



**PREBLE COUNTY**  
• • • *Board of* • • •  
**DEVELOP**mental  
Dis**ABILITIES**  
*♻...Putting People First*

## **PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**AGENDA**  
August 14, 2018

### **VISION**

The vision of the Preble County Board of DD is to provide the best possible opportunity for individuals with developmental disabilities to have the kind and quality of life he or she chooses.

### **MISSION**

The mission of the Preble County Board of DD is to support individuals with developmental disabilities to live, learn, work, and socialize as they choose.

# **PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**Tuesday, August 14, 2018  
PCBDD Administrative Offices  
200 Eaton Lewisburg Road  
Suite 201  
Eaton, Ohio  
6:00 p.m.**

## **AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Board Member Absence**
- IV. Pledge of Allegiance**
- V. Reading of the Vision and Mission Statement**
- VI. Approval and Note Receipt of Minutes**
  - June 12, 2018 Regular Board Meeting Minutes
  - August 2, 2018 Personnel and Finance Committee Meeting Minutes
  - August 2, 2018 Policy Committee Meeting Minutes
- VII. Financial Report**
  - May and June 2018 Board Financial Statement
- VIII. Administrative Reports**
  - Superintendents Report
    - Action Items:
      - RSSI Housing Contract
      - Policies
    - Discussion/Informational Items
      - Events and Activities
      - Early Intervention Update
      - Community Outreach Update
      - SSA Team Update
- IX. Hearing of the Public**
- X. Executive Session**
- XI. Action Items**

- Compensation Policy
- Salary Ranges
- Table of Organization

**XII. Adjournment**

Next Board Meeting – September 11, 2018 @ 6:00 p.m.

Board Motion Agenda  
August 14, 2018

**I. Call the meeting to order at \_\_\_\_\_ p.m.**

**II. Roll Call**

**Attendance**

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

**III. Approval of Board member absence (if necessary)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to  
excuse \_\_\_\_\_ from the meeting with prior notice.

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

**IV. Pledge of Allegiance**

**V. Reading of Vision and Mission Statement**

**VI. Approval of Minutes**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to  
approve the **June 2018 Regular Board Meeting Minutes, Finance and Personnel  
Meeting Minutes, and Policy Committee Meeting Minutes** (as presented/or with the  
following changes):

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

**VII. Financial Report**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to  
approve the **May and June 2018** financial report as presented (or with the following  
changes):

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

### VIII. Administrative Reports:

#### ➤ Superintendent's Report

- Action Items: Contract

Vendor	Services
Residential Supports and Services Inc. (RSSI)	Manage housing for persons served by Preble County Board of DD

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the RSSI contract.

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

- Table of Organization, EI Service Coordinator combining with children's SSA.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the new position description.

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

The Policy Committee recommends the following policies to be approved:

Policy	Review Reason	Outcome
Personnel Policies and Procedures Section 2 Table of Contents	Proposed addition: 2.19 Employee Compensation	✓
2.0 Personnel Policy	Cosmetic Changes, deletion of paper time cards	✓ Change PCDD to PCBDD
2.1 Dress and Personal Appearance	Updated: Jeans can be worn on Friday, cosmetic changes	✓ Change PCDD to PCBDD
2.2 Expense Reimbursement	Deleted: cell phone stipends, cosmetic changes	✓ Omit a sentence refereeing time frames, corrected a mis-spelling

2.3 Solicitation	Discuss who can sanction solicitation of goods	✓ Delete groups listed that are no longer part of the PCBDD
2.4 Disciplinary Action	Cosmetic changes	✓ Remove “/” and “-“ noted inappropriately, changes Director to supervisor
Personnel Policies and Procedures Section 3 Table of Contents	Proposed addition: 3.12 policy was added under previous superintendent but the content page was not updated. 3.13 New policy required for CB’s to address provider overtime.	✓
3.13 Independent Provider Overtime	New Policy, to address protocol for processing provider overtime.	✓

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
 Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

○ **Discussion Items/ Informational Items**

- Events and Activities(Superintendent/SSA Director)
- Early Intervention Update
- Community Outreach Update
- SSA Team Update

**IX. Hearing of the Public**

**X. Executive Session**

**Adjournment to Executive Session**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn into executive session at \_\_\_\_\_ pm for the purpose of discussing employment of a public employee.

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
 Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

**Adjournment from Executive Session**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn out of executive session at \_\_\_\_\_ pm for the purpose of discussing employment of a public employee.

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

**XI. Adjournment**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ pm.

Roll Call:

Dixie Gabbard \_\_\_\_\_ Stephanie Garrett \_\_\_\_\_ Eva Howard \_\_\_\_\_  
Lisa Hoying \_\_\_\_\_ Steve Hurd \_\_\_\_\_ Allie Shafer \_\_\_\_\_

**Superintendent's Report  
August 14, 2018**

**Action Items**

I am requesting approval of the contract with RSSI, to manage properties for persons served by PCBDD.

The policy committee is recommend the approval of the following policies:

<b>Policy</b>	<b>Review Reason</b>	<b>Outcome</b>
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3.13 Independent Provider Overtime	New Policy, to address protocol for processing provider overtime.	✓



## **Discussion/Informational Items**

### **Events and Activities (Superintendent/SSA Director)**

- 06/12 Annual Board Member Training
- 06/13 All Staff Meeting, Provided the team an update from the Board Meeting
- 06/27 SSA Forum
- 07/10 Administrative Team Meeting
- 07/13-07/20 Vacation
- 07/24 APSI Meeting
- 07/25 SSA Team Meeting
- 08/02 FCFC Meeting
- 08/02 Board Committee Meetings, (Policy) (Finance and Personnel)
- 08/3 WestCon Board Meeting 05/22 Phone Conference with SODC, regarding services to an Individual placement.
- 08/08 to 08/10 Superintendent Conference/Superintendent Executive Committee Meeting
- Monthly Rotary meetings, worked the fair gate (rotary commitment), screening applicants and interviewing for open SSA positions. Secured new board member from Probate Judge, Stephanie Garrett was appointed and working with the Commission office to secure a new member for the last vacancy.

### **ASK Playground**

Last month the Board approved the replacement of the Tot Swing, the price quoted (\$277.00) did not include the hardware to install, and the total price paid for the swing was \$313.00. Chris Miley installed the swing and applied safety warning labels.

The Board has grant dollars available from the department of natural resources to provide enhancements to the playground. The grant request was originally completed by a previous team member for the purposes of installing cameras and lighting. The planning for the items was prior to sale of the old L&M building, which the cameras and lighting could be connected into the building. We currently have signs at the playground indicating camera surveillance. There was an incident last month in which a youth was assaulted, the parent called to request a look at the video. Consider removing the signs. Other options to consider for the use of grant dollars, would be to install restroom facilities. The cost would exceed the available grant dollars, would need to consider how to raise additional funds. Additionally, consider the ongoing costs of adding restroom facilities, (water, electric, cleaning, supplies, vandalism, etc.) Currently the Board supports the park with replacing equipment when needed, lawn care and trash pickup.

**HIT Foundation** The Board was requested to make a donation and letter of support to allow HIT to gain tax exempt status. We do not provide any support to HIT foundation currently or in the years 2016 and 2017. See attached document.

### **Early Intervention Update**

*Submitted by, Kristen Gardner, Becky Hampton*

There were twenty-nine children served by Early Intervention. There was one new enrollment and no exits. Help Me Grow received six referrals and completed enrollments on four of those. The evaluation team completed three Bayley evaluations. We also participated in six Individual Family Service Plan meetings and a Donuts with Di webinar on "Frequency: More is Better". This discussion centered on how to determine how often we see a child and for how long each

visit. We completed 29 visits but also had 21 cancellations! July was a tough month. We are looking forward to August and hopefully more consistency!

In June, we hosted a SOYA family picnic at Safari Junction, Home of Valley Exotic Zoo. We had a great turn out and enjoyed making homemade ice cream!! As always, we are grateful for the support of Jamie and Dianna Beneke and the use of their facility!

### **Community Outreach Update**

*Respectfully submitted by Amanda Kopf*

On June 24<sup>th</sup> we attended the Preble County Boom-N-Blast at the Preble County Medical Center. We handed out lots of information as well as some fun, patriotic giveaways for the kids. We had several questions about Help Me Grow and Early Intervention. There was a huge turn out and everyone had a great time.

We also had a Back to School Supply Drive where DD staff donated enough school supplies for 5 of our school age kids that we serve. It seems as though every year the list of supplies gets longer and longer and we wanted to help ease the burden for a few families this year.

The Preble County Board of DD was represented at several events this summer: The Better Life BBQ held in the parking lot of Eagles Point and organized by the Substance Abuse Prevention Partnership (SAPP); Bridges, Bikes, and Blues at the Historical Society; and Purple Paws, Preble Pets Against Domestic Violence which was organized by the YWCA Domestic Violence Shelter and held at Eaton's new Bark Park at Water Works Park.

### **SSA Update**

*Respectfully submitted by Hollie Morgan*

#### **Active Individuals**

**Children: 179**

Ages: 0-2 27

3-5 22

6-21 130

**Adults: 226**

Ages: 22-30 63

31-40 46

41-50 34

51-64 52

65+ 31

**Total Active Individuals 405\***

\*The above number reflects 73 people living in an ICF/DD

**We have 40 individuals who work in Community**

#### **SSA Services**

Children: 164

Adults: 168

**Total: 332**

#### **Waiver Services**

Individual Options Waiver: 80

Level 1: 62

SELF Waiver: 2

**Total Waivers: 144**

**Executive Session for the purposes of discussing the employment of a public employee.**

**Action Items:**

The Policy committee recommends the approval of the follow policy:

2.19 Compensation Policy	New Policy, to address compensation of employees	✓ Added additional language for clarification purposes
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The Personnel and Finance committee recommends the approval the 2018 salary ranges

Salary Ranges	New salary analysis completed, resulted in new ranges.	✓
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I am requesting a change to the Table of Organization, consideration of approval of combining the Help Me Grow Service Coordination and Children's Service and Support Advocacy Specialist into one position.

**At 6:00 p.m. the Regular Meeting of the Preble County Board of DD held Tuesday, June 12, 2018, was called to order. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Lisa Hoying, aye; Allie Shafer, aye; Steve Hurd was absent from the meeting with prior notice.**

**Approval of Board Member Absence**

A motion was made by Lisa Hoying and seconded by Allie Shafer to excuse Steve Hurd from the meeting with prior notice. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, absent; Allie Shafer, aye.

**Approval of Minutes**

A motion was made by Allie Shafer and seconded by Dixie Gabbard to approve the May 2018 Regular Board Meeting Minutes as presented. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, absent; Allie Shafer, aye.

**Financial Report**

A motion was made by Dixie Gabbard and seconded by Lisa Hoying to approve the April 2018 financial report as presented. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, absent; Allie Shafer, aye.

*Finance and Personnel Director, Lauran Motte reviewed the financial report for the month of April 2018. The beginning fund balance for April was \$3,833,357. We brought in revenue in the amount of \$225,754 and expended \$152,326, bringing the ending fund balance to \$3,906,785.*

**Ask Playground**

A motion was made by Dixie Gabbard and seconded by Allie Shafer to approve the purchase of Option 1 – Enclosed Tot Swing for the ASK Playground. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, absent; Allie Shafer, aye.

*The need for a replacement swing is due to an 11 year old who placed themselves in the swing and was unable to get out. The Eaton Fire Department was called to assist the child. The outcome resulted in the swing being cut to allow the child to be safely removed.*

**Events and Activities – Superintendent/SSA Director**

*Superintendent/SSA Director Bethany Schultz gave an overview of the events and activities in which she was involved during the month of May. She clarified that she was unable to attend the Superintendent Executive Meeting on June 8, 2018 due to an emergency placement that required her attention. She discussed Business Manager Certification, which has been in the process for many months and will hopefully be implemented by the end of the year. The goal of the taskforce has been to develop training requirements that will build competent Business Managers, and draft a Business Manager Certification rule that incorporates training elements and certification criteria. She also discussed Governor John Kasich's Technology First executive order signed May 24, 2018. This makes Ohio the first state in the country to place an emphasis on expanding access to technology for people with disabilities.*

**Early Intervention**

*There were twenty-seven children served by Early Intervention services. Help Me Grow received four new referrals and completed eight new enrollments. Three children exited the program. The evaluation team completed seven Bayley evaluations.*

### **Outreach Coordinator Report**

*Our regional self-advocacy event was in Logan County this month. We learned about the importance of nutrition. We also got to try fruit flavored water. We all got slices of fresh fruit to put in in our water so that we could learn how to naturally sweeten our drink.*

*Our individuals have waited for the cold weather to pass to start volunteering at the Mobile Food Pantry at the Preble County Fairgrounds. The Food Bank drives a truck loaded with fruits, veggies, and other staples to Preble County once a month and during the Spring, Summer, and Fall, our folks from L&M love to pass food out to those in need. While I was there getting some pictures, I heard so many people talk about how helpful our volunteers are and how much they appreciate them.*

*In June, we will have an information table with lots of fun, patriotic giveaways for the kids at the Preble County Boom-N-Blast. The event is on June 24th from 5-9pm at the Preble County Medical Center. There will be live music, food trucks, face painting, ice cream, popcorn, and inflatables at this family friendly event. The fireworks will start at dark at 7 mile park*

### **SSA Team**

*Bethany Schultz gave an overview of the SSA report including 397 active individuals. SSA's continue to meet with Individuals and their teams to complete service plans. As stated last month June and July is a busy time of the year for annual reviews. In addition to planning meetings, SSA's hold monthly communication meetings with providers, complete on going monitoring, respond to emergencies/crisis in addition to their regular day to day activities.*

### **Hearing of the Public**

There were no requests for hearing of the public.

### **Adjournment**

A motion was made by Allie Shafer and seconded by Lisa Hoying to adjourn the meeting at 6:13 pm. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, absent; Allie Shafer, aye.

## Finance/Personnel Committee Meeting Minutes

August 2, 2018

### **Attending:**

Board Members: Eva Howard, Steve Hurd, Dixie Gabbard; Superintendent: Bethany Schultz.  
The Finance/Personnel Committee Meeting was convened at 2:00 p.m. in the Board Office Superintendent's office.

### **Executive Session:**

A motion was made by Eva Howard and seconded by Dixie Gabbard to adjourn into executive session at 2:01 pm for the purpose of discussing employment of a public employee.

Roll Call: Dixie Gabbard, aye; Eva Howard, aye; Steve Hurd, aye.

Also participating in executive session was Bethany Schultz.

### **Adjournment from Executive Session**

A motion was made by Steve Hurd and seconded by Dixie Gabbard to adjourn from executive session at 3:25 pm with no action taken.

Roll Call: Dixie Gabbard, aye; Eva Howard, aye; Steve Hurd, aye

The meeting was adjourned at 3:26 pm

Policy Review Committee Meeting Minutes  
August 2, 2018

Attending: Eva Howard, Lisa Hoying, Allie Shafer, Lauran Motte and Bethany Schultz

The meeting was convened at 4:00 pm in the superintendent's office.

Policies Reviewed:

<b>Policy</b>	<b>Review Reason</b>	<b>Outcome</b>
Personnel Policies and Procedures Section 2 Table of Contents	Proposed addition: 2.19 Employee Compensation	✓
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2.19 Compensation Policy	New Policy, to address compensation of employees	✓ Added additional language for clarification purposes
Personnel Policies and Procedures Section 3 Table of Contents	Proposed addition: 3.12 policy was added under previous superintendent but	✓

	the content page was not updated. 3.13 New policy required for CB's to address provider overtime.	
3.13 Independent Provider Overtime	New Policy, to address protocol for processing provider overtime.	✓

The Policy Review Committee will recommend the board approve the changes as presented with corrections as noted during the review.

Having no further business come before the committee the meeting was adjourned at 5:21 pm.



**Preble CBDD**  
**REVENUE AND EXPENDITURE REPORTS – June 2018**  
**Monthly Report**

**Revenues (Total CY2018 Budget \$2,536,904) (92.4% collected):**

LEVY – General Property - Our budget this year is \$1,599,027 excluding the 1.9 mil additional that was voted in November 2017, after the budget was completed and approved by the County Commissioners. We received \$1,872,732 in March and expect to receive our second deposit in August.

*This is our share of the revenue collected from property owners in Preble County based on levies successfully passed in prior years. It is paid twice a year, typically in March and in August.*

LEVY – Rollback –Our budget this year is \$230,951 and we received \$0 in June.

*This is our share of the revenue collected from property owners in Preble County based on levies successfully passed in prior years*

DODD SUBSIDIES – \$0 in revenue was received in June. For 2018, we projected \$212,082 in subsidy revenue.

*The Ohio Department of Developmental Disabilities (DODD) pays Service and Support and 501 Subsidies that benefit adult services and adults receiving Case Management services; Tax equity payments which were a part of a Medicaid re-design per House Bills 405 and 94 that were passed in 2001 to aid tax poor counties.*

TITLE XX – \$0 in revenue was received in June. Our budget this year for this line item is \$17,000.

*This federal grant supports early intervention services for individuals in our program. We receive this payment quarterly.*

Title XIX – TARGETED CASE MANAGEMENT – We received \$2,338 in revenue for the month of June. For 2018, we budgeted \$275,000 for this line item.

*Medicaid reimburses us for the work performed by our Service & Support Administrator based on case notes detailing service delivery.*

Gifts and Donations– We have received \$0 in miscellaneous revenue in June and budgeted only \$190 for this line item.

Other State Receipts – We've budgeted \$30,000 in miscellaneous revenue from DODD. We collected \$0 in June.

LEVY – Trailer Tax Settlement – We have received a total of \$0 in levy deposits for this line item this month. Our budget this year is \$1,998.

*This is our share of the revenue collected from property owners in Preble County based on levies successfully passed in prior years*

ICF/DD Reimbursement – We received \$0 in the month of June.

