individual, continue to arrange for appropriate alternative services; or

c. Provide written notice that includes the components described in paragraphs (E)(2)(a)(i) to (E)(2)(a)(x) of this rule to the individual of the county board's decision to terminate the individual's services at least fifteen calendar days prior to the effective date of such action. If the individual files an appeal prior to the effective date of the termination of services, the county board shall keep the individual's alternative services in place until the appeal process is completed.

F. Informal process for resolution of complaints and appeals of adverse action

A county board may adopt a written policy describing an informal process that shall take no longer than thirty days for resolution of complaints and appeals of adverse action. An individual or person may elect to participate in the informal process or may initiate the formal process set forth in paragraph (G) of this rule.

G. Formal process for resolution of complaints and appeals of adverse action

a. Step one: filing a complaint or appeal of adverse action with the supervisor or manager responsible for the program, service, policy, or administrative practice of the county board.

i. An individual or person must file a complaint with the supervisor or manager of the county board within ninety calendar days of becoming aware of the program, service, policy, or administrative practice that is the subject of the complaint.

ii. An individual must file an appeal of adverse action with the supervisor or manager of the county board within ninety calendar days of notice of the adverse action or within ninety calendar days of conclusion of the informal process set forth in paragraph (F) of this rule. If the individual appeals an adverse action within the prior notice period (i.e., the period of time between notice of the intended adverse action and the effective date of the adverse action), the individual's services shall not be reduced, suspended, or terminated until the appeal process is completed or the appeal is withdrawn by the individual. An individual who appeals during the prior notice period may voluntarily consent in writing to the reduction, suspension, or termination of services during the appeal process.

iii. The supervisor or manager of the county board shall conduct an investigation of the complaint or appeal which shall include meeting with the individual or person who filed the complaint or appeal.

iv. Within fifteen calendar days of receipt of the complaint or appeal, the supervisor or manager of the county board shall provide and thereafter be available to discuss a written report and decision with the individual or person who filed the complaint or appeal. The written report and decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the supervisor or manager.

b. Step two: filing a complaint or appeal of adverse action with the superintendent of the county board.

i. If the individual or person filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in

paragraph (G)(1) of this rule, the individual or person may file a complaint or appeal with the superintendent of the county board.

ii. The complaint or appeal of adverse action must be filed with the superintendent of the county board within ten calendar days of notice of the decision of the supervisor or manager of the county board. If no decision is provided by the supervisor or manager of the county board within fifteen calendar days in accordance with paragraph (G)(1)(d) of this rule, the complaint or appeal of adverse action must be filed with the superintendent of the county board within twenty-five calendar days of filing the complaint or appeal with the supervisor or manager.

iii. The superintendent of the county board or his or her designee shall, within ten calendar days of receipt of the complaint or appeal, meet with the individual or person and conduct an administrative review.

iv. As part of the administrative review, the superintendent of the county board or his or her designee may ask questions to clarify and review the circumstances and facts related to the supervisor's or manager's decision and shall provide the individual or person the opportunity to present reasons why the supervisor's or manager's decision should be reconsidered.

v. Within fifteen calendar days of receipt of the complaint or appeal, the superintendent of the county board or his or her designee shall send by certified mail, a copy of his or her decision to the individual or person who submitted the complaint or appeal. Such decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the superintendent of the county board or his or her designee.

c. Step three: filing a complaint or appeal of adverse action with the president of the county board.

i. If the individual or person filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (G)(2) of this rule, the individual or person may file a complaint or appeal with the president of the county board.

ii. The complaint or appeal of adverse action must be filed with the president of the county board within ten calendar days of notice of the decision of the superintendent of the county board or his or her designee. If no decision is provided by the superintendent of the county board or his or her designee within fifteen calendar days in accordance with paragraph (G)(2)(e) of this rule, the complaint or appeal of adverse action must be filed with the president of the county board within twenty-five calendar days of filing the complaint or appeal with the superintendent.

iii. The president of the county board shall ensure that a hearing is conducted within twenty calendar days of receipt of the complaint or appeal at a time and place convenient to all parties. At such hearing:

1. The county board may hear the complaint or appeal;
2. A committee of two or more county board members appointed by the president of the county board with agreement of the county board, may hear the complaint or appeal. The committee

shall issue a report and recommendation to the county board within ten calendar days of the conclusion of the hearing; or

3. A hearing officer appointed by the county board may hear the complaint or appeal. The hearing officer shall have the same powers and authority in conducting the hearing as granted to the county board. The hearing officer shall not be an employee or contractor of the county board providing any service other than that of hearing officer. The hearing officer need not be an attorney, but shall possess qualifications to be able to make neutral and informed decisions about the complaint or appeal. The county board may ask the department to decide if a person is qualified to be a hearing officer. The hearing officer shall issue a report and recommendation to the county board within ten calendar days of the conclusion of the hearing.

iv. Upon request, the individual or person filing the complaint or appeal shall be provided access to all records and materials related to the complaint or appeal no less than ten calendar days before the hearing.

v. To the extent permitted by law, the hearing shall be private unless the individual or person requesting the hearing wants it open to the public.

vi. During the hearing, both parties may present evidence to support their positions.

vii. The individual or person requesting the hearing and the county board have the right to be represented by an attorney.

viii. The individual or person requesting the hearing shall have the right to have in attendance at the hearing and question any official, employee, or agent of the county board who may have evidence upon which the complaint or appeal is based.

ix. Evidence presented at the hearing shall be recorded by stenographic means or by use of an audio recorder at the option of the county board. The record shall be made at the expense of the county board and, upon request, one copy of a written transcript shall be provided, at no cost, to the individual or person requesting the hearing.

x. In making its decision, the county board may request or consider additional information with notice to all affected parties, may request a presentation in writing and/or in person from each party, or take other action necessary to make a determination.

xi. Within fifteen calendar days of conclusion of a county board hearing or the county board's receipt of the report and recommendation from a county board-appointed committee or a hearing officer, the president of the county board shall send by certified mail, a copy of the county board's decision to the individual or person who requested the hearing. Such decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the county board.

d. Step four: filing a complaint or appeal of adverse action with the director.

i. If the individual filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (G)(3) of this rule, the individual may file a complaint or appeal with the director.

ii. The complaint or appeal of adverse action must be filed with the director within fifteen calendar days of notice of the decision of the county board. If no decision is provided by the president of the county board within fifteen calendar days in accordance with paragraph (G)(3)(k) of this rule, the complaint or appeal of adverse action must be filed with the director within fifty-five days of filing the complaint with the president of the county board.

iii. The director shall send a copy of the complaint or appeal of adverse action to the superintendent and president of the county board.

iv. The president of the county board shall send the director the written transcript of the county board hearing, copies of any exhibits, and a copy of the county board's decision within twenty calendar days of receiving the copy of the complaint or appeal of adverse action from the director.

v. Upon request by an affected party or at the director's initiation, the director may request or consider additional information with notice to all affected parties, may request a presentation in writing and/or in person from each party, or take other action necessary to make a determination.

vi. Within forty-five calendar days of receipt of the written transcript of the county board hearing, copies of any exhibits, and a copy of the county board's decision from the president of the county board, the director shall send by certified mail, a copy of his or her decision to all affected parties. The director shall uphold the decision of the county board if the director determines that the decision is in accordance with applicable statute and administrative rule. The director's decision shall include the rationale for the decision.

H. Other remedies

After exhausting the administrative remedies required by this rule, an individual or person may commence a civil action if the complaint or appeal of adverse action is not resolved to his or her satisfaction. This rule is not intended to provide any right or cause of action that does not exist absent this rule.

~~(A) Policy~~

~~Establishes the process within the Athens County Board of Developmental Disabilities (the Board) for the resolution of complaints involving programs, services, policies, or administrative practices of the Board or the entities acting under contract with the Board. Areas subject to administrative resolution by the Board include, but are not limited to, eligibility determination, arranging appropriate services for eligible individuals, or any denial, reduction or termination of services to individuals by the Board.~~

~~The Board will assist an individual with the administrative resolution procedures outlined in this policy as well as with any other applicable appeal procedures promulgated by the Ohio Department of Education, Ohio Department of DD, Ohio Department of Jobs and Family Services and/or Ohio Department of Health.~~

~~(B) Informal Complaint Process~~

Before filing a formal complaint per OAC 5123:2-1-12, any individual or person other than an employee of the county board may choose to resolve issues via an informal process that shall take no longer than thirty days for resolution of complaints and appeals of adverse action. An individual or person may elect to participate in the informal process or may initiate the formal process set forth in paragraph (H) of this rule.

(C) Application

(1) Any individual or person, other than an employee of the county board, may file a complaint using the process set forth in this rule. An individual may appeal an adverse action using the process set forth in this rule. The process set forth in this rule shall be followed before commencing a civil action.

(2) This rule shall not be applicable:

(a) When the county board is a vendor or subcontractor for service delivery.
(b) To education services arranged by the local education agency. Complaints or appeals concerning such services shall follow rules adopted by the Ohio Department of Education.
(c) To services provided under Part C of the Individuals with Disabilities Education Act, 34 C.F.R. 303, as in effect on the effective date of this rule. Complaints or appeals concerning such services shall follow rules adopted by the lead agency responsible for administration of Part C of the Individuals with Disabilities Education Act.
(d) To Medicaid services including home and community-based services waiver services and targeted case management services. Complaints or appeals concerning such services shall follow rules adopted by the Ohio Department of Medicaid. The county board shall not require the use of the process set forth in this rule for issues regarding Medicaid services.
(e) To administration of prescribed medication, performance of health-related activities, and performance of tube feedings by developmental disabilities personnel pursuant to the authority granted under section 5123.42 of the Revised Code or compliance with Chapter 5123:2-6 of the Administrative Code. Complaints or appeals concerning such matters shall be made to the department using the process established in Rule 5123:2-17-01 of the Administrative Code.
(f) To services provided to a resident of an intermediate care facility by the intermediate care facility, or provided on behalf of or through a contract with an intermediate care facility. Complaints or appeals concerning such services shall follow regulations governing intermediate care facilities.

(3) If the county board determines that a complaint or appeal of adverse action filed with the county board is not subject to this rule, the county board shall provide information to the individual or person filing the complaint or appeal, including the

name and telephone number, if available, of the appropriate entity with which to file the complaint or appeal of adverse action.

(4) An individual receiving non-Medicaid supported living services shall follow the terms of the contract of the service provider, as required by section 5126.45 of the Revised Code, prior to beginning the process for resolution of complaints or appeals of adverse action established in this rule.

(D) Definitions

(1) "Adverse action" means any of the following:

(a) Denial of a request for a non-Medicaid service.

(b) Reduction in frequency and/or duration of a non-Medicaid service.

(c) Suspension of a non-Medicaid service.

(d) Termination of a non-Medicaid service (except when the recipient of that service is deceased).

(e) The outcome of an eligibility determination.

(2) "Advocate" means any person selected by an individual to act and/or communicate as authorized by the individual.

(3) "Contracting entity" means an entity under contract with a county board for the provision of services to individuals with developmental disabilities.

(4) "County board" means the Athens County Board of Developmental Disabilities including the county board when acting through a council of governments.

(5) "Department" means the Ohio Department of Developmental Disabilities.

(6) "Director" means the director of the Ohio Department of Developmental Disabilities or his or her designee.

(7) "Hearing" means the opportunity to present one's case regarding a complaint or appeal of adverse action.

(8) "Individual" means a person with a developmental disability who is eligible, or purports to be eligible, for services pursuant to Chapters 5123. and 5126. of the Revised Code and includes a parent of a minor child, an individual's guardian, or an adult authorized in writing by the individual pursuant to section 5126.043 of the Revised Code to make a decision regarding receipt of a service or participation in a program.

(9) "Intermediate care facility" means an intermediate care facility for individuals with intellectual disabilities as defined in rule 5123:2-7-01 of the Administrative Code.

(10) "Notice" means and is deemed to have occurred upon:

(a) For an individual who has selected email as his or her preferred method of communication, electronic confirmation that the individual has read the

email;

(b) Personal delivery to an individual; or

(c) The date of certified mailing to an individual unless:

(i) The original certified mailing is refused, in which case notice is deemed to have occurred on the date the notice is resent by ordinary mail to the individual; or

(ii) The original certified mailing is unclaimed, in which case notice is deemed to have occurred on the date the notice is resent by ordinary mail to the individual unless within thirty days after the date the notice is resent, the resent notice is returned for failure of delivery.

(11) "Person" has the same meaning as in section 1.59 of the Revised Code.

(E) General provisions

(1) Complaints and appeals of adverse action shall be filed in writing. When an individual or person expresses dissatisfaction with an outcome subject to complaint or appeal in accordance with this rule, the county board shall, to the extent necessary, assist the individual or person in filing a complaint or appeal.

(2) At all times throughout the resolution of complaints and appeals of adverse action process, the county board shall maintain the confidentiality of the identities of individuals unless an individual gives written permission to share information.

(3) An advocate may assist an individual at any time during the resolution of complaints and appeals of adverse action process.

(4) The county board shall make all reasonable efforts to ensure that information regarding resolution of complaints and appeals of adverse action, including all notices and responses made pursuant to this rule, is presented using language and in a format understandable to affected individuals and persons. All notices and responses made pursuant to this rule shall include an explanation of the individual's or person's opportunity to file a complaint with or appeal to a higher authority, as applicable.

(5) The time lines set forth in this rule may be extended if mutually agreed upon in writing by all parties involved.

(6) Initiation of the formal process set forth in this rule does not preclude the resolution of a complaint or an appeal of adverse action at any point, as long as the outcome is mutually agreed upon in writing by all parties involved.

(F) Requirements for the county board to provide information about the process for resolution of complaints and appeals of adverse action and to give notice of adverse action.

(1) General information about the process for resolution of complaints and appeals of adverse action.

(a) The county board shall give the "Complaint or Appeal of Adverse Action Explanation Form" contained in the Appendix to this rule to an individual at the time of the individual's initial request for services, at least annually to each individual receiving or on a waiting list for non-Medicaid services, and at the time a complaint within the scope of this rule is received or the county board proposes an adverse action.

(b) Upon request, a county board or contracting entity shall provide a copy of this rule.

(c) The county board shall publicly post the "Complaint or Appeal of Adverse Action Explanation Form" contained in the Appendix to this rule.

(2) Specific notice of adverse action.

(a) Except when it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals in accordance with paragraph (F)(3) of this rule, the county board shall provide written notice to the affected individual of the county board's decision to deny, reduce, suspend, or terminate services at least fifteen calendar days prior to the effective date of such action. The notice shall include:

(i) An explanation of the county board's policy and/or authority for taking the adverse action;

(ii) A description of the specific adverse action being proposed or initiated by the county board;

(iii) The effective date for the adverse action;

(iv) A clear statement of the reasons for the adverse action including a description of the specific assessments and/or documents that are the basis for the adverse action;

(v) An explanation of the individual's right to appeal the adverse action;

(vi) An explanation of the steps the individual must take to appeal the adverse action;

(vii) A statement that the individual has ninety calendar days to appeal the adverse action;

(viii) A statement that the individual must file his or her appeal prior to the effective date for the adverse action to keep his or her services in place during the appeal process;

(ix) The name and contact information for the staff member of the county board who can assist the individual with his or her appeal; and

(x) The "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.

(b) The county board shall retain written evidence of the date the notice is personally delivered or sent by certified mail to the individual or for an individual who has selected email as his or her preferred method of

communication, the date of electronic confirmation that the individual has read the email.

(3) Specific notice of adverse action when it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals.

a) When it is necessary to suspend an individual's services without delay to ensure the health and safety of the individual or other individuals, the county board shall:

(i) Determine what immediate steps are necessary to ensure the health and safety of the individual and other individuals; and

(ii) Provide written notice to the affected individual immediately. The notice shall include:

(a) An explanation of the county board's policy and/or authority for suspending the individual's services;

(b) A description of the specific services being suspended;

(c) The effective date for the suspension of services;

(d) A clear statement of the reasons for the suspension of services including a description of the specific circumstances that jeopardize the health and safety of the individual or other individuals;

(e) An explanation that the county board shall arrange for appropriate alternative services and a description of the specific alternative services available to the individual;

(f) An explanation of the steps the county board shall take in accordance with paragraphs (E)(3)(c) and (E)(3)(d) of this rule;

(g) The name and contact information for the staff member of the county board who can answer questions about the suspension of services; and

(h) The "Complaint or Appeal of Adverse Action Explanation Form" contained in the appendix to this rule.

(b) The county board shall retain written evidence of the date the notice is personally delivered or sent by certified mail to the individual or for an individual who has selected email as his or her preferred method of communication, the date of electronic confirmation that the individual has read the email.

(c) Within five calendar days of the notice of suspension of services, the county board shall convene a team meeting to identify measures that may be implemented to eliminate the circumstances that jeopardize the health and safety of the individual or other individuals.

(d) Within five calendar days of the team meeting, the county board shall:

(i) With the consent of the individual, implement measures to eliminate the circumstances that jeopardize the health and safety of the

individual or other individuals as necessary and restore the suspended services; or

(ii) With the consent of the individual, continue to arrange for appropriate alternative services; or

(iii) Provide written notice that includes the components described in paragraphs (F)(2)(a)(i) to (F)(2)(a)(x) of this rule to the individual of the county board's decision to terminate the individual's services at least fifteen calendar days prior to the effective date of such action. If the individual files an appeal prior to the effective date of the termination of services, the county board shall keep the individual's alternative services in place until the appeal process is completed.

(G) Before filing a formal complaint per OAC 5123:2-1-12, any individual or person other than an employee of the county board may choose to resolve issues via an informal process that shall take no longer than thirty days for resolution of complaints and appeals of adverse action. An individual or person may elect to participate in the informal process or may initiate the formal process set forth in paragraph (H) of this rule. The informal process will involve review of the issues(s) by the department head and/or superintendent with a decision being given to the complainant within thirty days.

(H) Formal process for resolution of complaints and appeals of adverse action

(1) Step one: filing a complaint or appeal of adverse action with the supervisor or manager responsible for the program, service, policy, or administrative practice of the county board.

(a) An individual or person must file a complaint with the supervisor or manager of the county board within ninety calendar days of becoming aware of the program, service, policy, or administrative practice that is the subject of the complaint.

(b) An individual must file an appeal of adverse action with the supervisor or manager of the county board within ninety calendar days of notice of the adverse action or within ninety calendar days of conclusion of the informal process set forth in paragraph (H) of this rule. If the individual appeals an adverse action within the prior notice period (i.e., the period of time between notice of the intended adverse action and the effective date of the adverse action), the individual's services shall not be reduced, suspended, or terminated until the appeal process is completed or the appeal is withdrawn by the individual. An individual who appeals during the prior notice period may voluntarily consent in writing to the reduction, suspension, or termination of services during the appeal process.

(c) The supervisor or manager of the county board shall conduct an investigation of the complaint or appeal which shall include meeting with the individual or person who filed the complaint or appeal.

(d) Within fifteen calendar days of receipt of the complaint or appeal, the supervisor or manager of the county board shall provide and thereafter be available to discuss a written report and decision with the individual or person who filed the complaint or appeal. The written report and decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the supervisor or manager.

(2) Step two: filing a complaint or appeal of adverse action with the superintendent of the county board.

(a) If the individual or person filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (H)(1) of this rule, the individual or person may file a complaint or appeal with the superintendent of the county board.

(b) The complaint or appeal of adverse action must be filed with the superintendent of the county board within ten calendar days of notice of the decision of the supervisor or manager of the county board. If no decision is provided by the supervisor or manager of the county board within fifteen calendar days in accordance with paragraph (H)(1)(d) of this rule, the complaint or appeal of adverse action must be filed with the superintendent of the county board within twenty-five calendar days of filing the complaint or appeal with the supervisor or manager.

(c) The superintendent of the county board or his or her designee shall, within ten calendar days of receipt of the complaint or appeal, meet with the individual or person and conduct an administrative review.

(d) As part of the administrative review, the superintendent of the county board or his or her designee may ask questions to clarify and review the circumstances and facts related to the supervisor's or manager's decision and shall provide the individual or person the opportunity to present reasons why the supervisor's or manager's decision should be reconsidered.

(e) Within fifteen calendar days of receipt of the complaint or appeal, the superintendent of the county board or his or her designee shall send by certified mail, a copy of his or her decision to the individual or person who submitted the complaint or appeal. Such decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the superintendent of the county board or his or her designee.

(3) Step three: filing a complaint or appeal of adverse action with the president of the county board.

(a) If the individual or person filing the complaint or appeal of adverse action

is not satisfied with the outcome of the process set forth in paragraph (H)(2) of this rule, the individual or person may file a complaint or appeal with the president of the county board.

(b) The complaint or appeal of adverse action must be filed with the president of the county board within ten calendar days of notice of the decision of the superintendent of the county board or his or her designee. If no decision is provided by the superintendent of the county board or his or her designee within fifteen calendar days in accordance with paragraph (H)(2)(c) of this rule, the complaint or appeal of adverse action must be filed with the president of the county board within twenty-five calendar days of filing the complaint or appeal with the superintendent.

(c) The president of the county board shall ensure that a hearing is conducted within twenty calendar days of receipt of the complaint or appeal at a time and place convenient to all parties. At such hearing:

(i) The county board may hear the complaint or appeal;

(ii) A committee of two or more county board members appointed by the president of the county board with agreement of the county board, may hear the complaint or appeal. The committee shall issue a report and recommendation to the county board within ten calendar days of the conclusion of the hearing; or

(iii) A hearing officer appointed by the county board may hear the complaint or appeal. The hearing officer shall have the same powers and authority in conducting the hearing as granted to the county board. The hearing officer shall not be an employee or contractor of the county board providing any service other than that of hearing officer. The hearing officer need not be an attorney, but shall possess qualifications to be able to make neutral and informed decisions about the complaint or appeal. The county board may ask the department to decide if a person is qualified to be a hearing officer. The hearing officer shall issue a report and recommendation to the county board within ten calendar days of the conclusion of the hearing.

(d) Upon request, the individual or person filing the complaint or appeal shall be provided access to all records and materials related to the complaint or appeal no less than ten calendar days before the hearing.

(e) To the extent permitted by law, the hearing shall be private unless the individual or person requesting the hearing wants it open to the public.

(f) During the hearing, both parties may present evidence to support their positions.

(g) The individual or person requesting the hearing and the county board have the right to be represented by an attorney.

(h) The individual or person requesting the hearing shall have the right to have in attendance at the hearing and question any official, employee, or agent of the county board who may have evidence upon which the complaint or appeal is based.

(i) Evidence presented at the hearing shall be recorded by stenographic means or by use of an audio recorder at the option of the county board. The record shall be made at the expense of the county board and, upon request, one copy of a written transcript shall be provided, at no cost, to the individual or person requesting the hearing.

(j) In making its decision, the county board may request or consider additional information with notice to all affected parties, may request a presentation in writing and/or in person from each party, or take other action necessary to make a determination.

(k) Within fifteen calendar days of conclusion of a county board hearing or the county board's receipt of the report and recommendation from a county board-appointed committee or a hearing officer, the president of the county board shall send by certified mail, a copy of the county board's decision to the individual or person who requested the hearing. Such decision shall include the rationale for the decision and a description of the next step in the process if the individual or person is not satisfied with the decision of the county board.

(4) Step four: filing a complaint or appeal of adverse action with the director.

(a) If the individual filing the complaint or appeal of adverse action is not satisfied with the outcome of the process set forth in paragraph (H)(3) of this rule, the individual may file a complaint or appeal with the director.

(b) The complaint or appeal of adverse action must be filed with the director 5123:2-1-12.10 within fifteen calendar days of notice of the decision of the county board. If no decision is provided by the president of the county board within fifteen calendar days in accordance with paragraph (H)(3)(k) of this rule, the complaint or appeal of adverse action must be filed with the director within fifty-five days of filing the complaint with the president of the county board.

(c) The director shall send a copy of the complaint or appeal of adverse action to the superintendent and president of the county board.

(d) The president of the county board shall send the director the written transcript of the county board hearing, copies of any exhibits, and a copy of the county board's decision within twenty calendar days of receiving the copy of the complaint or appeal of adverse action from the

director.

(e) Upon request by an affected party or at the director's initiation, the director may request or consider additional information with notice to all affected parties, may request a presentation in writing and/or in person from each party, or take other action necessary to make a determination.

(f) Within forty-five calendar days of receipt of the written transcript of the county board hearing, copies of any exhibits, and a copy of the county board's decision from the president of the county board, the director shall send by certified mail, a copy of his or her decision to all affected parties. The director shall uphold the decision of the county board if the director determines that the decision is in accordance with applicable statute and administrative rule. The director's decision shall include the rationale for the decision.

(I) Other remedies

After exhausting the administrative remedies required by this rule, an individual or person may commence a civil action if the complaint or appeal of adverse action is not resolved to his or her satisfaction. This rule is not intended to provide any right or cause of action that does not exist absent this rule.

APPENDIX
COMPLAINT OR APPEAL OF ADVERSE ACTION
EXPLANATION FORM

Why would I file a complaint or appeal?
 You may file a complaint if you are dissatisfied with a program, service, policy, or practice of the county board of developmental disabilities.
 You may file an appeal of adverse action ("appeal") if your request for services is denied or if services you have been receiving are being taken away.

Do I have to file a formal complaint or appeal?
No; if you choose, you may start by trying to resolve your complaint or appeal informally with a supervisor or manager at the county board of developmental disabilities. You and the supervisor or manager can agree to work together to try and resolve your complaint or appeal. The informal process shall take no longer than 30 days.

Should I try to resolve my complaint or appeal informally before filing a formal complaint or appeal?
That is entirely up to you. Trying to resolve your complaint or appeal informally does not prevent you from filing a formal complaint or appeal.

When should I file a complaint or appeal?
 A complaint must be filed within 90 days of becoming aware of the program, service, policy, or practice that is the subject of your complaint.
 An appeal must be filed within 90 days of receiving notice that your services are being denied or taken away.

Important!
In most cases, the county board must notify you at least 15 days prior to the date it plans to take away your services. **If you file an appeal before the date your services are scheduled to be taken away, your services will stay in place during the appeal process.**

How do I file a formal complaint or appeal?
The complaint or appeal must be filed in writing with the supervisor or manager responsible for the program, service, policy, or practice of the county board. Staff of the county board will assist you if you need help.

How will I be notified about my complaint or appeal?
The county board will respond to you in writing. Each response will explain the next step and the time line for completing it.

What will happen after I file a formal complaint or appeal?
The supervisor or manager will meet with you to discuss your complaint or appeal and will investigate your complaint or appeal. Within 15 days, the supervisor or manager will provide you with a written response to your complaint or appeal. If you make a request, the supervisor or manager will discuss the written response with you.

What if I am not satisfied with the supervisor's or manager's decision?
You may file your complaint or appeal with the Superintendent of the county board. Your complaint or appeal must be filed in writing within 10 days of receiving the supervisor's or manager's written response. Staff of the county board will assist you if you need help. The Superintendent or his or her designee will meet with you within 10 days of receipt of your complaint or appeal and provide you with a written response within 15 days of receipt of your complaint or appeal.

What if I am not satisfied with the Superintendent's decision?
You may file your complaint or appeal with the President of the county board. Your complaint or appeal must be filed in writing within 10 days of receiving the Superintendent's written response. Staff of the county board will assist you if you need help. A hearing will be conducted within 20 days of receipt of your complaint or appeal.

What will happen at the hearing?
The hearing may be conducted by the full county board, by a committee of two or more members of the county board appointed by the President of the county board, or by a hearing officer appointed by the President of the county board. You will have an opportunity to explain your complaint or appeal. You may be represented by an attorney. You have the right to question officials or employees of the county board who have information related to your complaint or appeal. You may be asked questions about your complaint or appeal.

What will happen after the hearing?
You are entitled to receive, at no cost, a written transcript of the hearing. Within 15 days of a hearing conducted by the county board or the county board's receipt of the report and recommendation from a hearing officer, the President of the county board will send you by certified mail, the county board's decision regarding your complaint or appeal. The decision must include a rationale and a description of what you should do if you are still dissatisfied.

What if I am not satisfied with the county board's decision?

