



Regular Board Meeting

DATE: *Tuesday, September 18, 2018*

TIME: *6:00 p.m.*

LOCATION: *Administration*
795 College Avenue
Lancaster, Ohio 43130

REGULAR BOARD MEETING AGENDA



Preliminary
REGULAR BOARD
MEETING AGENDA

Tuesday, September 18, 2018

- I. Call to Order**
- II. Roll Call**
- III. Additions/Corrections to the Agenda**
- IV. Public Comment** (5 minutes per person)
- V. Approval and Signing of Minutes (Appendix A)**
 - Regular Board Meeting Minutes– August 21, 2018
- VI. Resolution 2018-09-01a:**
Ratification and Signing of Expenditures (Appendix B)

Resolution 2018-09-01b:
Ratification and Signing of Expenditures (Appendix B)

Resolution 2018-09-02:
Approval of the Financial Statements (Appendix B)
- VII. Committee Reports (Appendix C)**
 - A. Finance Committee**
 - B. Human Resources Committee**
 - C. Program Services Committee**
 - D. Facilities Committee**
 - E. Ethics Committee**
 - F. Ad Hoc Committee on County Board Alliances**

G. Social Purpose Enterprise Committee

H. Financial Advisory Committee

I. OACBDD Advocacy Chair

VIII. President's Update

IX. Superintendent's Update

X. Leadership Team Report (Appendix D)

XI. New Business (Appendix E)

A. Resolution 2018-09-03:

Limited Employment Contract– Kyle Miller

B. Resolution 2018-09-04:

Limited Employment Contract– David Uhl

C. Resolution 2018-09-05:

Supplemental Contract (Ancillary Coordinator) – Lori Burns

D. Resolution 2018-09-06:

New Contract— The Stepping Stones Group

E. Resolution 2018-09-07:

Contract Renewal– Fairfield County ESC (Lunch Delivery)

F. Resolution 2018-09-08:

Donation

G. Resolution 2018-09-09:

Vehicle Purchase (Wheelchair Assessible Van)

H. Resolution 2018-09-10:

Request to Solicit Bid— Cooling Tower at Forest Rose School

I. Resolution 2018-09-11:

Request to Solicit Bid— Playground Equipment

J. Resolution 2018-09-12:

Appropriate from Unappropriated

- K. Resolution 2018-09-13:**
Revised Position Descriptions— Community Connections Coordinator, Introduction and Eligibility Specialist, Art Coordinator, Community Support Specialist and Ancillary Services Coordinator
 - L. Resolution 2018-09-14:**
Policies for Review and Approval— Readopted
 - M. Resolution 2018-09-15:**
Policies for Review and Approval— Revised
 - N. Resolution 2018-09-16:**
Resignations/Terminations/Retirements
 - O. Resolution 2018-09-17:**
Purchase of a Sprinkler System
 - P. Resolution 2018-09-18:**
License Agreement— Ohio Alliance of Direct Support Professionals, Inc.
 - Q. Informational Items:**
Procedures for Review
Grant Awardee Announcement
 - R. Items from Board Members:**
- XII. Reflection:** What have we done at this meeting to help bring about a vibrant community where people lead fulfilling lives and make meaningful contributions?
- XIII. Executive Session:**
To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.
- XIV. Adjournment**

APPENDIX A

Meeting Minutes

- ***08/21/2018, Regular Board Meeting***



REGULAR BOARD MEETING MINUTES

Tuesday, August 21, 2018

I. Call to Order

The meeting was called to order at 6:10 p.m. by President Mark Weedy.

II. Roll Call

Present Absent Prior Notice

Linda Barber	X			
Elizabeth Burwell		X	X	
Bob Competti	X			
Sharon Murphy	X			
Theresa Nixon	X			
Sharon Scruggs	X			
Mark Weedy	X			

Staff Present:

John Pekar, Superintendent	Gaynor Pfeffer, Executive Assistant
Temple Custer-Gagni, Director of Community Relations	Ray Schmidt, Director of Quality, Innovation and Planning
Cindy Hillberry, Director of Human Resources and Operations	Wendy Ricker, Director of Services and Supports
Jodi Blais, Director of Educational Services	Beth Seifert, Chief Fiscal Officer
David Uhl, Director of Business Development and Gov't Relations	

Others Present:

Dayna Rhea, President of the Forest Rose Education Association
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III. Additions/Corrections to the Agenda

- There were no additions or corrections to the agenda.

IV. Public Comment

- Dayna Rhea stated that a small group from Forest Rose School went to the Opportunity Center and looked through the items left behind by Learning

Never Ends. The found quite a few items that could be put to good use in the classrooms and Forest Rose and are anxiously awaiting the delivery.

V. Approval and Signing of Minutes

- Regular Board Meeting Minutes– July 17, 2018

Moved by Theresa Nixon and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities approves the July 17, 2018 regular board meeting minutes, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy			X
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

VI. Resolution 2018-08-01a: Ratification and Signing of Expenditures

Moved by Bob Competti and seconded by Linda Barber that the Board accepts and approves Resolutions 2018-08-01a, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

Resolution 2018-08-01b: Ratification and Signing of Expenditures

Moved by Theresa Nixon and seconded by Sharon Murphy that the Board accepts and approves Resolutions 2018-08-01b, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti			X
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

Resolution 2018-08-02: Approval of Financial Statement

Moved by Sharon Murphy and seconded by Linda Barber that the Board accepts and approves the July 2018 financial statements, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

VII. Committee Reports

A. Finance Committee

No report.

B. Human Resources Committee

No report.

C. Program Services Committee

No report.

D. Facilities Committee

The Facilities Committee minutes from June 19, 2018 were attached.

E. Ethics Committee

No report.

F. Ad Hoc Committee on County Board Alliances

No report.

G. Social Purpose Enterprise Committee

No report.

H. Financial Advisory Committee

The Financial Advisory Committee met on Tuesday, July 24, 2018. David Uhl attended and talked about social return on investment. Beth Seifert stated that the committee asked for information regarding staffing trends. They asked about adding enrollment numbers to the slides and Beth will work on that for the next meeting

I. OACBDD Advocacy Chair

No report.

VIII. President Update

There was no President update.

IX. Superintendent's Update

The Superintendent mentioned last month about a long-term behavior support grant from the Department that we were applying for in partnership with other agencies. However, there were some requests from the Department that the provider could not meet. We plan to meet with the provider and see if we can pull off a long-term behavior support plan meeting our needs, in partnership with Licking DD and Perry DD.

We are still waiting to hear back about the remote supports grant that we applied for.

The "Behavior Respite" grant in partnership with Perry and Licking counties and Mt. Aloysius began staff training on Monday at PRO and we are starting to move into the next phase.

The Superintendent's conference last week was centered around sustainability and affordability going into the future. The entire group felt that "county board authority" is a priority and finally moved it up to the top 5 planks in the Superintendents Association paper which will be given to Governor candidates. This was nice to see.

We did not have the lease with the Educational Service Center (ESC) on agenda as the Superintendent met with Marie Ward on Wednesday of last week

discussing the number of kids attending that meet Fairfield DD eligibility requirements. If a good number of them meet eligibility requirements for Fairfield DD, we can consider not charging rent. John suggested that they begin the process of going through our eligibility for our services, so we can make a decision regarding rent.

Board Training – every member needs to have board training. DODD has identified 4 topics that they would like to see board members receive training. We can get this done in one setting with the rest of the needed hours by board members. If board members can identify potential dates and times, then we can arrange to have these items covered.

Merit Pay System – the Superintendent is requesting a committee of board members to sit down with Cindy Hillberry and himself to review the current merit pay system and give some direction.

X. Leadership Team Report— Written Report Attached

Bob Competti asked Jodi Blais about the Autism camp. Jodi stated that this camp is sponsored by FMC.

Bob Competti asked how the Equestrian team did? Temple Montanez stated that she is still waiting to hear and will send out an update.

Theresa Nixon asked about Bridges to Equality and if they are going to be getting information to us. Ray Schmidt stated “yes” and it is in high gear planning right now. Tentatively scheduled for the end of September. Ray will forward more information when he receives it.

XI. New Business

A. Resolution 2018-08-03:

Limited Employment Contract– Michelle Wright

Moved by Bob Competti and seconded by Theresa Nixon that the Board accepts and approves Resolution #2018-08-03, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

B. Resolution 2018-08-04:

Contract Renewal– Smalley Physical Therapy, LLC

C. Resolution 2018-08-05:

Contract Renewal— Karen Wideman

Moved by Linda Barber and seconded by Sharon Murphy that the Board accepts and approves Resolutions #2018-08-04 and #2018-08-05, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

D. Resolution 2018-08-06:

Contract Renewal– Fairfield County Board of Education (Routine Nursing)

Moved by Sharon Scruggs and seconded by Linda Barber that the Board accepts and approves Resolution #2018-08-06, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

E. Resolution 2018-08-07:

Donation

Moved by Theresa Nixon and seconded by Bob Competti that the Board accepts and approves Resolution #2018-08-07, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

F. Resolution 2018-08-08:

Approval of Bus Stops

Moved by Sharon Scruggs and seconded by Theresa Nixon that the Board accepts and approves Resolution #2018-08-08, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

G. Resolution 2018-08-09:

Creation of New Position– Individual Support Coordinator (Resource Assessment)

Moved by Linda Barber and seconded by Bob Competti that the Board accepts and approves Resolution #2018-08-09, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

H. Resolution 2018-08-10:

New Contract– The Stepping Stones Group (OT Services)

Moved by Sharon Murphy and seconded by Theresa Nixon that the Board accepts and approves Resolution #2018-08-10, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

I. Resolution 2018-08-11:

Transfer Funds

Moved by Linda Barber and seconded by Sharon Scruggs that the Board accepts and approves Resolution #2018-08-11, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

J. Resolution 2018-08-12:

Polices for Review and Approval— Readopted

K. Resolution 2018-08-13:

Polices for Review and Approval— Revised

Moved by Theresa Nixon and seconded by Linda Barber that the Board accepts and approves Resolutions #2018-08-12 and #2018-08-13, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

L. Resolution 2018-08-14:
Resignations/Terminations/Retirements

Moved by Theresa Nixon and seconded by Bob Competti that the Board accepts and approves Resolution #2018-08-14, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

M. Informational Items:
Procedures for Review
2017 Staff Survey Results
2017 Staff Survey Talking Points

Sharon Murphy asked if we need to look into HR-41 since a lot of staff had comments in survey. Cindy Hillberry stated that most of the comments in the survey revolve around how to let people work to make up their time. They could work extra hours in the week to make up sick time off during the week. However, two years ago we got an opinion from our legal counsel that this process was in violation of Ohio Revised Code. When out for sick leave; you need to use sick leave. That is what most of the discontent came from. So, we did away with allowing employees to make up sick time, but we also did away with discipline policy from using too much sick time.

Sharon stated that it seems like there needs to be a lot of spelling out and explaining to staff, and have we done that along with good communication. Cindy stated that we have, and we have also conducted small meetings at every location. Those comments in the survey came from only a handful of staff.

Staff Survey Results and Talking Points – The Superintendent stated that there is a lot of information in the survey and talking points and apologized for getting this out so late. However, we met with all the buildings about the results sometime in June and spent a good amount of time working through this as a senior leadership team. We can go in depth at another time or during our board member training. One document is the actual complete document itself with comments and the other is a 2-page talking points summary that John went over with staff at each of the building location along with what we plan on doing and major themes we pulled out. If we discuss at the training, please send any of your comments that need clarification to John so he can prepare to go over.

N. Items from Board Members:

There were no items from the board members.

XII. Reflection: What have we done at this meeting to help bring about a vibrant community where people lead fulfilling lives and make meaningful contributions?

- Thanks to Art and Clay on Main and Square 7 for hosting the board meeting.

XIII. Executive Session

Moved by Theresa Nixon and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities enters into executive session to consider the employment of a public employee.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

The Board went into executive session at 6:39 p.m.

The Board returned from executive session at 7:09 p.m.

XIV. Adjournment

Moved by Theresa Nixon and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities adjourns the meeting.

Vote:	Yes	No	Abstain
Linda Barber	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

Meeting adjourned at 7:09 p.m.

Gaynor Pfeffer
Recording Secretary

Mark Weedy, President
Fairfield County Board of
Developmental Disabilities

Linda Barber, Secretary
Fairfield County Board of
Developmental Disabilities

APPENDIX B

Finance Reports



Resolution # 2018-09-01a

September 18, 2018

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR AUGUST 2018

WHEREAS, the Fairfield County Board of Developmental Disabilities has reviewed the August 2018 expenditures,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the August 2018 expenditures except for check #5264743 to Fairfield Medical Center for occupational therapy services and check #5265400 and #5265401 to Innerphase Video Productions for sponsorship during parade coverage and during the Lancaster Festival.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-01a.

Linda Barber, Board Secretary



Resolution # 2018-09-01b

September 18, 2018

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR AUGUST 2018

WHEREAS, the Fairfield County Board of Developmental Disabilities has reviewed the August 2018 expenditures, and

WHEREAS, the following expenditures to Fairfield Medical Center and Innerphase Video Productions have been separated from Resolution #2018-09-01a:

- #5264743 (FMC)
- #5265400 (IVP)
- #5265401 (IVP)

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the above expenditures to Fairfield Medical Center and Innerphase Video Productions as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-01b.

Linda Barber, Board Secretary

**FCBDD DISBURSEMENT REGISTER
FOR THE MONTH OF AUGUST, 2018**

Check Fund - 2060	Check Date	Amount	Vendor Name	Description	Department
1557891	8/6/18	8.18	JOHN R PEKAR	FCBDD TRAVEL REIMBURSEMENT	ADMIN GEN'L - NON REIMBURSED
1557891	8/6/18	73.57	JOHN R PEKAR	FCBDD TRAVEL REIMBURSEMENT	ADMINISTRATION - GEN'L
1557892	8/6/18	33.79	MELISSA L SHERRER	FCBDD TRAVEL REIMBURSEMENT	CHILD E I - DIRECT SVC
1557897	8/6/18	96.57	KARISSA LAURAN CARPENTER	FCBDD TRAVEL EXPENSES	QAM - PLANNING AND COORDINATION
1557898	8/6/18	16.35	KIM LELAND	FCBDD TRAVEL REIMBURSEMENT	CHILD E I - DIRECT SVC
1557900	8/6/18	19.08	CATHY ANDERSON	FCBDD TRAVEL REIMBURSEMENT	ADMINISTRATION - FINANCE
1557901	8/6/18	70.80	ANNE MIKAN	FCBDD TRAVEL EXPENSES	ADMINISTRATION - TRAINING
5264714	8/6/18	523.69	RMS OF OHIO INC	FCBDD DAY SERVICES AND TRANSPORTATION	INDIV BUDGET - LOCALLY PAID DAY HAB
5264716	8/6/18	33.00	SOUTH CENTRAL POWER	FCBDD ACT#02-087-003-025-000-2	BLDG GRNDS - PICKERINGTON
5264717	8/6/18	1,370.00	SOUTH CENTRAL POWER	FCBDD ACT#02-087-003-024-000-7	BLDG GRNDS - PICKERINGTON
5264725	8/6/18	53.88	COMMUNITY ACTION	FCBDD AGENCY RECYCLING	ADMINISTRATION - GEN'L
5264726	8/6/18	65.00	NORTHROP & ASSOCIATES	FCBDD SPEECH THERAPY FOR MW	INDIVIDUAL BUDGET
5264727	8/6/18	5.89	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS- OPPORTUNITY CNTR
5264728	8/6/18	7.59	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS CMLPX MR
5264729	8/6/18	16.14	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS - PICKERINGTON
5264730	8/6/18	55.04	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS - MAIN STREET PROPERTY
5264733	8/6/18	97.36	DONATOS PIZZERIA LLC	FCBDD CUST#FAI0795 PIZZA FOR HUMAN RIGHTS JULY	QAM - SUPPLIES
5264738	8/6/18	6.61	NORTHEAST OHIO NATURAL GAS INC	FCBDD ACT#210279105	BLDG GRNDS - PICKERINGTON
5264739	8/6/18	254.00	SPIRES GROUP INC	FCBDD SEPT 2018 RENT R.A.P. ON BEHALF OF J.S.	INDIVIDUAL BUDGET-HOUSING
5264742	8/6/18	167.29	A T & T	FCBDD ACT#614 834-2081 205 0	ADMINISTRATION - GEN'L
5264743	8/6/18	2,783.25	FAIRFIELD MEDICAL CENTER	FCBDD ACT#09801 CONTRACT FOR EI OT SERVICES	CHILD ANCILLARY - OT
5264746	8/6/18	780.00	GEMALTO COGENT, INC.	FCBDD WEB CHECK MAINTENANCE AGREEMENT	ADMINISTRATION - GEN'L
5264750	8/6/18	50.00	CREATIVE COACH CO	FCBDD NON MEDICAL TRANSPORTATION	INDIVIDUAL BUDGET-TRANS PER TRIP
5264768	8/6/18	641.45	ANTHONY M LOWE	FCBDD RESPITE CARE DAILY	INDIVIDUAL BUDGET
5264769	8/6/18	391.00	FOUNDATION FOR THE CHALLENGED	FCBDD AUGUST 2018 RENT EXPENSE	INDIVIDUAL BUDGET-HOUSING
5264777	8/6/18	815.00	A CREATIVE JOURNEY	FCBDD DAY SERVICES AND NON MEDICAL TRANSP	INDIV BUDGET - LOCALLY PAID DAY HAB
5264777	8/6/18	772.40	A CREATIVE JOURNEY	FCBDD DAY SERVICES AND NON MEDICAL TRANSP	INDIVIDUAL BUDGET-TRANS PER TRIP
5264783	8/6/18	660.00	ZASHIN & RICH CO., L.P.A.	FCBDD MATTER#3732-18-01 EXTENDED LEADERSHIP	ADMINISTRATION - HUMAN RESOURCES
5264786	8/6/18	79.84	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION	INDIVIDUAL BUDGET
5264786	8/6/18	77.76	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION	INDIVIDUAL BUDGET
5264787	8/6/18	99.80	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION	INDIVIDUAL BUDGET
5264787	8/6/18	81.00	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION	INDIVIDUAL BUDGET
5264796	8/6/18	142.00	FIRST MEDICAL URGENT & FAMILY	FCBDD #559873 NEW HIRE PHYSICALS	ADMINISTRATION - FINANCE
5264797	8/6/18	142.00	FIRST MEDICAL URGENT & FAMILY	FCBDD ID#559917 NEW HIRE PHYSICALS	CHILD UNASSIGNED - DIRECT SVC
5264804	8/6/18	442.26	A T & T INC	FCBDD ACT#287258098936	CHILD E I - DIRECT SVC
5264804	8/6/18	244.85	A T & T INC	FCBDD ACT#287258098936	ADULT - COMMUNITY EMPLOYMENT
5264804	8/6/18	82.73	A T & T INC	FCBDD ACT#287258098936	TRANS COMMUNITY EMPLOYMENT
5264804	8/6/18	159.11	A T & T INC	FCBDD ACT#287258098936	BLDG GRNDS GEN'L
5264804	8/6/18	691.90	A T & T INC	FCBDD ACT#287258098936	SSA ISC
5264804	8/6/18	115.84	A T & T INC	FCBDD ACT#287258098936	ADMINISTRATION - GEN'L
5264804	8/6/18	33.24	A T & T INC	FCBDD ACT#287258098936	ADMINISTRATION - FINANCE
5264804	8/6/18	30.62	A T & T INC	FCBDD ACT#287258098936	ADMINISTRATION -PUBLIC RELATIONS
5264804	8/6/18	30.23	A T & T INC	FCBDD ACT#287258098936	BUSINESS DEVELOPMENT
5264824	8/7/18	10,000.00	CHILD ADVOCACY CENTER OF FAIRFIELD CO	FCBDD HARCUM HOUSE - 2 INSTALLMENTS	QAM - MONITORING
1557973	8/13/18	5,613.64	KAREN WIDEMAN	FCBDD EI SLP	CHILD ANCILLARY - SPEECH
1557977	8/13/18	93.74	CYNTHIA A HILLBERRY	FCBDD TRAVEL EXPENSES	ADMINISTRATION - HUMAN RESOURCES
1557978	8/13/18	22.89	TRENA L VANATTA	FCBDD TRAVEL REIMBURSEMENT	ADMINISTRATION - FINANCE
1557979	8/13/18	26.84	BETH A SEIFERT	FCBDD CONTINUING ED FOR CERTIFICATION	ADMIN GEN'L - NON REIMBURSED
1557979	8/13/18	152.11	BETH A SEIFERT	FCBDD CONTINUING ED FOR CERTIFICATION	ADMINISTRATION - FINANCE
1557979	8/13/18	47.20	BETH A SEIFERT	FCBDD TRAVEL REIMBURSEMENT/REIMB HOTEL	ADMIN GEN'L - NON REIMBURSED
1557979	8/13/18	283.14	BETH A SEIFERT	FCBDD TRAVEL REIMBURSEMENT/REIMB HOTEL	ADMINISTRATION - FINANCE

**FCBDD DISBURSEMENT REGISTER
FOR THE MONTH OF AUGUST, 2018**

Check	Check Date	Amount	Vendor Name	Description	Department
1557989	8/13/18	25.72	CATHY HUNTER	FCBDD TRAVEL REIMBURSEMENT	CHILD ADMIN - PROG SUPERVISION
1557990	8/13/18	124.26	KYLE DUANE MILLER	FCBDD TRAVEL REIMBURSEMENT	ADULT - ADMINISTRATION
1557991	8/13/18	65.95	DARENDA M GEER	FCBDD MILEAGE & TRAVEL EXPENSE	ADULT SERV OPT - BENEFIT ANALYSIS
1557993	8/13/18	798.00	JENNIFER WALLING	FCBDD SUMMER TUITION REIMBURSEMENT	QAM - MUI
1557996	8/13/18	70.30	LINDSAY LEE	FCBDD TRAVEL REIMBURSEMENT	CHILD E I - DIRECT SVC
5265189	8/13/18	580.00	SERVICE MASTER FACILITY SERVICES	FCBDD F-1187 CUSTODIAL SERVICES	BLDG GRNDS - MALL LEASED SPACE
5265190	8/13/18	1,656.34	SERVICE MASTER FACILITY SERVICES	FCBDD F-1131 CUSTODIAL SERVICES	BLDG GRNDS - PICKERINGTON
5265191	8/13/18	2,458.00	SERVICE MASTER FACILITY SERVICES	FCBDD F-1116 CUSTODIAL SERVICES	BLDG GRNDS- OPPORTUNITY CNTR
5265192	8/13/18	156.93	SERVICE MASTER FACILITY SERVICES	FCBDD F-5002 CUSTODIAL SERVICES	BLDG GRNDS - MAIN STREET PROPERTY
5265192	8/13/18	1,028.50	SERVICE MASTER FACILITY SERVICES	FCBDD F-5002 CUSTODIAL SERVICES	BLDG GRNDS ADMIN BLDG
5265192	8/13/18	6,075.67	SERVICE MASTER FACILITY SERVICES	FCBDD F-5002 CUSTODIAL SERVICES	BLDG GRNDS CMLPX MR
5265193	8/13/18	60.00	CITY OF COLUMBUS RECREATION & PARKS DEPT	FCBDD CUST#125029 SPORTS CAMPS	SSA - FAMILY SUPPORT SERVICES
5265194	8/13/18	90.00	CITY OF COLUMBUS RECREATION & PARKS DEPT	FCBDD CUST#125029 BASKETBALL CAMP	SSA - FAMILY SUPPORT SERVICES
5265195	8/13/18	582.00	CITY OF COLUMBUS RECREATION & PARKS DEPT	FCBDD CUST#324399 SUMMER CAMP	SSA - FAMILY SUPPORT SERVICES
5265196	8/13/18	672.00	CITY OF COLUMBUS RECREATION & PARKS DEPT	FCBDD CUST#34040 SUMMER CAMP	SSA - FAMILY SUPPORT SERVICES
5265198	8/13/18	25,750.00	FAMILY ADULT AND CHILDREN FIRST COUNCIL	FCBDD INTERAGENCY COUNCIL DUES	SSA ISC
5265199	8/13/18	100.00	AHA A HANDS ON ADVENTURE, A CHILDRENS	FCBDD MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5265200	8/13/18	100.00	AHA A HANDS ON ADVENTURE, A CHILDRENS	FCBDD MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5265201	8/13/18	10.00	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00066287	BLDG GRNDS - MALL LEASED SPACE
5265202	8/13/18	94.07	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00075946	SSA - FAMILY SUPPORT SERVICES
5265203	8/13/18	108.99	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00075408	SSA - FAMILY SUPPORT SERVICES
5265204	8/13/18	123.00	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00057266	SSA - FAMILY SUPPORT SERVICES
5265206	8/13/18	317.37	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00031222	BLDG GRNDS ADMIN BLDG
5265207	8/13/18	228.05	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00031223	BLDG GRNDS COMPLEX MH
5265207	8/13/18	684.17	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00031223	BLDG GRNDS CMLPX MR
5265211	8/13/18	384.15	SOUTH CENTRAL POWER	FCBDD ACT#05-188-005-097-004-8 WILSONCROFT	SSA - FAMILY SUPPORT SERVICES
5265213	8/13/18	5,067.85	JUDITH ELLEN JONES	FCBDD PHYSICAL THERAPY	CHILD ANCILLARY - PT
5265216	8/13/18	57.00	AMERICAN ELECTRIC POWER	FCBDD ACT#074-988-676-9-1	SSA - FAMILY SUPPORT SERVICES
5265220	8/13/18	198.00	AMERICAN ELECTRIC POWER	FCBDD ACT#073-746-524-5-6	SSA - FAMILY SUPPORT SERVICES
5265221	8/13/18	306.89	AMERICAN ELECTRIC POWER	FCBDD ACT#073-558-524-5-5	SSA - FAMILY SUPPORT SERVICES
5265223	8/13/18	473.90	AMERICAN ELECTRIC POWER	FCBDD ACT#070-995-970-4-4	SSA - FAMILY SUPPORT SERVICES
5265226	8/13/18	26.00	COMMUNITY ACTION	FCBDD AGENCY RECYCLING	ADMINISTRATION - GEN'L
5265227	8/13/18	15.96	MENARD INC	FCBDD ACT#32340286 SUPPLIES	BLDG GRNDS CMLPX MR
5265228	8/13/18	22.22	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS CMLPX MR
5265230	8/13/18	20.58	LOWES COMPANIES INC	FCBDD ACT#9800 048 333 SUPPLIES	BLDG GRNDS GEN'L
5265230	8/13/18	8.89	LOWES COMPANIES INC	FCBDD ACT#9800 048 333 SUPPLIES	BLDG GRNDS- OPPORTUNITY CNTR
5265230	8/13/18	41.67	LOWES COMPANIES INC	FCBDD ACT#9800 048 333 SUPPLIES	BLDG GRNDS - PICKERINGTON
5265231	8/13/18	23.73	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS GEN'L
5265231	8/13/18	57.94	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS ADMIN BLDG
5265232	8/13/18	296.59	FAIRFIELD CO BD COMMISSIONERS	FCBDD OFFICE 365 LICENSES FOR CONTRACT	CHILD UNASSIGNED - DIRECT SVC
5265232	8/13/18	593.18	FAIRFIELD CO BD COMMISSIONERS	FCBDD OFFICE 365 LICENSES FOR CONTRACT	CHILD ANCILLARY - SPEECH
5265232	8/13/18	593.18	FAIRFIELD CO BD COMMISSIONERS	FCBDD OFFICE 365 LICENSES FOR CONTRACT	CHILD ANCILLARY - OT
5265232	8/13/18	593.18	FAIRFIELD CO BD COMMISSIONERS	FCBDD OFFICE 365 LICENSES FOR CONTRACT	ADULT - COMMUNITY EMPLOYMENT
5265234	8/13/18	107.52	COLUMBUS SPEECH & HEARING CENTER	FCBDD INTERPRETER SERVICES FOR MC	INDIVIDUAL BUDGET
5265237	8/13/18	6.04	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265238	8/13/18	39.99	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265239	8/13/18	185.57	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265240	8/13/18	209.54	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265241	8/13/18	294.91	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265242	8/13/18	408.37	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265243	8/13/18	479.82	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5265250	8/13/18	117.06	LOCAL WASTE SERVICE LLC	FCBDD CUST#777480 TRASH	BLDG GRNDS - PICKERINGTON
5265251	8/13/18	208.37	LOCAL WASTE SERVICE LLC	FCBDD CUST#0188985 TRASH	BLDG GRNDS- OPPORTUNITY CNTR

