

#### PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Tuesday, September 11, 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 <u>VISION</u> 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 <u>MISSION</u> 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
  - ➤ August 14, 2018 Regular Board Meeting Minutes
- VIII. Financial Report
  - > July 2018 Board Financial Statement
- IX. Board Committees
- X. Superintendent Report
- XI. Hearing of the Public
- XII. Executive Session according to ORC 121.22 G4:
  - Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- XIII. Adjournment

Next Board Meeting – October 9, 2018 @ 6:00 p.m.

#### Superintendent's Report September 11, 2018

#### **Action Items**

> Pending Executive Session

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

- ➤ 08/16 All Staff Meeting\Board Updates
- > 08/22 SSA Team Meeting
- ➤ 08/22 Regional Superintendent Meeting
- > 08/23 Cost Report Review
- > 08/27 2019 Budget meeting
- > 08/29 Electronic Records meeting
- Monthly Rotary meetings, screening applicants and interviewing for open SSA positions. Preble County Commissioners appointed Jodi Long to the Board, Welcome Jodi!

#### **Early Intervention Update**

Submitted by, Kristen Gardner, Becky Hampton

There were twenty-seven children served during the month of August. There was one enrollment for Early Intervention services and two exited the program. There were five new enrollments completed for Help Me Grow. We completed two Bayley evaluations, attended three Individual Family Service Plan meetings and one Transition Planning Conference. We completed twenty-six home visits and had eighteen cancellations. We also participated in Pause and Track-n-Treat meetings, Donuts with Di webinars on Vision, the Opioid Crisis and Routine Based Interviews. We toured the new Camden Head Start classrooms, took part in the Camden Primary and Twin Valley South Resource Fairs, and completed our defensive driving course.

#### **Community Outreach Update**

Respectfully submitted by Amanda Kopf

Next month, we will be having our annual Track-N-Treat event at the ASK Playground. The event is set for October 23<sup>rd</sup> from 5:00pm-6:30pm. We will be partnering with the Nazarene Church, Butler County ESC, and the Preble County District Library again this year. Some added features will be cotton candy and a photo station where the kids will get their photos in front of a green screen and choose their favorite background. This event grows larger and larger each year and we really rely on candy donations. 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!

The Ohio Department of Natural Resources has selected Preble County to receive a \$35,000 Capital Improvement grant for a Community Parks, Recreation, and Conservation Project. We will be calling Game Time, the business we used to purchase original equipment for the ASK Playground, and asking them what features we can add to the existing equipment. We will also look for any equipment that may need to be replaced or updated.

On August 9<sup>th</sup>, we had a table set up at the Community Resource Fair at Camden Primary. Families that had registered for the event were able to get a free lunch, a pair of brand new shoes, a backpack full of school supplies, and even a haircut. It was well attended and we received a lot of questions about Early Intervention. We had a table set up at another Back to School event at Twin Valley South on August 15<sup>th</sup>.

The regional Self-Advocacy group met on August 28<sup>th</sup> in Darke County and it was an awesome meeting! Sue Huston along with Darke County's self-advocates led the meeting and encouraged everyone to identify their special gifts and find ways to give back to the community. We sang several songs about volunteerism and community. It really got our Preble County self-advocates thinking about ways that they want to give back to their community.

#### SSA Update

Respectfully submitted by Hollie Morgan

<u>e Indivi</u>	<u>duals</u>		SSA Service	<u>es</u>	Waiver Services
ren:		180	Children:	167	Individual Options Waiver: 81
0-2	27		Adults:	168	Level 1: 62
3-5	20		Total:	335	SELF Waiver: 2
6-21	133				
s:		226			Total Waivers: 145
22-30	65				
31-40	44				
41-50	34				
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	ren: 0-2 3-5 6-21 s: 22-30 31-40 41-50 51-64	0-2 27 3-5 20 6-21 133 s: 22-30 65 31-40 44 41-50 34 51-64 50	ren: 180  0-2 27  3-5 20  6-21 133  s: 226  22-30 65  31-40 44  41-50 34  51-64 50	ren: 180 Children: 0-2 27 Adults: 3-5 20 Total: 6-21 133 s: 226 22-30 65 31-40 44 41-50 34 51-64 50	ren: 180 Children: 167 0-2 27 Adults: 168 3-5 20 Total: 335 6-21 133 s: 226 22-30 65 31-40 44 41-50 34 51-64 50

#### **Total Active Individuals 406\***

#### We have approximately 40 individuals who work in Community

The SSA team met with Keith Banner, *Employment & Community Life Engagement Project Manager* from the Ohio Department of Disabilities, also in attendance was Opportunities for Ohioans and L&M Products to discuss employment supports. The goal was to discover how all agencies can work together to provide positive employment outcomes for Individuals. The primary barrier to securing employment and retention is transportation. Individuals, need access to transportation outside of the typical work week schedule of Monday through Friday 8-5. Without reliable transportation, hinders Individuals from obtaining employment in the community. We have shared this barrier with Preble County Mobility Manager.