You may file your complaint or appeal with the Director of the Ohio Department of Developmental Disabilities. Your complaint or appeal

must be filed in writing within 15 days of receiving the county board's decision. Staff of the county board will assist you if you need help. The Director or his or her designee may request additional information from you. Within 45 days of receipt of necessary documents related to your complaint or appeal, the Director or his or her designee will send you by certified mail, his or her decision regarding your complaint or appeal.

What if I am not satisfied with the Director's decision?
You may file a claim through the court system.

Who else can help me with my complaint or appeal?
Arc of Ohio at 1-800-875-2723
Disability Rights Ohio at 1-800-282-9181
Ohio Department of Developmental Disabilities at 1-877-464-6733

Complaint Resolution
(Due Process)

Due Process is Your Right!

- If you have a complaint about program services, policies, or administrative practices of the Athens County Board of Developmental Disabilities, you can be heard.

Who Can Appeal?

- Any individual ~~18 or older, or guardian,~~ who is applying for, or receiving services from, the Athens County Board of Developmental Disabilities~~, if under 18 years old~~.

You Can Ask for a Copy of the County Board's Policy on Administrative Complaint Resolution. (Due Process)

- The Policy is explained in this brochure. You can ask for a copy of the County Board policy from the Service and Support Administration Office by calling 1-740-592-6006.

You Can be Assisted

- You can contact the Athens County Board of DD and ask for an advocate to help you with your complaint or concern.

- If you do not want a County Board Advocate, you can get help from someone outside the County Board. You may need to pay for this help.

You Have the Right to Get Help with Decisions
You Do Not Agree With!

QUESTIONS? CONTACT:

Athens County Board of DD
Service & Support Director……1-740-592-6006, ext. 130
~~-OR CALL-~~
~~Kevin Davis…Superintendent 1-740-594-3539, ext. 226~~
~~Mark Cullison…Director of Adult Programs 1-740-592-6659, ext. 215~~
~~Richard Suehrstedt…Service & Support Director 1-740-592-6006, ext. 230~~
~~Becky Martin…Director of Ed./Principal 1-740-594-3539, ext. 229~~
~~Robert Withem…Transportation Director 1-740-594-7489, ext. 235~~

Athens County Board of Developmental Disabilities
801 W. Union Street, Athens OH 45701
1-740-594-3539

Consider striking and adding to Policy 18 as APPENDIX

~~Complaint Resolution (Due Process)~~

~~Due Process is Your Right!~~

- ~~If you have a complaint about program services, policies, or administrative practices of the Athens County Board of Developmental Disabilities, you can be heard.~~

~~Who Can Appeal?~~

- ~~Anyone 18 or older, or guardian, who is applying for, or receiving services from the Athens County Board of Developmental Disabilities, if under 18 years old.~~

~~You Can Ask for a Copy of the County Board's Policy on Administrative Complaint Resolution. (Due Process)~~

- ~~The Policy is explained in this brochure. You can ask for a copy of the County Board policy from the Service and Support Administration Office by calling 1-740-592-6006.~~

~~You Can be Assisted~~

- ~~You can contact the Athens County Board of DD and ask for an advocate to help you with your complaint or concern.~~

- ~~If you do not want a County Board Advocate, you can get help from someone outside the County Board. You may need to pay for this help.~~

~~You Have the Right to Get Help with Decisions You Do Not Agree With!~~

~~QUESTIONS? CONTACT:~~

~~*Athens County Board of DD*~~
~~*Service & Support Director……1-740-592-6006, ext. 230*~~
~~-OR CALL-~~
~~Kevin Davis…Superintendent 1-740-594-3539, ext. 226~~
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~~Becky Martin…Director of Ed./Principal 1-740-594-3539, ext. 229~~
~~Robert Withem…Transportation Director 1-740-594-7489, ext. 235~~

~~Athens County Board of Developmental Disabilities~~
~~801 W. Union Street, Athens OH 45701~~
~~1-740-594-3539~~

~~*The Ohio Department of Developmental Disabilities*~~
~~*1-800-231-5872 TDD 1-800-228-5405*~~
~~*-OR-*~~
~~*Disability Rights Ohio*~~
~~*1-800-282-9181*~~

~~Admin.Policies/18a.complaint resolution due process 0514~~

Manual: Admin.
Adopted: 4/20/98
Revised: 3/26/12
Effective: 4/20/98, 3/26/12

34. CONTRACT ADMINISTRATION (Consider striking, combined with policy 10)

~~The Board shall ensure that any service obtained through a contractual agreement is provided in accordance with all applicable Ohio Administrative Code rules and Ohio Revised Code statutes, and as reviewed by the Athens County Prosecuting Attorney's Office. The Board shall monitor the services and supports provided to ensure compliance on an ongoing basis.~~

1-9 DRUG-FREE WORKPLACE

Adopted	10/15/1996
Status	Draft – pending approval
Historical Versions	6/17/1997, 12/20/2005, 5/25/2010, 8/11/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Purpose

In compliance with the Drug-Free Workplace Act of 1988, the Athens County Board of Developmental Disabilities (ACBDD) has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the ACBDD operates. Alcohol and drug abuse poses a threat to the health and safety of ACBDD employees, those served by the ACBDD, and to the security of the ACBDD's equipment and facilities. For these reasons, ACBDD is committed to the elimination of drug and alcohol use and abuse in the workplace.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

A. Every employee of the ACBDD is expected to report for work and render service without being impaired by or under the influence of alcohol or illegal drugs of any kind. While working or while on ACBDD premises or other work locations, employees are prohibited from:
    1. Using, possessing, buying, selling, manufacturing or dispensing illegal drugs (including possession of drug paraphernalia).
    2. Being under the influence of alcohol or an illegal drug as defined in this policy.
    3. Possessing or consuming alcohol.

B. The ACBDD prohibits employees to perform their duties while taking prescribed or over the counter drugs that adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

C. The presence of any detectable amount of alcohol or an illegal drug or illegal controlled substance in an employee's body system, while performing ACBDD business or while in an ACBDD facility is prohibited.

D. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected. Any illegal drugs or drug paraphernalia discovered will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

DRAFT 2

Required Testing

Pre-employment
All new hire applicants must pass a drug test before beginning work or receiving final offer of employment. Drug screening may be required for employees seeking promotion, transfer or demotion. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion
Employees are subject to testing based on (but not limited to) observations by supervision of apparent workplace use, possession or impairment. Drug and alcohol testing shall be required for those employees whose positions require a commercial driver's license where there exists reasonable suspicion of an employee's drug or alcohol use in violation of the applicable rules and regulations of the Federal Highway Administration (49 CFR Part 382). An employee may be required to undergo such testing immediately when the Superintendent or the Superintendent's trained designee determines that there are objective and articulated indications of impairment of behavior, demeanor, speech, appearance, breath, or job performance, and probable cause that the employee has been impaired by drugs or alcohol while in the scope of employment by ACBDD.

In the event reasonable suspicion exists, the trained supervisor shall do the following:

1. Personally observe the behavior of the employee.
2. Contact the Superintendent.
3. Make a written record within twenty-four (24) hours of the observations leading to a reasonable suspicion drug or alcohol test of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier.
4. Under no circumstances will the employee be allowed to drive oneself to the testing facility. A member of management and a union rep (if appropriate, requested and available) must escort the employee; the supervisor will make arrangements for the employee to be transported home following testing.

If an alcohol or drug test is not administered within two (2) hours of a determination of reasonable suspicion, the Superintendent will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight (8) hours if a viable sample is not produced; attempts to conduct drug tests will terminate after thirty-two (32) hours if a viable sample is not produced.

Post-accident
Employees are subject to testing when involved in a work-related accident, causing injury to person or damage to property, for which drug or alcohol impairment may reasonably have been a contributing factor. Post-accident drug and alcohol testing will be required when (but not limited to):

1. The accident results in a human fatality regardless of whether an employee receives a citation or
2. When an employee receives a citation for a moving traffic violation that results in bodily injury to any person who immediately receives treatment away from the scene of the accident or
3. When an employee receives a citation for a moving traffic violation that results in any vehicle

DRAFT 2

requiring removal from the accident by tow.
~~or is found responsible for causing the accident~~ In any of these instances, the investigation and subsequent testing should take place within two hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive oneself to the testing facility.*

If an alcohol or drug test is not administered within two (2) hours post-accident, the Superintendent will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight (8) hours if a viable sample is not produced; attempts to conduct drug tests will terminate after thirty-two (32) hours if a viable sample is not produced.

Random testing
In accordance with the rules and regulations of the Federal Highway Administration, (49 CFR Part 382), those employees whose positions require a commercial driver's license shall be subject to, in addition to the screening requirements stated elsewhere in this policy, random drug and alcohol testing. The testing dates and employees selected will be determined by the Superintendent or the Superintendent's designee, and will not be announced in advance. The employees selected for random testing will be required to undergo testing just before, during or just after their performance of safety-sensitive duties.

Follow-up
Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history/record, the ACBDD may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include required participation in a counseling and/or treatment program, follow-up drug testing at times and frequencies determined by the ACBDD for a minimum of one year but not more than two years, as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

Collection and Testing Procedures

A. Drug and alcohol tests include blood, urine, breath, or other chemical tests performed by physicians and professional testing laboratories. The results of any such test will remain confidential to the extent allowed by law, except for its use in official safety or accident investigations, criminal prosecution, or any action related to the removal or discipline of the employee.
B. At the time the specimens are taken, the individual to be tested shall be given a copy of the sample collection procedures. In addition, the individual must sign a consent form authorizing the testing and release of the test results to the Superintendent.
C. Collected specimens should be sent to a federally certified laboratory. The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.
D. The laboratory should transmit all positive test results to a medical review officer (MRO) retained by the ACBDD, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the

DRAFT2

applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to ACBDD until such time that the MRO has confirmed the test to be positive.

E. Testing of employees whose positions require a commercial driver's license shall be carried out in accordance with the rules and regulations of the Federal Highway Administration (49 CFR Part 382), including breath alcohol testing by certified breath alcohol technicians, and determination of drug test results by an ACBDD-designated Medical Review Officer.
F. Any test required under this policy shall be conducted at the ACBDD's expense. Employees who dispute the results of a blood or urine test are permitted to have a second analysis conducted of the same sample at their own expense.

Consequences

A. Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.
B. Employees who refuse to sign a consent form or to provide a sample or cooperate with an investigation will, in most circumstances, be considered a positive test, and the employee will be subject to discipline up to and including termination. The employee will be placed on administrative leave immediately until a pre-disciplinary conference can be scheduled.
C. Employees who are tested due to reasonable suspicion or post-accident may be placed on administrative leave pending test and investigation results.
D. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.
E. A program of counseling and/or treatment may be approved by the Superintendent as an alternative to disciplinary action or condition of continued employment, considering the following factors:
    1. The employee demonstrates good cause for the Superintendent to believe that counseling or treatment will be beneficial and it would pose no potential risk of health or safety.
    2. The employee has not had previous related discipline.
    3. The employee either continues to work satisfactorily while undergoing treatment; or applies for sick leave and/or extended leave during the period of the counseling or treatment program. The ACBDD reserves the right to prohibit employees from returning to their positions until successful completion of a program of counseling and/or treatments; however, such employees may be considered for temporary reassignment if available openings exist. Before resuming "safety-sensitive" duties, employees must obtain a negative result on a return to duty screening. Following return to duty, employees shall be subject to unannounced follow-up testing for a period of twelve (12) to twenty-four(24) months.

Crimes Involving Drugs

The ACBDD does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, ACBDD reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. Any employee who is convicted of or pleads guilty to any

DRAFT 2

federal or state criminal drug statute are required to notify the ACBDD of that fact within twenty-four (24) hours~~five (5) calendar days~~ of the conviction or guilty plea. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the ACBDD.

Reasonable Suspicion and Post-Accident Testing Protocol

1. The employee will be advised that the ACBDD believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to an ACBDD contracted testing facility. One member of management or a designated attendant will accompany the employee along with a union representative, if immediately available and requested by the employee. *Under no circumstances will the employee be allowed to drive oneself to the testing facility.*
3. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that a staff member from the ACBDD will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the ACBDD premises.
5. The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the company of an ACBDD representative.
6. The employee to be tested must present a photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving the ACBDD premises.
7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the "Consequences" section of this document.
8. An ACBDD representative must sign as a witness to the collection procedure, along with the tested employee.
9. After returning to ACBDD premises or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). *Under no circumstances will the tested employee be allowed to drive oneself home.*

Employee Assistance

Questions concerning the availability of drug or alcohol rehabilitation and counseling services, or any questions concerning this policy, should be directed to the Human Resources Director or the Superintendent.

Terms Used in This Policy

As used in this policy, the following terms have the indicated meaning:

The term, "controlled substance," means any controlled substance contained in Schedules I-V of 21 C.F.R. Part 1308 or as defined in Section § 3719.01 of the Ohio Revised Code. For the purposes of this policy, controlled substances include, but are not limited to, narcotics, hallucinogens, depressants, stimulants, other substances which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities, and controlled medication not prescribed, or in quantities or frequency different from that prescribed, for current personal treatment by a licensed physician to address a specific physical, emotional or mental condition.

The term, "medication" or "prescribed drugs" are drugs an individual is taking under the direction of

DRAFT 2

a licensed physician to address a specific physical, emotional, or mental condition, where such medication or prescribed drugs are taken in the quantity or frequency as prescribed.

The term, “criminal drug statute,” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy, all definitions will be consistent with Section 3719.01 *et seq.* of the Ohio Revised Code.

The term, “conviction,” includes any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

DRAFT 2

SECOND REVIEW OF UPDATES TO POLICIES:

1-4 Equal Employment Opportunity (2nd DRAFT)

1-5 Management Responsibilities

1-7 Americans with Disabilities Act Compliance (previously: Reasonable Accommodation for Employees with Disabilities (ADA of 1990))

1-8 Anti-Harassment

1-10 Dissemination and Policy Amendments

1-11 Reference Check Disclosure (previously: Release of Public Information)

1-4 EQUAL EMPLOYMENT OPPORTUNITY

Adopted	9/17/1996
Status	Draft – pending approval
Historical Versions	9/16/1997, 12/20/2005, 7/27/2010, 8/11/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Overview

The Athens County Board of Developmental Disabilities (ACBDD) will assure equal opportunity in its employment policies and practices to prohibit discrimination in all personnel decisions because of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, protected veteran status, or mental or physical disability. Positive steps will be taken to address any under-utilization of minorities, women and persons with disabilities occurring in the agency's work force.

ACBDD staff or volunteers may not retaliate against a person who has made a protected disclosure under this policy.

Prohibited Conduct Defined

1. **Discrimination**: Discrimination occurs when a person or group of people are denied benefits, equitable treatment, or access to programs or facilities available to others because of membership or perceived membership in a protected class. Discrimination against protected groups as defined above in employment actions and program participation will not be tolerated.
2. **Harassment**: Harassment is unconsented conduct that is directed towards a person or a group of persons on the basis of any protected class listed above that is:
    a. Severe enough to deny or limit participation in or full benefit of employment or program participation at ACBDD; or
    b. Severe or pervasive enough to create a work or program environment that a reasonable person would consider intimidating, hostile, or abusive.

    ACBDD recognizes harassment as a form or unlawful discrimination that can be a barrier to access to employment or program participation opportunity.
3. **Sexual Misconduct**: Sexual misconduct includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, domestic and dating violence, stalking, and retaliatory harassment as defined in Policy 1.8 Anti-Harassment Policy.
4. **Retaliation**: Retaliation is adverse action or threat of an adverse action taken by the ACBDD or any member thereof, in response to a person who, in good faith, makes a protected disclosure under this policy by:
    a. reporting suspected discriminatory or harassing conduct to a supervisor or appropriate ACBDD official;
    b. filing a complaint under federal or state law or ACBDD policy that prohibits discrimination or harassment;
    c. participating in an investigation or proceeding under this policy; or

DRAFT 2

d. opposing employment or program management practices that the person reasonably believes discriminate against persons or groups in violation of policy.

ACBDD staff and volunteers may not directly or indirectly use or attempt to use their official authority or influence of their positions for the purpose of interfering with the right of a person to make a protected disclosure to the ACBDD or its officials about matters within the scope of this policy.

Responsibility

It is the responsibility of all staff members of ACBDD to create and maintain an employment environment that is free of discrimination. Responsibility of overseeing compliance with this policy is the Superintendent's or his/her designee. The Superintendent or designee shall investigate all complaints of discrimination and harassment that are based on any status protected by federal or state law, or ACBDD policy and for complaints of retaliation as it relates to this policy.

Right to File a Complaint

Any employee or applicant who feels that he or she has been discriminated against or harassed on the basis of any status protected by federal or state law or ACBDD policy may file a complaint by contacting the Superintendent or his or her designee to obtain information concerning complaint procedures.

Affirmative Action Plan

The ACBDD shall maintain an Affirmative Action Plan describing our goals and methods for the provision of equal employment opportunities for all persons under its authority. A copy of this plan shall be available in each facility where employees are assigned to work and shall be available for review upon reasonable request.

DRAFT 2

1-5 MANAGEMENT RESPONSIBILITIES

Adopted	4/5/1997
Status	Draft – pending approval
Historical Versions	12/20/2005, 4/22/2014, 8/11/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

The Board of the Athens County Board of Developmental Disabilities (ACBDD) maintains the rights and responsibilities to establish policies consistent with all applicable state and federal laws in order to carry out the duties with which it is charged. (ORC 5126.05 County Board – powers and duties)

The Superintendent maintains the ultimate authority to interpret and administer policies and direct the operations of the program. (ORC 5126.0220 Superintendent of county board – powers and duties) Unless the Board agrees otherwise in a collective bargaining agreement, and only then for the employees in that bargaining unit, nothing in O.R.C. Chapter 4117 impairs the right and responsibility of the Superintendent to:

1. Determine matters of inherent managerial operations which include, but are not limited to: areas of discretion or procedure such as the functions and programs of the ACBDD; standards of services, goals and objectives; its overall budget within the limits set by the Board, utilization of technology, and organizational structure including without limitation determining the scope of and types of courses, classes, programs, and services to be offered; determining the manner and method by which such programs and services shall be rendered;

2. Manage and direct employees, including the right to select, hire, transfer, assign, promote, retain, supervise, evaluate, reprimand, discipline, demote, or discharge for just cause, or layoff, and to maintain order among employees;

3. Maintain and improve the efficiency and effectiveness, safety and order of its operations; including determining the amounts and types of equipment and supplies to be utilized;

4. Determine the overall methods, process, means, or personnel by which the program operations are to be conducted;

5. Determine the adequacy, size, composition and qualifications of the workforce, staffing patterns and organizational structure, the duties to be included in each job classification and the standards of quality, productivity and performance to be maintained;

6. Determine the hours of work, work schedules and to establish the work rules and procedures for all employees, as well as determine the necessity to schedule overtime and the amount required thereof;

7. Administer the overall Board's mission of the program;

8. Effectively and efficiently manage the workforce.

DRAFT 1

1-7 AMERICANS WITH DISABILITIES ACT COMPLIANCE

Adopted	10/15/1996
Status	Draft – pending approval
Historical Versions	3/18/97, 12/20/05, 12/22/09, 8/11/15
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Policy

A. It is the policy of the Athens County Board of Developmental Disabilities (ACBDD) to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.
B. ACBDD will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to ACBDD. Contact human resources (HR) with any questions or requests for accommodation.
C. Employees with disabilities will be given equal access to the same health coverage the ACBDD provides to other staff in the same or similar positions.
D. When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be employed.
E. All employees are required to comply with ACBDD safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.
F. Individuals who are currently using illegal drugs are excluded from coverage under this ADA policy.

DRAFT

G. The Superintendent or his/her designee is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.
H. The Superintendent may require a doctor's certification of an employee's ability to safely perform the essential functions of the job with or without reasonable accommodation.
I. Any applicant, employee, parent or interested person who believes a disabled person has been discriminated against under this policy may make a written complaint of discrimination to the Superintendent or his/her designee. If the action of the Superintendent is unsatisfactory, a complaint may be filed with the Equal Employment Opportunity Commission or the Ohio Civil Rights Commission.

Terms Used in This Policy
As used in this policy, the following terms have the indicated meaning:

Disability: A physical or mental impairment that substantially limits one or more major life activities; a record of such physical or mental impairment; or being regarded as having such impairment.

Major life activities: Term includes caring for oneself, performing manual tasks, walking, standing, lifting, bending, speaking, seeing, hearing, eating, sleeping, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the job that such individual holds or desires.

DRAFT 1

Essential functions of the job: Those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Reasonable Accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities; job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustments or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and similar accommodations for individuals with disabilities.

Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would pose an undue hardship on the ACBDD, factors to be considered include:

1. The nature and cost of the accommodation;
2. The overall financial resources of the ACBDD,
3. The number of persons employed and the impact of such accommodation upon the operation of the ACBDD; and
4. The type of operation within the ACBDD.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

DRAFT

1-8 ANTI-HARASSMENT POLICY

Adopted	10/15/1996
Status	Draft – pending approval
Historical Versions	2/17/1998, 12/20/2005, 5/26/2015, 8/11/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Purpose

The Athens County Board of Developmental Disabilities (ACBDD) strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the ACBDD should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the ACBDD. For that reason, the ACBDD will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

The ACBDD, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

1. *Discrimination*

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

2. *Harassment*

The ACBDD prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of

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the ACBDD. Verbal taunting (including racial and ethnic slurs) that, in the targeted employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.

- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

3. Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under the ACBDD's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment."

There are two types of sexual harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.

DRAFT

- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

4. Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

5. Consensual Romantic or Sexual Relationships

The ACBDD strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties

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need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of the ACBDD enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Superintendent or human resource director. Because of potential issues regarding quid pro quo harassment, reporting is mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to the ACBDD, the Superintendent will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, human resources will decide which party should be moved. That decision will be based on job responsibilities and qualifications and which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Complaint Process

The ACBDD will courteously treat any person who invokes this complaint procedure, and the ACBDD will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

The employee assistance program (EAP) provides confidential counseling services to ACBDD employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to the ACBDD of a potential harassment or discrimination issue.

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the ACBDD's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the ACBDD and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

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1-10 DISSEMINATION AND POLICY AMENDMENTS

Adopted	12/20/2005
Status	Draft – pending approval
Historical Versions	12/20/2005, 11/23/2010, 8/25/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Purpose

The purpose of this policy is to establish a standardized protocol for communicating personnel policies and any amendments of policies to all employees of the Athens County Board of Developmental Disabilities (ACBDD).

Policy

A. Upon employment, all regular part-time and full-time staff members shall receive a copy of all personnel policies and sign a receipt of acknowledgement.

B. Each supervisor shall keep a copy of all personnel policies in his/her office or department available for review by employees.

C. Electronic versions of all policies shall be made available to all regular staff.

D. Any question about a provision of any personnel policy or items not covered in personnel policy such as rules, written or unwritten, and either implied or expressed, should be directed in writing to the Superintendent through the appropriate unit Supervisor.

E. As conditions warrant, these policies may be amended, revised, or deleted by recommendation of the Management Team, approval of the Superintendent, and resolution of the Board. Such amendments, revisions, or deletions will be posted or distributed to employees after Board approval, and each unit supervisor will review with employees all policy updates and maintain documentation.

DRAFT 1

1-11 REFERENCE CHECK DISCLOSURE POLICY

Adopted	12/20/2005
Status	Draft – pending approval
Historical Versions	12/20/2005, 11/23/2010, 8/25/2015
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	pending

Purpose

Prospective employers, financial institutions and residential property managers routinely contact employers, including the Athens County Board of Developmental Disabilities (ACBDD), for information on a former or current employee's work history and salary.

Policy

All requests for information about former or current employees should be referred to and handled by the Superintendent or the Human Resources Director. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by the former or current employee's signed authorization to release such information. A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party.

Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be limited to confirming information stated by the external party and disclosure of eligibility for rehire.

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Facility Options

Athens County Board of DD

April 2018

1) Building at Beacon (documents attached):
    a. Have plans drawn up
    b. Almost 1.9 million dollars
    c. Positives – location, new building, built exactly the way we want it, work with commissioners to dispose of ATCO building , could sell Harper Street to re-coup some cost, SSA and admin in same building
    d. Negatives – not much room for greenspace (would be very "tight"), if we ever have to separate from Beacon could be difficult, expensive, not on public transit route, parking
2) ATCO renovations (documents attached):
    a. Have plans drawn up
    b. $854,000
    c. Positives – separate space in case we separate from Beacon, "known" location, could have space for outside party to use, could sell Harper Street to re-coup some cost, SSA and admin in same building, on public transit
    d. Negatives – parking! (not able to purchase, long term lease possible), renovation cost could be high, location (back alley), in flood plain
3) Echoing Meadows location (documents attached):
    a. 2.5 million is the listing price
    b. Positives – EXCELLENT LOCATION and space, work with commissioners to dispose of ATCO building , could sell Harper Street to re-coup some cost, SSA and admin in same building
    c. Negatives – could cost 2.5 million to buy, probably a million to renovate (need to have formal proposal done if interested), in flood plain, public perception of cost
4) Move SSA department into Harper Street (documents attached):
    a. $47,800 to $82,000 (depending on options) to paint, carpet, doors, bathrooms, and gravel or blacktop parking lot
    b. Positives – most cost effective, could do it quickly, would leave future use of Beacon open to many options, we own it, control of our own facilities
    c. Negatives – would be tight on space, no room for expansion, no room for administration if needed in the future, location is not ideal
5) Variation of Option 3
    a. This would involve the commissioners – if we were able to work out an agreement
    b. They would purchase a building – lease it to us long term
    c. They may use the grounds of the building purchased for other purposes
    d. We would pay for renovations (up to a million dollars – need to have proposal done)

e. We could transfer the ATCO building to the commissioners
f. Positives – great location, space, could sell Harper Street to offset cost, work with county officials to consolidate facilities
g. Negatives – cost, lose control over our facility, many details to work out

After completing our due diligence, and exploring many options as directed by the board, the recommendation of pursing Option 4 is being made at this time. This recommendation is based on several factors:

1) Cost
2) Long term projections of our waiver program
3) It leaves Beacon options open into the future
4) It leaves ATCO building options open
5) It will take a short time to finish project
6) It leaves us in control of our facilities
7) Give the Board the most flexibility going into the future

With any Option (except 2) selected, the Board will need to decide what will be done with the ATCO Building when the program is finished with the building (projected time frame of early spring 2019). We need to get this building appraised so we know how much the building is worth, unless we decide to transfer the building to the commissioners for county use.

For a number of factors, the recommendation is being made to transfer the ATCO building to the commissioners, for which a board motion would need to be approved.

We have obtained a legal opinion that states any building we have invested levy funds in (either to buy, renovate, or maintain) regardless of who holds the deed (example - the commissioners), the building cannot be used for any other purpose than DD services UNLESS – we are compensated fair market value or given an equal building. This would help strengthen our position with both the ATCO building and the bus garage since our levy funds have been invested heavily (or completely with the bus garage) in these two buildings despite us not “holding” the deed.

Supporting Documentation

Option 1

New Building on Beacon Campus

Includes:

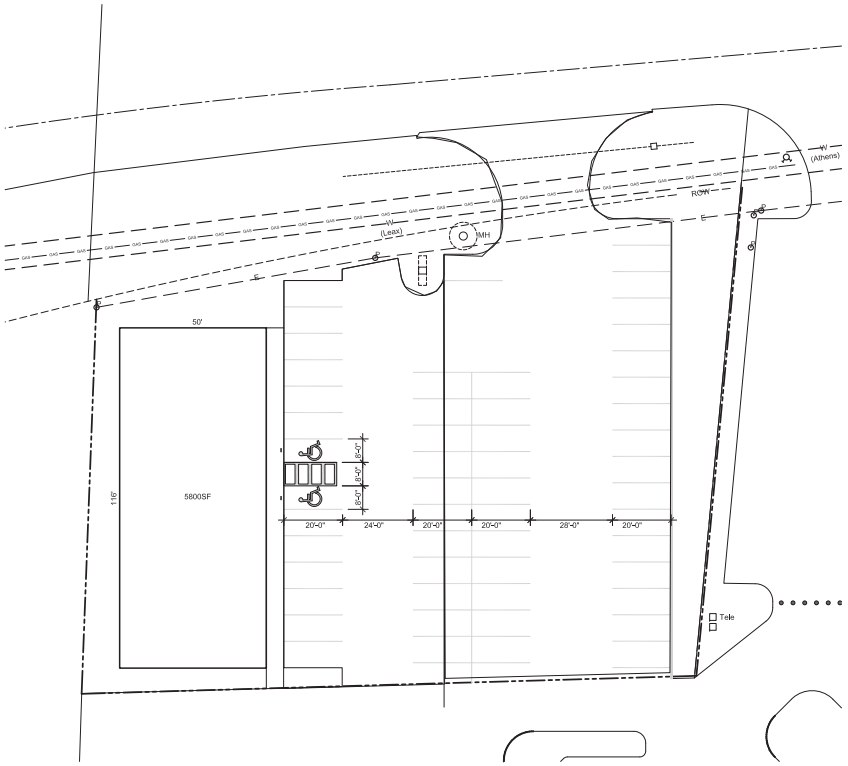
- Cost Estimate
- Preliminary Drawings

Athens County Board of Developmental Disabilities

NEW OFFICE PROJECT

Estimate of Probable Cost
Project Description: New office building with partial second floor, 5800 square feet first level, 2900 square feet second level.
Site work includes additional pavements, site lighting and utilities to the building.
See preliminary drawings, floor plan, elevation and site plan for West Union Site.

