



## **BOARD MEETING**

**May 23, 2023**





### **May Board Meeting Agenda**

Tuesday, May 23, 2023 – 6:00 p.m.

801 W. Union Street, Athens

**The Mission of the Athens County Board of Developmental Disabilities  
is to serve our community with compassion, innovation, and transparency**

1. Call to Order – Board President.
2. Board Member Roll Call – Arian Smedley.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:

#### **Items for review and discussion:**

- a. Budget update.
- b. Beacon School Yearbook (Enclosed).
- c. Updated Administrative Policy 27 Disposal of Property, Personnel Policies 1-4 Equal Employment Opportunity, 1-7 Americans with Disabilities Act and Pregnant Workers Fairness Act Compliance, 5-3 Employee Schedules, 5-4 Payroll Practices, 5-6 Workers' Compensation Insurance, 9-1 Voluntary Separation, 9-2 Separation Pay (Exhibit 1, Pages 1-16).
- d. Reminders on future meetings/trainings:
  - i. Next regular meeting: Tuesday, June 27, 6:00 p.m.

#### **Motions for vote:**

- a. Approve April 2023 Board Meeting Minutes (Exhibit 2, Pages 17-22).
- b. Approve contract with MBS for consulting service for the agency's Cost Report (Exhibit 3, Pages 23-26).
- c. Approve renewed stipend for ESC Paraprofessionals assigned to Beacon School, pending Prosecuting Attorney's approval (Exhibit 4, Pages 27-28).
- d. Approve Peer Selection Procedure for Beacon School Preschool and accompanying educational fee scale (Exhibit 5, Pages 29-31).
- e. Approve retaining Connie Davis as Part-time Nurse for Beacon School for the 2023-24 school year (Exhibit 6, Pages 32-34).
- f. Approve contract with Sally Biancone for photography/yearbook services, pending Prosecuting Attorney approval (Exhibit 7, Pages 35-37).
- g. Approve resolution regarding waiver and capital accounts (Exhibit 8, Pages 38-41).

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 9, Pages 42-44).
  - b. Director of Finance, Scott Zielinski (Exhibit 10, Pages 45-51).
  - c. Director of Human Resources, Gwen Brooks (Exhibit 11, Pages 52-54).
  - d. Director of Facilities and Transportation, Chris Linscott (Exhibit 12, Page 55).
  - e. MUI Coordinator, Stephanie Kendrick (Exhibit 13, Page 56).
  - f. Director of Service and Support, Tristin Lawrence (Exhibit 14, Pages 57-61).
  - g. Director of Education, Becky Martin (Exhibit 15, Pages 62-63).
  - h. Director of Employment Options, Angela Carter (Exhibit 16, Page 64).
  - i. Director of Integrate Athens, Autumn Brown (Exhibit 17, Pages 65-68).
  - j. Assistant Superintendent, Arian Smedley (Exhibit 18, Pages 69-75).
7. Comments from Visitors relative to the agenda.
  8. Comments from Unions relative to the agenda.
  9. Comments from the Board.
  10. Motion to adjourn.

**ACBDD Regular Board Meetings and Board Trainings for 2023**

**Board Meeting Trainings**

<del>Tuesday, April 25</del>	<del>Beacon School</del>	<del>MUI / UI</del>	<del>5 p.m.</del>
<b>Tuesday, May 23</b>	Beacon School	SSA Dept.	5 p.m.
<b>TBD</b>	Beacon School	Sunshine Law	5 p.m.

**Regular Board Meetings**

<del>Tuesday, Jan. 24</del>	<del>Beacon School</del>	<del>6 p.m.</del>
<del>Tuesday, Feb. 28</del>	<del>Beacon School</del>	<del>6 p.m.</del>
<del>Tuesday, April 4</del>	<del>Beacon School</del>	<del>6 p.m.</del>
<del>Tuesday, April 25</del>	<del>Beacon School</del>	<del>6 p.m.</del>
<b>Tuesday, May 23</b>	Beacon School	6 p.m.
<b>Tuesday, June 27</b>	Beacon School	6 p.m.
<b>July</b>	No meeting	No meeting
<b>Tuesday, Aug. 22</b>	Beacon School	6 p.m.
<b>Tuesday, Sept. 26</b>	Beacon School	6 p.m.
<b>Tuesday, Oct. 24</b>	Beacon School	6 p.m.
<b>November</b>	No meeting	No meeting
<b>Tuesday, Dec. 12</b>	Beacon School	6 p.m.

## Summaries of policy updates

### Administrative Policy

- 27 Disposal of Property – changes made to allow for more flexibility when disposing of surplus / unneeded items and supplies

### Personnel Policies

- 1-4 Equal Employment Opportunity – update language per Pregnant Workers Fairness Act
- 1-7 Americans with Disabilities Act and Pregnant Workers Fairness Act Compliance – update language and title per Pregnant Workers Fairness Act
- 5-3 (renumbered from 5-11) Employee Schedules – update language per Providing Urgent Maternal Protections Act (PUMP) and to include information to replace the following:
  - 5.11 Employee Schedules
  - 6.18 Hours of Operation
- 5-4 Payroll Practices – update payroll information to include all payroll policy info to replace the following:
  - 5.4 Payroll Deductions
  - 5.10 Pay Period
- 5-6 Workers' Compensation Insurance – update language – separating procedures from policy
- 9-1 Voluntary Separation – update associated separation language to replace and include information from all of the following:
  - 5.5 Retirement Plan
  - 9.1 Resignation
  - 9.2 Retirement
  - 9.4 Exit Interview
- 9-2 Separation Pay – Update and re-name 5.14 Separation Pay

## 27. DISPOSAL OF PROPERTY

Adopted	5/24/16
Status	Approved 4/28/20
Historical Versions	5/24/16, 4/28/20
Initiated by	<del>Robert Withem</del> <a href="#">Chris Linscott</a> , Director of Facilities & Transportation
Approved by	Board of the Athens County Board of Developmental Disabilities (ACBDD)

When it is found that the ACBDD has property that is not needed or is obsolete and the value of the property to be sold in one lot at one time is estimated to be in excess of \$2,500, the ACBDD may do either of the following:

1. Sell such property at a public auction or by sealed bid to the highest bidder. Notice of the time and place and manner of the sale must be published in a newspaper of general circulation in the county and posted in the offices of the ACBDD.
2. Donate any motor vehicle that is not worth more than \$4,500 to a federal tax-exempt nonprofit organization for the purpose of meeting the transportation needs of participants involved in the ACBDD's funded programs.

The sale of the ACBDD's property by public auction or by sealed bid is not required under any of the following circumstances:

1. If the estimated value of the ACBDD's property to be sold in one lot at one time is less than \$2,500, the ACBDD may sell the property by private sale, without advertisement or public notification.
2. Regardless of the property's value, the ACBDD may sell or donate ACBDD personal property, including motor vehicles to [a federal tax-exempt non-profit organization](#), the federal government, the state, or any political subdivision of Ohio without advertisement or public notification.
3. When the ACBDD determines that certain property is not of immediate or further need they may authorize the Superintendent to [sell](#), lease [or donate](#) that property to a federal tax-exempt nonprofit organization for the purpose of meeting the needs of individuals involved in programs funded by the ACBDD.
4. If the ACBDD determines that property is obsolete and unfit for use and has no value, then they may discard or salvage the property.
5. Regardless of the property's value, the ACBDD may sell personal property by internet auction after annually adopting a resolution of intent, which describes how the auctions will be conducted, number of days for [bidding](#) on the property, the name of a representative or contact person for the auction, and the general terms and conditions of sale. Notice of the ACBDD's intent to sell unneeded, obsolete, or unfit property by internet auction must be published at least twice in a newspaper of general circulation in the county, must be posted in the offices of the county auditor and commissioners, and must be posted on the ACBDD's internet website.

Materials, machinery, tools, and other supplies under the jurisdiction of the ACBDD that ~~is~~[are](#) sold or otherwise disposed of by the ACBDD should be removed, if listed, from the annual [capital assets](#) inventory [maintained at the Athens County Auditor's Office, which all county offices and departments are required to maintain and file with board of commissioners and county auditor on the second Monday of January of each year, per 305.18 of the Ohio Revised Code.](#)

## 1-4 EQUAL EMPLOYMENT OPPORTUNITY

Adopted	9/17/1996
Status	Approved 7/28/2020; <u>UPDATE PENDING REVIEW</u>
Historical Versions	9/16/1997, 12/20/2005, 7/27/2010, 8/11/2015; 4/24/2018; 7/28/2020
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the Athens County Board of Developmental Disabilities (ACBDD)

### Overview

The ACBDD will assure equal opportunity in its employment policies and practices to prohibit discrimination in all personnel decisions because of race, color, religion, sex (including pregnancy and related conditions), gender identity or expression, sexual orientation, national origin, age, protected veteran status, ~~or~~ mental or physical disability, or genetic information. 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 of 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
- 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 take affirmative action to promote equal opportunity for employment for minorities and women, for persons with disabilities, and for covered veterans. In conformance with its obligations as a federal contractor, the ACBDD shall maintain a written Affirmative Action Plan describing its goals and methods for the provision of equal employment opportunities for all persons under its authority. This plan shall be reviewed and updated annually and made available for public view.

## 1-7 AMERICANS WITH DISABILITIES ACT AND PREGNANT WORKERS FAIRNESS ACT COMPLIANCE

Adopted	10/15/1996
Status	<u>Approved 4/24/2018 pending approval</u>
Historical Versions	3/18/97, 12/20/05, 12/22/09, 8/11/15, <u>4/24/2018</u>
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the ACBDD

### 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. The Pregnant Workers Fairness Act (PWFA) is a federal law that requires employers to provide reasonable accommodations to qualified employees and job applicants with temporary physical or mental limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

### 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 or with temporary physical or mental limitations due to pregnancy, childbirth, or related medical conditions 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 or with temporary physical or mental limitations due to pregnancy, childbirth, or related medical conditions 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 is qualified if they, with or without a request~~ reasonable accommodation, and can perform the essential functions of the employment position. 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. Individuals are still qualified if the inability to perform an essential function is for a temporary period, the essential function could be

performed in the near future, and the inability to perform the essential function can be reasonably accommodated. 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.
- 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.

J. Retaliation against an employee or applicant for requesting a reasonable accommodation is prohibited.

### **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.

**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.

## 5-113 EMPLOYEE SCHEDULES

Adopted	11/19/1996
Status	Pending approval
Historical Versions	11/19/1996; 2/17/1998; 6/20/2006
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the ACBDD

The purpose of this policy is to establish uniform guidelines for employee working schedules. Unless otherwise noted, the provisions of this policy shall apply to all positions classified as non-exempt under the Fair Labor Standards Act (FLSA).

1. The workweek for each employee shall be designated on the position description.
2. The work schedules shall be established by the respective department director or supervisor~~The program management, subject to approval by the superintendent, shall establish the daily work schedule for his/her facility. Factors such as in consideration of current and anticipated workload, consumer needs, customer service needs, statutory requirements, availability of staff and any other related factors may determine schedules.~~  
~~There are many different jobs in the Board's programs requiring different hours of work. An employee's work schedule will depend upon the department to which he/she is assigned and his/her particular classification within the department.~~
- ~~3.~~  
~~4.~~  
3. Adequate Coffee break s and lunch periods shall~~will~~ be established by the respective department director or supervisor~~respective program management. The e~~~~Employees are~~ eligible for one 15-minute break for each 4 hours of work. Each full-time employee shall have one, thirty-minute unpaid meal period each workday. ~~The e~~With approval of the supervisor, employees may elect to:
  - a. ~~e~~Combine their break periods into a 30-minute duty-free lunch, and/or
  - b. ~~These Combine~~ breaks and any~~the~~ unpaid lunch period.
    1. ~~may be combined. Scheduling of coffee breaks, lunch breaks, and the combination thereof is to be done only with the approval of the program director that is responsible for maintaining a written record of the schedule subject to audit.~~
- ~~5.~~  
6. ~~Employees may be expected to eat with consumers/students/residents in order to make maximum use of the period as a training resource.~~
- ~~7.4.~~ 4. As established by the Protections for Nursing Mothers (PUMP) Act, supervisors shall provide a reasonable break time for an employee to express breast milk each time the employee has a need to express the milk for one year after the child's birth. A location that is shielded from view and free from intrusion shall be made available for such needs. This provision applies to exempt and non-exempt employees. Supervisors may consult with the human resources representative for guidance.

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~~8-5. As operational needs allow, a department director or supervisor There shall be an allowance for the Superintendent to- may declare approve certain positions as "Flexible hour scheduling."~~~~subject to approval by the Superintendent. Flexible hour scheduling shall only be approved if operational needs are fully met with the flexible arrangement.~~~~time positions are those where the duties and responsibilities of such positions are such that the operational needs are consistently served by flex time scheduling rather than by a fixed eight (8) hour day.~~

~~a.~~

~~a. Flexible hour scheduling is to occur within a singlethe workweek.~~

~~2. Flexible hour scheduling An employee with must be approved the prior approval in advance by theof his/her supervisor. may arrange flexible hour scheduling within the pay period to meet the operational needs of the position.~~

~~b.~~

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#### 5-4 PAYROLL ~~DEDUCTIONS PRACTICES~~

Adopted	5/20/1997
Status	Pending approval
Historical Versions	5/20/1997, 6/20/2006
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the ACBDD

##### Pay Period

- A. All eligible and approved compensation earning~~employees~~ are ~~to be~~ paid on a biweekly basis. As such, every other Thursday. ~~There~~ are normally twenty-six (26) pay periods per year.
- B. ~~If a holiday occurs on a Thursday in which a payday falls, paychecks will be issued on the preceding Wednesday, except under extenuating circumstances, in which case paychecks will be issues as soon as they are available.~~ The Administrative Office will advise employees of any deviation in theis biweekly schedule~~procedure~~ due to holidays or other schedule conflicts.
- C. Questions regarding an employee's pay are to be referred immediately to the Administrative Office for resolution.
- D. Pay advances of any kind are not permitted.

~~5. During seasonal breaks, seasonal employees may pick up their checks at the Administrative Office or provide the Administrative office with a self-addressed, stamped envelope for mailing. If checks are not mailed or picked up, they will be available the first day on which the seasonal employee returns to work, but in no case will checks be held beyond 30 days. Checks will be returned to the County Auditor's Office after thirty (30) days.~~

- E. ~~Effective March 1, 2016, d~~Direct deposit is required for all newly hired employees. ~~Effective July 1, 2016, direct deposit will be required for all current employees.~~ Any ~~checking or savings~~financial account information supplied for payroll purposes will remain confidential. Pay remittance statements shall be provided electronically.~~Special instructions or requests to hold paychecks/pay stubs may be made to the Administrative Office. Paychecks/pay stubs will not be released to anyone other than the employee unless the proper authorization forms have been signed. The employee is responsible for notifying his/her immediate supervisor and the building authority in the location where it is being sent. Such requests must be made by 4:00 p.m. on the day before the payday.~~

~~7. Paychecks/pay stubs are accompanied by earnings statements which provide an account of employee earnings and deductions for the pay period and year-to-date totals.~~

##### Payroll Deductions

Certain deductions are made from an employee's pay~~check~~, as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay remittance ~~statements~~ ~~which accompanies his or her bi-weekly paycheck~~. Deductions include:

- A. Retirement Contributions: As established in Chapters 145 and 3307 of the Ohio Revised Code, public employees O.P.E.R.S. ~~The state law requires that employees~~are compelled to contribute to

either the Ohio Public Employees Retirement System (OPERS) or the State Teachers Retirement System (STRS), dependent on position classification, rather than Social Security\*.

~~B. S.T.R.S. The state law requires that employees who are required to have professional certification by the Ohio Department of Education contribute to the State Teachers Retirement System rather than Social Security or O.P.E.R.S.~~

B. Income Taxes - Federal and state laws and some city and school district ordinances require that taxes be withheld from wage earnings each salary payment. The amount of tax to be withheld is determined from tables furnished by the Ohio Department of Taxation and various cities, and varies according to the amount of earnings salary, work location, residence, and ~~number of~~ withholding allowances such as {e.g., dependent exemptions}. Employees are required to complete tax withholding forms upon initial employment, when changes to withholding allowances are needed, or a change in residence occurs.  
~~and to inform the Administrative Office on the required form of any withholding exemptions or change in residence, whenever such change occurs.~~

C. Insurance Premiums – Elected insurance benefits such as medical, dental, vision, life, or other offered and elected benefits may have an associated employee-paid premium, which will be deducted incrementally from pay.

D. Miscellaneous - Examples include court-ordered garnishments, elected deferred compensation plans, child support, etc. The ~~employer ACBDD~~ may refuse to make deductions not required by law which are below certain prescribed minimum amounts, or at irregular intervals, or for other cause which the ~~employer ACBDD~~ deems not in the best interest of the ACBDD Board. ~~All r~~Requests for payroll deductions must be presented by the employee in writing, to the Administrative Office on the prescribed form.

E. Medicare - Deductions for payments to Medicare are withheld for ~~all~~ employees hired after April 1986, subject to regulations of Federal Government.

F. ~~Whenever a r~~Requests for payroll deduction ~~is not personally made by the impacted employee ; the Administrative Office may shall be verified the request with the employee.~~

~~\*Membership in the system is compulsory upon being employed, except those employees specifically exempted under the provisions of Section 145.03 of the Ohio Revised Code.~~

## 5-6 WORKER'S COMPENSATION INSURANCE (ORC Section 4123)

Adopted	5/20/1997
Status	Update Pending approval
Historical Versions	5/20/1997; 6/20/2006; 5/15/2007; 12/22/2009;
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the Athens County Board of Developmental Disabilities (ACBDD)

### Policy

The ACBDD contributes to the county's Workers' Compensation Insurance premiums; therefore, a staff member who is injured on the job may be eligible for associated benefits. State law provides that every Board employee is eligible for Worker's Compensation for injuries arising out of or in the course of his or her employment. Guidelines/Procedures for filing claims shall be updated regularly and made available to all staff. Supervisors are responsible for being familiar with procedures administering Worker's Compensation are set forth below:

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### General Guidelines

1. A job-related injury/illness must be reported within twenty-four (24) hours of the incident, unless circumstances prevent otherwise. Reporting is done by completing an injury/incident report and submitting it to the immediate supervisor. An injury/incident Should an employee be injured during the course of employment with the Board, the employee shall immediately notify his or her supervisor and shall complete a First Report of an Injury (FROI) form. This report must/shall be completed regardless of the type or severity/apparent seriousness of the injury and regardless of whether medical attention is required. Such report shall be signed by the Supervisor is responsible for notifying the Superintendent, or designee and human resources representative about the incident within 24 hours. following an investigation of the injury/accident and forwarded to the Athens County Loss Control Coordinator and to the Administrative Office no later than the end of the workday.
2. Employees who must leave work to obtain medical treatment before completing their scheduled work day shall be granted a maximum two hours of paid administrative leave. Accrued and unused sick leave may be utilized for the remaining time in their scheduled work day.
3. Should an employee's injury require medical attention, the injured employee shall notify the attending physician that the injury occurred during the course of employment. The claim form will be forwarded to the Administrative Office and the Athens County Loss Coordinator no later than the end of the workday. Any documents received from the injured worker, his or her physician, hospital, or the Bureau of Workers Compensation are to be forwarded to the Athens County Loss Coordinator and the Administrative Office.
4. Upon approval by the Bureau of Worker's Compensation, a claim number will be assigned and mailed to the injured employee. The injured employee shall notify the attending physician that all professional medical charges are to be directed to the Bureau with such claim number.
3. If leave time is needed as a result of a reported incident, the ACBDD may place the employee in wage continuation status in lieu of Workers' Compensation wage payments, until such time that the employee is released for full or light duty.
5. In lieu of Bureau of Worker's Compensation wage payments, the Board may place the employee in wage continuation status until such time that the employee is released for full or light duty.