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Check	Check Date	Amount	Vendor Name		Description	Department
5265252	8/13/18	46.00	TREASURER STATE OF OHIO	FCBDD	CUST#2LC316 BCii CHECKS	CHILD UNASSIGNED - DIRECT SVC
5265252	8/13/18	222.00	TREASURER STATE OF OHIO	FCBDD	CUST#2LC316 BCii CHECKS	ADMINISTRATION - GEN'L
5265252	8/13/18	46.00	TREASURER STATE OF OHIO	FCBDD	CUST#2LC316 BCii CHECKS	ADMINISTRATION - FINANCE
5265252	8/13/18	46.00	TREASURER STATE OF OHIO	FCBDD	CUST#2LC316 BCii CHECKS	ADMINISTRATION - TRAINING
5265253	8/13/18	6,767.30	TREASURER OF STATE	FCBDD	FAIRFIELD CO 2018 DEVELOPMENTAL CENTER	INDIVIDUAL BUDGET - DEV CENTER COSTS
5265260	8/13/18	285.99	STANLEY ACCESS TECHNOLOGIES LLC	FCBDD	#0010419466 REPAIR DOOR	BLDG GRNDS - PICKERINGTON
5265261	8/13/18	497.17	A T & T	FCBDD	ACT#740 687-4892 892 8	ADMINISTRATION - GEN'L
5265262	8/13/18	400.00	GENEVA HILLS GROUP INC	FCBDD	DAY CAMP FOR PB	SSA - FAMILY SUPPORT SERVICES
5265263	8/13/18	592.00	SARAH WOODGEARD	FCBDD	SEPT 2018 RAP ON BEHALF OF THOMAS SNYDER	INDIVIDUAL BUDGET-HOUSING
5265268	8/13/18	50.00	WE JOY SING INC	FCBDD	HEART STRINGS SESSIONS	SSA - FAMILY SUPPORT SERVICES
5265270	8/13/18	131.25	LEIGH ANN BAGBY	FCBDD	CUST#5306 TUTORING	INDIVIDUAL BUDGET
5265271	8/13/18	50.00	JUDY A WILLOUGHBY	FCBDD	COORDINATOR FEE FOR COMMUNITY	ADMINISTRATION -PR COMM CONNECTIONS
5265272	8/13/18	60.07	JUDY A WILLOUGHBY	FCBDD	REIMB SUPPLIES FOR COMUNITY DANCE	ADMINISTRATION -PR COMM CONNECTIONS
5265273	8/13/18	289.85	DISCOUNT FURNITURE	FCBDD	MATTRESS AND FRAME	SSA - FAMILY SUPPORT SERVICES
5265274	8/13/18	100.69	DISCOUNT SCHOOL SUPPLY	FCBDD	ACT#000892413 LEARNING MATERIALS/RESOURCE	CHILD SCHOOL AGE - DIRECT SVC
5265285	8/13/18	155.88	THE SOLUTION CENTER	FCBDD	ACT#253819 LENSES FOR GLASSES	SSA - FAMILY SUPPORT SERVICES
5265287	8/13/18	41.98	STATE ELECTRIC SUPPLY CO	FCBDD	CUST#276735 SUPPLIES	BLDG GRNDS CMLPX MR
5265288	8/13/18	151.50	STATE ELECTRIC SUPPLY CO	FCBDD	CUST#276735 SUPPLIES	BLDG GRNDS CMLPX MR
5265289	8/13/18	118.10	STATE ELECTRIC SUPPLY CO	FCBDD	CUST#276735 SUPPLIES	BLDG GRNDS- OPPORTUNITY CNTR
5265289	8/13/18	118.10	STATE ELECTRIC SUPPLY CO	FCBDD	CUST#276735 SUPPLIES	BLDG GRNDS CMLPX MR
5265291	8/13/18	240.00	COMMERCIAL PRINTING LLC	FCBDD	NEWSLETTER PRINTING FOR 2018	ADMINISTRATION -PUBLIC RELATIONS
5265292	8/13/18	209.00	COSI	FCBDD	FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5265294	8/13/18	37.00	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265295	8/13/18	49.57	WALMART BUSINESS	FCBDD	ACT#6032202020203130 SCHOOL SUPPLIES	SSA - FAMILY SUPPORT SERVICES
5265296	8/13/18	58.77	WALMART BUSINESS	FCBDD	ACT#6032202020203130 SCHOOL SUPPLIES	SSA - FAMILY SUPPORT SERVICES
5265297	8/13/18	74.45	WALMART BUSINESS	FCBDD	ACT#6032202020203130 SCHOOL SUPPLIES	SSA - FAMILY SUPPORT SERVICES
5265298	8/13/18	79.88	WALMART BUSINESS	FCBDD	ACT#6032202020203130 4-1 TRIKE	SSA - FAMILY SUPPORT SERVICES
5265299	8/13/18	88.01	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265300	8/13/18	99.16	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265301	8/13/18	100.00	WALMART BUSINESS	FCBDD	ACT#6032202020203130 SCHOOL SUPPLIES	SSA - FAMILY SUPPORT SERVICES
5265302	8/13/18	103.73	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265303	8/13/18	119.38	WALMART BUSINESS	FCBDD	ACT#60322022203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265304	8/13/18	122.50	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265305	8/13/18	131.48	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265306	8/13/18	133.15	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265307	8/13/18	140.61	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265308	8/13/18	165.37	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265309	8/13/18	178.96	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265310	8/13/18	192.99	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265311	8/13/18	196.36	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265312	8/13/18	199.28	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265313	8/13/18	200.16	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265314	8/13/18	209.43	WALMART BUSINESS	FCBDD	ACT#60322022203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265315	8/13/18	210.00	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265316	8/13/18	219.51	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265317	8/13/18	306.51	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265318	8/13/18	315.00	WALMART BUSINESS	FCBDD	ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265319	8/13/18	328.99	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265320	8/13/18	397.86	WALMART BUSINESS	FCBDD	ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265321	8/13/18	415.53	WALMART BUSINESS	FCBDD	ACT#6032202020203130 HP PC	SSA - FAMILY SUPPORT SERVICES
5265324	8/13/18	1,135.54	SEESHOLTZ HOME	FCBDD	JULY 2018 ROOM AND BOARD	INDIVIDUAL BUDGET-HOUSING
5265328	8/13/18	900.00	PICKAWAY CO COMMUNITY ACTION ORGANIZATION INC	FCBDD	NON MEDICAL TRANSPORTATION	INDIVIDUAL BUDGET-TRANS PER MILE
5265329	8/13/18	124.00	PITNEY BOWES CREDIT CORP	FCBDD	ACT#0010245105 POSTAGE METER LEASE	ADMINISTRATION - GEN'L

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Check	Check Date	Amount	Vendor Name	Description	Department
5265332	8/13/18	169.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5265333	8/13/18	244.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5265335	8/13/18	2,012.00	ROSEMARY HAJOST	FCBDD SEPT 2018 PAYMENT BUILDING LEASE	BLDG GRNDS - MAIN STREET PROPERTY
5265339	8/13/18	276.48	DANIEL LORZ	FCBDD HOMEMAKER PERSONAL CARE	INDIVIDUAL BUDGET
5265339	8/13/18	9.00	DANIEL LORZ	FCBDD HOMEMAKER PERSONAL CARE	INDIVIDUAL BUDGET
5265340	8/13/18	855.75	SALVATION ARMY SAMARITAN	FCBDD ADULT DAY SERVICE AND NON MED TRANSP	INDIV BUDGET - LOCALLY PAID DAY HAB
5265340	8/13/18	811.02	SALVATION ARMY SAMARITAN	FCBDD ADULT DAY SERVICE AND NON MED TRANSP	INDIVIDUAL BUDGET-TRANS PER TRIP
5265341	8/13/18	1,168.78	FAIRFIELD INDUSTRIES	FCBDD TRAINING WAGES INTERSHIP @ DIS U	DISCOVER U
5265342	8/13/18	275.00	FAMILY Y	FCBDD SF PERSONAL TRAINING SERVICES	INDIVIDUAL BUDGET
5265343	8/13/18	355.50	EXPANDING YOUR HORIZONS, LLC	FCBDD DAY SREVICES AND NON MEDICAL TRANS	INDIV BUDGET - LOCALLY PAID DAY HAB
5265343	8/13/18	337.14	EXPANDING YOUR HORIZONS, LLC	FCBDD DAY SREVICES AND NON MEDICAL TRANS	INDIVIDUAL BUDGET-TRANS PER TRIP
5265348	8/13/18	75.00	MAC SERVICES	FCBDD HVAC/BOILER REPAIRS	BLDG GRNDS COMPLEX MH
5265348	8/13/18	225.00	MAC SERVICES	FCBDD HVAC/BOILER REPAIRS	BLDG GRNDS CMLPX MR
5265349	8/13/18	50.00	MY PLACE TO BE	FCBDD GARDEN CAMP	SSA - FAMILY SUPPORT SERVICES
5265350	8/13/18	150.00	MY PLACE TO BE	FCBDD SUMMER SCIENCE CAMP	SSA - FAMILY SUPPORT SERVICES
5265351	8/13/18	665.00	OAK VALLEY HOLDINGS GROUP LLC	FCBDD SEPT 2018 R.A.P. ON BEHALF OF C.K.	INDIVIDUAL BUDGET-HOUSING
5265354	8/13/18	110.69	MINDY BORING	FCBDD REIMB TOWARDS SPEECH	SSA - FAMILY SUPPORT SERVICES
5265355	8/13/18	717.44	JON HERSH MANAGEMENT INC	FCBDD HOMEMAKER PERSONAL CARE	INDIVIDUAL BUDGET
5265359	8/13/18	1,130.76	FLEETCOR TECHNOLOGIES LLC	FCBDD ACT#KJ277 FUEL FOR FLEET VEHICLES	TRANSPORTATION - FLEET VEHICLES
5265360	8/13/18	1,169.19	RVM LLC	FCBDD SEPT 2018 PAYMENT RENT FOR MALL	BLDG GRNDS - MALL LEASED SPACE
5265362	8/13/18	272.72	DARIC GILL	FCBDD TRAINING/WORKSHOPS	ADULT SERV OPT - ART PROG
5265363	8/13/18	652.50	HAYNES, KESSLER, MYERS & POSTALAKIS, INC.	FCBDD #05921 LEGAL SERVICES	ADMINISTRATION - GEN'L
5265365	8/13/18	68.48	ANGELA HARDMAN	FCBDD REIMB FOR WORK CLOTHES	SSA - FAMILY SUPPORT SERVICES
5265366	8/13/18	249.00	WLOH RADIO COMPANY	FCBDD ACT#0075 LANCASTER FESTIVAL RADIO SPONSOR	ADMINISTRATION -PUBLIC RELATIONS
5265369	8/13/18	138.55	FF CTR DISABILITY & CEREBRAL PALSY	FCBDD DAY SERVICES AND TRANSPORTATION	INDIV BUDGET - LOCALLY PAID DAY HAB
5265369	8/13/18	115.86	FF CTR DISABILITY & CEREBRAL PALSY	FCBDD DAY SERVICES AND TRANSPORTATION	INDIVIDUAL BUDGET-TRANS PER TRIP
5265370	8/13/18	285.25	FF CTR DISABILITY & CEREBRAL PALSY	FCBDD ADULT DAY SERVICE AND TRANSPORTATION	INDIV BUDGET - LOCALLY PAID DAY HAB
5265370	8/13/18	270.34	FF CTR DISABILITY & CEREBRAL PALSY	FCBDD ADULT DAY SERVICE AND TRANSPORTATION	INDIVIDUAL BUDGET-TRANS PER TRIP
5265371	8/13/18	774.25	FF CTR DISABILITY & CEREBRAL PALSY	FCBDD ADULT DAY SERVICE AND NON MED TRANSP	INDIV BUDGET - LOCALLY PAID DAY HAB
5265371	8/13/18	733.78	FF CTR DISABILITY & CEREBRAL PALSY	FCBDD ADULT DAY SERVICE AND NON MED TRANSP	INDIVIDUAL BUDGET-TRANS PER TRIP
5265373	8/13/18	142.72	COLUMBIA GAS	FCBDD ACT#16931264 001 000 2	BLDG GRNDS- OPPORTUNITY CNTR
5265376	8/13/18	197.50	TIME WARNER CABLE	FCBDD ACT#10202-465358301062518	QAM - INFORMATION TECHNOLOGY
5265377	8/13/18	200.46	TIME WARNER CABLE	FCBDD ACT#10202-465358301-6001	QAM - INFORMATION TECHNOLOGY
5265378	8/13/18	358.13	TIME WARNER CABLE	FCBDD ACT#10202-723511001-8001	QAM - INFORMATION TECHNOLOGY
5265381	8/13/18	1,112.17	MODERN OFFICE METHODS INC	FCBDD ACT#60004805 COPIER LEASE AND OVERAGES	SHARED EXPENSES - OC
5265385	8/13/18	42.00	FIRST MEDICAL URGENT & FAMILY	FCBDD ANGELA WATSON NEW HIRE PHYSICALS	CHILD UNASSIGNED - DIRECT SVC
5265386	8/13/18	100.00	FIRST MEDICAL URGENT & FAMILY	FCBDD ANGELA WATSON NEW HIRE PHYSICALS	CHILD UNASSIGNED - DIRECT SVC
5265390	8/13/18	950.00	MID-OHIO TREE SERVICE	FCBDD TREE REMOVAL AND TRIMMING	BLDG GRNDS GEN'L
5265391	8/13/18	1,600.00	MID-OHIO TREE SERVICE	FCBDD TREE REMOVAL AND TRIMMING	BLDG GRNDS GEN'L
5265391	8/13/18	1,500.00	MID-OHIO TREE SERVICE	FCBDD TREE REMOVAL AND TRIMMING	BLDG GRNDS COMPLEX MH
5265391	8/13/18	1,500.00	MID-OHIO TREE SERVICE	FCBDD TREE REMOVAL AND TRIMMING	BLDG GRNDS CMLPX MR
5265393	8/13/18	21.22	CULLIGAN WATER	FCBDD ACT#335018 WATER COOLER SERVICE	ADMIN GEN'L - NON REIMBURSED
5265394	8/13/18	28.99	CULLIGAN WATER	FCBDD ACT#405043 WATER COOLER SERVICE	ADMIN GEN'L - NON REIMBURSED
5265395	8/13/18	30.99	CULLIGAN WATER	FCBDD ACT#345041 WATER COOLER SERVICE	ADMIN GEN'L - NON REIMBURSED
5265396	8/13/18	30.99	CULLIGAN WATER	FCBDD ACUT#400002 WATER COOLER SERVICE	ADMIN GEN'L - NON REIMBURSED
5265397	8/13/18	157.50	DONS FURNITURE	FCBDD TWIN QUILT MAT, BED FRAME	SSA - FAMILY SUPPORT SERVICES
5265398	8/13/18	238.00	DONS FURNITURE	FCBDD PERDUE WOODWORKS 5 DRAWER	SSA - FAMILY SUPPORT SERVICES
5265400	8/13/18	200.00	INNERPHASE VIDEO PRODUCTIONS	FCBDD AD SPONSOR FOR IVP PARADE COVE	ADMINISTRATION -PUBLIC RELATIONS
5265401	8/13/18	385.00	INNERPHASE VIDEO PRODUCTIONS	FCBDD LANCASTER FESTIVAL LIVE DAILY	ADMINISTRATION -PUBLIC RELATIONS
1558093	8/20/18	25.00	GARY & TERESA PHILBRICK JR	FCBDD ECC CAMP FOR PP	SSA - FAMILY SUPPORT SERVICES
1558097	8/20/18	25.00	REBECCA D NIXON	FCBDD REIMB PLASTIC FOLDERS WITH POCKETS	CHILD E I - DIRECT SVC
1558101	8/20/18	67.58	JAMIE S MCCracken	FCBDD TRAVEL REIMBURSEMENT	ADULT - COMMUNITY SUPPORTS
1558102	8/20/18	56.68	KRISTIN M THORNE	FCBDD TRAVEL REIMBURSEMENT	ADULT - HABILITATION

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1558102	8/20/18	41.42	KRISTIN M THORNE	FCBDD TRAVEL REIMBURSEMENT	ADULT - HABILITATION
1558103	8/20/18	35.86	AMANDA M SNOKE	FCBDD TRAVEL REIMBURSEMENT	ADULT - COMMUNITY EMPLOYMENT
1558104	8/20/18	314.40	DAVID ANDREW UHL	FCBDD REIMB SUPPLIES FOR EMERGING LEADERS	ADMINISTRATION - TRAINING
1558106	8/20/18	161.59	TERESA RUFF	FCBDD TRAVEL REIMBURSEMENT	ADULT - COMMUNITY EMPLOYMENT
1558108	8/20/18	129.93	SAMANTHA NOLL	FCBDD TRAVEL REIMBURSEMENT	ADULT - COMMUNITY EMPLOYMENT
5265757	8/20/18	269.00	CITY OF COLUMBUS RECREATION & PARKS DEPT	FCBDD CUST#201236 CAMP	SSA - FAMILY SUPPORT SERVICES
5265760	8/20/18	412.00	OHIO MULCH SUPPLY INC	FCBDD CUST#C05533 PLAYGROUND MULCH	CHILD UNASSIGNED - DIRECT SVC
5265764	8/20/18	328.35	AMERICAN ELECTRIC POWER	FCBDD ACT#074-899-355-1-5	BLDG GRNDS - MALL LEASED SPACE
5265765	8/20/18	534.04	DURALINE MEDICAL PRODUCTS INC	FCBDD AD TRANQUILITY BRIEFS	SSA - FAMILY SUPPORT SERVICES
5265770	8/20/18	23.47	MENARD INC	FCBDD ACT#323640286 SUPPLIES	BLDG GRNDS ADMIN BLDG
5265777	8/20/18	8,550.73	TREASURER OF STATE	FCBDD FAIRFIELD CO 2018 DEVELOPMENTAL CTR TEMP	INDIVIDUAL BUDGET - DEV CENTER COSTS
5265784	8/20/18	144.49	BEYOND PLAY LLC	FCBDD POP-UP-PIRATE, EGGSPRESSIONS	SSA - FAMILY SUPPORT SERVICES
5265791	8/20/18	1.99	SLATERS INC	FCBDD KEY	BLDG GRNDS- OPPORTUNITY CNTR
5265794	8/20/18	125.13	STAPLES BUSINESS ADVANTAGE	FCBDD ACT#1061756 LAMINATOR/ GENERAL SUPPLIES	SHARED EXPENSES - PRO
5265796	8/20/18	370.72	FAIRFIELD COUNTY UTILITIES	FCBDD CUST#105525 ACT#15596	BLDG GRNDS- OPPORTUNITY CNTR
5265798	8/20/18	26.89	WALMART BUSINESS	FCBDD ACT#6032202020203130 SUPPLY KITS/CARS	SSA ISC
5265799	8/20/18	98.16	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING/ADULT	ADULT - COMMUNITY EMPLOYMENT
5265800	8/20/18	80.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 SCHOOL SUPPLIES	SSA - FAMILY SUPPORT SERVICES
5265801	8/20/18	100.03	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265802	8/20/18	125.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 BABY MONITOR	SSA - FAMILY SUPPORT SERVICES
5265803	8/20/18	125.87	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265804	8/20/18	180.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265805	8/20/18	200.59	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265806	8/20/18	250.54	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5265807	8/20/18	500.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5265808	8/20/18	393.23	DE LAGE LANDEN FINANCIAL SERVICES INC	FCBDD ACT#613112 COPIER LEASE AND MAINTENANCE	CHILD ADMIN - PROG SUPERVISION
5265808	8/20/18	313.47	DE LAGE LANDEN FINANCIAL SERVICES INC	FCBDD ACT#613112 COPIER LEASE AND MAINTENANCE	CHILD ADMIN - PROG SUPERVISION
5265808	8/20/18	348.22	DE LAGE LANDEN FINANCIAL SERVICES INC	FCBDD ACT#613112 COPIER LEASE AND MAINTENANCE	SHARED EXPENSES - ADMINISTRATION
5265808	8/20/18	580.83	DE LAGE LANDEN FINANCIAL SERVICES INC	FCBDD ACT#613112 COPIER LEASE AND MAINTENANCE	SHARED EXPENSES - ADMINISTRATION
5265808	8/20/18	251.39	DE LAGE LANDEN FINANCIAL SERVICES INC	FCBDD ACT#613112 COPIER LEASE AND MAINTENANCE	SHARED EXPENSES - PRO
5265808	8/20/18	315.17	DE LAGE LANDEN FINANCIAL SERVICES INC	FCBDD ACT#613112 COPIER LEASE AND MAINTENANCE	SHARED EXPENSES - PRO
5265811	8/20/18	129.99	MICHELLE CORRELL	FCBDD REIMB TOWARDS GO GLIDE BIKE	SSA - FAMILY SUPPORT SERVICES
5265812	8/20/18	200.00	WFCO FM RADIO	FCBDD WEEKLY RADIO SHOW ON WFCO	ADMINISTRATION -PUBLIC RELATIONS
5265813	8/20/18	800.00	WFCO FM RADIO	FCBDD FALL SPORTS SPONSORSHIP 90.9 FM	ADMINISTRATION -PUBLIC RELATIONS
5265815	8/20/18	713.94	LEARNING NEVER ENDS LLC	FCBDD ADULT DAY SERVICES	INDIV BUDGET - LOCALLY PAID DAY HAB
5265816	8/20/18	855.75	LEARNING NEVER ENDS LLC	FCBDD ADULT DAY SERVICE & NON MED TRANSP	INDIV BUDGET - LOCALLY PAID DAY HAB
5265816	8/20/18	1,177.91	LEARNING NEVER ENDS LLC	FCBDD ADULT DAY SERVICE & NON MED TRANSP	INDIVIDUAL BUDGET-TRANS PER TRIP
5265817	8/20/18	2,562.00	LEARNING NEVER ENDS LLC	FCBDD ADULT DAY SERVICE AND NON MED TRANSP	INDIV BUDGET - LOCALLY PAID DAY HAB
5265817	8/20/18	811.02	LEARNING NEVER ENDS LLC	FCBDD ADULT DAY SERVICE AND NON MED TRANSP	INDIVIDUAL BUDGET-TRANS PER TRIP
5265825	8/20/18	437.50	ROBERT M ANKROM	FCBDD CUST#0000010 MOWING	BLDG GRNDS COMPLEX MH
5265825	8/20/18	355.00	ROBERT M ANKROM	FCBDD CUST#0000010 MOWING	BLDG GRNDS ADMIN BLDG
5265825	8/20/18	525.00	ROBERT M ANKROM	FCBDD CUST#0000010 MOWING	BLDG GRNDS- OPPORTUNITY CNTR
5265825	8/20/18	437.50	ROBERT M ANKROM	FCBDD CUST#0000010 MOWING	BLDG GRNDS CMLPX MR
5265825	8/20/18	1,435.00	ROBERT M ANKROM	FCBDD CUST#0000010 MOWING	BLDG GRNDS - PICKERINGTON
5265826	8/20/18	99.99	LEAH BALENT	FCBDD REIMB FOR GYMNASICS MAT	SSA - FAMILY SUPPORT SERVICES
5265830	8/20/18	155.52	MORGAN N DOUGLAS	FCBDD HOMEMAKER PERSONAL CARE & TRANSP	INDIVIDUAL BUDGET
5265841	8/20/18	157.51	MODERN OFFICE METHODS INC	FCBDD ACT#60004805 COPIER OVERAGES - DISCOVER U	DISCOVER U
5265842	8/20/18	545.77	MODERN OFFICE METHODS INC	FCBDD ACT#60004805 COPIER LEASE AND OVERAGES	SHARED EXPENSES - OC
5265854	8/20/18	80.47	LAKESHORE LEARNING	FCBDD CUST#93554 TODDLER LIBRARY	SSA - FAMILY SUPPORT SERVICES
5265855	8/20/18	642.01	LAKESHORE LEARNING	FCBDD CUST#93554 LEARNING MATERIALS - RESOURCE	CHILD SCHOOL AGE - DIRECT SVC
1558167	8/27/18	82.19	JESSICA O'RIELLEY	FCBDD TRAVEL REIMBURSEMENT	SSA ISC
1558168	8/27/18	27.80	NICOLE MARIE KEMP	FCBDD TRAVEL REIMBURSEMENT	SSA ISC
1558170	8/27/18	14.72	TANNA KERR	FCBDD TRAVEL REIMBURSEMENT	SSA ISC

**FCBDD DISBURSEMENT REGISTER
FOR THE MONTH OF AUGUST, 2018**

Check	Check Date	Amount	Vendor Name	Description	Department
1558172	8/27/18	382.10	LESLIE DANCHO	FCBDD TRAVEL REIMBURSEMENT	ADULT - COMMUNITY EMPLOYMENT
5266263	8/27/18	300.00	OHIO AEYC	FCBDD OAEYC FALL WORKSHOP ATTENDEES:	CHILD PRE-SCHOOL - DIRECT SVC
5266264	8/27/18	88.15	RMS OF OHIO INC	FCBDD NON MEDICAL TRANSPORTATION	INDIVIDUAL BUDGET-TRANS PER MILE
5266265	8/27/18	549.31	RMS OF OHIO INC	FCBDD DAY SERVICES	INDIV BUDGET - LOCALLY PAID DAY HAB
5266267	8/27/18	642.77	UPLIFT HEALTHCARE SERVICES, INC	FCBDD M HOMEMAKER PERSONAL CARE	INDIVIDUAL BUDGET
5266273	8/27/18	85.60	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00025071	SSA - FAMILY SUPPORT SERVICES
5266274	8/27/18	126.92	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00075782	SSA - FAMILY SUPPORT SERVICES
5266276	8/27/18	277.78	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00052249	BLDG GRNDS - MAIN STREET PROPERTY
5266277	8/27/18	328.69	LANCASTER UTILITIES COLLECTION OFFICE	FCBDD ACT#00036506	SSA - FAMILY SUPPORT SERVICES
5266280	8/27/18	5,156.00	SOUTH CENTRAL POWER	FCBDD ACT#02-138-022-029-002-3	BLDG GRNDS- OPPORTUNITY CNTR
5266284	8/27/18	28.98	AMERICAN ELECTRIC POWER	FCBDD ACT#078-418-175-0-0	BLDG GRNDS COMPLEX MH
5266284	8/27/18	28.98	AMERICAN ELECTRIC POWER	FCBDD ACT#078-418-175-0-0	BLDG GRNDS CMLPX MR
5266289	8/27/18	979.51	AMERICAN ELECTRIC POWER	FCBDD ACT#074-743-861-0-4	BLDG GRNDS ADMIN BLDG
5266290	8/27/18	1,135.17	AMERICAN ELECTRIC POWER	FCBDD ACT#072-157-283-4-1	BLDG GRNDS - MAIN STREET PROPERTY
5266291	8/27/18	1,720.48	AMERICAN ELECTRIC POWER	FCBDD ACT#073-550-200-0-4	BLDG GRNDS COMPLEX MH
5266291	8/27/18	5,161.46	AMERICAN ELECTRIC POWER	FCBDD ACT#073-550-200-0-4	BLDG GRNDS CMLPX MR
5266295	8/27/18	36.55	COMMUNITY ACTION	FCBDD AGENCY RECYCLING	ADMINISTRATION - GEN'L
5266296	8/27/18	42.85	COMMUNITY ACTION	FCBDD AGENCY RECYCLING	ADMINISTRATION - GEN'L
5266297	8/27/18	3.28	MENARD INC	FCBDD ACT#32340286 SUPPLIES	BLDG GRNDS- OPPORTUNITY CNTR
5266298	8/27/18	11.53	MENARD INC	FCBDD ACT#32340286 SUPPLIES	BLDG GRNDS - PICKERINGTON
5266299	8/27/18	2.84	LOWES COMPANIES INC	FCBDD ACT#9800 048 3333 SUPPLIES	BLDG GRNDS- OPPORTUNITY CNTR
5266300	8/27/18	97.12	COLUMBUS SPEECH & HEARING CENTER	FCBDD INTERPRETER & MILEAGE FOR JK	INDIVIDUAL BUDGET
5266301	8/27/18	54.75	FLAGHOUSE INC	FCBDD ACT#0004778155 TIMER	SSA - FAMILY SUPPORT SERVICES
5266304	8/27/18	1,650.48	DELL MARKETING LP	FCBDD CUST#28499288 NEW HARDWARE & COMPUTER	CHILD ADMIN - PROG SUPERVISION
5266304	8/27/18	1,906.18	DELL MARKETING LP	FCBDD CUST#28499288 NEW HARDWARE & COMPUTER	CHILD UNASSIGNED - DIRECT SVC
5266304	8/27/18	1,946.17	DELL MARKETING LP	FCBDD CUST#28499288 NEW HARDWARE & COMPUTER	QAM - MONITORING
5266304	8/27/18	2,113.17	DELL MARKETING LP	FCBDD CUST#28499288 NEW HARDWARE & COMPUTER	SSA ISC
5266304	8/27/18	201.99	DELL MARKETING LP	FCBDD CUST#28499288 NEW HARDWARE & COMPUTER	SSA - FAMILY SUPPORT SERVICES
5266304	8/27/18	1,408.92	DELL MARKETING LP	FCBDD CUST#28499288 NEW HARDWARE & COMPUTER	ADMINISTRATION -PUBLIC RELATIONS
5266309	8/27/18	39.99	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5266310	8/27/18	39.99	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5266311	8/27/18	64.99	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5266312	8/27/18	213.91	BOB BOYD FORD	FCBDD ACT#C200096 VEHICLE REPAIRS - FLEET	TRANSPORTATION - FLEET VEHICLES
5266320	8/27/18	22.50	OSCBDD	FCBDD SUMMER CONFERENCE REGISTRATION	ADMIN GEN'L - NON REIMBURSED
5266320	8/27/18	127.50	OSCBDD	FCBDD SUMMER CONFERENCE REGISTRATION	ADMINISTRATION - FINANCE
5266321	8/27/18	76.13	OSCBDD	FCBDD SUPERINTENDENT SUMMER CONFERENCE	ADMIN GEN'L - NON REIMBURSED
5266321	8/27/18	431.37	OSCBDD	FCBDD SUPERINTENDENT SUMMER CONFERENCE	ADMINISTRATION - GEN'L
5266328	8/27/18	126.29	A T & T	FCBDD ACT#740 756-7853 172 8	ADMINISTRATION - GEN'L
5266329	8/27/18	608.57	A T & T	FCBDD ACT#740 R50-0427 427 7	ADMINISTRATION - GEN'L
5266330	8/27/18	35.85	A T & T	FCBDD ACT#171-796-8690 581	ADULT SERV OPT - BENEFIT ANALYSIS
5266330	8/27/18	39.54	A T & T	FCBDD ACT#171-796-8690 581	ADMINISTRATION - GEN'L
5266335	8/27/18	50.00	KROGER CO	FCBDD GIFT CARDS FOR EMPLOYEE RECOGNITION	ADMINISTRATION - HUMAN RESOURCES
5266336	8/27/18	66.53	KROGER CO	FCBDD ACT#2930 FRESH PRODUCE/FOOD CAFETERIA	CHILD CAFETERIA
5266339	8/27/18	112.88	CHERYL FRIEDL	FCBDD REIMB TOWARDS STAIR LIFT	SSA - FAMILY SUPPORT SERVICES
5266343	8/27/18	135.00	JC EHRLICH CO INC	FCBDD CUST#10852580 PEST MANAGEMENT	BLDG GRNDS- OPPORTUNITY CNTR
5266344	8/27/18	1,457.12	LANCASTER PUBLIC TRANSIT SYSTEM	FCBDD JULY 2018 NON MEDICAL TRANSPORTATION	INDIVIDUAL BUDGET-TRANS PER TRIP
5266349	8/27/18	3.98	SLATERS INC	FCBDD KEYS	BLDG GRNDS- OPPORTUNITY CNTR
5266352	8/27/18	23.78	STATE ELECTRIC SUPPLY CO	FCBDD CUST#276735 SUPPLIES	BLDG GRNDS- OPPORTUNITY CNTR
5266356	8/27/18	440.00	CAMP WYANDOT, INC.	FCBDD CAMP	SSA - FAMILY SUPPORT SERVICES
5266359	8/27/18	365.96	TYCO FIRE & SECURITY MGMT INC	FCBDD CUST#01300 102230920 SECURITY MONITORING	BLDG GRNDS - MAIN STREET PROPERTY
5266361	8/27/18	66.62	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266362	8/27/18	81.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 3 IN 1 CAR SEAT	SSA - FAMILY SUPPORT SERVICES
5266363	8/27/18	86.30	WALMART BUSINESS	FCBDD ACT#6032202020203130 BT TBALL SET	SSA - FAMILY SUPPORT SERVICES