*These are individuals with developmental disabilities who are employed at the workshop, but who live in one of the group homes owned by Community Concepts.*

WAIVER ADMINISTRATION –This year we budgeted \$115,000 for this line item. We received \$0 in June.

*The Ohio Department of Developmental Disability (DODD) pays Waiver Administration based on time studies prepared by staff to help defray the cost of Administering I/O and Level One waivers. We receive this payment quarterly.*

Refunds – We received \$1,572 in refunds in June and budgeted \$500 for the year.

Local Other Receipts – We have received a total of \$1,198 for the month of June.

**Expenditures (Target 50% - Total CY2018 Expenditures Budget \$3,356,995):**

**PAYROLL** – There were \$73,001 in salaries posted in the month of June. We budgeted \$699,240 for CY2018 based on projected CY2018 staffing needs. June was a three payroll month

**PERS** – The amount contributed to the PERS pension plans in the month of June is \$12,982. Our budget for the year is \$142,810.

**MEDICARE** – Of the \$10,139 in budgeted in Medicare benefits, we spent \$1,020 this month.

**WORKERS' COMPENSATION** – We budgeted at \$14,473 for 2017. \$0 were spent this month.

**UNEMPLOYMENT COMPENSATION** – There were \$0 in payments made for Unemployment Compensation this month.

**HEALTH INSURANCE** – Of the \$313,469 in budgeted health care benefits, we spent \$17,956 in health insurance during the month of June.

**DENTAL INSURANCE** – Of the \$14,849 in budgeted dental benefits, in June we spent \$1,003.

**SUPPLIES** – In June, we spent a total of \$258 of our annual budget of \$12,000. Supply costs are composed mostly of office supplies.

**EQUIPMENT** – Total equipment costs for this month were \$0. We budgeted \$7,500 for equipment purchases throughout the year.

**CONTRACT REPAIRS** – We budgeted \$5,000 for contract repairs this year and spent \$0 in June.

**CONTRACT SERVICES** – In June, we spent a total of \$20,808. Our 2018 annual projection for this line item is \$226,198. This line item pays for utilities and other contracted services.

**RENTALS** – We budgeted \$51,965 for our 2018 rental payment for SSA and Administrative office space. A total of \$0 was distributed in June to comply with our rental agreement for 2018. Rental payments are made on a quarterly basis.

**ADVERTISING & PRINTING** – We expended \$0 from this line item in the month of June for misc. charges. Our budgeted total is \$1,000 for the year.

**TRAVEL & EXPENSES** – The \$875 in travel costs for June were primarily for employee mileage reimbursements and training / seminar registration costs. This year we budgeted \$30,000 for this line item.

**TRANSPORTATION** – We totaled \$0 in transportation costs this month. Our budget for the year is \$5,000. We use this line item to pay for repairs and materials for our transportation fleet.

**OTHER EXPENSES** – The \$280,170 budgeted for this account, is used primarily for Administration Fees, dues and memberships. We spent \$17,045 in June.

**GASOLINE** – Our annual budget for fuel in 2018 is \$2,000 and in June we spent \$65 from this line item.

**SPECIAL OLYMPICS - Adult** – We added this line item in 2013 to account for the expenditures associated with donations and other monies collected for Adult Special Olympics. We budgeted \$0 for 2018.

**SPECIAL OLYMPICS – Youth** – We added this line item in 2014 to account for the expenditures associated with donations and other monies collected for Children's Special Olympics. We budgeted \$0 for 2018.

**HOUSING** – We added this line item in 2016 to account for the expenditures associated with houses, including vacancies. We budgeted \$47,900 in 2018 and expended \$1,960 in June.

**WAIVER MATCH** – In 2017, waiver match was removed from the "Other Expenses" line and given its own line. We budgeted \$1,498,282 in Waiver Match for 2018, which includes an adjustment made by the commissioner due to anticipated end of year 2017 funds, and expended \$0 in June. Waiver Match is paid on a quarterly basis.

**Preble CBDD**  
**General Fund - Cash Flow Statement**  
**CY2018 - As of 06.30.18**

	Actual 1st Quarter	Actual April	Actual May	Actual June	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Actual Year to Date	Budgeted Annual Total
<b>Beginning Fund Balance</b>	\$ 2,183,777.95	\$ 3,833,357.81	\$ 3,906,785.24	\$ 3,777,477.56	\$ 3,833,357.81	\$ 3,635,608.83	\$ 3,635,608.83	\$ 2,183,777.95	
<b>Revenue</b>	2,070,010.55	225,754.16	43,170.77	5,109.19	274,034.12	-	-	2,344,044.67	2,536,904.69
<b>Expenditures</b>	420,430.69	152,326.73	172,478.45	146,977.92	471,783.10	-	-	892,213.79	3,356,995.69
<b>Ending Fund Balance</b>	<b>\$ 3,833,357.81</b>	<b>\$ 3,906,785.24</b>	<b>\$ 3,777,477.56</b>	<b>\$ 3,635,608.83</b>	<b>\$ 3,635,608.83</b>	<b>\$ 3,635,608.83</b>	<b>\$ 3,635,608.83</b>	<b>\$ 3,635,608.83</b>	<b>\$ 1,363,686.95</b>

08.14.18

These financial statements are presented in accordance with the requirements of the Preble County Board of DD which may differ from generally accepted accounting principles. Accordingly, these financial statements are not designed for those who are not informed about such differences.

**Preble County Board of DD**  
**General Fund Revenue Report**  
**CY2018 - As of 06.30.18**

Acct #	Description	Appropriations CY2018	Total Received to					%Received	Balance to Receive				
			1ST QTR	Recvd 04/18	Recvd 5/18	Recvd 6/18	2ND QTR			3RD QTR	4TH QTR	Date	
400-010011	Levy-General Prop.	\$ 1,599,027.71	\$ 1,872,732.65	-	-	-	\$ -	-	\$ 1,872,732.65	117.1%	(273,704.94)		
400-012061	Levy- Rollback	230,951.81	-	144,493.34	-	-	-	144,493.34	-	62.6%	86,458.47		
400-010021	Tangible Personal Property	-	-	-	-	-	-	-	-	n/a	-		
400-021357	State DD Payments	212,082.00	53,091.76	53,376.92	-	-	-	53,376.92	-	50.2%	105,613.32		
400-021367	Title XX	17,000.00	2,465.76	-	2,395.71	-	-	2,395.71	-	28.6%	12,138.53		
400-021362	Title XIX - Case Management	275,000.00	17,586.93	20,945.76	-	-	-	23,283.90	-	14.9%	234,129.17		
400-010018	Public Utilities Reimbursement	-	-	-	-	-	-	-	-	n/a	-		
400-010023	TPP Tax Replacement	-	-	-	-	-	-	-	-	n/a	-		
400-025467	Gifts and Donations	190.00	1,000.00	-	51.49	-	-	51.49	-	553.4%	(861.49)		
400-025486	Other State Receipts	30,000.00	1,500.00	1,500.00	-	-	-	1,500.00	-	10.0%	27,000.00		
400-010025	Trailer Tax Settlement	1,998.17	2,537.91	-	-	-	-	-	-	127.0%	(539.74)		
400-015121	Title XIX - Day Hab/Transportation	-	-	-	-	-	-	-	-	n/a	-		
400-015144	ICF/MR Reimbursement	-	50,050.08	-	-	-	-	-	-	n/a	(50,050.08)		
400-021368	Waiver Administration	115,000.00	26,908.42	-	30,810.14	-	-	30,810.14	-	50.2%	57,281.44		
400-024452	HMG Part C	54,155.00	13,003.98	4,903.14	8,953.56	-	-	13,856.70	-	49.6%	27,294.32		
450-025489	Refunds	500.00	29,133.06	35.00	931.87	1,572.34	-	2,539.21	-	6334.5%	(31,172.27)		
450-024444	Paybacks	-	-	-	-	-	-	-	-	n/a	-		
450-025491	Rent	-	-	-	-	-	-	-	-	n/a	-		
450-025486	Local Other Receipts	1,000.00	-	-	28.00	1,198.71	-	1,226.71	-	122.7%	(226.71)		
400-025500	Special Olympics	-	-	-	-	-	-	-	-	n/a	-		
400-025499	Special Olympics - Young Athletes	-	-	500.00	-	-	-	500.00	-	n/a	(500.00)		
Total Revenue			\$ 2,070,010.55	\$ 225,754.16	\$ 43,170.77	\$ 5,109.19	\$ 274,034.12	\$ -	\$ -	\$ 2,344,044.67	92.4%	\$ 192,860.02	
			foot									50.0%	Target
			2,344,044.67										

These financial statements are presented in accordance with the requirements of the Preble County Board of DD which may differ from generally accepted accounting principles. Accordingly, these financial statements are not designed for those who are not informed about such differences.

**Preble County Board of DD**  
**General Fund Expenditures Report**  
**CY2018 - As of 06.30.18**

Acct #	Description	Appropriations CY2018	1ST QTR	Spent 4/18	Spent 5/18	Spent 6/18	2ND QTR	3RD QTR	4TH QTR	Total Spent to Date	% Spent	Balance Remaining
101002	Salaries - Employees	699,240.03	\$ 139,227.25	49,310.09	48,865.77	73,001.24	\$ 171,177.10	\$ -	\$ -	\$ 310,404.35	44.4%	\$ 388,835.68
102020	PEFS	142,810.00	30,587.08	8,973.03	10,476.84	12,982.81	32,432.68	-	-	63,019.76	44.1%	79,790.24
103030	Medicare	10,139.00	1,908.71	676.80	670.40	1,020.34	2,367.54	-	-	4,276.25	42.2%	5,862.75
104040	Workers' Comp.	14,473.00	-	-	-	-	-	-	-	-	0.0%	14,473.00
105050	Unemployment	1,000.00	-	-	-	-	-	-	-	-	0.0%	1,000.00
106060	Health Insurance	313,469.00	66,925.91	37,195.89	17,992.25	17,956.50	73,144.64	-	-	140,070.55	44.7%	173,398.45
106061	Dental Insurance	14,849.00	2,947.60	952.86	1,003.42	1,003.42	2,959.70	-	-	5,907.30	39.8%	8,941.70
112170	Supplies	12,000.00	812.39	114.98	860.66	258.66	1,234.30	-	-	2,046.69	17.1%	9,953.31
112182	Materials	-	-	-	-	-	-	-	-	-	n/a	-
122640	Equipment	7,500.00	-	-	-	-	-	-	-	-	0.0%	7,500.00
113204	Contract - Repairs	5,000.00	-	-	250.00	-	250.00	-	-	250.00	5.0%	4,750.00
113200	Contract - Services	226,198.00	55,963.39	14,903.24	33,874.95	20,808.00	69,586.19	-	-	125,549.58	55.5%	100,648.42
113337	Rental Expenses	51,965.00	12,396.25	12,266.25	-	-	12,266.25	-	-	24,662.50	47.5%	27,302.50
116510	Advertising	1,000.00	251.64	28.00	208.94	-	236.94	-	-	488.58	48.9%	511.42
115500	Travel & Expense	30,000.00	2,927.68	684.84	1,047.04	875.06	2,606.94	-	-	5,534.62	18.4%	24,465.38
113483	Transportation	5,000.00	300.94	1,111.50	-	-	1,111.50	-	-	1,412.44	28.2%	3,587.56
123660	Capital Improvements	-	-	-	-	-	-	-	-	-	n/a	-
121551	Other Expenses	280,170.00	95,280.98	25,989.76	53,740.04	17,045.17	96,774.97	-	-	192,055.95	68.5%	88,114.05
119530	Gasoline	2,000.00	101.75	119.49	26.38	65.84	211.71	-	-	313.46	15.7%	1,686.54
121588	Special Olympics	-	-	-	-	-	-	-	-	-	n/a	-
121587	Special Olympics - Youth	-	-	-	-	-	-	-	-	-	n/a	-
113276	Housing Management	41,900.00	10,799.12	-	3,461.76	1,960.88	5,422.64	-	-	16,221.76	38.7%	25,678.24
113371	Waiver Match	1,498,282.66	-	-	-	-	-	-	-	-	0.0%	1,498,282.66
<b>Total Expenditures</b>		<b>\$ 3,356,995.69</b>	<b>\$ 420,430.69</b>	<b>\$ 152,326.73</b>	<b>\$ 172,478.45</b>	<b>\$ 146,977.92</b>	<b>\$ 471,783.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 892,213.79</b>	<b>26.6%</b>	<b>\$ 2,464,781.90</b>
										foot \$	892,213.79	Target
											50.0%	

These financial statements are presented in accordance with the requirements of the Preble County Board of DD which may differ from generally accepted accounting principles. Accordingly, these financial statements are not designed for those who are not informed about such differences.

Budgeted Waiver match allocations have been adjusted based on figures approved by commissioners.

**Preble CBDD**  
**REVENUE AND EXPENDITURE REPORTS – May 2018**  
**Monthly Report**

**Revenues (Total CY2018 Budget \$2,536,904) (92.2% collected):**

LEVY – General Property - Our budget this year is \$1,599,027 excluding the 1.9 mil additional that was voted in November 2017, after the budget was completed and approved by the County Commissioners. We received \$1,872,732 in March and expect to receive our second deposit in August.

*This is our share of the revenue collected from property owners in Preble County based on levies successfully passed in prior years. It is paid twice a year, typically in March and in August.*

LEVY – Rollback –Our budget this year is \$230,951 and we received \$0 in May.

*This is our share of the revenue collected from property owners in Preble County based on levies successfully passed in prior years*

DODD SUBSIDIES – \$0 in revenue was received in May. For 2018, we projected \$212,082 in subsidy revenue.

*The Ohio Department of Developmental Disabilities (DODD) pays Service and Support and 501 Subsidies that benefit adult services and adults receiving Case Management services; Tax equity payments which were a part of a Medicaid re-design per House Bills 405 and 94 that were passed in 2001 to aid tax poor counties.*

TITLE XX – \$2,395 in revenue was received in May. Our budget this year for this line item is \$17,000.

*This federal grant supports early intervention services for individuals in our program. We receive this payment quarterly.*

Title XIX – TARGETED CASE MANAGEMENT – We received \$0 in revenue for the month of May. For 2018, we budgeted \$275,000 for this line item.

*Medicaid reimburses us for the work performed by our Service & Support Administrator based on case notes detailing service delivery.*

Gifts and Donations– We have received 51 miscellaneous revenue in May and budgeted only \$190 for this line item.

Other State Receipts – We've budgeted \$30,000 in miscellaneous revenue from DODD. We collected \$0 in May.

LEVY – Trailer Tax Settlement – We have received a total of \$0 in levy deposits for this line item this month. Our budget this year is \$1,998.

*This is our share of the revenue collected from property owners in Preble County based on levies successfully passed in prior years*

ICF/DD Reimbursement – We received \$0 in the month of May.

*These are individuals with developmental disabilities who are employed at the workshop, but who live in one of the group homes owned by Community Concepts.*

WAIVER ADMINISTRATION –This year we budgeted \$115,000 for this line item. We received \$30,810 in May.

*The Ohio Department of Developmental Disability (DODD) pays Waiver Administration based on time studies prepared by staff to help defray the cost of Administering I/O and Level One waivers. We receive this payment quarterly.*

Refunds – We received \$931 in refunds in May and budgeted \$500 for the year.

Local Other Receipts – We have received a total of \$28 for the month of May.

**Expenditures (Target 41.7% - Total CY2018 Expenditures Budget \$3,356,995):**

**PAYROLL** – There were \$48,865 in salaries posted in the month of May. We budgeted \$699,240 for CY2018 based on projected CY2018 staffing needs.

**PERS** – The amount contributed to the PERS pension plans in the month of May is \$10,476. Our budget for the year is \$142,810.

**MEDICARE** – Of the \$10,139 in budgeted in Medicare benefits, we spent \$670 this month.

**WORKERS' COMPENSATION** – We budgeted at \$14,473 for 2017. \$0 were spent this month.

**UNEMPLOYMENT COMPENSATION** – There were \$0 in payments made for Unemployment Compensation this month.

**HEALTH INSURANCE** – Of the \$313,469 in budgeted health care benefits, we spent \$17,992 in health insurance during the month of May.

**DENTAL INSURANCE** – Of the \$14,849 in budgeted dental benefits, in May we spent \$1,003.

**SUPPLIES** – In May, we spent a total of \$860 of our annual budget of \$12,000. Supply costs are composed mostly of office supplies.

**EQUIPMENT** – Total equipment costs for this month were \$0. We budgeted \$7,500 for equipment purchases throughout the year.

**CONTRACT REPAIRS** – We budgeted \$5,000 for contract repairs this year and spent \$250 in May.

**CONTRACT SERVICES** – In May, we spent a total of \$33,874. Our 2018 annual projection for this line item is \$226,198. This line item pays for utilities and other contracted services.

**RENTALS** – We budgeted \$51,965 for our 2018 rental payment for SSA and Administrative office space. A total of \$0 was distributed in May to comply with our rental agreement for 2018. Rental payments are made on a quarterly basis.

**ADVERTISING & PRINTING** – We expended \$208 from this line item in the month of May for misc. charges. Our budgeted total is \$1,000 for the year.

**TRAVEL & EXPENSES** – The \$1,047 in travel costs for May were primarily for employee mileage reimbursements and training / seminar registration costs. This year we budgeted \$30,000 for this line item.

**TRANSPORTATION** – We totaled \$0 in transportation costs this month. Our budget for the year is \$5,000. We use this line item to pay for repairs and materials for our transportation fleet.

**OTHER EXPENSES** – The \$280,170 budgeted for this account, is used primarily for Administration Fees, dues and memberships. We spent \$53,740 in May.

