



PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**Tuesday, October 9, 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**
 - September 11, 2018 Regular Board Meeting Minutes
 - September 25, 2018 Personnel and Finance Committee Meeting Minutes
- VIII. Financial Report**
 - August 2018 Board Financial Statement
- IX. Board Committees**
 - Personnel and Finance Committee Meeting Update
- 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 – November 13, 2018 @ 6:00 p.m.

**Superintendent's Report
October 9, 2018**

Discussion Items

- 2019 Calendar

Action Items

- 2019 Operations Budget

Events and Activities (Superintendent/SSA Director)

- 09/04 DODD visit, Path to Employment
- 09/07 WestCon Board Meeting
- 09/12 All Team Meeting
- 09/14-21 Vacation
- 09/25 WestCon Annual Visit
- 09/25 Personnel and Finance Committee Meeting

Early Intervention Update

Submitted by, Kristen Gardner, Becky Hampton

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

Respectfully submitted by Amanda Kopf

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 Update

Respectfully submitted by Hollie Morgan

Active Individuals

Children: 186
82

Ages: 0-2 29
3-5 23
6-21 134

Adults: 225

Ages: 22-30 64
31-40 44
41-50 35
51-64 50
65+ 32

Total Active Individuals 411*

*The above number reflects 69 people living in an ICF/DD

SSA Services

Children: 168

Adults: 174

Total: 342

Waiver Services

Individual Options Waiver:

Level 1: 62

Transition Waiver (TDD): 0

SELF Waiver: 2

Total Waivers: 146

We have approximately 40 individuals who work in Community

The SSA team attended a statewide SSA forum, where they had the opportunity to learn more about Nursing Updates, Person Centered Planning, and Waiting list Updates & FAQ. The keynote speaker, Yvonne Pointer, motivational speaker and parent advocate spoke about staying hopeful in a seemingly hopeless environment through her own personal journey.

An individual we support has more than defied the odds stacked against her. She has had several brains surgeries that has led to her having half of her brain removed due to seizure activity. She is unable to see left of center and has cerebral palsy. This young lady is a true inspiration because she has looked beyond her own barriers and is reaching for the stars. She has gained community employment at the local library working 5 hours a week. She recently finished writing a book that she has been working on, and is hoping to get this book published in the near future.

Jodi Long was sworn in as a board member at 4:45 p.m. on Tuesday, September 11, 2018.

At 6:02 p.m. the Regular Meeting of the Preble County Board of DD held Tuesday, September 11, 2018, was called to order. Upon roll call: Dixie Gabbard aye; Stephanie Garrett, aye; Lisa Hoying, aye; and Jodi Long, aye. Eva Howard, Steve Hurd and Allie Shafer gave prior notice of not being able to attend.

Approval of Board Member Absence

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

Approval of Minutes

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

Financial Report

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

Financial Report

Bethany Schultz, Superintendent/SSA Director summarized the General Fund Revenue report, General Fund Expenditures Report and the General Fund-Cash Flow Statement.

Adjournment to Executive Session

A motion was made by Lisa Hoying and seconded by Jodi Long to adjourn into executive session at 6:11 pm for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment according to ORC 121.22 G4. Upon roll call: Dixie Gabbard aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, absent; Jodi Long, aye; and Allie Shafer, absent.

Adjournment from Executive Session

A motion was made by Lisa Hoying and seconded by Dixie Gabbard to adjourn out of executive session at 6:44 pm for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment according to ORC 121.22G4 with no action taken. Upon roll call: Dixie Gabbard aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, absent; Jodi Long, aye; and Allie Shafer, absent.

Table of Organization

Table of Organization was tabled

Compensation Policy

A motion was made by Jodi Long and seconded by Lisa Hoying to approve the Compensation Policy with the following changes. *SSA's starting range will be amended to \$20.91.* Upon roll call: Dixie Gabbard aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, absent; Jodi Long, aye; and Allie Shafer, absent.

Personnel and Finance Director Contract

A motion was made by Lisa Hoying and seconded by Dixie Gabbard to approve the Personnel and Finance Director's contract amendment #2 as presented. Upon roll call: Dixie Gabbard aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, absent; Jodi Long, aye; and Allie Shafer, absent.

Superintendent Contract

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

Adjournment

A motion was made by Lisa Hoying and seconded by Jodi Long to adjourn the meeting at 6:48pm. Upon roll call: Dixie Gabbard aye; Stephanie Garrett, aye; Eva Howard, absent; Lisa Hoying, aye; Steve Hurd, absent; Jodi Long, aye; and Allie Shafer, absent.