<sup>\*</sup>The above number reflects 71 people living in an ICF/DD

Stephanie Garrett was sworn in as a board member at 5:45 p.m. on Tuesday, August 14, 2018.

At 6:00 p.m. the Regular Meeting of the Preble County Board of DD held Tuesday, August 14, 2018, was called to order. Upon roll call: Stephanie Garrett, aye; Eva Howard, aye; Steve Hurd, aye; Allie Shafer, aye; Dixie Gabbard and Lisa Hoying were absent from the meeting.

#### **Approval of Board Member Absence**

A motion was made by Allie Shafer and seconded by Steve Hurd to excuse Lisa Hoying from the meeting with prior notice and Dixie Gabbard without prior notice. Upon roll call: Dixie Gabbard, absent; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, aye; Allie Shafer, aye.

Note: Dixie Gabbard arrived to the meeting at 6:03 pm.

#### **Approval of Minutes**

A motion was made by Allie Shafer and seconded by Dixie Gabbard to approve the June 2018 Regular Board Meeting Minutes, August 2, 2018 Personnel and Finance Committee Meeting Minutes, and the August 2, 2018 Policy Committee Meeting Minutes. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, abstain; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, abstain; Allie Shafer, aye.

#### **Financial Report**

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

Finance and Personnel Director, Lauran Franklin reviewed the financial report for the months of May and June 2018. The beginning fund balance for May was \$3,906,785. The ending fund balance for June was \$3,635,608. Revenue received included Title XX, which helps pay for the Early Intervention program, Title XIX, which is a funding stream for the SSA's, Waiver administration/MAC payment, which helps fund the Superintendent, Finance and Personnel Director, Medicaid Service Manager, and SSA Assistant positions, and HMG Part C which helps reimburse for the EI Service Coordinator position. Expenditures for June included a three salary month, which increased payroll, PERS, and Medicare. Other expenses for May includes a stay for an individual in a Developmental Center for 6 months.

#### **Contracts**

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

#### **Policy Changes**

A motion was made by Stephanie Garrett and seconded by Allie Shafer to approve changes to the following policies: Personnel Policies and Procedures Section 2 Table of Contents; 2.0 Personnel Policy; 2.1 Dress and Personal Appearance; 2.2 Expense Reimbursement; 2.3 Solicitation; 2.4 Disciplinary Action; Personnel Policies and Procedures Section 3 Table of Contents; 3.13 Independent Provider Overtime. Upon roll

call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, aye; Allie Shafer, aye.

#### 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 June 12, 2018 – August 10, 2018.

#### **ASK Playground**

Last month the Board approved the replacement of the Tot Swing, the price quoted (\$277.00) did not include the hardware to install, and the total price paid for the swing was \$313.00. Chris Miley installed the swing and applied safety warning labels. The Board has grant dollars available from the department of natural resources to provide enhancements to the playground. The grant request was originally completed by a previous team member for the purposes of installing cameras and lighting. The planning for the items was prior to the sale of the old L&M building, which the cameras and lighting could be connected into the building. We currently have signs at the playground indicating camera surveillance. There was an incident last month in which a youth was assaulted, the parent called to request a look at the video. Consider removing the signs. Other options to consider for the use of grant dollars would be to install restroom facilities. The cost would exceed the available grant dollars, would need to consider how to raise additional funds. Additionally, consider the ongoing costs of adding restroom facilities, (water, electric, cleaning, supplies, vandalism, etc.) Currently the Board supports the park with replacing equipment when needed, lawn care and trash pickup.

