



PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**Tuesday, November 13, 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**
 - 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**
 - October 9, 2018 Regular Board Meeting Minutes
- VIII. Financial Report**
 - September 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 compensation of a public employee.
- XIII. Adjournment**
 - Next Board Meeting – January 8, 2019 @ 6:00 p.m.
 - Organizational Meeting – January 8, 2019 at 5:30 p.m.

**Superintendent's Report
November 13, 2018**

Discussion/Informational Items

Events and Activities (Superintendent/SSA Director)

- 09/27 SALT—DD Services, Bethany Schultz
- 10/3-5 Synergy Conference
- 10/9 Board Member Training
- 10/15 Multi System Youth Meeting with JFS/MH/Probate
- 10/17 Chamber Breakfast Briefing, National Employment Month
- 10/23 Track and Treat
- 10/25 SALT – Guardianship. Judge Overmyer
- 10/29 Crisis Intervention Training planning session with Community Leaders

Early Intervention Update

Submitted by, Kristen Gardner, Becky Hampton

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

Respectfully submitted by Amanda Kopf

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 Update

Respectfully submitted by Hollie Morgan

Hollie is the glue that keeps us together with data, compliance and a multitude of other things!

<u>Active Individuals</u>		<u>SSA Services</u>		<u>Waiver Services</u>
Children:	190	Children:	170	Individual Options Waiver:
82				
Ages: 0-2	33	Adults:	172	Level 1: 62
3-5	23	Total:	342	Transition Waiver (TDD): 0
6-21	134			SELF Waiver: 2
Adults:	225			Total Waivers: 146
Ages: 22-30	64			
31-40	44			
41-50	35			
51-64	50			
65+	32			

Total Active Individuals 414*

*The above number reflects 72 people living in an ICF/DD

We have approximately 40 individuals who work in 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.

Action Items

- 2019 Program Calendar
- Drug and Alcohol Free Workplace
- Contract Renewals
 - Strategies for Behavior Management
 - Comprehensive Health Care
 - Early Intervention Speech Therapy
- Table of Organization

At 6:09 p.m. the Regular Meeting of the Preble County Board of DD held Tuesday, October 9, 2018, was called to order. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye; Eva Howard was absent from the meeting with prior notice.

Approval of Board Member Absence

A motion was made by Lisa Hoying and seconded by Stephanie Garrett to excuse Eva Howard from the meeting with prior notice. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; 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 September 2018 Regular Board Meeting Minutes as presented. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, abstain; Jodi Long, aye; Allie Shafer, abstain.

A motion as made by Stephanie Garrett and seconded by Dixie Gabbard to make a correction to the approval of the August 2018 Regular Board Meeting Minutes approved at the September, 2018 Board Meeting. Instead of aye, Jodi Long should have been listed as abstain due to the timing of her appointment to the board. Upon roll call: Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, abstain; Allie Shafer, aye.

Financial Report

A motion was made by Dixie Gabbard and seconded by Lisa Church to approve the August 2018 financial report as presented. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; 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 August 2018. The beginning fund balance was \$3,619,500. The ending fund balance was \$4,705,482. Revenue received included the second half general property tax payment, and Play Project funding. Expenditures included the first quarterly waiver match bill for fiscal year 2019.

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 4, 2018 – September 25, 2018. Also discussed was the 2019 Calendar, which will be brought to the board at the November 2018 board meeting for approval.

Early Intervention

There were twenty-nine children served by Early Intervention services. Help Me Grow received two referrals for services. The evaluation team completed four Bayley evaluations. We also attended eight Individual Family Service Plan meetings, three Transition Planning Conferences for children going into preschool, one Evaluation Team Report meeting and two Individual Education Plan meetings. The Early Intervention staff attended an outreach meeting with Butler Co., the Early Childhood Coordinating Committee's summer retreat, the YMCA Health Fair, a Mental Health First Aid training, and a Donuts with Di webinar on Prematurity. Our SOYA activities started this month. We completed twenty-nine home visits and had eleven cancelations.

Community Outreach Update

On September 13th, we had an information table set up at the YMCA Health Fair. Event attendees were given a piece of paper to have signed by at least 10 of the vendors in order to be put in a drawing for raffle prizes. This was great for us because we got the opportunity to talk about Preble DD a lot. As always, there were a lot of questions about Early Intervention services. The event was well attended.

Our Regional Self-Advocacy group met in Troy at the Riverside Board of DD for our large annual meeting. This event is a lot more social than the monthly events. Each person receives a t-shirt and a marker so they can move around the room, meet new people, and ask them to sign the back of their t-shirts. They had break-away sessions this year which was also different. Individuals got to choose which session they wanted to go to. The keynote speaker was Jason Fine. He gave an awesome presentation about his determination to overcome Tourette syndrome. Overall, the event was a great success. This month is our annual Track-N-Treat event at the ASK Playground. The event is set for October 23rd from 5:00pm-6:30pm. If you or someone you know would like to donate candy, feel free to drop it off at the board office at any time. Every bag helps!

SSA Team

Bethany Schultz gave an overview of the SSA report including 411 active individuals and 40 individuals who work in the community.

Adjournment to Executive Session

A motion was made by Allie Shafer and seconded by Jodi Long to adjourn into executive session at 6:46 pm for the purpose of discussing cp,[emsatopm pf a [ib;oc e,[;puuee accprdomg tp PRC 121.22 G1. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

Adjournment from Executive Session

A motion was made by Allie Shafer and seconded by Dixie Gabbard to adjourn out of executive session at 7:48 pm with no action taken. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

2019 Operational Budget

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

The 2019 Operational Budget includes a 3% cost of living adjustment for staff excluding the Superintendent/SSA Director and the Finance and Personnel Director.