**GASOLINE** – Our annual budget for fuel in 2018 is \$2,000 and in May we spent \$26 from this line item.

**SPECIAL OLYMPICS - Adult** – We added this line item in 2013 to account for the expenditures associated with donations and other monies collected for Adult Special Olympics. We budgeted \$0 for 2018.

**SPECIAL OLYMPICS – Youth** – We added this line item in 2014 to account for the expenditures associated with donations and other monies collected for Children's Special Olympics. We budgeted \$0 for 2018.

**HOUSING** – We added this line item in 2016 to account for the expenditures associated with houses, including vacancies. We budgeted \$47,900 in 2018 and expended \$3,461 in May.

**WAIVER MATCH** – In 2017, waiver match was removed from the "Other Expenses" line and given its own line. We budgeted \$1,498,282 in Waiver Match for 2018, which includes an adjustment made by the commissioner due to anticipated end of year 2017 funds, and expended \$0 in May. Waiver Match is paid on a quarterly basis.

**Preble CBDD**  
**General Fund - Cash Flow Statement**  
**CY2018 - As of 05.31.18**

	Actual 1st Quarter	Actual April	Actual May	Actual June	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Actual Year to Date	Budgeted Annual Total
Beginning Fund Balance	\$ 2,183,777.95	\$ 3,833,357.81	\$ 3,906,785.24	\$ 3,777,477.56	\$ 3,833,357.81	\$ 3,777,477.56	\$ 3,777,477.56	\$ 2,183,777.95	\$ 2,183,777.95
Revenue	2,070,010.55	225,754.16	43,170.77	-	268,924.93	-	-	2,338,935.48	2,536,904.69
Expenditures	420,430.69	152,326.73	172,478.45	-	324,805.18	-	-	745,235.87	3,356,995.69
Ending Fund Balance	\$ 3,833,357.81	\$ 3,906,785.24	\$ 3,777,477.56	\$ 3,777,477.56	\$ 3,777,477.56	\$ 3,777,477.56	\$ 3,777,477.56	\$ 3,777,477.56	\$ 1,363,686.95

08.14.18

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**Preble County Board of DD**  
**General Fund Revenue Report**  
**CY2018 - As of 05.31.18**

Act #	Description	Appropriations CY2018	1ST QTR	Recvd 04/18	Recvd 5/18	Recvd 6/18	2ND QTR	3RD QTR	4TH QTR	Total Received to Date	% Received	Balance to Receive
400-010011	Levy-General Prop.	\$ 1,599,027.71	\$ 1,872,732.65	-	-	-	\$ -	\$ -	-	\$ 1,872,732.65	117.1%	(273,704.94)
400-012061	Levy- Rollback	230,951.81	-	144,493.34	-	-	144,493.34	-	-	144,493.34	62.6%	86,458.47
400-010021	Tangible Personal Property	-	-	-	-	-	-	-	-	-	n/a	-
400-021357	State DD Payments	212,082.00	53,091.76	53,376.92	-	-	53,376.92	-	-	106,468.68	50.2%	105,613.32
400-021367	Title XX	17,000.00	2,465.76	-	2,395.71	-	2,395.71	-	-	4,861.47	28.6%	12,138.53
400-021362	Title XIX - Case Management	275,000.00	17,586.93	20,945.76	-	-	20,945.76	-	-	38,532.69	14.0%	236,467.31
400-010018	Public Utilities Reimbursement	-	-	-	-	-	-	-	-	-	n/a	-
400-010023	TPP Tax Replacement	-	-	-	-	-	-	-	-	-	n/a	-
400-025467	Gifts and Donations	190.00	1,000.00	-	51.49	-	51.49	-	-	1,051.49	553.4%	(861.49)
400-025486	Other State Receipts	30,000.00	1,500.00	1,500.00	-	-	1,500.00	-	-	3,000.00	10.0%	27,000.00
400-010025	Trailer Tax Settlement	1,998.17	2,537.91	-	-	-	-	-	-	2,537.91	127.0%	(539.74)
400-015121	Title XIX - Day Hab/Transportation	-	-	-	-	-	-	-	-	-	n/a	-
400-015144	ICF/MR Reimbursement	-	50,050.08	-	-	-	-	-	-	50,050.08	n/a	(50,050.08)
400-021368	Waiver Administration	115,000.00	26,908.42	-	30,810.14	-	30,810.14	-	-	57,718.56	50.2%	57,281.44
400-024452	HMG Part C	54,155.00	13,003.98	4,903.14	8,953.56	-	13,856.70	-	-	26,860.68	49.6%	27,294.32
450-025489	Refunds	500.00	29,133.06	35.00	931.87	-	966.87	-	-	30,099.93	6020.0%	(29,599.93)
450-024444	Paybacks	-	-	-	-	-	-	-	-	-	n/a	-
450-025491	Rent	-	-	-	-	-	-	-	-	-	n/a	-
450-025486	Local Other Receipts	1,000.00	-	-	28.00	-	28.00	-	-	28.00	2.8%	972.00
400-025500	Special Olympics	-	-	-	-	-	-	-	-	-	n/a	-
400-025499	Special Olympics - Young Athletes	-	-	500.00	-	-	500.00	-	-	500.00	n/a	(500.00)
<b>Total Revenue</b>		<b>\$ 2,536,904.69</b>	<b>\$ 2,070,010.55</b>	<b>\$ 225,754.16</b>	<b>\$ 43,170.77</b>	<b>\$ -</b>	<b>\$ 268,924.93</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,338,935.48</b>	<b>92.2%</b>	<b>\$ 197,969.21</b>
										foot	2,338,935.48	Target
											41.7%	

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**Preble County Board of DD**  
**General Fund Expenditures Report**  
**CY2018 - As of 05.31.18**

Acct #	Description	Appropriations CY2018	1ST QTR	Spent 4/18	Spent 5/18	Spent 6/18	2ND QTR	3RD QTR	4TH QTR	Total Spent to Date	% Spent	Balance Remaining
101002	Salaries - Employees	699,240.03	\$ 139,227.25	49,310.09	48,865.77	\$ 98,175.86	\$ -	-	\$ -	237,403.11	34.0%	\$ 461,836.92
102020	PERS	142,810.00	30,587.08	8,973.03	10,476.84	19,449.87	-	-	-	50,036.95	35.0%	92,773.05
103030	Medicare	10,139.00	1,908.71	676.80	670.40	1,347.20	-	-	-	3,255.91	32.1%	6,883.09
104040	Workers' Comp.	14,473.00	-	-	-	-	-	-	-	-	0.0%	14,473.00
105050	Unemployment	1,000.00	-	-	-	-	-	-	-	-	0.0%	1,000.00
106060	Health Insurance	313,469.00	66,925.91	37,195.89	17,992.25	55,188.14	-	-	-	122,114.05	39.0%	191,354.95
106061	Dental Insurance	14,849.00	2,947.60	952.86	1,003.42	1,956.28	-	-	-	4,903.88	33.0%	9,945.12
112170	Supplies	12,000.00	812.39	114.98	860.66	975.64	-	-	-	1,788.03	14.9%	10,211.97
112182	Materials	-	-	-	-	-	-	-	-	-	n/a	-
122640	Equipment	7,500.00	-	-	-	-	-	-	-	-	0.0%	7,500.00
113204	Contract - Repairs	5,000.00	-	-	250.00	250.00	-	-	-	250.00	5.0%	4,750.00
113200	Contract - Services	226,198.00	55,963.39	14,903.24	33,874.95	48,778.19	-	-	-	104,741.58	46.3%	121,456.42
113337	Rental Expenses	51,965.00	12,396.25	12,266.25	-	12,266.25	-	-	-	24,662.50	47.5%	27,302.50
116510	Advertising	1,000.00	251.64	28.00	208.94	236.94	-	-	-	488.58	48.9%	511.42
115500	Travel & Expense	30,000.00	2,927.68	684.84	1,047.04	1,731.88	-	-	-	4,659.56	15.5%	25,340.44
113483	Transportation	5,000.00	300.94	1,111.50	-	1,111.50	-	-	-	1,412.44	28.2%	3,587.56
123660	Capital Improvements	-	-	-	-	-	-	-	-	-	n/a	-
121551	Other Expenses	280,170.00	95,280.98	25,989.76	53,740.04	79,729.80	-	-	-	175,010.78	62.5%	105,159.22
119530	Gasoline	2,000.00	101.75	119.49	26.38	145.87	-	-	-	247.62	12.4%	1,752.38
121588	Special Olympics	-	-	-	-	-	-	-	-	-	n/a	-
121587	Special Olympics - Youth	-	-	-	-	-	-	-	-	-	n/a	-
113276	Housing Management	41,900.00	10,799.12	-	3,461.76	3,461.76	-	-	-	14,260.88	34.0%	27,639.12
113371	Waiver Match	1,498,282.66	-	-	-	-	-	-	-	-	0.0%	1,498,282.66
<b>Total Expenditures</b>		<b>\$ 3,356,995.69</b>	<b>\$ 420,430.69</b>	<b>\$ 152,326.73</b>	<b>\$ 172,478.45</b>	<b>\$ -</b>	<b>\$ 324,805.18</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 745,235.87</b>	<b>22.2%</b>	<b>\$ 2,611,759.82</b>
										foot \$		Target
											41.7%	

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Budgeted Waiver match allocations have been adjusted based on figures approved by commissioners.

## **MASTER HOUSING CONTRACT**

This Master Housing Contract ("Contract") is entered in on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the Preble County Board of Developmental Disabilities ("Board"), located at 200 Eaton Lewisburg Road, Eaton, Ohio 45320, and Residential Supports and Services, Inc. ("Corporation"), located at P.O. Box 678, Urbana, Ohio, for the purpose of developing, acquiring, and managing housing by the Corporation for persons with developmental disabilities. In order to improve the availability of housing for individuals with disabilities, the Ohio General Assembly has amended O.R.C. §5126.051 to authorize county boards of developmental disabilities to acquire, lease, convey or sell property and to enter into loan agreements for the purchase of property for residential services. O.R.C. §5126.05 permits county boards to enter into agreements with non-profit housing corporations to provide residential services, including housing. Any non-profit corporation receiving these monies must use them for the acquisition of property to provide housing for persons with developmental disabilities.

Based upon the authority of Chapter 5126 of the Ohio Revised Code, the Board and the Corporation agree to be bound by the provisions of this Contract in consideration of the mutual promises contained herein.

### **PREAMBLE**

**WHEREAS**, the Preble County Board seeks to further the development, acquisition and ongoing management of appropriate residential housing for persons with developmental disabilities who live in Preble County; and

**WHEREAS**, the Board wishes to enter into a contract with a private, non-profit organization in order to accomplish this and will disperse to the Corporation State Community Assistance Funds ("Community Assistance Funds") pursuant to requests by the Corporation and subject to approval by the Board, up to the amount of 100% of the County's fund allocation, for so long as such funds are available to Preble County; and

**WHEREAS**, the Corporation is a private, non-profit organization with operations in Preble County with a mission to develop, acquire, and manage permanent, affordable homes for persons with developmental disabilities as well as others; and

**WHEREAS**, both the Board and Corporation seek to facilitate individual choices in the selection of housing which enables persons with developmental disabilities to be integrated into the community with persons who do not have disabilities; and

**WHEREAS**, through county assistance provided through Community Assistance Funds and other available revenues as determined by the Board and in compliance with the supported living sections of O.R.C. Chapter 5126, as well as other applicable state and federal laws and regulations, the Corporation will be assisted in meeting its mission;

**NOW THEREFORE**, in consideration hereof, the Board and Corporation do hereby enter into this Contract to meet these mutual objectives.

#### **ARTICLE ONE: CONTRACT TERM**

This Contract shall become effective on \_\_\_\_\_. The Contract shall continue in effect for three (3) years unless sooner terminated as provided herein. Upon expiration following the initial three (3) year term, the parties may renew this Contract for additional three (3) year terms.

#### **ARTICLE TWO: BOARD RIGHTS AND RESPONSIBILITIES**

A. The Board shall have full responsibility for referring persons with developmental disabilities who wish to reside in properties acquired pursuant to this Contract. The Board shall arrange for the provision of applicable support services and staffs which it determines are necessary for the persons to appropriately reside in such residences, subject to the availability of funds. The Board shall have the sole discretion to determine what resources are available for the provision of services. Such responsibilities shall be conducted in accordance with applicable supported living laws and rules of the Ohio Department of DD ("Department") and other governing state and federal laws and regulations.

B. The Board shall ensure that persons choosing to reside in properties of the Corporation are cognizant of their responsibilities in choosing to reside in such properties.

C. The Board shall assist property residents in remedying any issues that may arise related to property management by the Corporation.

D. The Board, pursuant to requests by the Corporation, and subject to approval by the Board of said requests and amounts, shall make grants to the Corporation of Community Assistance Funds, which are financed by the Ohio Public Facilities Commission ("OPFC") through the issuance of state bonds and shall be used solely for the acquisition and purchase of housing for persons with disabilities referred by the Board. Such grants shall not exceed the total allocations given to the Board by the State and are subject to the availability of such monies from the State. The Board may make grants to the Corporation out of other available revenues in its sole discretion. All single-family residential properties ("Home") acquired in whole or in part with the proceeds of the sale by the OPFC of Mental Health Capital Facilities Bonds will be used to provide residences within Preble County for eligible persons with developmental disabilities who are receiving supported living services or home and community-based waiver services under applicable statutes and administrative rules ("Residents"). Except as otherwise provided herein, all such properties will be used for this purpose at least until the date when all Mental Health Capital Facilities bonds, any of the proceeds of which are used to purchase the Home, no longer are outstanding.

E. The Board shall maintain a legal interest in all Homes acquired by the Corporation with Community Assistance Funds or other public monies provided by the Board in accordance with the terms and conditions associated with the revenues used to acquire such Homes and in accordance with the agreement between the State and the Board regarding use of the Community Assistance Funds. The legal interest will be in the form of a note and mortgage on the property in an amount equal to the amount of Community Assistance Funds or Board funds used to acquire the Home. The note and mortgage will secure the Corporation's performance of its duties with respect to the Home. The Board shall maintain its legal interest: (1) through a note and a first position mortgage when a lending institution is not involved; and (2) when a lending institution is involved, through a note and a second position mortgage.

F. Upon agreement of the Corporation and the Board, the Corporation may, from time to time, sell or divest itself of Homes in which the Board maintains an interest and hold or expend the proceeds for the purpose of acquiring replacement properties to be used and maintained in accordance with the terms and conditions of this Contract.

G. The Board may purchase appliances or other household items to be used by the Residents. If requested by the Corporation, the Board may reimburse the Corporation for purchasing appliances or other household items. Any appliances or household items that were purchased by the Board or subject to reimbursement to the Corporation by the Board shall remain in the Homes.

### **ARTICLE THREE: FUND REQUIREMENTS**

A. The Board shall annually determine the amount of funds to be granted to the Corporation after consultation with the Corporation based on its needs and resources.

B. All payments from the Board or the Board as agent to the Corporation shall be maintained in a separate line item on the respective financial statements. The Corporation shall establish, within its accounting system, a number cost account for identification of all monies received and disbursed under the contract. This numbered account shall be used solely to identify monies under this agreement, and other monies shall not be co-mingled within this account.

C. The monies in the separate numbered account may be withdrawn by the Corporation solely for the purpose of making payments for items of allowable cost, expenditures, or compensation to the Corporation, which have been previously budgeted or approved in advance by the Board, or for any other items which the Board may approve in writing. Any interpretation required as to the proper use of monies shall be made in writing to the Superintendent of the Board.

D. The Board, upon an event of Default, as defined herein, without limiting any rights which it may otherwise have, in its discretion and upon written notice to the Corporation, may withhold further withdrawals from said account and withhold further payments under the Contract.

#### **ARTICLE FOUR: CORPORATION RIGHTS AND RESPONSIBILITIES**

A. The Corporation shall accept referrals from the Board of individuals wishing to have the Corporation acquire residential property on their behalf. When possible, individuals shall actively participate in the selections of property and have the opportunity to consider such factors a monthly rent and related expense factors, neighborhood, and availability of transportation, safety issues, and physical layout of residence.

B. The Corporation and the Board will cooperate in the location and selection of housing for those individuals referred by the Board. Upon identification of appropriate housing for an individual, the Corporation will provide the Board identification of such housing and related information concerning the housing, including but not limited to, the purchase and sales agreement, inspection reports, appraisals, and/or financing information so that the Board can complete an application for Community Assistance Funds for submission to the Department or other applicable funding source.

C. The Corporation shall acquire, manage, and maintain Homes obtained pursuant to this Master Housing Contract and any related contracts in an appropriate manner so as to protect the Board's security interest in such Homes and to provide for the health, safety, and welfare of persons residing in said Homes.

D. The Corporation agrees to grant the Board a security interest in any Home it purchases with Community Assistance Funds or Board Funds.

E. The Corporation agrees to be bound by the terms and conditions of all agreements between the Board and the Department regarding the use of Community Assistance Funds and the terms and conditions of the Amended and Restated Series II Lease Agreement by and between the OPFC, the Ohio Department of Mental Health, and the Department and any applicable Supplemental Agreements (collectively, "Lease Agreement"). In the event of conflict with this Contract, the agreements between the Board and the Department and the Lease Agreement will control. The Corporation agrees to execute any documents required by the Department to reflect its agreement to be bound by any agreements between the Board and the Department and to be bound by the Series II Lease Agreement.

F. With respect to acquiring Community Assistance Funds, the Corporation agrees to cooperate with any reasonable request by the Board or the Department and to comply with the requirements of O.A.C. 5123:1-1-03.

G. The Corporation and the Board will not, without the prior written consent of the OPFC and the Department and an opinion of OPFC's bond counsel that such will not adversely affect the tax-exempt status of the Mental Health Capital Facilities Bonds, assign, transfer, pledge, hypothecate or grant any security interest in or otherwise dispose of a property acquired with Community Assistance Funds without replacement

or substitution; provided that this paragraph will not require the prior written consent of the OPFC or the Department or an opinion of bond counsel for the Corporation and the Board to pledge or grant a security interest in a property to secure financing for its acquisition or improvement. The Corporation shall provide written notice to the OPFC, the Department and the Board at least sixty (60) calendar days prior to any action covered by this paragraph.