#### **HIT Foundation**

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

#### **Early Intervention**

There were twenty-nine children served by Early Intervention services. There was one enrollment and no exits. Help Me Grow received six new referrals and completed four new enrollments. The team completed three Bayley evaluations. They also participated in six Individual Family Service Plan meetings and a Donuts with Di webinar on "Frequency: More is Better". This discussion centered on how to determine how often we see a child and for how long each visit. They completed 29 visits and had 21 cancellations. In June, a SOYA family picnic at Safari Junction, Home of Valley Exotic Zoo was hosted. As always, we are grateful for the support of Jamie and Dianna Beneke and the use of their facility.

#### **Community Outreach Update**

On June 24<sup>th</sup> we attended the Preble County Boom-N-Blast at the Preble County Medical Center. We handed out lots of information as well as some fun, patriotic giveaways for the kids. We had several questions about Help Me Grow and Early Intervention. There was a huge turn out and everyone had a great time. We also had a Back to School Supply Drive where DD staff donated enough school supplies for 5 of our school age kids that we serve. It seems as though every year the list of supplies gets longer and longer and we wanted to help ease the burden for a few families this year. The Preble County Board of DD was represented at several events this summer: The Better Life BBQ held in the parking lot of Eagles Point and organized by the Substance Abuse Prevention Partnership (SAPP); Bridges, Bikes, and Blues at the Historical Society, and Purple

Paws, Preble Pets Against Domestic Violence which was organized by the YWCA Domestic Violence Shelter and held at Eaton's new Bark Park at Water Works Park.

#### **SSA Team**

Bethany Schultz gave an overview of the SSA report including 405 active individuals and 40 individuals who work in the community.

#### **Adjournment to Executive Session**

A motion was made by Steve Hurd and seconded by Allie Shafer to adjourn into executive session at 6:53 pm for the purpose of discussing employment of a public employee. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, aye; Allie Shafer, aye.

#### **Adjournment from Executive Session**

A motion was made by Stephanie Garrett and seconded by Allie Shafer to adjourn out of executive session at 8:15 pm for the purpose of discussing employment of a public employee. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, aye; Allie Shafer, aye.

#### **Compensation Policy - Tabled**

2018 Salary Ranges - Tabled

 $\begin{tabular}{ll} \textbf{Table of Organization, EI Service Coordinator combining with Children's SSA-Tabled} \\ \end{tabular}$ 

#### 2018 Calendar

A motion was made by Allie Shafer and seconded by Dixie Gabbard to make no changes to the current 2018 annual calendar. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, aye; Allie Shafer, aye.

#### Adjournment

A motion was made by Dixie Gabbard and seconded by Steve Hurd to adjourn the meeting at 8:23 pm. Upon roll call: Dixie Gabbard, aye; Stephanie Garrett, aye; Eva Howard, aye; Lisa Hoying, absent; Steve Hurd, aye; Allie Shafer, aye.

### Preble CBDD REVENUE AND EXPENDITURE REPORTS – July 2018

#### **Monthly Report**

#### Revenues (Total CY2018 Budget \$2,536,904) (97.3% collected):

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

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

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

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

DODD SUBSIDIES – \$52,276 in revenue was received in July. 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 July. 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 \$54,760 in revenue for the month of July. 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 July and budgeted only \$190 for this line item.

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

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 July.

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 July.

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 \$9,379 in July.

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 \$7,759 in refunds in July and budgeted \$500 for the year.

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

#### Expenditures (Target 58.3% - Total CY2018 Expenditures Budget \$3,356,995):

PAYROLL – There were \$48,811 in salaries posted in the month of July. 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 July is \$9,544. Our budget for the year is \$142,810.

MEDICARE – Of the \$10,139 in budgeted in Medicare benefits, we spent \$671 this month.

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

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

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

DENTAL INSURANCE - Of the \$14,849 in budgeted dental benefits, in July we spent \$1,003.

SUPPLIES – In July, we spent a total of \$551 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 July.

CONTRACT SERVICES – In July, we spent a total of \$16,763. Our 2018 annual projection for this line item is \$226,198. This line item pays for utilities and other contracted services.

RENTALS – We budgeted \$51,965 for our 2018 rental payment for SSA and Administrative office space. A total of \$12,201 was distributed in July to comply with our rental agreement for 2018. Rental payments are made on a quarterly basis.

ADVERTISING & PRINTING – We expended \$120 from this line item in the month of July for misc. charges. Our budgeted total is \$1,000 for the year.

TRAVEL & EXPENSES – The \$848 in travel costs for July 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 \$29,852 in July.

GASOLINE - Our annual budget for fuel in 2018 is \$2,000 and in July we spent \$0 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 Children's Special Olympics. We budgeted \$0 for 2018.