Description		**Probable Cost**
Sitework - pavements, sidewalks		$ 71,500.00
Sitework - site lighting		$ 5,000.00
Sitework - utilities		$ 35,000.00
Office Building, 8700 sf at $ 152.00/sf		$ 1,322,400.00
Stairs/Elevator		$ 125,000.00
Sprinkler - Fire Alarm		$ 35,000.00
Generator		$ 25,000.00
	Total Building	$ 1,618,900.00
10% Design/Construction Contingency		$ 161,890.00
Architect/Engineering/Permitting		$ 113,323.00
	Project Total	**$ 1,894,113.00**



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C5 SITE PLAN
SCALE: 1" = 20'-0"

CODED NOTES:

1. FIRST CODED NOTE GOES HERE.

LEGEND

1 HOUR RATED SMOKE BARRIER

GENERAL NOTES:

1. FIRST GENERAL NOTE GOES HERE.

bdt architects & designers

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PRELIMINARY NOT FOR CONSTRUCTION

ISSUE DATES

NO.	DATE	DESCRIPTION

PROJECT TITLE

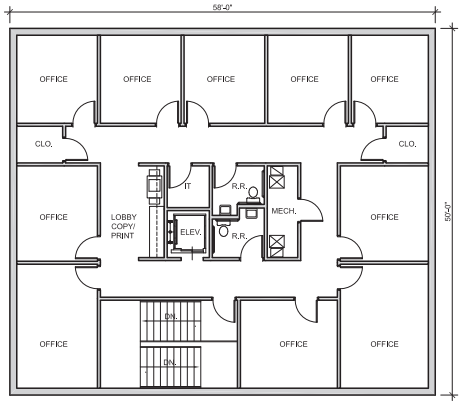
NEW BUILDING FOR ATCO BD. OF D.D. OFFICE
801 WEST UNION ST.
ATHENS, OHIO 45701

PROJECT NUMBER 18010

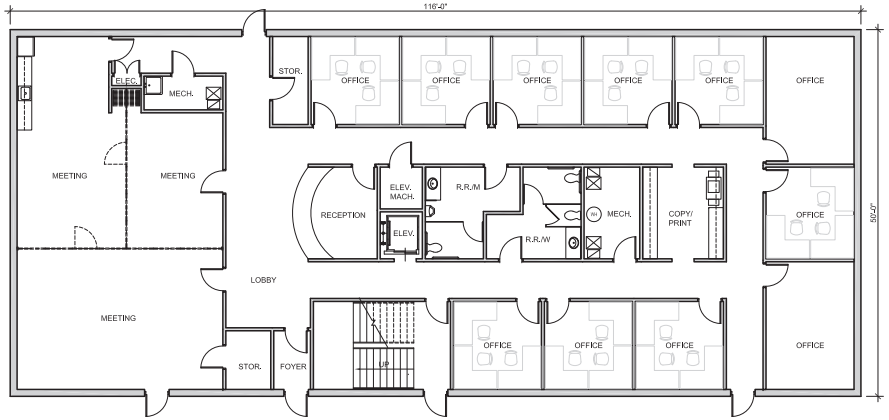
DATE MARCH 2018 DRAWN EN

SHEET TITLE
SITE PLAN

SHEET
C101



N G5 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



N B5 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

CODED NOTES:

1. FIRST CODED NOTE GOES HERE.

LEGEND

1 HOUR RATED SMOKE BARRIER

GENERAL NOTES:

1. FIRST GENERAL NOTE GOES HERE.

bdt architects & designers

BDTAD, Inc.
507 Richland Avenue, Athens, Ohio 45701
OFFICE 740-592-0920 FAX 740-592-0924

ONLINE www.bdtad.com
EMAIL office@bdtad.com

BDT PROJECT NO: -

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In association with:

PROFESSIONAL SEAL

PRELIMINARY
NOT FOR
CONSTRUCTION

ISSUE DATES

NO.	DATE	DESCRIPTION

PROJECT TITLE

NEW BUILDING FOR
ATCO BD. OF D.D. OFFICE
801 WEST UNION ST.
ATHENS, OHIO 45701

PROJECT NUMBER 18010

DATE MARCH 2018

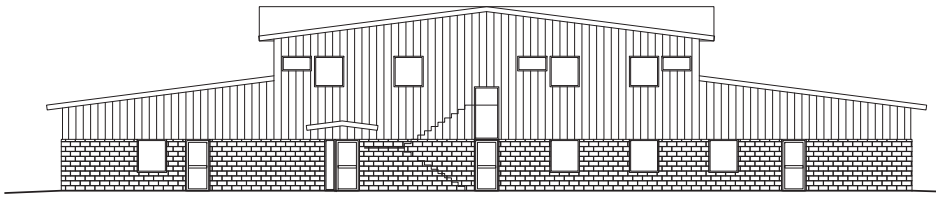
DRAWN EN

SHEET TITLE
FLOOR PLANS

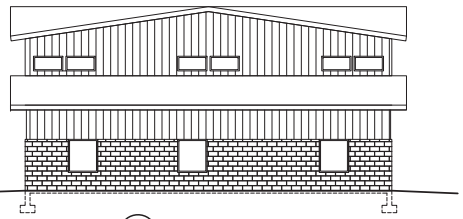
SHEET
A101

CODED NOTES:

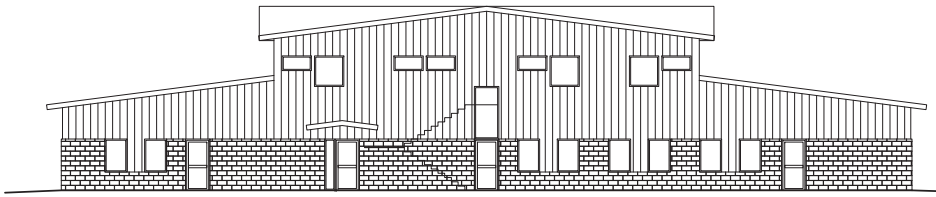
1. FIRST CODED NOTE GOES HERE.



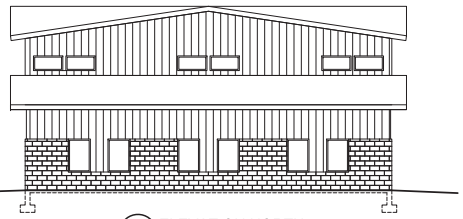
H3 ELEVATION EAST
SCALE: 1/8" = 1'-0"



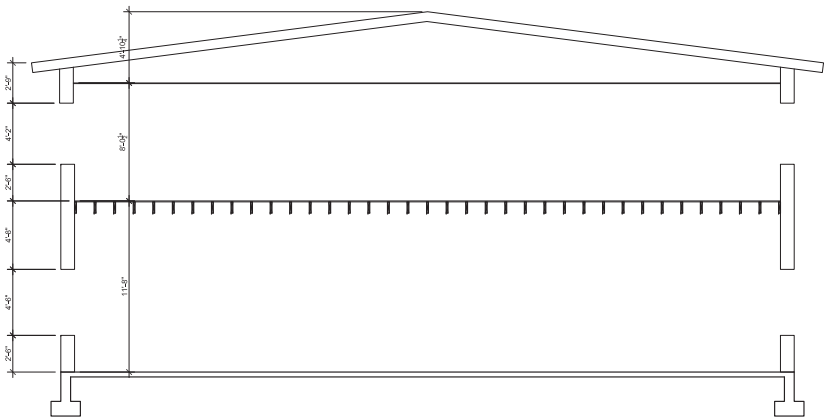
H11 ELEVATION NORTH
SCALE: 1/8" = 1'-0"



E3 ELEVATION EAST
SCALE: 1/8" = 1'-0"



E11 ELEVATION NORTH
SCALE: 1/8" = 1'-0"



A8 BUILDING SECTION
SCALE: 1/4" = 1'-0"

bdt architects & designers

BDTARD, Inc.
507 Richland Avenue, Athens, Ohio 45701
OFFICE 740-592-0920 FAX 740-592-4924

ONLINE www.bdtarch.com
EMAIL office@bdtarch.com

BDT PROJECT NO: -

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PRELIMINARY NOT FOR CONSTRUCTION

ISSUE DATES

NO.	DATE	DESCRIPTION

PROJECT TITLE

NEW BUILDING FOR
ATCO BD. OF D.D. OFFICE
801 WEST UNION ST.
ATHENS, OHIO 45701

PROJECT NUMBER 18010

DATE MARCH 2018

DRAWN EN

SHEET TITLE
FLOOR PLANS

SHEET
A201

Supporting Documentation

Option 2

ATCO Building Renovations

Includes:

- Cost Estimate
- Floor Plan

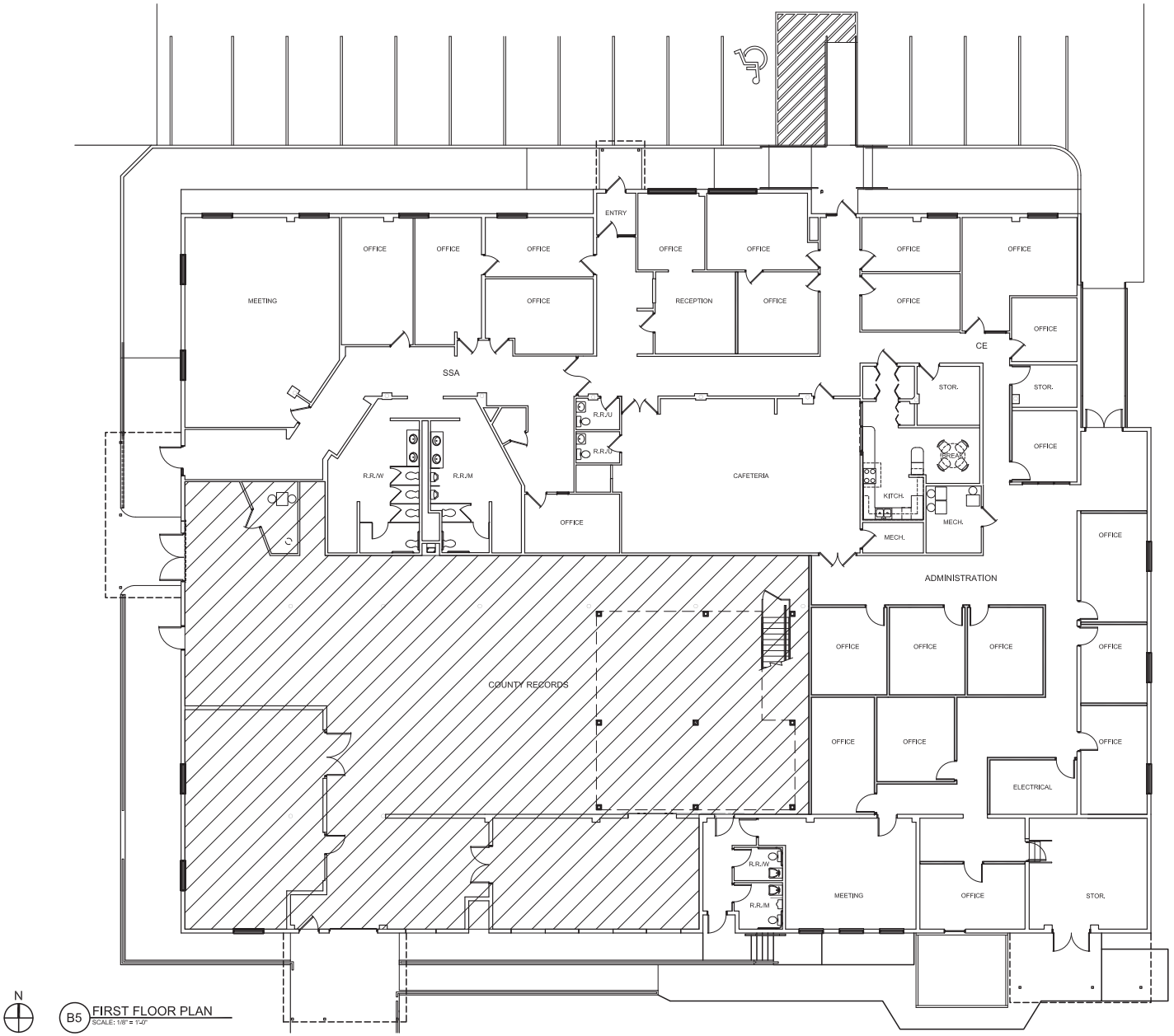
bdt ARCHITECTS & DESIGNERS

Athens County Board of Developmental Disabilities

OFFICE ALTERATION PROJECT

Estimate of Probable Cost
Project Description: Office alteration at existing ATCO site, approximately 11,750 square feet to be divided off for new offices.
Site work includes additional pavements at leased parking area.
See preliminary floor plan for 21 S. Campbell Site.

Description		Probable Cost
Site work - pavements		$ 70,000.00
Walls and finishes		$ 125,000.00
Doors, windows		$ 40,000.00
Floors and ceilings		$ 125,000.00
Plumbing, Mechanical and Electrical		$ 145,000.00
Sprinkler - Fire Alarm		$ 15,000.00
Roofing and deck repair		$ 185,000.00
Generator		$ 25,000.00
	Total Building	$ 730,000.00
10% Design/Construction Contingency		$ 73,000.00
Architect/Engineering/Permitting		$ 51,100.00
	Project Total	**$ 854,100.00**



N

B5 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

bdt architects & designers
BDTARD, Inc.
507 Richland Avenue, Athens, Ohio 45701
OFFICE 740-592-0920 FAX 740-592-5924
ONLINE www.bdtard.com
EMAIL office@bdtard.com

BDT PROJECT NO. -

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PROFESSIONAL SEAL

PRELIMINARY NOT FOR CONSTRUCTION

ISSUE DATES

NO.	DATE	DESCRIPTION

PROJECT TITLE

NEW BUILDING FOR
ATCO BD. OF D.D. OFFICE
21 S. CAMPBELL ST.
ATHENS, OHIO 45701

PROJECT NUMBER 18010

DATE MARCH 2018

DRAWN EN

SHEET TITLE
FLOOR PLANS

SHEET
A101

Supporting Documentation

Option 3

Echoing Meadows Location

Includes:

- Property Description

319 W Union St - Athens, OH 45701 - MLS: 2419828 - CB - Active - $2,480,000

MLS #:	2419828	**File #:**	104
Status:	Active	**Status Changed:**	
List Price:	$2,480,000	**Org. List Price:**	$3,200,000
Listing Type:	For Sale	**Style:**	
Property Type:	Commercial Building	**Zoning:**	Business: B-3
Subtype:			
Gross Income Yr:		**Net Income Yr:**	

General Listing Information:

Beds:		**Sq Ft Total:**		**Acres:**	2.82
Baths:	8	**Sq Ft Main:**		**Lot Sq Ft:**	122,839
Full Baths:		**Sq Ft Level 2:**		**Lot Dim:**	2.84 M/L
1/2 Baths:		**Sq Ft Lower:**		**Frontage:**	
1/4 Baths:		**Sq Ft Other:**		**Yr Built:**	1979
# Garage:		**Sq Ft Unfinished:**		**Yr Remodeled:**	
# Carport Spaces:		**Sq Ft Source:**			
HOA Dues:					

Location Information:

Address:	319 W Union St - Athens, OH 45701			**School District:**	
County:	Athens	**Subdivision:**			
Section:		**Township:**	Athens	**Range:**	
Taxes/Yr.:		**Tax ID#:**	A027250004900		
GPS:	N39° 19.775' W82° 7.011' -- Lat: 39.3295872, Lng: -82.1168476				
Directions:					

Construction Information:

Construction:	Brick	**Roof Type:**		**Foundation:**	
Heating:	Boiler				
Cooling:	Central Air				

Comments/Remarks: RARE COMMERCIAL OPPORTUNITY

Public Descr.: RARE COMMERCIAL OPPORTUNITY to acquire a 23,794 sq. ft. (m/l) residential medical facility and a 960 sq. ft. (m/l) multi-use storage facility on 2.8 acres (m/l) of flat, accessible land in the prime medical/commercial corridor of Athens, Ohio. Property in this A+ location is almost never available. Close in to US Rt. 33/50, Ohio University, O\'Bleness medical complex and downtown Athens. Adapt the facilities to your use or custom build on the prime land. The current operation has offices, living quarters, conference areas, classroom, indoor pool, reception and more, but is ideal for many uses, including residential, medical, research and business. The property has 3-phase electric, natural gas, chillers, public sewer and water, sprinklers, high-speed Internet, refrigerated storage, general storage, garage, ADA compliant restrooms. This is the first time the property has been on the market.

Utilities Services:

- Power-AEP

Interior Features:

- Gutters & Downspouts
- Flooring-Tile
- Swimming Pool-Private

Listed By: Don Linder - Larry Conrath Realty

If you have any questions or would like more information about this listing or any other listings in the MLS, please contact:

Don Linder
Larry Conrath Realty
280 E State St.
Athens, OH 45701

Office: (740) 592-3015
Cell: (740) 591-3738
Fax: (740) 593-7088
dlinder@larryconrathrealty.com

LARRY CONRATH REALTY

Equal Housing Opportunity: All listings are offered in compliance with the Federal Fair Housing Act.
All measurements (including sq. ft.) are a courtesy estimate only and should not be relied upon without independant verification by the Buyer.

Athens County, Ohio - Property Record Card
Parcel: A027250004900

GENERAL PARCEL INFORMATION

Owner	ECHOING HILLS INC
Address	319 W UNION ST
Land Use	(680) E - CHARIT EXEMT HOSP HOMS AGED ETC,PRIV
Class	EXEMPT
Legal Description	PT OF OL 91-92-93 2.820A
City	ATHENS CITY
Township	ATHENS TOWNSHIP
School	ATHENS CITY SCHOOL DISTRICT

VALUATION

	Appraised	Assessed
Land Value	$445,620.00	$155,970.00
Building Value	$2,305,470.00	$806,910.00
Total Value	$2,751,090.00	$962,880.00
CAUV Value		$0.00
Taxable Value		$962,880.00

TAX - Tax Year 2014 Payable 2015(Tentative)

Prior Delinquency	$0.00
Full Year Total	$0.00
Payments	$0.00
Half Year Due	$0.00
Full Year Due	$0.00

LAND

Description	Frontage	Depth	Acreage	SqFt	Value
1 - HOMESITE	0	0	N/A	43560	$261,360
2 - TILLABLE	0	0	N/A	43560	$130,680
3 - PASTURE	0	0	N/A	35719	$53,580

MAP

AGRICULTURAL

Soil	Soil Use Code	Soil Type	Use Type	Acres	Value

SALES

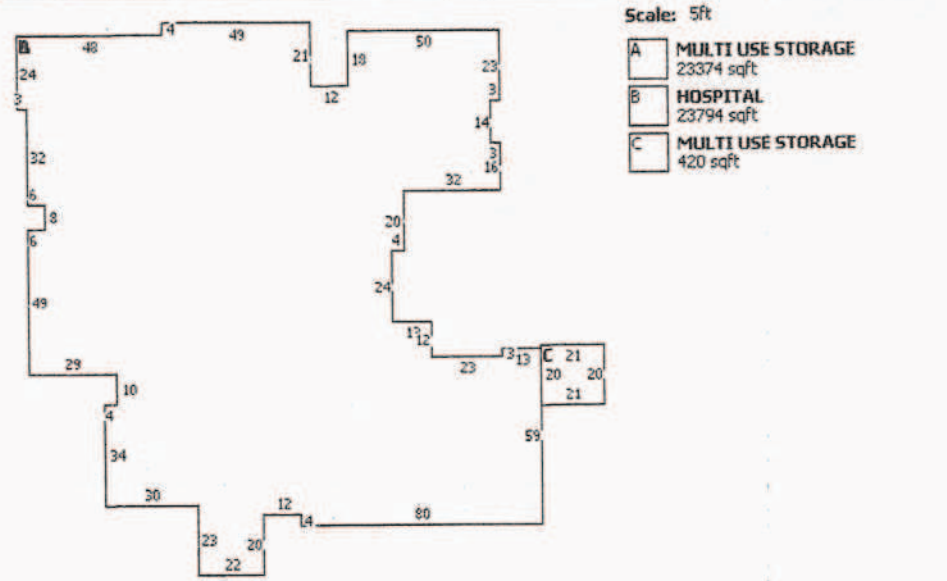
Date	Buyer	Seller	Price	Validity

Athens County, Ohio - Property Record Card
Parcel: A027250004900 Card: 1

GENERAL PARCEL INFORMATION

Owner	ECHOING HILLS INC
Address	319 W UNION ST
Land Use	(680) E - CHARIT EXEMT HOSP HOMS AGED ETC,PRIV
Class	EXEMPT
Legal Description	PT OF OL 91-92-93 2.820A
City	ATHENS CITY
Township	ATHENS TOWNSHIP
School	ATHENS CITY SCHOOL DISTRICT

SKETCH



COMMERCIAL

Improvement Name	ECHOING HILLS NURSING HOME	Building Number	1
Description	NURSING HOME	Number of Units	
Year Built	1979	Identical Units	

COMMERCIAL FEATURES

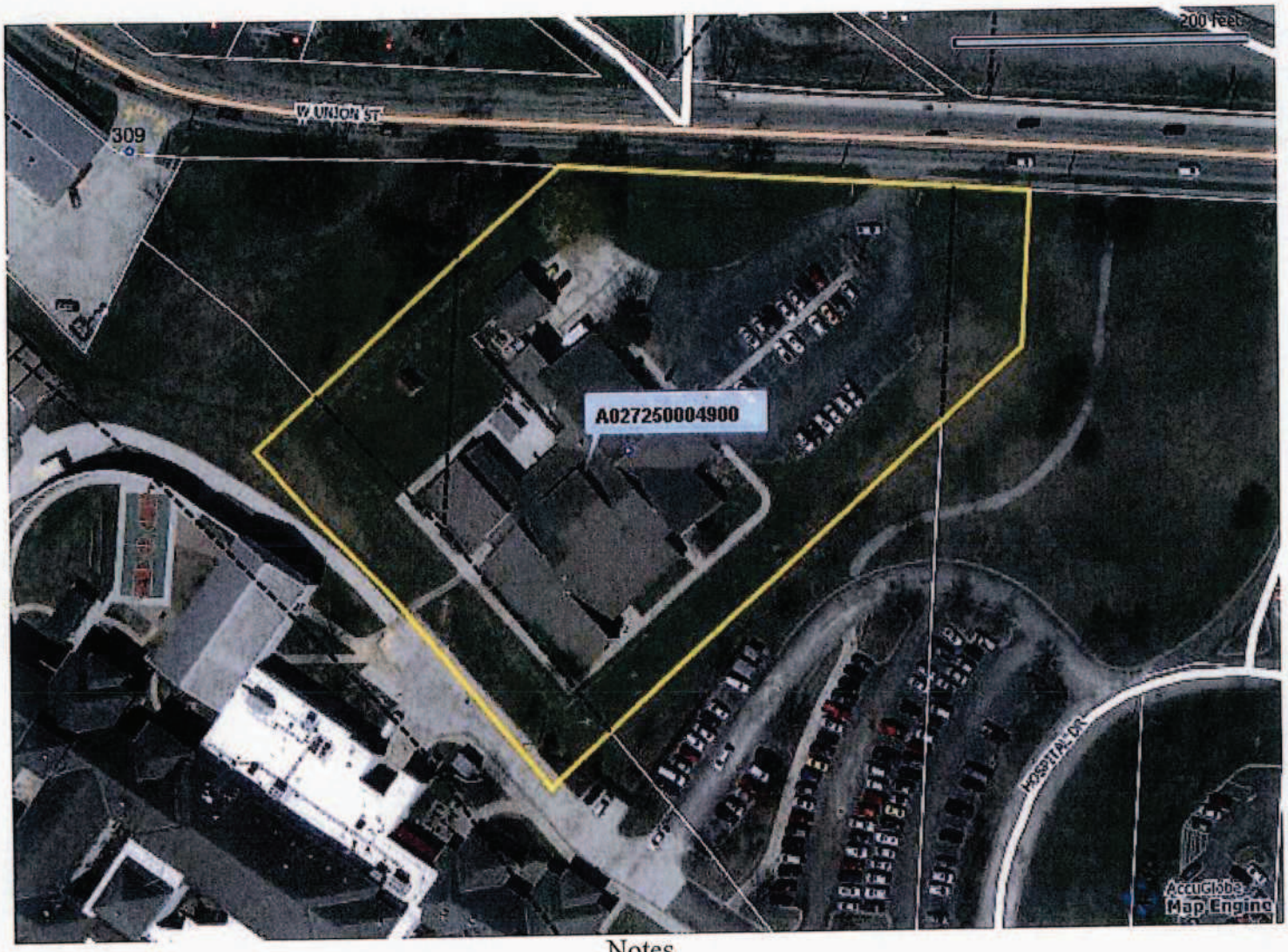
Code	Description	+/-	Measurements	Value
CP6	CANOPY ROOF/SLAB		12 x 12	$1,170
LP3	PATIO, CONCRETE		291 x 1	$450
PR1	PORCH, OPEN		3 x 14	$250
PR1	PORCH, OPEN		4 x 12	$280
PR1	PORCH, OPEN		3 x 10	$180
PR2	PORCH, ENCLOSED		6 x 8	$1,060

IMPROVEMENTS

Description	Year Built	Dimensions	App. Value
CI1 - ASPHALT OR BLACKTOP PAVING	1979	0x0	$4,880
AP1 - FOUR SIDE CLOSED METAL POLE BLDG	1999	30x32	$4,730

Print | Back

Athens County GIS



Notes

This illustration is meant to give a general idea of the location of property lines.
The information is not warranted by Realtors or Sellers.

It is recommended that all parties be represented by legal counsel.

NOTICE REGARDING FLOOD INSURANCE

The buyers' mortgage lender may require the buyer to purchase flood insurance in connection with a purchase of this property. The National Flood Insurance Program provides for the availability of flood insurance and establishes flood insurance policy premiums based on the risk of flooding in the area where properties are located. Recent changes to federal law (The Biggert-Waters Flood Insurance Reform Act of 2012 and the Homeowner Flood Insurance Affordability Act of 2014, in particular) will result in changes to flood insurance premiums that are likely to be higher, and in the future may be substantially higher, than premiums paid for flood insurance prior to or at the time of sale of the property. As a result, purchasers of property should not rely on the premiums paid for flood insurance on this property previously as an indication of the premiums that will apply after completion of the purchase. In considering purchase of this property a buyer is advised to consult with one or more carriers of flood insurance for a better understanding of flood insurance coverage, current and anticipated future flood insurance premiums, whether the prior owner's policy may be assumed by a subsequent purchaser of the property, and other matters related to the purchase of flood insurance for the property. You may also wish to contact the Federal Emergency Management Agency (FEMA) for more information about flood insurance as it relates to this property.

SELLER

X Harry C. Busch Name — X 2-17-15 Date

Name — Date

Name — Date

BUYER

Name — Date

Name — Date

Print | Back

Athens County GIS

Notes

This illustration is meant to give a general idea of the location of property lines.
The information is not warranted by Realtors or Sellers.