H. The Corporation shall work with the Residents of the Home to remedy any issues in a timely manner. The Corporation shall notify the Board of any issues it cannot effectively resolve.

I. The Corporation shall provide the Board with a copy of its current financial statement upon request of the Board. In order for the parties to plan for the coming year, the Corporation shall provide the Board with a copy of its housing inventory on or before October 31 of each year of this Contract.

J. The Corporation shall provide the Board with a copy of the final closing statement, insurance policies, the deed, and any notes and mortgages concerning any Home acquired by the Corporation within thirty (30) days of any closing.

K. The Corporation shall not discriminate against any person, deny any residence to, or deny the delivery of services on the basis of race, color, national origin, religion, sex, handicap or age.

L. The Corporation agrees to maintain confidentiality regarding all information, records, and data which it receives concerning Residents. A request to the Board for a release of information detailing the specific information to be released and the party to whom it will be released shall be required for all requests to the Corporation for information. The Corporation will not release any information about a Resident without first contacting a Board representative.

M. The Corporation agrees to abide by all state statutes, rules, and regulations pertaining to the use of Community Assistance Funds for the purchase, acquisition, sale and maintenance of housing for individuals in supported living, and similarly applicable federal rules and regulations.

N. The Corporation agrees throughout the term of this Contract and any renewal period to provide and keep in effect, at its cost and expense, fire and extended coverage insurance for the benefit of the Corporation and the Board in an amount sufficient to cover the replacement cost of any properties acquired by the Corporation. The level of coverage may be revised annually by the Board and the Corporation during the terms of this agreement and the Board may request the Corporation, at its cost, to increase insurance coverage to reflect accepted industry standards.

O. The Corporation shall indemnify and save harmless the Board from and against any and all claims, demands, damages, actions or causes of action, together with any

and all losses, costs, or related, expenses, including but not limited to attorney's fees asserted by any person or persons for bodily injury or death, or agents, officers, independent contractors, servants, employees or licenses arising from the Corporation's actions and/or nonperformance under this Contract.

P. The Corporation shall obtain and maintain in full force and effect, at all times during the continuance of this Contract, a comprehensive liability insurance policy covering bodily injury or death, to such person or persons, and property damage insurance, in such amounts as the Board deems reasonably necessary. The Corporation shall furnish the Board with a certificate of insurance as evidence of compliance with this provision.

#### **ARTICLE FIVE: MAINTENANCE, REPAIRS AND CAPITAL IMPROVEMENTS**

A. The Corporation and the Board will meet on a quarterly basis, or more frequently as necessary, to review repairs and capital improvements. At such meetings, the parties will determine those items that have priority and identify the funding stream to pay for those items. The parties shall reach an agreement on whether a capital improvement is necessary and the payment stream for such capital improvement before work begins on the capital improvement.

B. Notwithstanding paragraph A of this Article, the Corporation shall be responsible for performing maintenance on the Homes at its expense. For purposes of this Contract and this Article, the term "maintenance and repairs" includes inspection, cleaning, and testing of the Home's structure and/or each building system, and replacement of damaged or worn parts with comparable and commercially available replacement parts.

C. The Board and the Corporation agree to apply for any funds available from the Department or other sources for the purpose of paying for capital improvements. In the event no such funds are available, the Board shall be responsible for paying for the capital improvement. For purposes of this Contract and this Article, the term "capital improvement" includes fixing a defect or design flaw; creating an addition, physical enlargement or expansion of the Home; creating an increase in capacity in the Home; replacing a major component or structural part of the Home; or adapting the Home for accessibility. Any item that costs over Five Hundred Dollars (\$500.00) and extends the useful life of the Home also will be considered a Capital Improvement.

#### **ARTICLE SIX: EVENTS OF DEFAULT**

The following shall be deemed events of default under this contract:

A. Termination of the Contract by the Corporation without Good Cause, as defined herein;

B. A conclusive finding by the Board that the Corporation: (1) has materially failed to comply with the covenants, conditions, warranties, or provisions of this Contract; (2) has



not performed its obligations or is in such unsatisfactory condition as to endanger performance of this Contract, or (c) is delinquent in payment of taxes or the costs of performance of this Contract in the ordinary course of its business;

C. Appointment of a trustee, receiver or liquidator for all or a substantial part of the Corporation property or liquidation proceedings by or against the Corporation. If the Corporation dissolves, the Board or the Department, to the extent necessary, shall be a party to any judicial proceeding or dissolution agreement, and to the extent provided by law, the Board or the Department may be a distributee under any such court order or agreement based upon the amount of Community Assistance Funds provided to the Corporation pursuant to Ohio Administrative Code rule 5123:1-1-03 or Ohio Administrative Code rule 5123:1-1-17, or based upon the amount of funds provided to the Corporation by the Board;

D. Services to any writ of attachment, levy or execution or commencement of garnishment proceedings with respect to the separate numbered account;

E. Bankruptcy of the Corporation;

F. Failure to comply with government statutes and regulations material to this Contract and its subject matter;

G. Failure of the Corporation to maintain its non-profit status or to adhere to necessary requirements for maintenance of non-profit and corporate status.

#### **ARTICLE SEVEN: TRANSFER OF PROPERTY AND REMEDIES**

A. The Board shall require the Corporation to repay the Board its Interest, as defined herein, in any Home if the Corporation: (1) sells or divests itself of the Home without the Board's approval; or (2) is in substantial violation of the terms and conditions of this Contract or any other contract governing the acquisition of such Home by the Corporation.

B. The Board shall also have the right to insist on the transfer of title to any Home acquired pursuant to this Contract to: (1) the Board; or (2) a substitute non-profit corporation chosen by the Board; and title to such Home shall be transferred to the Board or the substitute non-profit corporation, upon the following circumstances:

- (1) An event of default by the Corporation identified under Article Six;
- (2) Failure on the part of the Corporation to make payments current in the manner prescribed by any mortgage on a property subject to this Contract;
- (3) A material violation by the Corporation of the Contract terms and conditions, or its responsibilities hereunder;

- (4) Termination of the Contract;
- (5) Expiration of the Contract, unless the Contract is renewed, or a new Contract applicable to such property is entered into by and between the Corporation and the Board.

C. For the purposes of this Contract, the Board's Interest in any property shall be limited to the amount of funds or monies provided by the Board to the Corporation for the purchase such property, including any appreciation thereon.

D. Prior to action being taken under this Article Seven, the Corporation, where applicable, shall be entitled to cure such violations or defaults in accordance with the provisions of Article Eight, below.

#### **ARTICLE EIGHT: TERMINATION, MODIFICATION, AMENDMENT, AND NOTICE OF CORPORATION'S INTENT**

A. Amendment, Modifications, Extensions - This Contract may be amended, modified, or extended by the mutual agreement of the parties hereto in a writing to be attached and incorporated into this Contract.

B. Termination - This Contract may be terminated prior to the expiration of the term hereof as follows:

- (1) Termination by Agreement - In the event the Corporation and Board shall mutually agree to terminate this Contract in writing, this Contract shall be terminated on the terms and date stipulated herein.
- (2) Termination for Good Cause - Both parties hereby agree to attempt to settle disputes over obligations set forth in this Contract as reasonably and promptly as possible; however, this Contract can be terminated by either party for cause provided that either party provides written notice to the other party of the violations or defaults that are claimed to have occurred and gives that party ten (10) business days to cure such violations or defaults. In the event that the violations or defaults are not cured within such period, notice in writing shall be given to the defaulting party and this Contract shall terminate at the end of such period.

Regardless of the reason for termination of this Contract, the Corporation agrees that it shall convey title to the Homes to the Board or a substitute non-profit corporation chosen by the Board.

C. Notices - All notices, requests and approvals shall be made in writing and shall be deemed to have been properly when personally delivered, or sent postage prepaid by certified mail:

TO:

Preble County Board of Developmental Disabilities  
Bethany Schultz, Superintendent  
200 Eaton Lewisburg Road  
Eaton, Ohio 45320

AND:

Residential Supports and Services, Inc.  
Scott DeLong, President  
P.O. Box 678  
Urbana, Ohio 43078

#### **ARTICLE NINE: OTHER MATTERS**

A. Communication -The Superintendent of the Board or his/her Designee and the President of the Corporation or his/her Designee shall meet no less than once quarterly to discuss the Corporation's efforts under this Contract; to discuss the grant allocations; to discuss capital improvements for and maintenance of the Homes; and to permit the Board the opportunity to ascertain whether the Corporation is complying with the terms and conditions of this Contract.

B. Ongoing Communications - The Board and the Corporation shall each designate a representative who will be responsible for the implementation and monitoring of this Contract. The designated representative shall also seek to mediate any related issues and ensure timely ongoing communication and cooperation between the parties.

C. Condemnation; Eminent Domain - The Corporation and the Board shall notify the Department when a property is being taken under the power of condemnation or eminent domain by any governmental body. Proceeds received from a property being taken by eminent domain shall be returned to the Department, or with permission of the Department and the OPFC, be used to purchase replacement property.

D. Relationship of Parties - At all times during the duration of this Contract, the Board and the Corporation shall act as independent contractors in connection with the performance of their respective obligations under this Contract.

E. Assignment - Neither this Contract nor any duties or obligations hereunder shall be assignable by the other party without the prior written consent of the party assuring the assignment. In the event of an assignment by one of the parties to which the other party has consented, the assignee or legal representative shall agree in writing with the part to personally assume, perform and be bound by the covenants, obligations, and agreements contained therein.

F. Successors and Assigns - Subject to the provisions regarding assignment, this Contract shall be binding on the successor and assigns of their respective parties.

G. Parties - Wherever this Contract refers to either the Board or Corporation, those terms shall include the agents, employees, or other authorized representatives of each party.

H. Governing Law -The validity of this Contract and of any of its terms and provisions, as well as the rights and duties to the parties hereunder, shall be governed by the laws of the State of Ohio.

I. Legal Construction - In the event that any one or more of the provisions contained in this Contract shall for any reasons be deemed invalid or unenforceable, said provisions shall not affect any other provisions and this Contract shall be construed as if the invalid, illegal or unenforceable provisions had never been contained herein.

As officially agreed this \_\_\_\_\_ of \_\_\_\_\_, 2018 by the Preble County Board of Developmental Disabilities and Residential Supports and Services, Inc.

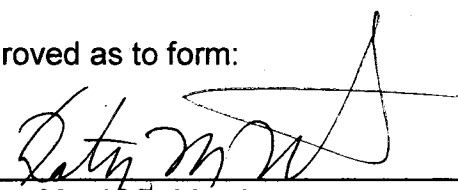
PREBLE COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES


RESIDENTIAL SUPPORTS AND  
SERVICES, INC.

BY: \_\_\_\_\_  
Bethany Schultz, Superintendent

BY: \_\_\_\_\_  
Richard D. Dietz, Chairman

Approved as to form:

BY:  \_\_\_\_\_  
Martin P. Votel  
Preble County Prosecuting Attorney

 \_\_\_\_\_  
Date

Preble County Board of DD  
Service and Support Administrator (SSA)  
PRESCHOOL & SCHOOL AGE/  
**Ohio Early Intervention Service Coordinator**  
Position Description

**REGULAR HOURS OF WORK:**

8:00 A.M. to 4:00 P.M. (Emergency 24/7 responsibilities as assigned. Flexible schedule based on individual/agency needs) 250 days + 10 holidays per year. Service Coordination hours based on availability and approval of grant dollars awarded by Ohio Department of Developmental Disabilities. Grant provides supports for Ohio Early Intervention Service Coordination and Child Find.

**IMMEDIATE SUPERVISOR:**

Superintendent/SSA Director

**JOB FUNCTIONS:**

**SSA: 40%**

Employee is responsible for providing support, coordination and case management of the individuals served through Preble County Board of Developmental Disabilities. This position description outlines duties for SSA's who specialize in working with children in addition to the general duties of an SSA as a:

Preschool Service and Support Administrator (PS/SSA)

School Age Service and Support Administrator (SA/SSA)

These specialized roles fall within the broader scope of duties of a Service and Support Administrator which includes facilitation, coordinating and monitoring individualized plans and/or services for children and adults eligible for DD services. These tasks promote the principles of self-determination and person-centered planning. Scheduled on-call responsibilities require the incumbent to be available to deal with urgent situations during non-business hours. The SA/SSA and PS/SSA spend the majority of their focus on the needs of children and children in transition from school to adulthood, but may also the broader scope roles working with and supporting adults as well.

The PS/SSA caseload shall consist of children ages 3 through 5 that are on an IEP. The SA/SSA caseload shall consist of children ages 6 through completion of their formal exit from school and have been determined eligible for county board services. The PS/SSA SA/SSA caseloads will typically be larger than an SSA who is serving a general caseload of adults and consequently may not have any individuals that receive residential services or need intensive service coordination unless special circumstances exist, to include but not limited to a child with intensive needs, Level One Waiver, TDD Waiver, SELF Waiver, Shared Funding, etc.

**Ohio Early Intervention Service Coordinator: 60%**

Under the occasional supervision of the Superintendent/SSA Director, the primary function of the service coordinator is to initiate the development of the IFSP (Individual Family Service Plan) with the family and team and to coordinate those services on the IFSP, must demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions, recognize unusual or threatening conditions and take appropriate action, develop and maintain effective working relationships, handle sensitive inquiries from contacts with officials and general public, establish goals and objectives, compile and prepare reports, maintain records according to established procedures works directly with children and families and any health care professional associated with the child; assist families in accessing community resources; plans with local educational agencies relative to transition, primarily home based.

**DUTIES:**

Ensures that the individual services are effectively coordinated and provided by appropriate providers.

Monitor the implementation of the Individual's ISP.

Acts as the "primary point of coordination" as assigned to:

- Ensure that the activities are completed in accordance with the ISP and to the benefit and satisfaction of the individual
- Ensure that the person/agency providing assistance to the individual has the necessary skills and understanding to provide that assistance

- Maintain contact with the persons assisting the individual to monitors completion of assigned tasks
- Retains responsibilities for all decision-making regarding service and support functions and communication of any such decisions with the individual
- Authorize costs associated with services listed in ISP

Develops and revises Individual Service Plans for assigned individuals.

Accurately records record of TCM activity and cooperates with requirements for billing for eligible services.

Participates in inter-agency collaboration as assigned

Maintains accurate files for individuals assigned.

Acquires and maintains required certification, and participates in training activities as assigned.

As assigned, and with required training and /or orientation, performs duties of referrals and participates in Quality Assurance activities.

Assess eligible individuals' need for services, and coordinated the use of assessments for developing plans to meet identified needs.

Coordinates the establishment of individual budgets for assigned individuals.

Ensures that the individual has a designated representative to provide daily representation regarding ISP-identified issues.

Assists the individual in choosing providers for identified service and supports.

Ability to maintain an average TCM efficiency of 80%.

Performs other duties as assigned, may be required to lift and carry.

#### **Early Intervention Service Coordination Duties:**

<b>JOB DUTIES AND WORKER CHARACTERISTICS</b>	
	1. Act as the single point of system contact for carrying out the activities of service coordination; Explain activities to the parent before parent consent is sought; Provide the parent with a written copy of early intervention parent's rights in their native language, unless it is clearly not feasible to do so; Assist the parent in gaining access to, and coordinating the provision of, the early intervention services the child and child's family needs, including making referrals to providers for needed services and scheduling appointments; Coordinate evaluations and assessments; Facilitate and participate in the development, implementation, review, and meetings to evaluate IFSPs;
	2. Obtains information regarding child from various sources; maintains accurate and current documentation regarding child and family in the variety of ways required; maintains information regarding "community" resources. Maintains records on the state wide Early Track System. Coordinate, facilitate, document and monitor the delivery of early intervention services to ensure that services the child needs start within thirty calendar days of the parent signing the IFSP; except when the family has an exceptional family circumstance which keeps the family from being able to receive the service within thirty calendar days after signing the IFSP; Coordinate the information gathering and completion of the child outcomes summary information within forty-five days of program referral and annually thereafter; Coordinate the funding sources for early intervention services needed; and Facilitate the development of a transition plan from early intervention to special education pre-school.
	3. Attends in-services and training programs as required; maintains certification as required; maintains and acquires knowledge related to disabilities and interventions/programs/research; maintains knowledge of Preble County Board of Developmental Disabilities policies and procedures as well as those of other related or contractual agencies.

4. Performs other related duties as required, to include but not limited to: preparing and conducting presentations relative to the broad scope of early intervention, serving on committees, Child Find and/or serving as a trainer.
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### **QUALIFICATIONS:**

Bachelor's Degree in Social Work or related field required. Minimum of One Of The Following Fields Of Study: Child And Family Studies, Child Development, Child Life, Education Inclusive Of Early Childhood, Pre-Kindergarten, Elementary Education, Deaf Or Hearing Impaired, Blind Or Vision Impaired, Special Education, Or Family Life Education, Hearing And Speech Sciences Or Speech And Language Pathology, Human Development Or Human Ecology, Human Social Services, Nursing, Occupational Therapy Or Occupational Therapy Assistant, Medicine, Physician Assistant, Physical Therapy Or Physical Therapy Assistant, Psychology, Counseling Or Social Work Must meet all agency employment requirements including but not limited to successful BCI Check, Drug Screening and compliance with driver qualifications.

