



PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**Wednesday, January 23, 2019
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**
 - 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.
 - 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.
- VI. Introduction of Guests**
- VII. Approval and Note Receipt of Minutes**
 - November 13, 2018 Regular Board Meeting Minutes
- VIII. Financial Report**
 - October and November 2018 Board Financial Statement
- IX. Board Committees**
- X. Superintendent Report**
- XI. Hearing of the Public**
- XII. Executive Session according to ORC 121.22 G1:**
 - For the purpose of review of personnel matters.
- XIII. Adjournment**
 - Next Board Meeting – February 19, 2019 @ 6:00 p.m.

Superintendent's Report January 2019

Discussion/Informational Items

Events and Activities (Superintendent/SSA Director)

- 11/16&17 Leadership Preble County Opening Retreat
- 11/28 OACB Annual Conference
- 11/29 Leadership Preble County (Health and Human Services)
- 12/11 Leadership Preble County (History & Heritage)
- On boarding new employees and wrapping up year end.

Early Intervention Update

Submitted by, Kristen Gardner, Becky Hampton

There were thirty-two children served in the months of November and December. We received nine new referrals. The evaluation team completed three Bayley evaluations. We participated in eight Individual Family Service Plan meetings, five transition planning meetings for children getting ready to turn three, three Evaluation Team Reviews and Individual Education Plan meetings for children entering preschool. We completed forty-five visits with nineteen cancellations.

We attended the Early Intervention Regional meeting and the OACB conference. We participated in SOYA and PAUSE and helped with the distribution for Christmas for Kids.

It was a busy year for Early Intervention and we are looking forward to 2019!

Community Outreach Update

Respectfully submitted by Amanda Kopf

Preble County Christmas for Kids was a huge success. We were able to serve 290 families in Preble County which meant 806 children received gifts this year who may not have otherwise. This program continues to be successful due to the generosity of our community. Thank you to everyone who donated gifts or volunteered their time in order to make Christmas a little more special this year.

This was shared by a parent about the program...

"I have never had to ask for this kind of help in my life. Up until two months ago we were your average middle class family. My husband was in an accident and it has completely changed our financial situation. This program is a blessing and I hope to be able to give back in the years to come."

SSA Update

Respectfully submitted by Hollie Morgan

Active Individuals

Children: 191
83
Ages: 0-2 31
3-5 25
6-21 135

Waivers: 145

Adults: 221
Ages: 22-30 61
31-40 42
41-50 36
51-64 48
65+ 34

Total Active Individuals 412*

*The above number reflects 71 people living in an ICF/DD

SSA Services

Children: 183

Adults: 158
Total: 341

Waiver Services

Individual Options Waiver:

Level 1: 60
SELF Waiver: 2
Total

We have approximately 40 individuals who work in Community

We welcome new SSA team members, Ashley Hausmann, SSA Transition, Paula Burke, SSA Adults, and Leah Watkins, SSA Adults.

We also welcome Ohio Department of Developmental Disabilities director, Jeff Davis. Director Davis's primary focus is simplification of systems that can be overly cumbersome and challenging for Individual and families to navigation. He shared at a training this week "our system is all about direct care professionals and case management". We continue to fight against shortage of direct care support staff to work with Individuals, and as a system there is more and more placed on the SSA to manage and stay on top of. I am encouraged by his motivation to put these areas in the forefront of his work. We also said, goodbye to Director Martin, who did so many thing to spur our field forward, he was extremely helpful to Preble County and will be greatly missed.

We continue to work with Game Time and DNR to finalize the grant agreement. We would like to install an inclusive Whirl along with the poured rubber surface. (Pictures attached) The Whirl provides access for all abilities with its zero entry design. It includes bench seating and a large platform surface that exceed the ADA requirement for turnaround space and hand rails for users to grasp while spinning.

Action Items

- Contract Renewals
 - Primary Solutions
 - 2019 Cleaning L&M Products

At 6:01 p.m. the Regular Meeting of the Preble County Board of DD held Tuesday, November 13, 2018, was called to order. Upon roll call: Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye; Dixie Gabbard was absent from the meeting with prior notice.

Approval of Board Member Absence

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

Approval of Minutes

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

Financial Report

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

Finance and Personnel Director, Lauran Franklin reviewed the financial report for the months of September 2018. The beginning fund balance was \$4,705,482. The ending fund balance was \$4,764,167. Revenue received included the second half general of the levy rollback and TCM. Health insurance expenditures included a payment to the HRA.

Events and Activities – Superintendent/SSA Director

Superintendent/SSA Director Bethany Schultz gave an overview of the events and activities in which she was involved from September 27, 2018 – October 29, 2018.