It is recommended that all parties be represented by legal counsel.

ATHENS COUNTY BOARD OF REALTORS

NOTICE TO PROSPECTIVE BUYERS

The undersigned, Seller(s) of the property described in attached Exhibit "A," and listed with - **Don Linder/Sally Linder** and **Larry Conrath Realty** (Agent/Broker), hereby give(s) notice to prospective Buyers that requests for confidentiality agreements will be denied.

X Dated this 17 day of February, 2015.

X Harry C. Busch
Seller

Seller

Buyer hereby acknowledges that there is a possibility that seller or seller's representative may not treat the existence or conditions of offers as confidential unless confidentiality is required by law or regulation.

Date
Buyer

Date
Buyer

List all improvements you have made to the property since purchasing it.

Property Address 319 West Union St.
Athens, OH. 45701

IMPROVEMENTS

Roof Replaced 2002
Upgraded Water Line To Bldg. 2005
Heating Boilers Upgraded 11/2009
New Air Cold. Chiller 6/2010
Upgraded HVAC (New Control Valves & Piping To Air Handlers 7/2011
Interior Lighting Upgrade 12/2012
Replaced HW Heater 10/2010
New PTAC & A/C Units in Cafe, Laundry, Kitchen 8/2012
New Commercial Washer 10/2010
New Carpet Tile Hallways, offices, Bedrooms 12/2011
New Ceramic Tile Wainscott in -Lobby -Hallways -Nurse Station 12/2011
Main Water Pressure Regulator 12/2014
Replaced Patio Concrete 4/2013
Boiler #1 Replaced (Warranty) 3/2014

NOTE ALL MEASUREMENT ARE ROUGH DIMENSIONS NOT ACTUAL

OFFICES: #1)12X14 @ 168 SQ FT #2) 8X14 @ 112 SQ FT #3)10X10 @100 SQ FT #4 8X14 @112 SQ FT

#5) 8X12 @96 SQ FT ##6) 8X8 @ 64 SQ FT #7)10X14 @140 SQ FT

CLASSROOM: CRAFT AREA : 20X26 @520 SQ FT HAS FOLDING WALL DIVIDER TO PARTITION OFF

CONVERENCE ROOMS: 1) FRONT OFFICE AREA 14X20 @280 SQ FT 2) CRAFT AREA PARTITIONED OFF

LIVING QUARTERS: 19 TOTAL RMS: 16 DBL OCC 11X11 BED AREA WITH 6X10 SINK AND CLOSET AREA

3) SINGLE OCC 11X10 BED AREA WITH 6X9 SINK AND CLOSET AREA

COMM.KITCHEN: 20X30 KICHEN AREA WITH 8X14 OFFICE /STORAGE 8X8 WALKIN FRIG W / (2) REACHIN DOORS,3BIN POT SINK,DISHWASHER,S/S PREP TABLE W/POTRACK ,2) S/S COUNTER STORAGE UNITS AND S/S/ FOOD SINK WITH STORAGE SHELVES.

MECHANICAL ROOMS: BASEMENT(BOILERS PUMPS AND CHILLER) ATTIC: 3 AIRHANDLERS MAINT AREA: FIRE PROTECTION AND POOL HEATER / PUMP.

ADA BATHROOMS: 13 TOTAL: 2)LIV.QTRS SHARE COMMON BATH 5X10 50 SQ FT. 1EA IN PT/OT AND POOL AREA.

NON ADA: 2 IN FRONT LOBBY (PUBLIC BATHROOMS)

GARAGE: 30X32 DETACHED (STORAGE AND WORKSHOP)

GENERAL STORAGE: (5) TOTAL 1) CLEAN RM 8X10 2)GARAGE 30X32 3)KITCHEN STORE ROOM 8X10 4) RECORDS ROOM 14X18 5) OUTSIDE RECORD STORAGE 8X10

REFRIGERATED STORAGE: 8X8 WALKIN REFRIG.

Supporting Documentation

Option 4

Harper Street Building Renovations

Includes:

- Cost for Renovations Spreadsheet
- Quote for cabling
- Quote for carpet install – Initial estimate minus cost of carpet
- Quote for painting
- Options for parking lot:
    - Graveling
    - Paving

Renovation Costs for 8 Harper Street		
Project	**Cost for Option 1**	**Cost for Option 2**
Painting	$ 5,880.00	$ 5,880.00
Carpet install	$ 2,900.33	$ 2,900.33
Cabling	$ 900.00	$ 900.00
Insulation*	$ 5,000.00	$ 5,000.00
Doors*	$ 7,500.00	$ 7,500.00
Parking lot - gravel	$ 26,389.00	$ -
Parking lot - paved	$ -	$ 59,909.00
TOTAL	**$ 48,569.33**	**$ 82,089.33**

**verbal quote*

Emailed quote for cabling in Harper Street Building

Hello Butch,

Cabling will be $90 per drop. This will include the following materials and job description:

- Cat6 cable
- Cat6 jacks installed in the rooms (end points)
- Labeled jacks at end points
- Termination at the closet
- Testing
- Documentation of ports and jacks
- Any necessary materials/tools needed to fish walls, cut drywall, and wire hanging devices

Thanks for calling Butch, hope all is well
Have a great day
Bill

Floor & Moore, Inc

7 Pomeroy Road
Athens, OH 45701
740-593-3946 740-592-3420
Fax 740-592-6397

Estimate

DATE	ESTIMATE NO.
4/5/2017	#1486

NAME / ADDRESS
Beach School job: Personnel Plus 8 Harper Street The Plains, Ohio 45780

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Carpet, style: Phenomenon 26 oz. and 4" base for all offices.		0.00	0.00T
Reception office, take up old carpet and install new base.		878.00	878.00T
			0.00
SAA #1 - Carpet and base, installed.		1,210.32	1,210.32T
SSA#2 - Carpet and base, installed.		1,370.80	1,370.80T
SSA#3 - Carpet and base, installed.		1,118.61	1,118.61T
SSA#4 - Carpet and base, installed		796.28	796.28T
SSA# 5 - Carpet and base, installed.		753.90	753.90T
NON TAXABLE		0.00%	0.00
		TOTAL	$6,127.91

M

CARPET OF FLOOR & HOME
FLOOR & MOORE INC.
7 Pomeroy Rad Athens, Ohio 45701
(740) 593-3946

2-6639

Customer Order No. | Phone | Date 5-25-17

Name Beacon School / Job: Personnel Plus

Address

Email

Sold By	Cash	C.O.D.	Charge	On Account	Mdse. Retd.	Paid Out
			✓			

Qty.	Description	Price	Amount
2332 SqFt	Carpet Style Phenomenon I 36 oz Color Pardox 42206	36	3227 58
	Price for Carpet only not installed yet.		

PO #	
Program	
Center	
Account	
Approval	

	3227 58
Tax	NT
Total	3227 58

Received By

All claims and returned goods must be accompanied by this bill.

Thank You

B GEN0610

65141

Proposal

Beacon School
Butch Withem
Athens, OH 45701

Butch:

We propose to furnish all labor, materials, tools and services required, to complete the following in a substantial and workmanlike manner, in consideration for the sum or sums stated below.

RE: Painting interior at 8 Harper Street (The Plains, OH)

Specifications:

- Patch any nail holes or cracks where needed
- Apply two finish coats “Sherwin Williams Promar 200 Eggshell”

TOTAL $ 5,880.00

Thank you for the opportunity to give an estimate on this project.

Sincerely,

Joe Butcher
Owner

YORK PAVING CO. **Phone 740-594-3600**
PO Box 2450, Athens Ohio 45701 **Fax 740-662-3599**
York Paving Co. is an equal opportunity employer

April 17, 2018

Plains Parking Lot Quote:

Attn: Robert Withem
rwithem@athenscbdd.org

Scope:
Remove topsoil from end of existing lot to side road
Grade off grass on existing lot
Place 8" of 304 stone from end of existing lot to road and 15' x 15' area by utility pole
Fill in low area
Grade and compact
Cover entire lot with 2" of 57 limestone

$26,389.00

For 4" of paving: (1,819 Sq. yds.)
2.5" of 301 base paving
1.5" of 448 Type II

$38,000.00

Thank you for the opportunity to provide you with this quote. Please give me a call if you have any questions.

Michele Williams
Accounts Manager
York Paving Co.
740-594-3600

YORK PAVING CO. **Phone 740-594-3600**
PO Box 2450, Athens Ohio 45701 **Fax 740-662-3599**
York Paving Co. is an equal opportunity employer

April 17, 2018

Plains Parking Lot Quote: Revised

Attn: Robert Withem
rwithem@athenscbdd.org

Scope:
Remove topsoil from end of existing lot to side road
Grade off grass on existing lot
Place 8" of 304 stone from end of existing lot to road and 15' x 15' area by utility pole
Fill in low area
Grade and compact

$20,889.00

For 4" of paving: (1,819 Sq. yds.)
2.5" of 301 base paving
1.5" of 448 Type II
51 parking spaces striped

$39,020.00

Thank you for the opportunity to provide you with this quote. Please give me a call if you have any questions.

Michele Williams
Accounts Manager
York Paving Co.
740-594-3600

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

CALAMITY DAY DESIGNATION
April 24, 2018 ACBDD BOARD MEETING

The following days were declared calamity days for Beacon School due to weather and road conditions:

August 21, 2017 – 2 hour early release

November 6, 2017 – 2 hour delay

December 13, 2017 – School Closed

January 2, 2018 – School Closed

January 3, 2018 – School Closed

January 4, 2018 – 2 hour delay

January 5, 2018 – School Closed

January 8, 2018 – All Offices/School Closed

January 9, 2018 – School Closed

January 10, 2018 – 2 hour delay

January 16, 2018 – School Closed

January 17, 2018 – School Closed

January 18, 2018 – School Closed

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

January 25, 2018 – 2 hour delay

February 5, 2018 – School Closed

February 7, 2018 – School Closed

February 8, 2018 – 2 hour delay

February 12, 2018 – School Closed

March 21, 2018 – School Closed

_____ _____

Superintendent Date

cc: 4/24/2018 Board Packet

ATCO Program Calendar 2018

Exhibit 8

SEPTEMBER '18

S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

Sept 3. Closed Labor Day

OCTOBER '18

S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

Oct. 8 Closed Columbus Day

NOVEMBER '18

S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

Nov. 6 Closed Professional Development Day Staff

Nov. 22 Closed Thanksgiving

Nov. 23 Observing Veteran's day

DECEMBER '18

S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

Dec. 24 -28 Christmas Break

Dec 31 Christmas Break

JANUARY '18

S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

Jan. 1 Closed New years Day

Jan. 2 First day back after break

Jan. 15 Closed Martin Luther King Day

FEBRUARY '18

S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28			

Feb. 19 Closed President's Day

MARCH '18

S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

March 12-16 Closed Spring Break

APRIL '18

S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					

May 8 Closed Professional Development Day Staff

May 28 Closed Memorial Day

MAY '18

S	M	T	W	Th	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

JUNE '18

S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

July 2-6 Closed Summer Break

JULY '18

S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

AUGUST '18

S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

Professional Development Day-program closed

Holiday/Break-Program Closed

Return from Break

Beacon School

Beacon School 2018-19 Calendar

Exhibit 8

JULY '18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - July 4th Holiday

AUGUST '18

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13- Teacher Prep Day/Staff Meeting
14 - CPI Training
15 - All Staff CPI Training
16 - First Day of School
30 - Open House 5:00 -7:00

SEPTEMBER '18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - **No School** Labor Day

OCTOBER '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - **No School** - Columbus Day
19 - End of 1st Grading Period
22 - Begin 2nd Grading Period
24 - Progress Reports Due
25 - Parent Teacher Conf. 3:30-7:00

NOVEMBER '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6 - **No Schoo**l Staff Prof. Dev. Day
21 -26 - **No School** Holiday Break

DECEMBER '18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 8 Breakfast with Santa 9:00-12:00
Dec. 22 -31 **No School** Holiday Break

1 -2 No School Winter Break
4 - Progress Reports Due
21- **No School** - M.L. King Day

18 - **No School** President 's Day
20 - Alternate Assessment Begins

8 - End of Third Grading Period
11-15 **Spring Break**
20 - Progresss Reports Due
21 - Parent Teacher Conf. 3:30-7:00

15 -18 IEP Reviews
19 - **No school**
26 - Special Olympics
29-30 IEP Reviews

1-3 - IEP Reviews
7 - All Staff Prof. Dev Day
15 - Art Show
22 - Students Last Day
23 - Teacher Last Day
27 - Closed Memorial Day

Have a Great Summer!!

JANUARY '19

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '19

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '19

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First/Last Day of School
No School/Holiday Break
Teacher Prep Day/Last Day
All Staff Professional Development
IPE Reviews
Parent Teacher Conferences
Progress Reports Due

175 Student Days
1 Teacher Conference Day
2 All Professional Development
4 Staff Inservice/Teacher Work Days
2 Floating Inservice Days

The Athens County Board of Developmental Disabilities
2017 Annual Stakeholder Data
January 1, 2017-December 31, 2017

1.) Date of Meeting April 9, 2018 at Beacon School

2.) Stakeholders include: Kevin Davis-ACBDD Superintendent, Richard Suehrstedt-ACBDD SSA Director, Beth Atherton-MUI Coordinator, David Sincoff-ACBDD Behavior Support Specialist, Robin Sherin-Sech-Kar Administrative Assistant, Beth Maccombs--Parent

3.) Demographic Information
This Annual Analysis of Major Unusual Incidents (MUIs) contains a representation of data collected on behalf of all Providers providing services in Athens County. This information was obtained from the Ohio Department of Developmental Disabilities ITS (Incident Tracking System) which is a statewide system that tracks MUIs.

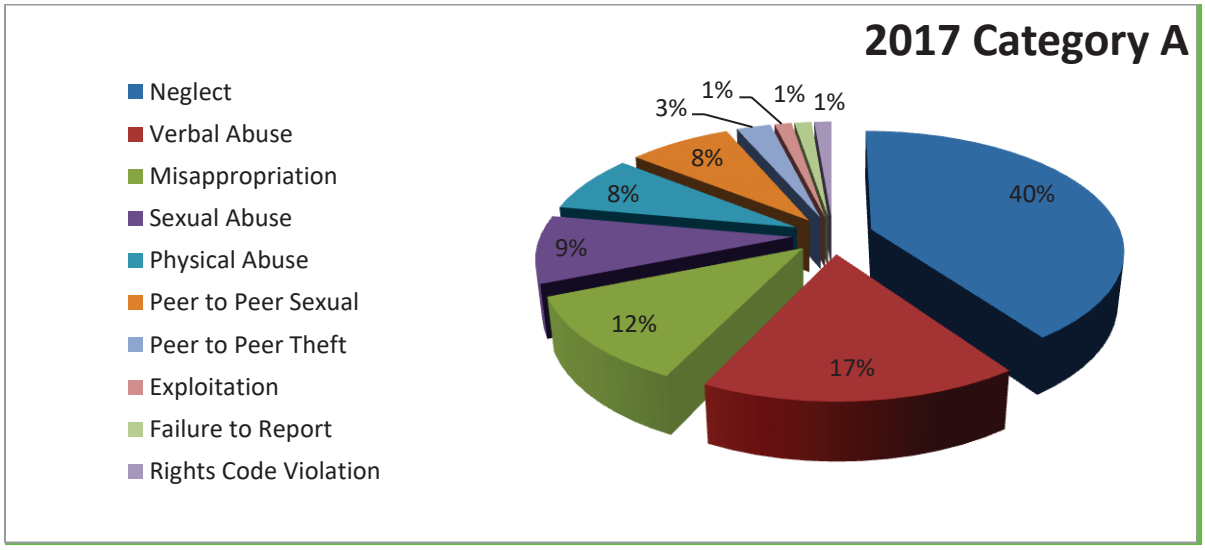
Explanation of Data
Category A investigations consist of the following categories of incidents:
- Abuse: Physical, Sexual, Verbal
- Neglect
- Misappropriation
- Exploitation
- Failure to Report
- Prohibited Sexual Relations
- Peer to Peer Acts
- Rights Code Violation
- Accidental or Suspicious Death

Category B investigations consist of the following categories of incidents:
- Medical Emergency
- Missing Individual
- Attempted Suicide
- Significant Injury
- Death other than accidental or suspicious

Category C investigations consist of the following categories of incidents:
- Law Enforcement
- Unapproved Behavior Support
- Unscheduled Hospitalizations

Category A

MUI CATEGORY A	2015	SUB	% SUB	2016	SUB	% SUB	2017	SUB	% SUB
Neglect	27	15	56%	28	12	43%	31	22	71%
Verbal Abuse	2	2	100%	16	7	44%	13	9	69%
Misappropriation	12	9	75%	16	11	69%	9	5	67%
Sexual Abuse	1	0	0%	3	1	33%	7	3	43%
Physical Abuse	5	0	0%	15	4	27%	6	0	0%
Exploitation	2	2	100%	3	0	0%	1	1	100%
Failure to Report	0	0	0%	3	0	0%	1	1	100%
Rights Code Violation	0	0	0%	1	0	0%	1	1	100%
Prohibited Sexual Relations	0	0	0%	0	0	0%	0	0	0%
Peer to Peer Physical	4	NA		11	NA		6	NA	
Peer to Peer Sexual	4	NA		6	NA		0	NA	
Peer to Peer Verbal	3	NA		2	NA		3	NA	
Peer to Peer Theft	0	NA		4	NA		2	NA	
Peer to Peer Exploitation	0	NA		1	NA		0	NA	
Total	60			107			80		



2017 Neglect					
Supervision		Injury	**MUIs Filed**	**Substantiated**	**% Substantiated**
	Family	None	1	1	100%
	Guardian	None	1	0	0%
	Staff	Minor	1	1	100%
		None	5	4	80%
Supervision			**11**	**9**	**80%**
Treatment	Guardian	None	4	2	50%
	Other	None	2	1	50%
	Staff	Minor	1	1	100%
		None	10	6	60%
Treatment			**20**	**13**	**65%**
Total			**31**	**22**	**71%**

The number of MUIs filed in this category was up slightly from the 28 filed in 2016.

In regards to the MUIs substantiated against a guardian for lack of treatment, with the first one, Athens County Children's Services had been involved with the family. The Individual had been removed from the home by that agency due to home conditions, a report of drug abuse/refusal to submit to a drug screen, refusal to follow family case plan, and explosive behavior both inside and outside the home. The Individual is currently in the custody of ACCS. The second involved a guardian being charged and arrested for receiving stolen property and forgery and the Individual had to leave her residence and her father is now her legal guardian. According to the Athens County Prosecutor's Office, there are pending related drug charges against the former guardian (mother) stemming from the time the Individual was living with her.

Of the two MUIs in this category that involved minor injuries, one Individual fell out of her wheelchair due to the staff not following procedure of fastening her seat belt after assistance with personal care needs. She hit her head on the tile floor and sustained a bruise to her knee. The second involved two individuals who were not supervised at a community event. One Individual is known to grab and bite others and was able to reach the second Individual and bit the top of her hand. She was prescribed antibiotics as a precaution. Retraining was immediately conducted regarding these incidents.

Thirteen of the MUIs in this category were with the same provider agency. Multiple concerns led to the ACBDD making referrals to outside agencies to review. There were no other trends or patterns found in this category.

Prevention plans were put into place as required following all 31 incidents.

2017 Verbal Abuse		**MUIs**	**Substantiated**	**% Substantiated**
	Direct Care Staff	5	3	60%
	Family	1	0	0%
	Friend	1	0	0%
	Guardian	2	2	100%
	Named PPI but no relationship	4	4	100%
Total		**13**	**9**	**69%**

This category was down slightly from the 16 filed in 2016.

The two MUIs substantiated against a guardian involved the same Individual. In both incidents, during physical and verbal behavioral outbursts, she was smacked in the face by one of her parents. The parents each admitted to smacking her and have continued to be resistant to other options to address her outbursts and feel they have the right to discipline her in this manner. Athens County Children's Services was notified, though it was not screened in for investigation. The SSA continues to try to work with the family to ensure the safety of both the Individual and the family. She will soon be turning 18.

In regards to the three substantiated against staff, though there was no trend or pattern found, two involved the same Individual but different staff PPIs. The staff each received retraining by provider administration and all three staff are no longer working with the Individuals.

There were four substantiated against PPIs with no close relationship to the Individuals. One of the Individuals was being verbally threatened by a PPI he has a sexually oriented protection order against. The PPI was making threats because he said the Individual had him sent to prison. It is noted that the PPI had been sent to prison on parole violations related to a sexual offense against the Individual in 2016. The Athens Police Department assisted with the incident of threats and a violation of protection order charge was made against him. If there are any further violations, it will result in a felony charge against the PPI.

Misappropriation		MUIs Filed	Substantiated	% Substantiated
	Medication(s)	1	0	0%
	Money	2	2	100%
	Property	6	4	67%
Total		**9**	**6**	**67%**

The number of MUIs filed this year compared to 2016 was nearly half.
There were no trends or patterns found in this category and law enforcement was notified of each incident. Of the six that were substantiated, only three had a known PPI. In each of those three, the PPI was terminated from employment.

2017 Sexual Abuse		MUIs	Substantiated	% Substantiated
	Guardian/Family	2	0	50%
	Boyfriend/Girlfriend	1	0	0%
	Other/Unknown	4	3	50%
Total		**7**	**3**	**43%**

The number of MUIs filed in this category more than doubled, up from three filed in 2016.

There were three substantiated MUIs in this category. One Individual has a sexually oriented protection order against a different PPI from 2016. The incident in 2017 involved someone that knocked on his door in a secure apartment building and the Individual allowed him into his apartment at which time he indicated he was made to perform a sexual act. The Athens Police Department conducted an investigation, though the identity of the PPI could not be determined.

One of the Individuals has a known sexual abuse history, though the details are still not known nor is the PPI's identity certain. It is believed by her team that this abuse occurred while living in another county. This Individual is currently 6 years old. Her team meets regularly and she is involved with a counselor as well as other beneficial services.

The third substantiated MUI involves an Individual with a long history of alcohol use. She had asked for an unknown male to give her a ride home from a gas station at 1:30am and indicated he forced her to perform a sexual act. She could not identify the PPI nor did the police determine who he was.

2017 Physical Abuse		MUIs	Substantiated	% Substantiated
Physical	Direct Care Staff	1	0	0%
	Guardian	1		0%
	Boyfriend/Girlfriend	2	0	0%
	Unknown	2	0	0%
Total		**6**	**0**	**0%**

There was a sharp decrease from 15 MUIs filed in this category in 2016.

All of these incidents were reported to either Athens County Children's Services or to law enforcement. ACCS opened an investigation on three of the referrals. One involved a student with a suspicious bruising pattern that looked like an adult hand print on the outer thigh. The second one involved a student with bruising to his upper ear that was believed to be suspicious bruising, as it was the second occurrence. The bruising appeared to possibly be caused by hard pinching. The third involved a student who reported being pinned to the ground and strangled by his mom. Two of the MUIs involved the same adult female. She initially reported abuse by her boyfriend but recanted all allegations. All six MUIs were unsubstantiated by either ACCS or the IA based upon insufficient evidence.

2017 Peer to Peer Acts	
Physical	**7**
Verbal	**2**
Theft	**2**

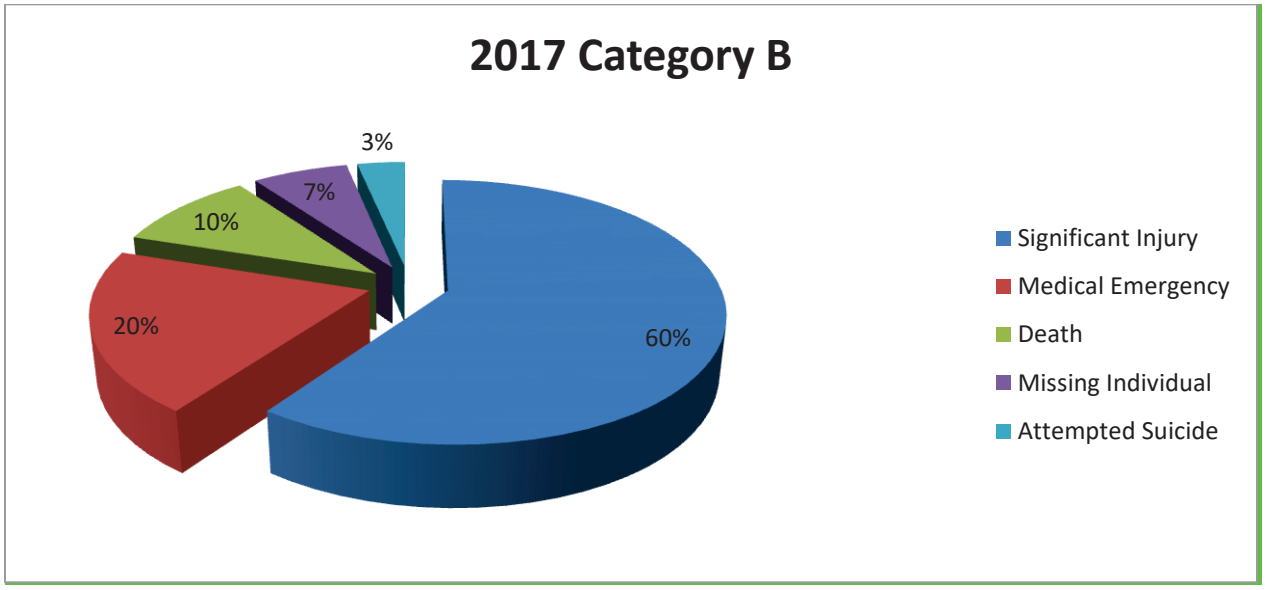
There was a significant decrease from 24 MUIs filed in this category in 2016.

There were no significant injuries sustained with regards to the physical altercations, though one Individual was prescribed antibiotics as a precautionary measure following a bite. Neglect for lack of supervision was filed related to that MUI, as well.

All items involved in the Peer to Peer thefts were recovered and returned to the appropriate Individual. There were no trends or patterns and no Individual was involved in multiple Theft MUIs.

Category B

MUI Category B	2015	2016	2017
Medical Emergency	7	1	6
Missing Individual	5	8	2
Significant Injury	19	16	18
Non-Accidental/Suspicious Death	7	5	3
Attempted Suicide	0	0	1
Total:	**38**	**30**	**30**



The category of Significant Injury has remained consistent over the last several years. Nine of the MUIs filed in this category involved 2 agencies, one having 5 injuries and the other with 4. There were no trends or patterns found in this category or with these 2 agencies regarding staff, Individuals, or location. However, one Individual had 2 MUIs filed due to injuries from falls. He has a documented history of falls, though he refuses to use a walker or other assistance.

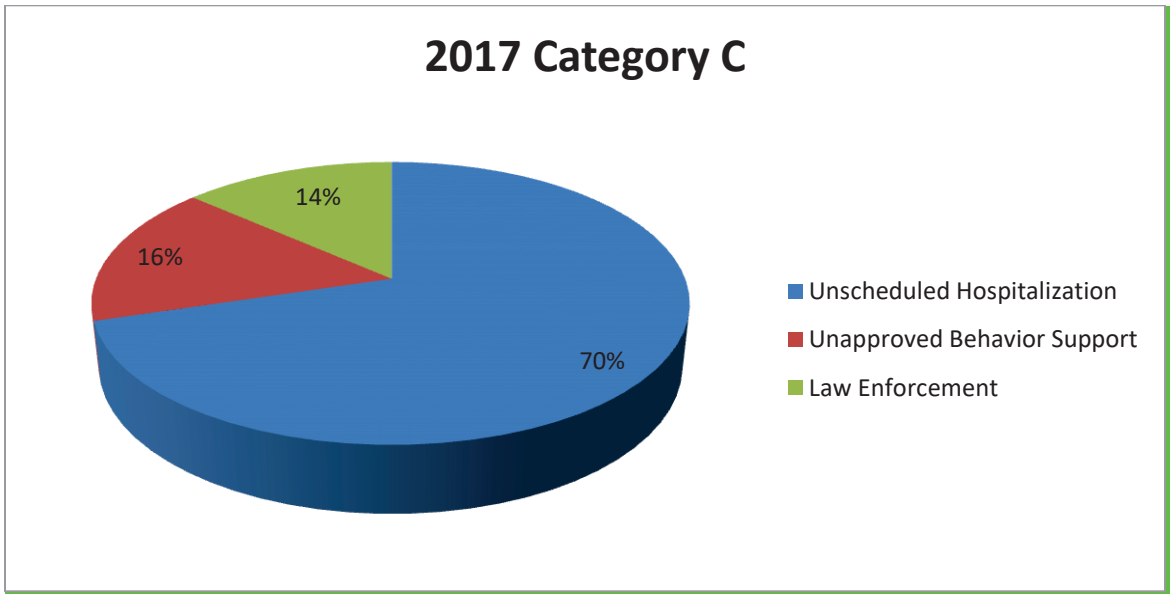
There was a significant increase in Medical Emergency MUIs for 2017, though there were no trends or patterns found. In all three incidents requiring the Heimlich Maneuver, neglect was ruled out. None of the incidents involved failing to follow dietary restrictions. Two of the incidents involved Individuals requiring IV insulin at the hospital to bring their blood sugar levels to safe levels. Staff acted promptly in all 6 incidents to ensure the Individuals received the proper care.