Adjournment

A motion was made by Stephanie Garrett and seconded by Lisa Hoying to adjourn the meeting at 7:55 pm. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, aye; Jodi Long, aye; Allie Shafer, aye.

Preble CBDD
REVENUE AND EXPENDITURE REPORTS – September 2018
Monthly Report

Revenues (Total CY2018 Budget \$2,536,904) (162% 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 \$144,814 in September.

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 September. 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 September. 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 \$17,819 in revenue for the month of September. 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 \$158 in miscellaneous revenue in September 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 September.

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 September.

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 September.

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 \$3,995 in September.

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 \$6,000 in refunds in September and budgeted \$500 for the year.

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

Expenditures (Target 75% - Total CY2018 Expenditures Budget \$3,356,995):

PAYROLL – There were \$42,754 in salaries posted in the month of September. 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 September is \$8,373. Our budget for the year is \$142,810.

MEDICARE – Of the \$10,139 in budgeted in Medicare benefits, we spent \$583 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 \$37,158 in health insurance during the month of September. This includes a payment to the HRA.

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

SUPPLIES – In September, we spent a total of \$314 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 September.

CONTRACT SERVICES – In September, we spent a total of \$17,142. 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 September 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 September for misc. charges. Our budgeted total is \$1,000 for the year.

TRAVEL & EXPENSES – The \$220 in travel costs for September 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 \$6,767 in September.

GASOLINE – Our annual budget for fuel in 2018 is \$2,000 and in September 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.

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 \$1,398 in September.

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 September. Waiver Match is paid on a quarterly basis.

**Preble CBDD
General Fund - Cash Flow Statement
CY2018 - As of 09.30.18**

	Actual 1st Quarter	Actual 2nd Quarter	Actual July	Actual August	Actual September	Actual 3rd Quarter	Actual 4th Quarter	Actual Year to Date	Budgeted Annual Total
Beginning Fund Balance	\$ 2,183,777.95	\$ 3,833,357.81	\$ 3,635,608.83	\$ 3,619,500.32	\$ 4,705,482.07	\$ 3,635,608.83	\$ 4,764,167.08	\$ 2,183,777.95	\$ 2,183,777.95
Revenue	2,070,010.55	274,034.12	124,176.75	1,489,546.05	174,287.95	1,788,010.75	-	4,132,055.42	2,536,904.69
Expenditures	420,430.69	471,783.10	140,285.26	403,564.30	115,602.94	659,452.50	-	1,551,666.29	3,356,995.69
Ending Fund Balance	\$ 3,833,357.81	\$ 3,635,608.83	\$ 3,619,500.32	\$ 4,705,482.07	\$ 4,764,167.08	\$ 4,764,167.08	\$ 4,764,167.08	\$ 4,764,167.08	\$ 1,363,686.95

11.13.18

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 09.30.18**

Acct #	Description	Appropriations			Recvd				Total Received to Date			% Received	Balance to Receive
		CY2018	1ST QTR	2ND QTR	7/18	8/18	9/18	3RD QTR	4TH QTR				
400-010011	Levy-General Prop.	\$ 1,599,027.71	\$ 1,872,732.65	\$ -	-	1,410,711.82	-	\$ 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	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	-	-	52,276.92	-	158,745.60	74.9%	53,336.40	
400-021367	Title XX	17,000.00	2,465.76	2,395.71	-	2,942.10	-	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	54,760.80	18,490.55	17,819.61	91,070.96	-	131,941.79	48.0%	143,058.21	
400-010018	Public Utilities Reimbursment	-	-	-	-	-	-	-	-	-	n/a	-	
400-010023	TPP Tax Replacement	-	-	-	-	-	-	-	-	-	n/a	-	
400-025467	Gifts and Donations	190.00	1,000.00	51.49	-	-	158.58	158.58	-	1,210.07	636.9%	(1,020.07)	
400-025486	Other State Receipts	30,000.00	1,500.00	1,500.00	-	30,000.00	1,500.00	31,500.00	-	34,500.00	115.0%	(4,500.00)	
400-010025	Trailer Tax Settlement	1,998.17	2,537.91	-	-	1,052.94	-	1,052.94	-	3,590.85	179.7%	(1,592.68)	
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	-	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	9,379.92	-	3,995.51	13,375.43	-	40,236.11	74.3%	13,918.89	
450-025489	Refunds	500.00	29,133.06	2,539.21	7,759.11	-	6,000.00	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	\$ 124,176.75	\$ 1,489,546.05	\$ 174,287.95	\$ 1,788,010.75	\$ -	\$ 4,132,055.42	162.9%	\$ (1,595,150.73)	
										foot	4,132,055.42	75.0%	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.