Early Intervention

The EI team had another amazing month making a difference to the many children and families. They not only complete the day to day tasks, but go above to offer social and recreational opportunities to families. They put together another great SOYA program, which offers parents a time to connect. Lastly, they plan a night of respite for parents and fun activities for the children. They have had many volunteer students, in which they serve as mentors and coaches in working within the field. Nice work!

There were thirty-two children served by Early Intervention services this month. Help Me Grow received two new referrals. No children exited the program and there were two new enrollments. The team completed two Bayley evaluations and two Individual Family Service Plans. We completed twenty-eight home visits but had fifteen cancellations.

The team participated in reviewing and completing the interagency agreement with the Early Childhood Coordinating Committee, Track and Treat, the Early Childhood Coordinating Committee Family Art Night, and the PAUSE planning meeting. We attended the Regional EI Directors meeting and Kristen shared Help Me Grow referral updates in collaboration with the WIC nurses at the Preble County Health Department. Hats off to Kristen for being 100% compliant with her 45 day baseline for SFY-18!!!!

As our fall session of SOYA comes to an end and we reflect on what differences we are making in our world, we always realize that it is worth the work to see how the children of all abilities are having fun and helping each other. I know that the parents enjoy the time of fellowship and knowing that their children are having a great time too. But this session we had a little boy and mother that are new to our area. At our last session, this mom talked about how much this time had helped her by being able to talk to others and that she felt like that she had made friends. But she was most impressed with the resources and information that had been shared with her by the other parents. She said, "I have been searching for two years for the things that I have learned about in the last seven weeks!" Way to go SOYA parents!!

Community Outreach Update

WAY TO GO, Amanda, your collaborative efforts, planning and organizing the Track-N-Treat event was outstanding!

Track-N-Treat was a huge success! We had a record number of people and everyone had a great time. The families enjoyed popcorn, cotton candy, lots of trick-or-treating, crafts, face painting, a petting zoo, wagon rides, and lots of police cars and fire trucks. We are so thankful for everyone who came out to support the event and for everyone who donated candy.

Registration is now open for Preble County Christmas for Kids and will remain open the entire month of November. Families can register by appointment by calling United Way, Mental Health and Recovery Board, Miami Valley Community Action Partnership, Educational Service Center, Head Start, or by contacting their local school districts Success Liaison. Distribution will be on Friday, December 7th at the Eaton First Church of the Nazarene from 8:00am-6:00pm. If you are interested in donating, please return an unwrapped gift to the board office by December 5th.

SSA Team

Bethany Schultz gave an overview of the SSA report including 414 active individuals and 40 individuals who work in the community. As we continue in the hiring process, a huge shout out to Brooke Warren, Team lead in juggling interview, plan review, mentoring, and juggling her own caseload—all with a smile on her face! The rest of team continues to step up meeting the needs of Individuals and helping one another out, they too have smiles on their faces!

Unfortunately, we have crisis, unexpected events, or unusual incidents, Karen is on top of making sure our reporting is complete and thorough. We have had three major crisis during the past month that has required a lot of team work, I cannot be happier with the determination of the entire team to work through the crisis and ensure Individuals are safe and healthy.

We continue to be in need of non-medical transportation providers to help Individuals to go to the desired Day Support program and to their community jobs.

2019 Program Calendar

A motion was made by Stephanie Garrett and seconded by Allie Shafer to approve the 2019 Program Calendar as presented. Upon roll call: Upon roll call: Dixie Gabbard, absent; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

Policy 2.7 Drug and Alcohol Free Work Place

A motion was made by Allie Shafer and seconded by Lisa Hoying to approve the revision of the Drug and Alcohol Free Work Place Policy 2.7 as presented. Upon roll call: Dixie Gabbard, absent; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

Changes to the policy include verbiage regarding the use of medical marijuana.

Contract Renewals

A motion was made by Stephanie Garrett and seconded by Jodi Long to approve the following contract renewals: Strategies for Behavior Management, Comprehensive Health Care, Early Intervention Speech Therapy as presented. Upon roll call: Dixie Gabbard, absent; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

Table of Organization

No changes were made to the Table of Organization.

Adjournment

A motion was made by Steve Hurd and seconded by Allie Shafer to adjourn the meeting at 7:16 pm. Upon roll call: Dixie Gabbard, absent; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

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

Revenues (Total CY2018 Budget \$2,536,904) (172% 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 received our second deposit of \$1,410,711 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 October.