There were 3 deaths during the 2017:

1. Individual resided at home with his mother. He no longer attended county board or provider agency programming and had significantly declined over the past year. He was having seizures which were becoming more frequent and he was taking longer to recover from them. He passed away in January of 2017 due to going into respiratory failure during a seizure. Neglect was ruled out. He was 63.
2. Individual passed away in the hospital. She had been taken to the hospital and admitted to hospice care on 6/19/17. She passed away on 6/23/17 with the immediate cause of death being sepsis with UTI. The underlying causes were listed as Acute Kidney Injury, Hyperkalemia, and Seizure Disorder. Neglect was ruled out. She was 57.
3. Individual passed away in her home while in hospice care. Her cause of death was Malignant Neoplasm of Brain. Neglect was ruled out. She was 70.

Category C

MUI Category C	2015	2016	2017
Unscheduled Hospitalization	31	25	26
Law Enforcement	3	6	5
Unapproved Behavior Support	2	0	6
Total:	36	31	37



UNSCHEDULED HOSPITALIZATION		TOTAL	% of USH MUI COUNT (26)
Medical	Other : Fall (2) GI Bleed (1) Not Listed (4)	7	27%
	Infection: Cellulitis (1) Sepsis (2) UTI (3)	6	23%
	Impaired Respiration	2	7%
	Observation	2	7%
	Abnormal Blood Levels	1	4%
	Altered State	1	4%
	Gallbladder	1	4%
	Kidney	1	4%
	Seizure	1	4%
Medical		**24**	
Psychiatric		**2**	
Overall		**26**	**18%**

The number of unscheduled hospitalizations has remained consistent over the last several years. In regards to the two falls leading to injury, both Individuals have a known unsteady gait and both were admitted to the hospital for a broken hip which required surgery. Neglect was ruled out by the Investigative Agent during the MUI investigations.

In regards to Law Enforcement, of the 5 MUIs that were filed, 2 of them involved the same Individual who has a history of significant aggression. In both cases, he physically assaulted his adoptive mother. In the first incident, he was taken to a juvenile detention center, though his mother dropped the charges. However, in the second he was arrested and jailed at Southeast Ohio Regional Jail in Nelsonville on a charge of Domestic Violence, as he had already turned 18 prior to . In all 5 of the MUIs filed in this category, staff and the county board assisted the Individuals with going through the court process.

Three of the Unapproved Behavior Support MUIs involved the same provider agency, though there was no trend or pattern found with staff, Individuals, or location of these incidents.

2015, 2016, 2017 MUIs for Agency Operated Programs

Provider at the time of the Incident	2015 Number of MUIs filed	2016 Number of MUIs filed	2017 Number of MUIs filed
Athens County Board of DD	2	10	7
Buckeye Community Services	14	17	4
Caregiver Homes	2	1	0
Echoing Hills/Echoing Meadows	42	37	35
Expanding Your Horizons	0	4	0
Goals Anew**	2	NA	NA
Goodwill	NA	0	1
Great Nursing Care	NA	1	NA
Havar, Inc.	19	10	8
Radcliff Home Health**	1	1	0
ResCare, Inc.	3	3	4
RHDD	16	16	18
Shane's Place	NA	1	0
SOAR	3	8	10
The Sech-Kar Co.	24	24	14
No Provider	10	29	37
Independent Provider	NA	4	8
TOTAL	**136**	**168**	**146**

** INDICATES NO LONGER AN ACTIVE AGENCY

ACBDD: Serves 580;
Buckeye Community Services: Serves 12 Residential, 8 in ICF/DD
Caregiver Homes: Serves 2
Echoing Hills/Echoing Connections: Serves 30 (20 in ICF/DD, 10 Residential), 36 Day Services
Expanding Your Horizons: 43
Goodwill Industries: Serves 10
Havar, Inc: Serves 60 (45 Residential, 32 Day Services, 30 NMT)
Inclusions: Serves 2
Interim Health Care: Serves 1
ResCare: Serves 3
RHDD/Alternatives: Serves 30 Residential, 19 Day Services
Sech-Kar: Serves 36 Residential, 34 Day Services
SOAR: Serves
Independent Providers: Serve 60

Of the 146 MUIs filed during 2017, there were 105 Individuals involved. There were 13 Individuals who were involved in 3 or more MUIs during 2017, totaling 45 of the 146 MUIs filed.

Immediate actions were appropriate in all 146 MUIs and thorough prevention plans were completed and implemented in a timely manner.

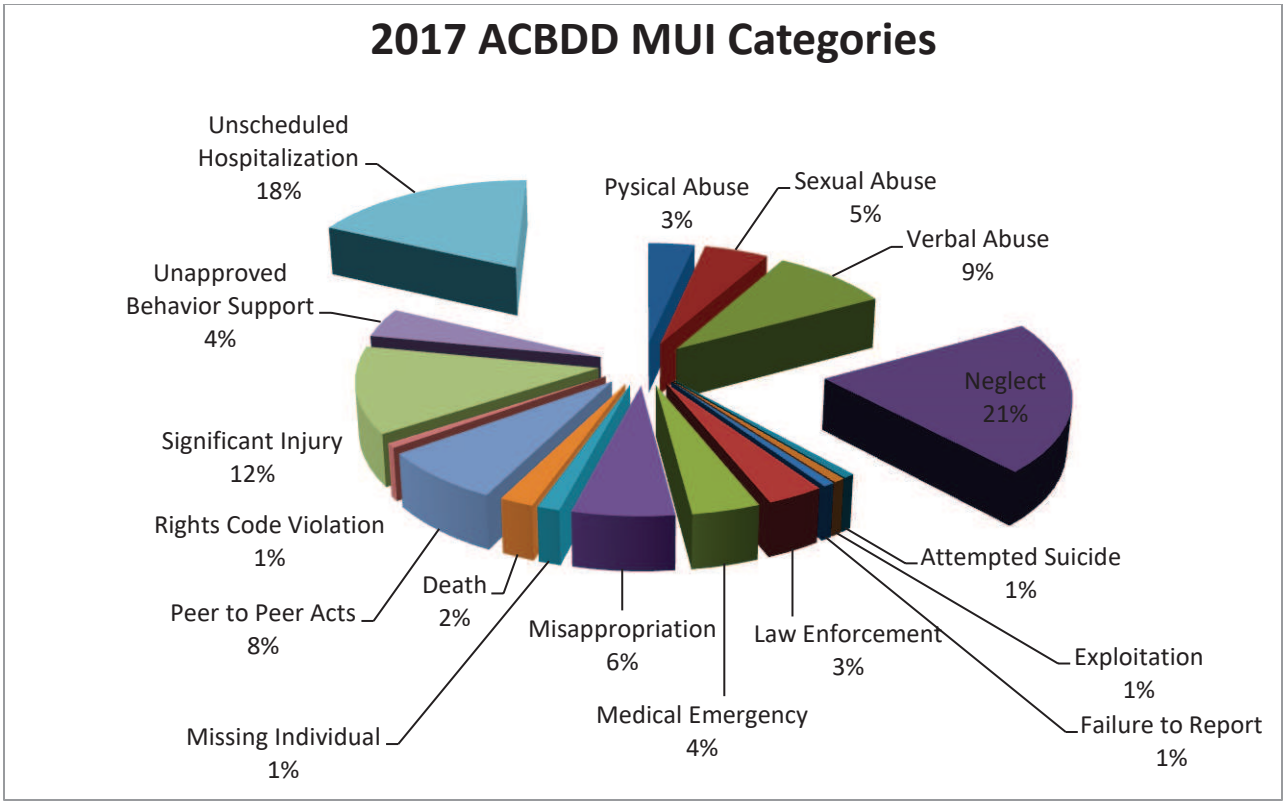
Nickel Report

There were 2 Individuals who were involved in 5 or more MUIs during 2017 meeting a trend or pattern. Individual #1 had been a resident of an ICF/DD for all of 2017. Individual #2 was a resident of the same ICF/DD until he moved into the community and chose a different provider agency. The Neglect MUIs involving Individual #1 were addressed as indicated below.

Individual #1	**Category**	**Finding**
2017-005-0037	Neglect	Unsubstantiated
2017-005-0038	Neglect	Substantiated
2017-005-0039	Neglect	Unsubstantiated
2017-005-0042	Neglect	Substantiated
2017-005-0051	Neglect	Unsubstantiated
2017-005-0127	Unscheduled Hospitalization	NA

Individual #2	**Category**	**Finding**
2017-005-0049	Peer to Peer—Verbal	NA
2017-005-0094	Unscheduled Hospitalization	NA
2017-005-0100	Missing Individual	NA
2017-005-0102	Peer to Peer—Theft	NA
2017-005-0142	Unapproved Behavior Support	NA

There was a trend and pattern during 2017 regarding one agency, an ICF/DD. There were 10 MUIs filed around the same time period for Alleged Neglect. Due to the seriousness of the alleged incidents, the Ohio Department of Health and Ohio DODD Provider Compliance were contacted and both conducted thorough reviews. As part of the corrective measures, the ACBDD assisted with extensive monitoring to ensure deficient areas were corrected.



Percentages per Category for ACBDD vs. Statewide MUI Rates

	ACBDD	Substantiated	Statewide	Substantiated
Alleged Physical Abuse	3%	0%	7%	32%
Alleged Sexual Abuse	5%	43%	2%	24%
Alleged Verbal Abuse	9%	69%	4%	41%
Alleged Neglect	21%	71%	10%	67%
Exploitation	1%	100%	1%	3%
Failure to Report	1%	100%	1%	68%
Misappropriation	6%	67%	7%	67%
Accidental/Suspicious Death	0%	NA	.5%	0%
Rights Code Violation	1%	100%	.5%	61%
Peer to Peer Acts	7%	NA	6%	NA
Medical Emergency	4%	NA	3%	NA
Missing Individual	1%	NA	2%	NA
Significant Injury	12%	NA	8%	NA
Death	2%	NA	.5%	NA
Unscheduled Hospitalization	18%	NA	30%	NA
Law Enforcement	3%	NA	4%	NA
Attempted Suicide	.5	NA	1%	NA
TOTAL	146 MUIs Filed		19481 MUIs Filed	

Exhibit 10

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
801 West Union Street
Athens, Ohio 45701
740-594-3539

NOTICE TO BIDDERS

Notice is hereby given that bids are being solicited for the operation and management of the Athens County Board of DD Food Service Program.

Proposals will be received until the hour of 12 noon local time, on May 18, 2018 at the Athens County Board of DD. Proposals received after the stated time will be returned unopened. The school district is not responsible for mail service and no fax bids will be accepted.

Proposals must be submitted in the prescribed format outlines in the Bid Specifications. Additionally, a bid bond or certified check in the amount of $10,000.00 must be submitted.

Packets are available for pickup from Stephen P. Kramer, Director of Finance and Operations, Athens County Board of DD, 801 W. Union Street, Athens, Ohio 45701.

The Athens County Board of DD shall reserve the right to reject any or all submitted proposals, or any part thereof, and waive any formalities.

This notice is also being published on the Athens County Board of DD's website and may be accessed at www.athenscbdd.org.

ATHENS COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
801 West Union Street
Athens, Ohio 45701

INSTRUCTION TO BIDDERS

The Athens County Board of DD (herein, Board), 801 W. Union Street, Athens, Ohio 45701, will receive bids for the attached specifications for Food Service Program Management, subject to the following conditions:

1. All Proposals must be in to the Office of the Director of Finance and Operations, Athens County Board of DD, 801 W. Union Street, Athens, Ohio 45701, on or before 12 noon local time May 18, 2018. Proposals will be opened at 12:15 p.m. in the Administrative Conference Room. Bidders and the public are invited to be present.

   All interested parties may arrange an inspection of premises. Interested parties must call Becky Martin, Principal and Director of Education at (740) 594-3539 ext. 229 to arrange an inspection.

2. Proposals shall be submitted in a sealed envelope properly marked "PROPOSAL FOR FOOD SERVICE PROGRAM MANAGEMENT". Proposals are to be addressed to: Stephen P. Kramer, Director of Finance and Administration, Athens County Board of DD, 801 W. Union Street, Athens, Ohio 45701.

3. Bids quoted herein shall not be withdrawn for 60 days from the date of quotation. All bids are final.

4. The Board reserves the right to reject any or all proposals or any part of any proposal.

5. In case additional information is needed, please contact Becky Martin (740) 594-3539 ext. 229. In case the Proposer finds discrepancies or omissions in or is in doubt, as to the meaning of the request for proposal, s/he should at once notify Stephen P. Kramer, who will send written instructions to all bidders. The Board of DD will not be responsible for any oral instructions.

6. Deposits: Each bid submitted must be accompanied by a certified check, cashier's check or a treasurer's check drawn to the order of the Athens County Board of DD, or a bid bond with a surety acceptable to the Board in the amount of

$10,000.00. All bonds shall be issued by companies such as will be acceptable to the Board. The performance security or bond must be from a surety company listed in the most recent U.S. Department of Treasury Circular 570.

7. The Athens County Board of DD is not responsible for mail service, and no fax bids will be accepted.

Exhibit 11

Managers List for 2018

"2017 Don't Matter No More"

- 3-year strategic plan for 2019-2021
    - Tentatively to begin in Summer 2018
- Develop community outreach/integration division
- Continue a smooth ATCO transition
    - Host more Open Forums
- Develop transportation plan
- Consider options for new SSA office
    - Expand Bus Garage
    - ATCO building
    - Building new location at Beacon
    - Consider joint building project with ACCS
- Consider future use (or no use) of ATCO building
- Consider need (or no need) for Harper Street
- Reach and maintain 100 community employed individuals
- Create Policy Workgroup to review and update policies
- In-Service Training coordination
    - Also consider online options for completing in-service training
- Review options for new agency-wide phone system
- Data management/cleanup
- Implement DODD Waiting List changes (expected later in 2018)
- Continue KOC at Beacon (if OU is able to participate)
- Clean up shared drive
- Improve ISP process
- Create online staff directory
- Community collaboration *(What does this mean? Do we need to improve community collaboration?)*
- Fiscal responsibility
    - Improve forecasting
    - Diversification of funds
    - Improve productivity
- Continue positive and intentional public relations
- Successful union negotiations
- Improve/revamped intake process

Exhibit 12

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Organizational Board Meeting Minutes
Tuesday, Jan. 23rd, 2018 – 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.

DRAFT until Board approved

1. Margaret Demko called the meeting to order at 6:05 p.m.
2. Arian Smedley did Roll Call.

ALLEN	Absent
BOND	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Present

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Gwen Brooks	Director of Human Resources
Richard Suehrstedt	Director of SSA
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Katie Evens	Medicaid Manager
Arian Smedley	Executive Assistant to the Superintendent

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

3. Dr. Jolley read the Mission Statement.

4. Dr. Jolley made motion to approve Agenda.

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

5. Demko announced the reappointments of Dr. Leonard Allen and Pam Bond, each term effective January 1, 2018, through December 31, 2021. There was brief discussion on status of new board members.

6. All board members read aloud the Oath of Office in unison, and then signed the document. Board members then completed the Declaration and Ethics Statement.

7. Election of Officers:

   Board members agreed to combine items 7a, 7b, and 7c into one motion.

   Dr. Jolley made motion to extend the current slate of officers by nominating Demko as President, Hutzel as Vice President, and Bond as Secretary.

   MOTION#: 01-23-02
   MOTION: JOLLEY
   SECOND: BOND
   AYES: BOND, DEMKO, HUTZEL, JOLLEY
   CARRIES: YES

8. Committee Assignments:

   With two new board members joining the board soon, the board agreed to postpone this vote.

   Hutzel made motion to table items 8a and 8b until next month (Exhibit 7, Page 56 & Exhibit 8, Page 57).

   MOTION#: 01-23-03
   MOTION: HUTZEL
   SECOND: BOND
   AYES: BOND, DEMKO, HUTZEL, JOLLEY
   CARRIES: YES

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

   MOTION#: 01-23-04
   MOTION: JOLLEY
   SECOND: HUTZEL
   AYES: BOND, DEMKO, HUTZEL, JOLLEY
   CARRIES: YES

10. Bond made motion to approve the board training schedule as recommended (Exhibit 10, Page 59).

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

11. Dr. Jolley made motion to approve to provide public notice of all board meetings as required by ORC 121.22. Notice shall be provided through local media, posted at all ACBDD office locations, and the ACBDD website.

    MOTION#: 01-23-06
    MOTION: JOLLEY
    SECOND: BOND
    AYES: BOND, DEMKO, HUTZEL, JOLLEY
    CARRIES: YES

12. Bond made motion to adjourn the organizational meeting at 6:17 p.m.

    MOTION#: 01-23-07
    MOTION: BOND
    SECOND: JOLLEY
    AYES: BOND, DEMKO, HUTZEL, JOLLEY
    CARRIES: YES

Exhibit 13

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, Jan. 23rd, 2018 – 6:15 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.

DRAFT until Board approved

1. Demko called the meeting to order at 6:20 p.m.
2. Smedley did Roll Call.

ALLEN	Absent
BOND	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Present

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Gwen Brooks	Director of Human Resources
Richard Suehrstedt	Director of Service & Support
Autumn Brown	ATCO Transition Manager
Katie Evens	Medicaid Manager
Arian Smedley	Executive Assistant to the Superintendent

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

3. Demko read the Mission Statement.

4. Dr. Jolley made motion to approve Agenda, once the meeting date is corrected.

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

5. New Business:

    a. Dr. Jolley made motion to approve Nov. 28, 2017, Regular Board Meeting Minutes (Exhibit 1, Pages 1-10).

MOTION#: 01-23-02

MOTION: JOLLEY
SECOND: BOND
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

b. Hutzel made motion to approve Jan. 9, 2018, Special Board Meeting Minutes (Exhibit 2, Pages 11-13).

MOTION#: 01-23-03
MOTION: HUTZEL
SECOND: JOLLEY
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

c. Hutzel made motion to approve resolution expressing the appreciation of ACBDD to Jarod Soto and Noriko Kantake for their service to the board's levy committee, Vote Yes on Issue 4 (Exhibit 3, Pages 14-15).

MOTION#: 01-23-04
MOTION: HUTZEL
SECOND: JOLLEY
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

d. Dr. Jolley made motion to approve contract with Primary Solutions, pending Prosecuting Attorney approval (Exhibit 4, Pages 16-21).

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

e. Dr. Jolley made motion to approve contract with Dr. Julie Kramer to provide Comprehensive Counseling services from February 23, 2018, until February 22, 2019, pending Prosecuting Attorney approval (Exhibit 5, Pages 22-25).

MOTION#: 01-23-06
MOTION: JOLLEY
SECOND: BOND
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

f. Dr. Jolley made motion to approve contract with Blaugrund Haynes Kessler Myers & Postalakis for legal services from January 1, 2018, until December 31, 2018, pending Prosecuting Attorney approval (Exhibit 6, Pages 26-28).

MOTION#: 01-23-07
MOTION: JOLLEY
SECOND: HUTZEL
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

g. Hutzel made motion to approve providing $3,000 as local match toward the 2019 Mobility Management Grant, managed by HAPCAP (Exhibit 7, Pages 29-177).

MOTION#: 01-23-08
MOTION: HUTZEL
SECOND: BOND
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

h. Dr. Jolley made motion to approve the 2018 Superintendent Professional Development Plan (Exhibit 8, Page 178).

MOTION#: 01-23-09
MOTION: JOLLEY
SECOND: BOND
AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

i. Dr. Davis and Brown summarized the semi-annual benchmark report for DODD (Exhibit 9, Pages 179-188). Dr. Davis added the board will be hosting four community forums to provide updates on the transition.

j. Dr. Jolley made motion to approve the board's annual Action Plan (Exhibit 10, Pages 189-219).

Discussion:
Dr. Davis reminded the board this is the final year of our current three-year strategic plan. The document highlights what has been completed and what is ongoing. The board also reviewed and discussed the internal Managers' List for 2018. Dr. Jolley commented the list was another indication of the positive progress that's been made recently.

MOTION#: 01-23-10
MOTION: JOLLEY
SECOND: HUTZEL

AYES: BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

k. Dr. Jolley made motion to approve a 2.25% cost-of-living increase in annual salary for non-union employees (managers, administrative assistants), who were employed on or before January 1, 2018. This will exclude the superintendent. The raise will be effective on the first day of the next pay period. The cost to the board will be $25,244 annually.

Discussion:
Dr. Davis proposed a 2% cost-of-living increase in annual salary for non-union employees. He also offered Option 2, which was to increase the percentage to 2.25 and exclude the superintendent.

Demko offered Option 3 – a 2.25% increase for all non-union employees, including the superintendent.

The board discussed several topics around this motion, including:

- salary increases over the past few years
- the three motion options
- the timing of the increase
- increases built into the board's union contracts
- the fact that Dr. Davis has not taken a raise since starting with the board
- the superintendent's recommendation, which was Option 2

The board agreed to amend the original motion.

Following the vote on this item, Hutzel had to leave meeting for personal reasons.

MOTION#: 01-23-11
MOTION: JOLLEY
SECOND: HUTZEL
AYES: DEMKO, HUTZEL, JOLLEY
NAYS: BOND
CARRIES: YES

l. Dr. Davis shared literature provided by Fix the List (www.FixTheList.info), which is a statewide effort to improve Ohio's waiting list for Home and Community-Based Services waivers (Exhibit 11, Pages 220-223).

Dr. Jolley requested the wait-list/waiver updates be a training for the board members for some time in 2018.

m. Kramer stated the board has no health care cost increases this year. Vision also did not increase. Dental increased by 4%. This is compared to years ago, when costs would increase between 20%-25% annually. Dr. Davis added this has saved the board a

substantial amount of money. He added we are exploring other options that may save even more. He stated he'll present those to the board, once they've been thoroughly researched.

n. Dr. Davis stated 2018 is the last year of the current three-year strategic plan. A committee will be formed to start working on the next three-year strategic plan. Meetings will commence this summer. He added the board will likely hire a professional to help with that process, as has been done in the past. Once that person or organization is selected, he'll present the recommendation to the board.

o. Bond made motion to approve exploring a second year of Kids on Campus at Beacon School with Ohio University.

Discussion:
Dr. Davis shared that he spoke with OU representatives about the possibility of doing KOC at Beacon School again this year. They are interested in doing a similar program, but they are uncertain of the details at this time.

MOTION#: 01-23-12
MOTION: BOND
SECOND: JOLLEY
AYES: BOND, DEMKO, JOLLEY
CARRIES: YES

p. Dr. Jolley made motion to hire an architect and approved exploring the cost estimates for building a new structure on the Beacon School campus, intended to house the SSA department.

Discussion:
Dr. Davis reminded the board of their efforts to re-home the SSA department. The attempt a few years ago to purchase the Connett Road property was unsuccessful. Another option discussed was building a new structure on the Beacon School campus. He stated he would now like to explore that option more fully. He is recommending we hire an architect to start that process. He added it's important we fully explore all options so that we make an informed decision.

The board discussed several topics around this motion, including:

- finances
- benefits of being on the same campus as Beacon
- benefits of building new, designed specific to the needs of the department
- plans and options around Harper Street building

MOTION#: 01-23-13
MOTION: JOLLEY
SECOND: BOND

AYES: BOND, DEMKO, JOLLEY
CARRIES: YES

6. Board Reports:

a. Superintendent, Kevin Davis (Exhibit 12, Pages 224-235).

Report stands. He added we will host a 15-minute public comment period on our annual Action Plan ahead of the February board meeting. A board member training is also scheduled just before the February board meeting.

b. Director of Education, Becky Martin (Exhibit 13, Pages 236-239).

Report stands. Martin again extended her appreciation to the board for approving the flooring upgrades.

c. Director of Finance and Operations, Steve Kramer (Exhibit 14, Pages 240-257).

Report stands. Kramer stated that due to improved management of various accounts, the board ended 2017 with a surplus. He stated this surplus will be helpful when it comes time to move on our facilities decision and also for when new waivers are fully processed. He added that he and Katie Evans are developing a way to regularly update the board on waiver costs and projections so there is better understanding of how those impact the budget.

Demko commended Kramer and the other staff members for their good work.

d. Director of Service and Support, Richard Suehrstedt (Exhibit 15, Page 258-264).

Report stands. Suehrstedt highlighted Item 6 in his report. He also added a new item that he only learned about yesterday. New admissions to ResCare have been suspended. Also, a home ResCare manages in Gallipolis will close. Three of those individuals have indicated they want to move to Athens County. He expects this move will happen late June. Suehrstedt stated he is working with staff and community partners to make that transition as smooth as possible. There was brief discussion about state-funded waivers.

e. Director of Employment Options, Doug Mitchell (Exhibit 16, Pages 260-264).

Report stands, however he did correct the total number of individuals employed. It is actually closer to 85, not 98. He explained the reporting did not take into account individuals who gained employment but then later lost employment. Dr. Davis also reminded the board the Personnel Plus Gala will happen this fall. The theme will focus on celebrating ATCO.

f. ATCO Transition Manager, Autumn Brown (Exhibit 17, Pages 265-270).

Report stands. Brown highlighted the fact that ATCO is in its final year of its three-year transition. ATCO currently has 34 people remaining – some are full-time and others are part-time. Transition classes continue.

g. Gwen Brooks, Director of Human Resources (Exhibit 14, Pages).

Report stands.

h. Director of Facilities and Transportation, Butch Withem (Exhibit 15, Page).

Report stands.

7. No comments from visitors relative to the agenda.

8. Margaret Casey, representing PGO, thanked the board members for their service to ACBDD. She also thanked the board's approval of the cost-of-living increase to non-union personnel. Lastly, she thanked Dr. Davis for his advocating for Option 2.

9. Demko shared that March 7th is DD Advocacy Day at the Statehouse.

   Dr. Davis shared that Tuesday, March 20, is the ACBDD Disability Awareness Festival at the Athens Community Center. He added we are discussing possible themes. We may focus our theme around the arts, because Passion Works will be celebrating its 20th anniversary. We will know more as the date nears.

10. Bond made motion to adjourn at 7:30 p.m.

MOTION#:	01-23-14
MOTION:	BOND
SECOND:	JOLLEY
AYES:	BOND, DEMKO, JOLLEY
CARRIES:	YES

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

April Board Report

Kevin Davis, Superintendent

- We conducted a tour of our facilities for our two new board members on March 28. Thank you to both Sherri and Michelle for seeing our facilities.
- Leadership Meetings – Multiple leadership meetings (with senior management) were held on March 28, and April 12. Various topics of interest to all managers were discussed in an effort to have all mangers working together including updates on critical issues, preparation for events, and board planning.
- All Managers' meetings – All managers' meeting (with any staff who have management responsibilities) was held on April 4. At the meeting we discussed expectations of being a manger, facility issues, and preparation for events. The next all managers' meeting will be held on May 2, at 8:30am.
- Ohio Association Of County Boards – ***Articles attached*** – these are informational only as to give a glimpse of what issues are occurring in the DD field across the state.
- Clips from local news outlets – ***Articles attached*** – highlight several of our positive activities over the past month.
- The Southern Ohio Council of Governments Superintendent's meeting was held on April 5. Topics discussed were abuse/prevention, and school program issues.
- The MOERC Superintendent's meeting will be held on Friday, April 27. I plan to attend on behalf of the Board.