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~~4. If not placed in wage continuation status, an injured employee may elect to use accrued sick, leave and vacation, or personal leave prior to receiving payments from Worker's' Compensation; however, Employees are prohibited, however, from receiving payment for sick leave pay and Workers' Compensation while simultaneously receiving payments from Worker's Compensation cannot be received at the same time.~~

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~~6.5. Employees do not accrue vacation leave, sick leave or retention points while being paid through Workers' Compensation.~~

~~6. Leave required by an at-work injury or job-related illness that result in Workers' Compensation benefits, may be designated as Family and Medical Leave if the employee is given proper notice. The two may run concurrently.~~

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~~7. If an employee has been receiving Worker's Compensation wage payments or ACBDD wage continuation and subsequently returns to full or light duty and then calls in unable to work due to the on the job injury, the employee shall use sick leave unless the medical provider verifies via documentation that the employee is unable to work, at which time the Worker's Compensation wage payments or ACBDD wage continuation may be reinstituted.~~

#### Return to Work Program

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~~It is the intent of the Return to Work Program (RWP) to provide a rehabilitative process in the case of extended work-related injury or illness. The RWP is for the temporary placement of employees who are unable to perform the essential job functions of their regular position for a limited period of time due to a workplace incident. It is not an occupational goal, but an interim step in the physical recovery and re-conditioning of injured or ill employees.~~

~~8. Management will maintain a procedure outlining the selection criteria and any additional conditions needed to administer the program. If an employee returns to work on full duty or light duty status, the employee shall schedule relevant medical appointments after regular work hours, otherwise the employee will need to use their sick leave unless it can be verified via documentation by the medical provider that this was not possible.~~

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~~9. Employees are to comply with a written request indicating the designated provider from the Board for a medical examination regarding a work related injury.~~

~~Failure to comply with any of the above may result in disciplinary action, up to and including termination.~~

## 9-1 VOLUNTARY SEPARATION

Adopted	7/15/1997
Status	Update Pending approval
Historical Versions	7/15/1997; 9/19/2006; 10/27/2009
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the Athens County Board of Developmental Disabilities (ACBDD)

The purpose of this policy is to identify expectations of and guidance for an employee who intends to separate from employment with the ACBDD by resignation or retirement.

### Retirement Eligibility and Benefits

As established in Chapters 145 and 3307 of the Ohio Revised Code, ACBDD employees are compelled to contribute to either the Ohio Public Employees Retirement System (OPERS) or the State Teachers Retirement System (STRS), dependent on position classification, rather than Social Security.

An employee's eligibility to retire from either system is generally determined by a combination of service time and age. For detailed information regarding retirement eligibility, retirement benefits, and disability and death benefits, contact OPERS <https://www.opers.org/> or STRS <https://www.strsoh.org/> directly.

### Notice Requirements

Employees are expected to give the ACBDD reasonable written notice of an intention to separate employment. Failure to adhere to the following guidelines without approval from the Superintendent may result in ineligibility for re-hire and/or suspension of any ACBDD-issued or approved professional license or certificate. The following shall be considered the minimum timeframes provided to the immediate supervisor in writing:

1. Classified, non-exempt employees
  - a. Resignation: at least two (2) weeks in advance of the effective date of separation.
  - b. Retirement: at least thirty (30) days in advance of the effective date of separation.
2. Unclassified, exempt management employees: at least thirty (30) days in advance of the effective date of separation.
3. Instructors of Beacon School: not later than April 1, prior to the upcoming academic year.

Additional notice to the appropriate retirement system may also be required per current guidelines from OPERS <https://www.opers.org/> or STRS <https://www.strsoh.org/>.

### Exit Interview

Upon separation from employment, an employee must return any ACBDD property, including keys, employee identification card, and equipment. The human resources representative will inform the employee of all benefits, verify forwarding addresses for the employee, and may provide the employee with an exit interview questionnaire. Information gathered in exit interviews will be used to identify opportunities for organizational improvements. Exit interview questionnaires are voluntary and will not be placed in the employee's personnel file.

### Separation Pay

Any pay due to a separating employee shall be paid in accordance with the Separation Pay policy.

## 9-2 SEPARATION PAY

Adopted	7/15/1997
Status	Update Pending approval
Historical Versions	7/15/1997; 7/20/1998; 6/20/2006;
Initiated by	Gwen Brooks, Director of Human Resources
Approved by	Board of the Athens County Board of Developmental Disabilities (ACBDD)

The purpose of this policy is to establish consistent rules for paid time off payouts upon employee separation. Separation payments shall occur no later than one pay period beyond the employee's final regular pay date.

### Separation from ACBDD

Upon separation from employment, classified employees who have passed any initial probationary period or management employees who have served over one year shall be paid for any earned, unused vacation and personal time as of the date of such separation. Front-loaded personal time shall be paid on prorated basis, dependent upon time served in the usage period.

1. ~~Vacation~~ Upon separation from employment, an eligible employee shall be paid for any earned, unused vacation time as of the date of such separation. Payment shall occur no later than the final paycheck received by the employee.
2. ~~Personal~~ Upon separation from employment, an eligible employee shall be paid, on a prorated basis, for any unused personal time. Payment shall occur no later than the final paycheck received by the employee.

### Retirement

3. ~~Sick~~ Upon retirement from Ohio Employees Retirement System (OPERS) or State Teachers Retirement System of Ohio (STRS) service, in addition to the above separation payouts, the employee shall be paid for sick leave according to the following schedule:

1. An employee with a minimum of ten (10) years of service with any state or local political subdivision, but less than 10 years of service with the ACBDD will be paid 25% of their accrued but unused sick leave, not to exceed sixty (60) days pay.
2. An employee with a minimum of ten (10) years of service with the ACBDD will be paid 25% of their accrued but unused sick leave, not to exceed sixty (60) days pay.
3. ~~c. At the time of retirement, theAn employee has been employed at leastwith a minimum of fifteen (15) years of service with the ACBDD or more by the Board will be paid 30% of their accrued but unused value of their accrued sick leave, not to exceed seventy-two (72) days pay.~~
4. ~~d. At the time of retirement, theAn employee has been employed atwith a minimum of twenty plus (20+) years of service with for the ACBDDBoard will be paid 40% of their value of their accrued but unused sick leave, not to exceed ninety-six (96) days pay.~~

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~~Payment shall be made upon notification from retirement agency or no sooner than 60 days after the effective date of retirement. Retirement means that the Board has received official notification from the retirement system in which the employee participates that benefits are being received.~~

- ~~4. The Administrative Office must receive a request, in writing, for the payment of separation pay on items 2 and 3.~~

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, April 25, 2023 – 6:00 P.M.  
Beacon School – 801 W. Union Street

**The Mission of the Athens County Board of Developmental Disabilities is to serve our  
community with compassion, innovation, and transparency**

**DRAFT UNTIL BOARD APPROVED**

1. Dr. Jason Jolley, Board Vice President, called the meeting to order at 6:01 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
CONNER	Present
DEMKO	Absent
JOLLEY	Present
LEWIS	Absent
OCHES	Present

Staff / Others in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Scott Zielinski	Director of Finance
Gwen Brooks	Director of Human Resources
Tristin Lawrence	Director of Services & Support
Chris Linscott	Director of Facilities & Transportation
Stephanie Kendrick	MUI Coordinator
Becky Martin	Director of Education
Angela Carter	Director of Employment Options
Autumn Brown	Director of Integrate Athens
Doug Mitchell	Transition Coordinator
Amy Goldsberry	SSA, PGO
Kendall Berry	Speech Therapist, ABEA
Crestlyn Chaney	Instructor Assistant, ABEA

3. Dr. Allen read the Mission Statement.
4. Oches motioned to approve the agenda.

MOTION#: 4-25-23-1

MOTION: OCHES  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

5. New Business:

**Items for review and discussion:**

- a. For the budget update, Zielinski provided a presentation to the board – a similar one he is providing to each department. It offers a high-level overview of the agency’s finances.
- b. Dr. Davis provided an overview of the 2022 Annual Report (Handout).
- c. Dr. Davis walked the board members through the Beacon School 2023-2024 academic calendar (Exhibit 1, Page 1).
- d. Dr. Allen motioned to approve updated MUI policy (Exhibit 2, Pages 2-21).

MOTION#: 4-25-23-2  
MOTION: ALLEN  
SECOND: OCHES  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- e. Dr. Davis provided an update on the van purchase. He shared Linscott and Zielinski are working with ODE to determine requirements of the van. They met with a DAS-approved vendor recently, and we are awaiting bids. Once received, it will be presented to the board (hopefully in May). Once a bid is accepted, the wait could be as long as one year for delivery, given current inventory challenges. The vendor is willing to take two vans we currently own as trades to help reduce the cost.
- f. Dr. Davis went over reminders on future meetings/trainings:
  - Next training: Tuesday, May 23, 5:00 p.m. – topic will be on the SSA dept.
  - Next regular meeting: Tuesday, May 23, 6:00 p.m.

**Motions for vote:**

- a. Oches motioned to approve March 2023 Board Meeting Minutes (Exhibit 3, Pages 22-27).

MOTION#: 4-25-23-3  
MOTION: OCHES  
SECOND: BOND

AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- b. Bond motioned to approve bid for Beacon School roof project (Handout).

Discussion: Dr. Davis shared the bid meeting occurred today, and he walked the board through the handout provided that evening. The agency received one bid. The projected cost is approximately \$625,000, which was under estimate. We have worked with this company before. He added these funds are set aside in the capital account. The plan is to complete the work over the summer.

MOTION#: 4-25-23-4  
MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- c. Oches motioned to approve renewal contract with Aramark (Exhibit 4, Pages 28-35).

Discussion: Dr. Davis shared this is an annual renewal with Aramark, which provides food services for Beacon School. Cost increases are built into the contract and are based on the Consumer Price Index.

MOTION#: 4-25-23-5  
MOTION: OCHES  
SECOND: BOND  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- d. Bond motioned to approve contract with Hopewell Health Services (Exhibit 5, Pages 36-40).

Discussion: Dr. Davis explained this is a new contract. The purpose is to provide trauma-informed psychological services in the event of an emergency, within 24-hours. He said he hopes to never have to use it, but it will be established in the event we need it. This is a requirement of the Emergency Operations Plan.

MOTION#: 4-25-23-6  
MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- e. Oches motioned to approve contract with ARTSWest for second ATCO Idol event (Exhibit 6, Pages 41-44).

Discussion: Dr. Davis explained this is for the second ATCO Idol event. This is to accommodate all the individuals who wanted to participate.

MOTION#: 4-25-23-7  
MOTION: OCHES  
SECOND: BOND  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- f. Dr. Allen motioned to approve continuation of the DSP retention payment program (Handout).

Discussion: Dr. Davis walked the board members through the handout. He reminded the board we approved participating in the 6.5% DSP Retention Payment Program that started because of COVID-19. It was expected to end. However, county boards are being asked to continue that and add by a small percentage. The program equated to a \$1/hr. wage increase for DSPs. To make that additional \$1/hr. whole again into the future, county boards are being asked to increase the 6.5% slightly. This increase equates to an additional \$45,000 for Athens County. This mean the DSP Retention Payment Program is expected to cost the ACBDD \$405,000. Dr. Davis said this is the best case scenario and would recommend approving it.

Dr. Davis added another item being discussed is causing the agency and other county boards some concern. There is discussion of making some of the Appendix K changes permanent. One of these changes allows parents or guardians to be paid providers for minors with DD. If this is approved, it has the potential of creating substantial cost increases for county boards statewide.

MOTION#: 4-25-23-8  
MOTION: ALLEN  
SECOND: OCHES  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- g. Dr. Jolley stated an item on the agenda related to a contract will be revisited at a future board meeting.

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 7, Pages 45-57).  
Report stands. He shared we had the first Emerging Leaders Program, and it went very well. Oches was in attendance. It was very well received by those in attendance.
- b. Director of Finance, Scott Zielinski (Exhibit 8, Pages 58-65).

Report stands. He noted a slight variance between the agency's books and the auditor's office. It was due to a coding issue that is being resolved.

- c. Director of Human Resources, Gwen Brooks (Exhibit 9, Pages 66-68).  
Report stands. She added we are looking for an instructor assistant for Beacon School for next year.
  - d. Director of Facilities and Transportation, Chris Linscott (Exhibit 10, Pages 69-70).  
Report stands. He thanked the board for approving the roof bid.
  - e. MUI Coordinator, Stephanie Kendrick (Exhibit 11, Page 71).  
Report stands. She shared student interns are finalizing an MUI guide for families. It is hopeful to be a useful resource.
  - f. Director of Service and Support, Tristin Lawrence (Exhibit 12, Pages 72-76).  
Report stands. She highlighted SSAs have been recognized by the state regarding their work with the OhioISP transition. They were invited to offer their input and experience at the statewide and regional levels.
  - g. Director of Education, Becky Martin (Exhibit 13, Pages 77-78).  
Report stands. She highlighted one month until the end of the school year. She noted prom May 5; the theme is Under the Sea. Graduations noted in her report are both at 10 a.m.
  - h. Director of Employment Options, Angela Carter (Exhibit 14, Page 79).  
Report stands. She highlighted this is the last week for PP at the mall. Also, the team is wrapping up Job Club at Beacon. They will host a coffee cart in the coming weeks, and everyone is invited to participate. An announcement of the date is forthcoming.
  - i. Director of Integrate Athens, Autumn Brown (Exhibit 15, Pages 80-82).  
Report stands. She highlighted summer camp planning, which is ongoing. ATCO Idol performance at Stuart's is coming up, as well. This Saturday, Team Heart & Sole will be participating in Race for a Reason.
  - j. Assistant Superintendent, Arian Smedley (Exhibit 16, Pages 83-88).  
Report stands. For Early Intervention, accreditation preparation is the focus. A training on how to improve outcomes was well attended – by both ACBDD staff and Hopewell staff. Transition hosted its April Teen Time, which seemed to be a well-received event.
7. No comments from Visitors relative to the agenda.
8. No comments from Unions relative to the agenda.

9. Regarding comments from the Board – Dr. Allen thanked the school staff for welcoming his interns. Bond mentioned she was happy to see ATCO Idol still going strong.
10. Bond motioned to adjourn at 6:40 p.m.

MOTION#: 4-25-23-9  
MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES


### Letter of Understanding for Consulting Services

This Agreement is entered into by and between **Medicaid Billing Solutions, Inc.**, hereafter “**Consultant**”, and **Athens County Board of Developmental Disabilities**, hereafter “**the Board**”.

The undersigned do hereby agree as follows:

- I. **Scope of Services:** Consultant is hereby engaged to perform DODD Cost Report support and mentoring for the Board’s Director of Finance, Scott Zielinski.
- I. **Initial Fee:** The Board agrees to pay the Consultant \$100 per hour, not to exceed 20 hours. Payment shall be due upon receipt of invoice.
- II. **Limited Services:** The Consultant will assist the Board in accordance to the scope of services. Services not included in the Scope of Service may be performed by the Consultant at the request of the Board for **the same hourly rate stated in section II above**, pending discussion and approval by both the Consultant and the Board.
- III. **Confidential Information:** Attachment A Business Associate Agreement is hereby incorporated into this agreement. All information obtained by the Consultant during this engagement and all suggestions and recommendations received by the Board will remain the property of the Board and the Consultant shall keep all such matters confidential.
- IV. **Term:** The term of this engagement shall commence on \_\_\_\_\_, 2023 and shall remain in effect until the Board deems the Consultant’s services are no longer required.
- V. If it becomes necessary to enforce any of the terms of this agreement the defaulting party agrees to pay all reasonable attorney fees incurred therein.
- VI. This agreement may only be modified in writing and contains the entire terms of the agreement between the parties.

**Signed and Witnessed by both parties:**

  
Sandy Landers, CEO  
Medicaid Billing Solutions  
513-383-8429

, April 21, 2023

\_\_\_\_\_, April \_\_\_\_, 2023  
Scott Zielinski, Director of Finance  
Athens County Board of DD  
740-541-8473

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Attachment A  
**Business Associate Agreement**

**Definitions**

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Pike County Board of Developmental Disabilities.
- (b) Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Lawrence County Developmental Disabilities.
- (c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

**Obligations and Activities of Business Associate**

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

- (c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;
- (e) Make available protected health information in a designated record set to the “covered entity” as necessary to satisfy covered entity’s obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity’s obligations under 45 CFR 164.526;
- (g) Maintain and make available the information required to provide an accounting of disclosures to the covered entity as necessary to satisfy covered entity’s obligations under 45 CFR 164.528;
- (h) To the extent the business associate is to carry out one or more of covered entity’s obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and
- (i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

### **Permitted Uses and Disclosures by Business Associate**

- (a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in Service Agreement.
- (b) Business associate may use or disclose protected health information as required by law.
- (c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity’s minimum necessary policies and procedures.
- (d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered.

## Term and Termination

(a) Term. The Term of this Agreement shall be effective on the date covered entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Termination for Cause. Business associate authorizes termination of this Agreement by covered entity, if covered entity determines business associate has violated a material term of the Agreement.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate shall destroy all protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, that the business associate still maintains in any form. Business associate shall retain no copies of the protected health information.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity destroy the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out which applied prior to termination; and
5. Return to covered entity destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

(d) Survival. The obligations of business associate under this Section shall survive the termination of this Agreement.



**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER**

Heather Wolfe, Superintendent/Teresa McGinnis, Treasurer  
21 Birge Drive  
Chauncey, Ohio 45719  
740-797-0064  
[www.athensmeigs.com](http://www.athensmeigs.com)

**AGREEMENT**

**ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**& ATHENS-MEIGS EDUCATIONAL SERVICE CENTER**

AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2023, between the Athens County Board of Developmental Disabilities, hereinafter referred to as the "Board," and Athens-Meigs Educational Service Center, which is duly organized under the laws of the State of Ohio pursuant to Chapter 1702 Ohio Revised Code, hereinafter referred to as the "AMESC."

WHEREAS, AMESC provides paraprofessional services at 801 W. Union Street, Athens, the current location of services;

NOW, THEREFORE, the Board and AMESC do hereby agree as follows:

**DURATION**

The term of this Agreement shall be twelve (12) months commencing on August 1, 2023, and ending on July 31, 2024.

Either party may terminate this agreement with ninety (90) days written notice to the other party at any time. This agreement may be amended by mutual agreement of both parties.

**RESPONSIBILITIES**

The Board is responsible for the following, subject to financial considerations and decisions of the Board:

1. The Board agrees to abide by the rules of the State of Ohio, Department of Developmental Disabilities, Department of Education, and all other applicable local, state, and federal agencies.
2. The Board agrees to fund a two dollar and fifty cent (\$2.50) stipend per hour for the paraprofessionals that assist in instruction in the classroom.
3. Paraprofessionals who do not pass the paraprofessional assessment will not be eligible for the two dollar and fifty cent (\$2.50) stipend until they pass the assessment. The stipend is not retroactive. Should a paraprofessional not pass the assessment after 6 months from the date of hire, s/he will be released from his/her contract.
4. The AMESC will bill the Board for the cost of these stipends.

Athens-Meigs Educational Service Center has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, color, faith, and national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.



**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER**

Heather Wolfe, Superintendent/Teresa McGinnis, Treasurer  
21 Birge Drive  
Chauncey, Ohio 45719  
740-797-0064  
[www.athensmeigs.com](http://www.athensmeigs.com)

IN WITNESS WHEREOF, the Board and the AMESC, through their duly authorized representatives, do hereby execute and agree to the terms and conditions aforementioned.

**ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

BY: \_\_\_\_\_  
Margaret Demko, President Date

BY: \_\_\_\_\_  
Kevin Davis, Superintendent Date

**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER**

BY: \_\_\_\_\_  
Jeff Koehler, President Date

BY: \_\_\_\_\_  
Heather Wolfe, Superintendent Date

Athens-Meigs Educational Service Center has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, color, faith, and national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.

## **Procedure for Selecting Peers at Beacon School**

### **Purpose:**

The purpose of this procedure is to establish a fair and consistent process for selecting peers in a special education preschool setting. The procedure ensures that children with special needs are provided with appropriate social interaction opportunities with their typically developing peers, which is essential for their overall development.

### **Scope:**

This procedure applies to all preschool staff, including teachers, paraprofessionals, and support staff involved in the selection of peers in a special education preschool setting.

### **Procedure:**

The Director of Education for the ACBDD will contact the Early Childhood Coordinator at the Athens-Meigs Educational Service Center (ESC) after all district preschool screenings have been completed to see if there are waiting lists for preschool. If so, The Early Childhood Coordinator will share the names of selected typical peers with the Director of Education. The Director of Education will then contact the parents of those students to see if they are interested in participating in the Beacon preschool program as a typical peer model, until the maximum of four preschool children is reached.

If no waiting lists are established from the district preschool screening process through the ESC, Beacon School staff will hold their own screening at the school using the procedure outlined below. For consistency, this is the same procedure the ESC uses across all districts in Athens County to select typical peers.

1. **Observe and Evaluate Potential Peers:** Teachers and paraprofessionals will observe potential peers in the classroom to evaluate their social skills, language development, and behavior. The observation should take place over a period of time to get a comprehensive view of the child's behavior and interactions
2. **Gain Parental Input:** Parental input is essential when selecting peers for children with special needs. Parents will be asked to provide information on their child's interests, likes, dislikes on a DEV-4 form and provide any medical information.
3. **Determine the Best Peers:** Based on the observations and evaluations, teachers, paraprofessionals, and therapists will review information for each child and determine which peers are the best match for the children with special needs. Peers who demonstrate positive behavior, social skills, and good language skills should be selected

## Exhibit 5

for models. The goal is to ensure that interactions are positive and beneficial to both the child with special needs and their peers.

4. **Document the Process:** All steps in the selection process should be documented, including observations and any evaluations from the screening process. This documentation will be used to select the best typical peers for the program, and evaluate the success of the process.

### **Conclusion:**

Selecting appropriate peers for children with special needs is crucial to their overall development. By following this procedure, Beacon School staff can ensure that children with special needs are provided with appropriate models for social interaction opportunities and language with their typically developing peers.

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES													
EARLY CHILDHOOD EDUCATION FEE GUIDELINES 2023-2024													
Full Day		No charge	No charge	\$32.50	\$45.50	\$52.00	\$58.50	\$71.50	\$91.00	\$123.50	\$169.00	\$227.50	\$300.00
		100% POVERTY	125% POVERTY	150% POVERTY	175% POVERTY	185% POVERTY	200% POVERTY	225% POVERTY	250% POVERTY	275% POVERTY	300% POVERTY	325% Poverty	350% Poverty +
Family Size	1	\$14,580	\$18,225	\$21,870	\$25,515	\$26,973	\$29,160	\$32,805	\$36,450	\$40,095	\$43,740	\$47,385.00	\$51,030
	2	\$19,720	\$24,650	\$29,580	\$34,510	\$36,482	\$39,440	\$44,370	\$49,300	\$54,230	\$59,160	\$64,090.00	\$69,020.00
	3	\$24,860	\$31,075	\$37,290	\$43,505	\$45,991	\$49,720	\$55,935	\$62,150	\$68,365	\$74,580	\$80,795.00	\$87,010
	4	\$30,000	\$37,500	\$45,000	\$52,500	\$55,500	\$60,000	\$67,500	\$75,000	\$82,500	\$90,000	\$97,500.00	\$105,000
	5	\$35,140	\$43,925	\$52,710	\$61,495	\$65,009	\$70,280	\$79,065	\$87,850	\$96,635	\$105,420	\$114,205.00	\$122,990
	6	\$40,280	\$50,350	\$60,420	\$70,490	\$74,518	\$80,560	\$90,630	\$100,700	\$110,770	\$120,840	\$130,910.00	\$140,980
	7	\$45,420	\$56,775	\$68,130	\$79,485	\$84,027	\$90,840	\$102,195	\$113,550	\$124,905	\$136,260	\$147,615.00	\$158,970
	8	\$50,560	\$63,200	\$75,840	\$88,480	\$93,536	\$101,120	\$113,760	\$126,400	\$139,040	\$151,680	\$164,320.00	\$176,960
		add \$5,140 for each person over 8											

## ANTICIPATED MEDICATION/NURSING TASK LIST FOR 2023-2024 SCHOOL YEAR

Prepared by: Megan Stack, RN, ACBDD Health Services Coordinator

\*There are approx. 48 students attending next year with the potential for more

### DAILY ROUTINE MEDS/TASKS:

ROUTINE MEDS	Time Given	Skill	Approximate Time Needed to Complete
Student 1	0945	PO/Inhalation	15
Student 2	1120	PO Med	10
Student 1	1145	PO/Inhalation	15
Student 3	1230	G-tube (supplement)	20
Student 4	1300	PO med	15

\* There is a new student with high medical needs, including a G-tube starting next year, but I do not have the details yet.

\*Please note these are approximate times and may vary. Some days there are snags in things (a child doesn't want to take their medication or is having an emotional outburst, etc.). Many of these tasks overlap as well. This sheet does not include all of the other tasks we do in a day, including paperwork, seeing sick or injured students and calling parents, doctors, etc. Please also consider my administrative duties.

**Non-Emergent as Needed Medications \*Requires Nursing Assessment\*Unable to delegate-call parents if needed\*:**

Student 5	Pain; Allergy
Student 6	Pain; Allergy
Student 3	Pain; Constipation
Student 7	Pain
Student 8	Pain and/or aggression

**Emergency Medications:**

Student 9	Seizures
Student 10	Seizures
Student 4	Seizures
Student 5	Seizures
Student 1	Asthma
Student 3	Seizures
Student 11	Anaphylaxis
Student 12	Seizures
Student 3	Seizures
Student 13	Seizures
Student 14	Seizures
Student 15	Asthma
Student 16	Seizures

\*It is difficult to predict a period for giving the emergency medications because it would depend on the severity of the emergency. When an emergency occurs, it has been my experience to need at least 60 minutes or more to make sure all is well.

**Thank you for your consideration!**

Estimated 1-year cost to continue Connie Davis  
20 hrs/week at Beacon 182 days

	<b>Standard Benefit rate</b>	<b>Connie Davis LPN rate</b>	<b>Nurse AS w/ std benefits</b>	<b>20 hr/wk 182 days</b>	<b>Max Insurance EE +1 Cost</b>	<b>Total</b>
9/8/2017	1.1824	23.46781	27.7483385	\$ 20,200.79	\$ 27,136.32	\$ 47,337.11
9/8/2018	1.1824	23.46781	27.7483385	\$ 20,200.79	\$ 27,136.32	\$ 47,337.11
9/8/2019	1.17	24.054	28.14318	\$ 20,488.24	\$ 27,197.04	\$ 47,685.28
9/8/2020	1.17	24.6559	28.847403	\$ 21,000.91	\$ 28,238.00	\$ 49,238.91
9/8/2021	1.17	25.2723	29.568591	\$ 21,525.93	\$ 29,578.74	\$ 51,104.67
9/8/2022	1.1623	25.9041	30.1083354	\$ 21,918.87	\$ 29,701.14	\$ 51,620.01
9/8/2023	1.1617	25.9041	30.092793	\$ 21,907.55	\$ 27,513.60	\$ 49,421.15



**AGREEMENT FOR SALLY BIANCONE  
AS INDEPENDENT CONTRACTOR**

**AGREEMENT** between the Athens County Board of Developmental Disabilities of 801 West Union Street, Athens, OH, hereinafter referred to as the “Board” and Sally Biancone.

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

**TERM**

This agreement shall be for the period of **July 1, 2023**, through **June 30, 2024**, and may be terminated by either party by giving thirty (30) days written notice to the other party, however that in the event of default, the Board may terminate this contract immediately upon delivery of written notice to the last known address.

The following events shall constitute default:

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

**CIVIL RIGHTS**

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

**RELATIONSHIP OF PARTIES**

Sally Biancone shall for all purposes be treated as an independent contractor of the Board and not as an employee, agency, or servant. Nothing in this Agreement shall be construed to make Sally Biancone an employee, agent, or servant of the Board. Sally Biancone will not be eligible for employee benefits, including but not limited to health insurance. The Board has an interest only in the results to be achieved, and the conduct and control of the services to be provided will lie solely with Sally Biancone.

**SERVICES**

Sally Biancone will provide support to the Superintendent and the Board on special projects.

## **DOCUMENTATION**

Sally will document her hours daily on Board timesheet, and submit the original, signed document to the Superintendent weekly.

## **FEE**

For services to be rendered under this agreement, Sally Biancone shall be paid a rate of \$25.00 per hour for services delivered not to exceed 200 hours.

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

## **ENTIRE AGREEMENT**

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

## **ASSIGNMENT**

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

## **SUCCESSORS AND ASSIGNS**

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

## **GOVERNING LAW**

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

## **AMENDMENT**

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

## **LEGAL CONSTRUCTION**

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

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

## **TERMINATION**

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

---

Sally Biancone

---

Date

---

Tax ID/SSN

---

Kevin Davis, Superintendent  
Athens County Board of DD

---

Date

APPROVED AS TO FORM:

---

Keller J. Blackburn  
Athens County Prosecuting Attorney

---

Date



## RESOLUTION

A resolution regarding the Athens County Board of Disabilities' waiver and capital accounts:

**Whereas**, Ohio Revised Code 5705.222 allows county boards to utilize capital improvements accounts, or reserve balance accounts, or both; and

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

We hereby approve the establishment of a capital improvement fund, the establishment of a reserve balance fund, and authorize the usage of both funds in past and current practices.

The resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Margaret Demko, Board President: \_\_\_\_\_  
Dr. Jason Jolley, Board Vice President: \_\_\_\_\_  
Pam Bond, Board Secretary: \_\_\_\_\_  
Dr. Leonard Allen, Board Member: \_\_\_\_\_  
Dr. Carolyn Bailey Lewis, Board Member: \_\_\_\_\_  
Katie Conner, Board Member: \_\_\_\_\_  
Barry Oches, Board Member: \_\_\_\_\_

## Section 5705.222 | Additional levy for county developmental disabilities programs.

Ohio Revised Code / Title 57 Taxation / Chapter 5705 Tax Levy Law

**Effective:** October 17, 2019    **Latest Legislation:** House Bill 166 - 133rd General Assembly

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(A) At any time the board of county commissioners of any county by a majority vote of the full membership may declare by resolution and certify to the board of elections of the county that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide the necessary requirements of the county board of developmental disabilities established pursuant to Chapter 5126. of the Revised Code and that it is necessary to levy a tax in excess of such limitation for the operation of community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes.

The resolution shall conform to section [5705.19](#) of the Revised Code, except that the increased rate may be in effect for any number of years not exceeding ten or for a continuing period of time.

The resolution shall be certified and submitted in the manner provided in section [5705.25](#) of the Revised Code, except that it may be placed on the ballot in any election, and shall be certified to the board of elections not less than ninety days before the election at which it will be voted upon.

If the majority of the electors voting on a levy for the support of the programs and services of the county board of developmental disabilities vote in favor of the levy, the board of county commissioners may levy a tax within the county at the additional rate outside the

Top

ten-mill limitation during the specified or continuing period, for the purpose stated in the resolution.

The county board of developmental disabilities, within its budget and with the approval of the board of county commissioners through annual appropriations, shall use the proceeds of a levy approved under this section or division (L) of section [5705.19](#) of the Revised Code solely for the purposes authorized by that section or division.

A board of county commissioners that levies a tax under this section or for the purpose authorized by division (L) of section [5705.19](#) of the Revised Code, by a majority vote of the full membership, may adopt a resolution to renew such a levy, or renew two or more such levies as a single ballot question, in the manner provided by section [5705.25](#) of the Revised Code for the renewal of existing levies. The purpose of the renewal levy may be for any of the purposes authorized for a levy imposed under this section or division (L) of section [5705.19](#) of the Revised Code. The term of the renewal levy may be for any number of years not exceeding ten or for a continuing period of time.

(B) When electors have approved a tax levy under this section, the county commissioners may anticipate a fraction of the proceeds of the levy and issue anticipation notes in accordance with section [5705.191](#) or [5705.193](#) of the Revised Code.

(C) The county auditor, upon receipt of a resolution from the county board of developmental disabilities, shall establish a capital improvements account or a reserve balance account, or both, as specified in the resolution. The capital improvements account shall be a contingency account for the necessary acquisition, replacement, renovation, or construction of facilities and movable and fixed equipment. Upon the request of the county board of developmental disabilities, moneys not needed to pay for current expenses may be appropriated to this account, in amounts such that this account does not exceed twenty-five per cent of the replacement value of all capital facilities and equipment currently used by the county board of developmental disabilities for developmental disabilities program. [Top](#)

services. Other moneys available for current capital expenses from federal, state, or local sources may also be appropriated to this account.

The reserve balance account shall contain those moneys that are not needed to pay for current operating expenses and not deposited in the capital improvements account but that will be needed to pay for operating expenses in the future. Upon the request of a county board of developmental disabilities, the board of county commissioners may appropriate county funds, including funds from federal and state sources, to the reserve balance account.

The total balance in a reserve balance account shall not exceed forty per cent of the county board of developmental disabilities' expenditures for all services in the preceding calendar year.

Amounts in a capital improvements account or reserve balance account that are not in excess of the limitations prescribed in this division shall be considered reasonable and shall not be taken into consideration by the county budget commission when determining whether to reduce the taxing authority of a county under section [5705.32](#) of the Revised Code.

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## Available Versions of this Section

July 2, 2010 – House Bill 48 - 128th General Assembly

October 12, 2016 – Amended by House Bill 483, House Bill 158 - 131st General Assembly

October 17, 2019 – Amended by House Bill 166 - 133rd General Assembly

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**Administration**

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

**May Board Report**

Kevin Davis, Superintendent

- Leadership Meetings – Various leadership meetings were held during the month of May. Topics of interest to all managers were discussed including; updates on critical issues, preparation for events, sharing of common concerns, trainings, and board planning. For May, our group meeting was on May 9<sup>th</sup>, 2023.
- We continue to have regular (once a week or once every two weeks) individual meetings with all managers to ensure that everyone feels supported and that they have what they need to be successful.
- On May 17<sup>th</sup>, we attended the Family and Children First Council (FCFC) meeting for Athens County.
- On May 11 and 12<sup>th</sup>, I attended several sessions of the OACBDD spring conference virtually.
- On April 27 and 28, we conducted special safety committee meetings to discuss our building admittance procedure. This was due to an issue we were experiencing at one of our locations. We consulted with the prosecutor's office, worked with the safety committee, and the procedure was updated. Staff across the agency are being trained. The procedure is:



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**ATCO Legacy Fund**  
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**Beacon School**  
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**F.A.N.s Program**  
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**Integrate Athens**  
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**PersonnelPlus**  
**Employment Options & PersonnelPlus**  
The Market on State  
1002 E. State St., Suite 4  
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Fax: (740) 593-8236



**Service & Support**  
8 Harper Street  
The Plains, Ohio 45780  
Phone: (740) 592-6006  
Fax: (740) 594-5048



**Transportation & Facilities**  
9033 Lavelle Road  
Athens, Ohio 45701  
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Fax: (740) 594-5048

Exhibit 9  
**The ACBDD's Admittance Procedure**

In an effort to protect the health and safety of individuals served by the ACBDD and ACBDD staff members, the procedure for allowing admittance into ACBDD facilities is as follows:

Visitors requesting access to our facilities may be asked to provide their name, proper identification, and a reason for their visit. Once staff confirm the visitor has a valid and appropriate reason for visiting the facility, admittance may be granted.

Visitors without an appropriate or valid reason for visiting or those who are unwilling to provide the above information will be asked to seek approval from the Superintendent, per Administrative Policy 25, before their entry.

Questions or instruction about building-specific training must be directed to the Superintendent or the manager in that facility.

- On May 2<sup>nd</sup>, we held our Spring all-staff meeting. We discussed updates for all, presented several annual staff awards, and had a special interview with the Wallisch Family (Janet, Sara, and John). The Wallisch family receive services from the Board and have been involved with our system for years. Special thanks to the Wallisch Family for joining us and sharing their story and to Doug Mitchell who coordinated the interview.



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## Exhibit 9

- On May 2, the agency was invited to attend the Athens County Children Services Champion for Children event. Arian and Stephanie were there to represent the agency.
- On May 22, we met with OU's College of Health Sciences & Professions to explore the possibility of developing a local interdisciplinary partnership focused on autism diagnosis. This is in the early stages of discussion.
- On May 9<sup>th</sup>, we presented our 2022 annual report to the county commissioners. We also discussed our budget, and we discussed the Inclusivity Pledge that we are developing.



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# Business Manager Report for April 2023



May 3, 2023

Notice to the Board and all Stakeholders:

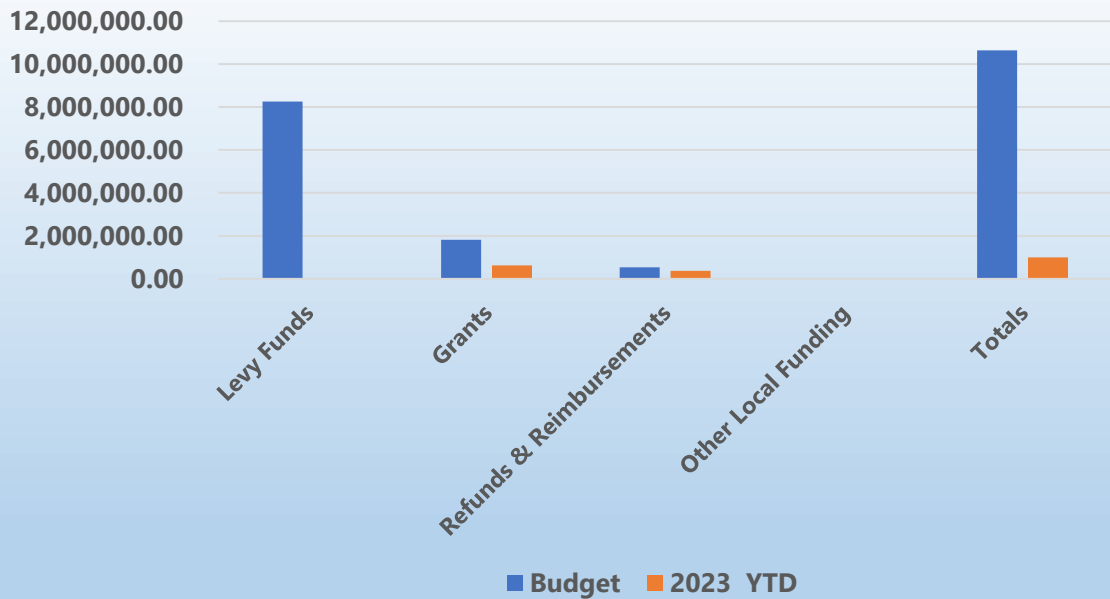
The followings schedules detail the financial performance of the Athens County Board of Developmental Disabilities as of May 3, 2023. All schedules are reconciled with the financial records of the Athens County Auditor's office as of this day.

