



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:	
				Level 1: 62	
Ages: 0-2	33	Adults:	172	Transition Waiver (TDD): 0	
3-5	23	Total:	342	SELF Waiver: 2	
6-21	134			Total Waivers: 146	
Adults:	225				
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		1ST QTR	2ND QTR	Recvd 7/18	Recvd 8/18	Recvd 9/18	3RD QTR	4TH QTR	Total Received to Date	% Received	Balance to Receive	
		CY2018												
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	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				Spent				3RD QTR	4TH QTR	Total Spent to Date	% Spent	Balance Remaining
		CY2018	1ST QTR	2ND QTR	Spent 7/18	Spent 8/18	Spent 9/18							
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						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
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17	18	19	20	21	22	23
24	25	26	27			

MARCH						
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24	25	26	27	28	29	30
31						

APRIL						
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28	29	30				

MAY						
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JUNE						
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30						

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						
S	M	T	W	T	F	S
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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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