**FCBDD DISBURSEMENT REGISTER
FOR THE MONTH OF AUGUST, 2018**

Check	Check Date	Amount	Vendor Name	Description	Department
5266364	8/27/18	112.24	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266365	8/27/18	144.81	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266366	8/27/18	150.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266367	8/27/18	152.95	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266368	8/27/18	155.20	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266369	8/27/18	157.07	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266370	8/27/18	157.76	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266371	8/27/18	161.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266372	8/27/18	200.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266373	8/27/18	200.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266374	8/27/18	298.10	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266375	8/27/18	306.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266376	8/27/18	315.04	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266377	8/27/18	328.11	WALMART BUSINESS	FCBDD ACT#6032202020203130 GROCERIES	SSA - FAMILY SUPPORT SERVICES
5266378	8/27/18	350.00	WALMART BUSINESS	FCBDD ACT#6032202020203130 CLOTHING	SSA - FAMILY SUPPORT SERVICES
5266386	8/27/18	447.00	NERIZZA GRIM	FCBDD REIMB FOR CAMP	SSA - FAMILY SUPPORT SERVICES
5266390	8/27/18	139.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5266391	8/27/18	169.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5266392	8/27/18	169.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5266393	8/27/18	169.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5266394	8/27/18	169.00	COLUMBUS ZOO & AQUARIUM	FCBDD CUST#F1202 FAMILY MEMBERSHIP	SSA - FAMILY SUPPORT SERVICES
5266395	8/27/18	150.00	HOCKING METROPOL HOUSING AUTH	FCBDD 2018 RENT EXPENSES	INDIVIDUAL BUDGET-HOUSING
5266398	8/27/18	500.00	PITNEY BOWES SERV SOLUTIONS IN	FCBDD POSTAGE FOR PICKERINGTON	SHARED EXPENSES - PRO
5266399	8/27/18	95.00	P Y A A	FCBDD FLAG FOOTBALL FOR MC	SSA - FAMILY SUPPORT SERVICES
5266405	8/27/18	363.00	CARLA J GOODMAN	FCBDD AIDE DURING TRANSPORTATION	INDIVIDUAL BUDGET
5266410	8/27/18	180.00	MAC SERVICES	FCBDD RM 7 AND RM 36 HVAC/BOILER	BLDG GRNDS CMLPX MR
5266420	8/27/18	173.79	PRECISE MOBILITY SOLUTIONS INC	FCBDD NON MEDICAL TRANSPORTATION JP	INDIVIDUAL BUDGET-TRANS PER TRIP
5266421	8/27/18	502.06	PRECISE MOBILITY SOLUTIONS INC	FCBDD TRANSPORTATION FOR MILLER	INDIVIDUAL BUDGET-TRANS PER TRIP
5266423	8/27/18	405.00	ALCO SERVICES LLC	FCBDD RESIDENTIAL RESPITE FOR HB	INDIVIDUAL BUDGET
5266424	8/27/18	800.00	ALCO SERVICES LLC	FCBDD CAMP FOR MICAH P	SSA - FAMILY SUPPORT SERVICES
5266426	8/27/18	99.80	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION FOR DH	INDIVIDUAL BUDGET
5266426	8/27/18	81.00	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION FOR DH	INDIVIDUAL BUDGET
5266427	8/27/18	119.76	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION FOR DH	INDIVIDUAL BUDGET
5266427	8/27/18	80.10	HIS GRACE HEALTHCARE, LLC	FCBDD HPC AND TRANSPORTATION FOR DH	INDIVIDUAL BUDGET
5266429	8/27/18	40,551.00	MARSHALL INFO SERVICES LLC	FCBDD FAIRFIELD GATEKEEPER DATABASE	SSA ISC
5266430	8/27/18	397.44	MORGAN N DOUGLAS	FCBDD HOMEMAKER PERSONAL CARE	INDIVIDUAL BUDGET
5266431	8/27/18	212.43	REBECCA FRANK	FCBDD REIMB TOWARD SWING SET	SSA - FAMILY SUPPORT SERVICES
5266440	8/27/18	240.00	TIME WARNER CABLE	FCBDD ACT#10202-466272201-9001	QAM - INFORMATION TECHNOLOGY
5266441	8/27/18	729.79	TIME WARNER CABLE	FCBDD ACT#10202-722739301-0001	QAM - INFORMATION TECHNOLOGY
5266449	8/27/18	77.00	FIRST MEDICAL URGENT & FAMILY	FCBDD #560372 B BAUMANN NEW HIRE PHYSICALS	QAM - INFORMATION TECHNOLOGY
5266450	8/27/18	115.00	FIRST MEDICAL URGENT & FAMILY	FCBDD #560338 NEW HIRE PHYSICALS - E ROSS	CHILD UNASSIGNED - DIRECT SVC
5266453	8/27/18	2,850.00	MID-OHIO TREE SERVICE	FCBDD TREE REMOVAL AND TRIMMING	BLDG GRNDS- OPPORTUNITY CNTR
5266457	8/27/18	200.00	CITY OF PICKERINGTON	FCBDD PRIVATE SWIM LESSONS	SSA - FAMILY SUPPORT SERVICES
5266458	8/27/18	100.00	TRINA A THORNTON	FCBDD DJ FEE FOR COMMUNITY DANCES	ADMINISTRATION -PR COMM CONNECTIONS
5266460	8/27/18	597.55	LOWE'S COMPANIES INC	FCBDD ACT#9800 048 3325 WASHER	SSA - FAMILY SUPPORT SERVICES
Fund Sub-Total		235,179.19			

Total **235,179.19**

Approval Authority: 



Resolution # 2018-09-02

September 18, 2018

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR AUGUST 2018

WHEREAS, the Fairfield County Board of Developmental Disabilities has reviewed the August 2018 financial statements,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the August 2018 financial statements as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-02.

Linda Barber, Board Secretary

Fairfield County Board of DD
Cash Balance Worksheet
General Fund - 2060

	Tax Receipts	Receipts	Expenditures	Payroll	Benefits	Ending Balance	Projection based on 11/17 budget submission	Variance
Cash Carryover @ 12/31/17						15,111,026.34	14,188,962.00	922,064.34
January, 2018	-	367,835.16	1,048,905.64	459,433.88	214,702.82	13,755,819.16	12,638,612.63	1,117,206.53
February, 2018	738.96	331,769.22	284,156.75	468,446.70	222,854.12	13,112,869.77	11,663,679.76	1,449,190.01
March, 2018	8,222,321.66	620,760.38	581,706.09	714,515.15	263,101.85	20,396,628.72	17,850,579.21	2,546,049.51
April, 2018	-	964,659.73	892,867.77	467,861.40	216,942.17	19,783,617.11	16,840,271.48	2,943,345.63
May, 2018	-	426,488.93	382,733.16	470,922.72	218,761.32	19,137,688.84	15,889,184.51	3,248,504.33
June, 2018	-	237,642.39	319,769.34	477,355.72	305,180.79	18,273,025.38	14,989,304.12	3,283,721.26
July, 2018	-	239,131.83	1,545,045.77	460,226.84	206,793.43	16,300,091.17	12,413,390.56	3,886,700.61
August, 2018	6,633,232.62	367,947.24	489,332.74	704,176.26	245,191.63	21,862,570.40	17,493,941.58	4,368,628.82
September, 2018	577,500.00	331,902.43	734,167.86	545,597.06	253,116.84	21,239,091.08	16,870,462.26	4,368,628.82
October, 2018	-	330,408.13	1,844,787.06	540,657.81	252,316.49	18,931,737.85	14,563,109.04	4,368,628.82
November, 2018	-	256,469.88	772,868.68	540,657.81	252,316.49	17,622,364.75	13,253,735.93	4,368,628.82
December, 2018	-	359,632.28	816,181.91	540,657.81	252,316.49	16,372,840.82	12,004,212.00	4,368,628.82
Year to date	15,433,793.24	4,834,647.60	9,712,522.77	6,390,509.16	2,903,594.43			

Balances to the Auditor's office as of August 31, 2018

Reconciliation to budget:

2017 Additional cash carryover	922,064.34	
YTD Revenue over/(under) projection	1,333,053.84	See Financial Highlights report for details.
YTD Expenditure over/(under) projection	(2,113,510.64)	
Variance at 8/31/2018	4,368,628.82	

16,372,841 Projected Cash Balance at 12/31/18
-5,168,878 Deferred Operational Funds (Assumes payment by end of March)
11,203,963 Cash Carryover
Deferred operational funds represent the cash reserve needed at the end of the year to cover current expenditure levels until the first tax settlement the following year is received.

**FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FUND REPORT FOR THE MONTH ENDING AUGUST 31, 2018**

County Fund	2018 Starting Fund Balance	Transfer Totals	YTD Revenue	YTD Expenses	Balance
2060 Board of Developmental Disabilities Fund	\$15,111,026.34		\$18,412,528.12	11,660,984.06	\$21,862,570.40
2340 US Tank Deductible Fund	\$11,000.00		\$0.00	\$0.00	\$11,000.00
3064 FCBDD Complex Fund	\$57,139.23		\$4,385.00	\$0.00	\$61,524.23
3698 Capital Improvement	\$708,371.00		\$0.00	\$116,062.00	\$592,309.00
Grand Totals:	\$15,887,536.57	\$0.00	\$18,416,913.12	\$11,777,046.06	\$22,527,403.63

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
YTD REVENUE REPORT AS OF AUGUST 31, 2018

	ORIGINAL ESTIMATED	REVISED ESTIMATED	ACTUAL YTD	ACTUAL MTD	REMAINING	PERCENT
2060 BD DEVELOPMENTAL DISABILITIES						
431110 REAL PROPERTY	14,180,000.00	14,180,000.00	14,843,034.05	6,628,645.00	(663,034.05)	-104.70 %
431125 METRO HOUSING AUTHORITY	-	-	1,477.92	-	(1,477.92)	100.00 %
431215 MANUFACT HOMES - OH	-	-	12,520.23	4,587.62	(12,520.23)	100.00 %
432300 CCM SOFTWARE LICENSE	22,250.00	22,250.00	7,875.00	-	14,375.00	-35.40 %
433000 INTERGOVERNMENTAL REVENUES	900.00	900.00	48,746.36	3,050.00	(47,846.36)	-5,416.30 %
433001 HOMESTEAD ROLBK-RE	1,025,000.00	1,025,000.00	584,694.50	-	440,305.50	-57.00 %
433100 FEDERAL GOVERNMENT GRANTS	1,311,992.00	1,311,992.00	1,141,711.29	225,330.08	170,280.71	-87.00 %
433400 STATE GOVERNMENT GRANTS	1,595,445.00	1,595,445.00	1,283,357.06	106,670.88	312,087.94	-80.40 %
434000 CHARGES FOR SERVICES	623,700.00	623,700.00	353,229.66	29,100.76	270,470.34	-56.60 %
434020 SCHOOL TUITION	15,000.00	15,000.00	9,150.00	280.00	5,850.00	-61.00 %
434022 FCDD CAFETERIA MEALS	10,000.00	10,000.00	6,537.25	565.00	3,462.75	-65.40 %
434100 GENERAL GOVERNMENT	-	-	22,750.28	-	(22,750.28)	100.00 %
436200 RENTS AND ROYALTIES	151,100.00	151,100.00	70,249.80	1,309.52	80,850.20	-46.50 %
436400 CONTRIBUTIONS & DONATIONS	-	-	2,787.00	1,629.00	(2,787.00)	100.00 %
438000 OTHER RECEIPTS	-	-	1,986.03	12.00	(1,986.03)	100.00 %
438005 REFUNDS	-	-	957.14	-	(957.14)	100.00 %
438007 REFUND OF PRIOR YR EXPENSE	-	-	19,651.25	-	(19,651.25)	100.00 %
438019 BWC REFUND	-	-	1,813.30	-	(1,813.30)	100.00 %
2060 BD DEVELOPMENTAL DISABILITIES	18,935,387.00	18,935,387.00	18,412,528.12	7,001,179.86	522,858.88	-97.20 %

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REVENUE DETAIL REPORT AS OF AUGUST 31, 2018

FUND 2060	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE
431100 General Property Tax	-	-
431110 Real Property Tax	14,843,034.05	6,628,645.00
431120 Personal Property Tax	-	-
431125 Metro Housing Authority	1,477.92	-
431200 Property Tax Other Than Assessed	-	-
431215 Manufactured Homes	12,520.23	4,587.62
431225 Other Property Tax Reimbursement	-	-
 432300 CCM License Sales	 7,875.00	 -
 433000 Intergovernmental Revenues	 48,746.36	 3,050.00
Motor Fuel Tax Reimbursement	4,135.59	-
Shared expenses w/ other agencies	22,718.52	-
Rental Assistance Program	14,469.00	3,050.00
Excess Costs	7,423.25	-
 433001 Homestead Rollback	 584,694.50	 -
 433003 Homestead Rollback - Mfgh	 -	 -
 433002 Property Tax Reimbursements	 -	 -
 433100 Federal Government Grants	 1,141,711.29	 225,330.08
School Lunch Program	9,769.70	-
Medicaid - Targeted Case Management	571,805.39	84,475.27
Medicaid - Adult Day Service	100,288.92	-
Medicaid - Supported Employment	956.16	20.64
Medicaid - Non-Medical Transportation	26,772.53	636.18
Medicaid - Home Modifications	-	-
Title XX	34,155.00	-
Title XX-Early	19,660.00	19,660.00
Waiver Administration-SSA	194,067.28	66,584.97
Waiver Administration-Quality	44,805.88	23,108.76
Waiver Administration-Admin	89,243.65	30,844.26
Early Childhood Special Education	29,300.92	-
IDEA - Part B	20,885.86	-
 433400 State Revenue Grants	 1,283,357.06	 106,670.88
Operating Subsidy-SSA	227,538.88	-
Operating Subsidy - FSS	44,748.75	-
ODE - Preschool Units	105,145.63	11,946.08
ODE - School Age Units	314,889.17	34,741.57
ODE - Transportation	117,290.46	13,209.80
ODE - School Facilities Grant	-	-
OOD - Community Employment	119,544.69	29,218.48
OOD - Benefit Analysis	77,749.60	14,456.25
OOD - Discover U	8,745.45	3,098.70
OOD - Project Search	36,591.50	-
DODD - Employment First Transformation Grant	-	-
Waiver Match Reconciliation	231,112.93	-
Capital Housing Grant	-	-

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REVENUE DETAIL REPORT AS OF AUGUST 31, 2018

FUND 2060	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE
434000 Charges for Service	353,229.66	29,100.76
Complex expenses - Mental Health	30,907.69	3,113.07
Nursing Services	6,069.03	-
Bcii checks	1,840.00	100.00
FI Dance Fees	478.00	60.00
Vending Commissions	190.88	-
Shared Service Cost	1,923.71	-
Excess costs/One on One Aides - School districts	265,429.19	21,186.58
Vinton County Contract	38,221.30	4,641.11
Shared Waiver Costs	-	-
Benefit Analysis	-	-
Miscellaneous	41.62	-
Jury Duty	120.00	-
Copy Charges	28.00	-
Mail Route	893.88	-
Vehicle Lease - Learning Never Ends	7,086.36	-
434020 School Tuition	9,150.00	280.00
434022 Cafeteria Revenue	6,537.25	565.00
434100 General Government	22,750.28	-
REM - Day Habilitation Services	15,300.00	-
Day Services Match	7,450.28	-
436200 Rents and Royalties	70,249.80	1,309.52
Educational Service Center lease	10,257.44	-
Learning Never Ends	46,260.10	1,309.52
Other rent	-	-
Fairfield Industries	13,732.26	-
436400 Contributions and Donations	2,787.00	1,629.00
Gifts and Donations	575.00	25.00
Gifts and Donations - Children	608.00	-
Gifts and Donations - Adult	1,604.00	1,604.00
438000 Other Receipts	1,986.03	12.00
Other receipts	1,986.03	12.00
Recycling revenue - Forest Rose School	-	-
438004 Insurance Reimbursement	-	-
438005 Refunds	957.14	-
438007 Refund of Prior Year Expenses	19,651.25	-
438019 BWC Refund	1,813.30	-
439100 Interfund Transfers In	-	-
439200 Proceeds of General Capital Asset Dispositions	-	-
Auction proceeds	-	-
Sale of Assets	-	-
TOTAL REVENUE RECEIVED FUND 2060	18,412,528.12	7,001,179.86

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
YTD EXPENDITURE REPORT AS OF AUGUST 31, 2018

	ORIGINAL APPROPRIATIONS	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2060 BD DEVELOPMENTAL DISABILITIES							
SALARY	6,791,914.00	6,791,914.00	4,222,938.67	704,176.26	-	2,568,975.33	62.2%
INSURANCE	1,875,358.00	1,875,358.00	1,101,551.00	138,459.08	-	773,807.00	58.7%
MEDICARE	90,231.00	90,231.00	58,042.45	9,809.38	-	32,188.55	64.3%
RETIREMENT	1,010,324.00	1,010,324.00	621,562.82	96,573.81	-	388,761.18	61.5%
UNEMPLOYMENT	25,000.00	25,000.00	12,666.50	49.36	-	12,333.50	50.7%
WORKERS COMP	135,331.00	135,331.00	97,905.36	-	-	37,425.64	72.3%
DEFERRED COMP	2,600.00	2,600.00	1,800.00	300.00	-	800.00	69.2%
CONTRACT SERVICES	4,269,808.00	4,960,531.65	2,526,965.53	312,352.88	1,825,180.81	608,385.31	87.7%
ADVERTISING	25,600.04	25,750.04	5,362.61	1,834.00	5,637.00	14,750.43	42.7%
TRAVEL	86,200.00	88,908.67	18,730.86	2,051.41	50,288.12	19,889.69	77.6%
TUITION REIMBURSEMENT	10,000.00	12,800.56	1,943.00	798.00	3,776.56	7,081.00	44.7%
SUPPLIES	434,983.00	451,226.74	152,967.67	15,547.64	170,001.79	128,257.28	71.6%
CAPITAL	2,053,298.00	2,078,094.73	71,072.57	10,509.81	56,825.15	1,950,197.01	6.2%
ADMIN FEES-FEDERAL	216,000.00	223,913.28	158,944.02	-	64,969.26	-	100.0%
WAIVER MATCH	3,700,000.00	4,359,325.74	2,316,054.00	-	2,043,271.74	-	100.0%
FCBDD DEBT REPAYMENT	293,490.00	293,490.00	292,477.00	146,239.00	-	1,013.00	99.7%
TRANSFERS	100,000.00	100,000.00	-	-	-	100,000.00	0.0%
2060 BD DEVELOPMENTAL DISABILITIES	21,120,137.04	22,524,799.41	11,660,984.06	1,438,700.63	4,219,950.43	6,643,864.92	70.5%

**FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
YTD REVENUE REPORT AS OF AUGUST 31, 2018**

	ORIGINAL ESTIMATED	REVISED ESTIMATED	ACTUAL YTD	ACTUAL MTD	REMAINING	PERCENT
3064 FCBDD COMPLEX						
434000 CHARGES FOR SERVICES	1,500.00	1,500.00	4,385.00	1,135.00	(5,885.00)	-292.30 %
3064 FCBDD COMPLEX	1,500.00	1,500.00	4,385.00	1,135.00	(5,885.00)	-292.30 %
3698 FCBDD CAPITAL IMPROVEMENT						
439100 INTERFUND TRANSFERS IN	100,000.00	100,000.00	-	-	(100,000.00)	0.00 %
3698 FCBDD CAPITAL IMPROVEMENT	100,000.00	100,000.00	-	-	(100,000.00)	0.00 %

**FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
YTD EXPENDITURE REPORT AS OF AUGUST 31, 2018**

	ORIGINAL APPROPRIATIONS	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2340 US TANK DEDUCTIBLE							
543000 REPAIR AND MAINTENANCE	11,000.00	11,000.00	-	-	-	11,000.00	0.0%
2340 US TANK DEDUCTIBLE	11,000.00	11,000.00	-	-	-	11,000.00	0.0%
3064 FCBDD COMPLEX							
530000 CONTRACTUAL SERVICES	5,000.00	5,000.00	-	-	-	5,000.00	0.0%
543000 REPAIR AND MAINTENANCE	5,000.00	5,000.00	-	-	-	5,000.00	0.0%
560000 MATERIALS & SUPPLIES	1,000.00	1,000.00	-	-	-	1,000.00	0.0%
3064 FCBDD COMPLEX	11,000.00	11,000.00	-	-	-	11,000.00	0.0%
3698 FCBDD CAPITAL IMPROVEMENT							
572100 BUILDING IMPROVEMENTS	120,000.00	210,268.00	116,062.00	-	8,268.00	85,938.00	59.1%
573000 IMPROV OTH THAN BLDGS	25,000.00	25,000.00	-	-	-	25,000.00	0.0%
3698 FCBDD CAPITAL IMPROVEMENT	145,000.00	235,268.00	116,062.00	-	8,268.00	110,938.00	52.8%

APPENDIX C

➤ *Leadership Team Report*



Fairfield County Board of DD Leadership Team Report September 18, 2018

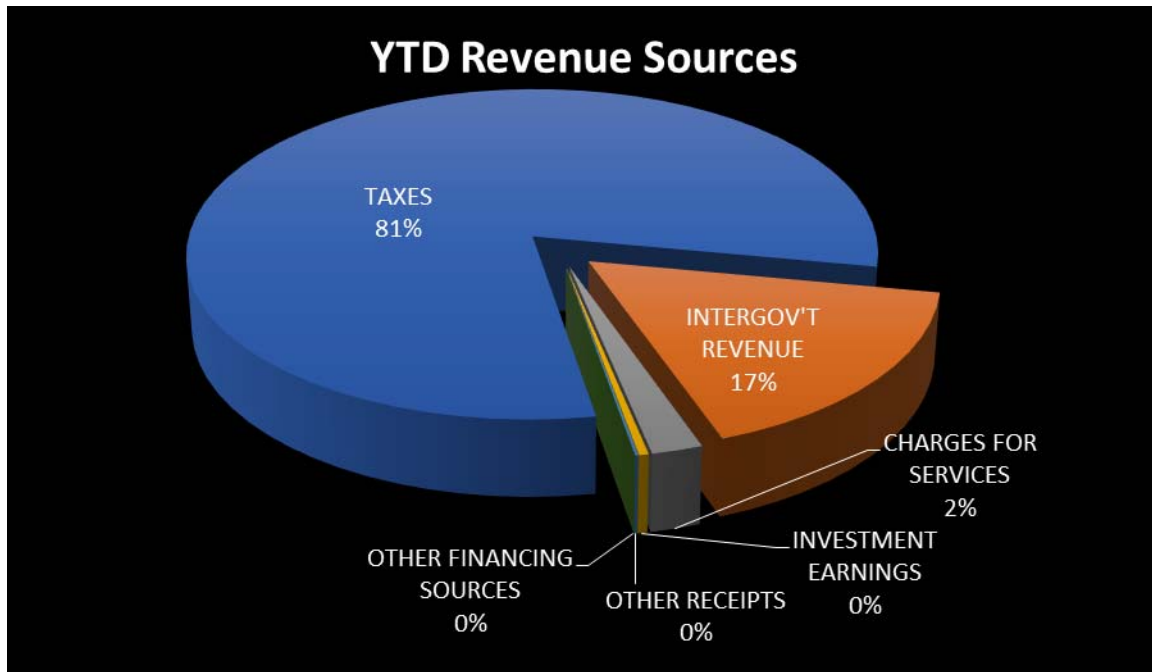
Finance

Beth Seifert

Revenues:

Revenues were approximately \$1,333,000 above projections.