**Preble County Board of DD
General Fund Expenditures Report
CY2018 - As of 09.30.18**

Acct #	Description	Appropriations CY2018	1ST QTR	2ND QTR	Spent 7/18	Spent 8/18	Spent 9/18	3RD QTR	4TH QTR	Total Spent to Date	% Spent	Balance Remaining
101002	Salaries - Employees	699,240.03	\$ 139,227.25	\$ 171,177.10	48,811.74	45,684.75	42,754.39	\$ 137,250.88	\$ -	\$ 447,655.23	64.0%	\$ 251,584.80
102020	PERS	142,810.00	30,587.08	32,432.68	9,544.23	8,908.60	8,373.48	26,826.31	-	89,846.07	62.9%	52,963.93
103030	Medicare	10,139.00	1,908.71	2,367.54	671.07	626.26	583.74	1,881.07	-	6,157.32	60.7%	3,981.68
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	73,144.64	17,956.50	17,167.14	37,158.09	72,281.73	-	212,352.28	67.7%	101,116.72
106061	Dental Insurance	14,849.00	2,947.60	2,959.70	1,003.42	952.86	863.84	2,820.12	-	8,727.42	58.8%	6,121.58
112170	Supplies	12,000.00	812.39	1,234.30	551.56	1,767.16	314.58	2,633.30	-	4,679.99	39.0%	7,320.01
112182	Materials	-	-	-	-	-	-	-	-	-	n/a	-
122640	Equipment	7,500.00	-	-	-	-	-	-	-	-	0.0%	7,500.00
113204	Contract - Repairs	5,000.00	-	250.00	-	-	-	-	-	250.00	5.0%	4,750.00
113200	Contract - Services	226,198.00	55,963.39	69,586.19	16,763.05	19,672.74	17,142.74	53,578.53	-	179,128.11	79.2%	47,069.89
113337	Rental Expenses	51,965.00	12,396.25	12,266.25	12,201.25	-	-	12,201.25	-	36,863.75	70.9%	15,101.25
116510	Advertising	1,000.00	251.64	236.94	120.00	-	-	120.00	-	608.58	60.9%	391.42
115500	Travel & Expense	30,000.00	2,927.68	2,606.94	848.73	1,656.65	220.30	2,725.68	-	8,260.30	27.5%	21,739.70
113483	Transportation	5,000.00	300.94	1,111.50	-	2,294.75	-	2,294.75	-	3,707.19	74.1%	1,292.81
123660	Capital Improvements	-	-	-	-	-	-	-	-	-	n/a	-
121551	Other Expenses	280,170.00	95,280.98	96,774.97	29,852.83	13,297.91	6,767.30	49,918.04	-	241,973.99	86.4%	38,196.01
119530	Gasoline	2,000.00	101.75	211.71	-	141.17	26.35	167.52	-	480.98	24.0%	1,519.02
121588	Special Olympics	-	-	-	-	-	-	-	-	-	n/a	-
121587	SOYA	-	-	-	-	-	-	-	-	-	n/a	-
113276	Housing Management	41,900.00	10,799.12	5,422.64	1,960.88	1,806.31	1,398.13	5,165.32	-	21,387.08	51.0%	20,512.92
113371	Waiver Match	1,498,282.66	-	-	-	289,588.00	-	289,588.00	-	289,588.00	19.3%	1,208,694.66
Total Expenditures		\$ 3,356,995.69	\$ 420,430.69	\$ 471,783.10	\$ 140,285.26	\$ 403,564.30	\$ 115,602.94	\$ 659,452.50	\$ -	\$ 1,551,666.29	46.2%	\$ 1,805,329.40
										foot \$ 1,551,666.29	75.0%	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.

JANUARY						
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2019 PROGRAM CALENDAR

JANUARY

1 NEW YEAR'S DAY (ALL OFFICES CLOSED)

21 MARTIN LUTHER KING (ALL OFFICES CLOSED)

FEBRUARY

18 PRESIDENT'S DAY (ALL OFFICES CLOSED)

March

29 INSERVICE DAY

MAY

27 MEMORIAL DAY (ALL OFFICES CLOSED)

JULY

4 INDEPENDENCE DAY (ALL OFFICES CLOSED)

SEPTEMBER

2 LABOR DAY (ALL OFFICES CLOSED)

OCTOBER

18 INSERVICE DAY

NOVEMBER

11 VETERAN'S DAY (ALL OFFICES CLOSED)

28 THANKSGIVING (ALL OFFICES CLOSED)

29 BOARD ADMINISTRATIVE DAY (ALL OFFICES CLOSED)

DECEMBER

25 CHRISTMAS (ALL OFFICES CLOSED)

JANUARY 2020

1 NEW YEAR'S DAY (ALL OFFICES CLOSED)

JULY						
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DECEMBER						
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29	30	31	1	2		

Preble County Board of Developmental Disabilities

Policy: Drug & Alcohol Free Workplace

Board Approved: January 10, 2006

Revised: 1/9/07, 02/10/15, 11/13/18

Page 1 of 4

Section: 2.7

Reference: ORC: 4123.54

I. POLICY

The Board's policy is that its employees are to be free from the effects of alcohol while on duty and from illegal drugs at all times. The Board's goal is to reduce accidents, injuries and fatalities resulting from drug and alcohol abuse and to ensure that employees are drug and alcohol free while serving the needs of the Board and the public. The Board recognizes alcoholism and drug addiction as treatable and encourages employees who suspect that they have an alcohol or drug problem to seek professional treatment and assistance. Nonetheless, the Board is responsible to take appropriate disciplinary action for inappropriate behavior including the inappropriate or illegal use of drugs and alcohol. Additional requirements concerning drug and alcohol use and testing under regulations promulgated regarding receipt and maintenance of a Commercial Driver's License (CDL) will also be followed and enforced by the Board whenever applicable. The Board will also enforce all applicable provisions of the Drug Free Workplace Act. "Any employee who has knowledge of or reasonable suspicion of improper drug and/or alcohol use by an employee is required to report such knowledge or suspicion. Any employee arrested for, or convicted of, a crime or traffic violation involving drugs or alcohol shall report such arrest or conviction to his supervisor immediately. Failure to report such arrest or conviction in a timely manner may result in discipline."