April 2023			
Revenues		Expenditures	
General Tax	-	Salaries - Employees	297,520.08
Trailer Tax	-	Medical Insurance	96.83
Homestead & Rollback	-	Health Insurance	74,336.24
Grants	137,904.17	Dental	14,326.80
Sales & Copies	251.40	Vision	3,044.04
Other	60.00	Life Insurance	571.12
Refunds	32.62	Medicare	3,980.99
Reimbursements	1,110.00	Workers Compensation	-
Gifts & Donations	574.00	Public Empl Retire	42,427.68
Other Non-Revenue (Misc)	-	Contract Services	69,530.70
Transfers In	-	Non-Waiver Supported Living	54,332.79
Capital Improvement Rev.	-	Rentals	540.01
Bond Investment Income	4.60	Repairs / Maintenance	1,363.82
		Supplies	9,929.65
		Equipment	-
		Other Expenses	2,056.10
		Medicaid Waiver Match	473,630.74
		Family Support Services	6,679.21
		Utilities	9,813.48
		Advertising/Printing	421.00
		Travel	2,627.09
		Election Expense	-
		Fees-Settlement	-
<b>Total General Revenues</b>	<b>139,932.19</b>	<b>Total Expenditures</b>	<b>1,067,228.37</b>
		<b>Revenues less Expenditures</b>	<b>(\$927,296)</b>

# Business Manager Report for April 2023



## Revenue to Budget YTD April 2023

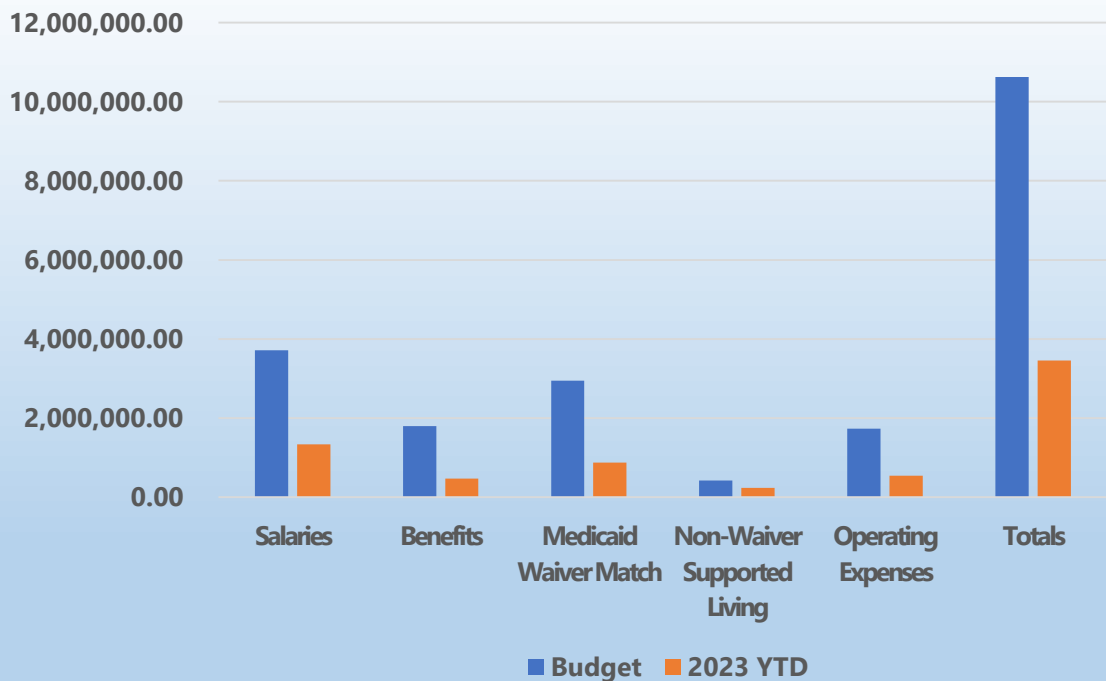


Revenue Groups	Budget	2023 YTD
Levy Funds	8,259,522.49	0.00
Grants	1,808,928.51	627,284.77
Refunds & Reimbursements	532,631.92	368,782.49
Other Local Funding	32,999.06	3,724.33
<b>Totals</b>	<b>10,634,081.98</b>	<b>999,791.59</b>

# Business Manager Report for April 2023



## Expenses to Budget YTD April 2023



Expenditure Groups	Budget	2023 YTD
Salaries	3,716,723.14	1,336,363.19
Benefits	1,795,046.22	467,925.78
Medicaid Waiver Match	2,950,321.54	878,885.57
Non-Waiver Supported Living	425,411.20	232,747.07
Operating Expenses	1,736,967.81	540,125.62
<b>Totals</b>	<b>10,624,469.91</b>	<b>3,456,047.23</b>

# Business Manager Report for April 2023



2023	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Beg. Fund Balance	4,417,922.85	3,328,581.02	2,927,946.75	2,902,136.83	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17
Revenues	124,593.71	148,443.12	600,901.53	139,932.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures	(1,213,935.54)	(549,077.39)	(626,711.45)	(1,066,322.85)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Fund Balance	3,328,581.02	2,927,946.75	2,902,136.83	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17
Funds Transferred Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Ending Balance	3,328,581.02	2,927,946.75	2,902,136.83	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17	1,975,746.17
Minimum Fund Balance (25%)	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48	2,656,117.48
Variance from Min Fd Bal	672,463.54	271,829.27	246,019.35	(680,371.31)	(680,371.31)	(680,371.31)	(680,371.31)	(680,371.31)	(680,371.31)	(680,371.31)	(680,371.31)	(680,371.31)
Carryover Percentage to Target Budget	31.33%	27.56%	27.32%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%

Fund Number, Name	Balance
401 General Fund	1,975,746.17
403 Supported Living Fund	-
015 Beacon Bond Fund	2,834.42
404 Capital Improvement Fund	1,386,716.28
405 Waiver Reserve Fund	3,913,717.63
<b>Total Non-Reserve Funds</b>	<b>3,365,296.87</b>

Prepared by:

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ACBDD Expenses April 2023					
<b>General</b>					
<b>3401.520100 Medical Insurance</b>					
20230198	Medical Mutual of Ohio	Claims for the Week Ending 3/31/2023 - HRA deductibles	04/03/2023	\$96.83	
<b>Medical Insurance Total: 96.83</b>					
<b>3401.520101 Health Insurance</b>					
20230192	Stark County Educational Service Center	March, 2023 - Health Insurance premiums less two employee deduction checks	04/01/2023	\$74,336.24	
<b>Health Insurance Total: 74,336.24</b>					
<b>3401.520300 Dental</b>					
20230208	Stark County Educational Service Center	March, 2023 - Dental Insurance Premiums	04/01/2023	\$14,326.80	
<b>Dental Total: 14,326.80</b>					
<b>3401.520400 Vision</b>					
20230214	Stark County Educational Service Center	March, 2023 - Vision Insurance Premiums	04/01/2023	\$3,044.04	
<b>Vision Total: 3,044.04</b>					
<b>3401.521100 Life Insurance</b>					
20230218	Stark County Educational Service Center	March, 2023 - Life Insurance Premiums of \$755.44 less employee premium payments of \$184.32	04/01/2023	\$571.12	
<b>Life Insurance Total: 571.12</b>					
<b>3401.522100 Medicare</b>					
MEDICARE2023	Athens County Auditor	Medicare Contribution - April 2023	04/15/2023	\$3,980.99	
<b>Medicare Total: 3,980.99</b>					
<b>3401.525100 Public Empl Retire</b>					
PERS/STRS2023	Athens County Auditor	PERS / STRS Contribution - April 2023	04/15/2023	\$42,427.68	
<b>Public Empl Retire Total: 42,427.68</b>					
<b>3401.530100 Contract Services</b>					
20230245	Aramark Dallas Lockbox	March, 2023 - Food Services	04/11/2023	\$9,138.85	
20230277	BCI	March, 2023 - BCI/FBI webchecks and rapback services	04/05/2023	\$281.25	
20230266	Biancone, Sally	March 24 to April 6, 2023 - 17.25 hrs of photography at \$25/hr - Circus, Graduation Pictures, Easter Photos, etc	04/07/2023	\$431.25	
20230275	Brittco, LLC	Brittco Software Monthly Subscription	04/12/2023	\$1,480.00	
20230282	Career Connections, Inc.	April 3 to April 10 - 32.26 hours @ \$13.33/hr - Kitchen Assistant - K. Conner	04/21/2023	\$430.03	
20230282	Career Connections, Inc.	March 20 to March 31, 2023 - 36.41 hours @ \$13.33/hr - Kitchen Assistant	04/07/2023	\$485.35	
20230286	Cintas Corporation	uniforms	04/12/2023	\$26.70	
20230286	Cintas Corporation	mats - Beacon	04/13/2023	\$93.29	
20230286	Cintas Corporation	mats - SSA office	04/17/2023	\$19.26	
20230286	Cintas Corporation	uniforms	04/17/2023	\$93.29	
20230286	Cintas Corporation	uniforms	04/19/2023	\$26.70	
20230286	Cintas Corporation	mats - Beacon	04/25/2023	\$93.29	
20230286	Cintas Corporation	uniforms	04/04/2023	\$26.70	
20230286	Cintas Corporation	mats - SSA	04/24/2023	\$19.26	
20230286	Cintas Corporation	mats - SSA office	04/03/2023	\$19.26	
20230286	Cintas Corporation	uniforms	04/06/2023	\$31.94	
20230286	Cintas Corporation	mats - SSA office	04/10/2023	\$19.26	
20230243	First National Bank Omaha	Constant contact 3/18/2023 - 4/17/23	04/17/2023	\$19.00	
20230292	Haynes Kessler Myers & Postalakis Incorporated	3/8 to 3/28/2023 - Professional/legal services	04/05/2023	\$1,567.50	
20230294	Holzer Clinic, LLC	2/23 Stammler \$16; 3/23 Clem \$106.40	04/18/2023	\$122.50	
20230294	Holzer Clinic, LLC	2/13/2023 - Bus Driver Physical - B. Morgan	04/03/2023	\$64.50	
20230294	Holzer Clinic, LLC	2/2023 B. Stammler \$104; and D. Ward \$106.50	04/03/2023	\$210.50	
20230517	McGohan Brabender Agency, Inc.	April, 2023 - Brokerage and Consulting Services	04/18/2023	\$1,855.00	
20230297	Medicaid Billing Solutions, Inc.	TCM review and billing for last month (March, 2023)	04/03/2023	\$2,500.00	
20230302	Nagy PT, Adrienne	March 28, 2023 - PT services 2.5 hours at \$50/hr - SSA	04/03/2023	\$125.00	
20230063	Treasurer of State, %OH Dept of DD	ADMFEES 1.25% for 01/01/2023 to 03/31/2023	04/18/2023	\$50,328.94	
<b>Contract Services Total: 69,508.62</b>					
<b>3401.530104 Non-Waiver Supported Living</b>					
20230139	Athens Metropolitan Housing	Repairs to 20 Garfield	04/03/2023	\$134.00	
20230139	Athens Metropolitan Housing	April, 2023 - Rent	04/03/2023	\$318.00	
20230139	Athens Metropolitan Housing	April, 2023 - Rent	04/03/2023	\$1,041.00	
20230139	Athens Metropolitan Housing	April, 2023 - Rent	04/03/2023	\$471.00	
20230139	Athens Metropolitan Housing	April, 2023 - Rent	04/03/2023	\$424.00	
20230139	Athens Metropolitan Housing	April, 2023 - Rent	04/03/2023	\$298.00	
20230139	Blake-Morrison, Alexandra	April 10-16, 2023 - Shared Living	04/18/2023	\$905.52	
20230139	Blake-Morrison, Alexandra	April 18-23, 2023 - Shared Living	04/25/2023	\$776.16	
20230139	Blake-Morrison, Alexandra	March 27 - April 2, 2023 - Shared Living	04/03/2023	\$905.52	
20230139	Blake-Morrison, Alexandra	April 3-9, 2023 - Shared Living	04/11/2023	\$905.52	
20230139	Days Inn Athens	14 day motel stay March 30 - April 12, 2023	04/14/2023	\$742.00	
20230139	Days Inn Athens	March 16-23, 2023 - 7 night hotel stay	04/06/2023	\$371.00	
20230139	Goodwill Industries of South Central Ohio, Inc.	March 6-27, 2023 - Day Rate	04/11/2023	\$164.00	
20230139	ONI - Ohio Network for Innovation	Guardianship for one individual for 6/15/22 thru 6/14/2023	04/05/2023	\$2,220.00	
20230139	R.H.D.D., Inc.	March, 2023 - NMT - March 7 -21, 2023 - Daily Rate	04/18/2023	\$844.93	
20230139	Ripple, Thomas E.	March 9 & 23, 2023 - two one hour massage therapy treatments	04/03/2023	\$140.00	
20230139	Treasurer of State, %OH Dept of DD	March, 2023 - Gallipolis Developmental Center	04/11/2023	\$10,783.97	
20230139	Treasurer of State, %OH Dept of DD	March, 2023 - Gallipolis Developmental Center	04/11/2023	\$10,783.97	
20230139	Treasurer of State, %OH Dept of DD	March, 2023 - Gallipolis Developmental Center	04/11/2023	\$10,783.97	
20230139	Treasurer of State, %OH Dept of DD	March, 2023 - Warrensville Developmental Center	04/11/2023	\$10,907.66	
<b>Non-Waiver Supported Living Total: 53,920.22</b>					
<b>3401.530105 Rentals (Other Expense - Rent)</b>					
20230154	B & C Communications	May, 2023 - Repeaters	04/17/2023	\$100.00	
20230160	City of Athens	May, 2023 - parking spot 30 in parking garage	04/10/2023	\$150.00	
20230163	Pitney Bowes	Rental of Beacon postage meter from 1/30/2023 to 04/29/2023	04/03/2023	\$290.01	
<b>Rentals (Other Expense - Rent) Total: 540.01</b>					
<b>3401.530200 Repairs/Maint. (Contract Repairs)</b>					
20230056	Poynter's Business Solutions	PersonnelPlus Contract base rate charge for the 5/14/23 to 8/13/23 period	04/17/2023	\$292.82	
20230056	Poynter's Business Solutions	SSA copier contract base rate charge for the 5/14/23 to 8/13/23 period	04/17/2023	\$771.00	

20230054	Security Electronics, Inc.	Annual Inspection of Fire Alarm System at Beacon on March 14th	04/03/2023	\$300.00
<b>Repairs/Maint. (Contract Repairs) Total: 1,363.82</b>				
<b>3401.540100</b>	<b>Supplies</b>			
20230318	Amazon Capital Services	Balsa Circle Banquet Table skirt Linens and iCraft Super Tape - PersonnelPlus	04/13/2023	\$142.90
20230324	Amazon Capital Services	car seat buckle guard	04/18/2023	\$35.90
20230308	Amazon Capital Services	two 2pack 16" bike tubes	04/18/2023	\$27.97
20230328	Amazon Capital Services	Robelle Pool Water Noodles On this order only received one set of noodles so only paying \$41.67 on this invoice - REORDERED #11PR-CKYJ-3V79 for the other set of noodles of \$41.67	04/19/2023	\$83.34
20230328	Amazon Capital Services	Canon KP 108IN Color ink and paper set - Preschool I	04/24/2023	\$61.98
20230328	Amazon Capital Services	Lsushine Craft Ink Pad Stamps; 145 piece cut Animal Vinyl Stickers; 80 piece Mini Pop Its Keychain Fidget Toys; Kuaai 12 pieces Assorted EVA Sponge Painting Stamper Foam Sponge; 6x	04/24/2023	\$71.54
20230308	Amazon Capital Services	Mr. Clean Magic Erasers - Beacon	04/04/2023	\$20.23
20230311	Amazon Capital Services	Cardstock, Scotch Thermal Laminating Pouches; Twin Pocket File folders & Hammermill Printer paper 11x17	04/03/2023	\$101.16
20230328	Amazon Capital Services	12 piece random color mini squeen pop fidget toys; 54 piece Party favors toys; and 36 piece Mochit Squishy Toys - incentives for ** on bus	04/05/2023	\$37.87
20230328	Amazon Capital Services	Reizen Clear Vinyl Labeling tape - PreSchool	04/10/2023	\$12.40
20230316	Amazon Capital Services	Fancy buying security camera power adapter; WILKHD BNC Cable; and ANNKE Security Cambera Cable	04/10/2023	\$78.88
20230328	Amazon Capital Services	Sorry Game; Connect 4 board game; and UNO card game - supplies for Teen Time event	04/11/2023	\$30.95
20230336	Classic Solutions	building supplies - Bus Garage	04/03/2023	\$86.67
20230336	Classic Solutions	building supplies - PersonnelPlus	04/03/2023	\$68.50
20230336	Classic Solutions	building supplies - Beacon	04/03/2023	\$754.45
20230336	Classic Solutions	building supplies - Beacon	04/26/2023	\$170.68
20230336	Classic Solutions	building supplies - Beacon	04/26/2023	\$141.14
20230336	Classic Solutions	building supplies - Beacon	04/26/2023	\$830.94
20230336	Classic Solutions	building supplies - SSA	04/03/2023	\$63.39
20230336	Classic Solutions	building supplies- Beacon	04/03/2023	\$27.12
20230336	Classic Solutions	building supplies - Beacon Kitchen	04/03/2023	\$31.13
20230337	Cline Welding Supply	15 gal of muratic acid	04/03/2023	\$150.00
20230324	Easy Way Safety Services, Inc.	8 adjustable vest - Harness/safety vest for buses	04/21/2023	\$1,680.00
20230342	Lowe's Home Centers, Inc. (Athens)	building supplies - Beacon	04/03/2023	\$14.23
20230324	NAPA Auto Parts	batteries and various credits	04/13/2023	\$294.76
20230312	NCS Pearson	PPVT-5 Form A Q-Interactive Assessment and Celf 5 work classes	04/20/2023	\$7.05
20230324	Ohio Cat	vehicle parts	04/18/2023	\$132.85
20230324	Ohio Cat	vehicle parts	04/19/2023	\$255.71
20230324	Ohio Cat	vehicle parts	04/24/2023	\$88.60
20230324	Ohio Cat	vehicle parts	04/05/2023	\$213.88
20230308	Performance Signs	three 24" x 32" alumalite Signs "Ray's Ways on the Playground"	04/21/2023	\$283.50
20230320	Pitney Bowes	2 ink cartridges for postage meter at SSA	04/18/2023	\$182.58
20230346	Randy V. Moore Petroleum Distribution LLC	350 gals of diesel delivered on 4/4/23 @ \$.37/gal	04/17/2023	\$1,319.50
20230348	Reserve Account	Beacon postage meter	04/20/2023	\$1,000.00
20230349	Robertson Heating Supply Co. of Ohio	building supplies - Beacon	04/20/2023	\$98.07
20230351	Staples Business Advantage	office supplies - MUI	04/03/2023	\$47.45
20230308	TFH	shipping charges on return of Adult Seat/Chains	04/25/2023	\$40.00
20230308	The Sherwin Williams Co.	paint - Beacon	04/12/2023	\$12.40
20230308	UPS	shipping charges to ship back to TFH swing/chains	04/26/2023	\$86.92
20230311	W. B. Mason Co., Inc.	20 cartons of paper and pens - ADM/School	04/21/2023	\$827.58
20230311	W. B. Mason Co., Inc.	2 dozens pens	04/21/2023	\$41.56
<b>Supplies Total: 9,655.78</b>				
<b>3401.560100</b>	<b>Other Expenses</b>			
20230060	Amazon Capital Services	seven Seed Bloom 72 piece set handmade bloom and grow seed paper wildflower - items for Kidfest	04/05/2023	\$201.32
20230060	Amazon Capital Services	eight - 18 piece stretchy fidget toys & 120 piece pop bubble bracelet fidget toys - SSA Dept items for KidFest 2023	04/10/2023	\$112.59
20230060	American National Red Cross	April 12 - six Adult & Pediatric First Aide/CPR/AED with Anaphylaxis & Epinephrine Auto-Injector	04/25/2023	\$216.00
20230060	Athens City-County Hlth. Dpt.	2023 Renewal of Application for License to Operate a Public Swimming Pool	04/03/2023	\$190.00
20230060	Havar, Inc.	PPF Sponsorships 2023	04/18/2023	\$500.00
20230060	Kaeser & Blair, Inc./ZONEZ	250 non woven shopper tote bags with ACBDD logo	04/19/2023	\$620.25
20230060	Kroger - Columbus Customer Charges	five floral arrangements for Professional Administrative day	04/26/2023	\$124.95
20230060	Kroger - Columbus Customer Charges	one floral arrangement for Professional Administrative Day	04/26/2023	\$24.99
20230060	Minuteman Press	20 ACBDD 2022 Annual Reports	04/24/2023	\$66.00
<b>Other Expenses Total: 2,056.10</b>				
<b>3401.560141</b>	<b>Medicaid Waiver Match</b>			
20230064	Treasurer of State, %OH Dept of DD	DSP Retention Payment 2022 Q4	04/18/2023	\$68,375.91
20230064	Treasurer of State, %OH Dept of DD	WAIVER IO 4/1/23 - 6/30/23	04/18/2023	\$405,254.83
<b>Medicaid Waiver Match Total: 473,630.74</b>				
<b>3401.560142</b>	<b>Family Support Services</b>			
20230239	Amazon Capital Services	Hands Free Dog Leash with Pouch; Amazon Basics Clear Thermal Laminating Plastic Paper Laminator sheets; and ZingFu Tree Colored Pencils - family support services	04/13/2023	\$101.06
20230239	Amazon Capital Services	Gravity Falls: Dipper/Mabel's Guide to Mystery & Lost Legends; Warrky USB C to HDMI Cables; and 4 pack 6 ft iPhone charger Cable - family support services	04/13/2023	\$61.50
20230239	Amazon Capital Services	Treaton, 5 inch medium firm water resistance nylon vinyl dual sided mattress and Alohappy Metal Bunk Beds Frame twin over twin - family support services	04/18/2023	\$331.03
20230239	Amazon Capital Services	ANNKE 3K Lite Security Camera System and Ala Sit & Play - family support services	04/19/2023	\$557.80
20230239	Amazon Capital Services	Kinhank Super Console X2 pro Retro Game Console - family support services	04/19/2023	\$119.99
20230239	Amazon Capital Services	Vizio 43 inch D series full HD 1080 Smart TV with Apple AirPlay - family support services	04/19/2023	\$269.99
20230239	Amazon Capital Services	Liberty Imports 5 pack big boys youth mesh basketball shorts - family support services	04/24/2023	\$32.95
20230239	Amazon Capital Services	Windows 10 laptop computers, CHUMWI Gemi Brook 13 inch thin; Costume Agent Cheeseburger backpack; The Witch Boy A Graphic Novel; an Cartoon Network: Steve Universe: the corr	04/24/2023	\$374.54
20230239	Amazon Capital Services	BOOKS: The Hidden Witch; Steve Universe Deluxe Hardcover blank sketchbook; The Adventurers Guild; Stephen McCranie's Space Boy Volumes 5- 7; Funko Acation Figures: YEXPRESS	04/24/2023	\$109.20
20230239	Amazon Capital Services	Executive Functioning Workbook for Kids; Sistema 5 piece food storage containers; and table mate II tv tray table- family support services	04/03/2023	\$72.38
20230239	Amazon Capital Services	Have a Little Patience - book about emotion/feelings; Auditory Processing Disorder Workbook; A Little Spot of Empathy a story of understanding; Weighed Lap Blanket; Medicine Bottle Syri	04/03/2023	\$83.94
20230239	Amazon Capital Services	Patriot Viper Elite II; WD 5TB Elements Portable HDD External Hard Drive; Seagate IronWolf 8TB NAS Internal Hard Drive; and Samsung 980 PRO SSD 3TB PCIe NVMe Gen 4 Gaming - fe	04/25/2023	\$495.66
20230239	Amazon Capital Services	Nike Flex Runner shoes and DiaOutro 80 inch twin bed frame - family support services	04/03/2023	\$158.53
20230239	Amazon Capital Services	steel tongue drum - family support services	04/05/2023	\$62.68
20230239	Amazon Capital Services	Duracell AA Batteries; Lotrimin Jock Inch spray; Wakeman Outdoors Collapsible Wash Basin; Rite Aid Extra Strength Acetaminophen; Fruit of Loom TShirts; Baby Wipes; Wild bird food; Se	04/10/2023	\$184.28
20230239	Amazon Capital Services	Spectracide Wasp & Hornet Killer; Dremel 231 portable Rotary Tool Shaper; and Dremel 335-01 Rotary Tool Plunge Router Attachment - family support services	04/10/2023	\$69.23
20230239	Amazon Capital Services	Pampers Easy Ups Training underwear - family support services	04/10/2023	\$36.76
20230239	Amazon Capital Services	Top Fill Cool Mist & Warm Mist Humidifier - family support services	04/10/2023	\$118.78
20230239	Amazon Capital Services	Samsung Chromebook 2 laptop - family support services	04/11/2023	\$98.65
20230236	Baughman, Lisa C.	Reimbursement for medical expenses - family support services	04/20/2023	\$63.48
20230238	Capital One - Walmart	clothing - family support services	04/12/2023	\$150.00
20230238	Capital One - Walmart	cell phones and minutes - family support services	04/18/2023	\$54.88
20230238	Capital One - Walmart	groceries and wasp spray - family support services	04/18/2023	\$66.32
20230238	Capital One - Walmart	towels - family support services	04/18/2023	\$16.29
20230238	Capital One - Walmart	hygiene - family support services	04/18/2023	\$12.07
20230238	Capital One - Walmart	clothing - family support services	04/04/2023	\$380.59
20230238	Capital One - Walmart	clothing - family support services	04/03/2023	\$103.33