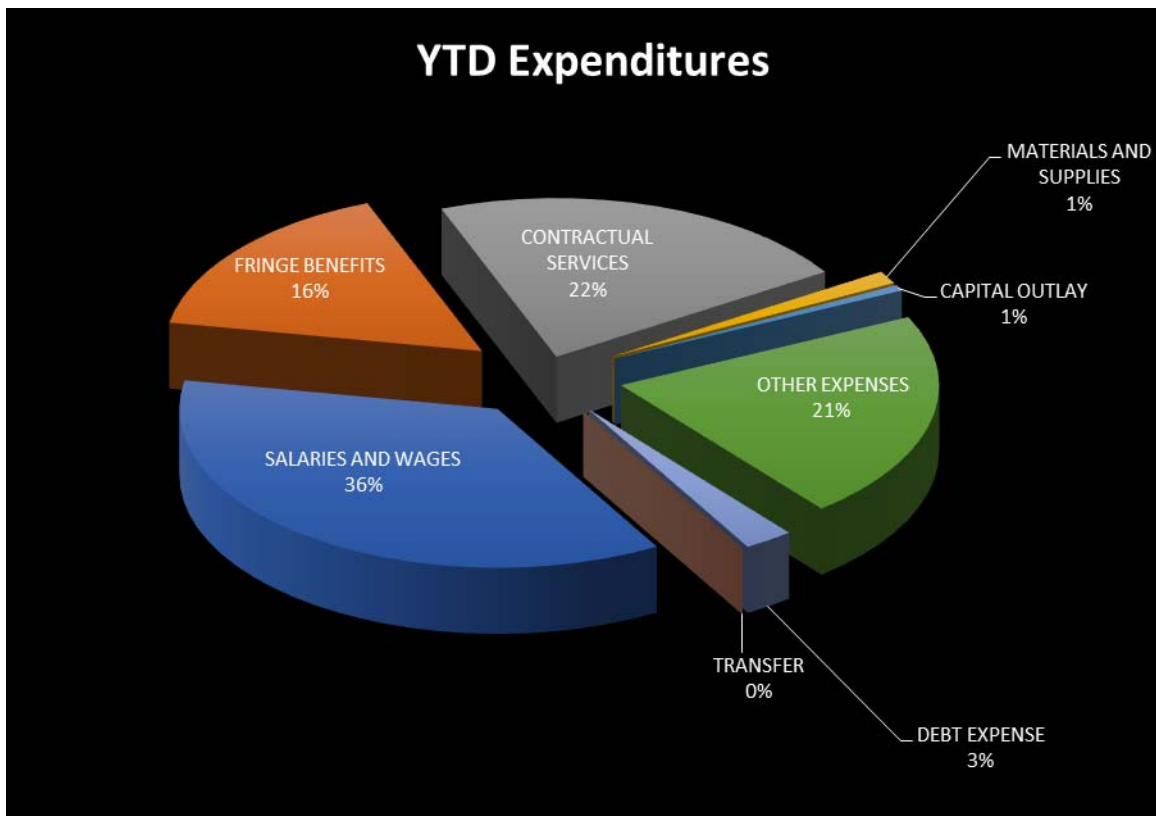
Tax Revenues	\$814,200
Waiver Match Reconciliation – 2016	\$231,100
Medicaid (Adult Day, Non-Medical Transportation, Supported Employment, TCM)	\$173,200
Medicaid Administrative Claiming	\$ 128,100
OOD (Community Employment, Benefit Analysis, Project Search & Discover U)	\$-84,000
ODE	\$72,600
REM – Adult Day Services	\$15,300
Title XX	\$ 16,100
Reimbursements from Local Schools	\$-61,600
BWC Refund	\$ 21,500



Expenditures: Expenditures were approximately \$2,113,500 below projections.

- Salary and Benefits were below projections by \$636,700

- Salaries are \$401,400 under budget.
 - There were 10 vacancies in the month of August
 - Forest Rose School (2) – Educational Aides
 - Adult Services (3), two positions are currently not being filled (Job Trainer and Program Specialist-CES) and a new position was budgeted in 2018 to assist providers in recruitment and training of DSP's. This initiative is still in the development stages.
 - Service and Supports (2), a new ISC was budgeted to be added in February based on expected growth and another in July. Neither position has been required to be added as of July.
 - QA (2), the Investigative Liaison retired and there is no plan to fill the position at this time. The 2018 budget contains a Records Manager position. This position has not yet been developed.
 - Administration (1) A position of Assistant Superintendent was budgeted beginning in July. There is no plan to post this position currently.
- Health Insurance costs were \$124,100 under budget.
- Worker's Compensation was \$37,400 under budget.
- Non-wage expenditures were \$1,476,900 below projections.
 - Contract services accounts for \$388,900 of the variance.
 - Therapy Services \$33,200
 - Attorney/Legal Services \$24,700
 - Purchased Property Services \$12,600
 - Purchased Provider Services/Transportation \$180,400
 - Purchased Housing \$27,700
 - Vehicle Maintenance \$16,400
 - The supply and capital accounts were under budget \$153,000 and \$511,700 respectively. The variance in the capital line is due to the delay in the renovation project scheduled for this year.
 - Waiver and Admin Fees were \$394,000 below projections.



Adult Services

Kyle Miller

We continue meeting with providers to explain the resources available to them, with overwhelmingly positive responses. Each visit provides an opportunity to offer our support, solicit suggestions for future training topics and gain an understanding of the issues that interfere with the quality of their services. We have also used these visits to encourage the providers to join the provider meetings and The Excellent Network. We met with three more agency providers this month. All were very excited to have contact information and resources for future questions and very interested in attending future provider monthly meetings. We are certain that these supports will continue to enhance the quality of services provided in the county. Similarly, the provider support team met with one of the ISC teams to share our experiences and the expectations for upcoming months. We are looking forward to a meeting next month with the ISC supervisors to discuss inconsistencies in the discussions and clarify so all of us are consistent with understanding of all roles.

As mentioned here before we continue investigating activities to lessen the staffing issues faced by providers. Our meetings and correspondence with staff from the Ohio Alliance of Direct Support Professionals (OADSP) has resulted in the Licensing Agreement on the agenda this month. This will give us the foundational step to begin recruiting activities for providers' direct service

professionals. This access to the necessary resources that meet the training requirements will allow us to include the Fairfield philosophy in all the training we offer provider staff.

July Business Connections

(QIP: 2.10, 4.7, 4.8)

In the month of August, JobFusion hosted the monthly Employment Vendor meeting. We had two new faces from New Horizons and had a great conversation about different approaches to determine employment information for a new client with them. Having many perspectives and approaches when discussing general situations has been great with such a diverse group of professionals. They were able to take back ideas to utilize when working with their job seekers, as both new hires are new to the field. In addition to helpful discussion topics, we also talked about reaching out to other organizations, such as Veteran's Affairs related groups, to invite them to Employment Vendor meetings. Having additional perspectives with a common goal could be helpful for us all. We are also looking toward planning a Job Fair in 2019 that relates to job seekers we are all assisting.

We held our monthly Business Advisory Council meeting. We discussed multiple updates for the Fairfield County Board of DD, as well as JobFusion. In addition, we were able to talk through some of JobFusion's less common employment needs including one job seeker who possesses a Bachelor's Degree in Spanish, as well as another who has circumstances that will benefit from a work from home position.

New Hires and Interviews

(QIP: 2.5)

JobFusion has been pushing forward to assist job seekers at the end of the summer. There can be great opportunity in the area with college and high school students returning to school. We had two job seekers start new roles and one job offer that should lead to a start date in September. A new partnership arose with Big Lots in the Pickerington area at the end of July and extended with another job offer in August. Because the offer did not happen until the end of the month, we are excited to be able to share that story in September but are pleased with the additional job offer with that location. We have also assisted one job seeker with finding work at River Valley Mall, as well as another new organization for JobFusion, Little Tigers, a childcare facility in Pickerington.

When Maryssa came to JobFusion, she informed us that she was interested in working with children. She was planning on going to college this fall to study early childhood education and dreamed about working in that field. During our very first job development meeting Maryssa mentioned an interest in working at the Little Tigers Preschool and Childcare Center in Pickerington. With her

resume in hand, we approached the business and after an extensive interview, she was offered the position. Maryssa was overjoyed at the opportunity to work in her chosen field while she studies in college!

We had worked with Ryan K. for several months through Job Readiness Training which lead into Job Development. This young man did not really know what direction he wanted his life to go, other than to work. With an employment goal of a position in maintenance or construction, Ryan was also intrigued by what he saw while searching employment on-line through Ohio Means Jobs and other websites. The housekeeping department in River Valley Mall had several positions open and Ryan verbally asked them about the positions and how to apply. He completed their on-line application and was asked to interview. Ryan was hired on the spot with a set schedule, which is new to this department. He was ecstatic and upon return to DiscoverU wanted to call his entire team! Ryan will work 20 -25 hours per week doing various janitorial tasks throughout the mall as directed by his supervisor. Housekeeping is outsourced to the Interstate Cleaning Corporation, who contracts with shopping malls throughout the nation.

DiscoverU

(QIP: 3.5)

Staff members based at the River Valley Mall spent the month of August focusing on work adjustments with individual clients referred through OOD. This service allows for specific training, if needed, prior to job development.

Four area high schools will again partner with us in September for Generally Accepted Work Conduct Skills training, both in curriculum form and internship sites in Mall businesses. We are eager to begin working with Canal Winchester, Lancaster, Bloom Carroll, and Liberty Union High School students!

As August came to an end, so did the first store to partner with the DiscoverU project, Elder-Beerman, closing its doors August 26. Since 2013, over 150 interns and students passed through their doors and began building their employment foundation. Thank you, Darian Radabaugh, General Manager, and all the staff members that allowed us to work in every department and learn from each manager and staff member. We will most certainly miss their contributions to our program.

Project SEARCH

(QIP: 3.5)

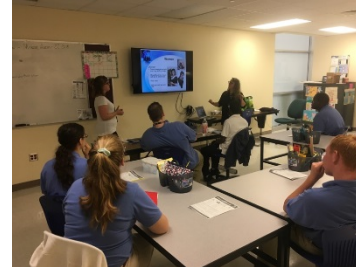
In August, Project SEARCH kicked off the 2018/2019 academic year at Fairfield Medical Center. During the first few weeks of the year, students work to get to know each other, the hospital, and learn about multiple employment related topics. The students participated in various team



building exercises while learning about each other. They learned the importance of teamwork and listening to others to accomplish goals together as a group.

Students also listened to a presentation by Fairfield Medical Center Policeman, Officer Mitchell. He spoke about security responsibilities at the hospital. Multiple students had several questions about the nature of being a Police Officer.

JobFusion Job Trainers Amanda Snoke and Samantha Noll came to Project SEARCH to present information on dressing as a professional which included not only how to dress for the job, but how to dress to get the job (interviewing attire)! Project SEARCH students had the chance to work with mannequins, choosing outfits they felt were work appropriate and dressing them.

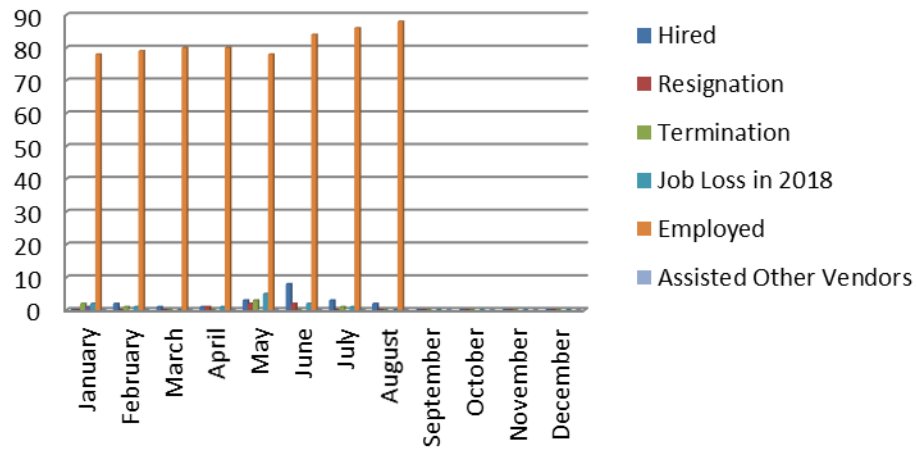


The group was then able to discuss why the articles of clothing were great choices!

Employment Totals

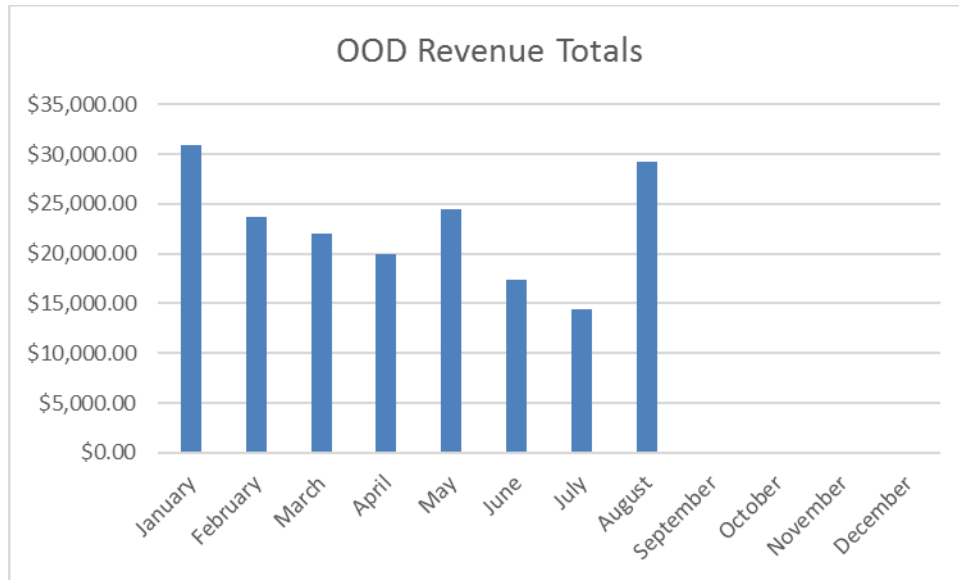
	Hired	Resignation	Termination	Job Loss in 2018	Employed	Assisted Other Vendors
January	0	0	2	2	78	0
February	2	0	1	1	79	0
March	1	0	0	0	80	0
April	1	1	0	1	80	0
May	3	2	3	5	78	0
June	8	2	0	2	84	0
July	3	0	1	1	86	0
August	2	0	0	0	88	0
September	0	0	0	0		0
October	0	0	0	0		0
November	0	0	0	0		0
December	0	0	0	0		0
YTD Total:	20	5	7	12		0

Total Jobs Hired, Lost, and Employed



OOD Revenue Totals

	OOD Revenue Totals
January	\$30,974.12
February	\$23,646.15
March	\$22,032.90
April	\$19,992.70
May	\$24,528.95
June	\$17,339.20
July	\$14,378.75
August	\$29,234.20
September	
October	
November	
December	
<i>YTD Total:</i>	\$182,126.97



JobFusion Division Snapshot

Section 1: Jobs	
Total number of people employed in the community currently supported by JobFusion (0 additional employees have transitioned to follow along services with other vendors or were determined through team meetings to no longer need follow along services this month)	54
New hires in August 2018	2
Year to date new hires in 2018	20
Job losses due to resignation in 2018	5
Job losses due to termination in 2018	7
Year to date job losses in 2018	12
Number of people receiving active Job Development Services (an active job search in place)	19
Reason for Termination/Resignation for 2018:	
<i>Resignation:</i> To look for another position	1
<i>Resignation:</i> Unapproved Vacation	1
<i>Resignation:</i> No longer wanted employment	3
<i>Termination:</i> No Call/No Show	0
<i>Termination:</i> Performance Issues	5
<i>Termination:</i> Corporate issued layoff (not performance related)	2
Section 2: Total Services Provided	
Total number of people receiving Community Employment Services via JobFusion	58
Total number of people receiving BVR assessments (CBA, CX, Etc.)	4

Section 3: Internships	
Number of people currently participating in an internship program	11
• Fairfield Medical Center – Project SEARCH	8
• DiscoverU – Job Readiness Training	2
• DSW – Project SEARCH	0
• Art & Clay / Square 7	1
Number of people who successfully completed an internship program this month	
• Fairfield Medical Center – Project SEARCH	0
• DiscoverU – Job Readiness Training	0
• DSW – Project SEARCH	0
• Art & Clay / Square 7	0

Section 4: DiscoverU Partners & Participants		
Opportunities for Ohioans with Disabilities (OOD) Job readiness training is designed to provide paid work experience to adults while at the same time developing work habits that the business community values. DiscoverU computer lab is open to job seekers for online job searches, mock interviews, developing resumes, and applying for jobs. OOD Counselors utilize DU for meetings with job seekers and JobFusion staff.	Total number of OOD participants	3
	Total number of OOD Counselors	2
Transition Services Working with area high schools, the DiscoverU staff teaches generally-accepted work conduct to the staff and students to begin developing the habits employers seek in employees. Students can experience an evidence-based curriculum, as well as actual work experience with business partners located in River Valley Mall in Lancaster.	Total number of Students	0
	Total number of School Staff	0
DiscoverU Tours and Orientation DiscoverU is an innovative training and employment model developed by Fairfield DD for adults with disabilities. Those interested in learning more about the operation and services can schedule a tour with DiscoverU staff.	Total number of Participants attending tour or orientation	0
<i>Total number utilizing DiscoverU</i>		32
River Valley Mall Business Partnerships DU has built 14 business relationships with River Valley Mall businesses.	Total number of Businesses partners this month	1

Section 6: Adult Services QIP Goals		
2.5	Increase employment outcomes that directly link to a person's interests.	Two seekers found employment, Maryssa wanted to work in Childcare and will be pursuing her education in it as well. She was able to obtain a position at a Preschool working with children. Ryan was seeking maintenance or construction related positions and found a janitorial role with the River Valley Mall. Both were active and eager to apply for their respective positions and were supported by their Job Trainers.
2.10	Offer training to transform a community that values individual's differences, and promotes progress, growth and independence.	The provider support staff met with 3 providers to outline resources to support quality services. We also met with one of the ISC teams
3.5	Offer and support internship opportunities that build a foundation for employment through partnerships with Fairfield Medical Center and Project SEARCH, 150 West Main, and at the River Valley Mall through DiscoverU.	There were 8 students at FMC-Project SEARCH, 1 adult at 150 West Main, and 2 adults completed Work Adjustment and Job Readiness Training at RVM (the JRT participant and team met with a recommendation to change vendors while the WA participant and team met with BVR determining services would be closed at this time). The JRT & WA participants worked at Elder Beerman folding clothing, sizing, and arranging displays as a part of their store liquidation efforts.
4.7	Build quality among provider partners through training, technical assistance, outreach and support aligning with Community & Employment First.	Two Job Trainers (Amanda Snoke & Samantha Noll) presented Dress for Success with the Project SEARCH student group at Fairfield Medical Center concentrating on how to professionally dress for interviews and work in general.
4.8	Facilitate a Business Advisory Council involving local businesses to share information and gain input for increased community employment success.	BAC met and discussed cases out of the typical for JobFusion. One seeker looking for Work from Home and one looking for Spanish Translation work.

Artist in Residence:**Pamela Whiteley**

Commitment 3.4 of the QIP: Enrich the Artist in Residency Program at 150 West Main, ensuring an integrated artist community.

Jess set a goal in July to get involved in our local theater community. She enjoys singing and acting but has not had much luck navigating these resources. This has been breaking it down in to steps so that it becomes manageable. Her first step was to learn about the performance opportunities in our area. She's learning to navigate through their websites and Facebook pages, so she can find information about upcoming auditions and productions. Her next step will be to attend a production from two of the companies. This will help her understand how they run, what the environment is like, proper theater etiquette and possibly meet the actors/directors. While one production is free the other has a ticket fee. Jess will learn to budget her money, so she can attend. Between Expanding Your Horizon events, learning at Art & Clay, working in her studio, family events and soon theater schedules she found she needed to learn to keep a more disciplined schedule. Also, she's learning to use her email as a communication tool to keep in contact with me as well as reaching out to new opportunities. In the past, her mother kept her calendar and made phone calls on her behalf. She's also using LPT the get around to help alleviate some of the stress put on her parents to transport.

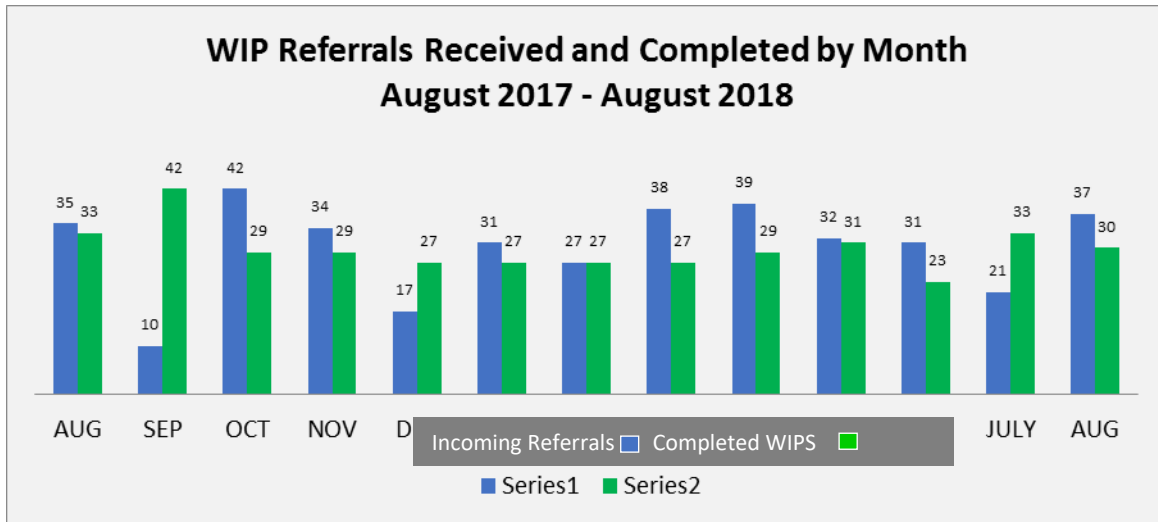
Our studio was asked to create a new logo for the Cameo League, the fundraising organizers for the Lancaster Festival. Sean, Brandon and myself worked with league members to create a few options. Though they seemed pleased with what we came up with we have yet to hear the final word. If they decide to use our design, I will show Sean and Brandon how to create the versatile vector file.

The AIR program has an upcoming exhibition at the Fairfield County Main Library at the end of November, the other artists have their work cut out to fill that space!

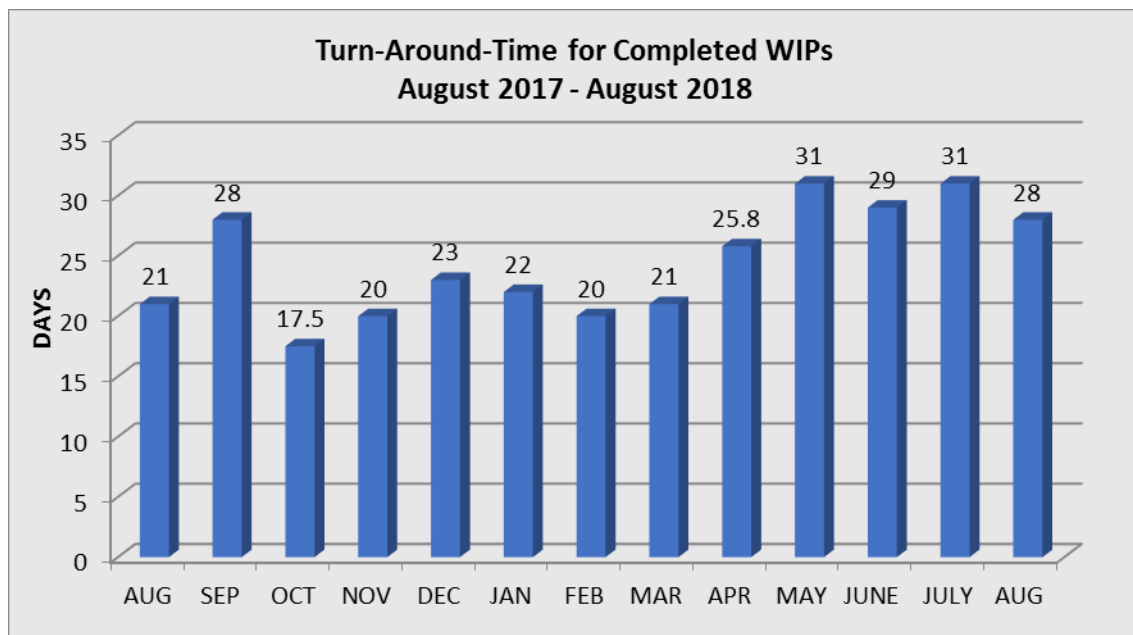
Benefits Consultations/Analysis**Darenda Geer**

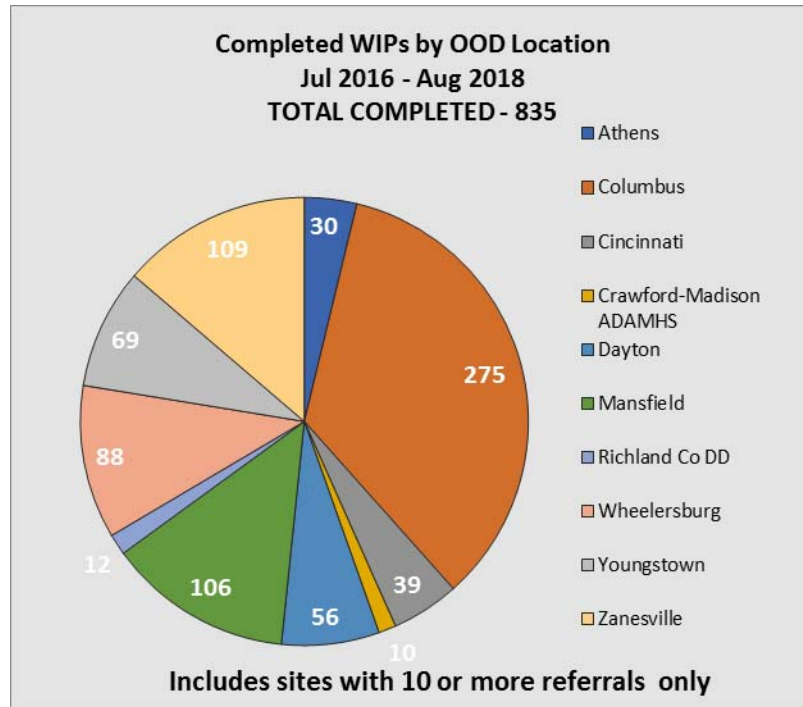
During August 2018, 30 Bureau of Vocational Rehabilitation/Bureau of Services for the Visually Impaired (BVR/BSVI) flat fee Work Incentive Plans (WIPs) were completed at \$321.25. The monthly billing for June is \$9,637.50 and the year-to-date billing (2018) is \$77,923.75. Thirty-seven WIP and three Work Incentive Coordination (WIC) referrals were received in August. Currently there are 39 referrals from BVR pending WIP service at \$321.25 each and three WIC referrals pending beginning at \$500 each. WICs are paid in increments of \$7 (for a credentialed WI Practitioner) for every six (6) minutes spent working with the various agencies and clients to resolve issues relating to disability payments, health insurance, etc. To date in 2018, 19 WIP referrals have been canceled by

OOD prior to completion of the report due to withdrawal of, or no response from the client before the Authorization end date.



Turn-around-time (TAT) from receipt of referral to completion of WIP for July reduced to 28 days.





Along with the completion of 30 WIPs, I consulted on 42 e-mails or calls from former clients, OOD and DD counselors regarding concerns, issues or questions regarding the client's employment, health insurance, STABLE, trusts, housing and work incentives. I met with thirteen (13) clients, OOD or SSA representatives either in my office or at a location near them. In my new role as an Ohio Senior Health Insurance Information Program (OSHIIP) Volunteer Counselor, I counseled sixteen (16) individuals regarding various type of Medicare coverage to include those I receive WIP or WIC referrals for who are Medicare eligible.

As mentioned above we have received three WIC referrals which is new service billed separately from the WIP. All three of the WIC referrals are former WIP clients who have ongoing issues regarding their current benefits. Issues include but are not limited to disability benefit overpayments, enrollment in incorrect health insurance, and the potential use of Subsidies or Special Conditions. Coordination involves working not only with the client, but various agencies such as SSA, JFS, OOD, Medicare, Medicaid, a client's employer, and family members.

I also attended OSHIIP training in Lancaster and participated in one disability benefits related online webinar. I have continued, but on a minimal basis mentoring an employee of Deaf Services Center (DCS) in Worthington regarding various WIP functions. She completed the WIP course through Cornell University, but has asked for additional guidance when completing WI plans for her clients.

Educational Services

Jodi Blais

Early Intervention:

Rebecca Nixon

Early Intervention is currently providing services to 144 families in Fairfield County. In August we received 14 referrals from Help Me Grow and there were 23 children who transitioned out of our program.

We are pleased to be welcoming Molly Fender to our Early Intervention team. She accepted the Developmental Specialist position and will start on October 1st. Molly is an experienced early intervention professional with a strong background in building relationships with families and collaborating with providers.

Preschool and School Age:

Jodi Blais

On September 6th, 16 grandparents attended Ms. Mandy's class for a "Grandfriends Day" celebration. Students performed two special songs and presented their special guests with two Grandparents day gifts. Everyone then enjoyed a snack and playtime with their grandchild. The first picture is a brand new preschool student with us and her grandma and grandpa drove up from West Virginia. They were so excited to see her at preschool and got a tour of the whole school.