A. The Use of Alcohol and Controlled Substances is Prohibited

No Board employee shall report for duty or remain on duty with any evidence of alcohol use. No Board employee shall report for duty or remain on duty while using or while under the influence of, any controlled substance, except when the use is prescribed by a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform his job duties. The employee shall provide his supervisor with the physician's report concerning such prescription prior to reporting for work. The employee may be required to submit to further medical examinations if needed.

Any employee arrested for, or convicted of, a crime or traffic violation involving drugs or alcohol shall report such arrest or conviction to their supervisor immediately. Failure to report such arrest or conviction in a timely manner may result in discipline.

The terms "drug" and "controlled substance" are used interchangeably and synonymously in this policy and are defined as any illegal or controlled substance or any other substance that impairs physical or mental capacity or produces dangerous psychological or physiological effects.

The Board has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way.

B. Events Resulting in Employee Drug and/or Alcohol Testing:

All Board employees may be subject to drug and/or alcohol testing conducted under any of the following conditions:

1. Reasonable suspicion of drug and/or alcohol use: Whenever the Board has reasonable suspicion to believe that the employee is under the influence of alcohol or engaged in the unlawful manufacture, distribution, dispensing, possession, or influence or use of drugs, the Board may require such employee to submit a urine, blood, or other sample for alcohol and/or drug testing. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the actions, appearance, behavior, speech or body odors of the employee or the physical presence of evidence of alcohol or drug related items or paraphernalia
2. Post-accident testing: As soon as practicable following an accident involving a Board vehicle or any other work-related accident that results in personal injury or in property damage estimated to be in excess of \$2,000, the Board may test each Board employee involved in the accident for alcohol and controlled substances. Any employee who is subject to post-accident testing shall make themselves readily available for such testing or shall be deemed to have refused to submit to testing. If the test is not administered within eight hours following the accident, the test shall not be administered and a written statement explaining why the test was not administered shall be submitted to the Board
3. Return to work testing: The Board shall ensure that, before an employee returns to work after engaging in prohibited alcohol and/or drug/controlled substance conduct, the employee undergoes a return to work test to verify negative result for alcohol or drug/controlled substances
4. Follow-up drug and alcohol testing: An employee who tests positive for the use of alcohol or controlled substances while on duty may be evaluated by a substance abuse professional. If, following an evaluation, the Board directs the employee shall be subject to unannounced follow-up alcohol and/or controlled substance testing consisting of six tests in the twelve month period following the employees return to work. Any employee directed to substance abuse counseling shall be required to authorize the substance abuse counselor to release the plan of treatment, test results and progress reports to the Board. Failure to do so will result in discipline up to and including termination
5. Voluntary testing: Any Board employee may voluntarily undergo a drug screening and/or alcohol-screening test. Testing done under these circumstances will be treated in the same manner as if the employee had been ordered to undergo screening.

Pursuant to Ohio Rev. Code Section 4123.54, an employee who tests positive for controlled substances or alcohol following an on-the-job accident or injury may not be eligible for workers' compensation benefits. Similarly, an employee who refuses to submit to a request for drug or alcohol testing following an on-the-job accident or injury may also be prevented from receiving worker's compensation benefits.

C. Testing Requirements:

All drug and alcohol screening tests shall be conducted by a certified testing or collection facility as designated by the Board.

Any employee who is notified of selection for drug and alcohol testing shall be relieved of any job responsibilities immediately and shall proceed to the designated test site immediately. The

employee shall not make any stops from the time of notification until reaching the designated test site. Failure to proceed immediately to the testing site will be considered a refusal to test.

The results of the testing shall be delivered to the Board and the employee being tested. An employee whose confirmatory test results are positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the tests results were obtained using the approved protocol methods. The employee shall provide a signed release for disclosure of the testing results to the Board. Refusal to submit to the testing or to execute the release may be grounds for discipline up to and including termination.

Costs of all tests ordered by the Board shall be borne by the Board.

D. Refusal to Test

Refusal to submit to drug and alcohol tests as ordered by the Board will be grounds for disciplinary action up to and including termination. A refusal to test constitutes conduct that obstructs the proper administration of a test. The following is a list of some, but not all, of the actions an employee may take which will be considered a refusal to test:

1. Refusal to sign the form-releasing test results to the Board
2. A non-medical delay in providing urine, breath, blood, saliva or any other specimen
3. Failure to report directly to the testing facility upon notification
4. The use of any product or other substitution to invalidate the test results.

E. Confirmatory Tests

If a drug-screening test is positive, a confirmatory test shall be conducted in the manner prescribed in the laboratory's procedures. In the event the confirmatory test confirms the positive results of the first screening test, the Board may proceed with appropriate disciplinary procedures.

If the employee contests the positive results of the screening and confirmatory tests, the employee, at his own expense, may request a split specimen retest at a second certified laboratory selected by the Occupational Medicine laboratory. If the results requested by the employee from the second laboratory are negative, the Board, at the Board's expense shall have a final retest. If the results of this final retest are negative, then no discipline will be imposed. If the results are positive, discipline up to and including termination from employment will be imposed.

F. Discipline and Rehabilitation

The Board may place an employee on administrative leave during the testing and pre-disciplinary process. If the testing required above has produced a positive result, the Board may take appropriate disciplinary action up to and including termination of employment.