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

DODD SUBSIDIES – \$52,561 in revenue was received in October. 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 October. 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 \$16,136 in revenue for the month of October. 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 October and budgeted only \$190 for this line item.

Other State Receipts – We've budgeted \$30,000 in miscellaneous revenue from DODD. We collected \$161,137 in October. This included the Calendar Year 2014 Cost Report Settlement.

LEVY – Trailer Tax Settlement – We have received a total of \$1,121 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 October.

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 October.

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.

HMG Part C – This year we budgeted \$54,155 for HMG Part C and we received \$4,581 in October.

This is revenue received as pass thru funds from the Preble County Health District to help fund our Early Intervention Service Coordinator.

Refunds – We received \$0 in refunds in October and budgeted \$500 for the year.

Local Other Receipts – We have received a total of \$0 for the month of October.

Expenditures (Target 83.4% - Total CY2018 Expenditures Budget \$3,356,995):

PAYROLL – There were \$42,422 in salaries posted in the month of October. 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 October is \$9,446. Our budget for the year is \$142,810.

MEDICARE – Of the \$10,139 in budgeted in Medicare benefits, we spent \$578 this month.

WORKERS' COMPENSATION – We budgeted at \$14,473 for 2018. \$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 \$17,158 in health insurance during the month of October.

DENTAL INSURANCE – Of the \$14,849 in budgeted dental benefits, in October we spent \$863.

SUPPLIES – In October, we spent a total of \$417 of our annual budget of \$12,000. Supply costs are composed mostly of office supplies.

EQUIPMENT – Total equipment costs for this month were \$225. 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 October.

CONTRACT SERVICES – In October, we spent a total of \$24,397. 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 \$12,201 was distributed in October 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 October for misc. charges. Our budgeted total is \$1,000 for the year.

TRAVEL & EXPENSES – The \$1,165 in travel costs for October were primarily for employee mileage reimbursements and training / seminar registration costs. This year we budgeted \$30,000 for this line item.

TRANSPORTATION – We totaled \$13 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 \$36,090 in October.

GASOLINE – Our annual budget for fuel in 2018 is \$2,000 and in October we spent \$62 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.

SOYA – We added this line item in 2014 to account for the expenditures associated with donations and other monies collected for SOYA. 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 \$1,283 in October.

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 \$289,588 in October. Waiver Match is paid on a quarterly basis.

Preble CBDD
General Fund - Cash Flow Statement
CY2018 - As of 10.31.18

	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual October	Actual November	Actual December	Actual 4th Quarter	Actual Year to Date	Budgeted Annual Total
Beginning Fund Balance	\$ 2,183,777.95	\$ 3,833,357.81	\$ 3,635,608.83	\$ 4,764,167.08	\$ 4,563,790.72	\$ 4,563,790.72	\$ 4,764,167.08	\$ 2,183,777.95	\$ 2,183,777.95
Revenue	2,070,010.55	274,034.12	1,788,010.75	235,537.65	-	-	235,537.65	4,367,593.07	2,536,904.69
Expenditures	420,430.69	471,783.10	659,452.50	435,914.01	-	-	435,914.01	1,987,580.30	3,356,995.69
Ending Fund Balance	\$ 3,833,357.81	\$ 3,635,608.83	\$ 4,764,167.08	\$ 4,563,790.72	\$ 4,563,790.72	\$ 4,563,790.72	\$ 4,563,790.72	\$ 4,563,790.72	\$ 1,363,686.95