20230238	Capital One - Walmart	hygiene and cleaning supplies - family support services	04/05/2023	\$190.41
20230238	Capital One - Walmart	food - family support services	04/07/2023	\$118.89
20230238	Capital One - Walmart	clothing - family support services	04/04/2023	\$200.00
20230236	Chuckford & Sons	Stopped payment on check #845851; vendor altered check and couldn't be cashed. Will reissue check	04/28/2023	-\$553.00
20230236	Chuckford & Sons	two full size mattress, Zinus Raymond Wood Platform bed frame with headboard; recliner and Wooden Table with 4 chairs - family support services	04/07/2023	\$553.00
20230236	City of Athens	2023 Bus Pass - family support services	04/17/2023	\$70.00
20230236	Dorst, Angelique	Reimbursements for Athens Community Center and Ohio Valley School of Celtic Dance/Culture - family support services	04/03/2023	\$273.00
20230236	Mitchell, India	Reimbursement for private pilates instruction - January, February & March, 2023 - family support services	04/03/2023	\$500.00
20230236	Niinisto, Jaana	Reimbursement for boarding of therapeutic horse at Ridge View Farm, New Marshfield - family support services	04/19/2023	\$400.00
20230236	Speedway SuperAmerica	gas card - family support services	04/21/2023	\$44.00
20230236	Stevens, Zack	Reimbursements for purchase of food from Sam's Club, preparation of taxes from Parfitt; and medical invoices from Oakview Dermatology - family support services	04/05/2023	\$500.00
<b>Family Support Services Total: 6,482.21</b>				
<b>3401.560186 Utilities</b>				
20230016	American Electric Power	8 Harper Street electric from 3/14/23 - 4/12/23	04/17/2023	\$338.66
20230016	American Electric Power	Beacon electric from 3/9/23 - 4/40/23	04/17/2023	\$1,049.59
20230016	American Electric Power	Bus Garage electric from 3/11/23 - 4/10/23	04/17/2023	\$149.77
20230467	AT & T Mobility	March 23 to April 22 - hot spots	04/04/2023	\$167.40
20230019	Athens-Hocking Co Recycling Centers, Inc	April, 2023 - SSA recycling	04/14/2023	\$15.99
20230025	Charter Communications Operating LLC	PersonnelPlus internet 4/3/23 - 5/2/23	04/10/2023	\$289.47
20230025	Charter Communications Operating LLC	Bus Garage internet from 4/1/23 to 4/30/23	04/10/2023	\$602.40
20230033	City of Athens	Beacon water from 3/7/23 - 4/4/23 - 38,000 gals	04/17/2023	\$553.52
20230036	Columbia Gas	PersonnelPlus gas from 3/15/2023 - 04/14/2023	04/19/2023	\$101.09
20230036	Columbia Gas	Beacon gas from 2/10/23 - 3/10/23	04/20/2023	\$594.28
20230039	Frontier	April, 2023 SSA fax 740-594-5048	04/05/2023	\$34.00
20230039	Frontier	April, 2023 - MUI and alarms 740-592-1098	04/07/2023	\$197.79
20230039	Frontier	April, 2023 - Beacon Fax 740-593-3189	04/10/2023	\$45.01
20230039	Frontier	April, 2023 - SSA 740-797-0001	04/10/2023	\$45.01
20230047	Gator Enterprises and Document Shredding, Inc.	4/13 - Beacon	04/18/2023	\$72.10
20230041	Interstate Gas Co (IGS)	March, 2023 - Beacon gas	04/25/2023	\$820.00
20230044	Le-Ax Water Dept.	Bus Garage water from 2/8/23 - 3/7/23 - 1166 gals	04/03/2023	\$23.09
20230048	SmartestEnergy US LLC	8 Harper Street electric 3/13/23 - 4/12/23	04/14/2023	\$1.51
20230048	SmartestEnergy US LLC	8 Harper Street electric from 3/13/23 - 4/12/23	04/14/2023	\$85.18
20230048	SmartestEnergy US LLC	Bus Garage electric from 3/10/23 - 4/10/23	04/14/2023	\$63.69
20230048	SmartestEnergy US LLC	Beacon electric from 3/8/23 - 4/10/23	04/14/2023	\$889.96
20230049	The Plains Water & Sewer District	Harper Street water from 2/28/23-3/31/2023 - 1500 gals	04/13/2023	\$46.02
20230030	Time Warner	SSA and Garfield internet 4/1/23 - 4/30/23	04/07/2023	\$554.99
20230030	Time Warner	Beacon internet from 4/1/23 - 4/30/23	04/07/2023	\$603.00
20230051	Verizon Wireless	March 8 to April 7, 2023 - phones	04/18/2023	\$2,061.00
20230052	Waste Management	April, 2023 - SSA garbage	04/03/2023	\$101.07
20230052	Waste Management	April, 2023 - Beacon	04/03/2023	\$187.66
20230052	Waste Management	April, 2023 - Bus Garage garbage	04/03/2023	\$120.23
<b>Utilities Total: 9,813.48</b>				
<b>3401.560200 Advertising/Printing</b>				
20230059	First National Bank Omaha	Advertising on Indeed #77054058	04/03/2023	\$22.00
20230059	First National Bank Omaha	Advertising on Indeed #75310842	04/03/2023	\$399.00
<b>Advertising/Printing Total: 421.00</b>				
<b>3401.560300 Travel</b>				
20230058	Arroyo Santiago, Ruben A	PER 5.13 - Tuition Reimbursement - General Chemistry 2 - January-March, 2023	04/17/2023	\$800.00
20230058	Drake, Nicole A.	Travel 2/27/23 - 3/31/23	04/03/2023	\$102.64
20230058	First National Bank Omaha	DOT Reasonable Suspicion Training via webinar - Linscott & Zielinski	04/10/2023	\$79.98
20230058	Hart, Jamie	Travel 3/1/23 - 3/30/23	04/17/2023	\$189.75
20230058	Janes-Tinkham, Carol	Travel 3/16/23 - 4/3/23	04/03/2023	\$40.46
20230058	Medicaid Billing Solutions, Inc.	SSA Boot Camp April 2023 for D. Ward	04/20/2023	\$500.00
20230058	Mitchell, Jodi	Travel 3/1/23-3/31/23	04/07/2023	\$65.30
20230058	OACBDD	Enhancing Relationships with Law Enforcement - registration fee for Stevie Putnam-Young	04/12/2023	\$25.00
20230058	OACBDD	March 9 and 10, 2023 - OSCBDD Superintendent & Business Manager Conference	04/03/2023	\$350.00
20230058	Oswald, Chelsea	Travel 3/1/23 - 3/31/23	04/14/2023	\$208.81
20230058	Putnam-Young, Stevie	Travel 3/1/23 - 4/5/23	04/07/2023	\$120.26
20230058	Walker, Melissa	Travel 2/1/23 - 03/29/23	04/04/2023	\$144.89
<b>Travel Total: 2,627.09</b>				
<b>Capital Improvement</b>				
<b>3404.550101 Capital Improvements</b>				
20230128	Kramer Engineers	Beacon School Roof Replacement - added current code review, drawings, rebid, infrared roof imaging	04/14/2023	\$4,339.50
<b>Capital Improvements Total: 4,339.50</b>				
<b>General Total: 768,802.77</b>				
<b>Capital Improvement Total: 4,339.50</b>				



**ACBDD - Administration**  
Kevin Davis, Superintendent

## Human Resources Board Report May 2023 Gwen Brooks, Director of Human Resources

- Searches In-Progress:
  - Substitute Bus/Van Drivers
  - Bus/Van Driver
  - Summer Camp Counselors and Camp Assistants
  - Instructor, Intervention Specialist, Beacon School
- Participated in the Tri-County Employment Extravaganza on May 4 to promote general awareness of DD careers, and targeted recruitment for Camp Counselors
- The Positive Culture Committee presented the following awards at the May all-staff meeting:
  - Safety Award – *Bianca Sankar, SSA*
  - Sunshine Award – *Stevie Putnam-Young, SSA*
  - Exceptional Outcomes Award – Team Award to:
    - *Chelsea Oswald, SSA*
    - *Sam Dunlap, Instructor, Young Adult*
    - *Mary Howell, Intake SSA*
    - *Jamie Hart, SSA*
    - *Doug Mitchell, Transition*
    - *David Sincoff, Behavior Supports*
    - *Kris Dunlap, IT Manager*



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Human Resources Board Report Summary  
May 2023

	Jan 2023	Feb 2023	Mrch 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov- Dec 2023	2023 Avg	2022 Avg	2021 Avg	2020 Avg	2019 Avg	2018 Avg
<b>STAFF COUNT</b>	<b>82</b>	<b>81</b>	<b>83</b>	<b>82</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81.8</b>	<b>89.2</b>	<b>89.9</b>	<b>91.3</b>	<b>90.1</b>	<b>108.5</b>
Full-time	61	61	63	63	62							62.0	63.8	66.1	67.7	68.3	76.7
Part-time	12	12	11	10	10							11.0	14.2	11.6	11.6	10.4	11.8
Sub/Temp	9	8	9	9	9							8.8	11.2	12.3	12.0	11.3	20.0
												<b>2023 Totals</b>	<b>2022 Totals</b>	<b>2021 Totals</b>	<b>2020 Totals</b>	<b>2019 Totals</b>	<b>2018 Totals</b>
<b>SEPARATIONS</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>33</b>	<b>34</b>	<b>4</b>	<b>21</b>	<b>25</b>
Voluntary	1	3	1	1	0							6	33	32	4	13	25
Involuntary	0	0	0	0	0							0	0	2	0	8	0
<b>NEW HIRES</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>27</b>	<b>33</b>	<b>4</b>	<b>9</b>	<b>15</b>
Full-time	1	1	2	0	0							4	8	8	2	6	7
Part-time	0	1	0	0	0							1	2	8	2	0	0
Sub/Temp	1	0	1	0	0							2	17	17	0	3	8
<b>TOTAL GRIEVANCES</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
ABEA In Progress	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arbitration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ABEA Resolved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PGO In Progress	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Arbitration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
<b>PGO Resolved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>
Teamsters In Progress	1	0	0	0	0	0	0	0	0	0	0	1	1	1	0	2	0
Arbitration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Teamsters Resolved</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>Workers Comp Claims</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>0</b>

# STAFF COUNT MAY 2023

Row Labels	FT	PT	SUB	Grand Total
Administration	7			7
Admin Support	1			1
Administration	6			6
Beacon	21	3	6	30
Admin Support	1	2		3
Administration	1			1
Adult Services	1			1
Dept of Ed	18	1	6	25
Early Intervention & Transition	2			2
Early Intervention	1			1
Transition	1			1
Employment Options	3	1		4
Administration	1			1
Adult Services	2	1		3
Facilities/Transportation-Lavelle	7	6	2	15
Admin Support	1			1
Administration	1			1
Facilities	3	2	1	6
Transportation	2	4	1	7
Integrate Athens-Lavelle	1			1
Administration	1			1
SSA-Harper	21			21
Admin Support	1			1
Administration	3			3
Case Management	17			17
Summer Camp			1	1
CAMP			1	1
<b>Grand Total</b>	<b>62</b>	<b>10</b>	<b>9</b>	<b>81</b>

Exhibit 12  
Facilities and Transportation Board Report  
April 2023

- Annual Swimming Pool License was renewed with the Athens City-County Health Department
- Facilities staff have facilitated training space and the use of the Beacon pool for City of Athens Lifeguard training
- Chris Linscott attended Transportation Director training at Pike County JVC on April 6<sup>th</sup>; DOE, Ohio State Highway Patrol, and other presenters covered updated regulations for school bus transportation, best practices, and van compliance
- Chris Linscott complete DOT approved reasonable suspicion training for alcohol and drugs related to DOT covered positions
- Transportation, facilities, and maintenance staff began initial planning for Beacon Summer Camp
- All ACBDD-owned busses passed annual Ohio State Highway Patrol Inspection with no loss-of-time; Wes Kline, ACBDD mechanic, did a spectacular job preparing for these inspections
- On April 12<sup>th</sup>, Chris Linscott and Scott Zielinski met with Kramer Engineers and prospective bidders for Beacon roof pre-bid meeting
- Chris Linscott and Scott Zielinski met with representatives April 12<sup>th</sup> to preview potential vans for purchase by ACBDD
- ACBDD/Beacon school passed Athens City County Health Department food inspection April 17
- ACBDD mechanic Wes Kline serviced a malfunctioning wheel-chair lift for the ACPL Bookmobile, in furtherance of our MOU with the ACPL
- Due to an increase in student and staff illness at Beacon school, Custodial staff lead by Ron Kelly and Tracy Clem have instituted deep cleaning protocols at Beacon School; ACBDD bus drivers have also increased disinfecting of busses
- Personnel*Plus* completed the move to Lavelle Road, and facilities staff are actively engaged in preparations to manage surplus items created by the move; plans are underway to complete deep cleaning and repairs to the Market on State space to complete move-out by the end of May
- Transportation staff have begun planning and preparations for Beacon Summer Camp bus routes
- Facilities and maintenance staff have begun mowing, a task that will increasingly dominate our times throughout the coming months; special thanks to Rex Maccombs and Zach Daniels for keeping our grounds safe and beautiful
- Transportation staff facilitated a fieldtrip for the YA Class to Aldi April 5<sup>th</sup>
- Transportation staff facilitated a fieldtrip for the YA Class to Steak n' Shake April 12<sup>th</sup>
- Transportation staff facilitated a fieldtrip for the YA Class to Athens Community Center April 17<sup>th</sup>
- Transportation staff facilitated a fieldtrip to Athens Public Library and Richland Ave Park April 24<sup>th</sup>



## UI/MUI Board Report

May 2023

Active MUI investigations: **33**

Investigations **Closed** since April 13th: **7**

New MUIs filed 4/13/2023 through 5/08/2023: **20**

Type of Investigation by Category	Filed Since 4/13/2023	Total Open
Attempted Suicide	0	0
Death	1	3
Law Enforcement	1	1
Neglect	3	5
Misappropriation	1	1
Exploitation	0	0
Failure to Report	0	0
Missing Individual	2	2
Physical Abuse	2	5
Verbal Abuse	1	3
Sexual Abuse	2	2
Peer to Peer	6	6
Significant Injury	1	1
Unapproved Behavior Support	0	0
Unanticipated Hospitalization	5	10
Medical Emergency	1	0