Any discipline less than termination will be considered a "last chance" agreement and is to include a written agreement between the employee and the Board. If discipline less than termination of employment is instituted, the agreement will specify requirements for the employee to participate in a rehabilitation or detoxification program, follow-up testing, and an understanding that a future misconduct will result in termination.

An employee who participates in a rehabilitation or detoxification program may be required to use sick time, vacation leave, and/or personal days for the period of rehabilitation or detoxification. If no such leave is available, the employee may be placed on leave of absence without pay for the period of the rehabilitation or detoxification program. Family medical leave will be used if available and appropriate.

G. Confidentiality

Test results will generally remain confidential. However, the Board may use test result information in connection with Board business. The Board may also disclose test results when required by government agencies or in accordance with state and federal law or regulations.

H. Employee Assistance Program

The Board provides all employees with an Employee Assistance Program. The overall objective of the Employee Assistance Program is to reduce problems in the workforce and to retain valued employees. The purpose of the Employee Assistance Program is to provide these services through special arrangements with an outside counseling resource. The program is designed to deal with the broad range of human problems such as emotional/behavioral, family and marital, alcohol and/or drug, financial, legal and other personal problems. The program will provide problem assessment, short-term counseling and referral. The employer covers costs for these services up to eight (8) sessions. If costs are incurred for other services that are not covered by insurance or other benefits, those costs will be the responsibility of the employee.

11/13/18
Date of PCBDD
Motion of Adoption

Bethany Schultz, Superintendent/ SSA Director
Preble County Board of Developmental Disabilities

**PREBLE COUNTY BOARD OF DEVELOPMENTAL
DISABILITIES CONTRACTUAL AGREEMENT FOR:
Early Intervention Speech Therapy Services**

This Contract is entered into this January 1, 2019, by and between the Preble County Board of Developmental Disabilities, 200 Eaton-Lewisburg Rd., Eaton, Ohio 45320 (hereinafter referred to as "Board") and Speech Pathology Services, 1498 N. Broadway St., Greenville, Ohio 45331 (hereinafter referred to as "contractor").

PURPOSE

The Board desires to engage the Contractor to provide speech therapy services for children ages birth through two years old (Early Intervention) served by the Board. The Contractor agrees to provide those services as set forth herein.

DELIVERABLES & BILLING

The Contractor agrees to provide speech therapy services to individuals served by the Board including evaluation, assessments and goal development. The Contractor shall provide these services to enrollees not to exceed 500 hours for the term of this Contract. These services shall be provided at an hourly rate of \$78.00 not to exceed \$39,000.00 for the term of this Contract. The Contractor shall bill the Board at the end of each month and will be paid by the Board within 21 days following the month in which services are billed. Billable hours shall include direct serve provision, evaluation or re-evaluation, documentation and attending meetings and conferences as required and approved by the Board.

DURATION

This contract shall be effective from January 1, 2019 to December 31, 2019.

BACKGROUND CHECKS

The Board requires a Bureau of Criminal Identification and Investigation criminal records check for individuals providing services to the Board under this Contract. The Board further requires FBI background checks in addition to BCI check. If individuals providing services have resided in Ohio for less than 5 years. The Contractor is required to complete and pay for BCII/FBI checks on each employee providing services under this Contract and immediately report any criminal background information including convictions to the Board. The Board reserves the right to exclude any of Contractor's employees due to an unsatisfactory criminal background check.

BUSINESS ASSOCIATE AGREEMENT

Contractor shall complete a Business Associate Agreement to address potential access to Protected Health Information (PHI). The Contractor shall follow all confidentiality requirements regarding consumer PHI as specified in the aforementioned Business Associate Agreement.

LICENSING/CERTIFICATION

Contractor shall submit any required current state license or certification to the Board for the service delivered.

RECORD KEEPING

Service documentation, assessment reports, supporting documentation and weekly reports indicating recipient of services shall be maintained by the Contractor. These records are considered the property of the Board.

INSURANCE

Contractor agrees to maintain adequate liability insurance for professional services rendered in the amount of \$1,000,000 per Incident/Occurrence; \$3,000,000 per Annual Aggregate. Insurance credentials and certification of coverage must be provided to the Board upon the onset of this Contract.

HOLD HARMLESS

Contractor shall hold harmless the Board (its employees and Board Members) from any and all claims and liabilities asserted by the contractor, contractor's employees, the contractor's sub-contractors and/or the contractor's vendors and others.

INCURRING DEBT

Contractor shall be prohibited from incurring any debt or obligation on behalf of the Board.

INDEPENDENT CONTRACTOR STATUS

Contractor (and any employees) and the Board shall have the relationship of independent contractor. No employer-employee relationship is created by this contract. The Board reserves the right to exclude any of the contractor's employees for any reason whatsoever. Contributions to the Ohio Public Employees Retirement System (OPERS) will not be withheld. The Board shall provide the OPERS independent contractor notification form to the Contractor.

TERMINATION

Upon written notice of no less than thirty (30) days, the Contractor may terminate this Contract with mutual consent of the Board. The Board shall reserve the right to terminate this Contract at any time for any reason or no reason at all.

NON-DISCRIMINATION

Contractor hereby agrees that, in accordance with Ohio Revised Code 153.59 and in connection with this Contract, it shall not discriminate against any citizen of the state by reason of race, creed, sex, disability or military status as defined in O.R.C. 4112.01, or color in the employment of a person who is qualified and available to perform the work to which the employment relates and that the Contractor shall not discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, creed, sex, disability or military status as defined in O.R.C. 4112.01, or color.