**Knowledge:** Comprehensive understanding of SSA Rules and MUI Rules; understanding of developmental disabilities and the services required by these individuals; understanding team processes; knowledge of social service delivery systems and resources, including rehabilitation, medical support services, and residential supports; awareness of individual eligibility for and access to Medicaid funded services; knowledge of rules and service delivery in Special Education and Early Intervention Programs; awareness of legal issues involving individuals and resources to assist them (courts, guardianship, trusts, etc.); knowledge about Rights of disabled persons and resources to assist them in assuring that Rights are respected; knowledge of statewide resources and information systems, including reporting requirements. Intervention strategies related to abnormal development in order to optimize a child's developmental skills; normal child development specializing in birth through two years; family dynamics especially related to families with a developmentally delayed child; influences of culture and poverty on the family; implementation of educational techniques for children under 3 and their families; agency goals and objectives, as stated in policy manuals; agency policies and procedures, as stated in policy manuals; instructional materials, equipment and adaptive equipment; principles to solve practical, everyday problems; departmental policies and procedures, as stated in policy manual, personnel manual, department and parent manuals; public relations by maintaining a positive image for the Program; infection control procedures and standards; policies and procedures of other agencies which influence those of Preble County Board of Developmental Disabilities, especially related to early intervention; community/county/state resources and eligibility requirements.

**Skills:** Data entry and word processing to comply with record keeping and reporting; compose memos, letters, and other written correspondence in professional manner; use and maintenance of office equipment assigned for personal use; manage comprehensive case management record system, including confidential information; telephone and related communication skills; time management skills to effectively perform duties and comply with guidelines; effective skills in note-taking, interviewing and case note development. Effective communication with families, professionals, peers; creating effective partnerships with families, professionals, peers; relating to and providing services to families of diverse cultural, economic, racial, ethnic, educational backgrounds operating office machines, computers and AV equipment; operating and instructing in the use of adaptive equipment and other assigned equipment; care of children, including, but not limited to, feeding, changing diapers and clothes, bathroom assistance; implementing developmental approaches to learning and behavior with children and their families; positive problem solving; organization

**Abilities:** Effectively communicate needs of individuals in advocacy for services, supports, and recognition of Rights; use inter-personal skills in individual meetings and other and other contacts to insure smooth team process; handle multiple tasks and prioritize time effectively; represent the program in a professional manner, even when advocating for individual needs in uncomfortable environments; work independently on projects or individual issues; ability to travel and schedule time for in-services and other professional development; analyze information and develop appropriate action plans to meet individual needs; ability to develop good rapport and effective communication with individuals with varying disabilities; work effectively in a team environment. Manage a schedule to include various appointments, documentation; self-motivate and initiate various tasks; provide service coordination for the child and family; engage families so that they will implement strategies/interventions; interpret and follow a variety of instructions from various professionals and disciplines; provide effective leadership and information when involved with interdisciplinary teams; maintain accurate and timely records and documentation required by Preble County Board of Developmental Disabilities and other contractual agencies as required; establish and maintain effective rapport with children, parents, volunteers, specialists and co-workers, other agencies and community resources; work a

schedule which includes evening hours related to home visits, presentations as assigned, using own transportation; lift and carry up to 45 lbs. safely

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee or risks incurred. The employee is required to follow the instructions and perform the duties required by the supervisor, superintendent or designee appropriate to this position description

**OSHA:**

Maybe exposed to communicable diseases, loud noises, unpleasant odors. Exposed to individuals with unpredictable and/or aggressive behaviors.

**FLSA:**

Non-exempt from overtime

**PROBATIONARY PERIOD:**

210 Days

**STATUS:**

Classified

\_\_\_\_\_  
Superintendent                      Date

\_\_\_\_\_  
Employee                                      Date

**Code of Ethics & Acknowledgement by Incumbent to Position**

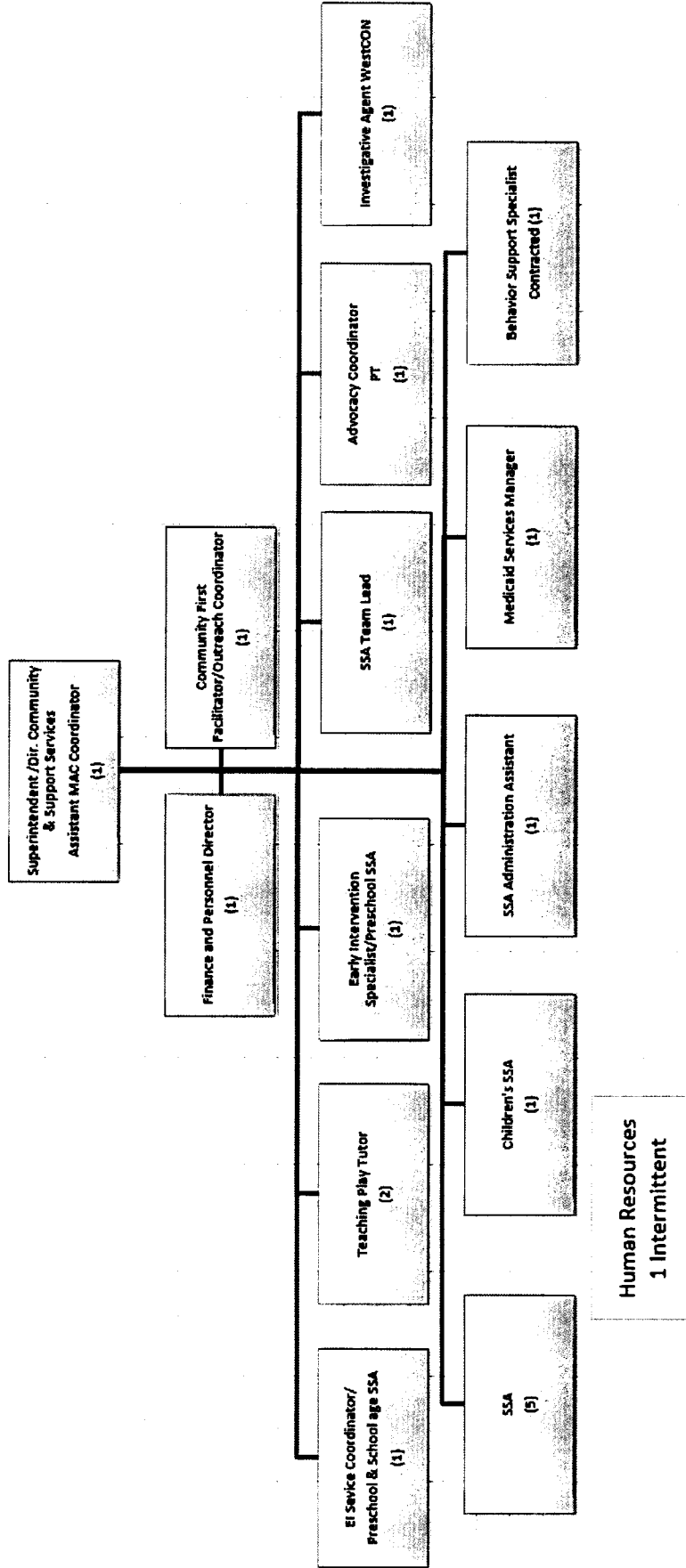
I certify that I have received a copy of this position description and that it accurately reflects the nature of the duties which I will be expected to perform, and when I am expected to work.

I further acknowledge that I have received a copy of the Preble County Board of DD Employee Code of Conduct and agree to abide by its contents.

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

\_\_\_\_\_  
Employee





**PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**PERSONNEL POLICIES & PROCEDURES**

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- 2.2 Employee Reimbursement**
- 2.3 Solicitation**
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- 2.5 Grievance**
- 2.6 Leave of Absence with/without Pay**
- 2.7 Drug and Alcohol Free Workplace**
- 2.8 Concealed Carry**
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- 2.13 Leave of Absence (FMLA)**
- 2.14 Employee Ethics**
- 2.15 Outside Employment**
- 2.16 Injurious Contact Leave**
- 2.17 Public Participation in Bd. Mtgs.**
- 2.18 Social Networking**
- 2.19 Employee Compensation**

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## Preble County Board of Developmental Disabilities

### Policy: Personnel Policies and Procedures

Board Approved: January 10, 2006  
Revised: 1/9/07, 1/1/09, 10/11/11,  
8/13/13, 02/10/15, 10/13/2015,  
06/14/2016, 08/14/2018  
Page 1 of 14

#### Section: 2.0

Reference: ORC: 4117

### I. GENERAL PROVISIONS

#### A. Introduction

1. The purpose of this policy handbook is to set forth personnel policies for the employees of the Preble County Board of DD. (PCBDD) When a direct conflict exists between state or federal law, and these policies, state code or federal law prevails.
2. Where the Board is authorized to perform any act in this manual, the Board hereby delegates to the superintendent or superintendent's designee the duty to perform such and act on behalf of the Board.
3. The Board cannot foresee all personnel issues and concerns that may arise. Accordingly, it may be necessary, and the Board reserves the right, to revise, modify, amend, or delete any policy, procedure, benefit, or regulation. An amendment shall affect only the specific policy it modifies and shall not affect the enforceability of the remainder of this handbook.
4. Words contained within the policy handbook, whether in the masculine or feminine gender, shall be construed to include both genders. The use of the masculine or feminine gender is for convenience only and is not to be construed as discriminatory by reason of sex.
5. Questions concerning this handbook and/or specific Board operations should be directed to your immediate supervisor or the superintendent.
6. Violation of any of the policies within this manual is subject to discipline.
7. The provisions of this handbook are not intended to, and do not operate to, create a contract of employment between the Board and its employees.

#### B. Ethics

1. The proper operation of the Board requires that actions of employees be impartial, that decisions and policies be made through the proper channels of governmental structure, that public employment not be used for improper personal gain, and that the public have confidence in the integrity of the Board. Ohio Ethics Laws prohibit Board employees from using their influence to benefit themselves or their family members.

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In recognition of the above-listed requirements, the following Code of Ethics is established for all employees:

- a. No employee shall use his official position for improper personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties
  - b. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Board, nor shall he use such information to advance the financial or other private interest of himself or others
  - c. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the Board, nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employees duties any improper favor, service or item of value
  - d. No employee shall represent private interests in any action or proceeding against the interest of the Board in any matter in which the Board is a party
  - e. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties.
2. Any employee having doubt as to the applicability of these provisions should consult his supervisor or the superintendent.
3. An employee who is offered a gift or favor, and who is not sure if its acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. The supervisor will refer the matter to the superintendent who will decide whether to refer it to the Prosecutor's Office. No employee will accept any material or service for the employee's private use from any contractor or supplier doing business with the Board without first obtaining approval from the superintendent.
4. State law prohibits Board employees and officials from having a financial interest in companies that do business with public agencies, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.
5. Employees are expected to conduct themselves in a manner, which reflects positively on the Board while on and off duty and in accordance with all local, state, and federal laws.
6. The Board has the right to perform background checks on employees without prior notice. Those background checks may include, but not be limited to, checks on credit, criminal violations, civil violations, and motor vehicle violations.

7. Any employee who has knowledge of or reasonable suspicion of any criminal offenses or activities by an employee is required to report such knowledge or reasonable suspicion. Any employee charged with, or convicted of or pleads guilty or no contest to any criminal offenses or activities shall report such charge, conviction or plea to the superintendent immediately. Failure to report such arrest or conviction within fourteen (14) calendar days may result in discipline up to and including termination of employment.

## II. PUBLIC RECORDS

The PCBDD acknowledges that it maintains many records that are used in the administration and operation of its office. The records maintained, and the ability to access them, are a means to provide trust between the public and the PCBDD.

The PCBDD maintains its records in a manner which allows it to provide the general public prompt inspection of its public records, and copies of these records, within a reasonable amount of time during its regular business hours, Monday through Friday 8:00 a.m. to 4:00 p.m.

The PCBDD has a public records policy and a Schedule of Records Retention.

## III. CONFIDENTIALITY

### A. Employee Records

1. A personnel file shall be established and maintained for each employee.
2. The employee's personnel file shall reflect the employee's correct name, address, telephone number, social security number, affiliation with any branch of the armed services, and, if applicable, proof of licensure and/or loss of licensure or insurability. In addition, the record should include the name and phone number of a person to contact in case of an emergency. The employee is responsible for providing this information and for promptly reporting any change in the information.
3. Records maintained by the Board that are defined by law as public records shall be released in accordance with law.
4. Each employee shall have the right, upon written request and reasonable notice to examine his personnel file. Such examination shall be made at a time that is mutually agreeable with the Board and the employee.
5. If an employee disputes the accuracy, timeliness, relevance or completeness of documents in his file, he may submit a written request that the superintendent investigate the current status of the information. The superintendent will make a reasonable investigation to determine the accuracy, timeliness, relevance and completeness of the file, and will notify the employee of the results of the investigation and any plans the Board has to take action with respect to the disputed information. The employee may submit a statement to be attached to any disputed documents.

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6. Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the Board. An employee who alters, or removes documents or information from his personnel file without prior approval may be subject to discipline.
7. Pursuant to applicable law, employee's personal medical records shall be maintained confidentially.
8. Personnel records contained in electronic (digital) format will follow the same standards stated above.

**B. Board Records**

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All employees are expected to maintain strict confidentiality in regard to all records and information in the possession of the Board. Under no circumstances should an employee access any record that he does not need for a direct Board business purpose. Any request for Board records should be made to the superintendent. This governs paper as well as electronic formats. Guidelines established in Preble County HIPPA Policy – Notice of Privacy Practices will be adhered to.

**C. Civil Service Status**

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1. All employees fall into one or more of the following categories:

a. **Unclassified**- A position that is exempt from civil service law and that serves at the pleasure of the Board. An unclassified employee may be terminated for any reason not inconsistent with law. All intermittent employees are unclassified. Other employees may be considered unclassified in accordance with law

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b. **Management** - Management employees of the Board are identified in Ohio Revised Code and have protections and requirements specified in the management contract which is issued to them

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c. **Classified**- All other positions are part of the classified civil service and have all protections provided by the Ohio Revised Code

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d. **Certified**- Certified status is earned only through the Civil Service testing system. In order to be a certified employee, an individual must take the Civil Service test for the classification in which he wishes to be certified, achieve a passing score, and be selected from a certification list issued by the State. Some long-term employees may have attained certification through now obsolete rules or certification may be retained in certain promotional situations. Currently, the State is not administering any testing for county board agencies. Employees may receive their certified status by remaining in a position for over two years

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e. **Provisional**- If a test has not been given within the past year or if the certification list for that classification has been exhausted, the Board will be given provisional authorization to hire an individual who has not taken the test. Provisional status is intended to be temporary only until such time as a test is given for the classification involved

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#### IV. **PROBATIONARY PERIODS**

##### A. **Original Appointments**

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Employees employed in the following positions shall have a probationary period of 120 days: SSA Assistant and Advocacy Coordinator. All other employees shall have a probationary period of 210 days. No appointment is final until the probationary appointee has satisfactorily served his probationary period. If the service of a probationary employee is unsatisfactory, he may be removed or demoted at any time during his probationary period without recourse. If the Board's decision is to remove the probationary employee, the Board must provide a written statement indicating the reason(s) for the decision.

##### B. **Probationary Employees**

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Probationary employees may be removed from their position without prior disciplinary action and without the right to appeal.

Any leave without pay taken during the probationary period will extend the probationary period by a comparable number of hours, days or weeks.

##### C. **Promotional Appointments**

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All promotional appointments shall have a probationary period of 365 days. Employees who do not satisfactorily complete a promotional probation will be returned to their previously held classification, or to a similar position at any time during the promotional probationary period without the right to appeal such action.

#### V. **HOURS OF WORK**

##### A. **Regular Work Hours**

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The Board shall establish normally scheduled work hours for each employee. Employees not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") shall not work prior to, subsequent to or outside their regularly scheduled hours unless authorized in advance to do so by their supervisor or in emergency situations. Employees whose hours of service regularly average thirty hours or more per week shall be considered full-time employees for all benefit purposes. Employees shall receive reasonable notice of any change in regular work hours when practicable.

An employee's lunch break will be determined by the needs within each unit. Employees who are not required to be available during lunch are considered on an unpaid lunch period. Those employees who are required to remain available to accept calls and work as needed are considered paid. Employees who are not exempt under the FLSA, and who receive an unpaid lunch period, shall not be asked to work during their lunch period except with the approval of their supervisor or in emergency situations.

##### B. **Time Reporting**

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Each employee is responsible for accurately recording the exact days and hours he worked. In addition, all employees must submit a time report reflecting any type of leave use (i.e. vacation, sick leave and personal time).

Timecards must be accompanied by the applicable leave request and/or overtime requests. All leave requests must be approved by management before payment for leave is made.

If an employee submits a timecard without enough hours in the appropriate balance, the employee will be docked for that amount of time not covered.

Late timecards may delay the processing of payroll. Timecards not received prior to the posting of payroll will not be paid with the specific payroll, but will be included with the next payroll.

### C. Break, Smoking and Tobacco Use

The Board supports and promotes a healthful environment for staff and eligible individuals, and recognizes that smoking is a hazard to the health and safety of people. Therefore, smoking is prohibited in all facilities and vehicles under the control of the Board, or when staff is transporting individuals we serve, in their own vehicle. This prohibition shall be in effect at all times and shall extend to all people using the building or vehicles, including, but not limited to staff, individuals served, families, visitors and volunteers.

When Board operations or business take place in facilities or vehicles not owned by the Board, staff, individuals, families, visitors, and volunteers shall abide by the host's policy.

The Board encourages all persons to attend smoking cessation programs. The Board will not permit the sale of smoking or smokeless products on its grounds. It will not approve the use of its funds specifically earmarked to purchase any tobacco or tobacco related products.

#### Breaks, Smoking and Tobacco Products

#### Procedures:

1. The designated smoking area will be at least 25 feet away from the entrances. This area will not be located at a primary visitor entrance and must be positioned away from any entrance point in order to reduce the exposure to environmental tobacco smoke
2. Smoking prohibitions outlined in this policy shall be effective twenty-four hours a day, seven days a week
3. Smoking prohibitions outlined in this policy shall extend to anywhere inside a Board facility, Board vehicle, or private vehicles when transporting individuals we serve.