*\*Some MUIs have multiple categories & multiple individuals*

## MUI Department Updates:

Stakeholder Report due date extended to July

Reminder that in-person UI/MUI Training always available

MUI Presence at OACB Conference May 11<sup>th</sup> & 12<sup>th</sup>

**Stephanie Kendrick**

ACBDD UI/MUI Coordinator



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April 2023 Data

### Department Highlights

- The SSA Department met with Hopewell Health for the monthly collaborative meeting on April 5th.
- SSA Department Meetings in April included special presentations from:
  - Janis Tysko-Athens Catholic Community Food Pantry presented on food box updates and a new program that provides birthday cake kits for a child's birthday
  - SOAR (Tami Bay and Brittani Bay) presented the May opening of their Athens Day program focusing on ADS and Vocational Habilitation Services.
- On April 3rd, Medicaid Manager, Amy Sheridan; and SSA Director, Tristin Lawrence, met with United HealthCare to discuss those served with waivers on Managed Care plans in an effort to "Care Coordinate." Currently, there are 3 individuals under this care coordination umbrella.
- On April 3rd, several child specific SSAs attended the monthly FCFC meeting with Audra Harrison, SSA Manager.
- On April 4th, SSA Director, Tristin Lawrence, participated in the state wide SSA Director's Appendix K proposal discussion with OACB. Discussions around the proposal drew concerns around the vague language, reimbursement standards, and overall impact (fiscal, service, MUI, etc.) from the rule as currently provided.
- On April 6th, an internal housing meeting was held to discuss housing needs and potential housemates for those needing housing.
- On April 12th, SSA Director, Tristin Lawrence, participated in the Region 5 Director's meeting. In this, meeting topics of discussion included MEORC updates, updates from DODD, and regional discussions surrounding case noting productivity, OhioISP processes, and remote supports.
- On April 13th, the CaseManagement (non-waiver) team met. The meeting focused on behavior supports, food boxes, and the noticed increase in respite requests, children services involvement and MUI's.
- On April 13th, SSA Director, Tristin Lawrence, participated in the State Directors meeting virtually. The meeting focused on upcoming Medicaid rule changes, OhioISP, and DODD and OACB initiatives,
- On April 18th, MEORC facilitated the monthly provider meeting at the Integrate Athens Office.
- On April 24th, MEORC conducted a Mock Accreditation Review. Results from the review were overall positive. MEORC found that transfer of plans to the OhioISP to be overall positive. The information going into the OhioISP was detailed and descriptive of the person, their skills, abilities, and needs. Feedback from the review identified areas of improvement in the following areas:

## Exhibit 14

- Obtaining physical signature for plans
  - Outcomes – Setting clear outcomes that are measurable and meaningful
  - Risks-evaluating plans for any “hidden risks”
- On April 27th, the SSA waiver team met. The meeting focused on the personal funds rule, self-directed services, and medication administration assessments.

### Developmental Center Updates

- Planning meetings have continued for 4 individuals currently placed in developmental centers and for those admitted for stabilization. Discharge planning includes coordinated efforts between the ACBDD, the Developmental Center(s), Providers, and Individual support teams.
  - 1 individual was admitted for stabilization on September 2, 2021. Due to current court orders, his discharge date is yet to be determined. The ACBDD continues to work with DODD and his team in the search for ICF placement. A status meeting was held on April 19th.
  - 1 individual was admitted to GDC on February 22, 2022, for stabilization following a series of high-risk activities that affected her health and safety. Several meetings have been conducted throughout the month of April and a discharge has been scheduled for May 9th to an ICF out of county.
  - 1 individual was admitted to GDC on May 26, 2022, for stabilization after a series of incidents that posed a risk to his health and safety. At this time, community placement would not be safe for this person or others. The team continues to work towards stabilization and increasing independence. Once stabilized, the team plans to seek ICF placement. The team met on April 5th.
  - 1 individual was readmitted to GDC on November 1st due to a series of incidents involving law enforcement, which posed a risk to his health and safety and the safety of his staff. A status meeting was held on April 19th. This team is currently seeking ICF placement.
  - 1 individual, identified as a long-term placement at GDC, continues to have increased instability, which has changed scheduled status meetings from monthly to quarterly. ACBDD will continue engaging in these team meetings to discuss updates and potential future discharge options.
  - 1 individual was court ordered on April 11, 2023, to GDC for competency restoration. His SSA is working with his legal counsel and team through his on-going planning.

### Incarcerations and Juvenile Delinquency

- 1 active adult incarceration.
- 1 juvenile is currently placed in a Juvenile Detention Center in Washington County and 1 youth is currently placed in Juvenile Detention in Lancaster.

### Ohio ISP

- SSAs continue to make substantial progress towards transitioning ISPs to the Ohio ISP. SSAs are preparing to meeting the required timeline for transitioning all ISPs on or before June 30, 2024.

## Other Updates

- The workforce crisis is an on-going issue that creates deficits in staffing for those served by the ACBDD. SSAs and teams are continuing to work creatively to increase usages of remote supports and assistive technology, when applicable. Additionally, teams continue to look at ways services can be consolidated through shared service models and roommate opportunities.
- The respite home currently has two occupants. The two occupants are currently receiving supports from a local provider following an emergency placement and service need.

## SSA Staffing

- Amy Sheridan celebrated her 1 year with ACBDD in April

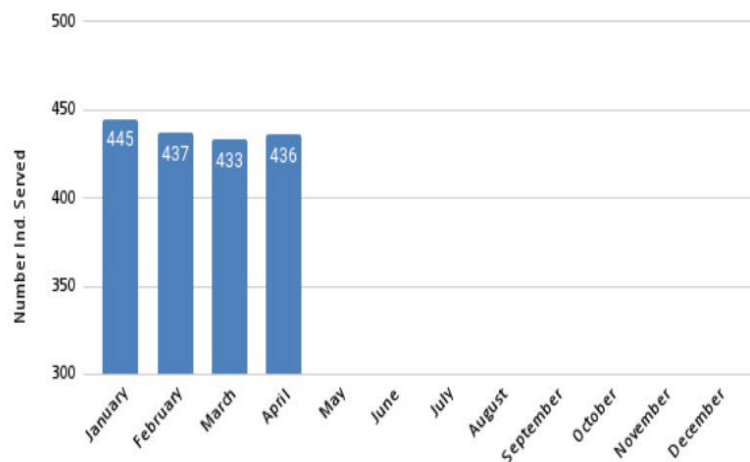
## Department Openings

- There are no current SSA Department openings.

## SSA Department Data Comparison



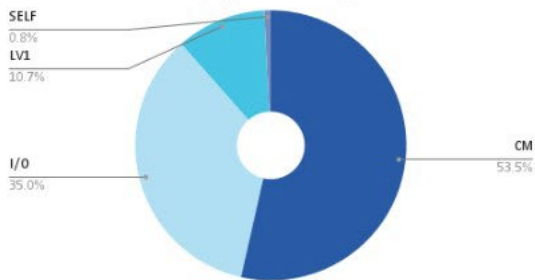
2023: Number of Individuals Served by Month



## Exhibit 14

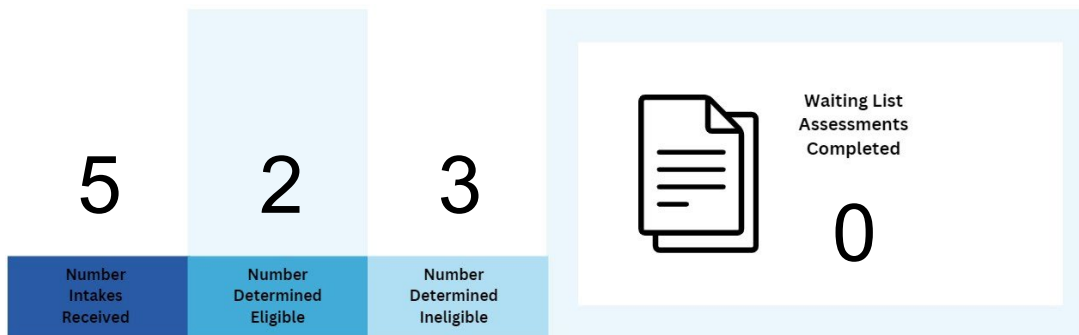
### Individuals served, by waiver type

Individuals Served, By Waiver Type



Waiver Type	Current Count	Net Enrolled/Disenrolled This Month
Total Enrolled, I/O Waiver	153	-1
Total Enrolled, LV1 Wavier	45	0
Total Enrolled, SELF Waiver	3	0
Total Enrolled, Case Management	233	+3

### Individual Eligibility & Referrals



### Individual Service Plans Submitted/Sent

Ohio ISPs, Submitted Through Brittco	138
Ohio ISPs, Paper Version	96
Annual/Initial Plans Sent	33
Revisions/Addendums Sent	11

## Exhibit 14

### *Providers Serving Athens County*



#### [Additional Information: March](#)

##### Case Management Changes:

- 4 individuals enrolled in case management services and 1 person disenrolled, resulting in an increase of 3 to the case management count.

##### Waiver Changes:

- 2 individuals were awarded I/O waivers and 1 individual with an I/O waiver passed away in April, resulting in an increase of 1 to the I/O waiver count.

##### Potential Waiver Changes:

- 6 individuals are in the process of waiver application and anticipated to be awarded waivers in the coming weeks.



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 Becky Martin, Director of Educational Services  
 athenscbdd.org

### Report to the Board May 23, 2023

On April 27, members of the Athens and Trimble Masonic Lodges came to Beacon School to make flower boxes with our students. This is the third year they have donated the materials and volunteered their time to do so. Not only is this a fun activity, but it also teaches valuable skills such as teamwork, creativity and hands-on problem solving. A very special thank you goes out to this terrific group! Their generosity and dedication to supporting the education and development of our students is truly admirable.

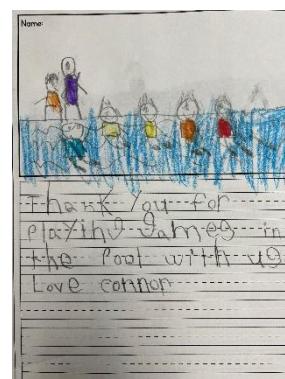
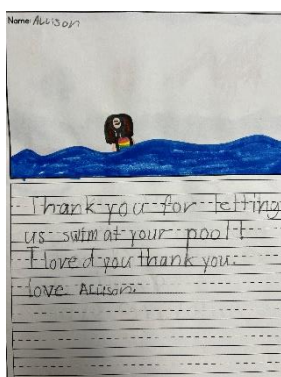


On May 2, in commemoration of Teacher Appreciation Day, we held a celebratory luncheon to honor our teachers, instructor assistants, paraprofessionals and therapists. The luncheon featured an assortment of ham and cheese, turkey and cheese and chicken salad sandwiches, as well as fresh fruits, veggie trays, macaroni and cheese, and cookies.

As a gesture of our gratitude for their invaluable contributions to our school, each member of our staff was presented with a special token of appreciation. These included carrying bags, insulated lunch bags, soup mugs, and insulated thermal cups, all of which serve as a symbol of our heartfelt appreciation for their hard work and dedication



The inclusive swim with Morrison-Gordon concluded on Thursday, May 11. Two of the special education classrooms have visited Beacon to swim with our Primary 1 classroom several times since December. We are happy to have this opportunity to share our resources and provide an inclusive experience for our students. Students at M-G sent thank you letters to us to show their appreciation.



On Friday, May 5, Beacon hosted its annual Prom with the theme of "Under the Sea." The gymnasium was decorated with an array of sea creatures, shells and an impressive coral structure that included vegetation and crabs. In addition to Beacon's student body, the special education class from Federal Hocking Local Schools attended. Guests were served a delectable array of refreshments, including pizza, chips, vegetables, fruit, cheese trays, and cupcakes. The festivities included lively music and an abundance of dancing, making for a memorable and enjoyable afternoon for all in attendance.



# Employment Options/Personnel*Plus* Board Report April 2023

April was a very busy month for EO/PP. Final plans were made and the move to the Lavelle Road office coordinated. Staff attended the Athens County Job and Family Services Job Fair and the first-ever Athens County Social Services Resource Fair.

EO/PP Director, Angela Carter, and Employment Specialist, Heather Clemons, at the ACJFS Job Fair.



Employment Specialist, Sue Orth, and EO/PP Director, Angela Carter, attended the Athens County Social Services Resource Fair.



On top of providing Job Club services to Federal Hocking High School, Tri-County Career Center and Beacon School, the Employment Specialists have been working on creating a Coffee Cart that will be at Beacon School on a scheduled day in May. Staff will work with young adult students to bake muffins and prepare other treats for the Cart. The students will then operate the cart selling the treats, coffee and water. The Coffee Cart will give the students a chance to learn and practice cooking skills, customer services skills and money skills.

## Employment Services

Employment Specialists provided the follow:

- 12 hours of training with an employee who was given new duties.
- Six hours of Job Development with two clients. One is a new hire.
- 28 service hours of Follow Along services with 52 community employees.
- 11.5 hours for Job Retention provided.
- Nine hours for Career Exploration provided.
- 36 hours for Job Clubs at Beacon, Tri County, and Federal Hocking.
- Five hours working at Shopportunities with Beacon School students.
- One hour of ISP meetings.
- Two hours spent at job fair.
- Two hours spent at Social Services Festival.



## Beacon Brew Café

Wednesday, May 17th

From 9:00 a.m. to 12 noon

In the Model Apartment

Stop by, get some great coffee and goodies and support the Young Adult Class!

## Menu

Bougie Brew- \$2 Ray's Roast- \$1

Water- \$1

Snacks- 75¢

All monies support the Beacon Brew Café.



## Summer Camp Update



Summer Camp planning is well on its way! We had a great group of applicants and are in the process of finalizing staff hires and will be sending out Summer Camp acceptance packets mid-to-late May.

### Camp Director

Meet Hannah Rowan. She has just received her Masters Degree in Reading Education from Ohio University and aspires to be a Special Education Instructor. Hannah was our Assistant Camp Director last year at camp and was a previous counselor. She is doing a great job with the prep for our 2023 Summer Camp, and we are happy to have her guiding our camp team!



## Sibshops Athens County

On May 5<sup>th</sup>, Autumn Brown participated in the official training to become a certified Sibshops Facilitator. We will now begin to develop a plan to begin providing Sibshops, which are workshops for siblings of children with disabilities. It will be an effort to bring the siblings together to support each other, to have fun, to learn more about their sibling's disability, and to better understand their complex role in a family that includes a child with a disability. This summer, we will be working to plan events for the year and to recruit sibs to participate.

*This is a pilot project through DODD, Ohio SIBS. Participating counties include Athens, Knox, Mahoning, Marion, Miami, Ottawa, Ross, and Wood. To get more info check out [www.siblingsupport.org](http://www.siblingsupport.org).*

**Ohio** Department of Developmental Disabilities

**Ohio SIBS**  
SPECIAL INITIATIVES BY BROTHERS & SISTERS  
[www.ohiosibs.org](http://www.ohiosibs.org)

## SIBLING SUPPORT INITIATIVE

Ohio SIBS is increasing access to sibling support groups for children and teens across Ohio, including Appalachian and rural areas. We have teamed up with eight county boards of developmental disabilities across Ohio to offer Sibshops to children ages 7-12 yrs. old. Sibshops are recreational workshops for siblings of people with disabilities that provide the opportunity for them to obtain peer support and create a lasting relationship with their brother or sister.

**Thank you to our participating County Boards of Developmental Disabilities**

- Athens County
- Knox County
- Mahoning County
- Marion County
- Miami County
- Ottawa County
- Ross County
- Wood County

For more information contact Dianna Temple at Ohio SIBS: [dtemple@ohiosibs.org](mailto:dtemple@ohiosibs.org)

Ohio SIBS  
1391 W. Fifth Ave.  
Columbus, OH 43212

Support comes from The Department of Developmental Disabilities, Ohio SIBS, The participating county boards of DD, The Athens County Foundation, and the Knox County Foundation.  
Thank you for supporting siblings!

***COMCorps FANs Position Interviews In Progress***

We are in the process of interviewing candidates for the 2023-2024 FANs COMCorps Member. This position will continue to support community connection efforts and will also support the above-noted Sibshop activities. Much like many other jobs and volunteer roles, these positions have also seen a decline in applications. We have three candidates to interview and hopefully are able to find a good fit for our program.

***Team Heart and Sole Competes in Race for a Reason***

The first event of the year, Saturday, April 29, had 9 athletes compete in the Race for a Reason 5K Run and 3K Walk. It was a beautiful cool day for running. Everyone had a lot of fun, and it was great to see a big part of the team back together again.



Their next event is Saturday, May 20<sup>th</sup>, at the CASA Superhero 5K Run and 3K Walk. They are always accepting new running and walking teammates and are looking forward to more fun events to come this year! Team Heart and Sole Athens – Yes WE Can!

***Albany/Alexander Schools Playground Connections***

We have been asked by core members of the playground planning project at Alexander Local Schools to help them connect to community members with disabilities who might utilize the space during evening and weekend times to help provide input in the planning process. We have been reaching out to community partners and parents in that area to share the information and working to connect them to the project. The planning team will be hosting a stakeholders meeting in May to assess where they are at and where they want to go. They are seeking more



members to be on the ongoing planning team, if anyone is interested or would like to provide input.

### **ATCO Idol 2023-May18th & June 25th**

As this report is being written, we are in the final preparations for ATCO Idol at Stuart's Opera House. Remember to check out Integrate Athens Facebook page for photos and videos following the May 18<sup>th</sup> performance! We have a great line up with a variety of songs. Sarina Winner will be singing Madonna's "Material Girl," Dan Schoonover is singing Garth Brooks "Friends in Low Places," and many more! We will then turn to focus on prepping the second group of performers for the June 25<sup>th</sup> performance at ARTSWest.



### **Albany/Alexander Schools Playground Connections**

We have been asked by core members of the playground planning project at Alexander Local Schools to help them connect to community members with disabilities who might utilize the space during evening and weekend times to help provide input in the planning process. We have been reaching out to community partners and parents in that area to share the information and working to connect them to the project. The planning team will be hosting a stakeholders meeting in May to assess where they are and where they want to go. They are seeking more members to be on the ongoing planning team, if anyone is interested or would like to provide input.



### Athens Arts, Parks, and Rec Third Thursday Summer Concerts

We will also be working to promote participation in the community centers events. A great way to connect in our community is the Third Thursdays Summer Concert Series! These concerts feature local bands and food vendors and are free to the public!

This year, the dates are May 18th, June 15th, July 20th, and August 17th. The concerts will be held back behind the Athens Community Center (701 East State Street). Feel free to bring a blanket or chair. We will announce the bands/performers in the upcoming weeks.



---

Hope you are enjoying spring!

- Autumn Brown Director, Integrate Athens



### Administration

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

## Early Intervention and Transition Services Board Report May 2023

Prepared by Arian Smedley, Assistant Superintendent

### High-level updates for EI

- Jodi Mitchell, Developmental Specialist, and I continue to meet monthly for check-ins. She continues to work well independently and mostly remotely.
- We are in the process of reading through the final report from MEORC, after the mock accreditation review in April. The comments were overall positive, but we will continue to be vigilant in finding ways to improve service delivery.
- Based on interest, we are resurrecting a quarterly meeting to allow for Help Me Grow / Early Intervention staff to connect with preschool coordinators across the county. The intention is to help schools plan and prepare for youth graduating from the EI program. The first meeting is scheduled for May 15 at the Hopewell office off Kenny Drive.
- Attached is the quarterly Allied Health Professional report from Hopewell – this will be the last one we receive.