- Family Children First Council executive meeting for this month – will be held on Wednesday, March. I plan to attend on our behalf. At this meeting, various items of concern regarding the implementation of services to children are discussed.
- On November 21, Gwen, Steve, Butch and I met to prepare for the new Teamsters negations. These negations are scheduled to be in the first part of December. UPDATE: these negotiations are ongoing, with no clear end date in sight at this point. **UPDATE: last meeting on April 10 – we are at an impasse and requesting the assistance of a mediator. The main issue unresolved is wages and subcontracting of work.**
- On April 17, the ARC held a training in The Plains. We were fortunate because Director Martin of the DODD was the featured speaker.
- On April 9, we conducted a meeting between Passion Works, Creative Foundations, and the County Board to discuss issues and concerns as noted in the previous board meeting. Passion Works will be presenting at the May board meeting.
- We conducted our annual MUI (Major Unusual Incidents) meeting to access trends and patterns on April 9.
- I conducted two manager's evaluations in the month of April.
- On April 16, we will be meeting with MEORC (Steve Long) to begin the strategic planning process.
- On April 12, I presented to the Athens County Planning Group – regarding the Athens County Board of DD and our programs.
- We have had multiple meetings with the commissioners regarding the use of space and potential ways to partner between the county and the ACBDD. We continue to explore possibilities and are gathering costs/estimates (pros/cons) as directed by the Board, including meeting with a local realtor. **UPDATE: we have received legal guidance, I have met with the local prosecutor, and we will have a list of options at the April Board meeting.**

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ATCO Adult Services
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atcoinc.org

Employment Options / Personnel*Plus*
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Fax: 740-593-8236

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

ACBDD is an equal opportunity employer and provider of services

- On April 6, we hosted a group of students from Athens High School who were volunteering to help clean up our flower garden, and they also spent time working with our students.

- Applications are being sent out for our ACBDD/Kids on Campus Summer Camp.

- The Board of DD was well represented on April 7 at Kidfest conducted by the Athens County Children's Services.

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- We can't express enough how proud we are of our Preschool staff and Becky Martin for receiving four stars in our recent Step Up to Quality review. Their success speaks so highly of the quality of services they provide in the classroom. Congrats Preschool (Lindsey Moore, Chris McLain, Debbie Dixon, Beth MacCombs, and Becky Martin)!!!

- On April 3, 2018, I met with the family of Harry Sands (former Beacon School superintendent) and accepted their plaque designed to go on the memorial stone in the flower garden in front of Beacon School.

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- On April 11, 2018, the entire agency participated in Wear Blue Athens County to support victims of child abuse and neglect.

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IN THE NEWS

Judge grants class-action status to developmental disabilities lawsuit aga Ohio

By Rita Price, Columbus Dispatch
Published Friday, March 30, 2018

A 2-year-old court battle between the state of Ohio and legal advocates for Ohioans with developmental disabilities can proceed as a class-action lawsuit, a federa Columbus ruled Friday.

Chief Judge Edmund A Sargus Jr. of the Southern District of Ohio granted the request in part, but also imposed a somewhat tighter definition of the class than the by plaintiffs.

Disability Rights Ohio filed the lawsuit in 2016 on behalf of six people who said the state's disabilities system violates the federal Americans With Disabilities Act by thousands of others stuck in institutions — or at risk of moving to one — because they can't get the services they need to live and work in their communities.

According to the decision, Sargus certified a class of "All Medicaid-eligible adults with intellectual and developmental disabilities residing in the state of Ohio who, 31, 2016, are qualified for home and community-based services, and, after receiving options counseling, express that they are interested in community-based ser

Disability Rights and its legal partners said the judge's ruling means that the five remaining plaintiffs now represent the interests of thousands of Ohioans.

"The resolution of our case will determine whether the state is violating the rights of class members, and if so, fix that by expanding access to community-based s Kerstin Sjoberg-Witt, director of advocacy and assistant executive director of Disability Rights.

The Ohio Department of Developmental Disabilities said in an emailed statement that officials there are reviewing the order. Ohio "remains committed to empow with disabilities and their families," the department said, and "continues to make great progress in providing opportunities for people with disabilities to choose w live."

Class-action status has been an emotional issue for families who don't want the lawsuit to speak for them. They fear that loved ones could be forced to leave high centers and move into unsafe community settings, where their complex needs won't be met.

Dozens of them fought for a voice and Sargus granted them a seat at the table in July.

The class-action ruling is disappointing, said Caroline Lahrmann, whose two children live in a residential center known as an "intermediate care facility."

Families will continue to push for the ICF choice, Lahrmann said in an email. The bottom line, she added, is that, "All choices — ICF and community options — shou communicated to individuals and families and adequately funded."

http://www.dispatch.com/news/20180330/judge-grants-class-action-status-to-developmental-disabilities-lawsuit-against-ohio

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IN THE NEWS

Stark man works 27 years to become Eagle Scout

By Jessica Holbrook, Canton Repository
Published Monday, April 2, 2018

Pinned to the front of Michael Busto's Boy Scout uniform, next to a sash covered in colorful merit badges, is a silver medal 27 years in the making.

Busto, 52, of Bethlehem Township, became an Eagle Scout last month, the Boy Scout's highest rank.

"If I can do it, any scout can do it," Busto said.

Busto, who has developmental disabilities, became a scout in 1990. He's a member of Troop 35, which meets at St. Paul's Catholic Church in North Canton.

Rick Weber, former scoutmaster and current assistant scoutmaster, was Busto's manager at the former Cohen-Joilet Industries, a Stark County Board of Developn workshop. Weber invited Busto and other workshop clients to join Troop 35 and camp at the Seven Ranges Scout Reservation.

Busto thrived at the camp. He earned the Pipestone Camp Honor — a polished rock given to scouts for meeting a set of milestones — for five years, the highest le to get his fifth-year pipestone was quite an achievement and he did that without great effort," Weber said. "He did what he needed to do. And that's quite an honc

He has remained active in the organization.

Busto is "an exceptional guy" who works hard and is always quick to lend a hand. At camp, he's great at teaching volleyball and helping first-year scouts stay on tra particular knack for comforting homesick campers, Weber said.

"When I took them to camp, I was figuring this would enhance their quality of life. And that's really all I thought it would do," he said.

"I never would have dreamed that Mike would have attained this. But it was his determination, his work, that got him this honor."

Eagle Scout

Becoming an Eagle Scout isn't easy. Scouts first have to earn the rank of Life Scout. Then they have to meet a list of requirements, including earning at least 21 me also have to lead and complete a service project.

Scouts are supposed to meet those requirements before age 18, but the organization makes exceptions for those with disabilities.

About 2 percent of Boy Scouts have earned the rank of Eagle Scout since it was introduced in 1912, according to Scouting magazine.

"I'm really proud of him. I'm really proud of what he's done. And of all the people that have helped him along the way," said Busto's mother, Martha.

For his project, Busto organized a food drive at the Salvation Army of Massillon, where his family attends worship services.

He solicited monetary donations as well as donations of food, hygiene products and household items for a homeless drive. Fellow scouts and family members als gathering donations. Busto also organized the food pantry and the drive itself. And he had to make presentations to the Rotary Club and other officials.

"The 'man upstairs' helped me a lot," Busto said.

The food drive, held last June, was a big success.

"It was tremendous. We were certainly able to help over 150 families in need with just the things they brought in," said Maj. Thomas Perks of the Salvation Army.

"When a family has to choose between food or rent, or an elderly couple has to choose between rent or purchasing medicine, this was a godsend to relieve those they could stay in their homes."

Celebration

Busto has helped more people than he'll ever realize, Perks added. "I've told him, when you ride down the street and see people out there and they're smiling and look healthy, those could be folks you helped through your efforts."

The Salvation Army gave Busto its 2017 Homeless Hero award. Members also honored him with a Eagle Scout-themed quilt and a handmade wooden sign that ha entryway.

The Salvation Army hosted Busto's Eagle Scout Court of Honor ceremony last month, a celebration that drew more than 100 people.

One of them was another scout with disabilities who went to camp with Busto. Seeing Busto become an Eagle Scout encouraged him to keep working toward the Martha Busto said. "I hope it will inspire others to do the same thing."

Michael Busto has advice for those working toward that goal: "Just keep at it. I didn't quit," he said.

http://www.cantonrep.com/news/20180402/stark-man-works-27-years-to-become-eagle-scout

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RELEASES

Judge certifies class in Ball v. Kasich lawsuit

By Erich Hiner, OACB
Published Tuesday, April 10, 2018 4:00 pm

On March 30, the U.S. District Court for the Southern District of Ohio allowed for the certification of a plaintiff class in Ball v. Kasich, allowing the case to move forv action lawsuit. In its decision, however, the court determined that the presiding judge should define the class in the lawsuit.

Click here to see OACB's new archive on developments in the Ball v. Kasich lawsuit.

The decision (click here to download) states that in order for a person to be part of the class involved in the suit, he or she must be a Medicaid-eligible adult Ohio or after March 31, 2016, is qualified for home- and community-based services and, after receiving options counseling, wants to receive community-based services

The class of people originally proposed by DRO would have included nearly all people with developmental disabilities in the state. After extensive briefing, the cou of the class to only those people eligible for and interested in receiving waiver-funded services after receiving options counseling. The court's decision to limit the part on affidavits submitted by OACB legal counsel.

The next phase of the lawsuit is likely to be a lengthy period of information gathering and sharing. OACB legal counsel will continue to work to determine how the impact the case and its potential reach. OACB will update members on new developments in future editions of the PolicyBrief. Members with questions about this contact Bridget Gargan (bgargan@oacbdd.org) at 614-431-0616.

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https://www.athensmessenger.com/news/atco-idol-delights-at-stuart-s/article_e5274c1d-6166-5e7d-88ad-93878447f53f.html

ATCO Idol delights at Stuart's

By MEGAN HENRY Special to the Messenger Apr 7, 2018

Two ATCO Idol performers offer their best impressions of the Blues Brothers.
Messenger photos by Megan Henry

Note: This story appears in the Saturday, April 7 newspaper on Page A1.

NELSONVILLE — Tom Gibson belted out the words to The Georgia Satellites hit "Keep Your Hands to Yourself" and strummed along on an imaginary air guitar while the lyrics played in the background.

He was one of the more than 20 people who performed in the seventh annual ATCO Idol contestant Thursday night at Stuart's Opera House in Nelsonville.

"Everybody is a winner at ATCO Idol," said Leslie Perry, event coordinator and community inclusion specialist for ATCO.

She was one of the event's emcees along with Passion Works artist and past ATCO Idol performer Billy Dooley.

ATCO stands for Advocacy, Training, Careers, and Opportunities and offers daily habilitation for disabled individuals. The Athens County Board of Developmental Disabilities sponsored Thursday's event.

"What was different about this year was we had the community musicians partnered with the individuals with disabilities and made it a more inclusive and integrated evening," said ACBDD Supt. Kevin Davis said. "We wanted to highlight the community members who were willing to help."

Many of the artists had community members play an instrument alongside the contestants and sing with them. Country music, particularly Garth Brooks, was the most popular music of choice among the performers.

Just like American Idol, ATCO Idol had three judges: Margaret Demko of Albany, William Peacock of The Plains and musician Dave Borowski.

Contestants were judged on three categories: how well they knew the lyrics, how much fun they were having and their overall performance.

ACTO Idol began as a small karaoke contest but interest in the event blossomed over the years.

"We started working our way out into the community and had a lot of community support," said Autumn Brown, ATCO's transition manager. "People were really wanting to practice their performance and do a competition, so last year we reached out to Stuart's Opera House."

ATCO is scheduled to close by the end of 2018. As The Messenger has reported, the disabilities board is forced to transition clients to other service providers as part of the federal Medicaid mandate.

"We look forward to the future of the new model and having the community be a bigger part in the lives of those with disabilities," Brown said.

Also like American Idol, an event featuring musicians with disabilities will not be going away.

“I know people have a lot of concern about the closing of ATCO this year but these are the kind of events that will continue and we’re committed to doing that,” Davis said.

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https://www.athensnews.com/culture/arts_and_entertainment/popular-atco-idol-event-has-new-twist-this-year/article_01f00e1e-35d6-11e8-981b-53d144cc4dbe.html

Popular ‘ATCO Idol’ event has new twist this year

Apr 1, 2018

Participants from last year’s “ATCO Idol” stand on stage at Stuart’s Opera House for their finale.

Provided photo

The 2018 edition of ATCO Idol, the county’s popular talent show that’s organized by Athens County Board of Developmental Disabilities, is set for Thursday, April 5 at Stuart’s Opera House with a new format.

The event is free and open to the public. Doors open at 5:30 for the 6-8 p.m. event.

According to a news release, audience members can expect performances of classic favorites such as “Keep Your Hands to Yourself,” “Ain’t Nothin’ But a Hound Dog” and “This Land is Your Land.”

The new twist on this year’s ATCO Idol is that this year, several local musicians without disabilities will be paired with performers with disabilities. This new format will create a more integrated experience for everyone involved, explained Autumn Brown of ACBDD who is organizing the event. She said the change will help make the county an even more inclusive community.

“This evening is first and foremost about highlighting the talents and passions of individuals,” Brown said in the release. “And by broadening our participation to others in the community, we’re creating opportunities for lasting friendships across abilities to be created.”

ACBDD’s ATCO Idol started eight years ago, featuring karaoke-style musical performances done exclusively by individuals with intellectual/developmental disabilities.

Every ATCO Idol since then has grown and evolved. This year is the first time local musicians without disabilities are invited to partner.

ATCO, which stands for Advocacy, Training, Career, Opportunities, is a day habilitation center for individuals with disabilities. As previously announced, ACBDD will be closing ATCO at the end of 2018, in order to comply with a federal mandate. Even with this transition, ACBDD will still invest in community events such as ATCO Idol into the future, the release said.

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

Report to the Board
April 24, 2018

I would like to congratulate our preschool team for achieving a **FOUR STAR Step Up To Quality** rating! Star ratings are awarded only to learning and development programs that exceed licensing standards and that are committed to continuous improvement, the continuing education of teachers, the use of learning and development standards to support children's learning, and relationship-building with families and communities. The entire staff worked diligently to ensure we were offering a quality program as defined by the state and spent countless hours gathering evidence to support the rating. Congratulations to Beth Maccombs, Debbie Dixon, Chris Mclain, and Lindsay Moore! You are amazing!

A Hawaiian Luau was the theme for the second annual Beacon School Prom. Students in the Intermediate II and Young Adult classrooms participated along with students from Federal Hocking, Nelsonville-York, and Athens City Schools. The gym was decorated with many flowers, handmade by the Prom Committee along with Totem Poles that were contributed by the "For the Kids" student group at Ohio University. Other decorations included a huge palm tree made by our Beacon students in collaboration with our resident artist, Barb Ery. Students and staff enjoyed dressing up, dancing to the music, and eating food galore! We would like to express our thanks to all the businesses in the community who donated food or items, Amanda Weaver and Kathleen Carlson for doing hair and makeup, the Catholic Ladies of Columbia for serving the attendees, and to our own Butch Withem for grilling the delicious hamburgers and hot dogs for the event. I would like to personally express my sincere thanks to Krystal Palmer and Hiede Smart for working so hard to bring this event together for our students, and the students and families of our districts.

On March 29th students from Athens High School in collaboration with students from Ohio University completed a Service Learning Project at Beacon School. They began their day by cleaning out the classroom flower beds so they could be replanted, visiting classrooms, and participating in a shared reading experience. The group ended their day by holding a drumming assembly where our students used household items to repeat rhythms as directed by the group. It was a great experience for our students and a learning experience from the group. Some of the AHS students expressed interest in becoming Intervention Specialists at the end of the day.

Upcoming Events:

Friday, April 27th – Special Olympics at Alexander football field. The event kicks off with a parade at approximately 8:30 with events running until 1:00. Come join the fun and cheer on the athletes of Beacon School!

Thursday, May 10th – Beacon School field trip to the Columbus Zoo.

Friday, May 11th – Beacon Singers at 10:00

Tuesday, May 15th – Art Show & Ice Cream Social 3:30-7:30

Friday, May 18th – Water Day & Cookout – 9:00-1:00

Tuesday, May 22nd – Preschool Awards & Graduation 10:00

Wednesday, May 23rd – Graduation & Awards for classrooms P1- Young Adult

Monday, June 4th – Last Day of School for Students

Tuesday, June 5th – Last Day for Staff

EARLY INTERVENTION Highlights for APRIL 2018 ACBDD Meeting

Caseload as of April 9, 2018: Total = **27**; Additions = **6**; Exits = **3**

Evaluations/Assessments for MARCH 2018 which DD staff participated in:
Eligibility Evaluations = **9** *Redeterminations* = **2**
Physical Therapy evaluation only per request = **1**

Trainings and/or Meetings Attended:
****March 20, 2018:*** Participated in DD Awareness Fair in combination with the Help Me Grow Early Intervention exhibit at the Community Center; Jodi Mitchell and Adrienne Nagy represented the county board.

****April 3, 2018***: Webinar: "What Early Interventionists Need to Know About Bilingual Language Development in Toddlers, Part 1" attended by Mary Ann Smathers.

****April 4, 2018:*** Service & Support Administration (SSA) and Early Intervention (EI) Meeting to discuss and plan a smooth transition to SSA services for children transitioning from EI services to outline eligibility for SSA services, as well as referral requirements for Family Support Funds. Those in attendance were: Richard Suehrstedt, Becky Martin, Tristin Lawrence, Kathleen Carlson, Emily Finsterwald), Lindsey Bogatay, and myself.

****April 5, 2018:*** PLAY Project phone conference with The Childhood League Center of Columbus to discuss awareness of Autism, red flags, child find, what to do to help behavioral and sensory issues and how to help parents feel comfortable with the diagnosis and services such as the PLAY (Play and Language for Autistic Youngsters) Project, sharing videos as well as talking to parents "who have been there" for the southern counties in Ohio. Becky Martin and Mary Ann Smathers participated in this conference and provided feedback in regards to Athens County. The Childhood League Center will be implementing two components: Part 1 is "How to help parents feel comfortable" and Part 2 will be "How to offer additional support to team members."

****April 5, 2018:*** Primary Service Provider (PSP) Approach and Coaching follow-up meeting to review the service approaches and techniques since we have been implementing them for over a year now. Topics included a review of the PSP formula form for choosing most appropriate PSP, review of when to determine Informed Clinical Opinion, and the introduction of Mental Health services to the team. Adrienne Nagy , Jodi Mitchell, and myself were in attendance.

"Celebrating our Achievements:"
A new enrollee, a 3 month old infant with a history of seizures and gross motor delays has already made great developmental gains!! Practical and fun ways to integrate more tummy

time resulted in the infant going from rarely and barely lifting the head off a flat surface to lifting the head up to a 90 degree angle for short amounts of time in just over a week and a half!! The infant is now maintaining head control, when held, for longer lengths of time, too!!

Respectfully submitted,

Mary Ann Smathers, MA SpEd
Senior Developmental Specialist

Exhibit 16
Athens County Board of Developmental Disabilities
Business Manager's Report

April 24, 2018

Notice to the Board and Stakeholders:

The following schedules detail financial performance of the Athens County Board of DD as of March 31, 2018. All schedules are reconciled with the Athens County Auditor's records as required by statute.

Revenue By Month 2018

401 General	Jan.	Feb.	Mar.	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
General Tax Beacon													
Trailer Tax													
Homestead & Rollback													
Grants	79,639	213,065	236,755										529,459
Lunch Sales		766	1,435										2,201
Contract Services													
Other Receipts													
Martin Match Receipts			12										12
Supported Living Subsidy	161,161												161,161
DODD TCM Match Transfer		641	7										648
Refunds			197,127										197,127
Reimbursements	207	4,261	185										4,653
Gifts & Donations	250		2,067										2,317
Other Non-Rev (Misc Rec)	3,255	4,722	854										8,831
Transfers In													
Fund Totals:	**244,512**	**223,455**	**438,442**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**906,410**
Revenue - Beac Cap Impr													
Fund Totals:	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total:	**244,512**	**223,455**	**438,442**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**906,410**

Exhibit 16
Athens County Board of Developmental Disabilities
Business Manager's Report

Expenses By Month - 2018													
401 General	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Total**
Salaries	331,453	324,525	314,303										970,281
Health Insurance	105,582	108,994	29,459										244,035
Medicare	4,392	4,350	4,201										12,942
Workers Compensation													
PERS / STRS	46,387	47,270	46,203										139,860
Contract Services	123,278	87,451	53,184										263,913
Rentals	6,160	7,380	5,130										18,670
Non waiver Supported Living	4,490	21,741	12,889										39,120
Repairs / Maintenance	1,156	4,317	338										5,811
Supplies	15,937	18,970	12,872										47,778
Equipment	5,210	3,522	4,055										12,788
Other Expenses	39,031	2,615	2,495										44,141
Medicaid Match - TCM													
Family Support Services	6	2,508	4,122										6,637
Medicaid Waiver Match	511,372												511,372
Utilities	11,068	8,869	13,330										33,266
Fees-Settlement													
Advertising-Printing	2,257	1,058	1,545										4,859
Travel / Reimbursement	3,780	1,223	4,293										9,296
Election Expense													
Transfer Out													
Fund Totals:	**1,211,557**	**644,793**	**508,418**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,364,768**
Capital Improvements	26,116	7,500	0	0	0	0	0	0	0	0	0	0	33,616
Grand Total:	**1,237,674**	**652,293**	**508,418**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,398,385**

Exhibit 16
Athens County Board of Developmental Disabilities
Business Manager's Report

Revenue Levels Year-to-Date at 03/31/2018 (25% of YTD)

Line	Account		Budget	Actual 2017 YTD	Actual 2018 YTD	Percentage Collected
	General					
1	0085.410100	S31 - General Tax Beacon	6,817,459			
2	0085.410400	S32A - Trailer Tax	94,926			
3	0085.412100	S31A - Homestead & Rollback	595,471			
4	0085.412500	S33 - Grants	2,200,845	538,665	529,459	24.06%
5	0085.413110	S37 - Lunch Sales	6,500	1,128	2,201	33.86%
6	0085.413120	S38 - Contract Services				0.00%
7	0085.417100	S39 - Other Receipts	146,789	1,826		0.00%
8	0085.417110	Martin Match Receipts		53	12	
9	0085.417120	Supported Living Subsidy	595,494	164,997	161,161	27.06%
10	0085.417130	DODD TCM Match Transfer		459	648	
11	0085.417140	S40 - Refunds	250,000	275,621	197,127	78.85%
12	0085.417150	S41 - Reimbursements	35,000	8,235	4,653	13.29%
13	0085.417500	S35 - Gifts & Donations	15,000	10,325	2,317	15.45%
14	0085.417800	S43 - Other Non-Revenue (Misc Rec)	10,000	5,688	8,831	88.31%
15	0085.422100	S44 - Transfers In				
	Grand Totals:		**10,767,484**	**1,006,997**	**906,410**	

Exhibit 16
Athens County Board of Developmental Disabilities
Business Manager's Report

Expenditure Levels Year-to-Date at 03/31/2018 (25% of YTD)

Line	Account	Budget	Actual 2017 YTD	Actual 2018 YTD	Percentage Spent
	General				
1	4356.510200 Salaries	4,331,196	928,850	970,281	22.40%
2	4356.520150 Health Insurance	1,345,664	224,429	244,035	18.13%
3	4356.522100 Medicare	62,802	12,345	12,942	20.61%
4	4356.524100 Workers Compensation		47,670		
5	4356.525100 PERS / STRS	601,743	127,176	139,860	23.24%
6	4356.530100 Contract Services	763,337	273,245	263,913	34.57%
7	4356.530101 Rentals	78,191	18,549	18,670	23.88%
8	4356.530102 Non-Waiver Supported Living	197,500	69,476	39,120	19.81%
9	4356.530200 Repairs / Maintenance	37,382	11,267	5,811	15.55%
10	4356.540100 Supplies	164,539	37,941	47,778	29.04%
11	4356.550100 Equipment	40,000	7,812	12,788	31.97%
12	4356.560100 Other Expenses	72,000	17,666	44,141	61.31%
13	4356.560101 Medicaid Match - TCM	N/A	N/A	N/A	
14	4356.560102 Family Support Services	50,000	6,207	6,637	13.27%
15	4356.560103 Medicaid Waiver Match	2,682,744	608,293	511,372	19.06%
16	4356.560107 Utilities	112,193	31,114	33,266	29.65%
17	4356.560110 Fees-Settlement	166,486			0.00%
18	4356.560200 Advertising-Printing	34,128	6,582	4,859	14.24%
19	4356.560300 Travel / Reimbursement	27,578	8,601	9,296	33.71%
20	4356.560500 Election Expenses				
21	4356.580100 Transfer Out				
	Fund Total:	**10,767,483**	**2,437,224**	**2,364,768**	

Exhibit 16
Athens County Board of Developmental Disabilities
Business Manager's Report

2018	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Beg. Fund Balance	**3,510,128**	2,543,083	2,121,745	2,051,769	2,051,769	2,051,769	2,051,769	2,051,769	2,051,769	2,051,769	2,051,769	2,051,769
Revenues	244,512	223,455	438,442	0	0	0	0	0	0	0	0	0
Expenditures	(1,211,557)	(644,793)	(508,418)	0	0	0	0	0	0	0	0	0
Ending Fund Balance	**2,543,083**	**2,121,745**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**
Funds Transferred to Rsrve Fd												
Adjusted Ending Balance	**2,543,083**	**2,121,745**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**	**2,051,769**
Min Fund Bal. (@ 25%)	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871	2,691,871
Variance from Min Fd Bal	**(148,788)**	**(570,126)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**	**(640,102)**
Carryover Percentage	**23.62%**	**19.71%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**	**19.06%**

Fund Number, Name	**Balance**
401 General Fund	2,051,769.00
403 Supported Living Fund	14,078.96
015 Beacon Bond Fund	2,639.01
404 Capital Improvement Fund	1,168,180.33
All Funds	**3,236,667.30**

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

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skramer@athenscbdd.org

General Fund Balance Calculation	
Balance at 01/01/2018	**3,510,127.82**
Revenues	**906,409.52**
Expenditures	**(2,364,768.34)**
Balance at 03/31/2018	**2,051,769.00**

*Budgeted expenditures of $10,767,483 x 25% = $2,691,871.