Very Special Arts

VSA Ohio (VSAO), the state organization on arts and disability announced that Forest Rose School (FRS) was selected for the Adaptation, Integration and the Arts (AIA) residency program for the 2018-2019 school year. AIA partners teaching artists and educators in classrooms inclusive of students with and without disabilities to enhance teaching and learning through an arts-integrated residency and curriculum. AIA is supported by a grant from the Ohio Department of Education, Office for Exceptional Children and a contract for services with The John F. Kennedy Center for the Performing Arts. Administration is conducted with assistance from OhioDance and the Ohio Alliance for Arts Education.

Cathy Hunter

This is the third year that the preschool students and staff have been given this wonderful learning opportunity to work with a master artist from our Lancaster community; Ms. Tonya Kraner. Ms. Tonya will partner with the Preschool Teachers to explore regular classroom concepts and learning goals through the arts residency program. The students at Forest Rose School are motivated by music and love to dance. The teachers and therapists understand that our students will continue to develop coordination, strength and balance, and enhance their mental and physical well-being through music and movement. Hopefully this year, with the success of our partnership with the AIA Artist Residency Program, we will continue to be a role model for other schools serving students with special needs throughout the state. The

AIA Grant Residency Program represents an investment of approximately \$6,000 to our school program.

The Garden Tower:

We are also thrilled to be one of 9 schools in Fairfield County who are recipients of a grant through Mount Carmel Foundation with support from the Fairfield Department of Health to participate in growing herbs and vegetables in a 4.4' tall and 2.5' wide garden tower. One of our nurses, Lisa Tope, brought this opportunity to our attention and we applied to be considered for inclusion. There are lesson plans available to assist teachers in incorporating activities in our curriculum. As a grant funded program there will be a student and teacher survey midway through the year and again at the end of the year to collect data to evaluate the effectiveness of the program. We are excited about the possibilities the tower presents for our students.

We just received notification of our Special Education Rating for 2018 from the Department of Education. This is a rating based on the data we submit through the Education Information Management System (EMIS), which primarily targets procedural compliance. We received the highest score of 4.0 which means **Meets Requirements** as opposed to Needs Assistance, Needs Intervention or Needs Substantial Intervention. Most school districts' ratings also include, math and reading proficiency for all students with disabilities. This does not pertain to us as all our students are from different districts.

The Senior class is doing some unique inclusion activities with the home schools of three of our students. At Fairfield Union High School, two of our students are attending an Art class weekly where the high school students are researching Art Therapy and presenting lessons that include our students. The district administrator, special education supervisor, art teacher and classmates have warmly welcomed our two young men and are excited about the inclusion opportunities it represents.



It is hard to believe that we have been in school almost a month now! Our back to school trainings were fantastic including the basics we need to have annually as well as great presentations from our Behavior Support Specialists. Referrals continue to come in and we are adding new preschool and school age students. We still focus attention on transitioning students back to their districts. We hired several new educational aides who bring unique skills/experience and new enthusiasm for the field to our program. We sincerely appreciate the hard work by the HR department and our training coordinator to make the process of onboarding new staff go smoothly. We have also been able to replace both Speech-Language Pathologists and a part -time Occupational Therapist to complete our staff.

We have a new volunteer at the school, Christy Ward, who is coming two times per week and focusing on the library. Considering we did not have a library at Forest Rose in 1993 and have grown it through donations to thousands of books and books on tape, it was time to reorganize and continue to move things forward. I will continue to update you on the changes happening with this special asset.

Human Resources and Operations

Cindy Hillberry

During the month of August, the positions of Individual Support Coordinator and Educational Aide were posted. Interviews were held for Educational Aides as well as for the open ISC position. With back to school this month everyone was busy getting ready to welcome school staff back for the year. Rachel has been working with Anne Mikan to make sure all returning school staff is up to date on certifications for ODE as well as CPR and First Aid. We had all the new Forest Rose School staff started in time for the "Back to Basics" trainings held for returning staff as well. Cindy has been busy assisting with preparations for the all-staff in-service as well as arranging some 30-minute trainings for September, October and November presented by the Culture of Engagement. She has also been serving on a county-wide committee to work on recruiting and retention of employees.

Positions posted: Individual Support Coordinator (SSA), Educational Aide (FRS), Substitutes (FRS)

Positions in the process of being filled: Individual Support Coordinator (SSA), Community Connections Coordinator (Admin)

Positions filled: Individual Support Coordinator – Resource Assessment (SSA), Developmental Specialist (EI), Educational Aide – PT (FRS), 3 Educational Aides (FRS)

New Staff in August:

Stephanie Merckle-Hunt, Payroll Coordinator



Sarah Thimmes, Speech/Language Path



Angie Watson, Substitute



Brice Baumann, It Systems Specialist



Elisabeth Ross, Substitute



Shelia Hunter, Educational Aide



Highlights from August FairfieldDD In Focus:

- The Trauma Informed Care Resiliency Builders Team scheduled meetings at Board of DD locations. The team is made up of staff members, Liz Andrews, Jen Walling, April Wagner, Janie Heston, and Pam Whiteley.
- Congratulations to all the Living the Values and Commitments nominees in July. The nominees were: Cindy Hillberry, Beth Seifert, Michelle Dexter, Wendy Ricker, Janie Heston, An'Gelica Harris, Jodi Blais, Wendy Foucart, Christina Hutchinson, Stormy Steinmetz, Shelly Hummel, Mandy Wilkins, Lynette Van Meter, Amy Carter, Amber Dille, Kristen Thorne, Jamie Rigsby, Samantha Noll, and Amanda Cruz. The gift card winner was Jodi Blais.
- Thank you to all the staff members who volunteered to help with the Volunteer Appreciation Picnic and Community Dance. It was a great event and it would not have been possible without the contribution of the following people: Dean Ralloff, Teresa Scarpitti, Amber Dille & Mackie (Daughter), Jodi Blais, Cathy Hunter, Wendy Ricker, David Baum, Susan Barnett, Shelly Hummell, Michelle Snyder, Joelle Gardner, Cathy Anderson, Jim Beery, Scott Robinette.
- We welcomed all staff and students back to Forest Rose School in August! We look forward to a great school year!
- The Buddy Walk is quickly approaching on September 30, 2018. Staff is welcomed to join Michelle Dexter and family to support DSACO and their team "kickin' it with Ky" again this year.

Operations and Maintenance:

Kevin Rigsby

In the last month we have had various issues with our cooling tower at Forest Rose. We can cool the building, but we are constantly adjusting water flow to keep it cooling, we have already replaced key components on the tower over the last year. We are now in need of replacing it. We will be asking the board to give us the go ahead to put this project out for bid. We are continuing to search for office space. We are looking at all of our options to find the most cost-effective way to maximize existing space or to purchase/lease office space. We are continuing our efforts look at new ways to lower our energy costs, while maintaining great customer service and a safe and clean work place for our staff and the people we serve.

Community Involvement:

We attended several activities and events in the community, including events with Young Professionals of Lancaster, United Way of Fairfield County (Community Care Day Breakfast), Aspire in Columbus, and events with the Lancaster and Pickerington Chamber of Commerce. We continue to follow up with current contacts and make new ones as we are out in the community.

SROI:

We are currently working with the Pilot Groups to create our social impact story and narrative. We should have more info on this in the coming months.

Leadership Development:

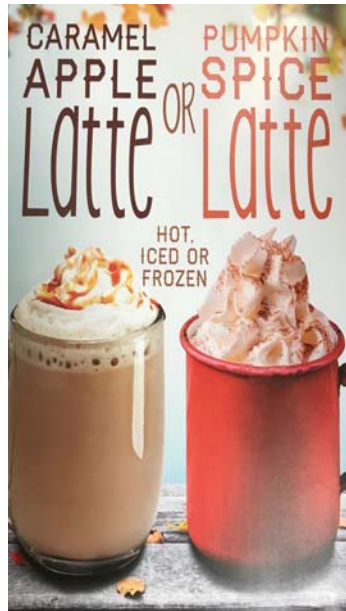
The first session of Emerging Leaders for the 2018/19 group began in September. Topics covered include foundations of leadership, networking, time management, and strengths development. The first session went very well and the course evaluations showed positive movement toward the outcomes we are hoping to see in this program. In October, we will be covering personal accountability as a leader and leading from anywhere in the organization.

Social Enterprises:

As we expected, we had a very strong August.... until the first day of school. From that exact date forward, weekday sales are very low, though we see bumps in our weekend sales. This is expected, and we track the trend every year. Now, we will spend the downtime preparing the store and staff for the next wave...Christmas! Based on what we seen from the past, we expect to begin picking up again right as the Fairfield County Fair ends. It will then be a mad-dash to Christmas, non-stop. Keep watching for some great events coming up, including Christmas in October!!

Speaking of October, the shop has turned over to Fall. We have numerous Fall items to paint, including Halloween items. In addition, our Pumpkin Spice and Caramel Apple Lattes are selling very well. Stop in and check out all the cool new things at 150 West Main!

One of the events we attended this month was the Aspire Event for Social Enterprises. This is where awards are given out and SPEs are recognized. Art & Clay on Main / Square Seven Coffee House is a finalist for the Enterprise of the Year Non-Profit Sustainability Award. At the time of this report, we don't yet know the result. However, we will be able to report whether AC/S7 won at the board meeting. Fingers crossed!



Services and Supports

Wendy Ricker

Program Enrollment

Total Enrollment for the Program
Individuals receiving Support Coordination
Families receiving Family Support Services

1221	+2
966	
517	-5

Waiver Enrollment

Individual Options
Level One
SELF
Remaining budgeted Waivers to dispense for 2018

219	
202	+2
37	
3 (LOW)	

Waiver Waiting List

New Transitional Waiting List (NUMBER represents folks we have taken off and folks we have added since 6/10/18-8/31/18—changing every day)
Previous Waiting Lists (IOW, L1W, SELF)

571	-27
974	

Locally Funded Services

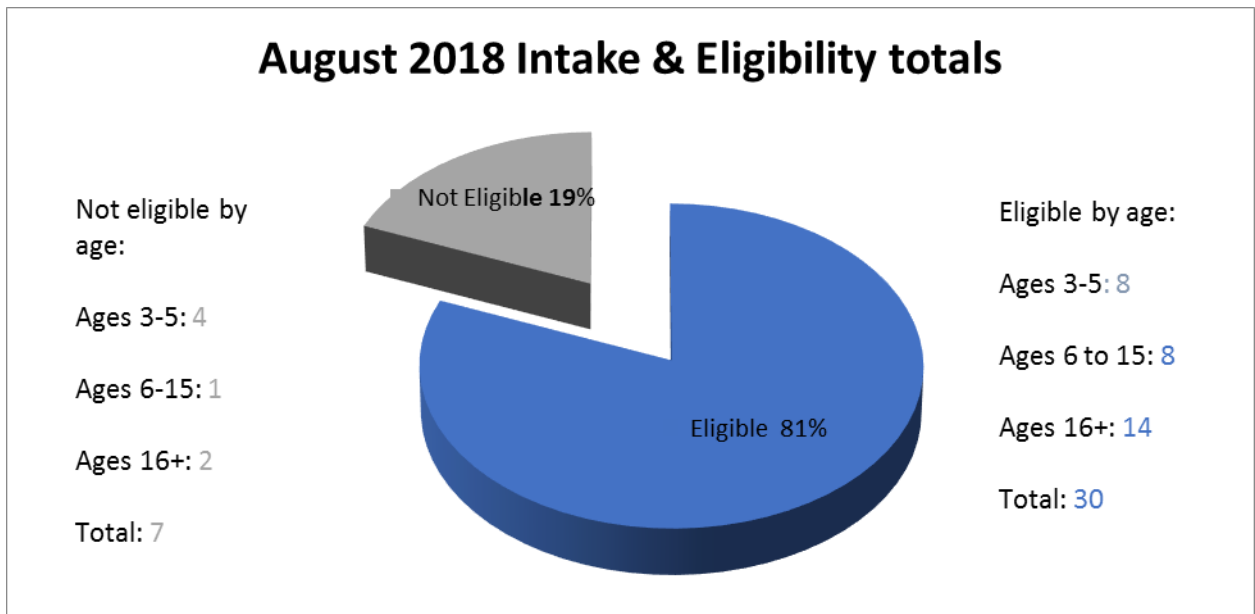
Individuals in RSS home
Title XX
Individuals with personal assets or pending waivers
Individuals in a Nursing Home (only 1 person now)
Individuals who have redirected their budget

\$38,537.60	
\$26,050.85	
\$87,025.03	-\$3,604.45
\$39,030.66	+\$5782.32
\$3,900	

Introduction and Eligibility

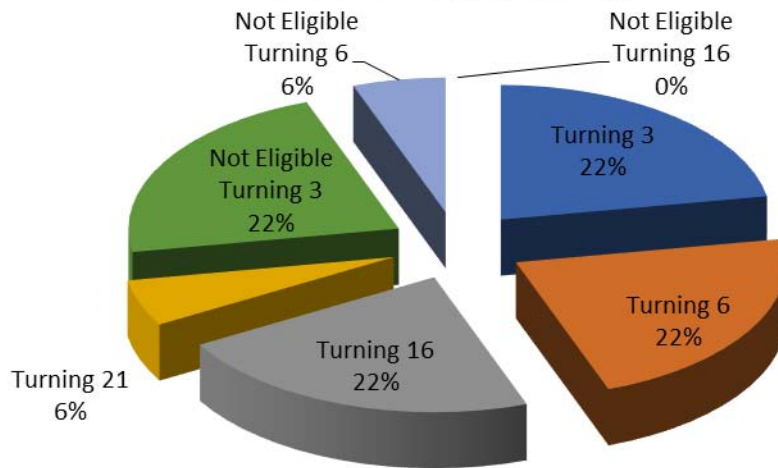
David Baum

The intake department completed 52 cases in the month of August. There was a total of 15 referrals that were not determined eligible/ineligible due to either not following through, voluntarily withdrawing from the process, or not having a qualifying diagnosis. 10 of these were community referrals and 5 were redeterminations. Therefore, a total of 37 individuals were assessed and determined eligible/ineligible for the month of August.



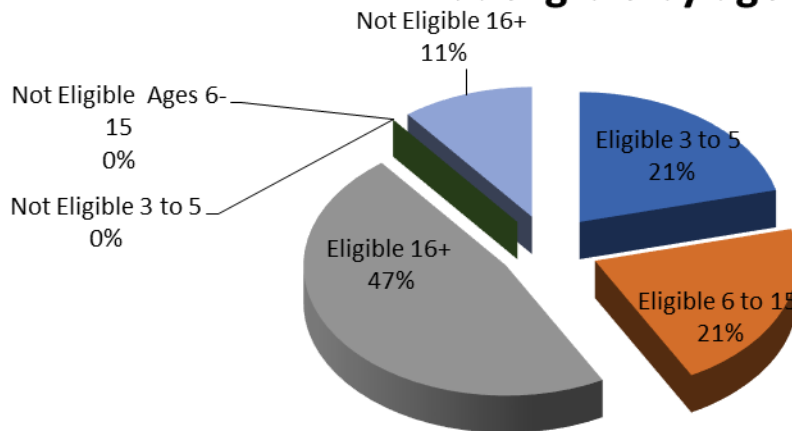
18 individuals had their eligibility re-determined due to their age changing (Turning 3, 6, 16, or 21). 13 of these individuals were determined eligible (4 age 3, 4 age 6, 4 age 16, and 1 age 21). There were 5 people who were determined ineligible (4 age 3 and 1 age 6).

August 2018 Eligible/Not Eligible Redeterminations



August had 19 community referrals. 17 of them were determined eligible (4 age 3-5, 4 age 6-15, and 9 age 16+). 2 community referrals (age 16+) were determined ineligible.

August 2018 New/Community referrals: Eligible v. Not eligible by age



August brought a total of 19 new/community referrals.
Eligible: 17
Ineligible: 2

Employment:

At the end of August; there were **116** individuals who were employed in the community. For the month; Seven people gained employment. A total of three people left and/or were let go from their community employment positions.

August also saw three (3) new referrals to OOD (BVR). August had a total of 45 active OOD/EF adult cases at the end of the month.

December 2017		January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug. 2018
# of individual s working in the community	120	116	119	116	116	111	112	112	116
New Referrals to BVR/EF	5	2	2	3	1	2	1	3	3
Active BVR/EF cases	51	45	41	46	53	55	54	56	45
Successful closures	4	2	3	1	2	0	0	0	2

Individual Support Coordination

LaTisha Bloom

We have some wonderful things happening on our team this month. PH who has been gaining more and more independence with the implementation of Remote Monitoring is now set to go on vacation with JK. They are going to the beach and it will be the very first time PH has ever seen the ocean and it's something he has wanted to do for a very long time! We are all so excited for him. He is also starting to think about employment again and has been selected to do a 10-week internship at Art & Clay. Finally, an incredible achievement and one that we hope to see many people achieve over time as they gain independence and achieve outcomes. Also, NT has regained his guardianship! After years of having an attorney as his guardian he was given his own guardianship back due to his hard work and success!!

Planning – QIP 1.11: Provide ongoing assistance to staff, individuals, families and providers in using the Imagine System Tool to create meaningful outcomes.

Our QIP team met in August to discuss next steps. We have received some feedback that providers are not continuing to utilize the system after having the training. The group got together to discuss what we could do to address this issue and how we could keep providers engaged with Imagine. We also discussed that we should attempt another training where we get the whole team together so that the person, family, provider, and ISC can all see how the system works for each person. We will be scheduling these soon, but first would like to

meet again as a team to further discuss ways to keep providers engaged or how to support them in Imagine after they've had the training.

Individual Support Coordination

Lois Everitt

Good things happening - JF is now working full time at Arby's and was able for the first time in her life to afford an apartment and live independently! When faced with deadlines to leave her current residence in less than a month it was a combination of great team work effort and a little luck on her side that allowed this to happen. JF has a criminal record in her past. When looking for employment and housing opportunities often choices are very limited by this factor. JF and her team were often discouraged after submitting applications and then not being accepted or turned away from opportunities. The team effort started with looking at JF's finances/benefits. JF and her team began working with Darendia Geer, Work Incentives Practitioner and Susan Sarlo, Benefits Coordinator to project amounts that were affordable to JF and assisting her to establish a STABLE account and apply for benefits and resources. ISC assistants Tracey Shaffer and Melissa DeLong began to help JF look for housing opportunities in any available apartment/houses. They researched thru project house call, social media, local realtors, landlords, newspapers and by word of mouth, etc. ISC Alishia Snoke facilitated many conversations/meetings with JF and her team assisting her to learn about opportunities available to her, problem solving around challenges and coordinating all the identified supports into her ISP. The team soon recognized that if this move was going to happen for JF she needed more support than what she had. A local budget, developed by her ISC, was requested to help JF thru this transition in her life to help her prepare for the move and provide stability and increase her opportunity for success. Once approved by SSA Director, Wendy Ricker and Resource Management team a provider was identified to assist. To date JF loves her new job and apartment and is doing well!

Individual Support Coordination

Teresa Scarpitti

Abbey Smith, a social work student at Ohio University Lancaster began her eight-month internship with us on August 29th. Abbey will be working with us on Wednesdays and Thursdays. Abbey has experience with individuals as a volunteer with the Community Connections Game Nights.

A man who has been in a nursing home for over a year and longing to move back home, was finally able to move home on Friday, August 31. It was a very happy day for him, thanks to ISC Marie and to his team of support people. Thanks also to Julie Bruckelmeyer for helping to organize volunteers to help prepare his house for his homecoming. He now has an Individual Options Waiver and waiver providers as well as home health providers in place to help him live successfully at home.

Transition Services Update:**Susan Barnett**

Transition Services: School is back in session! ISC's are gearing up for school meetings including IEP, ETR, and many others. One of many situations that occur when school begins is reflected in the following situation. Jessica O'Rielley was assigned to work with a newly eligible 11-year-old one week prior to the start of middle school. The previous 2 years he had not been receiving IEP services and he has been struggling, as well as the school was getting frustrated. WA was diagnosed with Autism, however the elementary school he has been attending was not aware of his diagnosis. This young man spent a lot of time sitting in the hallway because he could not tolerate the noise in the classroom. He also has a fear of germs and using the restroom at the school was very difficult for him. Parents had to pick him up early from school quite often due to him not going to the bathroom at school and therefore having stomach issues. He did not like going to school. After quickly meeting with the family, the ISC made calls to the new school along with their Supervisor of Student Services to schedule a meeting prior to school starting and to make the district aware of WA's Autism diagnosis. WA's needs were addressed prior to the start of school so that he could be served appropriately and have the supports he needed. Jessica, the ISC, went with the family to meet WA's school support team. While there WA was able to learn to unlock his locker and set him up with a private bathroom all prior to school starting! So far, WA is doing amazing at school, reports he loves school and his team at school says that he is a pleasure to have in the classroom. A lot of issues were addressed quickly, and he was given the right supports all within 1-2 weeks! Great job Jessica! One more note, the Transition ISCs met to review the anticipated graduation class for this school year. As of now, there are 26 potential graduates. Five may apply to Project Search at FMC and four may be attending an ADS program. The other seventeen are currently geared toward employment in the community! These numbers may change as the year progresses.

Janie Heston, Kids ISC, has had a change in her plans...so she will be staying with our agency after all! Welcome back Janie! Glad to have you join us again!

Resource Management**Michelle Dexter**

Over 500 letters went out this month to individuals/guardians who were on the current Transitional Waiting list updating them on the upcoming waiting list rule change effective 9/1/18. Thanks to the efforts of Temple Monatanenez and Tina Smith who were responsible for making this happen.

The Resource Management Team did add a position to the team this month. We are very pleased to announce that Julie Bruckelmeyer has accepted the position on the RM team of ISC-Resource Assessment. The focus of Julie's new position will be to administer the Waiting List Assessment tool to over 500 individuals and their families as required by the waiting list rule that became effective on

09/01/18. Julie brings lots of experience in working with individuals and families as an ISC, Community Connections Coordinator as well as her experience as a parent of an adult receiving services.

Quality, Innovation & Planning

Ray Schmidt



Bridge2Equality:

As we spoke of in last month's update, there will be a special rally on the Statehouse Lawn September 27th at 11:00am. The purpose of Bridges2Equality is twofold; to promote direct service professionals as vital and valued people in our quest to support people with disabilities. The second reason is even more important. Many people working as direct service professionals are currently living below the poverty line. Simply finding enough workers willing to be employed for the wages we can offer is becoming a more and more difficult problem for our providers. Bridges2Equality seeks to find the solutions that will bridge that gap and make it possible for direct service professionals to have a career, not just a job.

Partnership with Ohio University:

Our partnership with OU continues to grow! This past month I had the chance to present our robot, Nao, to a group of senior undergraduates looking to partner on their senior projects. From this meeting we will find a group of students who will develop an entire suite of software for Nao to interact with the children of Forest Rose.

These projects have two huge benefits for our program. First, we get to have a hand in developing software specifically geared toward our need, and second, we get to impress upon these young professionals that they can use their knowledge to help others lead a better life. This is an exciting program, and I'm honored to be part of it.



DD Remote Supports Grant:

We were fortunate to have been awarded the 2018 DD Remote Support Grant. With this award, we will host a number of educational sessions on the benefits of

remote supports through our three-county region (Fairfield, Perry, and Licking Counties) over the next year. For the right person, remote supports can offer a cost efficient, highly effective path to independence. We already have at least five people using these supports, our hope is to double that number by this time next year!

Provider Portal:

The portal for the Excellence Network (www.fairfieldexcellencenetwork.com) continues to improve, with our official launch happening later this month. Karissa is starting to work on web pages for our individual members, and with Kyle's group starting DSP recruiting, we will soon have the elements we need to support our provider network in a new and effective way. More than that, we're designing this system to be a huge help for Families looking for providers. For the first time, families and individuals will have a rating system to help them select the provider that is just right for them.

Provider Visits:

Mark and Karissa continue to accompany Kyle's staff on provider visits to help guide our providers in some of the new rules pertaining to their operations. Mark attends to help interpret the rules from a compliance standpoint, and Karissa is there to help them create a web page on our provider portal to promote their message. One recent visit to the Samaritan Center helped them go through their last review with no citations!

Community Connections Manager:

We've had two exciting new possibilities happen with the CCM program in the past few weeks. First, we came to the attention of a new conference called the Disability Cocoon scheduled for October of this year. They have made some room for us to present, as well as to have a demonstration table in their convention area.

The second is a continuation of our conversation with the Veteran's Administration. In a recent meeting with Congressman Steve Stivers, our application came up for discussion and as a result, we've been invited to address the committee the next time they meet in January. The goal here is to secure funding or a partnership to take this application from its current state to a cloud based phone app that we can put in the hands of every individual, family, and provider in our county.

The Gathering:

Karissa represented our county at this year's Gathering event, and she reports that it was a truly creative few days. County board staff, families, state officials, and individuals too get together at these events to brain storm new ideas in the

field with the hope of reducing red tape, refining solutions, and forecasting the future for the people we support.

Resource Fair:

Karissa and Ray, along with staff from Adult Services and Services and Supports, have been hard at work prepping for the resource fair to be held at the Pickerington Regional Office this Thursday. There's a full slate of training, providers, and other resources, and we're hoping to have some great attendance from families as we continue this series of informational sessions for individuals and families.

Staff Training Day:

The very next day we will have our fall staff training day, this time organized by Anne Mikan. We will have four tracks of learning, and it promises to be another great training day for our staff. Our featured speaker for the day is Jon Petz – here's some information from his web site:

Motivational Keynote Speaker Jon Petz, CSP is a performance and engagement expert, author and business magician (Yeah, that's a thing). He has delivered over 1,200 wildly successful motivational keynote programs for world leading brands, industry and association conventions, and organizations of all sizes over the past 15 years. As a business motivational speaker, Jon will help your participants achieve career significance by unveiling two key mindsets: (1) Peak performance is not a mystery saved for elite athletes and executives, and (2) True significance can only be gifted to you by those you serve, because of how you make them feel.

Do you want to build a legacy of excellence at all levels?

As always, these days are fun and informative and a great time for all of us to reconnect. We're really fortunate that we have such a great facility to all be able to gather together in one place!

Marketing/Community Relations

Temple Montanez

Special Olympics:

The 2018 Equestrian State Show took place in Cincinnati with 5 horses, 10 athletes and their families or providers, and 10 volunteers and their families traveling to Winton Woods Riding Center. Every athlete excelled, earning a combined total of 20 medals and 30 placings overall. Swim Team season is underway and athletes are practicing on Friday evenings at the YMCA, Meanwhile, an Eagle Scout has submitted a proposal for his project to build several new mounting blocks for the equestrian team. In addition, a fundraiser is underway this month.

Radio and TV:

The TV show this month will feature The Waiting List, explaining the new waiting list to the general public. Radio this month is a compilation of Waiting List materials and upcoming community events.

A new Podcast is being developed in conjunction with WLOH using the Anchor platform. Details are being ironed out, but this is very exciting. In addition, a weekly radio show will begin airing on the weekends on WLOH in October! The station has agreed to loan Marketing a portable recording device and then clean up all recordings, lay music underneath and then return the recordings in MP3 form to marketing to be used in the podcast.

Community Outreach:

The third Board Game Night will take place Sept. 21 at Art & Clay on Main. Meanwhile, we are interviewing candidates to replace Julie Bruckelmeyer in the CCC position. While we are sad to see Julie move on, we know there is still work to do in the Connections area and are anxious to fill the spot soon!

Report to the Community:

The Report is moving along nicely and is half-way complete. A meeting with Aunie Cordle from JFS regarding that agency's report helped answer a few questions. Marketing hopes to have this ready to roll out by November.

Community Relations:

The United Way Care Day was a huge success this year! Over 40 Fairfield DD employees volunteered on Sept. 11 to work at Geneva Hills. Geneva Hills has become a valued partner to Fairfield DD and we were thrilled to be able to have the chance to show our gratitude by spending the day rebuilding four sleeping bunk houses. Everyone worked very hard and managed to laugh together at the same time. Special thanks to Senior Leadership for providing an appropriate picnic meal – including Ray Schmidt's famous apple pie!

Other events this month include volunteering at the FMC Foundation Wine Tasting, co-organizing the Lancaster Festival Cameo League Event Pumpkin Vines and Local Wines and Keller Market's Board Retreat.

Region 4 PR Forum:

A very successful consortium was held with all the PR reps from Region 4, along with Adam Herman from OACB. We traded information, discussed challenges and suggested topics for the November OACB Annual Meeting PR Track. This has become a valuable resource.