### High-level updates for Transition

- Doug continues to make connections throughout the community to better understand the options available for transition-age youth.
- The April Teen Time event was a huge success. Although there was a small number of participants, it seemed to have the highest level of engagement. The next Teen Time event is scheduled for May 19, and it will be in partnership with AF-CADRE's Friday Night Swim group.
- Doug is in the process of developing a Graduation Profile for the three Beacon School graduates. This will be a first for Transition Services.

Additional program-specific highlights on the following pages.



**Administration & MUI**  
 801 W. Union Street  
 Athens, Ohio 45701  
 Phone: (740) 594-3539



**ATCO Legacy Fund**  
 801 W. Union Street  
 Athens, Ohio 45701  
 Phone: (740) 594-3539



**Early Intervention**  
 801 W. Union Street  
 Athens, Ohio 45701  
 Phone: (740) 594-3539



**Beacon School**  
 801 W. Union Street  
 Athens, Ohio 45701  
 Phone: (740) 594-3539



**Transition Services**  
 801 W. Union Street  
 Athens, Ohio 45701  
 Phone: (740) 594-3539



**Integrate Athens**  
 9033 Lavelle Road  
 Athens, Ohio 45701  
 Phone: (740) 594-3539



**Employment Options & PersonnelPlus**  
 The Market on State  
 1002 E. State St., Suite 4  
 Athens, Ohio 45701  
 Phone: (740) 592-6006



**Service & Support**  
 8 Harper Street  
 The Plains, Ohio 45780  
 Phone: (740) 592-6006



**Transportation & Facilities**  
 9033 Lavelle Road  
 Athens, Ohio 45701  
 Phone: (740) 594-7489



# Early Intervention Highlights

## Caseload as of May 10, 2023:

Total: **10**

Additions: **1**

Exits: **3**

## Evaluations/Assessments for April 2023:

Eligibility Evaluations: **0**

Redeterminations: **0**

## Trainings and/or Meetings Attended:

- IFSP Outcomes Training: 4/12/2023 (9:00-12:00)
- Monthly Meeting with Arian: 4/26/2023: 9:00am
- Weekly EI Team Meeting: 4/10, 4/17, 5/1, 5/8 (1:00 – 2:00)
- CPR On-line Training: 4/24 & 4/25
- CPR Skills Session: 4/26

## Success Stories

- A toddler's verbal vocabulary has blossomed. He is initiating several single word utterances with significantly better articulation. In addition, he is consistently using 2-word phrases, and his usage of 3-word sentences has increased from rarely to occasionally. Way to go!

Respectfully Submitted,  
Jodi Mitchell  
Developmental Specialist



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**Employment Options & PersonnelPlus**  
The Market on State  
1002 E. State St., Suite 4  
Athens, Ohio 45701  
Phone: (740) 592-3416



**Service & Support**  
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The Plains, Ohio 45780  
Phone: (740) 592-6006



**Transportation & Facilities**  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: (740) 594-7489



# HOPEWELL HEALTH CENTERS

**Access to Affordable, High Quality,  
Integrated Health Care for All**

**Early Childhood Programs**  
*Shining the light on early childhood*  
9 Kenny Drive, Athens, OH 45701

April 15, 2023

Dear Athens County Board of Developmental Disabilities,

Hopewell Health Centers, Inc. appreciates your commitment to providing high quality Early Intervention services to the children and families of Athens County and is proud to partner in the provision of services.

This quarter Service Coordination attended the Disability Awareness Festival to raise awareness of Early Intervention services available in our community. It was a fun experience and they enjoyed meeting some new faces.

This quarter our service provider team has consisted of Susan Eason, SLP, Laura Lively, PT and Rachel Lewis, OT.

<b>FY23 Quarter 3</b>	<b>January 2023</b>	<b>February 2023</b>	<b>March 2023</b>
<b>Team Meetings OT</b>	4	4	2
<b>Team Meetings PT</b>	4	4	4
<b>Team Meetings SLP</b>	2	4	4
<b>Service Visits OT</b>	9	8	7
<b>Service Visits PT</b>	4	8	10
<b>Service Visits SLP</b>	17	17	20
<b>*Total Early Intervention Evaluation/Assessment</b>	3	5	3
<b>**Total Children Served Athens County EI</b>	41	37	34

\*Total number of evaluations completed for eligibility overall team members, both ACBDD and Hopewell.

\*\*Includes all children receiving additional services of Special Instruction, Mental Health Hearing, Vision & Nutrition.

<b>Children Served</b>	<b>January</b>	<b>February</b>	<b>March</b>
<b>OT</b>	8	5	6
<b>PT</b>	3	6	8
<b>SLP</b>	9	12	13

Thank you for your dedication to Early Intervention and this partnership. If you have any questions, please contact Jennifer Cain, 740-707-7430.



## Transition Services

*"Planning Early for Tomorrow's Dream"*

Athens County Board of Developmental Disabilities (ACBDD)

Board Report-April 2023



Doug Mitchell  
Transition Coordinator

### Transition Services

- Transition services are provided to individuals who are enrollees of the ACBDD.
- Individuals served are ages 14-21.
- Serve Athens, Alexander, Beacon, Federal Hocking, Nelsonville-York, New Story, Trimble, Tri-County Career Center schools.
- Transition Coordinator will attend IEP meetings upon invitation.
- Transition Coordinator connects and coordinates services for families and students.
- Transition Coordinator reports to the assistant superintendent and is located at Beacon School.
- Transition Coordinator works in conjunction with Integrate Athens. SSA Department, PersonnelPlus and Beacon School.
- Transition Coordinator is available for community presentations.

### Transition Focus Areas

While transition services are person centered, the new transition process will offer students and families 4 focus areas to choose from. It may be that more than one focus area is chosen or that a student moves from one focus area to another. The purpose of the focus areas is to help students and families know what services are available and how to access them. These areas are highlighted in the new transition booklet. The 4 focus areas are:

1. Independent Living Skills, 2. Working Skills, 3. Education/Training, 4. Getting to Know Your Community.

### Transition Services-April 2023-Numbers Served And School Districts

**47** The number of transition-age youth that have been identified and are either participating or are in process of receiving transition services.

**7** students attend **Athens City Schools**

**12** of students attend **Beacon School**

**9** students attend **Tri-County Career Center**

**10** of individuals **Do not attend school**

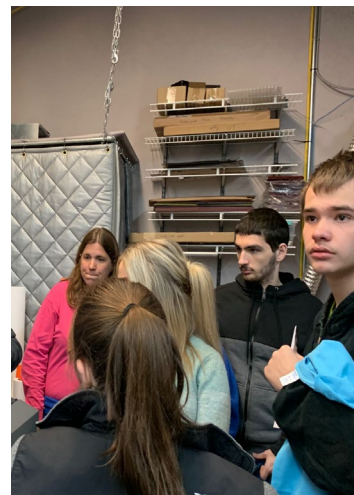
**2** students attend **New Story School**

**2** students attend **Federal Hocking School**

**3** students attend **Trimble-Local**

**0** students attend **Nelsonville-York**

**2** students attend **Alexander School**



ACBDD Transition Services April 2023

### El Camino Restaurant-Partnering with ACBDD-Beacon School Transition Students

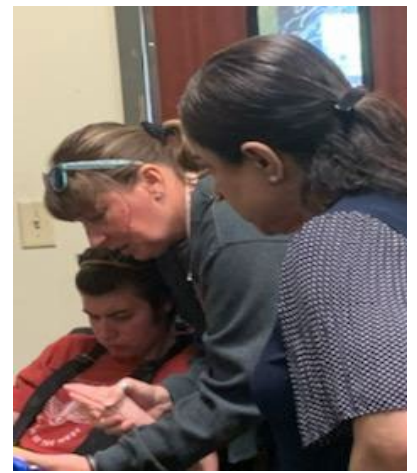
On April 26, 2023, several young adults from Beacon School visited the popular restaurant, El Camino. Students were graciously introduced to the overall operation of the restaurant by the owner, Lulu. Students were divided into 3 separate groups to allow each group enough space to enjoy the tour and learn what it is like to work there. Lulu showed how their fresh meats and vegetables were prepared daily and the effort that was taken to provide their customers delicious meals. Students learned how a variety of meals were cooked and the equipment used to prepare the meals. After all the tours were complete, students and staff enjoyed lunch before heading back to Beacon School. Special thanks is extended to Lulu for being a most kind, courteous and caring host.



Lulu is showing Jackie the food they prepare and how they refrigerate it to make sure it remains fresh.



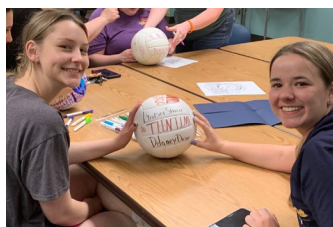
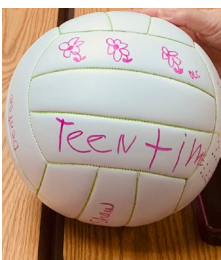
Lulu is explaining to Jared how they prepare certain foods.

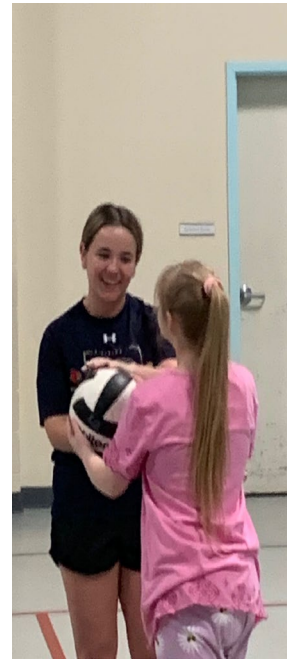


Kat prepares to ask Lulu a question with Tammy's support about working at El Camino.

### April Teen Time a Great Success

On April 21, members of the Nelsonville-York volleyball team, Lindsey Spencer and Delaney Dean, joined Teen Time by teaching some volleyball techniques as well as engaging individuals in some exciting volleyball games. The connection between the N-Y volleyball team members and individuals appeared to be instantaneous as friendships quickly developed. After the volleyball games, participants met in the cafeteria where Teen Time Coordinator, India Mitchell, presented each person a new volleyball to decorate and take home.





### UPDATES-Serving Transition-Age Students And Families April 2023

Supported 6 Beacon students/families in IEP meetings and taught 1 Job Club at Beacon.

Assisted 2 Beacon and 1 former student with the OOD intake or service plan development.

Assisted 2 students meeting with Capabilities and RHDD for new services.

Conducted introductory transition meeting for 2 home school students from the Albany area and Athens.

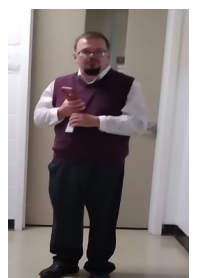
Met with 1 transition age individual at GDC to discuss transition options available.

Participated in 2 cluster meetings for a Beacon and Federal Hocking student.



#### Presentation: Ohio University Transition Class

Doug Mitchell, Transition Coordinator, presented to Ohio University students attending the class *"Transition Planning as it Relates to the IEP Process."* Doug shared the history of services for individuals with disabilities and the role the Athens County Board of DD has had in this process over the last 60 plus years.



**Transition-Collaborating With ACBDD Departments And County/State Agencies April 2023**

- 4/5/23 Transition caseload review with SSA.
- 4/13/23 Transition caseload review with SSA.
- 4/13/23 Met with SSA to discuss options for individual at GDC.
- 4/13/23 Met with Business Manager to develop transition goals for DODD.
- 4/17/23 Transition caseload review with SSA.
- 4/20/23 Presented Transition Services at Ohio University Special Education Class.
- 4/21/23 Assisted with April Teen Time event with a volleyball theme.
- 4/26/23 Coordinated Beacon employer field trip at local restaurant, El Camino.



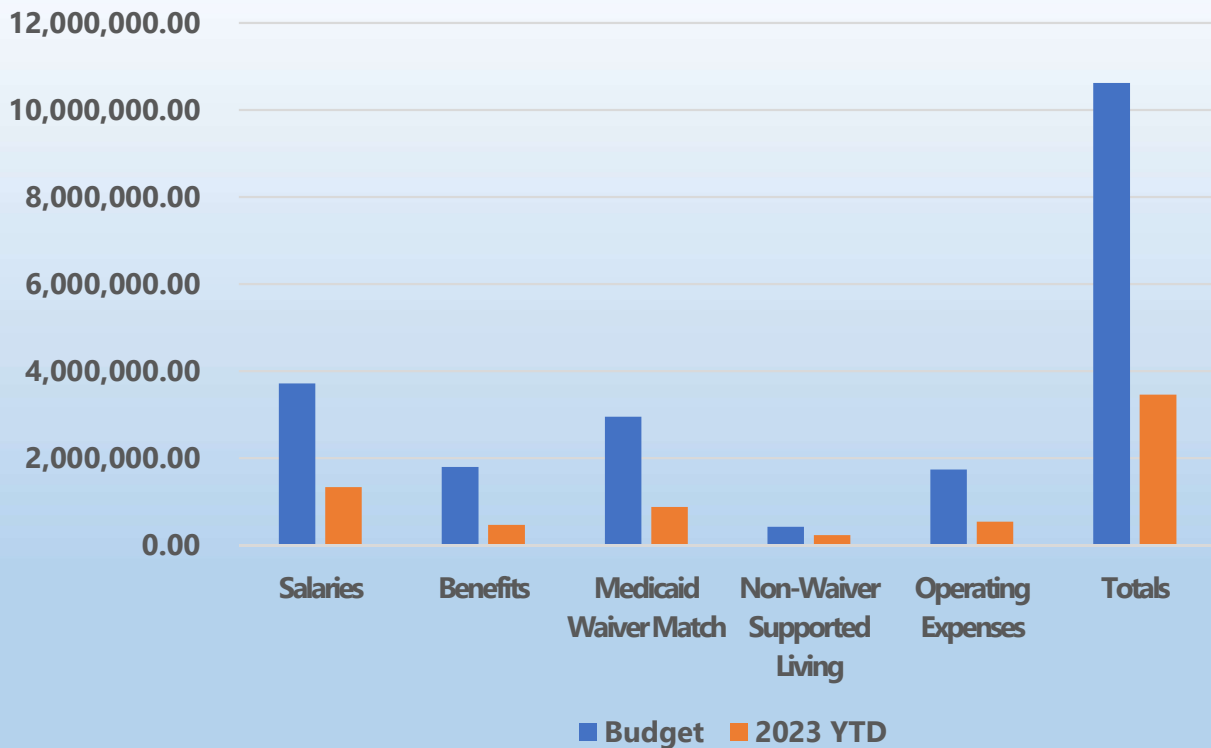
Transition Services  
*Planning Early for Tomorrow's Dream*  
Doug Mitchell, Transition Coordinator



# Business Manager Report for April 2023



## Expenses to Budget YTD April 2023



Expenditure Groups	Budget	2023 YTD	% of Budget Spent
Salaries	3,716,723.14	1,336,363.19	36.0%
Benefits	1,795,046.22	467,925.78	26.1%
Medicaid Waiver Match	2,950,321.54	878,885.57	29.8%
Non-Waiver Supported Living	425,411.20	232,747.07	54.7%
Operating Expenses	1,736,967.81	540,125.62	31.1%
<b>Totals</b>	<b>10,624,469.91</b>	<b>3,456,047.23</b>	<b>32.5%</b>

# VALLEY

## TRUCK CENTERS



Date: Tuesday, May 23, 2023  
Client: Athens County Board of DD  
Contact: Chris Linscott  
Phone: (740) 541-9655  
Email: [clinscott@athenscbdd.org](mailto:clinscott@athenscbdd.org)

**CONTRACT:** **RSI013270**  
**6AA**

Base	\$63,075.00
Mobility upft	\$23,984.00
Deliv to Athens DD	\$575.00
Total	\$87,634.00

Hi Chris

Attached are the specifications for the Transit wheelchair van. There may be some transits available at our upfitter. If not, we will be into the 2024 model year so will likely see this in 2024.

I will call to follow up but please call anytime with any questions, (216) 524-2400.

Regards,  
Jenny Loveland  
Government Sales Manager

FLEET MAINTENANCE COUNCIL OF NEO  
NORTHEAST OHIO SERVICE DIRECTORS  
OHIO TOWNSHIP ASSOCIATION  
VENDOR STATE OF OHIO  
BOARD OF DIRECTORS UNIVERSITY OF ASHLAND WOMEN IN LEADERSHIP  
MEMBER KIWANIS INTERNATIONAL  
MEMBER INTERNATIONAL SOCIETY OF FEMALE PROFESSIONALS  
EQUESTRIAN DIRECTOR, SPECIAL OLYMPICS OHIO

**Prepared for: CHRIS LINSOTT**

ATHENS COUNTY BD OF DD

Prepared by: Jenny Loveland

05/17/2023



Valley Truck Centers | 5715 Canal Rd. Cleveland Ohio | 44125

## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### As Configured Vehicle

#### Description

Base Vehicle Price (X2C)

Order Code 301A

Engine: 3.5L PFDi V6 Flex-Fuel

Transmission: 10-Spd Automatic w/OD & SelectShift

3.73 Axle Ratio

GVWR: 9,250 lbs

Tires: 235/65R16C 121/119 R AS BSW

Wheels: 16" Silver Steel w/Black Hubcap

Dark Palazzo Gray Vinyl Bucket Seats

Vinyl Front Bucket Seats

2-Passenger Seats w/Add. Rear Seat Attachment Points

Monotone Paint Application

148" Wheelbase

Auto Start-Stop Delete

Power Sliding Door

Short-Arm Manual-Folding Heated Pwr Adjusting Mirrors

Running Boards

Modified Vehicle Wiring System

Radio: AM/FM Stereo

Wi-Fi 4G LTE Hotspot Delete

Dual AGM Batteries (70 Amp-hr Each)

Perimeter Alarm

2 Additional Keys (4 Total)

Auxiliary Heater Prep Package w/o Rear Controls

Builder's Prep Package

Back Up Alarm

Oxford White

Dark Palazzo Gray w/Vinyl Front Bucket

Seats

Plywood subfloor with steel reinforcement  
black Alto 1.8mm  
GO ES Seat model  
Freedman two (2) Passenger seat with fixed legs  
Feedman one (1) passenger Fold away  
Feedman one (1) passenger Fold away wheel well seat  
Feedman one (2) passenger Fold away  
Feedman one (2) passenger Fold away wheel well seat  
Tie Down  
Shoulder pocket for mid roof  
Q'Straint side and click deluxe 4 butto wheelchair securement system with  
retractable shoulder / lap belts (level 3)  
Mid roof detail inspection  
B pillar stanchion, stainless steel  
Brau automatic AA lift 34" x 51" platfor, century series model C919  
Rear Door mounted  
Spot lights on lift  
FMVSS 403 & 404 compliant - manual roll stop  
General interlock (intrmotive intelliegent lift interlock system)  
Galvanneal steel short step (driver or passenger)  
Galvaneecal steel full passenger step  
Backup alarm  
Basic safety kit w/2lb fire extinguisher



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

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### Selected Equip & Specs

#### Dimensions

• Conventional Capacity: 4,100 lbs. • GCWR: 10,800 lbs. • Vehicle body length: 236" • Vehicle body width: 81" • Vehicle body height: 99" • Side door opening height: 63" • Side door opening width: 51" • Rear door opening height: 63" • Rear door opening width: 60" • Rear door opening angle: 180 • Wheelbase: 148" • Front track: 68" • Rear track: 69" • Vehicle turning radius: 24' • Front bumper to front axle: 40" • Front brake diameter: 12.1" • Rear brake diameter: 12.1" • Interior cargo volume: 94 cu.ft. • Max interior cargo volume: 336 cu.ft. • Headroom first-row: 52.0" • Leg room first-row: 41.3" • Shoulder room first-row: 67.9" • Hip room first-row: 60.7"