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

Exhibit 16
Athens County Board of Developmental Disabilities
Business Manager's Report

General

4356.520150 Health Insurance			
American United Life Insurance Company	April, 2018 - Life Insurance Premium	04/01/2018	$1,650.75
Compass Professional Health Services	March, 2018 - Current Month Service Billing	04/12/2018	$244.00
Delta Dental of Ohio, Inc.	March, 2018 - Dental Insurance Premium	03/19/2018	$4,038.68
Delta Dental of Ohio, Inc.	April, 2018 - Dental Insurance Premium	04/10/2018	$4,014.92
Medical Mutual of Ohio	May, 2018 - Vision Insurance Premium	04/01/2018	$1,221.88
Patrick Benefits Administrators	check register dated 3/23/18 - HRA deductibles	04/01/2018	$5,109.96
Patrick Benefits Administrators	check register dated 3/30/18 - HRA deductibles	04/01/2018	$8,934.51
Patrick Benefits Administrators	check register dated 4/6/18 - HRA deductibles	04/06/2018	$922.24
Patrick Benefits Administrators	May, 2018 - HRA Adm charges	04/10/2018	$409.50
TelaDoc Care, LLC	March, 2018 -Monthly Administration Fees	03/16/2018	$130.50
TelaDoc Care, LLC	April, 2018 - Monthly Administration Fees	04/10/2018	$295.80
U. S. Bank Institutional Custody Services	April, 2018 - HSA premiums	04/02/2018	$15,020.24
U. S. Bank Institutional Custody Services	April, 2018 - HRA premiums less three employee deduction checks	04/02/2018	$67,032.40
	Health Insurance Total: 109,025.38		
4356.522100 Medicare			
Athens County Auditor	March, 2018 - Medicare Contributions	03/20/2018	$4,200.63
	Medicare Total: 4,200.63		
4356.525100 PERS / STRS			
Athens County Auditor	March, 2018 - OPERS and STRS contributions	03/22/2018	$45,395.36
	PERS / STRS Total: 45,395.36		
4356.530100 Contract Services			
Atco, Inc.	March, 2018 - Atco front office support - 114.50 hours @ $11.21/hr	04/12/2018	$1,283.55
Atco, Inc.	March, 2018 - Consumer Scanning 117.50 hrs @ $11.21/hr	04/12/2018	$1,311.72
Atco, Inc.	February, 2018 - Beacon Kitchen Assistant	03/20/2018	$500.44
Atco, Inc.	February, 2018 - Production Aide -140 hours @ $10.46/hr	03/20/2018	$1,463.70
Atco, Inc.	February, 2018 - Payroll Clerk - 60 hours @ $15.02/hr and Secretary of 140.25 hours @ $7.80/hr	03/20/2018	$1,995.15
Atco, Inc.	March, 2018 - Consumer Wages - ODD Funded adults	04/09/2018	$1,069.50
Atco, Inc.	March, 2018 - Job Trainers - Other 22 hrs; Follow Along/Admin 66.75 hrs; and ODD Funded Adults/Admin 314.51 hrs @ $17.	04/09/2018	$7,057.03
Balch, Freda	March, 2018 - 14 days of providing consumer transportation instead of running bus on that road	04/04/2018	$78.40
BCI	March, 2018 - BCI & FBI webchecks	04/03/2018	$582.00
Biancone, Sally	February 23, March 19 & March 20, 2018 - photos, etc. 10.50 hours @ $25/hr	04/01/2018	$262.50
Biancone, Sally	February 23, March 19, 22, 27, and 30, 2018 - photos, etc. 17.50 hours @ $25/hr	04/02/2018	$437.50
Biancone, Sally	April 2, 3, and 4, 2018 - photos, etc. 7.50 hrs @ $25/hr	04/04/2018	$187.50
Cintas Corporation	uniforms	03/21/2018	$25.00
Cintas Corporation	uniforms	03/19/2018	$25.00
Cintas Corporation	uniforms	04/01/2018	$25.00
Cintas Corporation	uniforms	04/04/2018	$25.00
Cintas Corporation	uniforms	04/11/2018	$25.00
Cross Management	March, 2018 - HR contract	04/04/2018	$1,666.43
Koch, Steven	April 6, 9 and 11, 2018 - 5 hours at $25/hr - PPAAC	04/13/2018	$125.00
Koch, Steven	March 8, 12, 23, 26, & 30, 2018 - 12.75 hours at $25/hr - PPAAC Advisory Council	04/01/2018	$318.75
Medicaid Billing Solutions, Inc.	Medicaid billing for waiver services May-December 2017 (DODD MAR18A) and Medicaid billing for TCM services July-Septer	03/19/2018	$3,712.12
Medicaid Billing Solutions, Inc.	Medicaid billing for TCM services October - November 2017 (DODD MAR18d)	04/06/2018	$2,778.69
Nagy PT, Adrienne	January, 2018 - PT Services - 24 hours for EI and .50 hours for School @ $50/hr	03/30/2018	$1,212.50
Nagy PT, Adrienne	February, 2018 - PT Services - 15.75 hours for EI @ $50/hr	03/30/2018	$787.50
Nagy PT, Adrienne	March, 2018 - PT Services - 18 hrs for EI; 18.50 hrs for School Age; 3 hrs for Atco and 5.50 hrs of Meetings @ $50/hr	03/30/2018	$2,250.00
Southern Ohio Council of Governments	February, 2018 - MUI Investigative Agent Services - 65 hours @ $45/hr	04/01/2018	$2,925.00
Southern Ohio Council of Governments	February, 2018 - Service & Support Administration Services - 10.23 hours @ $45/hr	04/02/2018	$460.35
The Healthy Edge, LLC	03/27/18 - DOT	04/01/2018	$103.00
The Healthy Edge, LLC	03/28/18 - NON DOT	04/02/2018	$38.00

Time Warner	April, 2018 -Internet for PP	04/13/2018	$287.50
Time Warner	April, 2018 - Internet	04/06/2018	$3,044.50
Treasurer of State, %OH Dept of MR/DD	Athens 3Q 18 ADM fees 1.25% administrative fees	04/10/2018	$41,011.80
Treasurer, State of Ohio - OOD (RSC)	VR Contracts Invoice for Match - FFY2018 Installment #1	04/01/2018	$49,944.00
	Contract Services Total: 127,019.13		
4356.530101 Rentals			
Atco, Inc.	April, 2018 - Passion Works Rent	04/04/2018	$3,000.00
B & C Communications	April, 2018	04/01/2018	$100.00
Pitney Bowes	SSA postage meter rental from 1/30/18 to 4/29/18	04/05/2018	$204.00
Pitney Bowes	ADM postage meter rental from 1/30/18 to 2/24/18	04/10/2018	$308.76
Southeastern Ohio Management Company	June, 2018 - PersonnelPlus Rent - 1002 East State Street	04/13/2018	$2,100.00
	Rentals Total: 5,712.76		
4356.530102 Non-Waiver Supported Living			
Athens Metropolitan Housing	April, 2018 - Rent	04/13/2018	$424.00
Athens Metropolitan Housing	April, 2018 - Rent	04/13/2018	$433.00
Athens Metropolitan Housing	April, 2018 - Rent	04/13/2018	$424.00
Athens Metropolitan Housing	April, 2018 - Rent	04/13/2018	$424.00
Athens Metropolitan Housing	April, 2018 - Rent	04/13/2018	$309.00
Buckeye Community Services	January 12 & 13, 2018	04/01/2018	$793.76
Budget Pest Control %Thomas Bailey	Second Bed Bug Treatment - 24 High Street, Chauncey	04/01/2018	$175.00
Budget Pest Control %Thomas Bailey	Second Bed Bug Treatment - 599 Patton Street, Nelsonville	04/01/2018	$134.38
Fang Services, LLC	April 2018 - Rent	03/21/2018	$510.00
Havar, Inc.	voided check #721885 - discovered they had overbilled for services	03/28/2018	-$4,232.77
Havar, Inc.	February 1-25, 2018 - SL Barte $1199.99; Blatt $867.10; Conover $1434.10	04/01/2018	$3,501.19
Havar, Inc.	June, 2017 - Supported Living	04/04/2018	$9,355.78
Havar, Inc.	February, 2018 - Supported Living	03/21/2018	$4,232.77
Havar, Inc.	August, 2017 - Supported Living	04/04/2018	$10,454.44
Havar, Inc.	September, 2017 - Supported Living	04/04/2018	$8,810.44
Hocking.Athens.Perry Community Acti	105 - Athens on Demand Transit one way fares for 2017	04/02/2018	$210.00
Lowe's Home Centers, Inc. (Athens)	GE Washer and Dryer - Home Choice Funds	04/11/2018	$718.20
Perry, Pamela F.	March 19-25, 2018 - 158 units of HPC @ $4.19/unit	04/13/2018	$662.02
Perry, Pamela F.	Final bill - 20 hours of HPC @ $4.19/unit and 87 miles at $.45/mile	04/13/2018	$122.95
Perry, Pamela F.	March 5 to 11, 2018 - 156 units of HPC @ $4.19 per unit	04/01/2018	$653.64
Perry, Pamela F.	February 26 thru March 4, 2018 - 168 units @ $4.19/hr and 204 miles at $.45/mile	03/21/2018	$795.73
Ripple, Thomas E.	March 4 & 25, 2018 - two one hour massage therapy treatments	04/13/2018	$120.00
	Non-Waiver Supported Living Total: 39,031.53		
4356.530200 Repairs / Maintenance			
Limbach Company LLC	labor and materials necessary to perform test two back flow - Beacon & Atco	04/10/2018	$395.00
Ohio Pest Control	1/24/18 - Atco	03/19/2018	$43.00
Ohio Pest Control	3/28/18 - Beacon	04/01/2018	$49.00
Ohio Pest Control	3/28/18 - Atco	04/10/2018	$43.00
Poynter's Business Products	Contract base rate charge for hte 4/11/18 to 7/10/18 billing period - Beacon	04/13/2018	$343.75
Security Electronics, Inc.	March 14th Annual Inspection of Fire & Sprinkler System at Atco and annual inspection of fire alarm @ Beacon School	04/03/2018	$475.00
Snouffer Fire & Safety, LLC	ansul 3 gallon ansulex, 3 gallon stainless steel tank, and ansul 3/4" gas valve - Beacon Kitchen	04/01/2018	$1,043.95
	Repairs / Maintenance Total: 2,392.70		
4356.540100 Supplies			
Pidcock Glass Company	7/8 Lowe ins. unit 25 1/2 x 24 - Harper Street	03/19/2018	$182.11
4imprint, Inc.	250 Frosted Tumblers - PersonnelPlus - for Disability Festival	03/21/2018	$225.00
4imprint, Inc.	250 Bic Sticky Notes - PersonnelPlus	03/19/2018	$149.64
Athens Sun & Fun	liquid shock case	04/01/2018	$31.98
Brown, Autumn	Garden supplies reimbursement for purchase from Rural King and Walmart	04/12/2018	$76.92
C & E Stores (Athens)	building supplies - Atco	04/13/2018	$13.32
C & E Stores (Athens)	building supplies - Atco	03/19/2018	$13.07
C & E Stores (Athens)	building supplies - Atco	03/19/2018	$17.04
C & E Stores (Athens)	building supplies - Beacon	03/19/2018	$24.01

C & E Stores (Athens)	building supplies - Beacon	04/04/2018	$3.65
C & E Stores (Athens)	building supplies - Atco	04/05/2018	$25.65
Carlson, Kathleen	reimbursement for purchase from JoAnn Fabrics - easels	04/01/2018	$28.86
Carter, Angela M.	Reimbursment for purchases from Dollar Tree for decorations and supplies for Disability Awareness Festival	04/01/2018	$39.59
Classic Solutions	building supplies - Beacon	04/12/2018	$581.52
Classic Solutions	building supplies - Atco	04/12/2018	$37.14
Classic Solutions	credit on building supplies - Atco	04/12/2018	-$104.70
Classic Solutions	building supplies - Atco	03/19/2018	$488.71
Classic Solutions	building supplies - Beacon	03/19/2018	$355.07
Classic Solutions	building supplies - Beacon	03/19/2018	$111.63
Cline Welding Supply	15 gal muratic acid	04/05/2018	$135.00
Irvine's Camper Sales, Inc.	step motor and step gear box	03/19/2018	$211.51
Jones, Julie D.	Reimbursement for purchase from Walmart for refreshments for Disability Awareness Festival	04/01/2018	$22.07
Kroger - Columbus Customer Charges	Snacks for CPR/First Aid Training on April 12, 2018	04/12/2018	$39.85
Lowe's Home Centers, Inc. (Athens)	building supplies - Beacon	04/01/2018	$23.38
Lowe's Home Centers, Inc. (Athens)	building supplies - Beacon	04/01/2018	$41.23
Lowe's Home Centers, Inc. (Athens)	building supplies - Beacon	04/01/2018	$11.25
Lowe's Home Centers, Inc. (Athens)	credit - return of microwave	04/01/2018	-$62.00
Lowe's Home Centers, Inc. (Athens)	building supplies - Harper Street	04/05/2018	$76.90
Matheny Motor Truck Sales	vehicle parts	04/01/2018	$215.61
Matheny Motor Truck Sales	vehicle parts	04/01/2018	$147.21
Matheny Motor Truck Sales	credit on return of vehicle part	04/05/2018	-$64.15
Matheny Motor Truck Sales	credit on return of vehicle part	04/05/2018	-$19.12
Matheny Motor Truck Sales	credit on core return	04/05/2018	-$206.25
Matheny Motor Truck Sales	vehicle parts	04/05/2018	$44.15
Matheny Motor Truck Sales	vehicle parts	04/05/2018	$284.37
Matheny Motor Truck Sales	vehicle parts	04/05/2018	$482.13
Matheny Motor Truck Sales	vehicle parts	04/10/2018	$211.62
Memory Book Company	80 Yearbooks	04/13/2018	$1,321.63
Ohio Cat	vehicle parts	04/12/2018	$120.76
Penchura, LLC	2 molded bucket seats with proguard chains blue with blue harness and safety straps for molded bucket sets - Beacon	04/03/2018	$1,449.90
Poynter's Business Products	shipping charges on toner for copier	04/02/2018	$13.50
Poynter's Business Products	shipping charges on toner for copier	04/10/2018	$13.50
Randy V. Moore Petroleum Distribution LLC	236 gals of unleaded delivered on 3/13/18 @ $2.175/gal	03/19/2018	$513.30
Randy V. Moore Petroleum Distribution LLC	186 gals of diesel delivered on 3/13/18 @ $2.47/gal	03/19/2018	$459.42
Randy V. Moore Petroleum Distribution LLC	131 gals of diesel delivered on 3/20/18 @ $2.47/gal	04/01/2018	$323.57
Randy V. Moore Petroleum Distribution LLC	250 gals of unleaded delivered on 3/20/18 @ $2.175/gal	04/01/2018	$543.75
Randy V. Moore Petroleum Distribution LLC	240 gals of unleaded delivered on 3/27 @ $2.53/gal	04/02/2018	$607.20
Randy V. Moore Petroleum Distribution LLC	240 gals of unleaded delivered on 3/27/18 @ $2.275/gal	04/02/2018	$546.00
Randy V. Moore Petroleum Distribution LLC	245 gals of unleaded delivered on 4/3/18 @ $2.275/gal	04/10/2018	$557.38
Randy V. Moore Petroleum Distribution LLC	330 gals of diesel delivered on 4/3/18 @ $2.53/gal	04/10/2018	$834.90
RAPIDWRISTBANDS d/b/a Velocity Promotio	200 wristbands - Beacon	03/19/2018	$40.00
Risch Home Health Care, Inc.	convaid ez rider 16", transit option, headrest extension, h harness with pads, 3 point positioning belt and custom configured se	04/04/2018	$2,678.40
Robertson Heating Supply Co. of Ohio	building supplies - Beacon	03/19/2018	$16.64
Robertson Heating Supply Co. of Ohio	building supplies - Beacon	04/01/2018	$39.85
Robertson Heating Supply Co. of Ohio	building supplies - Beacon	04/01/2018	$71.11
Robertson Heating Supply Co. of Ohio	building supplies - Beacon	04/01/2018	$15.45
Robertson Heating Supply Co. of Ohio	building supplies - Beacon	04/01/2018	$24.16
Slater Builders Supply	building supplies - Beacon	04/01/2018	$17.44
Smart, Hiede	Reimbursement for purchase from Heiners/Sara Lee for hot dog and hamburg buns for prom	04/11/2018	$29.70
Staples	5 medical batteries	03/21/2018	$19.95
Staples Business Advantage	office supplies - PersonnelPlus	03/16/2018	$248.75
Staples Business Advantage	office supplies - PersonnelPlus	04/02/2018	$18.99
State Electric Supply	building supplies - Atco	03/20/2018	$70.00
State Electric Supply	building supplies - Bus Garage	04/01/2018	$11.24

State Electric Supply	building supplies - Beacon	04/02/2018	$45.21
State Electric Supply	building supplies - Beacon	04/11/2018	$50.00
Subway	lunch for Tom Hess DODD Training on 3/20/18	04/12/2018	$195.98
Synchrony Bank (Amazon)	two Pacon SunWorks Construction Paper and two Zacro 400 pound Survival Combo Crafting Kits	03/21/2018	$38.70
Synchrony Bank (Amazon)	Amplin FDA CE Approved Medical Hospital Grade Non Contact Infrared Forehead Thermometer and case	03/21/2018	$28.42
Synchrony Bank (Amazon)	YeaLink EHS36 IP Phone Wireless Headset Adapter	03/20/2018	$32.50
Synchrony Bank (Amazon)	VoiceJoy 4 Pin RJ9/RJ10/RJ12 Plug Headphone headset and Audicum H201GXPC Binaural Call Center headphone headset	03/20/2018	$53.79
Synchrony Bank (Amazon)	credit on Plantronics A10 Direct Connect Cable	03/20/2018	-$85.84
Synchrony Bank (Amazon)	Plantronics M70 Bluetook Headset	03/20/2018	$27.00
Synchrony Bank (Amazon)	Lemon-Glycerin Swabsticks - 4 boxes of 25	04/02/2018	$17.02
Synchrony Bank (Amazon)	Forito Monitor Dust Cover Silky Smooth Nonwoven Montior Dust Cover for 27" -28"	04/06/2018	$14.99
Synchrony Bank (Amazon)	Healing Exercise Sitting Tai Chi DVD and Beneath the Aurora - Atco	04/06/2018	$31.92
Synchrony Bank (Amazon)	Three Aran Safety Disposable Elastic Wrist and hood coverall - Transportation	04/09/2018	$29.91
Uni-Select USA, Inc.	vehicle parts	04/12/2018	$260.61
Uni-Select USA, Inc.	vehicle parts	04/12/2018	$53.73
Uni-Select USA, Inc.	credit/return vehicle parts	04/12/2018	-$53.73
Uni-Select USA, Inc.	vehicle parts	03/19/2018	$4.09
Uni-Select USA, Inc.	vehicle parts	03/19/2018	$9.22
Uni-Select USA, Inc.	vehicle parts	04/04/2018	$76.36
Uni-Select USA, Inc.	return of vehicle parts	04/04/2018	-$76.36
Uni-Select USA, Inc.	vehicle parts	04/04/2018	$72.00
Uni-Select USA, Inc.	vehicle parts	04/01/2018	$87.38
Uni-Select USA, Inc.	core deposit return	04/01/2018	-$18.00
Uni-Select USA, Inc.	vehicle parts	04/01/2018	$11.71
Uni-Select USA, Inc.	return of vehicle parts	04/01/2018	-$85.62
Uni-Select USA, Inc.	vehicle parts	04/01/2018	$115.87
Uni-Select USA, Inc.	vehicle parts	04/01/2018	$28.62
Uni-Select USA, Inc.	vehicle parts	04/03/2018	$13.80
Uni-Select USA, Inc.	vehicle parts	04/05/2018	$41.32
Uni-Select USA, Inc.	vehicle parts	04/05/2018	$81.85
Uni-Select USA, Inc.	vehicle parts	04/05/2018	$41.32
Walmart Community/Synchrony Bank	food supplies and drinks for prom on 4/13/18	04/12/2018	$96.06
Walmart Community/Synchrony Bank	easels - SSA	03/21/2018	$11.86
Walmart Community/Synchrony Bank	easels, crayons, serving bowl, easter candy, candy - SSA	03/21/2018	$17.98
Walmart Community/Synchrony Bank	credit - SSA	03/21/2018	-$2.82
Walmart Community/Synchrony Bank	transportation supplies	04/04/2018	$4.97
Walmart Community/Synchrony Bank	food items purchased for Disability Awareness Festival and training	04/11/2018	$124.48
Warehouse Tire	tire	04/01/2018	$124.40
Warehouse Tire	tire repair	04/10/2018	$22.50
Warehouse Tire	medium truck lazer alignment straighten axle, one drive axle, etc	04/10/2018	$340.61
	Supplies Total: 16,385.27		
4356.560100 Other Expenses			
Athens City-County Hlth. Dpt.	2018 Application for License to Operate a Public Swimming Pool	04/05/2018	$180.00
Brackley, Chase	Reimbursement for Lifeguard Review Course	04/03/2018	$120.00
Bureau of Motor Vehicles	DD placard for vehicles	04/01/2018	$3.50
Bureau of Motor Vehicles	DD placard for vehicles	04/01/2018	$3.50
Bureau of Motor Vehicles	DD placard for vehicles	04/01/2018	$3.50
Bureau of Motor Vehicles	DD placard for vehicles	04/01/2018	$3.50
First National Bank Omaha	Five dozen donuts purchased from McHappy's Donut	04/04/2018	$54.95
Kroger - Columbus Customer Charges	balloons for Disability Festival	04/01/2018	$100.00
Kroger - Columbus Customer Charges	orange juice and paper products for Preschool recognition on 4/4/18	04/04/2018	$20.33
Kroger - Columbus Customer Charges	four flower arrangements for Preschool Recognition on 4/4/18	04/04/2018	$60.00
Kroger - Columbus Customer Charges	Ballons for Preschool Recognition on 4/4/18	04/04/2018	$6.99
Kroger - Columbus Customer Charges	supplies for Easter Egg hunt and Easter Egg Party - Beacon	04/01/2018	$143.41
MD Computer Services, Inc.	500 Stress Balls	03/20/2018	$442.94

MD Computer Services, Inc.	500 stress balls - Kidfest - second order	04/02/2018	$417.94
O.U. Office of the Bursar	2018 JobFest: Part Time, On-Campus, and Seasonal Employment Registration March 28, 2018	03/19/2018	$162.00
Oriental Trading Company	items for prom	04/01/2018	$379.72
OSCBDD	OSCBDD Annual Dues - 2018	04/01/2018	$50.00
Staples	blueprints - items for Disability Awareness Festival	04/01/2018	$68.31
Treasurer of State of Ohio	3/6/18 - Cast Iron boiler inspection - Beacon	03/19/2018	$53.25
Treasurer of State of Ohio	3/6/18 - Cast Iron boiler inspection - Beacon	03/19/2018	$53.25
Treasurer of State of Ohio	3/6/18 - water tube boiler inspection - Beacon	03/19/2018	$53.25
	Other Expenses Total: 2,380.34		
4356.560102 Family Support Services			
Athens County Community Singers	Membership in the Athens County Community Singers for Fall 2017-Spring 2018 program - family support services	03/20/2018	$50.00
Budget Pest Control %Thomas Bailey	First bed bug Treatment - family support services	04/13/2018	$134.38
Riddle, Ashleigh Nichole	March 12 to March 16, 2018 - 37.75 hours of respite - family support services	03/22/2018	$500.00
Synchrony Bank (Amazon)	replacement Egg Incubator and Kozmicc laptop sleeve portable case bag handle - family support services	03/19/2018	$80.98
Synchrony Bank (Amazon)	Full SureGuard Mattress Encasement, Stroller Organizer with Wristlet Wallet, Stroller Clip Fan, and Graceo LiteRider - family	03/16/2018	$149.94
Synchrony Bank (Amazon)	Spark Kitchen Sink - family support services	03/16/2018	$35.59
Synchrony Bank (Amazon)	Refund on Egg Incubator - family support serivces	03/19/2018	-$73.98
Synchrony Bank (Amazon)	Mxson Men's Casual Sneakers Ultra Lightweight Breathable Mesh - family support services	03/28/2018	$29.99
Synchrony Bank (Amazon)	credit - on Mxson Men's Casual sneakers ultra lightweight - family support services	03/28/2018	-$29.99
Synchrony Bank (Amazon)	Origami Bugs Kit, Complete Origami Kit, and Japanese Origami for Beginners kit - family support services	04/01/2018	$35.83
Synchrony Bank (Amazon)	BCOZZY Chin Supporting Travel Pillow - family support services	04/01/2018	$29.97
Synchrony Bank (Amazon)	WorkPro 45-piece screwdriver bits socket with, mommy-help toilet seat lid-lok, child safety cabinet locks	04/01/2018	$63.80
Synchrony Bank (Amazon)	P is for Potty - family support services	04/01/2018	$6.96
Synchrony Bank (Amazon)	Summer Infant My Size Potty, No More Diapers for Ducky!	04/01/2018	$41.30
Synchrony Bank (Amazon)	th for love prime climb, brainwright dog pile the pup puzzle, Polaroid premium photo paper	04/01/2018	$238.87
Synchrony Bank (Amazon)	Three Pull-Ups Learning Designs Training Pants for Girls - family support services	04/02/2018	$71.61
Synchrony Bank (Amazon)	Incontinence Bed Pat Waterproof Mattress Sheet Protector	04/02/2018	$169.84
Synchrony Bank (Amazon)	Liquid Chalk Markers Erasable Pens, Dry Erase Chalkboard Wall Calendar, and Con-Tact Brand Adhesive Chalk Board Cove	04/04/2018	$28.01
Szostek, Rachel	Reimbursement for 2018 Summer Camps at Athens Community Center - ALLOTMENT Amount of $500 - family support servi	04/02/2018	$500.00
	Family Support Services Total: 2,063.10		
4356.560103 Medicaid Waiver Match			
Treasurer of State, %OH Dept of MR/DD	WAIVER IO	04/05/2018	$511,372.00
	Medicaid Waiver Match Total: 511,372.00		
4356.560107 Utilities			
American Electric Power	8 Harper Street electric from 2/13/18 to 3/12/18	03/16/2018	$656.21
American Electric Power	Bus Garage electric from 2/14/18 to 3/14/18	03/20/2018	$350.03
American Electric Power	Atco electric from 2/23/18 to 3/21/18	04/01/2018	$920.16
American Electric Power	Atco light from 2/21/18 to 3/21/18	04/01/2018	$10.12
American Electric Power	Beacon electric from 3/1/18 to 3/28/18	04/02/2018	$1,878.37
City of Athens	Beacon water from 2/7/18 to 3/7/18 - 40,000 gals	03/16/2018	$434.43
City of Athens	Atco water from 2/20/18 to 3/20/18 - 10,000 gals	04/02/2018	$145.05
Columbia Gas	Beacon gas from 1/12/18 to 2/9/18	03/16/2018	$638.46
Columbia Gas	PersonnelPlus gas from 2/14/18 to 3/15/18	03/20/2018	$75.84
Columbia Gas	Atco gas from 2/14/18 to 3/15/18	03/20/2018	$379.00
Frontier	April, 2018 - Atco Phones	04/09/2018	$235.21
Frontier	April, 2018 - credit on PersonnelPlus	04/09/2018	-$9.95
Frontier	April, 2018 - Credit on PersonnelPlus	04/09/2018	-$24.53
Frontier	April, 2018 - Credit for Harper Street	04/09/2018	-$38.63
Frontier	April, 2018 - Beacon	04/09/2018	$251.32
Frontier	April, 2018 - Beacon main line	04/09/2018	$26.90
Frontier	April, 2018 - Beacon fax line	04/09/2018	$30.33
Information Destruction Services	Destroyed for PersonnelPlus on 3/23/18	04/09/2018	$50.00
Interstate Gas Co (IGS)	February, 2018 - Beacon	04/01/2018	$1,724.03
Le-Ax Water Dept.	Bus Garage water from 2/15/18 to 3/14/18 - 3000 gals	04/02/2018	$37.50
Le-Ax Water Dept.	St. Rt. 56 water from 2/15/18 to 3/14/18	04/02/2018	$19.50

The Plains Water & Sewer District	6 Harper Street water from 2/27/18 to 3/28/18 - 1,700 gals	04/13/2018	$39.06
Verizon Wireless	March and April, 2018 - phones for Beacon, Personnel Plus, and Bus Garage/SSA	03/19/2018	$2,371.51
Waste Management	April, 2018 - Atco	04/02/2018	$539.64
Waste Management	April, 2018 - Bus Garage	04/02/2018	$162.64
Waste Management	April, 2018 - Beacon	04/02/2018	$203.72
	Utilities Total: 11,105.92		
4356.560200 Advertising-Printing			
APG Media of Ohiom KKD	Advertising in Athens News on Feb 5th and 8th - New Positions	04/05/2018	$358.00
Minuteman Press	Business Cards	03/19/2018	$152.00
Ohio University Printing Services	two 2018 Disability Awareness Festival Posters - PersonnelPlus	03/21/2018	$26.42
	Advertising-Printing Total: 536.42		
4356.560300 Travel / Reimbursement			
Atherton, Beth	Travel 2/6/18 to 2/19/18	03/21/2018	$27.54
Atherton, Beth	Travel 3/5/18 to 3/27/18	04/04/2018	$22.68
Beyond Our Boundaries	Training on 3/13/18	04/11/2018	$45.00
Bogatay, Lindsey	Travel 2/1/18 to 2/28/18	04/01/2018	$77.17
Bogatay, Lindsey	Travel 3/1/18 to 3/27/18	04/06/2018	$173.36
Evans, Katie	Travel 02/05/2018 to 04/10/2018	04/11/2018	$410.83
First National Bank Omaha	Virtual Mastering Your HR Generalist Role	03/19/2018	$1,195.00
Hagen, Cale W.	Travel 03/05/18 to 3/16/18	03/22/2018	$92.43
Hagen, Cale W.	Travel 3/19/18 to 3/281/8	04/01/2018	$164.54
Harrison, Audra	Travel 2/1/18 to 3/23/18	04/06/2018	$98.37
McNelly, David R.	Travel 1/3/18 to 3/13/18	03/16/2018	$179.04
Mitchell, Jodi	Travel 3/2/18 to 3/29/18	04/01/2018	$108.46
North-Moss, Barbara	Travel 1/24/18 to 2/27/18	04/06/2018	$75.48
OACBDD	March 28, 2018 SSA Forum	04/13/2018	$680.00
Sincoff, David	Travel 2/2/18 to 3/29/18	04/06/2018	$97.00
Smathers, Mary Ann	Travel 3/1/18 to 3/26/18	04/01/2018	$107.61
Swackhamer, Jerry W.	Travel 2/15/18 to 3/29/18	04/06/2018	$119.08
The ARC of Ohio, Inc.	ARC Conference on April 17, 2018 - 7 registration fees	04/12/2018	$693.00
The ARC of Ohio, Inc.	April 17, 2018 - Training Fees - Professional	03/19/2018	$891.00
The ARC of Ohio, Inc.	April 17, 2018 - Training Fees - Professional	03/20/2018	$693.00
	Travel / Reimbursement Total: 5,950.59		
Voucher Count: 276	**Grand Totals:**		**$882,571.13**

Athens County Board of Developmental Disabilities

Board Submission by Richard Suehrstedt
Area of Supervision: Service and Support Administration
April 24, 2018

Department Highlights:

- As a part of the "Off-Year" Accreditation Readiness service provided by MEORC, a sample of ISP's was reviewed for rule compliance and person-centered thinking. The results were quite positive for the department. All specific areas of concern have been addressed.