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

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 July. Waiver Match is paid on a quarterly basis.

## Preble CBDD General Fund - Cash Flow Statement CY2018 - As of 07.31.18

	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 \$ 3,619,500.32 \$ 3,635,608.83 \$ 3,619,500.32 \$ 2,183,777.95	\$ 2,183,777.95	\$ 3,833,357.81	\$ 3,635,608.83	\$ 3,619,500.32	\$ 3,619,500.32	3,635,608.83	\$ 3,619,500.32	\$ 2,183,777.95	\$ 2,183,777.95
Revenue	2,070,010.55	274,034.12	124,176.75	1	ı	- 124,176.75	ī	2,468,221.42	2,536,904.69
Expenditures	420,430.69	420,430.69 471,783.10	140,285.26	1	1	140,285.26	ı	1,032,499.05	3,356,995.69
Ending Fund Balance	\$ 3,833,357.81	\$ 3,833,357.81 \$ 3,635,608.83 \$ 3,	\$ 3,619,500.32	\$ 3,619,500.32	619,500.32 \$ 3,619,500.32 \$ 3,619,500.32 \$ 3,619,500.32 \$ 3,619,500.32 \$ 3,619,500.32	3,619,500.32	\$ 3,619,500.32	\$ 3,619,500.32	\$ 1,363,686.95

09.11.18

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 07.31.18

	Appropriations										
Acct # Description	CY2018	1ST QTR	2ND QTR	Recvd 7/18	Recvd 8/18	Recvd 9/18	3RD OTR	ATH OTP	Total Received to Date	Positional 70	or the Contract of
400-010011 Levy-General Prop.	\$ 1,599,027.71 \$	1,872,732.65 \$					6	1	4 1 870 720 GE	100	Dalance to Receive
400-012061 Levy-Rollback	230.951.81	•	144 403 34						_	VT'.17	(2/3,/04:94)
400-010021 Tancible Personal Property			10000	•				1	144,493.34	62.6%	86,458.47
		•		•				•	•	n/a	1
400-02135/ State DD Payments	212,082.00	53,091.76	53,376.92	52,276.92			52,276.92	r	158.745.60	74 9%	53 236 40
400-021367 Title XX	17,000.00	2,465.76	2,395.71	•				1	4 861 47	70 00	27.00.40
400-021362 Title XIX - Case Management	275,000.00	17,586.93	23,283,90	54.760.80			54 760 80		1,00,10	20.0%	12,136.33
400-010018 Public Utilities Reimbursment	1						21,00.00	ı	90,150,09	34.8%	1/9,368.37
400-010023 TPP Tax Replacement	1	•					•	ı		n/a	ı
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400-025460 Officer State Receipts	30,000.00	1,500.00	1,500.00	,			,	•	3,000.00	10.0%	07.000.00
400-010025 Trailer Tax Settlement	1,998.17	2,537.91	,	,			•	٠	2 537 91	127 0%	(47.003)
400-015121 Title XIX - Day Hab/Transportation	,	1	•	1			1		19:100,4	%O.721	(539.74)
400-015144 ICF/MR Reimbursement	1	50 050 08	•				•	ı	. :	n/a	
ADD-021368 Weiver Administration	115 000 00	00,000,00		•			ı		50,050.08	n/a	(50,050.08)
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450-025489 Refunds	200.00	29,133.06	2,539.21	7,759.11			7,759.11	•	39 431 38	7886 3%	(28 021 20)
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450-025491 Rent	1	•	•	•						n/a ,	
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400-025500 Special Olympics			·				•		1,220.71	177.7%	(226.71)
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								foot	2,468,221.42	58.3%	Target

These francial statements are presented in accordance with the requierments of the Phebia County Dount of DO which may differ from gunrarily accepted accounting principles. Accordingly, these francial 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 07.31.18

\$ 139,227.25 \$ 171,177.10 48,811.74 30,587.08 32,432.68 9,544.23 1,908.71 2,367.54 671.07 66,925.91 73,144.64 17,956.50 2,947.60 2,959.70 1,003.42 812.39 1,234.30 551.56	Speni of 10 Speni 9/10			, j-c		
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These financial statements are presented in accordance with the requirements of the Proble County Board of DD which may differ from generally accepted accounting principles.

30.8% \$ 2,324,496.64 Target

\$ 1,032,499.05 1,032,499.05

58.3%

foot \$

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.