01.08.19

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 10.31.18**

Appropriations															
Acct #	Description	CY2018													
		CY2018	1ST QTR	2ND QTR	3RD QTR	Recvd 10/18	Recvd 11/18	Recvd 12/18	4TH QTR	Total Received to Date	% Received	Balance to Receive			
400-010011	Levy-General Prop.	\$	1,599,027.71	\$	1,872,732.65	\$	-	\$	1,410,711.82	-	-	-	3,283,444.47	205.3%	(1,684,416.76)
400-012061	Levy- Rollback		230,951.81		-	144,493.34			144,814.25	-	-	-	289,307.59	125.3%	(58,355.78)
400-010021	Tangible Personal Property		-		-	-			-	-	-	-	-	n/a	-
400-021357	State DD Payments		212,082.00		53,091.76	53,376.92			52,276.92	52,561.10			211,306.70	99.6%	775.30
400-021367	Title XX		17,000.00		2,465.76	2,395.71			2,942.10	-			7,803.57	45.9%	9,196.43
400-021362	Title XIX - Case Management		275,000.00		17,586.93	23,283.90			91,070.96	16,136.50			148,078.29	53.8%	126,921.71
400-010018	Public Utilities Reimbursement		-		-	-			-	-			-	n/a	-
400-010023	TPP Tax Replacement		-		-	-			-	-			-	n/a	-
400-025487	Gifts and Donations		190.00		1,000.00	51.49			158.58	-			1,210.07	636.9%	(1,020.07)
400-025486	Other State Receipts		30,000.00		1,500.00	1,500.00			31,500.00	161,137.32			195,637.32	652.1%	(165,637.32)
400-010025	Trailer Tax Settlement		1,998.17		2,537.91	-			1,052.94	1,121.01			4,711.86	235.8%	(2,713.69)
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			26,348.64	-			84,067.20	73.1%	30,932.80
400-024452	HMG Part C		54,155.00		13,003.98	13,856.70			13,375.43	4,581.72			44,817.83	82.8%	9,337.17
450-025489	Refunds		500.00		29,133.06	2,539.21			13,759.11	-			45,431.38	9086.3%	(44,931.38)
450-024444	Paybacks		-		-	-			-	-			-	n/a	-
450-025491	Rent		-		-	-			-	-			-	n/a	-
450-025486	Local Other Receipts		1,000.00		-	1,226.71			-	-			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		\$	2,536,904.69	\$	2,070,010.55	\$	274,034.12	\$	1,788,010.75	\$	235,537.65	\$	4,367,593.07	172.2%	\$ (1,830,688.38)
												foot	83.4%	Target	

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Preble County Board of DD
General Fund Expenditures Report
CY2018 - As of 10.31.18

Acct #	Description	Appropriations CY2018	Line Item Adjustments	Appropriations as of 10.31.18	Spent 1/18	Spent 2/18	Spent 3/18	1ST QTR	2ND QTR	3RD QTR	Spent 10/18	Spent 11/18	Spent 12/18	4TH QTR	Total Spent to Date	% Spent	Balance Remaining
101002	Salaries - Employees	699,240.03		699,240.03	48,921.16	46,149.99	44,156.10	\$ 139,227.25	\$ 171,177.10	\$ 137,250.88	42,422.38	42,422.38	\$ 490,077.61	\$ 42,422.38	\$ 490,077.61	70.1%	\$ 209,162.42
102020	PERS	142,810.00		142,810.00	13,081.82	8,780.24	8,725.02	30,587.08	32,432.68	26,826.31	9,446.02	9,446.02	9,446.02	9,446.02	9,446.02	69.5%	43,517.91
103030	Medicare	10,139.00		10,139.00	672.66	632.48	603.57	1,908.71	2,367.54	1,881.07	578.94	578.94	578.94	578.94	6,736.26	66.4%	3,402.74
104040	Workers' Comp	14,473.00		14,473.00	-	-	-	-	-	-	-	-	-	-	-	0.0%	14,473.00
105050	Unemployment	1,000.00		1,000.00	-	-	-	-	-	-	-	-	-	-	-	0.0%	1,000.00
106060	Health Insurance	313,469.00		313,469.00	32,639.06	17,126.12	17,160.73	66,925.91	73,144.64	72,281.73	17,158.09	17,158.09	17,158.09	17,158.09	229,510.37	73.2%	83,958.63
106061	Dental Insurance	14,849.00		14,849.00	1,041.88	952.86	952.86	2,947.60	2,959.70	2,820.12	863.84	863.84	863.84	863.84	9,591.26	64.6%	5,257.74
112170	Supplies	12,000.00		12,000.00	378.55	122.47	311.37	812.39	1,234.30	2,633.30	417.33	417.33	417.33	417.33	5,097.32	42.5%	6,902.68
112182	Materials	-		-	-	-	-	-	-	-	-	-	-	-	-	n/a	-
122640	Equipment	7,500.00		7,500.00	-	-	-	-	-	-	225.00	225.00	225.00	225.00	225.00	3.0%	7,275.00
113204	Contract - Repairs	5,000.00		5,000.00	-	-	-	-	250.00	-	-	-	-	-	250.00	5.0%	4,750.00
113200	Contract - Services	226,198.00		226,198.00	20,700.18	16,442.06	18,821.15	55,963.39	69,586.19	53,578.53	24,397.84	24,397.84	24,397.84	24,397.84	203,525.95	90.0%	22,672.05
113337	Rental Expenses	51,965.00		51,965.00	12,201.25	-	195.00	12,396.25	12,266.25	12,201.25	12,201.24	12,201.24	12,201.24	12,201.24	49,064.99	94.4%	2,900.01
116510	Advertising	1,000.00		1,000.00	-	251.64	-	251.64	236.94	120.00	-	-	-	-	608.58	60.9%	391.42
115500	Travel & Expense	30,000.00		30,000.00	1,017.05	1,474.09	436.54	2,927.68	2,606.94	2,725.68	1,165.20	1,165.20	1,165.20	1,165.20	9,425.50	31.4%	20,574.50
113483	Transportation	5,000.00		5,000.00	-	300.94	-	300.94	1,111.50	2,294.75	13.19	13.19	13.19	13.19	3,720.38	74.4%	1,279.62
123660	Capital Improvements	-		-	-	-	-	-	-	-	-	-	-	-	-	n/a	-
121551	Other Expenses	280,170.00	67,000.00	347,170.00	91,095.92	4,006.90	178.16	95,280.98	96,774.97	49,918.04	36,090.86	36,090.86	36,090.86	36,090.86	278,064.85	80.1%	69,105.15
119530	Gasoline	2,000.00		2,000.00	53.24	24.57	23.94	101.75	211.71	167.52	62.95	62.95	62.95	62.95	543.93	27.2%	1,456.07
121588	Special Olympics	-		-	-	-	-	-	-	-	-	-	-	-	-	n/a	-
121587	SOYA	-		-	-	-	-	-	-	-	-	-	-	-	-	n/a	-
113276	Housing Management	41,900.00		41,900.00	6,597.28	2,724.56	1,477.28	10,799.12	5,422.64	5,165.32	1,283.13	1,283.13	1,283.13	1,283.13	22,670.21	54.1%	19,229.79
113371	Waiver Match	1,498,282.66	(67,000.00)	1,431,282.66	-	-	-	-	-	289,588.00	289,588.00	289,588.00	289,588.00	289,588.00	579,176.00	40.5%	852,106.66
Total Expenditures		\$ 3,356,995.69	\$ -	\$ 3,356,995.69	\$ 228,400.05	\$ 98,988.92	\$ 93,041.72	\$ 420,430.69	\$ 471,763.10	\$ 659,452.50	\$ 435,914.01	\$ -	\$ -	\$ 435,914.01	\$ 1,987,580.30	59.2%	\$ 1,369,415.39
															Goal \$ 1,987,580.30	Target	