- The SSA Dept. attended the quarterly SSA Forum sponsored by OACBDD on March 28. The focus of the training was on the new waiting list rule, outcomes in ISP's, and community integration. These training are always positive events for the SSA's and an opportunity to keep up with the ever changing rules and accreditation requirements.

- On April 2-3 a committee of SSA's and managers participated in a 2-day Kaizon event with MEORC to evaluate and improve the process of ISP completion. The goal is to streamline the process, reducing wasted time and steps. This should improve the overall efficiency of the process. Additional work remains to be done to implement the recommendations, but substantial progress was made in identifying roadblocks and unnecessary steps in the process.

- Many SSA's attended DODD training sessions in Chillicothe and Zanesville centered on ISP outcomes and plan writing to meet rule expectations. The training helped provide greater clarity in expectations and strategies.

- On April 17 Director Martin and Deputy Director Lori Horvath spoke to the SSA's, parents and self-advocates at an open forum hosted by the ARC regarding new waiting list rules, person directed goods and services and technology supports for individuals.

- The children's SSA's and Early Intervention are working to improve the transition process from EI to SSA as children turn 3. The emphasis is on improving communication and understanding between the programs so that the process is seamless for families that need ongoing services once their child turns 3.

- The SSA Dept. recognized 2 SSA's last month – **Beth Graham** and **Jamie Hart** for the outstanding work they each have done to support an individual on their caseload. We plan to make these internal recognitions a regular occurrence to acknowledge the challenging work of the SSA and the efforts that they make to support individuals and families.

- Several SSA's are participating in Good Life Training – a 7 part series focused on helping individuals live a better life and supporting Good Life principles in the workplace.

March Data

Individuals Receiving SSA Services	**391**
Eligibility Referrals	**5**
# Determined Eligible	**5**
Annual ISP's Completed	**40**
ISP Addendums and Revisions	**14**
Waiver Enrollments (IOW)	**0**
Waiver Enrollments (LV1W)	**1 (2 pending)**
Waiver Enrollments (SELF)	**0**
Total Enrolled (LV1W)	**54**
Total Enrolled (IOW)	**148**
Total Enrolled (SELF)	**6**
# Agency providers	**23**
# Independent Providers	**40**
Productivity (February Data)	**72%**

PersonnelPlus
Employment Services
A Program of the Athens County Board of DD
personnelplus.org
facebook.com/PersonnelPlus
Still the one in Athens County after 35 years!

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

March 2018
Board Report

Job Development

Angela Carter
Job Developer

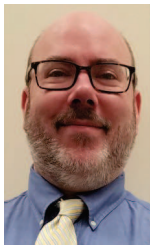
Four Jobs Filled in March 2018

At the beginning of March, Brianna interviewed at Kroger in Athens. At the interview she was offered and accepted a position as a courtesy clerk. Brianna had been with PersonnelPlus on and off for a year. Brianna was so happy for this opportunity that she cried with joy when offered the job and said "I did it!' Brianna began her job on March 9th and needed minimal supports to learn her job. She states that she likes her job now and is happy to have this opportunity to earn money to be more independent.

Later in the month Brittany, who has been looking off and on for a job for several years, applied to a position at Bob Evan's. After an interview was set up she was offered a job there as a greeter. She welcomes restaurant guests as they enter and assists the other hostesses as needed when it gets busy. She works a set schedule through the busy weekends. A job trainer was on site for the first couple of weeks but not long after Bob Evans felt that she was doing fine and that a job coach was not needed. PersonnelPlus continues to provide follow along support for her in order to ensure she is able to maintain her job. Brittany enjoys her new job and has become a welcome addition to the Bob Evan's staff.

Finally, Steven came into job development at the end of February. He currently held a job but due to health issues wanted to find a less physically demanding job in customer service/retail. After about a month of job searching Steven applied for a sales floor position at Elder-Beerman. He interviewed, was offered, and accepted the position. Since he started out part time he decided to keep his other job until his hours pick up. Steven did not need any job coaching services to learn his job. PersonnelPlus contacted his hiring manager Jeremy, who was happy to have Steven as part of the team. Steven will have follow along services weekly just to make sure he is doing well in his job and doesn't need any additional supports.

Moving into April we are looking forward to warmer weather and continued success for the job seekers we provide services to.



Marcus Dobro
Job Developer

In March, I had one job seeker receive and accept a job offer. Barry accepted a new job but after working with the company, was offered another position with more hours and more pay working for a previous employer. Sadie accepted a position with Josh Cook at The Kid's Place doing janitorial work as well as helping out with lunches and cleanup. Sadie will begin her job in April.

I also have been in talks with Donkey to secure a position for Bill with a possible position opening in May. I've been successful in establishing some new contacts at places like APG marketing, and Athens Historical Society, and have a number of good leads for the job seekers for April and May. I also am continuing to teach my clients employment skills in the areas of interviewing and professional behavior.

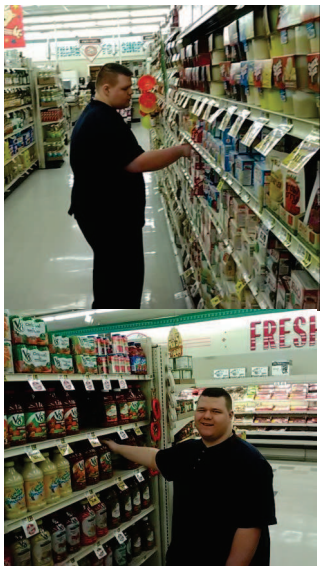
Job Training

Heather Clemons
Training Coord.

Intakes- Two intakes were completed for a new job seeker who will receive services this month.

Community Based Assessment- One Community Based assessment was done. The site was The Piggly Wiggly in The Plains.

On the Job Support-We worked with two individuals in new job placements to assist them with learning their new jobs. These were at Bob Evans and Kroger in Athens.



Community Based Assessment at the Piggly Wiggly

Employee Development- Employee development was done with multiple job seekers. Applications were submitted to Kroger, Family Dollar, Bob Evans, Joann Fabric, and Donato's. A job trainer met with each of the job seekers weekly to assist them in their job searches. The trainers assisted job seekers with filling out job applications both on line and in the community. They conducted mock interviews and researched possible job opportunities.

Bob Evans
DOWN ON THE FARM®

Kroger

DONATOS
PIZZA SUBS SALADS

JOANN
fabrics and crafts

FAMILY DOLLAR

Employment Support

Julie Jones
Employment
Support Coord.

March started off with a march down Court Street to kick off Developmental Disabilities Awareness Month. The PersonnelPlus staff made signs and participated in the march. The rest of the month was spent participating in four ISP meetings, one team meeting, working with two people who were very close to quitting/ losing their jobs and trying to help them through their struggles, learning an online scheduling system to help some employees submit their availability and requests on line, and normal follow ups with businesses after the monthly follow alongs were done.

I accompanied the PersonnelPlus Advocacy and Advisory Council to celebrate Developmental Disability Awareness and Advocacy Day in Columbus. I secured food and decorations for the PPAAC table for the Disability Awareness Festival.

PersonnelPlus Advocacy and Advisory Council

Several people from the PersonnelPlus Advocacy and Advisory Council (PPAAC) had the privilege of attending the Developmental Disability Awareness and Advocacy Day in Columbus at the State House. They got to sit in on the program showcasing several people with disabilities in Ohio who are making a difference in their communities. After the program was over the PPAAC had the pleasure of meeting with Senator Hoagland.

Later in the month the PPAAC was at the Disability Awareness Festival hosting the food table. It was a huge success and members enjoyed serving people in the community.

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Employment Options Division

ACBDD TRANSITION SERVICES

Amy Goldsberry
Transition Coord.

I just finished my first month as the Transition Coordinator with the County Board. This month time was spent completing orientation and learning about board services, especially those offered in the Employment Options Division.

The 2018 Disability Awareness Festival was my first event and it was a great opportunity to see comradery in the community and meet different staff within the agency. I met with staff from several different schools in the county, including Beacon School and Federal Hocking, to discuss transition services. A meeting is scheduled at Nelsonville York and I hope to schedule with the rest of the schools in the county soon.

Summer Youth Employment Planning Underway

The 2018 Summer Youth Work Program is in full swing and quickly approaching. I have been working on securing education and work sites, as well as gaining donations to provide meals for the students while they are working. There are several Intakes scheduled and I look forward to meeting with the students and their parents as these are completed.

New Partnership with Opportunity for Ohioans with Disabilities Assists Transition Age Youth

I have been working on developing a curriculum that is Pre-Employment Transition Services specific. This curriculum will be utilized in Beacon, Federal Hocking, and Nelsonville York school districts to provide services to students who are transition-age in partnership with OOD. Topics include: job exploration counseling, work-based learning, counseling on post-secondary opportunities, workplace readiness training, and instruction in self-advocacy.

Section 1: Jobs

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
New Hires	0	1	4									
Total number jobs filled	0	1	5									
Total number of individuals employed in the community	80	78	80									
Job tryouts for month	0	0	0									
Job offers to Job Seekers	0	1	5									
Job offers accepted by Job Seekers	0	1	5									
Jobs placed and lost regardless of reason. Example; Down sizing, relocation, promotion, etc. in 2018	0	3	1									
Jobs lost due to termination	0	0	0									
Job losses regardless of year placed or reason (not counted above)	1	0	2									
Number of individuals receiving active Job Development Services (an active job search in place)	21	22	16									

Section 2: Internships/Community Based Assessments

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total Number of individuals receiving OOD assessments; CBA, CX, Job Coaching, On the Job Supports, Activities of Daily Living, etc.	4	6	3									

Section 3: Atco or Other Day Habilitation Centers

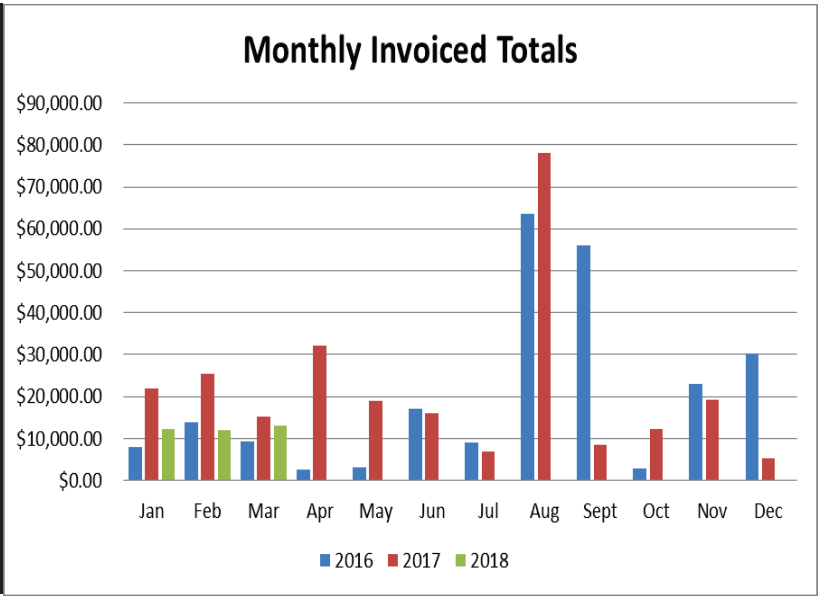
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total number of Atco or other Day Hab. Individuals referred to PersonnelPlus to actively seek employment (OOD) for the month	3	2	1									
Total number of Atco or other Day Hab. Individuals PersonnelPlus has obtained jobs for in 2018	0	0	1									

Section 4: Total Services Provided

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total number of individuals receiving Community Employment Services via PersonnelPlus	105	106	103									

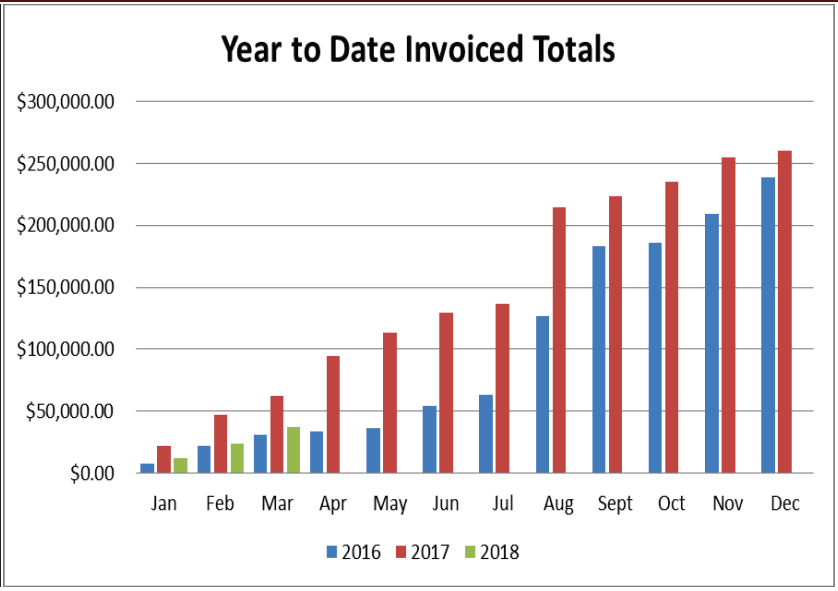
MONTHLY INVOICED TOTALS

OOD Monthly Invoiced			
	2016	**2017**	**2018**
January	$7,959.78	$21,806.38	$12,181.55
February	$13,747.26	$25,294.16	$11,981.65
March	$9,215.70	$15,314.77	$13,008.25
April	$2,706.00	$32,256.81	
May	$3,138.44	$18,921.12	
June	$17,212.52	$16,119.53	
July	$9,143.73	$6,999.90	
August	$63,705.90	$78,035.70	
September	$56,143.40	$8,486.82	
October	$2,915.36	$12,148.36	
November	$22,954.87	$19,197.44	
December	$30,169.72	$5,402.65	



YEAR TO DATE INVOICED TOTALS

Year to Date Invoiced			
	2016	**2017**	**2018**
January	$7,959.78	$21,806.38	$12,181.55
February	$21,707.04	$47,100.54	$24,163.20
March	$30,922.74	$62,415.31	$37,171.45
April	$33,628.74	$94,672.12	
May	$36,767.18	$113,593.24	
June	$53,979.74	$129,712.77	
July	$63,123.47	$136,712.67	
August	$126,829.37	$214,748.37	
September	$182,972.77	$223,235.19	
October	$185,888.13	$235,383.55	
November	$208,843.00	$254,580.99	
December	$239,012.72	$259,983.64	



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. Everyone is welcome!
Yoga with Paul Richard Every Monday
4:30-6:15 Individualized sessions Limited Mobility needs
6:30-7:30pm, Beginner Yoga
Holistic Health and Breathing class Mondays 10am
Zumba with Kim Rios Wednesday 9am-10am
Movie Night Second Tuesday of the Month
Live Music every Friday with Chris Biester 1pm
Rec Bowling every Tuesday at 5pm
League Bowling Wednesdays 5pm (on break until fall)
Athens County Community Singers Practice held at ATCO 1-2pm Thursdays
April 20 Atco Earth Day activities
April 24 Silver Spurs perform at ATCO
April 26 Bring Daughter/Son to work day
April 21 THAS Race for a Cure 9am
April 27 Music Therapy performance at ATCO
May 10 ATCO and Beacon trip to Columbus Zoo
May 15 Open Forum- ATCO Transition Update and Fix the List(Waiver Wait List info)
May 17 ACCS performance at Senior Safety Day-Athens Fairgrounds

Atco Adult Services (Mark Cullison, Atco Director)

ATCO Idol a Huge Success

If you were at Stewart's Opera House on April 5th then you witnessed the most successful ATCO Idol to date. Some truly talented folks treated the audience to some amazing performances. Musicians without disabilities also accompanied some of the performers making this a fully integrated event. Thank you to all the staff and supporters who also worked hard to make this a fantastic event.

League Bowling an important activity:

Wednesday night league bowling is one activity that is very important to adults served by the ACBDD. Learning to compete and be a team member are valuable lessons learned by the league members. League bowling also is an important venue for the Special Olympics bowlers to practice and prepare for tournaments throughout the year. The Wednesday night league bowling is supported by volunteers from OU, members from Alpha Phi Omega which gives the students a great opportunity to interact with and learn from folks with developmental disabilities. Last Wednesday April 5th was the end of the semester pizza party for all the league participants. They will start up again in the fall. Thank you to Janet Wallisch for coordinating the league bowling and Special Olympics bowling.

Changes coming to rule on Medicaid Waiver waiting list

http://www.fixthelist.info - Important link to receive information on the changes coming

Through the efforts of a coalition of stakeholders and informed by the feedback of people with developmental disabilities and their families, we believe that a new approach to the way Ohio's HCBS waiver waiting list operates is needed. **It's time to Fix The List.**

Earth Day April 22

ATCO will be recognizing Earth Day on April 20th by planting flowers and landscaping at the homes of a couple of the folks who attend ATCO. We will also be working on the ACBDD golf hole at the People First Putt Putt course. Come Join us!!!!!

Nursing Notes: (Joanne Heinzman, Director of Nursing)

Megan Stack provided a County Board CPR and First Aid Course to staff in need of recertification on April 12th at ATCO.

It seems we are starting to see the light on the other end of the tunnel for the flu outbreak our county has seen. We have been reminding people to wash hands and stay home if they have symptoms.

Atco Transition Update (Autumn Brown, Atco Transition Manager)

Leadership Athens County

Autumn Brown has applied to be in the Leadership Athens County Program through the Athens Foundation. This experience will further the community networking for the Athens County Board of DD, as we work toward finding new and exciting connections that will expand opportunities for the people we serves.

OPEN FORUM MAY 15th

May 15th we will hold the second Open Forum for stakeholders updating them on the transition and being available for any questions or comments. The topics of the forum will be to update on the ATCO Transition, and a second topic sharing information on the changes and details for the Waiver Waiting list now known as "Fix the List".

Community Outreach Work Group: Next Meeting will be May 16th at Noon

We will be learning more about the RSVP Senior volunteer program. This group meets bimonthly to help community partners, providers, and county board supports to develop a network to work towards inclusion.

April 13th Community After Prom Luau Dance:

Hosted by Sechkar was a huge success. Thank you to David Herold and the Sechkar Team for taking on the community dance which was offered to us by Beacon as they had a beautifully decorated Gym for their Friday April 13th Prom. This is an example of how past ATCO led events will carry on with the support of our local provider agencies and other community partners.

The SOCOG Good Life team has created the first ever SSA Pilot Good Life Concepts, Principles, and Tools

The Athens County SSA's have sent a team of 6 to join Ross County and Morgan Counties Teams to participate in our first ever SSA Good life Concepts, Principles, and Tools 7 series learn experiences. We decided to do this in an effort to lay the foundation of support as David and I begin to share Good Life in Athens County. We need the SSA team to reinforce the positive culture that will begin to thrive from Goodlife facilitations.

SSA Tool Kit: Threshold of Work

A training for SSA's related to Crossing the Threshold of Work. The initial thought is to offer 4 sessions that are 1/2 day (4hrs) in length for a total of 16 hours.
The focus of this training would be on supporting SSA's with self–assessment & intentionality related to their crossing the Threshold of Work. The purpose of the training would be to help SSA's to be aware of their "Heart, Hats of Support, Must Haves, 8 Head to Toe tools & Emotional First Aid.

Following the initial 4 sessions we are looking at 3 sessions again ½ day in length with the focus of the three sessions on using Good Life tools for conducting on site observations/monitoring, ways to acknowledge/appreciate front line professionals, facilitating team meetings and strategies to address conflict in team meetings. The training for these three sessions would be 12 hrs. Using the ½ day format. The overall time for the 7 sessions would be 28 hours spread across 3 to 4 months.

The outcomes of this training:

1) To assist SSA's in increasing their person self - awareness & self – assessment, including the strengths & skills that they bring to the job.
2) To provide SSA's with tools they can use during team meetings, during on site observations / monitoring, that are functional and practical to use and easy to share with providers as part of their debriefing.
3) To shift the role of SSA from "compliance" or "Gotcha" to acknowledge and support of DSP, with a focus on identifying what DSP's do well.
4) To provide SSA's with a common language that is respectful and easy to understand that they can use to help DSP's be aware of gaps in good customer service
5) To enhance relationships between CB SSA's and providers through shared learning experiences on Hats of Service, Must Haves and 8 Head to Toe tools and how the use of the tools connect to good customer service interactions.
6) To provide SSA's with an awareness of how 4 basic tools Hats of Support, Must Haves, Floodlight Vision and Emotional First Aid can be used during team meetings and as a way to respond to conflicts.
7) To use the talents and skills of Good Life Facilitators to provide local and regional training with support from OACB Good Life Practitioner.

We intend to use the training in Ross & Athens as a pilot for a model that can be implemented regionally and potentially statewide!

Exhibit 20

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MUI Department
801 West Union Street - Athens, Ohio 45701
Phone: 740-594-3539 - Fax: 740-592-1098
athenscbdd.org

4/18/18

Since January 1, 2018, the MUI Department has filed 51 Major Unusual Incident investigations.

The MUI Department currently has 27 open cases which break down as follows:
Neglect—5 (family and staff PPIs)
Misappropriation—1 (unknown PPI for theft of property)
Sexual Abuse—1 (acquaintance PPI)
Physical Abuse—1 (family PPI)
Peer to Peer Act (Physical)—1
Law Enforcement (charged, incarcerated, or arrested)—3 (two involve same Individual)
Significant Injury—3 (2 falls with known balance issues)
Unscheduled Hospitalization—9 (8 medical, 1 psychiatric)
Death—3 (2 expected due to continual decline in health, 3rd due to respiratory failure as a result of influenza)

Athens County has seen a dramatic rise in Unscheduled Hospitalizations in 2018, largely due to influenza. The death case that is currently open related to influenza is of concern, as it was documented by his home staff that he had been sick for 7 days before he was taken for medical treatment. He was transported to the ER, was admitted to the hospital, and passed away the following day at the age of 62. The SOCOG IA is conducting this investigation and is looking at whether this delay in treatment led to his death. ODODD also has a mortality review committee that will be evaluating this death, as well.

Shara Spellman, the new Investigative Agent with SOCOG, will begin covering ACBDD MUI investigations beginning 4/23/18.

Beth A. Atherton
ACBDD MUI Coordinator

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ACBDD - Administration
Kevin Davis, Superintendent

Human Resources Board Report

April 2018
Gwen Brooks, Director of Human Resources

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

March/April Activity Updates

- Negotiations underway with Teamsters Local 637
- Provided Interviewing 101 training session at ATCO March 29; a second training is scheduled April 26
- Arranged for Ohio Deferred Compensation representative to visit all locations and staff groups April 2, providing informational sessions on opportunities to increase retirement savings through a 457 plan.
- Arranged for OPERS representative to visit ATCO April 11 to provide information and resources to any interested staff.
- Recruitment effort underway for Medicaid Services Manager
- Selection process proceeding for two Instructors at Beacon
- Personnel Policy Review – goal to review and update all personnel policies in 18 months.
    - Policy 1-9 Drug-Free Workplace - 2nd DRAFT

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

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

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

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

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

ACBDD is an equal opportunity employer and provider of services

Human Resources Board Report Summary
March 20, 2018

	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	Septembe r 2018	October 2018	November 2018	December 2018	**2018 Averages**
STAFF COUNT	**112**	**110**	**111**	**112**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**111.3**
Full-time	77	77	78	78									77.5
Part-time	13	12	12	12									12.3
Substitute	22	21	21	22									21.5
													2018 Totals
SEPARATIONS	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	3
Voluntary	1	2	0	0									3
Involuntary	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW HIRES	**2**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	4
Full-time	0	0	1	0									1
Part-time	0	0	0	0									0
Substitute	2	0	0	1									3
GRIEVANCES IN PROGRESS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0
ABEA In Progress	0	0	0	0									0
Arbitration	0	0	0	0									0
ABEA Resolved	**0**	**0**	**0**	**0**									**0**
PGO In Progress	0	0	0	0									0
Informal	0	0	0	1									1
PGO Resolved	**0**	**0**	**0**	**1**									**1**
Workers Comp Claims	**0**	0	0	0	0	0	0	0	0	0	0	0	0

Staff Count April 18, 2018

Row Labels	FT	PT	SUB	Grand Total
ATCO	16	1	10	27
Administration	3			3
Adult Services	10	1	10	21
Case Management	2			2
Transportation	1			1
Beacon	30	3	11	44
Admin Support	2			2
Administration	8			8
Certification for EI	2			2
Dept. of Ed.	17	3	11	31
Facilities	1			1
Employment Options	8			8
Admin Support	2			2
Administration	1			1
Adult Services	5			5
Harper St	5			5
Case Management	5			5
Lavelle Rd	19	8	1	28
Admin Support	2			2
Administration	3			3
Case Management	9			9
Facilities	2	3		5
Transportation	3	5	1	9
Grand Total	**78**	**12**	**22**	**112**

New Hires April 2018

Row Labels	SUB	Grand Total
Sub. Instructor	1	1
Nagy-Heinrich, Anna	1	1
Grand Total	**1**	**1**

Athens County Board of Developmental Disabilities

Board Submission by Butch Withem
Area of Supervision: Facility \ Transportation
April 18, 2018

Intro of highlights:

Bus 9 which was involved in an accident in late November was successfully repaired and is back in service. We received a check from the other party's insurance company for $6,226.00 for parts and labor. We are pleased that we could make the necessary repairs to ensure the quality of the work.

We are planning a trip to the Columbus Zoo on May10, 2018 for Beacon and Atco. This is the first time we have scheduled a trip like this during my tenure. We will be taking several buses and vans to transport our individuals to and from Columbus. We will still need to maintain community employment transport during the day, so we will be busy that day.

We are working with the OHSP to complete our annual bus inspections a little differently this year. Because we have a smaller number of buses, they have agreed to inspect the buses as we get them cleaned and ready. We have completed 4 of our 10 bus inspections and the fleet continues to pass with no problems. I want to thank Wes and Jeff for a job well done.

Issues to share:

We received the preliminary design for potential renovations at Atco, which would include 23 offices and a new roof. The estimate for the renovations is $854,100. We met with Randy Moore who owns the parking lot beside Atco and determined that we could possibly negotiate a long term lease for parking as long as he owned the property. We may also obtain the first chance to buy the adjoining property if he decided to sell. Randy indicated that he was considering another location for his operation but did not indicate any time frame.

Other:

We have estimates coming to possibly remodel Harper Street on The Plains. The plan for that facility would be to replace all interior doors and paint all interior walls. We also are planning to add several new data jacks for phones and computers and install more insulation in the attic. We have much of this information outlined elsewhere in the board packet.