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4. No Board funds will be specifically ear marked to purchase cigarettes or other tobacco products. If an adult individual we serve desires to use cigarettes or other smoking or smokeless tobacco products, these items must be furnished by the individual, parent/guardian or residential provider through the individual's personal resources

5. The immediate supervisor is responsible for monitoring the time spent and location of smoking. The immediate supervisor will determine the most appropriate way to manage staff breaks. The director will provide staff in their department with a written description of departmental procedure. The work place environment shall support a paid lunch period for fulltime staff and no more than 2 breaks, not to exceed 20 minutes per day.

6. Given individual choice, staff members are encouraged to facilitate programs to encourage individuals to cease using tobacco or smokeless tobacco. Staff members are encouraged to access smoking cessation programs offered through the agency's employee assistance program

7. If the facility has continued litter problems with improper disposal of cigarette butts, the administrative team may request that the superintendent designate any Board property and/or the campus "smoke free".

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#### D. Absenteeism and Tardiness

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Employees are expected to be present and ready to work at their scheduled starting times. Supervisors will document instances of employee tardiness. Tardiness shall be grounds for discipline.

An employee who is absent for a scheduled work day without approved leave may be subject to discipline. Employees shall not receive pay for any period of an unauthorized absence.

#### E. Overtime

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Overtime may be necessary, required and pre-approved by the superintendent or designee. Supervisors shall attempt to distribute overtime as equally as practicable among qualified employees within those classifications in which overtime is required. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly.

Employees not exempt from the overtime provisions of the Fair Standards Labor Act (FLSA) shall be considered to be working overtime for all hours actually worked in excess of forty in any one work week.

Overtime shall be compensated at a rate of one and one-half times the employees regular rate of pay for actual overtime worked. Non-exempt employees may take compensatory time-off in lieu of overtime payment, provided the employee does not exceed the maximum accrual of two hundred forty (240) hour. The Board may, at its sole discretion, require an employee to use his flex time prior to the employee reaching the two hundred forty (240) hour accrual limit. Employees exempt from the overtime provisions of the FLSA are not eligible for overtime payment. The Board

shall determine if an employee is exempt from overtime requirements for purposes of the FLSA. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. A bona fide executive, administrative or professional employee is normally to average a 40-hour week but may periodically need to work extra hours or fewer hours and has a flexible schedule.

It is the policy of the Board to comply with the FLSA as amended. Compliance includes steps to assure that every job position is determined to be either non-exempt or exempt in compliance with FLSA regulations. Overtime or compensatory time shall be paid to any non-exempt employees at the rate of one and one-half times hourly pay in accordance with the FLSA and Board policy.

Improper deductions (deductions not in accordance with the FLSA) from exempt employees' salaries are prohibited. Any deduction that is later determined to have been improper shall be reimbursed properly. Any employee who believes he has had an improper deduction or been improperly classified under the FLSA may submit a complaint in writing to the Board. Any official receiving such a written complaint has the duty to investigate, consult with other appropriate officials, and see that a written response is provided in a timely manner to assure a good faith effort to comply with the FLSA.

F. **Work Remotely**

It is the policy of the Preble County Board of DD to allow employees to work off site (from home or other locations) when opportunities exist for improved employee performance, reduced commuting miles, or organization savings. Work remotely allows employees to perform their duties outside the traditional office on a full- or part-time basis.

Work remotely is a privilege, not a universal benefit or employee right. The PCBDD has the right to offer to an employee and to terminate a work remotely arrangement at any time. Working remotely is a voluntary program unless specifically stated as a condition of employment.

The PCBDD may permanently discontinue the arrangement at any time or may temporarily suspend due to the organization's operational needs.

Compensation and Schedule

The employee's compensation, benefits, and work responsibilities will not change due to participation in the work remotely program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the work from home program. Work remotely employees must comply with all organizational rules, policies, and procedures.

Working remotely arrangements may be made on an "as needed basis". When the PCBDD and an employee agree that a work remotely arrangement is appropriate, the employee must agree to do so in a manner which is in keeping with a workstyle of accessibility, communication, and productivity. All work remotely arrangements are

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subject to case by case approval by the employee's manager. The following requirements apply:

1. Employees should make arrangements with their manager at least 24 hours in advance of working from home, excluding extenuating circumstances.
2. Employees should check in with the office at least once a day.
3. Employees should be easily accessible by either a work or personal cell phone.
4. Working remotely means working, not taking time off.
5. Employees should not routinely work remotely on days prior to or following vacations or holidays.
6. Working remotely should be due to special circumstances, approved in advance by the manager and not comprise a regular event. Working remotely is not to be substituted for sick or other forms of leave.

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Working remotely arrangements may terminated at any time by management.

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#### VI. PERFORMANCE REVIEWS

Performance reviews are intended to provide the employee and his/her supervisor an opportunity to discuss the employee's job performance and goals. Evaluation of an employee's performance is a continuous process based on conferences, discussions, and observations and is a method for increasing the worker's competence and effectiveness with the program. As much as practicable, each new employee shall have a written evaluation from the immediate supervisor prior to the end of the probationary period. Thereafter, a written evaluation of each employee shall be performed annually or on a periodic basis established by the board.

If an employee feels an evaluation is not a true reflection of job performance, he may request a review of the evaluation by submitting a written request for review of the evaluation to the next higher person in the chain of command. The supervision/ administrator responsible for reviewing the evaluation must meet with the employee within fifteen working days and present the findings to the employee. The employee, if still not satisfied after the initial review conference, may request further review by the superintendent, whose decision will be final.

#### VIII. A RESPECTFUL WORKPLACE

A basic core value of the Board is a respect for people. We value trust, loyalty, commitment, honesty and avoiding conflicts of interest. We champion innovation, teamwork, individual focus and continuous improvement. Good communication provides for good ethics and good business. We expect all employees to treat one another with courtesy, respect and consideration. Excessive socializing deters a productive work environment.

The use of profane, foul, obscene, insulting, abusive or crude language, inappropriate jokes, racial slurs, sexual comments, and or statements made in non-standard English/foreign

languages, obscene or threatening gestures or the making of verbal threats is considered disrespectful, demeaning and abusive behavior. This abuse usually causes anxiety and stress for the recipient and may give the recipient reason to be concerned for his safety and well being. Vulgar and offensive language can cause real harm, crosses the boundary of appropriate conduct and may even disrupt the entire workforce.

#### **IX. INSURANCE BENEFITS**

Board employees who work an average of thirty hours per week or more may be eligible for Board health insurance benefits, and other voluntary payroll deductions. The board reserves the right to modify any and all employer-provided benefits or to modify employee premium contributions, including, but not limited to, the deferred compensation plan and the insurance coverage in effect at the time of employment.

#### **X. REDUCTIONS IN WORK FORCE**

An employee may be laid off due to lack of work, lack of funds, reorganization and/or the abolishment of a position. At least fourteen (14) days notice shall be given an employee prior to layoff. Layoffs shall not be considered disciplinary actions.

An employee who is laid off may be recalled to work at any time within one (1) year provided he remains qualified to perform the duties of the position. The Board shall comply with all applicable state and federal laws whenever a layoff is implemented.

#### **XI. VACANCIES AND PROMOTIONS**

The Board has sole discretion to determine when a vacancy exists. Vacant positions will be filled in accordance with state and federal law. If the Board determines that a vacancy should be posted, the following procedures apply to filling the vacancy:

1. Vacant positions are posted for a minimum of five working days insofar as practicable. Employees currently serving a probationary period are not eligible for promotion in the classified service
2. Each announcement, insofar as practicable, shall specify the classification, wage rate and the deadline for and method of application
3. Employees applying for a posted vacant position must complete and submit the required application materials by the specified date.

#### **XII. TRANSFERS AND JOB ASSIGNMENTS**

##### **A. Job Assignments**

Employees are expected to perform the work duties assigned by the Board, not just those specific duties set forth in a job description.

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The board has the authority to transfer employees within the same classification and pay range. When an employee is assigned to a different job classification, the rate of pay shall be established by the Board's and compensation plan.

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**B. Temporary Transfers and Assignments**

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All employees shall be required to perform any and all temporary assigned duties of which they are capable regardless of their usual or customary duties or job assignments. A temporary transfer shall generally not exceed thirty (30) working days. A temporary transfer may be used:

- a. To fill a vacancy caused by an employee being on sick leave or other approved leave of absence
- b. To provide vacation relief scheduling
- c. To fill an opening temporarily pending permanent filling of such opening
- d. To meet an emergency situation
- e. Any other reason consistent with law or
- f. When an employee is temporarily incapacitated from his regular duties.

When an employee is temporarily assigned to substitute in another job classification with a rate of pay lower than her own for reasons (a) through (f) above, he shall receive his regular rate of pay.

If an employee is temporarily assigned to substitute in another job classification with a rate of pay higher than his own for a period of over 30 working days, he will receive the starting pay of the higher classification.

**XIII. JOB SAFETY**

The Board is responsible for providing safe working conditions, tools, equipment, and work methods for its employees. Each supervisor is responsible for addressing unsafe conditions promptly and for ensuring that employees under his supervision utilize all safety rules and safe working methods.

Employees have a duty to use the safety equipment provided by the Board and to follow all safety rules and safe working methods recommended or required. Violation of safety rules or failure to comply with safety rules will lead to disciplinary action.

The appropriate supervisor will use the following procedure for handling on-the-job injury cases:

1. Arrange for prompt medical care through the emergency room or private doctor if warranted.
2. Promptly notify the Finance and Personnel Director.
3. Prepare a written report on the injury immediately, and not later than twenty-four hours or as soon as practicable if circumstances prohibit an immediate report.

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4. Maintain a copy of the report and forward the original to the Finance and Personnel Director.
5. Provide the employee with a copy of the report.
6. Follow the transitional work and other guidelines for worker's compensation as directed.
7. Failure to follow the above procedures will result in the disciplinary process.

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Board employees who are injured may be permitted to participate in a transitional work program when entitled to compensation through the Ohio Bureau of Workers' Compensation for injury, or certain medical care services. The Finance and Personnel Director or designee is responsible for maintaining and assuring that transitional work guidelines are implemented.

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Employees are responsible for reporting any safety concerns and/or unsafe working conditions to their supervisor immediately upon discovery. Failure to report a known unsafe condition may result in discipline.

Employees are responsible for complying with all other safety rules and regulations as set forth by law or as adopted by the Board.

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#### **XIV. SEPARATION FROM EMPLOYMENT**

To remain in good standing with the Board, employees should give a minimum of two weeks' notice prior to their last day of service with the Board. This requirement may be waived at the discretion of the Board. Employees may not unilaterally revoke their resignation once given.

Employees must turn in all Board property on or before their last day of employment. Failure to do so may result in legal action by the Board.

#### **XV. EMPLOYEE RIGHTS**

Classified employees who are not in management or supervision have the right to either join, or refrain from joining, assisting, or participating in union activity. Management-level and supervisory employees are expected to respect such rights and may be disciplined if they violate employee rights under Chapter 4117 of the Ohio Revised Code.

#### **XVI. EMPLOYMENT OF FAMILY MEMBERS**

The Board will consider a member of an employee's immediate family or household for employment if the applicant possesses all the qualifications for employment. An immediate family or household member will not be hired, however, if the employment would create any of the following:

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1. If one member would supervise, have disciplinary authority over, or be in the chain of command of another member
2. If one member would audit the work of another
3. If the interest of either the employee, or the Board would be in conflict

4. If the hiring could result in either an actual or the appearance of, conflict of interest in serving the public, and/or
5. If the hiring of an applicant could result in the disruption in staffing patterns.
6. A violation of Ohio Ethics Law or other code or regulation governing the Board.

The above criteria will also be considered when assigning, transferring, or promoting an employee.

When employees marry or become members of the same household, the above criteria will be followed. In such cases, the Board will attempt to find a suitable position to which one of the affected employees may be transferred. However, if no accommodation suitable to the Board can be reasonably made, one of the employees may be terminated from employment.

For purposes of this policy, "immediate family" is defined as: the employees spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law. "Member of immediate household" is defined as anyone living in the employee's household.

#### **XVII. MEDICAL EXAMINATIONS AND DISABILITY SEPARATIONS**

The Board may require an employee to take an examination, conducted by a licensed health care practitioner selected by the Board, to determine the employee's physical or mental capacity to perform the essential functions of his position, with or without reasonable accommodation. If the employee disagrees with a determination that he is unable to perform the essential functions of his position with or without reasonable accommodation, he may request to be examined by a second licensed health care practitioner of his choice at his own expense. If the reports of the two licensed health care practitioner's conflict, a third opinion shall be rendered by a licensed medical practitioner chosen and paid for by the Board. The licensed health care practitioner shall limit his report to the issue of whether the employee is capable of performing the essential functions of his position, as defined by the Board, with or without reasonable accommodation.

If an employee, after examination, is found to be unable to perform the essential functions of his position, the employee may request use of accumulated sick leave, vacation leave and other benefits or may request a voluntary disability separation. If an employee remains unable to perform the essential functions of his position after exhausting available paid leave, he may request a voluntary disability separation.

If an employee is found to be unable to perform the essential functions of his position or to agree to a voluntary disability separation, the Board may place the employee on an involuntary disability separation. Prior to placing an employee on involuntary disability separation, the employee is entitled to a pre-separation hearing. If, after the hearing, the Board determines that the employee is unable to perform the essential functions of his position with or without reasonable accommodation, the Board will issue an involuntary disability

separation order to be given to the employee and filed with the State Personnel Board of Review.

A classified employee on a voluntary or involuntary disability separation shall retain the right to be reinstated to his former position, or to a similar position, for three (3) years from the date that the employee is no longer in active work status due to the illness, injury, or condition necessitating the placement into inactive status. The employee must make a written request for reinstatement from a disability separation or to a similar position. The request shall be accompanied by substantial credible evidence that the employee is once again capable of performing the material and substantial functions of his classification with or without reasonable accommodation. The Board shall have the right to have the employee examined prior to his return. The Board shall pay for the examination.

An employee's refusal to submit to an examination, to release the findings of an examination, or to otherwise cooperate in the examination process, will be considered insubordination and will be grounds for discipline.

08/14/2018  
Date of PCBDD

Bethany Schultz, Superintendent  
Preble County Board of Developmental Disabilities

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Preble County Board of Developmental Disabilities

Section: Dress and Personal Appearance

Board Approved: January 10, 2006  
Revised: 1/1/09, 9/8/09, 1/8/2013,  
11/18/14, 08/14/2018  
Page 1 of 2

Section: 2.1

I. **POLICY**

The Board reserves the right to prescribe appropriate dress and grooming and to set standards which are in the best interests of each component and position. The Board requires that a staff member's clothing and overall appearance be appropriate, and present a favorable image of the program to the public and serve as a role model for individuals served by the agency. Appropriate standards of cleanliness are required and clothing shall be conducive to the safe and effective performance of required job duties.

Staff members of the Preble County Board of DD (PCBDD) represent the agency as well as the individuals that are served, to the larger Preble County community. A professional and appropriate appearance contributes to the positive impression we make on our co-workers, providers, vendors, visitors, as well as the individuals we serve and their families. The following guidelines are intended to represent the minimum standard of dress for PCB/DD staff. It is also intended to:

1. Assure that our individual personal appearance or dress does not negatively influence the public perception of the agency or the individuals served by the agency.
2. Assure that we are positive role models for the individuals we serve and lead by example.
3. Assure that there is a minimum standard regarding dress, with an emphasis on safety and the prevention of workplace accidents/injuries.
4. Assure that we are dressed in accordance with the standards and expectations of our community.

**Clothing:** should be consistent with each individual's role within the agency. Employees are expected to wear proper attire which is neat and clean, not faded or torn, and is professional in appearance. It should be functional and professionally appropriate for the job duties performed by the individual. Consideration should be given to any special requirements of events planned on a given workday.

1. Staff members who attend meetings with families, other service providers, and community agencies, as well as staff members who work in general office areas where interaction with the public is frequent, are expected to dress in basic business casual attire, *such as* dresses, skirts (no mini-skirts) and Docker style pants. Jeans and shorts are **not** professionally appropriate for these areas. However, jeans may be worn on Fridays. Jeans with rips, tattered trim, holes are

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not appropriate. Employees are encouraged to wear PCBDD logo items in conjunction with jeans.

2. Apparel with offensive, suggestive or inappropriate pictures, words, and phrases and garments which are extensively tight or revealing are unacceptable attire for all work areas.
3. The above are meant to be general guidance for employees. Supervisors are responsible for making judgments on appropriate or inappropriate attire and may, at any time, request an employee to go home and change clothing, or counsel or take appropriate levels of disciplining employees if attire is inappropriate for the setting. Any employee questions or needs for clarification regarding appropriate dress are to be directed to the immediate supervisor.

**Shoes:** must provide safe, secure footing and offer protection against hazards. Shoes must also be functional and professionally appropriate for the job duties performed by the individual.

1. Flip-flops, platform shoes, and very high heels are not appropriate shoe attire. Footwear of all types should have soles that provide traction in order to minimize slips and falls.

**Jewelry:** should not be functionally restrictive, dangerous to job performance, or excessive.

1. All staff members are encouraged to be safety conscience and conservative when choosing and wearing jewelry for work. Items such as long/bulky necklaces and bracelets may get caught on levers, wheelchairs, etc. Earrings that are large and/or dangling could get caught in clothing and equipment.
2. Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs are not professionally appropriate and should not be worn during business hours.
3. Tattoos that are excessive or too conspicuous are a source of distraction and may contribute to an unprofessional environment. These types of tattoos should be covered at all times while at work.

Depending on the services provided in each component or in a specific program area, additional guidelines may need to be developed by the Superintendent.