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 – November 2018** **Monthly Report**

Revenues (Total CY2018 Budget \$2,536,904) (172% 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 received our second deposit of \$1,410,711 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 November.

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 November. 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 – \$2,465 in revenue was received in November. 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 November. 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 \$250 in miscellaneous revenue in November and budgeted only \$190 for this line item.

Other State Receipts – We've budgeted \$30,000 in miscellaneous revenue from DODD. We collected \$1,500 in November.

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 November.

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 November.

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.

HMG Part C – This year we budgeted \$54,155 for HMG Part C and we received \$8,955 in November.

This is revenue received as pass thru funds from the Preble County Health District to help fund our Early Intervention Service Coordinator.

Refunds – We received \$0 in refunds in November and budgeted \$500 for the year.

Local Other Receipts – We have received a total of \$0 for the month of November.

Expenditures (Target 91.7% - Total CY2018 Expenditures Budget \$3,356,995):

PAYROLL – There were \$63,573 in salaries posted in the month of November. 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 November is \$11,241. Our budget for the year is \$142,810.

MEDICARE – Of the \$10,139 in budgeted in Medicare benefits, we spent \$885 this month.

WORKERS' COMPENSATION – We budgeted at \$14,473 for 2018. \$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 \$37,158 in health insurance during the month of November. This includes a payment to the HRA.

DENTAL INSURANCE – Of the \$14,849 in budgeted dental benefits, in November we spent \$863.

SUPPLIES – In November, we spent a total of \$237 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 November.

CONTRACT SERVICES – In November, we spent a total of \$8,064. 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 November 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 November for misc. charges. Our budgeted total is \$1,000 for the year.

TRAVEL & EXPENSES – The \$861 in travel costs for November 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 \$95 in November.

GASOLINE – Our annual budget for fuel in 2018 is \$2,000 and in November we spent \$30 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.

SOYA – We added this line item in 2014 to account for the expenditures associated with donations and other monies collected for SOYA. 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 \$1,168 in November.

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 November. Waiver Match is paid on a quarterly basis.