PR:

Press releases regarding the Knights of Columbus Donation and Game Night were sent.

Social Media:

The new Instagram Account is slowly beginning to grow. In addition, Facebook posts garnered a lot of attention this month. (See Below).

Reach: Organic / Paid Post Clicks Reactions, Comments & Shares								
Published	Post	Type	Targeting	Reach	Engagement	Promote		
09/06/2018 9:15 am	 Our extended leadership team enjoyed our meeting			1.5K	754 82	View Promotion		
09/05/2018 8:13 am	 Stay cool!			585	21 27	Boost Post		
08/24/2018 10:47 am	 https://www.disabilitycoop.com/2018/08/24/facebook-			493	18 13	Boost Post		
08/22/2018 10:17 am	 Fairfield DD is prepared for the September 1 start date			860	33 17	Boost Post		
08/15/2018 3:14 pm	 Forest Rose School Staff is getting ready for a great new			550	90 53	Boost Post		

Community Connections Coordinator	Julie Bruckelmeyer
Active Referrals	12
Face to face meetings	3
Phone meetings	5
Successful Connections	
Friendship Connections	8
Resource Connection	21
Volunteerism/give back connection	0
New Community Connections entered in CCM	0
Presentations to local groups	0

CCC Highlights & Happenings:

Commitment 3.3 - Promote family engagement and community focused socialization by offering opportunities for open discussion, training and relationship building.

The highlights of August included the Volunteer Appreciation Picnic and Community Dance, Pickerington Kiwanis Playgroup, Game Night at Art & Clay and the start of Best Buddies Chapter at Pickerington Central. The volunteer appreciation picnic was a hit and well attended. Our community sponsors included Fairfield Federal, Standing Stone, Bay Food Market, Bower & Sons Meats, Bob's Backyard Barbeque, Fairfield Medical, Giant Eagle, Hometown Hotdog, Hugh White Honda, Kroger, Olive Garden, Schaffner's Drive Thru and Walmart. The "Make a Difference Community Service Award" was presented to Adam and Christy Ward of Lancaster by John Pekar and Matt Wideman of Fairfield Federal. Adam and Christy are faithful FANS at the monthly community dances and they have responded to many requests for support i.e. home repairs, appliance pick-up and delivery, fire damaged furniture removal, transportation, moving people, Night to Shine Buddies, friendship and more.

The Playgroup and parent support group was attended by 13 families with 11 children and the Pickerington Kiwanis Key Clubs provided 11 volunteers to play with the children. In addition to a great turnout, we moved to Peace United Methodist Church on Diley Rd. to better accommodate our group.

Game Night at Art & Clay was a hit. There were 11 guests and they learned to play Settlers of Catan, a board game created in Germany. After September, they will rotate the three games they have learned before moving on.

Finally, Jason Orr, a senior at Pickerington Central, has taken the lead on starting a Best Buddies Chapter, to help foster new peer to peer friendships. A kick-off is being planned for students and parents in September, so participants can begin registering for friendship matches. Friends are matched based on interest then encouraged to connect each week through a variety of methods: face to face, phone, email and texts and include 2 social events each month.

APPENDIX D

New Business

➤ Resolutions

- 2018-09-03
- 2018-09-04
- 2018-09-05
- 2018-09-06
- 2018-09-07
- 2018-09-08
- 2018-09-09
- 2018-09-10
- 2018-09-11
- 2018-09-12
- 2018-09-13
- 2018-09-14
- 2018-09-15
- 2018-09-16
- 2018-09-17
- 2018-09-18

➤ Informational Items

- Procedures for Review
- Grant Awardee Announcement



Resolution # 2018-09-03

September 18, 2018

IN THE MATTER OF A LIMITED EMPLOYMENT CONTRACT

WHEREAS, the Fairfield County Board of Developmental Disabilities and Kyle Miller have previously entered into a limited employment contract for Mr. Miller to serve in the position of Director of Adult Service Options, and

WHEREAS, the Fairfield County Board of Developmental Disabilities and Mr. Miller wish to enter into a new three-year limited employment contract effective December 1, 2018,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the three-year limited employment contract for Kyle Miller to serve as the Director of Adult Service Options.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-03.

Linda Barber, Board Secretary

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

LIMITED EMPLOYMENT CONTRACT FOR KYLE MILLER, DIRECTOR OF ADULT SERVICE OPTIONS

This employment contract is entered into this 18th day of September 2018, by and between the **Fairfield County Board of Developmental Disabilities**, hereinafter called the Board, and **Kyle Miller**, hereinafter called the Staff Member, for the position of **Director of Adult Service Options**. The Board and the Staff Member, for the consideration herein specified, agree as follows:

I. LIMITED TERM

This is a "**LIMITED**" contract within the meaning of Revised Code Section 5126.20. It is of limited duration and is renewable at the discretion of the Superintendent. The term of this contract shall commence on **December 1, 2018**, and shall end on **November 30, 2021**.

II. PROFESSIONAL CERTIFICATION

Subject to the provisions of Revised Code 5126.082, the Staff Member shall maintain and shall furnish to the Board evidence of his maintaining, throughout the life of this contract, the certificate or license required for the position, if any, by the laws of the State of Ohio.

III. DUTIES

The Staff Member shall faithfully perform the usual and customary duties of the position, including but not limited to the duties specified in the job description for the position, as it may be amended from time to time during the term of this contract. Such job description is attached as Exhibit A and is hereby incorporated in this contract by reference as if fully restated herein.

The Staff Member agrees to devote his time, skill, labor, and attention to said employment during the term of this contract. He agrees to avoid engaging in other income-producing activities that interferes with the performance of responsibilities related to this contract. The Staff Member's duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Staff Member to work during times other than normal business hours. The Staff Member work year shall be specified in the Board adopted calendar.

IV. COMPENSATION

A. Salary

The Staff Member shall be paid at an annual salary of [REDACTED] and shall be payable in equal installments in accordance with Board policy. The Board may increase the salary of the Staff Member during the term of this contract, but in no event shall the Staff Member's salary be reduced unless the reduction is part of a uniform plan affecting all staff members of the Board. If an adjustment in salary is made during the term of the contract, all other provisions of this contract, including its termination date, shall remain as stated herein. The Staff Member shall be periodically notified regarding his salary in accordance with Section 5126.21 (D) of the Revised Code.

B. Other Compensation

1. Mandatory Benefits

- a. Sick Leave. The Staff Member shall be entitled to the use and accumulation of sick leave in accordance with Ohio Law and Board policy.
- c. Vacation Leave. The Staff Member shall be entitled to the use and accumulation of vacation leave in accordance with Ohio Law and Board policy. Vacation days shall be used during the year earned, however, the Staff Member may request to carry-over days of vacation from one contract year to the next subject to prior approval of the Superintendent.
- d. Personal Leave. The Staff Member shall receive a total of (8) personal days each year.
- e. OPERS. The Board shall make such contributions to the Ohio Public Employees Retirement System as are required by law. The Board further agrees to pay the employee's contribution to the Public Employees Retirement System. The Staff Member shall have the right, at his sole expense, to purchase credit earned as a result of service for any other employer.

2. Other Benefits

- a. Health, Prescription, Dental and Vision Insurance –The Board shall pay 100% of insurance coverage for the Staff Member and his dependents with such other coverage that the Board may from time to time elect to purchase.

- b. Life Insurance. The Staff Member shall be provided with term life insurance equal to his annual salary.
- c. Liability Insurance. The Staff Member shall be provided coverage under a liability insurance policy as selected and purchased by the Board.

V. HOLIDAYS

The Staff Member shall be entitled to the legal holidays specified in the Board approved calendar.

VI. PROFESSIONAL GROWTH

The Staff Member shall be encouraged to attend those professional meetings as are approved by the Superintendent, the actual necessary expenses of said attendance to be paid by the Board. The Staff Member is encouraged to join professional associations that he deems appropriate, in order to gain knowledge valuable to Board-operated programs.

VII. EXPENSES

All expenses incurred by the Staff Member in the performance of his duties shall be reimbursed promptly by the Board according to its policy upon presentation of a request for payment, with proper documentation. All such expense reimbursements shall be in accordance with established Board policy.

VIII. PERFORMANCE EVALUATION

At least once annually on or before each anniversary of employment, the Superintendent or designee shall give the Staff Member a written performance evaluation. The Superintendent or designee shall discuss the evaluations with the Staff Member, and if any improvements in performance appear desirable or necessary, these should be noted on the written evaluation. Additional evaluations may be made if desired by the Superintendent, or if requested by the Staff Member.

IX. CONTRACT TERMINATION: STAFF MEMBER DISCIPLINE

The Staff Member may be removed, suspended or demoted for cause pursuant to Section 5126.23 of the Revised Code. In the event that the Staff Member is removed or demoted, this contract shall terminate.

X. NOTICE OF NON-RENEWAL

The Superintendent shall provide notice to the Employee, no later than ninety (90) days prior to the expiration of the Contract, as to whether the Superintendent intends to reemploy the Employee under a new limited contract. The failure of the Superintendent to provide such notice, however, does not result in an extension of this Contract for any period of time or an entitlement to a new limited contract. The Superintendent's notice that the Employee will not be reemployed following the expiration of this Contract is not discipline of the Employee, is not a removal, suspension or demotion of the Employee, is not for "cause", and no reason need be given for not reemploying the Employee.

The Staff Member shall give the Superintendent no less than sixty (60) days written notice prior to the expiration of this contract of his intent not to request renewal of this contract for another term.

XI. PHYSICAL (MEDICAL) EXAMINATION

The Staff Member agrees to provide a comprehensive medical examination upon hire. A physician's statement certifying to the physical competency of the Staff Member shall be filed with the Board personnel office.

XII. GENERAL PROVISIONS

- A. Application of Board Policies. Except as otherwise modified by this contract, the Staff Member and the Board mutually agree to be bound by official Board policies as hereinafter amended. The Board further agrees not to apply policies to the Employee that are inconsistent with this contract.
- B. Application of the Ohio Revised Code. Notwithstanding the foregoing provisions of this contract, the parties agree to be bound by the Ohio Revised Code, as hereinafter amended, including but not limited to the provisions of Chapter 5126. (Copies of the relevant code Sections are available in the Administrative office.)
- C. Notices. Any notices to be given under this contract by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing on the final page of this contract, but each party may adopt a new address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as actual receipt; mailed notices shall be deemed communicated as of three (3) days after mailing.

- D. Gender. Where necessary or appropriate to the meaning of this contract, the masculine shall be deemed to include the feminine and the feminine shall be deemed to include the masculine.
- E. Entire Agreement. This contract supersedes all other oral and written agreements between the parties with respect to the Board's employment of the Staff Member, and this contract contains all of the covenants and agreements between the parties with respect to such employment.
- F. Savings Clause. If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in full force and effect.

FOR THE STAFF MEMBER:

Staff Member's Signature

Date

Superintendent

Date

ADDRESSES:

Staff Member:
6347 Davis Road
Heath, Ohio 43056

APPROVED AS TO FORM:

Assistant Prosecuting Attorney
for Fairfield County

Board:
795 College Avenue
Lancaster, OH 43130-1082



Resolution # 2018-09-04

September 18, 2018

IN THE MATTER OF A LIMITED EMPLOYMENT CONTRACT

WHEREAS, the Fairfield County Board of Developmental Disabilities and David Uhl have previously entered into a limited employment contract for Mr. Uhl to serve in the position of Director of Business Development and Government Relations, and

WHEREAS, the Fairfield County Board of Developmental Disabilities and Mr. Uhl wish to enter into a new three-year limited employment contract effective October 15, 2018,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the three-year limited employment contract for David Uhl to serve as the Director of Business Development and Government Relations.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-04.

Linda Barber, Board Secretary

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

LIMITED EMPLOYMENT CONTRACT FOR DAVID UHL, DIRECTOR OF BUSINESS DEVELOPMENT

This employment contract is entered into this **18th day of September 2018** by and between the **Fairfield County Board of Developmental Disabilities**, hereinafter called the Board, and **David Uhl**, hereinafter called the Staff Member, for the position of **Director of Business Development and Government Relations**. The Board and the Staff Member, for the consideration herein specified, agree as follows:

I. LIMITED TERM

This is a "**LIMITED**" contract within the meaning of Revised Code Section 5126.20. It is of limited duration and is renewable at the discretion of the Superintendent. The term of this contract shall commence on **October 15, 2018**, and shall end on **October 14, 2021**.

II. PROFESSIONAL CERTIFICATION

Subject to the provisions of Revised Code Section 5126.082, the Staff Member shall maintain and shall furnish to the Board evidence of her maintaining, throughout the life of this contract, the certificate or license required for the position, if any, by the laws of the State of Ohio.

Subject to the provisions of Revised Code Section 5126.25, the Staff Member shall have a period of one (1) year in which to meet any newly required certification standards.

Subject to the provisions of Revised Code Section 5126.26, the Staff Member shall be terminated for failure to meet newly required certification standards within the prescribed timeframe or for failure to maintain other required certification.

III. DUTIES AND ELIGIBILITY

The Staff Member shall faithfully perform the usual and customary duties of the position, including but not limited to the duties specified in the job description for the position, as it may be amended from time to time during the term of this contract. Such job description is attached as Exhibit A and is hereby incorporated in this contract by reference as if fully restated herein.

The Staff Member agrees to devote her time, skill, labor, and attention to said employment during the term of this contract. He agrees to avoid engaging in other income-producing activities that interfere with the performance of responsibilities related to this contract. The Staff Member's duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will

require the Staff Member to work during times other than normal business hours. The Staff Member's work year shall be specified in the Board adopted calendar.

The Staff Member hereby covenants and warrants that He is eligible to be an employee of the Board and is not subject to any of the restrictions contained in Revised Code Section 5126.0228. Specifically, the Staff Member covenants that He is not:

- A. An employee of an agency contracting with the Board;
- B. An immediate family member of an employee of an agency contracting with the Board;
- C. An individual with an immediate family member who serves as a Fairfield County Commissioner; or
- D. An individual who is employed by, has an ownership interest in, performs or provides administrative duties for, or is a member of the governing board of an entity that provides specialized services, as that term is defined by Revised Code Section 5126.281.

The Staff Member further covenants and warrants that He will not become a person identified in any of the above-referenced categories while working for the Board. The Staff Member understands that the covenants made herein are material to her employment and execution of this employee contract, and that a breach of these covenants will constitute a material breach to this contract, subjecting the Staff Member to discipline, up to and including termination.

IV. COMPENSATION

A. Salary

The Staff Member shall be paid at an annual rate of [REDACTED] which shall be payable in equal installments in accordance with Board policy. The Board may increase the salary of the Staff Member during the term of this contract, but in no event shall the Staff Member's salary be reduced unless the reduction is part of a uniform plan affecting all staff members of the Board. If an adjustment in salary is made during the term of the contract, all other provisions of this contract, including its termination date, shall remain as stated herein. The Staff Member shall be periodically notified regarding his salary in accordance with Revised Code Section 5126.21(D).

B. Other Compensation

1. **Sick Leave:** The Staff Member shall be entitled to earn and accumulate at the rate of four and six-tenths (4.6) hours with pay for each completed

eighty (80) hours of service in accordance with Board policy. There shall be no limit on the accumulation of sick leave.

2. **Vacation Leave:** The Staff Member shall be entitled to earn and accumulate at the rate of four and six-tenths (4.6) hours with pay for each completed eighty (80) hours service in accordance with Board policy. Vacation days shall be used during the year credited; however the Staff Member may carry over days of vacation from one contract year to the next with the authorization of the Superintendent. The amount of vacation accumulated may not exceed the amount set forth in the Ohio Revised Code.
3. **Public Employees Retirement System (P.E.R.S.):** The Board shall make such contributions to the Public Employees Retirement System as are required by law. The Staff Member shall have the right, at his sole expense, to purchase credit earned as a result of service for any other employer.
4. **Personal Days:** The Employee shall be entitled to eight (8) personal leave days in accordance with board policy.
5. **Health, Prescription, Dental and Vision Insurance:** The Board shall pay 100% of health, prescription, dental and vision insurance premiums for the Staff Member and his dependents. The types of said coverage are the same as those provided to all other employees of the Board members and may change accordingly.
6. **Life Insurance:** At the Board's expense, the Staff Member shall be provided with term life insurance equal to his annual salary.
7. **Liability Insurance:** At the Board's expense, the Staff Member shall be provided coverage under a liability insurance policy as selected and purchased by the Board.

V. HOLIDAYS

The Staff Member shall be entitled to the legal holidays specified in the Board approved calendar.

VI. PROFESSIONAL GROWTH

The Staff Member shall be encouraged to attend those professional meetings as are approved by the Superintendent; the actual necessary expenses of said attendance to be paid by the Board in accordance with board policy. The Staff Member is encouraged to join professional associations that he deems appropriate, in order to gain knowledge valuable to Board-operated programs. Should the Employee choose to participate in the Superintendent Development program, the Board will pay all costs

associated with said participation. Should the Employee leave the employ of the Board within one (1) year of completion of the Superintendent Development program, he will be required to reimburse the Board all costs paid in association with his participation.

VII. EXPENSES

All expenses incurred by the Staff Member in the performance of his duties shall be reimbursed promptly by the Board according to its policy upon presentation of a request for payment, with proper documentation. All such expense reimbursements shall be in accordance with established Board policy.

VIII. PERFORMANCE EVALUATION

At least once annually on or before each anniversary of employment, the Superintendent or designee shall give the Staff Member a written performance evaluation. The Superintendent or designee shall discuss the evaluations with the Staff Member, and if any improvements in performance appear desirable or necessary, these should be noted on the written evaluation. Additional evaluations may be made if desired by the Superintendent, or if requested by the Staff Member. It is expressly agreed that the failure of the Board to provide an annual evaluation or other written review of the Staff Member's performance does not affect the Board's authority to terminate the Staff Member for cause, or offer a new contract after expiration of this contract.

IX. CONTRACT TERMINATION: STAFF MEMBER DISCIPLINE

The Staff Member may be removed, suspended or demoted for cause pursuant to Revised Code Section 5126.23. In the event that the Staff Member is removed or demoted, this contract shall terminate.

X. NOTICE OF NON-RENEWAL

The Superintendent shall provide notice to the Employee, no later than ninety (90) days prior to the expiration of the Contract, as to whether the Superintendent intends to reemploy the Employee under a new limited contract. The failure of the Superintendent to provide such notice, however, does not result in an extension of this Contract for any period of time or an entitlement to a new limited contract. The Superintendent's notice that the Employee will not be reemployed following the expiration of this Contract is not discipline of the Employee, is not a removal, suspension or demotion of the Employee, is not for "cause", and no reason need be given for not reemploying the Employee.

The Staff Member shall give the Superintendent no less than sixty (60) days written notice prior to the expiration of this contract of her intent not to request renewal of this contract for another term.

XI. PHYSICAL (MEDICAL) EXAMINATION

Upon the request of the Board, the Staff Member agrees to submit to a comprehensive medical examination. A physician's statement certifying to the physical and mental competency of the Staff Member shall be filed with the Superintendent and President of the Board. The cost of said medical examination shall be borne by the Board if not covered by an existing insurance policy.

XII. GENERAL PROVISIONS

- A. Application of Board Policies. Except as otherwise modified by this contract, the Staff Member and the Board mutually agrees to be bound by official Board policies as hereinafter amended. The Board further agrees not to apply policies to the Staff Member, which are inconsistent with this contract.
- B. Application of the Ohio Revised Code. Notwithstanding the foregoing provisions of this contract, the parties agree to be bound by the Ohio Revised Code, as hereinafter amended, including but not limited to the provisions of Revised Code Chapter 5126. (Copies of the relevant code Sections are available in the administrative office.)
- C. Notices. Any notices to be given under this contract by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing on the final page of this contract, but each party may adopt a new address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as actual receipt; mailed notices shall be deemed communicated as of three (3) days after mailing.
- D. Gender. Where necessary or appropriate to the meaning of this contract, the masculine shall be deemed to include the feminine and the feminine shall be deemed to include the masculine.
- E. Entire Agreement. This contract supersedes all other oral and written agreements between the parties with respect to the Board's employment of the Staff Member, and this contract contains all of the covenants and agreements between the parties with respect to such employment.
- F. Savings Clause. If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in full force and effect.

FOR THE STAFF MEMBER:

David Uhl

Date

FOR THE BOARD:

BY: _____
John R. Pekar, Superintendent

Date

ADDRESSES:

Staff Member:

2648 Heidelberg Drive
Lancaster, OH 43130

Board:

795 College Avenue
Lancaster, OH 43130

APPROVED AS TO FORM:

Amy Brown-Thompson
Assistant Prosecuting Attorney for Fairfield County



Resolution # 2018-09-05

September 18, 2018

IN THE MATTER OF AN EMPLOYEE SUPPLEMENTAL CONTRACT FOR AN ANCILLARY SERVICES COORDINATOR (*QIP Reference: Commitment 1, Action Step 1.5*)

WHEREAS, the Fairfield County Board has determined that the services of an Ancillary Services Coordinator are required to assure ancillary services are provided in the best and most efficient manner for children served at Forest Rose School and in the Early Intervention Program, and

WHEREAS, the Fairfield County Board of Developmental Disabilities and Lori Burns have previously entered into a supplemental employment contract for Ms. Burns to perform the duties of Ancillary Services Coordinator in addition to her full-time position of Occupational Therapist, and

WHEREAS, Ms. Burns is willing to enter into a new supplemental contract with a \$500 increase reflecting the changes and additional duties in the revised position description,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves entering into a new supplemental contract with Lori Burns to serve as Ancillary Services Coordinator for the period of time from 09/19/2018 through 07/31/2019, as attached.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2017-09-05.

Linda Barber, Board Secretary

**FAIRFIELD COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

**SUPPLEMENTAL EMPLOYMENT CONTRACT FOR
LORI BURNS, ANCILLARY SERVICES COORDINATOR**

This employment contract is entered into this 18th day of September 2018, by and between the **Fairfield County Board of Developmental Disabilities**, hereinafter called the Board, and Lori Burns, hereinafter called the Staff Member, for the position of **Ancillary Services Coordinator**. The Board and the Staff Member, for the consideration herein specified, agree as follows:

I. LIMITED TERM

This is a "**LIMITED**" contract within the meaning of Revised Code Section 5126.20. It is of limited duration and is renewable at the discretion of the Superintendent. The term of this contract shall commence on **September 19, 2018**, and shall end on **July 31, 2019**.

II. PROFESSIONAL CERTIFICATION

Subject to the provisions of Revised Code 5126.082, the Staff Member shall maintain and shall furnish to the Board evidence of his maintaining, throughout the life of this contract, the certificate or license required for the position, if any, by the laws of the State of Ohio.

III. DUTIES

The Staff Member shall faithfully perform the usual and customary duties of the staff member's normal position, including but not limited to the duties specified in the job description for the Ancillary Services Coordinator, as it may be amended from time to time during the term of this contract. Such job description is attached as Exhibit A and is hereby incorporated in this contract by reference as if fully restated herein.

The Staff Member agrees to devote his time, skill, labor, and attention to said employment during the term of this contract.

IV. COMPENSATION

A. Salary

The Staff Member shall be paid at an annual rate of **\$4,500** and shall be payable in equal installments in accordance with Board policy.

B. Other Compensation

1. Mandatory Benefits

- a. PERS. The Board shall make such contributions to the Public Employees Retirement System as are required by law. The Staff Member shall have the right, at his sole expense, to purchase credit earned as a result of service for any other employer.

V. EXPENSES

All expenses incurred by the Staff Member in the performance of his duties, with prior approval of the Superintendent, shall be reimbursed promptly by the Board according to its policy upon presentation of a request for payment, with proper documentation. All such expense reimbursements shall be in accordance with established Board policy.

VI. CONTRACT TERMINATION

This contract may be terminated by either party with one month's written notice.

VII. GENERAL PROVISIONS

- A. Application of Board Policies. Except as otherwise modified by this contract, the Staff Member and the Board mutually agree to be bound by official Board policies as hereinafter amended. The Board further agrees not to apply policies to the Employee that are inconsistent with this contract.
- B. Application of the Ohio Revised Code. Notwithstanding the foregoing provisions of this contract, the parties agree to be bound by the Ohio Revised Code, as hereinafter amended, including but not limited to the provisions of Chapter 5126. (Copies of the relevant code Sections are available in the Administrative office.)
- C. Notices. Any notices to be given under this contract by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing on the final page of this contract, but each party may adopt a new address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as actual receipt; mailed notices shall be deemed communicated as of three (3) days after mailing.

- D. Gender. Where necessary or appropriate to the meaning of this contract, the masculine shall be deemed to include the feminine and the feminine shall be deemed to include the masculine.
- E. Entire Agreement. This contract supersedes all other oral and written agreements between the parties with respect to the Board's employment of the Staff Member, and this contract contains all of the covenants and agreements between the parties with respect to such employment.
- F. Savings Clause. If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in full force and effect.

FOR THE STAFF MEMBER:

Lori Burns

Date

John R. Pekar, Superintendent

Date

ADDRESSES:

APPROVED AS TO FORM:

Staff Member:

Lori Burns
4951 Lake Road
Pleasantville, OH 43148

Assistant Prosecuting Attorney
for Fairfield County

Board:

Fairfield County Board of DD
795 College Avenue
Lancaster, OH 43130-1082



Resolution # 2018-09-06

September 18, 2018

IN THE MATTER OF SPEECH/LANGUAGE PATHOLOGISHT CONTRACT

WHEREAS, Forest Rose School lost two Speech/Language Pathologists since last school year and has only been able to hire one full time position, and

WHEREAS, The Stepping Stones Group, which provides occupational therapy services to Forest Rose School, can also provide 35 hours per week of speech therapy services to the preschool and school age students at Forest Rose School, as attached,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the new contract with The Stepping Stones Group for speech therapy services at Forest Rose School, as presented.

Motion by:

Seconded by:

YEAS:

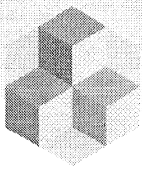
NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-06.

Linda Barber, Board Secretary



AGREEMENT

This Agreement is made and entered by and between Cumberland Therapy Services, LLC a subsidiary of Pediatric Therapy Services, LLC (d/b/a The Stepping Stones Group), 2586 Trailridge Drive East, Suite 100, hereinafter referred to as "Contractor" and, Fairfield County Board of Developmental Disabilities, 795 College Avenue, Lancaster, OH 43130 hereinafter referred to as "School District." It is hereby agreed as follows:

FEES: Contractor agrees to provide the following services to School District and School District agrees to pay the following hourly rates for those Services:

Speech Language Pathologist

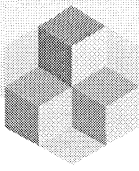
\$69.00 per hour

School District agrees to be billed (except during holidays) by Contractor for aggregate weekly 35 hours specified in Exhibit B of this agreement; provided, however, that if any employee of Contractor is absent during any week due to illness or other personal time off and Contractor does not replace such employee during such week, the foregoing minimum amount will be reduced by the number of hours of such absence. No employee of Contractor will work above 40 hours per week without advanced authorization from both Contractor and the designated supervisor assigned by School District. Any hours worked, that are considered overtime by state or federal law will be billed at 150% of bill rate. School District will not be billed during school closures and school holidays.

PAYMENT TERMS: School District will be billed every two weeks via email and agrees to pay all outstanding invoices within 30 days of receipt. School District agrees and understands that School District is billed on actual hours of service provided by the Contractor's employee, based on the total hours listed on a biweekly timesheet. To ensure billing accuracy and timeliness, School District will complete Exhibit A.

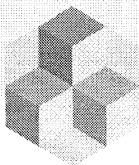
EMPLOYEE BENEFITS AND INSURANCE: Contractor will be responsible for providing all employee benefits and insurance including Workers' Compensation coverage.

NO SOLICITATION: During the term of this Agreement and for a period of two years after the termination of this Agreement, School District agrees not to directly or indirectly contract with, offer employment to or hire any employee of the Contractor assigned to School District or any candidate submitted by Contractor to School District.



COOPERATION: School District agrees to cooperate fully and to provide assistance to Contractor in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve any employees of Contractor.