Any staff member whose attire does not meet the standards set forth in this policy may be asked to leave the workplace until properly attired. The staff member will not be compensated for such time away from work. Discipline may also result.

08/14/2018  
Date of PCBDD  
Motion of Adoption

Bethany Schultz, Superintendent  
Preble County Board of Developmental Disabilities

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Deleted: Diane Knupp

Preble County Board of Developmental Disabilities

Policy: Employee Reimbursement Policy

Section: 2.2

Board Approved: January 10, 2006

Revised: 8/11/09, 08/14/2018

Page 1 of 2

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I. **EXPENSE REIMBURSEMENT**

**General-** Board employees may be entitled to reasonable reimbursement for expenses incurred while traveling on official Board business. There are two distinct types of travel and reimbursement: 1) job-related travel and expenses and 2) training-related travel and expenses. In order to seek reimbursement of expenses, the Board must approve all expenses in advance. No expense will be reimbursed absent an appropriate receipt. Request forms must be filed in advance of the meeting/conference date with a copy of the meeting/conference details attached and names of all Board personnel attending.

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Employees are expected to use professional judgment in incurring expenses. Board employees are accountable to the public and must use public funds wisely. Excessive expenses will not be tolerated. Abuse of this policy by incurring unreasonable expenses may jeopardize approval of ensuing expense reimbursement requests and may result in discipline. At no time shall an employee claim, or be reimbursed for, more than the actual expenses.

Expenses must be submitted in a timely manner, generally within two weeks of the date the expense was incurred. Late submission of receipts may result in denial of the expense.

**Mileage-** Board employees may be reimbursed at the rate set by the Board, for approved use of their privately owned vehicles for Board business. In order for staff to make the most efficient use of their time and travel, occasionally it is more efficient for the staff to travel from their home to a temporary work site in lieu of reporting to the board offices first. When this occurs, the board shall reimburse mileage based on the lesser of the two distances. Mileage reimbursement must be submitted in a timely manner and according to the scheduled deadlines. Employees who do not carry liability insurance on the vehicle used for Board business shall not be eligible for reimbursement. If a cost is incurred for parking, reimbursement will be made if a receipt is presented.

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**Lodging-** Board employees may be reimbursed for lodging while on board business. In the absence of an emergency, overnight stays must be pre-approved by the Board. No reimbursement will be made for lodging within Preble County. Staff, whenever possible, will be asked to share room assignments to assist with defraying costs.

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Deleted: All staff cell phone stipends shall be considered a taxable fringe benefit as defined by IRS guidelines. Stipends shall be reported as taxable income and subject to federal income tax withholdings

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**Personal Expenses-** Personal expenses while traveling, such as personal telephone calls, tips, laundry, entertainment and alcoholic beverages, are not reimbursable.

**Meals**- Meal reimbursement shall be made when an employee is on authorized overnight travel. Meals for which reimbursement is claimed must be listed on the Travel Expense report and must be identified by the date on which the expense was incurred. The Board will set the maximum amount allowable for meals. The total maximum allowance under normal conditions is thirty dollars (\$30) per day, excluding alcohol and gratuities. Travel to larger cities (i.e. Chicago, Washington D.C.) may require a higher per diem for meals; such request should be made prior to travel to be approved on a case-by-case basis. Prudent use of tax dollars is to be a concern for all employees who travel and every effort is to be made to minimize expenses for meals. A receipt showing the date of the meal, and which meal was eaten, must be included with the actual expense report before reimbursement is granted.

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Out-of-town meals for employees that are not included as a part of the training/meeting and do not include an overnight stay are not reimbursable.

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**Out-of-State Travel**- Board employees must obtain approval of the Board before traveling out-of-state on official business. When traveling out-of-state, cab fee, airport transfers and other like expenses may be reimbursable.

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**Registration Fees**- Registration fees are reimbursable with a receipt or arrangements may be made to bill the Board. Meals which are a part of the registration fees would be paid as part of the registration fee. If a staff member requests a cancellation of their professional leave request, they must advise the Supervisor and Board's Finance and Personnel Director immediately to determine the seminar's cancellation deadline and any cancellation fees. If adequate notice is not provided for the cancellation, the staff member may be responsible for any fees associated with the cancellation.

**Professional Leave Without Pay**- Staff member may request professional leave without pay if training desired would not directly apply to staff's position with the Board, but upon review is found to be relevant to the DD field and the overall operations of the Board.

While on professional leave without pay, staff members will not be reimbursed for any expense pertaining to training, travel, meals or lodging.

Professional leave without pay and conditions on which the leave is executed, is based upon the discretion of the superintendent or designee.

08/14/2018

Date of PCBDD  
Motion of Adoption

Bethany Schultz, Superintendent  
Preble County Board of Developmental Disabilities

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Deleted: Diane Knupp

## Preble County Board of Developmental Disabilities

Policy: Solicitation

Board Approved: January 10, 2006

Revised: 08/14/2018

Page 1 of 2

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Section: 2.3

### I. PURPOSE

With the exception of literature, goods, services and material sanctioned by the Preble County Board of DD or Superintendent, sales, solicitation and distribution of goods, literature or other materials during working hours are prohibited.

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Examples of approved sales are Special Olympics, and sanctioned fund raising that directly benefits our individuals such as those by the Ohio ARC, and United Way solicitation are also sanctioned.

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Individuals not employed by the Board are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on board premises.

The superintendent may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

This is not an attempt to restrict employees from lawful discussion on non-work time.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

1. The employee has requested and obtained advance approval from the superintendent for the solicitation;
2. The terms established in the approval must be followed with regard to who, when, where, and what will occur;
3. The distribution of literature, solicitation and the sale of merchandise or services are prohibited in work areas;
4. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working;
5. Distributing literature in a way that causes litter on Board property is prohibited;

Only persons authorized by the board may place notices on or take down material from the bulletin board. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any Board property is prohibited.

Employees who violate the provisions of this policy are subject to discipline.

08/14/2018  
Date of PCBDD  
Motion of Adoption

Bethany Schultz Superintendent  
Preble County Board of Developmental Disabilities

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**Preble County Board of Developmental Disabilities**

Policy: **Disciplinary Action-Staff Members**

**Board Approved: January 10, 2006**  
**Revised: 1/1/09, 9/8/09, 3/9/10,**  
**11/12/13, 11/18/14**  
**Page 1 of 5**

Section: 2.4

**I. POLICY**

It shall be the policy of the Preble County Board of Developmental Disabilities (PCBDD) that when it is necessary to administer disciplinary action to any staff member such action will be taken uniformly in accordance with the Ohio Revised Code.

**II. PURPOSE**

It is the purpose of this policy to establish written guidelines and procedures for taking disciplinary action against any PCBDD staff member in response to major and minor infractions of policies, procedures, rules and regulations governing the staff members of the program.

**III. DEFINITIONS**

"Neutral Hearing Officer" as defined in this policy means a person not under their direct supervision or within their chain of command. The Superintendent will appoint the appropriate Neutral Hearing Officer. When it is deemed necessary by the Superintendent, the Superintendent or a person outside the PCBDD will be the Neutral Hearing Officer and conduct the Pre-Disciplinary Conference.

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**IV. PROCEDURES**

A. No disciplinary action will be taken with any staff member while they are providing efficient and effective service and following the policies, procedures, rules and regulations of the PCBDD. If disciplinary action; however, is needed, the following steps of progressive corrective disciplinary action are to be taken:

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1. Verbal counseling (no written record kept in the staff member's personnel file)
2. Verbal reprimands (written record kept in the staff member's personnel file)
3. Written reprimand (letter record kept in the staff member's personnel file)
4. Suspension of various durations (written record kept in staff member's personnel file). A suspension of up to 23 hours is not appealable by the staff member. A suspension of more than 23 hours is appealable by the staff member to the State Personnel Board of Review
5. Reduction in pay, change or reduction in position, or loss in vacation, (written record kept in staff member's personnel file). These changes are appealable to the State Personnel Board of Review; or

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6. Removal (written record kept in staff member's personnel file) A removal is appealable to the State Personnel Board of Review.

- B. Disciplinary Procedures: No management employee or employee in the classified civil service, upon completion of his/her probationary period, shall be disciplined other than for just cause. Management and classified employees may be reduced in pay or position, fined, receive a reduction of accrued vacation, paid or unpaid suspension, or removed from their job for: incompetency, inefficiency, dishonesty, substance abuse, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of work rules, *or* any other failure of good behavior including a violation of Board policies, the Ethics of Board Employment, any other acts of misfeasance, malfeasance, or nonfeasance in his/her job, or conviction of a prohibited felony.

The Board adheres to the principles of progressive discipline with respect to classified employees. However, certain offenses are serious enough to warrant immediate suspension or removal without regard to previous reprimands or discipline.

1. Whenever the Superintendent determines that a staff member may be disciplined for cause at the level of a suspension, reduction, or removal, a Pre-Disciplinary Conference will be scheduled to give the staff member an opportunity to hear an explanation of managements evidence of concerns and to offer an explanation for the alleged conduct.
2. A Pre-Disciplinary Conference will be conducted by a Neutral Hearing Officer who will be selected by the Superintendent.
3. Not less than 24 hours prior to the scheduled starting time of the conference, the Superintendent will provide the staff member, his/her supervisor and the Neutral Hearing Officer with a written notice of the charges which may be the basis for disciplinary action. Notification of the Pre-Disciplinary Conference and the charges shall be outlined on the Notice of Pre-Disciplinary Conference Form. The staff member must choose to:
  - a. Appear at the conference to present an oral or written statement in his/her defense
  - b. Appear at the conference with a chosen representative who may present an oral or written statement in defense of the staff member; or
  - c. Elect to waive, in writing, the opportunity to have a Pre-Disciplinary Conference. Failure to attend the Pre-Disciplinary Conference shall be deemed a waiver of the conference.
4. At the Pre-Disciplinary Conference, the Neutral Hearing Officer will ask management to present an explanation of the evidence of its concerns and will allow the employee the opportunity to present his or her side of the

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situation. The staff member or his/her representative may present information orally or in writing or choose not to present any information. Failure to present information truthfully may result in further disciplinary charges.

5. At the Pre-Disciplinary Conference, the staff member may be represented by any person he/she chooses.
6. After the Pre-Disciplinary Conference, a written report shall be prepared by the Neutral Hearing Officer documenting information presented by the employer and by the employee. This report will be submitted to the Superintendent who will decide what discipline, if any, is appropriate. A copy of the Neutral Hearing Officer's report will be given to the staff member when the Superintendent decides whether or not to issue discipline.
7. Following the receipt of the Neutral Hearing Officer's report, the Superintendent will decide what disciplinary action, if any, shall be taken. If the Superintendent decides that further investigation is needed such investigation may take place and the Superintendent may request that the Pre-Disciplinary conference be reconvened to present further evidence to the employee and allow the employee the opportunity to respond. A written notice indicating the additional charges and date of the reconvened meeting shall be issued to the employee and Neutral Hearing Officer at least 24 hours in advance. The Superintendent's decision shall be in writing and given to the staff member within five days of the receipt of the Neutral Hearing Officer's report. All written records of the disciplinary actions shall be placed in the staff member's personnel file and a copy of this action will be given to the staff member.

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C. Pre-Disciplinary Conference Procedures.

1. Whenever the Superintendent has cause to believe that a staff member under his/her direction should receive a suspension, disciplinary reduction in pay or position, or removal from the program, the must state such allegations in writing on the Notice of Pre-Disciplinary Conference Form.
2. The completed form should indicate, in sufficient detail, the behavior or conduct which is the basis of the Supervisor's belief that discipline is necessary. The form should then be sent to the Superintendent for appointment of a Neutral Hearing Officer and delivery to the staff member.
3. The Supervisor and/or staff member will be notified by the Superintendent of the location of the Pre-Disciplinary Conference and of the Neutral Hearing Officer who will conduct the Pre-Disciplinary Conference.

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4. The Pre-Disciplinary Conference will be recorded. The staff member may also record the proceedings. The Superintendent or designee or his/her designee will present his/her evidence to the Neutral Hearing Officer at the time designated.

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5. At the conclusion of the Supervisors's statement of evidence, the staff member or his/her representative may choose to present or not to present an oral or written statement about the situation.

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6. The Neutral Hearing Officer shall determine when the conference is concluded and will adjourn the meeting.
7. The Neutral Hearing Officer will prepare a report within five working days following the pre-disciplinary conference which sets forth the evidence presented at the Pre-Disciplinary Conference.
8. The Neutral Hearing Officer's report shall be submitted to the Superintendent for review and consideration. The Superintendent is responsible to provide a copy of the report to the staff person who is charged.
9. Within five working days following the receipt of the report, the Superintendent shall determine what discipline, if any, is warranted based upon the facts found by the Neutral Hearing Officer unless a meeting is to be re-convened as noted above.
10. If the Superintendent decides that discipline is warranted, the Superintendent will state the charges in writing and present them to the staff member.
11. In the event of a removal, reduction, suspensions, fines, or involuntary disability separation, the Superintendent shall provide the staff member with a copy of the Ohio Department of Administrative Services Orders which includes the staff member's appeal rights.

D. Records of Disciplinary Action.

1. All written records of disciplinary action shall be placed in the staff member's personnel file and a copy of this record will be given to the staff member.
2. All formal Disciplinary Action becomes part of the staff member's permanent record.
3. On each occasion of staff member's discipline, the "Staff Member Disciplinary Record" is to be completed, indicating whether the action is verbal or written. The form will indicate that further infractions may result in further discipline, up to and including, termination. If the staff member

refuses to sign the form, it will be noted on his/her signature line. The original of this form is to be retained in the personnel file.

V. IMPLEMENTATION

- A. The policy and procedures outlined in this directive are to be uniformly administered to all.
- B. This policy rescinds all previous directives and memoranda on the subject of Disciplinary Action, Staff Member and becomes effective immediately.

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08/14/2018  
Date of PCBDD  
Motion of Adoption

Bethany Schultz, Superintendent  
Preble County Board of Developmental Disabilities

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# **PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

## **SERVICE & SUPPORT POLICIES**

### **SECTION THREE TABLE OF CONTENTS**

- 3.1 Behavior Support Policy**
- 3.2 Service & Support Administration Policy**
- 3.3 Critical Needs Policy**
- 3.4 Supported Living**
- 3.5 Waiting List Policy**
- 3.6 MUI Policy**
- 3.7 Medicaid Services Administrative Resolution of Complaints (Due Process)**
- 3.8 Support & Funding Resource Guidelines**
- 3.9 Free Choice of Provider**
- 3.10 Service & Support & Advocacy Specialist Capacity Determination**
- 3.11 Administrative Resolution of Complaints**
- 3.12 Electronic Signature Policy**
- 3.13 Independent Overtime Policy**

# **Preble County Board of Developmental Disabilities**

Policy: **Independent Provider Overtime**

**Board Approved: 08/14/2018**

**Revised:**

**Section: 3.13**

**Page 1 of 2**

## **I. PROCEDURE STATEMENT**

This procedure outlines the parameters to authorize additional units of service for an independent provider under a home and community-based Medicaid waiver component, above sixty hours in a work week. An "Independent Provider" means a self-employed person who provides services for which he or she is certified in accordance with rule 5123:2-2-01 of the Administrative Code and does not employ, either directly or through contract, anyone else to provide the services. The sixty hour work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. of each week.

## **II. PROCEDURE**

### **A. Anticipated Events and Circumstances**

1. The provider, individual, Service and Support Administrator, and all other applicable team members shall meet at least annually to develop an Individual Service Plan. At the time of the planning meeting all known anticipated events and circumstances necessitating the independent provider to exceed the service hour limit shall be addressed. If additional services and supports are needed outside of the service hour limit the team will follow the procedure described below regarding notification and authorization. Anticipated events or circumstances may include, but are not limited to:

- a. Scheduled surgery
- b. Holidays or extended breaks from other services
- c. Identified Health and Safety risks
- d. Shortage of other available providers

### **B. Emergency**

1. When an emergency necessitates an independent provider exceeding the service hour limit the provider will notify the Service and Support Administrator within 72 hours of the emergency necessitating additional hours. The team will convey and determine appropriate action regarding the level of service and support needed. The team will utilize the same procedure utilized for anticipated events and circumstances for the need of additional hours.

### **C. Authorization and Approval**

1. If the team decides based on an anticipated event or identified emergency that additional hours are warranted, the Service and Support Administrator will complete the form identified as Appendix A within this procedure. The Service and Support Administrator will send the identified form to the Service and Support Administrator Team Leader for initial approval. The Service and Support

Team Leader will then send the approval form to the Superintendent for final approval.

This directive takes effect on the board approved date indicated below and rescinds all previous directives on the subject.

08/14/2018  
Date of PCBDD  
Motion Adopted

\_\_\_\_\_  
Bethany Schultz, Superintendent  
Preble County Board of Developmental Disabilities



**PREBLE COUNTY**  
Board of

**DEVELOPMENTAL  
DISABILITIES**

*...Putting People First*

## Preble County Board of Developmental Disabilities

### Request for Approval of Additional Provider Hours

#### Individual Information

DODD # \_\_\_\_\_ Date: \_\_\_\_\_

Individual Name: \_\_\_\_\_  
*Last First M.I.*

Service  
Needed \_\_\_\_\_

Summary of Circumstance or Emergency:

Additional Comments:

SSA Signature: _____	Date: _____
Individual Signature: _____	Date: _____
Guardian Signature: _____	Date: _____
Independent Provider Signature: _____	Date: _____
SSA Team Leader Signature: _____	Date: _____

#### Final Approval

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**From:** Bridget Gargan  
**To:** [Bethany Schultz](#)  
**Subject:** Fwd: Request made to county board of dd  
**Date:** Friday, July 27, 2018 1:07:37 PM  
**Attachments:** [ATT00001.htm](#)  
[SKMBT\\_C224e18072416440.pdf](#)  
[ATT00002.htm](#)  
**Importance:** High

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Bethany

I reached out to the lawyer who helped us with our legislative fix for DD property tax exemptions. Will share response as soon as I receive it. OACB will cover the cost because this could happen in every county.