Preble CBDD
General Fund - Cash Flow Statement
CY2018 - As of 11.30.18

	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual October	Actual November	Actual December	Actual 4th Quarter	Actual Year to Date	Budgeted Annual Total
Beginning Fund Balance	\$ 2,183,777.95	\$ 3,833,357.81	\$ 3,635,608.83	\$ 4,764,167.08	\$ 4,563,790.72	\$ 4,452,782.19	\$ 4,764,167.08	\$ 2,183,777.95	\$ 2,183,777.95
Revenue	2,070,010.55	274,034.12	1,788,010.75	235,537.65	13,170.94	-	248,708.59	4,380,764.01	2,536,904.69
Expenditures	420,430.69	471,783.10	659,452.50	435,914.01	124,179.47	-	560,093.48	2,111,759.77	3,356,995.69
Ending Fund Balance	\$ 3,833,357.81	\$ 3,635,608.83	\$ 4,764,167.08	\$ 4,563,790.72	\$ 4,452,782.19	\$ 4,452,782.19	\$ 4,452,782.19	\$ 4,452,782.19	\$ 1,363,686.95

01.23.18

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**Preble County Board of DD
General Fund Revenue Report
CY2018 - As of 11.30.18**

Act#	Description	Appropriations										Total Received to Date	% Received	Balance to Receive
		CY2018												
		1ST QTR	2ND QTR	3RD QTR	Recvd 10/18	Recvd 11/18	Recvd 12/18	4TH QTR	Total Received to Date	% Received	Balance to Receive			
400-010011	Levy-General Prop.	\$ 1,599,027.71	\$ -	\$ 1,410,711.82	-	-	-	-	\$ 3,283,444.47	205.3%	(1,684,416.76)			
400-012061	Levy- Rollback	230,951.81	144,493.34	144,814.25	-	-	-	-	289,307.59	125.3%	(58,355.78)			
400-010021	Tangible Personal Property	-	-	-	-	-	-	-	-	n/a	-			
400-021357	State DD Payments	212,082.00	53,376.92	52,276.92	52,561.10	-	-	52,561.10	211,306.70	99.6%	775.30			
400-021367	Title XX	17,000.00	2,395.71	2,942.10	-	2,465.76	-	2,465.76	10,269.33	60.4%	6,730.67			
400-021362	Title XIX - Case Management	275,000.00	17,586.93	91,070.96	16,136.50	-	-	16,136.50	148,078.29	53.8%	126,921.71			
400-010018	Public Utilities Reimbursement	-	-	-	-	-	-	-	-	n/a	-			
400-010023	TPP Tax Replacement	-	-	-	-	-	-	-	-	n/a	-			
400-025467	Gifts and Donations	190.00	51.49	158.58	-	250.00	-	250.00	1,460.07	768.5%	(1,270.07)			
400-025486	Other State Receipts	30,000.00	1,500.00	31,500.00	161,137.32	1,500.00	-	162,637.32	197,137.32	657.1%	(167,137.32)			
400-010025	Trailer Tax Settlement	1,998.17	2,537.91	1,052.94	1,121.01	-	-	1,121.01	4,711.86	235.8%	(2,713.69)			
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	26,348.64	-	-	-	-	84,067.20	73.1%	30,932.80			
400-024452	HMG Part C	54,155.00	13,003.98	13,375.43	4,581.72	8,955.18	-	13,536.90	53,773.01	99.3%	381.99			
450-025489	Refunds	500.00	29,133.06	13,759.11	-	-	-	-	45,431.38	9086.3%	(44,931.38)			
450-024444	Paybacks	-	-	-	-	-	-	-	-	n/a	-			
450-025491	Rent	-	-	-	-	-	-	-	-	n/a	-			
450-025486	Local Other Receipts	1,000.00	1,226.71	-	-	-	-	-	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		\$ 2,536,904.69	\$ 2,070,010.55	\$ 1,788,010.75	\$ 235,537.65	\$ 13,170.94	\$ -	\$ 248,708.59	\$ 4,380,764.01	172.7%	\$ (1,843,859.32)			
										foot	91.7%	Target		

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Preble County Board of DD
General Fund Expenditures Report
CY2018 - As of 11.30.18