- a. The Provider shall furnish services as defined in Section 5 in compliance with state and federal law, the policies and procedures of the Board, and any other applicable rules and regulations. The Provider agrees to submit appropriate documentation of services provided on a timely basis to the Board.
- b. The Provider shall furnish the Board's personnel department documentation that each individual assigned by the Provider to furnish services under this Agreement is appropriately credentialed and licensed.
- c. The Provider shall be solely responsible for the recruitment, training, and supervision of personnel furnishing services under this contract.
- d. The Provider shall complete written reports of all service results, furnish documentation, and shall review such with appropriate Board personnel, parents or guardians, and/or others as requested, in conformity with applicable laws and regulations governing the confidentiality of such records.
- e. The Provider shall not discriminate in its employment practices and shall furnish all services under this Agreement in accordance with applicable laws and regulations concerning nondiscrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, disability, or veteran status.
- f. The Provider shall comply with all applicable federal, state, and local statutes, rules, and regulations. The Provider shall comply with all Board policies regarding solicitation and enticement of board clients.
- g. The Provider shall maintain and shall ensure that its subcontractor maintains insurance including, but not necessarily limited to, malpractice liability insurance in at least such amounts as insurance is usually carried by persons engaged in the same or similar business as the provider, and all insurance herein provided shall be effected and maintained in force under a policy or policies issued by issuer of recognized responsibility, except that the Provider may effect Workers' Compensation insurance through an insurance fund operated by the State of Ohio. The Provider shall submit a copy of each insurance binder and final policy to the Board upon request and shall provide the Board with 30 days written notice of cancellation or non-renewal of any insurance.
- h. All individuals furnishing services under this Agreement and who render direct services to the Board's clients under this Agreement must undergo a background investigation consisting of a criminal records check as required by O.R.C. 5126.281. The Provider shall not employ or retain as an independent contractor anyone convicted of a felony offense listed in the statute. The Provider will furnish criminal record checks on said individuals, which reports shall be on file with the Board.



The Stepping Stones
GROUP

Cumberland • MyTherapyCompany
AlphaVista • Cobb Pediatric
Staffing Options & Solutions

Corporate Office
2586 Trailridge Drive East, Suite 100
Lafayette, CO 80026
Ph: 866-600-7598 Fax: 303-456-2173
www.thesteppingstonesgroup.com

The criminal records check shall be performed through BCII and shall consist of a state and federal (when the individual has not been an Ohio resident for the five years preceding hire date) fingerprint search as mandated by the aforementioned statute.

- i. All individuals furnishing services under this Agreement and who render direct services to the Board's clients under this Agreement must review and understand the procedures and their corresponding requirements and/or obligations regarding abuse/neglect, Individuals Bill of Rights, Confidentiality and Due Process, per the documentation provided by the Board. A statement signed by each individual providing direct services must be provided to the Board.

TERMINATION: This Agreement will end on 8/31/2019 and may continue beyond this period by mutual consent. School district and Contractor can terminate this contract at anytime with a 30 day notice.

JURISDICTION: This agreement shall be governed by, construed, and is enforceable in accordance with the laws of the State of Ohio. Any action or proceeding relating to or arising out of this Agreement shall be commenced and heard in the State or Federal Court sitting in Ohio. Both parties hereby consent to the jurisdiction and venue of such courts.

GENERAL: No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties.

The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

The Stepping Stones Group
2586 Drive East, Suite 100
Lafayette, CO 80026
Phone: (800) 337-5965

Fairfield County Board of DD
795 College Avenue
Lancaster, OH 43130
PHONE (740) 652-7225

Signed for Contractor:

Signature

Name

Liz Bryan

Name

Title

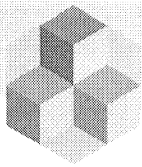
Director of Client Services

Title

Date

8/1/2018

Date



The **Stepping Stones**
GROUP

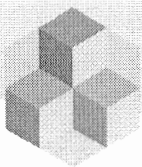
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EXHIBIT A:
ASSIGNMENT INFORMATION FORM

To be completed and submitted with Agreement

Facility Name:			
A/P Contact Name and Title:			
A/P Mailing Address:	Address 1: .		
A/P Mailing Address: A/P Email Address <i>(note: all invoices will be emailed, unless instructed below):</i>	Address 2: .		
	City: .		
	. State: .	Zip: .	
A/P Phone Number:			
A/P Fax Number:			
Special Billing Instructions:			



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EXHIBIT B: **ASSIGNMENT CONFIRMATION**

A copy of this Exhibit B to be completed for each employee assigned by Contractor to Client and incorporated by reference into the Services Agreement.

Employee Assignment Information:

Employee's Name:
Discipline:
Billable Hours/Week:
Bill Rate:
Additional Info:

Client Signature

Title

Name

Date



Resolution # 2018-09-07

September 18, 2018

IN THE MATTER OF A CONTRACT RENEWAL FOR TRANSPORTING SERVICES

WHEREAS, the Fairfield County Board of Developmental Disabilities has a "Mail Route Specialist" that delivers mail and other non-routine items between all the DD locations, and

WHEREAS, the Educational Service Center previously contracted with Fairfield DD for the delivery of lunches to the Success Center weekdays Monday through Friday on days Fairfield DD is in operation, and

WHEREAS, both parties wish to enter into a new agreement for Fairfield DD's Mail Route Specialist to pick up and deliver the lunches to the Success Center as outlined in the attached contract,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the new contract with the Educational Service Center for transporting services as presented in the attached contract.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2017-09-07.

Linda Barber, Board Secretary

Agreement for Transporting Services

AGREEMENT made this 18th day of September 2018 between the Educational Service Center and the Fairfield County Board of Developmental Disabilities.

Whereas the Educational Service Center previously contracted with Fairfield DD for the delivery of lunches by their Mail Route Specialist from Thomas Ewing Jr. High School or other designated location to the Success Center; weekdays Monday through Friday on days Fairfield DD is in operation, per the attached 12-month holiday schedule (see Attachment A). Fairfield DD understands service will not be required on days the Success Center is not in session (the Education Service Center will provide a calendar of days that the Success Center is not in session).

During the first week, the Mail Route Specialist will time this trip each day and track mileage. After the first week, the Board will provide a flat rate per day cost to the Education Service Center for this service based on \$14.09 per hour and \$.545 per mile. This process shall be repeated the first week of February and the rate may be adjusted accordingly. Fairfield DD will bill the ESC on a monthly basis with payment to be remitted within 30 days.

This agreement shall commence of September 18, 2018 with services beginning August 27, 2018 and remain in effect until such time that both parties deem the project complete. However, either party may terminate this agreement by giving thirty (30) days written notice to the other party.

John Pekar Superintendent
Fairfield County Board of DD

Date

Marie Ward, Ph.D, Superintendent
Educational Service Center

Date

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

12-MONTH STAFF 2018-2019 CALENDAR

Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Professional Day	Friday, September 14, 2018
Columbus Day	Monday, October 8, 2018
Fair Day	Friday, October 12, 2018
Veteran's Day	Monday, November 12, 2018
Thanksgiving Vacation (2 days)	Thursday, November 22 thru Friday, November 23, 2018
Christmas Holiday	Monday, December 24, 2018 thru Tuesday, December 25, 2018
New Year's Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Professional Day	Friday, April 26, 2019
Memorial Day	Monday, May 27, 2019

Board Adopted: April 16, 2018



Resolution # 2018-09-08

September 18, 2018

IN THE MATTER OF A DONATIONS

WHEREAS, Fairfield County Board of Developmental Disabilities received a donation in the amount of \$1,604.00 from the Knights of Columbus to go toward the adults served at Fairfield DD, and

WHEREAS, Forest Rose was one of 9 schools awarded a grant from the Mount Carmel Foundation to receive a Garden Tower (Vertical Aeroponic Garden) to help students learn about growing produce quickly with fertilizer and water,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts the donation of \$1,604.00 from the Knights of Columbus and the Garden Tower from the Mount Carmel Foundation.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-08.

Linda Barber, Board Secretary



Resolution # 2018-09-09

September 18, 2018

IN THE MATTER OF PURCHASING A WHEELCHAIR ACCESSIBLE PASSENGER VEHICLE (*QIP Reference: Commitment 4*)

WHEREAS, at the July 17, 2018 Board Meeting, the Board approved the purchase of a wheelchair accessible passenger vehicle with customizations totaling \$45,520.90, and

WHEREAS, \$60,000.00 was included in the CY2018 budget for the purchase of additional support vehicles, and

WHEREAS, the original quote was based on a 2018 model and when placing the order for the wheelchair accessible passenger vehicle, only 2019 models are available, therefore increasing the price by \$2,445.00,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the increase of \$2,445.00 for the purchase of a new 2019 wheelchair accessible passenger vehicle, as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-09.

Linda Barber, Board Secretary



Resolution # 2018-09-10

September 18, 2018

IN THE MATTER OF PURCHASING REPLACEMENT COOLING TOWER

WHEREAS, Forest Rose School is in need of a replacement cooling tower, and it is estimated that the cost will be approximately \$70,000.00, and

WHEREAS, Administration is requesting board approval to solicit bids for the purchase and installation of the replacement cooling tower,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the request to solicit bids for a replacement cooling tower for Forest Rose School.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-10.

Linda Barber, Board Secretary



Resolution # 2018-09-11

September 18, 2018

IN THE MATTER OF PURCHASING NEW PLAY STRUCTURE

WHEREAS, Forest Rose School is in need of a new play structure for their playground, as the current one has been there for decades (at least 20 years) and no longer meets health and safety requirements, and

WHEREAS, \$75,000 was included in the CY2018 budget to purchase a new play structure, and

WHEREAS, Administration is requesting the approval to solicit bids for the new play structure and installation,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the requests to solicit bids for a new play structure and installation for the playground at Forest Rose School.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-11.

Linda Barber, Board Secretary



Resolution # 2018- 09-12

September 18, 2018

IN THE MATTER OF APPROPRIATING FROM UNAPPROPRIATED

WHEREAS, Ohio Department of Developmental Disabilities (DODD) administers Capital Funds through the Community Capital Assistance (CCA) program, providing funding to County Boards and non-profit organizations for the purchase, construction, and/or renovation of community housing for persons with developmental disabilities, and

WHEREAS, each county can receive funding for two projects beginning in July 2018, and

WHEREAS, we identified there was an unmet residential need for an individual that fit the eligibility criteria to utilize CCA funds, and

WHEREAS, an application for the CCA program was approved by DODD for up to \$123,000 to be applied to the purchase of a residence for this individual that will be managed through our housing contract with Hocking Metropolitan Housing, and

WHEREAS, appropriating from unappropriated into major expense categories of contractual services is necessary for the expense,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

Section 1: That the Board authorizes the Fairfield County Commissioners to Appropriate from Unappropriated funds in the amount of \$117,314.55 for to account 52671142 550090.

Section 2: The Board authorizes the Fairfield County Commissioners to Issue an Amended Certificate in the amount of \$117,314.55 to the credit of fund #2060.

Section 3. Request that the Fairfield County Auditor, on behalf of the Budget Commission, update the following receipt lines: 52671142 433400 - \$117,314.55.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-12.

Linda Barber, Board Secretary



Resolution # 2018-09-13

September 18, 2018

IN THE MATTER OF THE REVISION OF POSITION DESCRIPTIONS

WHEREAS, the following position descriptions have been reviewed:

- Community Connections Coordinator, Administration
- Introduction and Eligibility Specialist, Services and Supports
- Art Coordinator, Adult Service Options
- Community Support Specialist, Adult Service Options
- Ancillary Service Coordinator

and

WHEREAS, the administration is recommending revisions to the attached position descriptions to reflect current job duties and departmental needs,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the revised position descriptions listed above.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-13.

Linda Barber, Board Secretary

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

COMMUNITY CONNECTION COORDINATOR

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m. M-F (will be required to work a flexible schedule – evenings and weekends)

IMMEDIATE SUPERVISOR: Director of Community Relations

DEPARTMENT: Community Relations

SPECIFICATIONS:

Provide leadership in the development and ~~implementation~~ **coordination** of community inclusion ~~services~~ for individuals with developmental disabilities. ~~These services~~ Will assist individuals with exploring opportunities in the community, based around their interests & passions and ~~then~~ **assist in** establishing connections to other members of the community ~~at these opportunities~~. As an employee of the Fairfield County Board of Developmental Disabilities, the job incumbent shall comply with all board policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

60% Community Inclusion – Development and Coordination

Responsible for the development and ~~implementation~~ coordination of individualized community inclusion programs and services for recreation, social, leisure, travel and educational activities. May supervise and orient staff/providers assigned to this position.

Develop, coordinate, monitor and evaluate FCBDD community **connections**. ~~inclusion services and corresponding implementation process across all areas.~~

Oversee the community inclusion planning and implementation process.

Assign and tracks community inclusion referrals ensuring individuals are supported in increased involvement in the community.

Coordinate where appropriate inclusion planning and services with other departments (children, adults, services & supports and transportation), other agencies, service providers and community partners.

~~Oversee the planning and development of recreational programs, events and activities.~~

~~Develop action plan to transition current board sponsored group recreational, leisure and social activities to individualized community inclusion opportunities.~~

Communicate with support teams to ensure service needs of individuals are met while involved in community inclusion activities.

Communicate/maintain a database of friends, allies and neighbors who wish to enhance the lives of people and families supported by Fairfield DD on a volunteer basis.

Maintain/update Community Connections Manager software information.

~~Serve as designated Options Department liaison with all transportation service providers.—~~

Assure compliance with all regulations and best practice standards establish by accrediting agencies such DODD and CARF relevant to community inclusion.

Monitor activities to ensure compliance with applicable rules, regulations, laws and policies and procedures.

Provide information to the public relevant to community inclusion opportunities for all individuals served by FCBDD.

Attend and/or conduct meetings, conferences and seminars on issues related to community inclusion best practice.

Promote and participate in various awareness activities that serve to promote community inclusion.

~~Develop and monitor community inclusion budget.—~~

Serve as a community inclusion liaison, representative and advocate for individuals, families and staff with internal and external departments and agencies.

Work with other community agencies and organizations to develop partnerships that will lead to community inclusion opportunities

Develop community inclusion processes and procedures.

15% Community Relations

Further the mission of the FCBDD by interacting in a courteous and professional manner with individuals, families, staff and community partners. Actively participate in public relations activities and initiatives that will enhance community awareness and create opportunities for individuals.

Develop materials and prepare presentations that assist individuals, families, staff, providers and community partners with understanding community inclusion.

10% Collect, Maintain and Interpret Data

Collect and compile data on community inclusion opportunities for all individuals referred for community inclusion services and the corresponding outcomes;

Develop outcome measures that will demonstrate the overall efficiency and

effectiveness of community inclusion services for individuals with developmental disabilities.

Provide analysis of data and identify trends and patterns associated with successful/unsuccessful community inclusion connections/outcomes.

Prepare & maintain required reports, records, correspondence and other communication as needed.

10% Miscellaneous

Pursue grants and funding sources in the area of community inclusion;

Prepare a monthly board report for the Director of ~~Adult Service Options~~ **Community Relations** which updates the activities and summarizes the goals established for community inclusion services;

Contribute information for the FCBDD website and newsletter regarding community inclusion services;

Transport individuals and others and/or drive agency vehicles as needed;

Maintain professional ethics in keeping with confidentiality of information and material with which he/she may come in contact;

Maintain a cooperative relationship with individuals, families, staff and community partner in order to best facilitate community inclusion opportunities;

Attend conferences, workshops, seminars and meetings to enhance professional growth as permitted and/or requested by supervisor;

Communicate community inclusion philosophy and agency goals to the general public in a positive manner;

Comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders through the utilization of protective equipment and decontamination techniques.

5% Perform Other Related Duties as Assigned

Perform other duties as assigned.

QUALIFICATIONS:

Education / Credentials:

- Bachelor's degree in related area preferred. In lieu of college degree, relevant experience in the provision of community-based services for individuals with disabilities.
- Certification or registration issued by the Ohio Department of Developmental Disabilities or current certification or licensure as issued by the Ohio Department

of Education in the area of special education or related field.

- Must hold a current Ohio Driver's License. Driving record may not exceed the points allowed in order to be covered by the county insurance carrier.
- CPR/First Aid Certification
- Van training
- ~~COPE~~ **CPI** training or equivalent / Positive Behavior Supports
- Acceptable background check

Experience:

- Candidate should have experience working with individuals with disabilities and community relations experience;
- Related work experience as it pertains to community inclusion services;
- Clear and concise verbal and written communication skills including but not limited to the ability to present information to individuals, families, staff and the public;
- Ability to travel and work a flexible schedule;
- Effective decision making skills;
- Ability to handle multiple tasks at one time, establish priorities, define problems and draw conclusions;
- Handle sensitive inquiries and understanding of confidentiality laws;
- Ability to develop rapport with individuals, families, staff and community partners;
- Develop community partnerships and connections;
- Work effectively with co-workers on both group and individual projects/goals.

FLSA: Non-exempt from overtime

PROBATIONARY PERIOD: One (1) calendar year

STATUS: Permanent, Classified

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive or other maladaptive behavior.

The FCBDD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

Staff Member Signature

Date

ESSENTIAL FUNCTIONS
For Purposes of 42USC 12101 and OAC 4112-5-08:

COMMUNITY INCLUSION COORDINATOR

1. Possess a high level of effective communication skills to facilitate with all levels of staff, students and their families, other agencies, community members and providers.
2. Ability to analyze statutes and regulations applying to County DD Boards with particular attention to statutes and regulations affecting transition.
3. Ability to develop working relationships with associates, employers, school districts, individuals with disabilities and their families, and the general public.
4. Ability to schedule and coordinate training and other special events.
5. Demonstrated skill in making presentations and conducting effective training seminars.
6. Ability to prepare and organize a variety of informational and training materials and resources. Write and edit materials for publication.
7. Demonstrated skill in utilizing audio-visual equipment including computerized presentations.
8. Ability to assess and identify pertinent training needs related to transition. Ability and flexibility to respond to transition needs in Fairfield County.
9. Maintains a valid Ohio Driver's license and a driving record acceptable to agency insurance carrier.
10. Travels to additional sites as necessary and works hours outside of regularly scheduled hours.
11. Develops, implements and evaluates transition needs and services offered. Ability to define problems, collect data, facts and draw valid conclusions; prepare and maintain meaningful and concise records and reports.
12. Complies with professional ethical standards.
13. Maintains and follows policies on confidentiality.
14. Participates in conferences, meetings, workshops, seminars and on committees.
15. Demonstrates regular and predictable attendance.
16. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the

utilization of protective equipment and decontamination techniques.

17. Complies with the Individual Bill of Rights.

18. Acts in the best interest of the Fairfield County Board of Developmental Disabilities

**FAIRFIELD COUNTY BOARD DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION**

Introduction and Eligibility Specialist

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m.
(may be required to work a flexible schedule)

IMMEDIATE SUPERVISOR: ~~Manager of Discovery Services~~ **Service & Support
Outreach Supervisor**

DEPARTMENT: Services and Supports

SPECIFICATIONS:

As an employee of the Fairfield County Board of Developmental Disabilities, the job incumbent shall comply with all Board policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

DUTIES

- 50% **Introduction and Eligibility**
Serves as an initial point of contact for intake services for the Fairfield County Board of Developmental Disabilities
- Determines eligibility for services using Ohio Department of Developmental Disabilities (DODD) and Board approved procedures. Completes or coordinates and monitors all eligibility determinations via the C/OEDI assessments.
- Obtains intake collateral for individuals 3-5 years of age and reviews for eligibility.
- Obtains intake collateral for the FED and C/OEDI including school, medical and/or psychological evaluations to establish the presence of a developmental disability.
- Maintains regular contact with applicants and their families during the intake process
- Creates a file for individuals found eligible.
- Refers individuals found not eligible to appropriate services.
- ~~Completes IDS input sheets and forwards to appropriate person~~ **Imagine profile for eligible individuals**

Assesses emergent needs for services and determine plan to address the emergent needs and referrals to ensure health and safety. Interacts with other agencies including the mental health system, school districts and other referring or service agencies to ensure needed services are available and information is gathered to support a decision for eligibility.

Gathers needed information and documents to facilitate county to county transfers working with transferring/receiving county board staff.

30% Communications

Serves as the first point of contact many individuals and families have with FCBDD; ensures excellent communication regarding Intake and Eligibility with individuals, families, agencies and school districts.

Conducts outreach and informs the community at large of the services that FCBDD offers and the eligibility requirements. Attends functions with the school districts, mental health and other service agencies.

Maintains contact with ~~Discovery Manager~~ **Outreach Supervisor** regarding applicants for services for program planning. Recommends eligibility status for individuals who are assessed.

Remains current with the programs and supports and shares options with families and individuals.

Establishes and maintains contact with Individual Support Coordinators and MUI Coordinator to share emergent information and keep all parties aware of issues.

Maintains contact with Family Support Services Coordinator regarding applicant's eligibility for services.

Assists in providing information for county board **report newsletter** on intake/eligibility.

Maintains case notes on data base.

Attends meetings of the FACFC I-team.

10% Training

May be asked to provide/participate in activities internal and external to the agency. Participates in and provides in-service training as may be required.

10% Other

Performs other duties as directed by the ~~Discovery Manager~~ **Service & Support Outreach Supervisor** and/or Administration.

May assist Family Support Services Coordinator as needed.

Conducts Pre-Admission Screen and Resident Review (PASRR). Gathers information from the nursing facilities and provides the result to the Ohio Department of Developmental Disabilities (DODD). Conducts face to face meeting with individual at nursing facilities and assess current and future needs (PASRR requirements). Ensures specialized services are secured for individuals staying at the nursing facilities.

Maintains an understanding of the ISC role and duties as well as the services and resources available in the community.

Supports individual's enrollment into the ICFDD within the county.

QUALIFICATIONS:

- Bachelor's Degree or higher
- Minimum of three years' experience of working with persons with developmental disabilities.
- Eligible for required DODD certification.
- Knowledge of a variety of individual assessment tools.
- C/OEDI Certification.
- Ability to work independently.
- Maintains a valid Ohio Driver's license and a driving record acceptable to agency insurance carrier.
- May be requested to work abnormal hours based on service needs. Knowledge of and demonstrated skills in: verbal and written presentation, bookkeeping, organization, time management, interviewing, handling sensitive and confidential information, public relations and personal intercommunications and computer ~~programs~~ **basic computer skills including word processing, spreadsheets and databases.**
- ~~May use personal vehicle to transport clients and families.~~
- Efficiently and correctly calculate fractions and percentages.

FLSA: Hourly position, eligible for overtime for work exceeding 40 hours in one week.

PROBATIONARY PERIOD: One (1) calendar year

STATUS: Full-Time Permanent Classified Employee

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive or other maladaptive behavior.

The FCBDD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days. I further acknowledge that I have been instructed on how to access the Fairfield County Board of DD policies and procedures, including the Employee Ethics policy, and agree to abide by its contents. I acknowledge that I have been informed that I must pass a post-offer drug test as a condition of continued employment and then am required to remain substance free and to submit to testing in accordance with FCBDD policy throughout the course of employment. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by Board policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

Staff Member Signature

Date

BOARD APPROVED: January 20, 2015
Revised September 18, 2018

ESSENTIAL FUNCTIONS
For Purposes of 42 USC 12101 and OAC 4112-5-08:

INTAKE AND ELIGIBILITY SPECIALIST

1. Performs all aspects of the intake process including receiving requests for services and referrals, interviewing, assessing, obtaining collateral, maintaining contract and attending meetings.
- ~~2. **Assists in the provision of behavior support services at the FCBDD.**~~
3. Prepares and maintains accurate records, files, correspondence, reports and other documents.
4. Communicates effectively regarding Intake and Eligibility to individuals requesting services and their families, school districts, other agencies, DODD, providers and FCBDD staff.
- ~~5. **Communicates effectively regarding Behavior Support to individuals, families, school districts, other agencies, ODODD, providers and FCBDD staff.**~~
6. Maintains and provides information on SSI, SSDI, SSA, BVR, guardianship, community social services, and other resources.
7. Reviews Resolution of Complaints, Bill of Rights, Confidentiality and other policies with individuals requesting services.
8. Maintains DODD certification, C/OEDI administration certification, a valid Ohio Driver's license and driving record acceptable to agency insurance carrier.
9. Develops, implements and evaluates mandated services and department compliance.
10. Complies with professional ethical standards
11. Maintains and follows policies on confidentiality.
12. Participates in conferences, meetings, workshops, seminars, and on committees.
13. Demonstrates regular and predictable attendance.
14. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders through the utilization of protective equipment and decontamination techniques.
15. Complies with the Individual Bill of Rights.

16. Acts in the best interest of the Fairfield County Board of Developmental Disabilities.

BOARD APPROVED: January 20, 2015

Revised September 18, 2018

**FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION**

ART COORDINATOR
Community Art and Training Specialist

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m., M-F (260 days per year)

IMMEDIATE SUPERVISOR: Director of Adult Service Options

DEPARTMENT: Adult Services

SPECIFICATIONS:

As an employee of the Fairfield County Board of Developmental Disabilities, the job incumbent shall comply with all Board policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

As an employee of the Fairfield County Board of Developmental Disabilities, the job incumbent shall comply with the Board's policies at all times, assist in the implementation of the Board's mission, vision and values, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

DUTIES:

45% Provide training and guidance to individuals seeking to explore their skills and talents in various fields of art. Assist individuals to explore and expand their skill with various art media. Assess artists skill levels and increase independence. Provide supervision during program periods while individuals are participating in the program.

Ensure health and safety of individuals served. Provide personal care assistance when necessary.

25% Stakeholder Support and Resources:

In conjunction with the Professional Development Coordinator, provide training modules for potential DSPs and advanced training modules for Provider staff to meet annual or credential requirements or credential.

As requested by providers, work with the Quality Assurance Specialist and Professional Development Coordinator to provide training and supports for the implementation of safe and quality supports.

In coordination with the Quality Assurance Specialist, provide sample resources for providers to insure person-centered services are identified and provided.

Make recommendations to paid or natural supports for people participating in integrated community activities of interest to them, including staffing, transportation, memberships, community contacts, and billing.

Assist the Behavior Support Coordinators in developing Positive Intervention techniques as requested.

Compile data to be used in reports, appointments, consultations or referrals.

Provide providers with recommendations of integrated community activities as needed. Assure appropriate supports are in place. Serve as advisor or support staff for enrollee groups or committees.

Serve as advisor or support for any stakeholder as requested.

Research innovative and evidence-based best practices and make recommendations for implementation as applicable.

Work cooperatively with supervisors and coworkers.

20% Community Relations

Under the guidance of the Professional Development Coordinator and in coordination with the trauma support committee, educate and train management and other staff as appropriate relative to the agency's trauma informed supports and their respective responsibilities in the implementation of systems and process changes that reflect the agency strategic plan through a trauma informed lens.

Interact in a courteous and professional manner with individuals receiving supports, their families, and friends and with coworkers, supervisors and members of the community. Actively promote good public relations with parents, advocates, community organization, professionals, other school districts, Job and Family Services, other agencies and other county board staff.

Communicate with Individual Support Coordinators, Personal Advocates, Behavior Coordinator, community employment staff, and other staff as well as home providers, parents, guardians and other agencies as needed.

~~15% Develop markets for individual works of art and promote the work of program artists who wish to sell their artwork. Remain current on trends and styles in the art market to advise artists on types of art that are currently in demand. Create promotional pieces of information for publication or interi use.~~

~~15% Maintain appropriate documentation within required timeframe in an accurate and timely manner.~~

~~— Arrange and conduct Program Implementation Plan (PIP) meetings. Assure that goals, objectives, service plans and methods for program implementation, as agreed upon in meetings, are written.~~

~~— Conduct period reviews as PIPs as designated. Disperse copies of reviews to appropriate parties as designated.~~

~~— Record and reports attendance for individuals.~~

~~— Document work on individual outcomes and action steps through prescribed process.~~

~~— Complete assessments including behavior data.~~

~~— Maintain a plan for scheduled activities for use by a substitute.~~

~~— Submit all plan related documentation by established timelines in an accurate and neat manner.~~

~~1510%~~ Arrange and set up displays at shows, exhibits and as requested which will promote the pieces of work produced by artists in the program.

10% Seek various grants, stipends, awards or other types of financial support and participate in the writing of proposals to acquire funding.

Attend professional meetings, trainings, and in-services/conferences as requested.

Perform other related duties as assigned.

Remain familiar with and complies with the policy handbook and other applicable policies, procedures, regulations, etc. as required for this position.

Comply with Safety Rules established for fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

QUALIFICATIONS:

- **Bachelor's Degree in Art, Social Work, Public Administration or related field.**
~~High school diploma or higher level of education.~~
- Maintain First Aid, CPR and COPE certifications.
- Valid Ohio Driver's license and a driving record acceptable to agency's insurance carrier.
- Maintains valid DODD certification.
- Communicate professionally, clearly and effectively with others, verbally and in writing.