Finance/Personnel Committee
Meeting Minutes
September 25, 2018

Attending:

Board Members: Eva Howard, Dixie Gabbard; Superintendent: Bethany Schultz; Finance and Personnel Director: Lauran Franklin; Guest Board Member: Stephanie Garrett. The Finance/Personnel Committee Meeting was convened at 12:32 p.m. in the Preble County Board of DD Large Conference Room. Board Member Steve Hurd joined the meeting at 1:00 pm.

Finance and Personnel Director, Lauran Franklin, gave an overview of the proposed 2019 budgeted expenditures including waiver match projections, web site revisions, critical needs, and SODC placement funds.

Executive Session:

A motion was made by Eva Howard and seconded by Dixie Gabbard to adjourn into executive session at 1:43 pm for the purpose considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official as appropriate under ORC 121.22. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Steve Hurd, aye. Also participating in executive session were: Stephanie Garrett, Bethany Schultz, and Lauran Franklin.

Adjournment from Executive Session

A motion was made by Dixie Gabbard and seconded by Steve Hurd to adjourn from executive session at 2:11 pm with no action taken. Upon roll call: Dixie Gabbard, aye; Eva Howard, aye; Steve Hurd, aye.

The meeting was adjourned at 2:12 pm.

Preble CBDD
REVENUE AND EXPENDITURE REPORTS – August 2018
Monthly Report

Revenues (Total CY2018 Budget \$2,536,904) (156% collected):

LEVY – General Property - Our budget this year is \$1,599,027 excluding the 1.9 mil additional that was voted in November 2017, after the budget was completed and approved by the County Commissioners. We received \$1,872,732 in March and received our second deposit of \$1,410,711 in August.

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

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

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 August. For 2018, we projected \$212,082 in subsidy revenue.

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

TITLE XX – \$2,942 in revenue was received in August. 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 \$18,490 in revenue for the month of August. For 2018, we budgeted \$275,000 for this line item.

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

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

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

LEVY – Trailer Tax Settlement – We have received a total of \$1,052 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 August.

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 \$26,348 in August.

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 \$0 in August.

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

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

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

Expenditures (Target 66.6% - Total CY2018 Expenditures Budget \$3,356,995):

PAYROLL – There were \$45,684 in salaries posted in the month of August. 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 August is \$8,908. Our budget for the year is \$142,810.

MEDICARE – Of the \$10,139 in budgeted in Medicare benefits, we spent \$626 this month.

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

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

HEALTH INSURANCE – Of the \$313,469 in budgeted health care benefits, we spent \$17,167 in health insurance during the month of August.

DENTAL INSURANCE – Of the \$14,849 in budgeted dental benefits, in August we spent \$952.

SUPPLIES – In August, we spent a total of \$1,767 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 August.

CONTRACT SERVICES – In August, we spent a total of \$19,672. 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 August 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 August for misc. charges. Our budgeted total is \$1,000 for the year.

TRAVEL & EXPENSES – The \$1,656 in travel costs for August were primarily for employee mileage reimbursements and training / seminar registration costs. This year we budgeted \$30,000 for this line item.

TRANSPORTATION – We totaled \$2,294 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 \$13,297 in August.

GASOLINE – Our annual budget for fuel in 2018 is \$2,000 and in August we spent \$141 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 \$1,806 in August.

WAIVER MATCH – In 2017, waiver match was removed from the "Other Expenses" line and given its own line. We budgeted \$1,498,282 in Waiver Match for 2018, which includes an adjustment made by the commissioner due to anticipated end of year 2017 funds, and expended \$289,588 in August. Waiver Match is paid on a quarterly basis.

**Preble CBDD
General Fund - Cash Flow Statement
CY2018 - As of 08.31.18**

	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	\$ 4,705,482.07	\$ 2,183,777.95	\$ 2,183,777.95
Revenue	2,070,010.55	274,034.12	124,176.75	1,489,546.05	-	1,613,722.80	-	3,957,767.47	2,536,904.69
Expenditures	420,430.69	471,783.10	140,285.26	403,564.30	-	543,849.56	-	1,436,063.35	3,356,995.69
Ending Fund Balance	\$ 3,833,357.81	\$ 3,635,608.83	\$ 3,619,500.32	\$ 4,705,482.07	\$ 4,705,482.07	\$ 4,705,482.07	\$ 4,705,482.07	\$ 4,705,482.07	\$ 1,363,686.95