DISCLOSURE OF CONFLICT

Contractor shall disclose to the Board all names of Contractor Board Members, if a Board governs the Contractor. The (DD) Board shall not contract with an individual or agency whose Board includes a county commissioner of the county served by the DD Board or an employee of the same county (DD) Board (O.R.C. 5126.021(E)).

STATE LAW

The parties hereto agree that this Contract shall be construed in accordance with and under the laws of the State of Ohio. Further, in any action or other proceedings that may be brought arising out of or in connection with, or by reason of this agreement, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the law or any other forum, without regard to the jurisdiction in which any action or special proceeding may be submitted.

WAIVER OF MODIFICATION

This Contract encompasses the complete agreement between the Board and the Contractor and there are no representations or conditions in connection with this Contract that are not included herein.

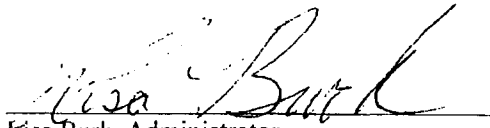
COMMUNICATIONS

All notices or other communication including requests to amend with respect to this Contract shall be directed to the persons named below:

If to the **Board**: Bethany Schultz, Superintendent
200 Eaton-Lewisburg Rd.: Eaton, Ohio 45320

If to the **Contractor**: Speech Pathology Services
1498 North Broadway; Greenville, Ohio 45331

SIGNATURES



Lisa Burk, Administrator
Speech Pathology Services

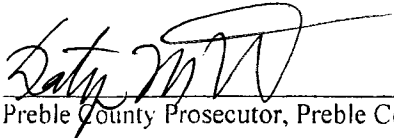
9-14-18
Date

Bethany Schultz, Superintendent
Preble County Board of Developmental
Disabilities

Date

PROSECUTOR REVIEW

Approved as to form:



Preble County Prosecutor, Preble County, Ohio

10-29-18
Date

The Preble County Board of Developmental Disabilities does not discriminate in provision of services or employment because of race, color, religion, sex, national origin, age, handicap, ancestry or other prohibited criteria.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H/V

Hollie Morgan

From: Hollie Morgan
Sent: Tuesday, October 30, 2018 8:13 AM
To: Lisa Burk
Subject: RE: Preble DD Contracts EI Speech Therapy and Behavior Mgmt

Thank you Lisa- have a great day ~ Hollie

From: Lisa Burk [mailto:lburksps@gmail.com]
Sent: Monday, October 29, 2018 4:17 PM
To: Hollie Morgan <HMorgan@prebledd.org>
Subject: Re: Preble DD Contracts EI Speech Therapy and Behavior Mgmt

Sounds good Hollie, it's OK with me for you to change the period to a comma, so that it reads 3 million and not 3000.
Thanks, Lisa

Sent from my iPhone

On Oct 29, 2018, at 1:56 PM, Hollie Morgan <HMorgan@prebledd.org> wrote:

Lisa- See below and let me know your response. Thanks

From: Katie West [mailto:kwest@prebco.org]
Sent: Monday, October 29, 2018 1:42 PM
To: Hollie Morgan <HMorgan@prebledd.org>
Subject: RE: Preble DD Contracts EI Speech Therapy and Behavior Mgmt

Hollie,

The contract currently says \$3,000.000. I believe the "." is off and should be a comma. It sounds that way. Let Lisa know that that is the issue, not that you are wanting to lower it to \$3 thousand dollars. Ask her if it is okay for you to change that period to a comma- it sounds like it is. If so, change it. Then keep the email with the original contract file.

Katie

From: Hollie Morgan [mailto:HMorgan@prebledd.org]
Sent: Monday, October 29, 2018 12:09 PM
To: Katie West
Subject: FW: Preble DD Contracts EI Speech Therapy and Behavior Mgmt

See message below and the attachment. Hope this helps. Thanks

From: Lisa Burk [mailto:lburksps@gmail.com]
Sent: Monday, October 29, 2018 11:53 AM
To: Hollie Morgan <HMorgan@prebledd.org>
Subject: RE: Preble DD Contracts EI Speech Therapy and Behavior Mgmt

Strategies for Behavior Management

Amendment #4

Strategies for Behavior Management ("Contractor") and the Preble County Board of Developmental Disabilities entered into a contract covering the period of January 1, 2015 through December 31, 2015 and then amended the contract, Amendment #1, to cover an additional year for the time period of January 1, 2016 through December 31, 2016.

Amendment #2 was to cover an additional year for the time period of January 1, 2017 through December 31, 2017.

Amendment #3 was to cover an additional year for the time period of January 1, 2018 through December 31, 2018.

It is the intent and understanding of the parties that this Amendment becomes a part of the original Contract executed on January 1, 2015, and its amendment (hereinafter "Original Contract").

The change/addition is as follows:

Pursuant to the Original Contract, the Parties agree to extend the termination date from the 31st day of December, 2018 to the 31st day of December 2019.

All other terms and conditions of the Original Contract will remain unchanged and in full force and effect.

Signature and date of all parties required to validate and implement changes/additions to the Professional Agreement.