Thanks

Bridget

Begin forwarded message:

**From:** Bridget Gargan <[bgargan@oacbdd.org](mailto:bgargan@oacbdd.org)>  
**Subject:** Request made to county board of dd  
**Date:** July 27, 2018 at 12:25:39 PM EDT  
**To:** Stephen Hall <[shall@zhftaxlaw.com](mailto:shall@zhftaxlaw.com)>

Steve

Hope this finds you well. I'm reaching out to see if you or someone in your office can provide any guidance on the information provided below. Essentially, an entity not affiliated with the county board of dd is asking the county board to give them a contribution to bolster their chances of receiving a property tax exemption on one of their properties. Don't think there is a "cut and dry" legal issue, I'm more concerned about the county board painting a target on their back due to timing of donation and submission of the exemption application. If this is clear as mud, I am happy to talk with you further.

With thanks,

Bridget

Bridget Gargan  
Executive Director  
Ohio Association of County Boards  
Serving People with Developmental Disabilities  
73 East Wilson Bridge Road, Suite B1  
Worthington, Ohio 43085  
614-431-0616 Office  
614-579-7573 Cell

Begin forwarded message:

**From:** Bethany Schultz <[BSchultz@prebledd.org](mailto:BSchultz@prebledd.org)>



**Subject: FW: Info from Ohio Dept. of Taxation**  
**Date:** July 25, 2018 at 10:31:42 AM EDT  
**To:** Bridget Gargan <[bgargan@oacbddd.org](mailto:bgargan@oacbddd.org)>

Good Morning,

I received the information noted below from the Hit Foundation, an agency who assists with housing. HIT has one home that is designated for Individuals with disabilities. Have you heard from anyone else about this? We do not currently provide any support to HIT foundation, I am not sure what I would be getting into if I began to provide some sort of monetary support. Any assistance or guidance would be appreciated.

Thanks, make it a great day!  
Bethany

**From:** Clayton Genth [<mailto:clayton@hitfoundation.org>]  
**Sent:** Tuesday, July 24, 2018 4:35 PM  
**To:** Bethany Schultz <[BSchultz@prebledd.org](mailto:BSchultz@prebledd.org)>  
**Cc:** Brandy Schoen <[brandy@hitfoundation.org](mailto:brandy@hitfoundation.org)>  
**Subject:** Info from Ohio Dept. of Taxation  
**Importance:** High

Hi Bethany,

Here is the letter from the Ohio Dept. of Taxation that we spoke about. This is regarding the HIT foundation applying for Tax Exempt status for one of our properties. The letter does not specifically address what property it is but we know it is for 425 Little League. #3 on the list is the obstacle we are trying to hurdle with your help. In talking with John Mauritz (who I received the letter from) he indicated a letter from Preble County Board of DD stating that "Home Is The Foundation received funding in the amount of (\$ INSERT DOLLAR AMOUNT HERE) in 2018." He indicated that \$500.00 is the smallest amount he has seen approved. The letter can go on to state how PCBDD would like us to use the funds...for example, ongoing wear and tear to the property, maintenance, lawn care etc. It sounds like this is a letter to prove we receive funding (which I know will be new) as well as a general support letter that we are good working partner agencies.

Stay in touch and let me know if you need anything else from me or Brandy.

Thanks,

~Clayton

Clayton Genth, MS

Deputy Director

Home Is The Foundation

[clayton@hitfoundation.org](mailto:clayton@hitfoundation.org)

Office: 937-472-0500 ext. 402

Mobile: 937-751-4100

**From:** Clayton Genth  
**To:** [Bethany Schultz](#)  
**Cc:** [Brandy Schoen](#)  
**Subject:** Info from Ohio Dept. of Taxation  
**Date:** Tuesday, July 24, 2018 4:34:54 PM  
**Attachments:** [SKMBT\\_C224e18072416440.pdf](#)  
**Importance:** High

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Hi Bethany,

Here is the letter from the Ohio Dept. of Taxation that we spoke about. This is regarding the HIT foundation applying for Tax Exempt status for one of our properties. The letter does not specifically address what property it is but we know it is for 425 Little League. #3 on the list is the obstacle we are trying to hurdle with your help. In talking with John Mauritz (who I received the letter from) he indicated a letter from Preble County Board of DD stating that "Home Is The Foundation received funding in the amount of (\$ INSERT DOLLAR AMOUNT HERE) in 2018." He indicated that \$500.00 is the smallest amount he has seen approved. The letter can go on to state how PCBDD would like us to use the funds...for example, ongoing wear and tear to the property, maintenance, lawn care etc. It sounds like this is a letter to prove we receive funding (which I know will be new) as well as a general support letter that we are good working partner agencies.

Stay in touch and let me know if you need anything else from me or Brandy.

Thanks,

~Clayton

Clayton Genth, MS  
Deputy Director  
Home Is The Foundation  
[clayton@hitfoundation.org](mailto:clayton@hitfoundation.org)  
Office: 937-472-0500 ext. 402  
Mobile: 937-751-4100



Our Mission: Everyone in Preble County should have a decent place to live.

**From:** Bridget Gargan  
**To:** Bethany Schultz  
**Subject:** ORC  
**Date:** Friday, July 27, 2018 4:46:03 PM

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Bethany-Here is the relevant code section. I am more than happy to talk with him. I can talk with him and then connect him with the lawyer. Just let me know.

Thanks, Bridget

Sec. 5709.121. (A) Real property and tangible personal property belonging to a charitable or educational institution or to the state or a political subdivision, shall be considered as used exclusively for charitable or public purposes by such institution, the state, or political subdivision, if it meets one of the following requirements:

(1) It is used by such institution, the state, or political subdivision, or by one or more other such institutions, the state, or political subdivisions under a lease, sublease, or other contractual arrangement:

(a) As a community or area center in which presentations in music, dramatics, the arts, and related fields are made in order to foster public interest and education therein;

(b) As a children's, science, history, or natural history museum that is open to the general public;

(c) For other charitable, educational, or public purposes.

(2) It is made available under the direction or control of such institution, the state, or political subdivision for use in furtherance of or incidental to its charitable, educational, or public purposes and not with the view to profit.

(3) It is used by an organization described in division (D) of section 5709.12 of the Revised Code. If the organization is a corporation that receives a grant under the Thomas Alva Edison grant program authorized by division (C) of section 122.33 of the Revised Code at any time during the tax year, "used," for the purposes of this division, includes holding property for lease or resale to others. Sub. H. B. No. 24 132nd G.A.

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(B)(1) Property described in division (A)(1)(a) or (b) of this section shall continue to be considered as used exclusively for charitable or public purposes even if the property is conveyed through one conveyance or a series of conveyances to an entity that is not a charitable or educational institution and is not the state or a political subdivision, provided that all of the following conditions apply with respect to that property:

(a) The property was listed as exempt on the county auditor's tax list and duplicate for the county in which it is located for the tax year immediately preceding the year in which the property is conveyed through one conveyance or a series of conveyances;

(b) The property is conveyed through one conveyance or a series of conveyances to an entity that does any of the following:

(i) Leases at least forty-five per cent of the property, through one lease or a series of leases, to the entity that owned or occupied the property for the tax year immediately preceding the year in which the property is conveyed or to an affiliate of that entity;

(ii) Contracts, directly or indirectly to have renovations performed as described in division (B)(1)(d) of this section and is at least partially owned by a nonprofit organization described in section 501(c)(3) of the Internal Revenue Code that is exempt from taxation under section 501(a) of that code.

(c) The property includes improvements that are at least fifty years old;

(d) The property is being renovated in connection with a claim for historic preservation tax credits available under federal law;

(e) All or a portion of the property continues to be used for the purposes described in division (A)(1)(a) or (b) of this section after its conveyance; and

(f) The property is certified by the United States secretary of the interior as a "certified historic structure" or certified as part of a certified historic structure.

(2) Notwithstanding section 5715.27 of the Revised Code, an application for exemption from taxation of property described in division (B)(1) of this section may be filed by either the owner of the property or an occupant.

(C) For purposes of this section, an institution that meets all of the following requirements is conclusively presumed to be a charitable institution:

(1) The institution is a nonprofit corporation or association, no part of the net earnings of which inures to the benefit of any private shareholder or individual;

(2) The institution is exempt from federal income taxation under section 501(a) of the

Internal Revenue Code;

(3) The majority of the institution's board of directors are appointed by the mayor or legislative authority of a municipal corporation or a board of county commissioners, or a combination thereof;

(4) The primary purpose of the institution is to assist in the development and revitalization of downtown urban areas.

(D) For purposes of division (A)(1)(b) of this section, the status of a museum as open to the general public shall be conclusive if the museum is accredited by the American alliance of museums or a successor organization.

(E)(1) Qualifying real property owned by an institution that meets all of the following

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requirements shall be considered as used exclusively for charitable purposes, and the institution shall be considered a charitable institution for purposes of this section and section 5709.12 of the Revised Code:

(a) The institution is an organization described under section 501(c)(3) of the Internal Revenue Code and exempt from federal income taxation under section 501(a) of the Internal Revenue Code.

(b) The institution's primary purpose is to acquire, develop, lease, or otherwise provide suitable housing to individuals with developmental disabilities.

(c) The institution receives at least a portion of its funding from one or more county boards of developmental disabilities to assist in the institution's primary purpose described in division (E)(1)(b) of this section.

(2) As used in division (E) of this section, "qualifying real property" means real property that is used primarily in one of the following manners:

(a) The property is used by the institution described in division (E)(1) of this section for the purpose described in division (E)(1)(b) of this section.

(b) The property is leased or otherwise provided by the institution described in division (E)(1) of this section to individuals with developmental disabilities and used by those individuals as housing.

(c) The property is leased or otherwise provided by the institution described in division (E)(1) of this section to another charitable institution, and that charitable institution uses the property exclusively for charitable purposes.

Sec. 5709.17. The following property shall be exempted from taxation:

(A) Real estate held or occupied by an association or corporation, organized or incorporated under the laws of this state relative to soldiers' memorial associations or monumental building associations and that, in the opinion of the trustees, directors, or managers thereof, is necessary and proper to carry out the object intended for such association or corporation;

(B) Real estate and tangible personal property held or occupied by a qualifying veterans' organization that qualifies for exemption from taxation under section 501(c)(19) or 501(c)(23) of the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C.A. 1, as amended, and is incorporated under the laws of this state or the United States and used primarily for meetings and administration of the qualifying veterans' organization or for providing, on a not-for-profit basis, programs and supportive services to past or present members of the armed forces of the United States and their families, except real estate held by such an organization for the production of rental income in excess of thirty-six thousand dollars in a tax year, before accounting for any cost or expense incurred in the production of such income. For the purposes of this division, rental income includes only income arising directly from renting the real estate to others for consideration.

As used in this division, "qualifying veterans' organization" means an organization that is incorporated under the laws of this state or the United States and that meets either of the following requirements:

(1) The organization qualifies for exemption from taxation under section 501(c)(19) or 501(c)(23) of the Internal Revenue Code .

(2) The organization meets the criteria for exemption under section 501(c)(19) of the Internal Sub. H. B. No. 24 132nd G.A.

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Revenue Code and regulations adopted pursuant thereto, but is exempt from taxation under section 501(c)(4) of the Internal Revenue Code.

(C) Tangible personal property held by a corporation chartered under 112 Stat. 1335, 36 U.S.C.A. 40701, described in section 501(c)(3) of the Internal Revenue Code, and exempt from taxation under section 501(a) of the Internal Revenue Code shall be exempt from taxation if it is property obtained as described in 112 Stat. 1335-1341, 36 U.S.C.A. Chapter 407.

(D) Real estate held or occupied by a fraternal organization and used primarily for meetings of and the administration of the fraternal organization or for providing, on a not-for-profit basis, educational or health services, except real estate held by such an organization for the production of

rental income in excess of thirty-six thousand dollars in a tax year before accounting for any cost or expense incurred in the production of such income. As used in this division, "rental income" has the same meaning as in division (B) of this section, and "fraternal organization" means a domestic fraternal society, order, or association operating under the lodge, council, or grange system that qualifies for exemption from taxation under section 501(c)(5), 501(c)(8), or 501(c)(10) of the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C. 1, as amended; that provides financial support for charitable purposes, as defined in division (B)(12) of section 5739.02 of the Revised Code; and that operates under a state governing body that has been operating in this state for at least eighty-five years.

Sec. 5735.01. As used in this chapter:

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Department of  
Taxation

Division of Tax Equalization  
P.O. Box 530  
Columbus, Ohio 43216-0530  
(614) 466-5744 FAX (206) 984-1951  
[www.tax.ohio.gov](http://www.tax.ohio.gov)

July 11, 2018

HIT Foundation  
1751 N Barron St  
Eaton, OH 45320

Re: DTE No: ZE 0833  
Auditor's No.: ----  
County: Preble  
School District: Eaton CSD  
Parcel Number(s): M40000601104016000

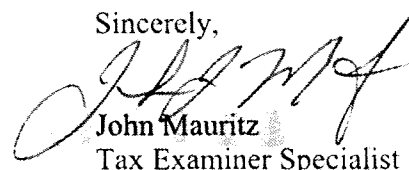
Dear Applicant:

The Preble County Auditor has forwarded the above referenced application to this department. Upon review, the Tax Commissioner needs the following additional information:

1. Please provide your IRS determination letter.
2. Please provide a copy of your articles of incorporation and bylaws.
3. Ohio Revised Code section 5709.121(E)(1)(c) states that an eligible institution must receive a portion of its funding from one or more county boards of developmental disabilities. Please provide evidence of the amounts of funding your organization received from a county board of developmental disabilities for the following years: 2016 through 2018.
4. Provide an income statement showing the sources and amounts of your organization's funding for the following years: 2016 through 2018. *Tried to get remission for 2016*
5. Is dwelling property used exclusively for developmentally disabled residents?
6. If not, please give the percentage of developmentally disabled residents at the dwelling property.

Please send this additional information to the Division of Tax Equalization within thirty (30) days from the date of this letter, or fax the information to my attention at (206) 984-1951. Failure to provide such information may result in the denial of your application. If you have any questions, please contact me at (614) 466-4027 or via email at [john.mauritz@tax.state.oh.us](mailto:john.mauritz@tax.state.oh.us).

Sincerely,



John Mauritz  
Tax Examiner Specialist  
Division of Tax Equalization

*Extended  
Through  
August 2018*

cc: The Honorable Lavon Wright  
Preble County Auditor

# **Preble County Board of Developmental Disabilities**

Policy: **Compensation Policy**

**Board Approved: 08/14/2018**

**Revised:**

**Section: 2.19**

**Page 1 of 2**

The Preble County Board of Developmental Disabilities (PCBDD) recognizes individual contributions made by each of its staff members and strives to compensate fairly, equitably, and competitively with available financial resources. The Board's compensation system is designed to reward the efforts of its hard working and productive employees.

Salaries are established by ranges for all positions. PCBDD will periodically review the hiring ranges and make adjustments as it deems necessary based upon salary surveys and other wage studies, as well as local market conditions. Salary surveys will take into consideration similar and liked size County Boards of Developmental Disabilities in regards to person's served, , and members of the Westcon Council of Government (COG)

## **PROCEDURE**

PCBDD shall consider annually the financial resources available to the agency and determine the amount for pay increases, if any.

### **A. Administration of Compensation System**

- 1) PCBDD Board shall have the following approval responsibilities through recommendation from the Personnel and Finance Committee:
  - a. Establish the salary and pay ranges.
  - b. Change the established pay ranges.
  - c. Approve the creation of a new position.
  - d. Review the compensation plan on an annual basis, with a formal review of the entire pay range every three years or sooner if market data compels.
  - e. Annually consider and grant or deny increases for employee's based on financial resources.
- 2) The Superintendent has the responsibility to conduct a wage and salary analyses and make recommendations to the Board. The Superintendent, working with the Finance and Personnel Director, shall be responsible for administering this compensation system in accordance with applicable policies and procedures.

### **B. New Hires**

Newly hired employees shall be assigned to the pay range associated with their job title. Typically, a newly hired employee's base rate of pay begins at the minimum of the pay range associated with that job. At the Superintendent's discretion the base rate may be exceeded based on years of experience or other relevant factors.



### **C. Cost of Living Adjustment**

A cost of living adjustment is an across the board increase for full-time and part-time permanent staff. The amount of any cost of living adjustment will be determined by PCBDD, based on the financial resources available and relevant economic indicators.

### **D. Other Changes in Compensation**

#### **Promotion**

Upon promotion, a staff member shall be compensated at no less than the lowest level of the hiring range for his/her new position. If the position of the job change is a result of a combining of two positions, the staff member will be compensated at the lowest level of the higher paying position.

#### **Degree Recognition**

Employees are eligible for degree recognition program. Any employee is eligible for a one-time 2% increase based on the minimum of the pay range assigned to his/her job for a degree beyond the one required for the position. A one-time increase will be applied for a Bachelor degree or an advanced degree (Masters, PhD, etc.) in the field or related area as indicated on the position description. Employee's applying for consideration of degree recognition shall submit an official transcript to Human Resources. If an increase is granted, it will be effective the pay period following the date the transcript is received in Human Resources. It is the employee's responsibility to obtain and submit the required documentation in a timely manner. The Board respectfully requests employee notifies the Personnel and Finance Director of expected degree completion. This shall be completed by July 1 of each calendar year. Employee submits a pre-approved form. (Degree area of study).

08/14/2018

Date of PCBDD  
Motion of Adoption

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Bethany Schultz, Superintendent  
Preble County Board of Developmental Disabilities