Acct #	Description	Appropriations CY2018	Line Item Adjustments	Appropriations as of 10.31.18	1ST QTR	2ND QTR	3RD QTR	Spent 10/18	Spent 11/18	Spent 12/18	4TH QTR	Total Spent to Date	% Spent	Balance Remaining
101002	Salaries - Employees	699,240.03		699,240.03	\$ 139,227.25	\$ 171,177.10	\$ 137,250.88	42,422.38	63,573.54		\$ 105,995.92	\$ 553,651.15	79.2%	\$ 145,588.88
102020	PERS	142,810.00		142,810.00	30,587.08	32,432.68	26,826.31	9,446.02	11,241.92		20,887.94	110,534.01	77.4%	32,275.99
103030	Medicare	10,139.00		10,139.00	1,908.71	2,367.54	1,881.07	578.94	885.65		1,464.59	7,621.91	75.2%	2,517.09
104040	Workers' Comp.	14,473.00		14,473.00	-	-	-	-	-		-	-	0.0%	14,473.00
105050	Unemployment	1,000.00		1,000.00	-	-	-	-	-		-	-	0.0%	1,000.00
106060	Health Insurance	313,469.00		313,469.00	66,925.91	73,144.64	72,281.73	17,158.09	37,158.09		54,316.18	266,668.46	85.1%	46,800.54
106061	Dental Insurance	14,849.00		14,849.00	2,947.60	2,959.70	2,820.12	863.84	863.84		1,727.68	10,455.10	70.4%	4,393.90
112170	Supplies	12,000.00		12,000.00	812.39	1,234.30	2,633.30	417.33	237.49		654.82	5,334.81	44.5%	6,665.19
112182	Materials	-		-	-	-	-	-	-		-	-	n/a	-
122640	Equipment	7,500.00		7,500.00	-	-	-	225.00	-		225.00	225.00	3.0%	7,275.00
113204	Contract - Repairs	5,000.00		5,000.00	-	250.00	-	-	-		-	250.00	5.0%	4,750.00
113200	Contract - Services	226,198.00		226,198.00	55,963.39	69,586.19	53,578.53	24,397.84	8,064.71		32,462.55	211,590.66	93.5%	14,607.34
113337	Rental Expenses	51,965.00		51,965.00	12,396.25	12,266.25	12,201.25	12,201.24	-		12,201.24	49,064.99	94.4%	2,900.01
116510	Advertising	1,000.00		1,000.00	251.64	236.94	120.00	-	-		-	608.58	60.9%	391.42
115500	Travel & Expense	30,000.00		30,000.00	2,927.68	2,606.94	2,725.68	1,165.20	861.10		2,026.30	10,286.60	34.3%	19,713.40
113483	Transportation	5,000.00		5,000.00	300.94	1,111.50	2,294.75	13.19	-		13.19	3,720.38	74.4%	1,279.62
123660	Capital Improvements	-		-	-	-	-	-	-		-	-	n/a	-
121551	Other Expenses	280,170.00	67,000.00	347,170.00	95,280.98	96,774.97	49,918.04	36,090.86	95.00		36,185.86	278,159.85	80.1%	69,010.15
119530	Gasoline	2,000.00		2,000.00	101.75	211.71	167.52	62.95	30.00		92.95	573.93	28.7%	1,426.07
121588	Special Olympics	-		-	-	-	-	-	-		-	-	n/a	-
121587	SOYA	-		-	-	-	-	-	-		-	-	n/a	-
113276	Housing Management	41,900.00		41,900.00	10,799.12	5,422.64	5,165.32	1,283.13	1,168.13		2,451.26	23,838.34	56.9%	18,061.66
113371	Waiver Match	1,498,282.66	(67,000.00)	1,431,282.66	-	-	289,588.00	289,588.00	-		289,588.00	579,176.00	40.5%	852,106.66
Total Expenditures		\$ 3,356,995.69	\$ -	\$ 3,356,995.69	\$ 420,430.69	\$ 471,783.10	\$ 659,452.50	\$ 435,914.01	\$ 124,179.47	\$ -	\$ 560,093.48	\$ 2,111,759.77	62.9%	\$ 1,245,235.92
											foot \$	2,111,750.77	91.7%	Target

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

SOFTWARE MAINTENANCE AGREEMENT

This Software Maintenance Agreement ("Agreement") is made and effective this January 1, 2019 by and between Primary Solutions, an Ohio Corporation ("Developer") and Preble County Board of DD ("Customer").

Developer will provide maintenance services for its software program marketed under the name Infal (the "Software").

NOW, THEREFORE, in consideration of the mutual promises set forth herein, Developer and Customer agree as follows:

1. **Restrictions.**

Customer shall not modify, copy, duplicate, reproduce, license or sublicense the Software with the exception of the Customers right to install the software on multiple computers within Customers organization, or transfer or convey the Software or any right in the Software to anyone else without the prior written consent of Developer. That Customer may make one copy of the Software for backup or archival purposes.

Maintenance of the Software will be restricted to the following modules and limits, as defined by the Software:

- Infal 1 Accounting (up to three copies)
- Infal Lite TimeCard
- Infal Auditor Interface

2. **Fees.**

In consideration for the maintenance of the Software for a period of one year, Customer agrees to pay Developer the sum of Five Thousand Five Hundred and Ninety-Seven dollars (\$5,597.00).