Bethany Schultz, Superintendent

Date: _____

Diana Holderman, M.Ed., PC

Date: _____

APPROVED AS TO FORM

Martin P. Votel

PROSECUTING ATTORNEY

BY: 

ASSISTANT PROSECUTING ATTORNEY

**PROFESSIONAL AGREEMENT
FOR COMPREHENSIVE HEALTH NETWORK SERVICES**

This Agreement is made and entered into at Greenville, Ohio, this, 5th day of October, 2018 for dates of service of January 1, 2019 – December 31, 2019, by and between Preble County Board of Developmental Disabilities, otherwise referred to as "Company" and Comprehensive Health Network, otherwise referred to as "Provider".

Whereas, the Provider has in its employ licensed nursing personnel to provide nursing services and, whereas, the Company desires nursing services to be provided. Whereas, the Provider is willing to contract with the Company and the Company being willing to contract with Provider, on the terms, covenants, and conditions hereinafter set forth. The parties hereto agree as follows:

TERM AND RENEWAL

This Agreement shall continue for a term of one (1) year thereafter. Upon the expiration of said one (1) year period this Agreement shall be automatically renewed for additional one year terms under the same conditions and terms herein unless either party, not less than thirty (30) days prior to the expiration of the initial or any renewal term, serves notice upon the other party in which event the Agreement shall terminate at the end of said term or renewal term; provided, however, that in the event of any automatic renewal the parties shall negotiate in good faith, the fee schedule to be applicable for the next ensuing term. Said negotiations shall commence no later than sixty (60) days prior to the expiration of the contract.

SERVICES OF PROVIDER AND STANDARDS

The Provider hereby agrees to provide the Company with licensed nursing personnel to perform services in accordance with the Ohio Nurse Practice Act and with State of Ohio Department of Developmental Disabilities Law and Rule. The Provider will maintain adequate malpractice and general liability insurance for assigned nurses.

The Provider will maintain current and complete files on all persons providing services to the Company. It will include but not limited to resume or application, current licensure and CPR certification, annual employee evaluations, criminal background checks, Hepatitis B vaccination record or declination form, annual OSHA/Bloodborne pathogens/TB/safety/Infection Control education. The provider will provide this information as necessary, to the Agency to verify that all staff providing care to clients of the Company meets these qualifications.

The Provider agrees to conform to all applicable Company policies including personnel qualifications. The Provider will provide services based on the verbal or written request of the Company.

The Company and Provider agree that both will not offer employment, on its behalf to each other's personnel while the personnel are in association with the Provider and for a period of one year after the personnel have left employment of either the Company or Provider. The Company will provide basic orientation to the Provider regarding the specific performance duties required.

WORKING FACILITIES

The Company agrees to provide space, appropriate forms and charts as is reasonably required to enable the Provider to perform their duties and services.

ETHICS/ CONFIDENTIALITY AGREEMENT

It is understood that Provider personnel who work for the Company will maintain confidential all information or documents.

INDEPENDENT CONTRACTOR STATUS

It is understood between the parties that the Provider is an independent contractor and not a partner, either general or limited, or an employee of the Company and that this Agreement is not a joint venture. The Provider further understands between the parties, as an employee shall be the employee of the Provider and not the Company. A Provider, as an independent contractor and not an employee of the Company, agrees to be responsible for any applicable taxes related to the compensation received resulting from this agreement. The Provider also agrees to be responsible for the payment of Worker's Compensation premiums for all Provider personnel rendering services through this contract.

NON-DISCRIMINATION

In compliance with the provisions of Section 125.111 of the Ohio Revised Code the contractor agrees:

That, in the hiring of employees for the performance of work under the contract or any subcontract, the contractor or subcontractor, by reason of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin, or ancestry, shall not discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which this contract relates.

That the contractor, subcontractor, or person acting on behalf of the contractor or subcontractor, in any manner, shall not discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this contract on account of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin, or ancestry.

COMPENSATION

Hourly Services

As full compensation for the hours of service rendered under this Agreement, the Provider shall be entitled to payment from the Company at the rate of \$60.00 per hours with a minimum of one (1) hour

14 Hour Core Class for Delegated Nursing

There is a minimum charge of \$765.00 to provide the class for 8 people or less; additional participants are an additional \$95.00 each per person per class.

4 Hour G-Tube Class/Insulin Class

There is a minimum charge of \$250.00 to provide class for 5 people or less; additional participants are an additional \$50.00 each per person per class.

2 Hour Refresher Class

There is a minimum charge of \$175.00 to give the class for 5 people or less; additional participants are an additional \$35.00 each per person per class.

CPR or First Aid Class

There is a minimum charge of \$250.00 to provide class for 5 people or less; additional participants are an additional \$50.00 each per person per class.

If a class is cancelled within 24 hours of scheduled time and not rescheduled then a \$100.00 fee shall be charged to Company. If a class is cancelled and rescheduled a minimum of 1 hour will be charged to Company if Provider is not notified prior to 2 hours before training is to occur.

Travel/Meals/Lodging

The Company will be billed for mileage that will start and end upon leaving the CHN office or a location that would be closer to the Company and returning. Travel expenses would be charged at \$60.00 per hour and mileage at the current IRS rate.

Services will only be provided as requested by the Company. If services are not required, the company must notify the Provider by 8:00 a.m. If the Company fails to notify the Provider prior to the established time, the Company will be responsible to compensate the Provider one (1) hour of service.

In the event that the hours of service rendered in any given day exceed eight (8) hours, the Provider shall be entitled to one and one half times the base per hour rates aforementioned.