#### Powertrain

• 3.5L V-6 port/direct injection, DOHC, variable valve control, engine with 275HP • Engine cylinders: V-6 • Spark ignition system • Horsepower: 275 HP@6250 RPM • Torque: 260 lb.-ft.@4000 RPM • Radiator • 10-speed automatic • Rear-wheel drive • Recommended fuel: regular unleaded • Alternate fuel Type: E85 • Capless fuel filler • All-speed ABS and driveline traction control

#### Fuel Economy and Emissions

• Gasoline secondary fuel type • ULEV II emissions • E85 additional fuel types

#### Suspension and Handling

• Standard ride suspension • Gas-pressurized front shock absorbers • Heavy-duty rear shock absorbers

#### Driveability

• 4-wheel disc brakes • Front ventilated disc brakes • 4-wheel antilock (ABS) brakes • Four channel ABS brakes • Electronic parking brake • Ford Co-Pilot360 - Post Collision Braking automatic post-collision braking system • Brake assist system • Hill start assist • Independent front suspension • Strut front suspension • Front anti-roll bar • Front coil springs • Rigid axle rear suspension • Leaf spring rear suspension • Electric power-assist steering system • Rack-pinion steering • 2-wheel steering system

#### Body Exterior

\* **Running boards** • 3 doors • Clearcoat paint • Monotone paint • Black bodyside cladding • Black wheel well trim • Black side window trim • Black windshield trim • Black door handles • Black front bumper • Black rear bumper • Rear tow hook • Black grille • Black door mirrors • Standard style side mirrors • Convex spotter in driver and passenger side door mirrors • **Turn signal indicator in door mirrors** • **Power sliding right rear passenger door** • Split swing-out rear cargo door • LT235/65RS16 AS BSW front and rear tires • 16 x 6.5-inch front and rear argent steel wheels

#### Convenience

• Power door locks with 2 stage unlocking • Keyfob activated door locks • All-in-one remote fob and ignition key • Auto-locking doors • Power tailgate/rear door lock • Day/Night rearview mirror • Power first-row windows • Partial floor console • Driver foot rest • Rear window defroster • Fixed rear windshield • Locking glove box • Front beverage holders • Rear beverage holders • Driver and passenger door bins • Rear door bins • Instrument panel bin • PRND in IP

#### Comfort



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

• Manual climate control \* **Rear climate control provision** • Rear under seat climate control ducts \* **Auxiliary rear heater provision** • Cloth headliner material • Full headliner coverage \* **Front vinyl floor covering** \* **Front floor coverage** \* **Vinyl rear seat upholstery** \* **Vinyl rear seatback upholstery** \* **Vinyl rear seat upholstery** \* **Vinyl third-row seatback upholstery** • Manual tilting steering wheel • Manual telescopic steering wheel • Urethane steering wheel

### Seats and Trim

\* **Seating capacity: 2** • Bucket front seats • Driver seat with 4-way directional controls • Front passenger seat with 4-way directional controls • Height adjustable front seat head restraints • Manual front seat head restraint control • Driver seat armrest • Manual reclining driver seat • Manual driver seat fore/aft control • Manual reclining passenger seat • Manual passenger seat fore/aft control \* **Vinyl front seat upholstery**

### Entertainment Features

• 1 total number of 1st row displays • 4 inch primary LCD display • AM/FM stereo radio • Seek scan • Auxiliary input jack • SYNC 3 external memory control • Speakers number: 8 • Standard grade speakers • Steering wheel mounted audio controls • Wireless audio streaming • Fixed audio antenna

### Lighting, Visibility and Instrumentation

• Metal-look instrument panel insert • Analog instrumentation display • Trip odometer • In-radio display clock • Telematics Essentials vehicle systems monitor • Tachometer • Engine/electric motor temperature gauge • Light tinted windows • Aero-composite headlights • Halogen headlights • Ford Co-Pilot360 - Autolamp auto on/off headlight control • Delay-off headlights • Ford Co-Pilot360 - Auto High Beam auto high-beam headlights • Variable intermittent front windshield wipers • Front reading lights • Illuminated entry • Variable instrument panel light • High mounted center stop light • Fade interior courtesy lights

### Technology and Telematics

• Bluetooth handsfree wireless device connectivity \* **Selective service internet access** • 5 USB ports

### Safety and Security

• Driver front impact airbag • Seat mounted side impact driver airbag \* **Curtain first-row overhead airbags** • Passenger front impact airbag • Seat mounted side impact front passenger airbag • Airbag occupancy sensor • 6 airbags • Front height adjustable seatbelts • Front seatbelt pretensioners • 2 seatbelt pre-tensioners • SecuriLock immobilizer • Remote panic alarm \* **Security system** • Lane-Keeping System • Pre-Collision Assist with Automatic Emergency Braking (AEB) forward collision mitigation • Driver Alert • Rear mounted camera • Ford Co-Pilot360 w/Side Wind Stabilization electronic stability control system with anti-roll \* **Back-up alarm**

### Dimensions

#### General Weights

Curb weight .....	6,152 lbs.	Rear curb weight .....	2,900 lbs.
GVWR .....	9,250 lbs.	Payload .....	3,097 lbs.

#### Trailing Weights

Conventional capacity .....	4,100 lbs.	GCWR .....	10,800 lbs.
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#### Front Weights



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

Front curb weight ..... 3,252 lbs.      GAWR front ..... 4,130 lbs.

#### Rear Weights

GAWR rear ..... 5,780 lbs.

#### Off Road

Min ground clearance ..... 6.0"      Loading floor height ..... 28.8 "

#### Exterior Measurements

Vehicle body length	236"	Vehicle body width	81"
Vehicle body height	99"	Rear door opening height	63"
Rear door opening width	60"	Rear door opening angle	180
Wheelbase	148"	Front brake diameter	12.1"
Rear brake diameter	12.1"	Side door opening height	63"
Side door opening width	51"	Front track	68"
Rear track	69"	Vehicle turning radius	24'
Front bumper to front axle	40"		

#### Interior Measurements

Interior cargo volume	94 cu.ft.	Max interior cargo volume	336 cu.ft.
Interior cargo area height	68 "	Interior cargo length	142 "
Interior cargo area min width	54 "	Interior cargo area max width	70 "
Length to rear seat	107 "	Length to 3rd row seat	76 "

#### Headroom

Headroom first-row ..... 52.0"

#### Legroom

Leg room first-row ..... 41.3"

#### Shoulder Room

Shoulder room first-row ..... 67.9"

#### Hip Room

Hip room first-row ..... 60.7"

### Powertrain

#### Engine

Engine	3.5L V-6 port/direct injection, DOHC, variable valve control, engine with 275HP	Valves per cylinder	4
Engine cylinders	V-6	Engine location	Front mounted engine
Ignition	Spark ignition system	Engine mounting direction	Longitudinal mounted engine
Engine block material	Aluminum engine block	Cylinder head material	Aluminum cylinder head

#### Engine Specs

Displacement ..... 3.5L      cc ..... 213.4 cu.in.




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**2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)**


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## Selected Equip & Specs (cont'd)

Bore .....	3.64"	Stroke .....	3.41"
Compression ratio .....	11.8		

### Engine Power

Horsepower .....	275 HP@6250 RPM	Torque .....	260 lb.-ft.@4000 RPM
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### Alternator

Alternator amps .....	250A	Alternator type .....	Heavy-duty alternator
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### Battery

Battery amps .....	70Ah	* Battery type .....	Dual lead acid battery
Battery run down protection .....	Battery run down protection		

### Engine Extras

Radiator .....	Radiator
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### Transmission

Transmission .....	10-speed automatic	Transmission electronic control .....	Transmission electronic control
Overdrive transmission .....	Overdrive transmission	Lock-up transmission .....	Lock-up transmission
First gear ratio .....	4.689	Second gear ratio .....	2.985
Third gear ratio .....	2.146	Fourth gear ratio .....	1.769
Fifth gear ratio .....	1.52	Sixth gear ratio .....	1.275
Reverse gear ratio .....	4.866	Seventh gear ratio .....	1
Eighth gear ratio .....	0.854	Ninth gear ratio .....	0.689
Tenth gear ratio .....	0.636	Sequential shift control .....	SelectShift Sequential shift control

Transmission oil cooler .....	Transmission oil cooler
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### Drive Type

Drive type .....	Rear-wheel drive
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### Drivetrain

Axle ratio .....	3.73
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### Exhaust

Tailpipe .....	Stainless steel single exhaust
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### Fuel

Fuel type .....	regular unleaded	Alternate fuel type .....	E85
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### Fuel Tank

Capless fuel filler .....	Capless fuel filler	Fuel tank capacity .....	25.10 gal.
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### Drive Feature

Traction control .....	All-speed ABS and driveline traction control
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## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

#### Provisions

\* Provisions ..... Van conversion package provisions

### Fuel Economy and Emissions

#### Fuel Economy

Secondary fuel type ..... Gasoline secondary fuel type

#### Emissions

Emissions ..... ULEV II emissions Emissions tiers ..... Tier 2 Bin 5 emissions

#### Fuel Economy (Alternate 1)

Additional fuel types ..... E85 additional fuel types

### Suspension and Handling

#### Suspension

Suspension ..... Standard ride suspension Front shock absorbers ..... Gas-pressurized front shock absorbers

Rear shock absorbers ..... Heavy-duty rear shock absorbers

### Driveability

#### Brakes

Brake type ..... 4-wheel disc brakes Ventilated brakes ..... Front ventilated disc brakes  
ABS brakes ..... Four channel ABS brakes Electronic parking brake ..... Electronic parking brake  
ABS brakes ..... 4-wheel antilock (ABS) brakes Post collision braking system ..... Ford Co-Pilot360 - Post Collision Braking automatic post-collision braking system

#### Brake Assistance

Hill start assist ..... Hill start assist Brake assist system ..... Brake assist system

#### Front Suspension

Anti-roll bar front ..... Front anti-roll bar Suspension ride type front ..... Independent front suspension

Suspension type front ..... Strut front suspension

#### Front Spring

Regular front springs ..... Regular front springs Springs front ..... Front coil springs

#### Rear Spring

Springs rear ..... Rear leaf springs Rear springs ..... Regular grade rear springs

#### Rear Suspension



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

Suspension type rear ..... Leaf spring rear suspension

Suspension ride type rear ..... Rigid axle rear suspension

#### Steering

Steering Electric power-assist steering system  
Steering type number of wheels 2-wheel steering system

Steering type ..... Rack-pinion steering

### Exterior

#### Front Wheels

Front wheels diameter ..... 16"

Front wheels width ..... 6.5"

#### Rear Wheels

Rear wheels diameter ..... 16"

Rear wheels width ..... 6.5"

#### Front And Rear Wheels

Appearance ..... argent

Material ..... steel

#### Front Tires

Aspect ..... 65  
Sidewalls ..... BSW  
Tread ..... AS  
Width ..... 235mm

Diameter ..... 16"  
Speed ..... S  
Type ..... LT  
Front wheel - RPM ..... 720

#### Rear Tires

Aspect ..... 65  
Sidewalls ..... BSW  
Tread ..... AS  
Width ..... 235mm

Diameter ..... 16"  
Speed ..... S  
Type ..... LT  
Rear wheel - RPM ..... 720

### Body Exterior

#### Exterior Features

Number of doors ..... 3 doors

\* Running boards ..... Running boards

#### Body

Body panels ..... Fully galvanized steel body panels with side impact beams

#### Mirrors

\* Turn signal in door mirrors ..... Turn signal indicator in door mirrors

Convex spotter ..... Convex spotter in driver and passenger side door mirrors

#### Spare Tire

Spare tire Full-size spare tire with steel wheel

Spare tire location ..... Crank-down spare tire

#### Tires




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**2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)**


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## Selected Equip & Specs (cont'd)

Front tires LT load rating ..... C

Rear tires LT load rating ..... C

### Wheels

Dual rear wheels ..... Dual rear wheels

Wheel covers ..... Wheel hub covers

## Convenience

### Door Locks

Door locks ..... Power door locks with 2 stage unlocking

Keyfob door locks ..... Keyfob activated door locks

All-in-one keyAll-in-one remote fob and ignition key

Auto door locks ..... Auto-locking doors

Tailgate control ..... Power tailgate/rear door lock

### Rear View Mirror

Day/Night rearview mirror ..... Day/Night rearview mirror

### Exterior Mirrors

Door mirrors ..... Power door mirrors

Folding door mirrors Manual folding door mirrors

\* Heated door mirrors ..... Heated driver and passenger side door mirrors

### Front Side Windows

First-row windows ..... Power first-row windows

### Floor Console

Floor console ..... Partial floor console

Floor console storage ..... Floor console storage

### Driver Visor

Visor driver mirror ..... Driver visor mirror

Visor illuminated driver mirror ..... Illuminated driver visor mirror

### Passenger Visor

Visor passenger mirror ..... Passenger visor mirror

Visor illuminated passenger mirror ..... Illuminated passenger visor mirror

### Power Outlets

12V power outlets ..... 2 12V power outlets

### Cargo Features

Cargo tie downs ..... Cargo area tie downs

### Pedals

Driver foot rest ..... Driver foot rest

### Rear Windshield

Rear window defroster ..... Rear window defroster

Rear windshield ..... Fixed rear windshield



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

#### Storage

Door bins front	Driver and passenger door bins	Door bins rear	Rear door bins
Beverage holders	Front beverage holders	Beverage holders rear	Rear beverage holders
Glove box	Locking glove box	Instrument panel storage	Instrument panel bin

#### Windows Feature

One-touch down window	Driver one-touch down window
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#### Windows Rear Side

Second-row windows	Fixed second-row windows	Third-row windows	Fixed third-row windows
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#### Miscellaneous

PRND in IP	PRND in IP
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### Comfort

#### Climate Control

Climate control	Manual climate control	* Rear climate control provision	Rear climate control
Rear under seat ducts	Rear under seat climate control ducts	* Auxiliary rear heater provision	Auxiliary rear heater

#### Headliner

Headliner material	Cloth headliner material	Headliner coverage	Full headliner coverage
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#### Floor Trim

* Floor covering	Front vinyl floor covering	* Floor coverage	Front floor coverage
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#### Second-Row Seat Trim

* Rear seat upholstery	Vinyl rear seat upholstery	* Rear seatback upholstery	Vinyl rear seatback upholstery
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#### Third-Row Seat Trim

* Third-row seat upholstery	Vinyl rear seat upholstery	* Third-row seatback upholstery	Vinyl third-row seatback upholstery
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#### Steering Wheel

Steering wheel telescopic steering wheel	Manual telescopic steering wheel	Steering wheel material	Urethane steering wheel
Steering wheel tilt	Manual tilting steering wheel		

### Seats and Trim

#### Seat Capacity

* Seating capacity	2
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## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

#### Front Seats

Driver seat direction .....	Driver seat with 4-way directional controls	Driver seat fore/aft control .....	Manual driver seat fore/aft control
Passenger seat direction .....	Front passenger seat with 4-way directional controls	Split front seats .....	Bucket front seats
Reclining passenger seat .....	Manual reclining passenger seat	Passenger seat fore/aft control .....	Manual passenger seat fore/aft control
Front head restraints .....	Height adjustable front seat head restraints	Front head restraint control .....	Manual front seat head restraint control
Armrests front driver .....	Driver seat armrest	Reclining driver seat .....	Manual reclining driver seat

#### Front Seat Trim

* Front seat upholstery .....	Vinyl front seat upholstery	* Front seatback upholstery .....	Vinyl front seatback upholstery
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#### Gearshifter Material

Gearshifter material .....	Urethane gear shifter material
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### Entertainment Features

#### LCD Displays

Number of first-row LCD displays .....	1 total number of 1st row displays	LCD primary display size .....	4 inch primary LCD display
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#### Radio Features

Aux input jack .....	Auxiliary input jack	External memory .....	SYNC 3 external memory control
Seek scan .....	Seek scan		

#### Speakers

Speakers .....	Standard grade speakers	Speakers number .....	8
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#### Audio Features

Steering mounted audio control .....	Steering wheel mounted audio controls	Wireless streaming .....	Wireless audio streaming
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### Lighting, Visibility and Instrumentation

#### Instrument Panel Trim

Panel insert .....	Metal-look instrument panel insert
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#### Instrumentation

Trip odometer .....	Trip odometer	Instrumentation display .....	Analog instrumentation display
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#### Instrumentation Displays



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

Systems monitor ..... Telematics Essentials vehicle systems monitor

Clock ..... In-radio display clock

#### Instrumentation Gauges

Tachometer ..... Tachometer

Engine/electric motor temperature gauge ..... Engine/electric motor temperature gauge

#### Instrumentation Warnings

Engine temperature warning ..... Engine temperature warning

Oil pressure warning ..... Oil pressure warning

Low fuel warning ..... Low fuel warning

Low washer fluid warning ..... Low washer fluid warning

Low brake fluid warning ..... Low brake fluid warning

Battery charge warning ..... Battery charge warning

Headlights on reminder ..... Headlights on reminder

Key in vehicle warning ..... Key in vehicle warning

Door ajar warning ..... Door ajar warning

Trunk warning ..... Rear cargo ajar warning

Service interval warning ..... Service interval indicator

Low tire pressure warning ..... Low tire pressure warning

#### Glass

Tinted windows ..... Light tinted windows

#### Headlights

Headlights ..... Halogen headlights

Headlight type ..... Aero-composite headlights

Auto headlights ..... Ford Co-Pilot360 - Autolamp auto on/off headlight control

Delay off headlights ..... Delay-off headlights

Auto high-beam headlights ..... Ford Co-Pilot360 -

Auto High Beam auto high-beam headlights

#### Front Windshield

Wipers ..... Variable intermittent front windshield wipers

#### Windshield Wipers

Rain detecting wipers ..... Rain detecting wipers

#### Interior Lighting

Illuminated entry ..... Illuminated entry

Variable panel light ..... Variable instrument panel light

Front reading lights ..... Front reading lights

#### Lights

Interior courtesy lights ..... Fade interior courtesy lights

High mount stop light ..... High mounted center stop light

### Technology and Telematics

#### Connectivity



## 2023 Transit-350 Passenger RWD Medium Roof Van 148" WB XL (X2C)

### Selected Equip & Specs (cont'd)

Handsfree ..... Bluetooth handsfree wireless  
device connectivity

#### Internet Access

\* Internet access ..... Selective service internet  
access

#### USB Ports

USB ports ..... 5 USB ports

### Safety and Security

#### Airbags

Front impact airbag driver ..... Driver front impact airbag	Number of airbags ..... 6 airbags
Front impact airbag passenger ..... Passenger front impact airbag	Front side impact airbag driver Seat mounted side impact driver airbag
Front side impact airbag passenger Seat mounted side impact front passenger airbag	Occupancy sensor ..... Airbag occupancy sensor
* Overhead airbags Curtain first-row overhead airbags	

#### Seatbelts

Height adjustable seatbelts ..... Front height adjustable seatbelts	Seatbelt pretensioners ..... Front seatbelt pretensioners
Seatbelt pretensioners number ..... 2 seatbelt pre- tensioners	

#### Security System

Immobilizer ..... SecuriLock immobilizer	Remote panic alarm ..... Remote panic alarm
* Security system ..... Security system	

#### Active Driving Assistance

Lane departure ..... Lane-Keeping System	Forward collision warning ..... Pre-Collision Assist with Automatic Emergency Braking (AEB) forward collision mitigation
Driver attention monitor ..... Driver Alert	

#### Cameras

Rear camera ..... Rear mounted camera

#### Traction Control

Electronic stability control ..... Ford Co-Pilot360  
w/Side Wind Stabilization electronic stability  
control system with anti-roll

#### Parking Sensors