In consideration for the on-going support of the Software, Customer agrees to pay Developer at a rate of Zero dollars (\$0) per hour for the first 4 hours of support, and rate of Ninety dollars (\$90) per hour for each hour thereafter. Custom software development will be billed at a rate of One-Hundred Twenty-Five dollars (\$125) per hour. All hourly charges will be billed in fifteen (15) minute increments. Support can and will include any consultation requested by Customer or deemed reasonably necessary by Developer in connection with support for the Customer. Customer will approve any such consultation prior to the commencement of the work. Hours included in this Support will include travel time to the Customer's site. Customer will be charged separately for reasonable charges for any overnight or extraordinary travel expenses incurred in connection with support for the Customer. Installation of upgrades (including hours spent and miles traveled) to the Software will be performed at no charge to the Customer.

3. **Payment.**

Payment of the maintenance fee and any other amount owed by Customer to Developer pursuant to this Agreement shall be paid within thirty (30) days following invoice from Developer. In the event any overdue amount owed by Customer is not paid following ten (10) days written notice from Developer, then in addition to any other amount due, Developer may impose and Customer

SOFTWARE MAINTENANCE AGREEMENT

of whether Customer's claim is based on contract, tort, strict liability, product liability or otherwise.

9. Notice.

Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by certified mail, postage prepaid, or recognized overnight delivery services.

10. Governing Law.

This Agreement shall be construed and enforced in accordance with the laws of the state of Ohio.

11. No Assignment.

Neither this Agreement nor any interest in this Agreement may be assigned by Customer without the prior express written approval of Developer.

12. Final Agreement.


This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

13. Severability.

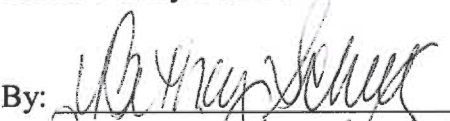
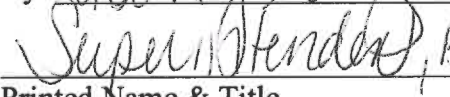
If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

IN WITNESS WHEREOF, Developer and Customer have executed this Software Maintenance Agreement on the day and year first above written.

Primary Solutions

By: 
Brian Marshall
President

Preble County Board of DD

By: 

Printed Name & Title
Superintendent, Bethany Schultz

L&M Products

201 E. LEXINGTON ROAD ♦ EATON OHIO ♦ (937) 456-7141
Creating Opportunities for a Lifetime!

October 30, 2018

Hollie Morgan
Preble County Board of DD
200 Eaton Lewisburg Rd.
Eaton, OH 45320

Re: 2019 Cleaning Services

Dear Hollie,

Thank you for the opportunity to discuss the potential of L&M Products, Inc. assisting with your cleaning services. After you have had a chance to review our proposal, we will be happy to discuss it with you to ensure that it fits your company's needs.

Our commitment to quality, and to providing the best possible product and pricing, requires us to provide you with a quote of \$100 per week for the cleaning services that you have requested. This quote will include the following:

1. Completing cleaning services listed on the attached breakdown.
2. L&M will be responsible for employee wages including all necessary coverage including Worker's Compensation.
3. L&M will maintain open communication with a chosen contact from the Board of Developmental Disabilities.
4. Cleaning services will be conducted Mondays after operating hours (after 4PM) except on federal holidays. In the event of a Monday holiday, cleaning services will be conducted on the following Tuesdays excluding County Board meeting week.
5. L&M will use the attached schedule to clean the quoted areas of the Preble County Board Offices

It is the goal of L&M Products to ultimately provide this service without staffing supports beginning with ongoing training ultimately fading to a part time community employment position for individuals with developmental disabilities.

Thank you for this opportunity to assist with your needs and we look forward to a successful working relationship in the future.

Sincerely,

*L&M Products Inc.
Chris Armstrong
Director of Operations*



A PLAYCORE Company

Inclusive Whirl



Inclusive Whirl provides ease of access for people of all abilities with its zero entry design. The whirl surface platform is at ground level with no need for ramps or transfer mechanisms. Inclusive Whirl features bench seating (at transfer height), a large platform surface that exceeds the ADA requirement for turn-around space and handrails for users to grasp while spinning.

Features and Benefits:

- Zero entry universal design provides easy access for all users
- Fully compliant with ADA/DOJ guidelines for accessibility
- Available in three color combinations: Basic (#6262), Natural (#6263) and Playful (#6264)

Model: 6262
Fall Height: 1'4"
Age Group: 5 to 12 Years

Limited Lifetime Warranty on uprights, hardware and connections. Visit gametime.com/warranty for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.