No later than the tenth day of each month, the Provider shall prepare and submit to the Company, a statement reflecting the hours and total gross value of services rendered to the Company. The Company shall pay this statement in full no later than the fifteen days (15) days after receipt of the statement for the services rendered.

RESPONSIBILITIES AND LIABILITIES

The delegating health care professional acknowledges his/her responsibilities and liabilities regarding delegation of nursing tasks. The licensed health care professional has the final authority in determining what nursing tasks may be delegated to other trained individuals.

INTEGRATED AGREEMENT

This written agreement contains the sole and entire agreement between the parties and shall supersede any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this agreement and of any representations inducing the execution and delivery thereof except such representations as are specifically set forth herein. The parties hereto acknowledge that he or it has relied on his or its own judgment in entering into the same. The parties hereto further acknowledge that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied hereon in connection with his or its dealings with the other. It is further agreed and understood among the parties that the illegality of any one provision does not render the entire Agreement void.

WAIVER OR MODIFICATIONS

It is further agreed that no waiver or modification of this Agreement or any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and that no evidence of any waiver of modifications of any covenant condition or limitation herein contained shall be received in any proceeding, arbitration, or litigation between the parties hereto arising out of or effecting this Agreement, or the rights or obligations of any party hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this paragraph may not be waived except as herein set forth.

STATE LAW

The parties hereto agree that it is their intention and covenant that this Agreement and the performance hereunder and all litigation and special proceedings hereunder be construed in accordance with and under and pursuant to the laws of the State of Ohio and that in any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to jurisdiction in which any action or special proceeding may be instituted.

TERMINATION

Either party may terminate this Agreement at any time by giving written 60 day notice of termination. Such termination shall not prejudice any remedy, which the terminating party may have either at law, in equity, or under this Agreement.

In witness whereof, the parties hereto have signed this Agreement on the day and year first aforesaid. By executing this Agreement each party represents to the other the individual signing on its behalf is fully authorized and empowered to do so.

Term Professional Agreement Period: January 1st, 2019 – December 31st, 2019.

Maximum Contract Amount Not to Exceed: \$7,000.00

Alicy Thomas

Preble County Board of Developmental Disabilities

Comprehensive Health Network
5420 State Route 571

Greenville, Ohio 45331

Date

APPROVED AS TO FORM

PREBLE COUNTY ATTORNEY

BY: *Kathy M. [Signature]*

Date 10/5/2018

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

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

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 monitor 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:

JOB DUTIES AND WORKER CHARACTERISTICS	
	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.

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

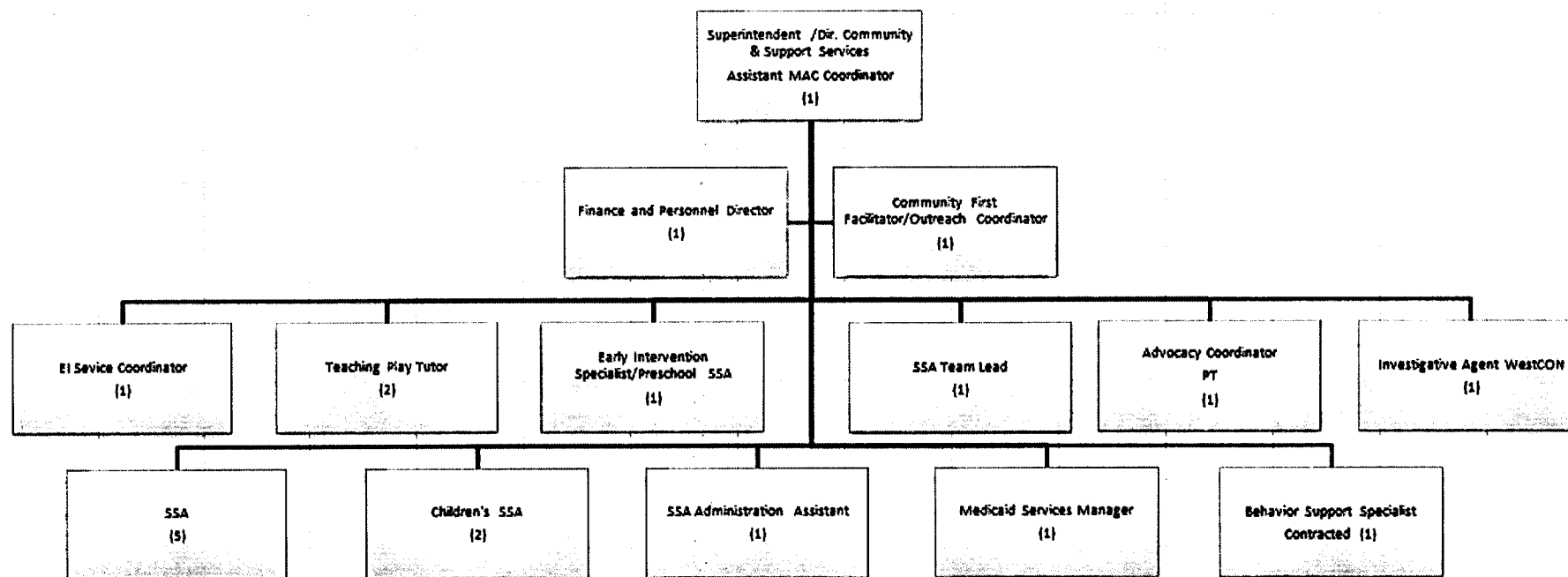
Code of Ethics & Acknowledgement by Incumbent to Position

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



Human Resources
1 Intermittent