10.09.18

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 08.31.18**

Acct #	Description	Appropriations					Recvd 9/18	3RD QTR	4TH QTR	Total Received to Date	% Received	Balance to Receive
		CY2018	1ST QTR	2ND QTR	Recvd 7/18	Recvd 8/18						
400-010011	Levy-General Prop.	\$ 1,599,027.71	\$ 1,872,732.65	\$ -	-	-	\$ 1,410,711.82	\$ -	\$ 3,283,444.47	205.3%	(1,684,416.76)	
400-012061	Levy- Rollback	230,951.81	-	144,493.34	-	-	-	-	144,493.34	62.6%	86,458.47	
400-010021	Tangible Personal Property	-	-	-	-	-	-	-	-	n/a	-	
400-021357	State DD Payments	212,082.00	53,091.76	53,376.92	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	-	73,251.35	114,122.18	41.5%	160,877.82	
400-010018	Public Utilities Reimbursement	-	-	-	-	-	-	-	-	n/a	-	
400-010023	TPP Tax Replacement	-	-	-	-	-	-	-	-	n/a	-	
400-025467	Gifts and Donations	190.00	1,000.00	51.49	-	-	-	-	1,051.49	553.4%	(861.49)	
400-025486	Other State Receipts	30,000.00	1,500.00	1,500.00	-	30,000.00	-	30,000.00	33,000.00	110.0%	(3,000.00)	
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	-	9,379.92	-	36,240.60	66.9%	17,914.40	
450-025489	Refunds	500.00	29,133.06	2,539.21	7,759.11	-	7,759.11	-	39,431.38	7886.3%	(38,931.38)	
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	\$ -	\$ 1,613,722.80	\$ 3,957,767.47	156.0%	\$ (1,420,862.78)	
									foot	3,957,767.47	66.6%	Target

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**Preble County Board of DD
General Fund Expenditures Report
CY2018 - As of 08.31.18**

Acct #	Description	Appropriations					Total Spent to		Balance Remaining				
		CY2018	1ST QTR	2ND QTR	Spent 7/18	Spent 8/18	Spent 9/18	3RD QTR		4TH QTR	Date	% Spent	
101002	Salaries - Employees	699,240.03	\$ 139,227.25	\$ 171,177.10	48,811.74	45,684.75		\$ 94,496.49	\$ -	\$ 404,900.84	57.9%	\$ 294,339.19	
102020	PERS	142,810.00	30,587.08	32,432.68	9,544.23	8,908.60		18,452.83	-	81,472.59	57.0%	61,337.41	
103030	Medicare	10,139.00	1,908.71	2,367.54	671.07	626.26		1,297.33	-	5,573.58	55.0%	4,565.42	
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		35,123.64	-	175,194.19	55.9%	138,274.81	
106061	Dental Insurance	14,849.00	2,947.60	2,959.70	1,003.42	952.86		1,956.28	-	7,863.58	53.0%	6,985.42	
112170	Supplies	12,000.00	812.39	1,234.30	551.56	1,767.16		2,318.72	-	4,365.41	36.4%	7,634.59	
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		36,435.79	-	161,985.37	71.6%	64,212.63	
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		2,505.38	-	8,040.00	26.8%	21,960.00	
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		43,150.74	-	235,206.69	84.0%	44,963.31	
119530	Gasoline	2,000.00	101.75	211.71	-	141.17		141.17	-	454.63	22.7%	1,545.37	
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		3,767.19	-	19,988.95	47.7%	21,911.05	
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	\$ -	\$ 543,849.56	\$ -	\$ 1,436,063.35	42.8%	\$ 1,920,932.34	
										foot \$	1,436,063.35	66.6%	Target

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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						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27			

MARCH						
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						

APRIL						
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				

MAY						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
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						

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 (OFFICES CLOSED TO PUBLIC)

MAY

27 MEMORIAL DAY (ALL OFFICES CLOSED)

JULY

4 INDEPENDENCE DAY (ALL OFFICES CLOSED)

SEPTEMBER

2 LABOR DAY (ALL OFFICES CLOSED)

OCTOBER

7 COLUMBUS DAY (ALL OFFICES CLOSED)

11 INSERVICE DAY (OFFICES CLOSED TO PUBLIC)

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
	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			

AUGUST						
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

SEPTEMBER						
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					

OCTOBER						
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		

NOVEMBER						
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

DECEMBER						
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	1	2		