- Knowledge of basic forms of graphic art including, but not limited to, painting, drawing, sculpting, design and composition.
- Experience in producing and selling various forms of artwork.
- Must be willing and able to locate and follow trend and market information and communicate information to individuals served.
- Maintains a sense of design which will attractively display pieces of art.
- Ability to contact and interact with people in order to create relationships which encourage placement or sale of art.
- Ability to read, understand and complete grant/award applications.
- Assist with public relations for art work and agency as a whole.
- Ability to maintain accurate records and data.
- Ability to cope with stressful situations.
- Ability to lift, carry, move, push and pull up to 50 lbs., as per lifting policy.

FLSA: Hourly/Non-Exempt from Overtime

PROBATIONARY PERIOD: One Calendar Year

STATUS: Classified, Civil-Service

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive or other maladaptive behavior.

The Fairfield County Board of DD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days. I further acknowledge that I have been instructed on how to access the Fairfield County Board of DD policies and procedures, including the Employee Ethics policy, and agree to abide by its contents. I acknowledge that I have been informed that I must pass a post-offer drug test as a condition of continued employment and then am required to remain substance free and to submit to testing in accordance with FCBDD policy throughout the course of employment. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by Board policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

Staff Member

Date

BOARD APPROVED: September 18, 2018

ESSENTIAL FUNCTIONS
For Purposes of 42 USC 12101 and OAC 4112-5-08

ART COORDINATOR
Community Art and Training Specialist

1. Maintains required certifications for DODD, First Aid, CPR, and COPE training.
2. Demonstrates regular and predictable attendance and punctuality.
3. Demonstrates appropriate grooming and attire.
4. Complies with safety and hygiene policies and procedures established for purpose of fulfilling compliance with Ohio Employment Risk Reductions Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
5. Follows confidentiality policy.
6. Deals professionally with others.
7. Lifts, carries and positions individuals. Lifts up to 50 pounds, per lifting policy. Pushes wheelchairs and other activities for adults with disabilities. Able to stand for long periods of time to perform work. Able to bend, stoop and lift. Able to work indoor and outdoors as required. Able to work in noisy and quiet environments. Pushes, pulls and moves up to 50 lbs frequently.
8. Provides supervision, training, and supports, in the area of vocational skills, behaviors modification, social adjustment, leisure/recreation, and community participation. Provides documentation as needed.
9. Provides personal hygiene and other personal services.
10. Participates in individual teams to help individuals plan their program; works cooperatively with other staff to implement IP's. Provides documentation as needed.
11. Maintains a working knowledge of graphic art including, but not limited to, painting, drawing, sculpting, design and composition. Maintains a sense of design which will attractively display pieces of art.
12. Remains current in locating and following trend and market information. Communicates information to individuals served and in helping them choosing art forms. Utilizes information in selling various forms of artwork.
13. Complies with the Individual Bill of Rights.

14. Interprets, implements, and follows laws, statutes, rules, regulations, standards, plans, and policies applicable to the position
15. Maintains a valid Ohio Driver's license and a driving record acceptable to agency's insurance carrier.
16. Acts in the best interest of the Fairfield County Board of Developmental Disabilities.

BOARD APPROVED: September 18, 2018

**FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION**

COMMUNITY SUPPORT SPECIALIST

REGULAR HOURS OF WORK: 8:00 a.m. to 4:00 p.m.

IMMEDIATE SUPERVISOR: Community Supports Manager

DEPARTMENT: Adult Service Options

SPECIFICATIONS:

As an employee of the Fairfield County Board of Developmental Disabilities, the job incumbent shall comply with all Board policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

DUTIES:

50% Quality review of Assessment, Planning & Monitoring

Assess person-centered plans, outcomes objectives, service plans and methods for implementation as agreed upon in meetings and understood by all members of the team to ensure that supports align with the assessment and outcome.

Assists providers and other FBCDD stakeholders with problem solving & mediation regarding provider and compliance related issues. Remains knowledgeable on current DODD, OAC and other applicable requirements and provides guidance to CB staff, management and providers regarding requirements.

Support Providers understanding of documentation of services, data and other records of service. Support implementation of Person Centered Plans, outcomes and supports to assure all align.

Conduct periodic reviews of Person-Centered Plans services and supports to monitor the understanding of the plan and ensure progress of services and, outcome. Document reviews, recommendations and suggestions to the ISC

Maintain all required documentation of activities.

25% Stakeholder Support and Resources:

In coordination with the Quality Assurance Specialist, pProvide sample resources for providers to insure person-centered services are identified and provided.

Make recommendations ~~to for~~ paid or natural supports for people participating in integrated community activities of interest to them, including staffing, transportation, memberships, community contacts, and billing.

As requested by providers, **work with the Quality Assurance Specialist and Professional Development Coordinator** to provide training and supports for training and monitoring safety and the quality of supports.

Assist **the Behavior Support Coordinators** in developing Positive Intervention techniques as requested.

Compile data to be used in reports, appointments, consultations or referrals.

Provide providers with recommendations of integrated community activities as needed. Assure appropriate supports are in place. Serve as advisor or support staff for enrollee groups or committees.

Serve as advisor or support for any stakeholder as requested.

Research innovative and evidence-based best practices and make recommendations for implementation as applicable.

Work cooperatively with supervisors and coworkers.

20% Community Relations

Interact in a courteous and professional manner with individuals receiving supports, their families, and friends and with coworkers, supervisors and members of the community. Actively promote good public relations with parents, advocates, community organization, professionals, other school districts, Job and Family Services, other agencies and other county board staff.

Communicate with Individual Support Coordinators, Personal Advocates, Behavior Coordinator, community employment staff, and other staff as well as home providers, parents, guardians and other agencies as needed.

5% Miscellaneous

Understand and practice professional ethics in keeping with the confidentiality of information and materials.

Attend in-service training, seminars, committees, and other meetings as required by administration.

Perform other assigned duties related to the position.

Comply with the policy handbook and other applicable policies, procedures, regulations, etc. as required for this position.

Comply with the Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Public Administration or related field is required;
- Maintain First Aid and CPR certifications and current behavior support training.
- Maintains valid DODD certification/registration.
- Must hold a current, valid Ohio Driver's License, points on driving record may not be equal to or exceed 6 and must be acceptable to agency insurance carrier.
- Communicate professionally and effectively with persons served, parents, providers, guardians and agencies.
- Ability to write clearly and concisely.
- Ability to maintain accurate records and data.
- Ability to cope with stressful situations
- Ability to pass all background checks including Bureau of Criminal Identification and Investigation (BCII).
- Must be physically capable to lift up to 50 lbs. per lifting policy, move enrollees, including children, adolescents and adults in a safe manner, according to in-service training.

FLSA: Non-exempt from overtime.

STATUS: Classified

PROBATIONARY PERIOD: One Calendar Year

NOTE: Working conditions may exist that do not normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive or other maladaptive behavior.

The Fairfield County Board of DD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days. I further acknowledge that I have been instructed on how to access the Fairfield County Board of DD policies and procedures, including the Employee Ethics policy, and agree to abide by its contents. I acknowledge that I have been informed that I must pass a post-offer drug test

as a condition of continued employment and then am required to remain substance free and to submit to testing in accordance with FCBDD policy throughout the course of employment. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by Board policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply;

Staff Member Signature

Date

BOARD APPROVED: September 18, 2018

ESSENTIAL JOB FUNCTIONS
For Purposes of 42USC 12101 and OAC 4112-5-08

COMMUNITY SUPPORT SPECIALIST

1. Supports the implementation of plans for people served.
2. Communicates effectively with individuals, parents, families, service coordinators, personal advocates, the general public and other professionals both verbally and in writing.
3. Oversees the recording and gathering of data needed to develop or monitor programs.
4. Transports people served as needed.
5. Must be physically capable to lift up to 50 lbs. per lifting policy, in a safe manner, according to in-service training.
6. Demonstrates regular and predictable attendance and punctuality.
7. Acts in the best interest of the Fairfield County Board of Developmental Disabilities.
8. Complies with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
9. Complies with Individual Bill of Rights.
10. Maintains a current valid Ohio Driver's License, points on driving record may not be equal to or exceed 6 and must be acceptable to agency insurance carrier.
11. Maintains current First Aid and CPR certifications as well as current behavior support training.

BOARD APPROVED: September 18, 2018

**FAIRFIELD COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

POSITION DESCRIPTION

ANCILLARY SERVICES COORDINATOR

REGULAR HOURS OF WORK 8:00 a.m. – 3:00 p.m.
board approved school calendar **and an additional 4
days at the beginning and end of the school year
for preparation and finalization of tasks.**

IMMEDIATE SUPERVISOR: Director of Educational Services

DEPARTMENT: Forest Rose School

SPECIFICATIONS:

As an employee of the Fairfield County Board of Developmental Disabilities (FCBDD), the job incumbent shall comply with all Board policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

This is a supplemental contract that will be performed in addition to the Occupational Therapists regular duties.

DUTIES:

75% Administrative

Coordinates meetings for preschool and school age therapists as needed to discuss therapy needs and delivery of services. Continually reviews therapy service delivery to ensure adequate services are being provided in as cost-efficient manner as possible. Develops short and long-term planning strategies to achieve desired outcomes. Presents recommendations to the Director of Educational Services. Works with the therapists to implement strategies.

Interacts with teachers and school staff to determine therapy and therapy-related needs. Approves any type of therapy-related purchase requested prior to submission to the Director of Educational Services.

Stays abreast of Individualized Education Program (IEP) and Evaluation Team Report (ETR) due dates for all students to ensure that meetings are scheduled by administrative assistant accordingly.

Develops the IEP planning meeting schedule for all teachers/therapists to prepare for IEP meetings.

Works with the ancillary staff to develop a proposed budget for ancillary services. Recommends budget to the Director of Educational Services. Determines needs and recommends purchase of necessary supplies and equipment for the ancillary program, via purchase requisition, to the Director of Educational Services.

Recommends to the Director of Educational Services and implements school and Board policies related to ancillary services. Recommends and implements administrative procedures in conjunction with the Director of Educational Services to assure consistency in service delivery and administrative activity.

Participates in the development of IEPs upon request. Upon request of a therapist or the Director of Educational Services, reviews student progress data and ~~effects~~ **facilitates** changes designed to increase each student's attainment of IEP/IFSP objectives. ~~Obtains~~ **Reviews** progress notes and IEP goals, strategies and outcomes from contract therapists and other ancillary staff. Attends on behalf of and represents all therapy and ancillary service providers at IEP and progress meetings when individuals are unable to attend.

Coordinates volunteers and practicum students for ancillary services.

Assists the Director of Educational Services in ~~preparing and reviewing contracts~~ **interviewing** for ancillary service providers.

Oversees that **therapeutic** equipment safety checks are completed annually and that broken equipment is fixed **or disposed of, per board procedures**, in a timely manner.

Provides orientation and ongoing support/training for safe lifting, use of proper body mechanics, and use of the sensory room for ALL staff throughout the year.

Oversees job-specific training and orientation for all new therapists.

- **Orients new therapy staff and provides ongoing support for documentation process using Gatekeeper**
- **Initiates contact with IT to set up new staff profiles for documentation iPads and for Gatekeeper access.**

Provides initial and ongoing guidance and support for ALL new staff utilizing IEP Anywhere. Maintains "District" banks for all sections of IEP Anywhere.

In coordination with IT, completes computer software updates, downloads, troubleshoots, etc. for ALL building staff using Admin login and password, as needed.

In coordination with IT, completes software updates for all Assistive Technology devices and sends devices needing repair/service to vendors to be fixed prior to the start of the school year and throughout the school year.

In coordination with IT, gathers, cleans and completes back up files for board-owned Assistive Technology devices at the end of the school year.

15% Training

Provides training to other preschool and school-age staff such as therapy service delivery, assistive technology, and sensory integration.

Provides presentations and information concerning the Board and ancillary services in accordance with Board philosophy and mission. May be asked to provide/participate in activities internal and external to the agency. Participates in and provides in-service training as may be required for staff and parents/guardians.

Plans and works proactively with school staff to provide smooth and efficient transitions for students.

Assures compliance with all applicable laws, rules and regulations including but not limited to licensure, ancillary services, professional ethics and standards.

5% Community Relations

Actively promotes good public relations with parents, advocates, community organizations, professionals, other school districts and other county board staff.

5% Other miscellaneous duties:

Maintains confidentiality of records, information and program matters. Understands and practices professional ethics in keeping with the confidentiality of information and materials.

Performs other duties as directed.

QUALIFICATIONS:

- Current employee of Fairfield County Board of DD as professional therapist (occupational, physical or speech-language)
- A valid certification from ODE
- Cross-disciplinary knowledge
- Minimum of three years full-time experience working with ~~children~~ **students** with DD
- Knowledge of a variety of individual assessment tools **and assistive technology**
- Valid Ohio driver's license and a driving record acceptable to agency's insurance carrier.
- ~~Able to swim in heated therapy pool (doctor's release required).~~

- May be requested to work abnormal hours based on service needs
- Knowledge of and demonstrated skills in: verbal and written presentation, organization, time management, interviewing, handling sensitive and confidential information, public relations and personal intercommunications and computer programs
- ~~May use personal vehicle to transport clients and families~~
- ~~Must be able to tolerate up to one hour in a therapy pool with temperatures of 92°–94° F (doctor's release required).~~

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively and efficiently communicate and work cooperatively with others
- Ability to work independently
- Maintains attendance to effectively complete functions of the job
- Displays good judgment and decision-making skills
- Communicates both orally and written and presents information in an objective, professional manner
- Ability to interact with families, private citizens, and others in a professional manner to promote a positive image of persons with disabilities and the agency
- Ability to recognize unusual or threatening conditions and take appropriate action
- Ability to work under stress and time constraints

PROBATIONARY PERIOD: Supplemental Contract

STATUS: Professional Employee, exempt status

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and or behavior exhibited by individuals that may cause physical harm to the employee or their personal property.

The Fairfield County Board of DD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days. I further acknowledge that I have been instructed on how to access the Fairfield County Board of DD policies and procedures, including the Employee Ethics policy, and agree to abide by its contents. I acknowledge that I have been informed that I must pass a post-offer drug test as a condition of continued employment and then am required to remain substance free and to submit to testing in accordance with FCBDD policy throughout the course of employment. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by Board policy.

Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

Staff Member Signature

Date

BOARD APPROVED: Revised October 22, 2015
Revised September 18, 2018

**ESSENTIAL FUNCTIONS
FOR THE PURPOSE OF 42 USC 12101 AND OAC 41123-5-08:**

ANCILLARY SERVICES COORDINATOR

1. Prepares and maintains records, reports, evaluations and other documents.
2. Implements and monitors ancillary budget.
3. Communicates effectively regarding ancillary services to individuals requesting services and their families, school districts, other agencies, ODMRDD, providers and FCBMRDD staff.
4. Maintains professional license, ODE certification, CPR and First Aid certification, a valid Ohio Driver's license and a driving record acceptable to agency's insurance carrier.
5. Complies with applicable laws, regulations, policies and procedures and professional ethical standards.
6. Demonstrates regular and predictable attendance.
7. Complies with professional ethical standards.
8. Maintains and follows policies on confidentiality.
9. Participates in conferences, meetings, workshops, seminars and on committees.
10. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques.
11. Complies with the Individual Bill of Rights.
12. Acts in the best interest of the Fairfield County Board of Developmental Disabilities.

BOARD APPROVED: Revised October 22, 2015
Revised September 18, 2018



Resolution # 2018-09-14

September 18, 2018

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

WHEREAS, the following policies are scheduled for review:

- HR-32, Employee Compensation- Overtime
- HR-34, Workers compensation Temporary Transitional Work
- HR-35, Maintenance and Retention of Personnel Records
- HR-36, Family and Medical Leave
- HR-40, Background and Driver Abstract Checks
- HR-51, Equal Employment Opportunity
- HR-67, Post-Employment Restrictions

and

WHEREAS, there are no recommended changes in the above-referenced policies,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the re-adoption of the policy listed above and as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-14.

Linda Barber, Board Secretary



**Policy No.
HR-32**

EMPLOYEE COMPENSATION - OVERTIME

I. PURPOSE

The purpose of this policy is to establish uniform guidelines for the payment and use of overtime pay. The provisions of this policy apply to all non-exempt employees of the Fairfield County Board of DD. The Board does not endorse payment of compensatory time in lieu of wages due.

II. POLICY STATEMENT

1. All "overtime eligible" employees will be compensated at the rate of one and one-half times their base rate of pay for actual hours worked in excess of 40 hours during one work week (Saturday through Friday).
2. Time spent in active pay status for which the employee did not actually work is not included in the accumulation of 40 hours worked for the purpose of establishing overtime eligibility. Examples of active status, non-work time include holidays, flexible scheduled time off, vacation leave, calamity leave, sick leave, personal leave, etc.
3. Scheduled overtime that is subsequently cancelled for any reason will not entitle the employee to overtime compensation.
4. All actual hours worked in excess of 40 hours in a given workweek must be approved in advance and in writing by their Program Director.
5. In order to receive approval and overtime pay, the employee must properly document time worked in their timekeeping system. Each employee's manager is responsible for reviewing and approving employee's time per the established procedures and timelines. Approval of an employee's time is the managers express approval to payroll that such overtime was approved in advance.
6. Employees are encouraged to utilize flexible scheduling to avoid an overtime situation as long as the adjustment to the work schedule occurs within the same 7-day workweek. The employee and their supervisor should agree upon flexible scheduling.

7. Hours worked in excess of an employee's normal hours do not qualify for vacation leave accrual. Additionally, any overtime eligible hours do not qualify for vacation leave accrual.
8. Non-exempt employees should not report to work sooner than 7 minutes prior to the start of their work shift and may not begin work earlier than their scheduled starting time. Non-exempt employees shall leave no later than 7 minutes after the work shift is over and shall discontinue work at their scheduled quitting time.
9. The time clock (or sheet where applicable) is the official record of the employee's time worked. It is the employee's responsibility to complete this time recording daily in a timely and accurate manner. Each employee must accurately record actual starting and finishing times, breaks and lunchtime (if applicable). Any attempt at placing fraudulent times on a timesheet or completing/changing another employee's time may result in disciplinary actions, up to and including termination (supervisors or designated employees responsible for payroll functions who are correcting an employee's time appropriately are exempt from this).
10. When an overtime eligible employee works at 2 different rates, overtime will be paid according to the formula based on the Fair Labor Standards Act.
11. The time in which an employee engages in volunteer activities outside normal work time will not be compensated. Board supervisory personnel cannot overtly direct or covertly imply that employees participate in any volunteer activities. Employees will independently and freely determine their level of participation, if any, in volunteer activities related to the agency. No one may volunteer to perform the same or similar duties that he/she performs during regular work hours.
12. While it may not be considered "overtime," unless otherwise approved by their supervisor in advance, employees are not permitted to work hours outside those designated by their position.

III. REFERENCES

Fair Labor Standards Act
Ohio Revised Code 124.38

IV. APPROVAL DATE

April 16, 2002
REVISION ADOPTED: January 20, 2004
REVISED: April 19, 2005
READOPTED: December 19, 2006
REVISED: April 17, 2007

READOPTED: December 16, 2008
READOPTED: January 19, 2010
READOPTED: January 18, 2011
READOPTED: May 15, 2012
READOPTED: October 15, 2013
REVISED: August 19, 2014
REVISED: August 18, 2015
READOPTED: September 20, 2016
READOPTED: September 19, 2017
READOPTED: September 18, 2018

V. NLT REVIEW DATE
June 2019

VI. REVIEWER
Director of Human Resources
Superintendent

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-34**

**WORKERS COMPENSATION TEMPORARY
TRANSITIONAL WORK**

I. PURPOSE

Every Fairfield County Board of Developmental Disabilities employee is eligible for Workers' Compensation for injuries arising out of, or in the course of, his or her employment. It is the intent of the Fairfield County Board of DD to assist employees who have sustained work related injuries to more successfully re-enter the work environment.

Transitional Work is a program to promote the injured employee's recovery and return to the work process while reducing the costs associated with the work-related injury or illness. Transitional Work is defined as any temporary job, task, or function or any combination of such that may be performed with restrictions in a safe manner without risk of re-injury. Transitional Work is a progressive and individualized program which is designed to allow an employee to return to work with temporary limitations and restrictions that may prevent the employee from performing the full range of the essential functions of his or her assigned duties. Transitional Work is applicable to any work-related injury or illness. This policy applies to all employee positions and job classifications in all departments. The Transitional Work may be assigned at a department/location other than the employee's regularly assigned department.

II. POLICY STATEMENT

The Fairfield County Board of DD will maintain a Workers' Compensation Temporary Transitional Work program to:

1. safely return employees to appropriate full duty as soon as medically possible after an injury by utilizing Transitional Work as an interim step in the physical condition and recovery of the employee until they are able to return to the job assignment with no limitations;
2. eliminate or minimize lost time from work;
3. reduce hardship to the employee caused by lost wages; and
4. evaluate an individual's progress and will take into consideration the physical restrictions of the employee and the needs of Fairfield DD.

III. REFERENCES

None

IV. APPROVAL DATE

March 14, 2000

READOPTED: May 15, 2001

READOPTED: April 19, 2005

READOPTED: December 19, 2006

READOPTED: December 16, 2008

READOPTED: January 19, 2010

READOPTED: January 18, 2011

READOPTED: February 21, 2012

READOPTED: September 19, 2017

READOPTED: September 18, 2018

V. NLT REVIEW DATE

June 2019

VI. REVIEWER

Director of Human Resources

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-35**

**MAINTENANCE AND RETENTION OF
PERSONNEL RECORDS**

I. PURPOSE

The Fairfield County Board of Developmental Disabilities will maintain current information and ensure confidentiality of personnel records in accordance with applicable laws of the state of Ohio and the Ohio Department of DD.

II. POLICY STATEMENT

The Fairfield County Board of Developmental Disabilities shall adopt policies and have written procedures, which address maintenance, access, duplication, dissemination, and destruction of personnel records.

III. REFERENCES

ORC 149.43; 149.38; 5126.20; 5126.28
OAC 5123:2-1-02

IV. APPROVAL DATE

May 15, 2000
READOPTED: May 15, 2001
READOPTED: January 20, 2004
REVISED: April 19, 2005
READOPTED: December 19, 2006
READOPTED: December 16, 2008
READOPTED: January 19, 2010
READOPTED: January 18, 2011
READOPTED: May 15, 2012
READOPTED: October 15, 2013
READOPTED: August 19, 2014
READOPTED: September 15, 2015
READOPTED: September 20, 2016
READOPTED: September 19, 2017
READOPTED: September 18, 2018

**V. NLT REVIEW DATE
June 2019**

VI. REVIEWERS

Director of Human Resources

Executive Assistant to the Superintendent

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-36**

FAMILY AND MEDICAL LEAVE

I. PURPOSE

To permit eligible employees to take reasonable leave in a manner that accommodates the legitimate interests of the employer for one's own serious health condition, for the birth and/or to care for a newborn son or daughter, for placement of a son or daughter with the employee for adoption or foster care, for the care of a child, spouse, or parent who has a serious health condition for a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed forces in support of a contingency operation, and to care for a covered military service member with a serious illness or injury, if the employee is the covered service member's spouse, son, daughter, parent, or next of kin.

II. POLICY STATEMENT

The Fairfield County Board of Developmental Disabilities shall provide family and medical leave pursuant to the Family and Medical Leave Act of 1993 ("FMLA") and revisions from the Final Rule, published on November 17, 2008 and effective January 2009.

III. REFERENCES

Family and Medical Leave Act of 1993
Employee Retirement Income Security Act of 1974 (24 U.S.C. 1002[3]).
National Defense Authorization Act (NDAA) for FY 2008, Public Law 110-181
Public Law 103-3

IV. APPROVAL DATE

ADOPTED: October 12, 1998
REVISED: July 13, 1999
REVISED: June 13, 2000
READOPTED: May 15, 2001
REVISED: April 19, 2005
READOPTED: December 18, 2007
REVISED: December 16, 2008
REVISED: May 18, 2009
READOPTED: December 21, 2010

READOPTED: November 15, 2011
READOPTED: November 20, 2012
REVISED: November 19, 2013
READOPTED: August 19, 2014
READOPTED: October 22, 2015
READOPTED: September 20, 2016
READOPTED: September 19, 2017
READOPTED: September 18, 2018

V. NLT REVIEW DATE
June 2019

VI. REVIEWER
Director of Human Resources

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-40**

BACKGROUND AND DRIVER ABSTRACT CHECKS

I. PURPOSE

The Fairfield County Board of Developmental Disabilities seeks to hire and keep qualified employees who have the goals of the agency in their interest.

II. POLICY STATEMENT

The Fairfield County Board of Developmental Disabilities shall initiate background checks in order to determine the fitness of the final applicant to provide services to the individuals or perform other duties for the Board. This background check shall include but not be limited to a request for information regarding any prior criminal convictions or pleas of guilty by the applicant. Driver abstracts will be required annually for all employees. The ODODD Abuser Registry as well as the ODH Nurse Registry and the Office of the Inspector General Exclusion List will also be checked for any claims of misconduct. Other checks as required by law or as deemed necessary may also be conducted. Certain positions within the Agency may require background checks and other checks on a routine basis required by Administrative Rule and/or DODD.

The Board will not employ or continue to employ any individual who has been convicted of or plead guilty to any offense that relates in any way to the duties of a position authorized by the Board, and/or who does not meet applicable local, state and federal regulations. After hire, employees are required to inform the Employer within 14 calendar days if they have been found or plead guilty to any such offense. Driver abstracts must be acceptable by the Board and the Board's insurance carrier. Staff in a position which may require them to provide transportation to an individual may not have six or more points on their driving record. Results of all other checks must meet acceptable standards.

III. REFERENCES

OAC 5123:2-1-051
OAC 5123:2-1-05
ORC 5126:28

IV. APPROVAL DATE

January 20, 2004

READOPTED: May 17, 2005

REVISED: December 19, 2006

READOPTED: December 18, 2007

READOPTED: December 16, 2008

READOPTED: January 19, 2010

REVISED: January 18, 2011

READOPTED: December 20, 2011

REVISED: November 19, 2013

READOPTED: August 19, 2014

READOPTED: September 15, 2015

REVISED: September 20, 2016

REVISED: September 19, 2017

READOPTED: September 18, 2018

V. NLT REVIEW DATE

June 2019

VI. REVIEWERS

Director of Human Resources

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-51**

**Equal Employment
Opportunity**

I. PURPOSE

To ensure the Fairfield County Board of DD is compliant with all laws related to Equal Opportunity Employment.

II. POLICY STATEMENT

The Fairfield County Board of DD is an Equal Opportunity Employer. All staff members and applicants for employment will be recruited, hired, promote, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based upon merit, fitness and such bonafide occupational qualifications as each individual might possess. No personnel decisions shall be based upon race, color, religion, sex, national origin, age, handicap, or other prohibitive criteria.

The Director of Human Resources is responsible for formulating, implementing, coordinating and monitoring all efforts in the area of equal employment. While overall authority for administering this policy shall be delegated to such person, supervisors and division heads shall be delegated to such person, for their actions in regard to allowing equal opportunity to each staff member or applicant.

Any individual, agency, or service provider entering into contract with the Fairfield County Board of DD shall act in a nondiscriminatory manner both as employer and as a service provider and shall act without regard to the race, color, national origin, religion, age, sex, or handicap of the staff member or program beneficiary. Failure to do so may result in the termination of the contract.

The Fairfield County Board of DD shall maintain an Affirmative Action Plan as approved by the Fairfield County Commissioners. (Section 5126.07 ORC) A copy of this plan shall be made available upon request.

Any staff member or applicant who feels that he/she has been the victim of discrimination may follow the complaint procedure (H-51 Pr) or contact the Equal Employment Opportunity Coordinator (Director of Human Resources) to obtain information concerning complaint procedures.

III. APPROVAL DATE

ADOPTED: October 21, 2008

READOPTED: December 16, 2009

REVISED: December 21, 2010

READOPTED: November 15, 2011

READOPTED: November 20, 2012

READOPTED: November 19, 2013

READOPTED: August 19, 2014

READOPTED: September 15, 2015

READOPTED: September 20, 2016

READOPTED: September 19, 2017

READOPTED: September 18, 2018

IV. NLT REVIEW DATE

June 2019

V. REVIEWER

Director of Human Resources

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-67**

Post-Employment Restrictions

I. PURPOSE

As a public agency, the Board and its employees are subject to Ohio law regarding ethical guidelines. Ohio's Revolving Door law, contained in Ohio Revised Code §102.03, imposes certain restrictions on present and former employees of the Board. Ohio Revised Code §102.03(A)(1) provides:

"No present or former public official or employee shall, during public employment or service or for twelve months thereafter, represent a client or act in a representative capacity for any person on any matter in which the public official or employee personally participated as a public official or employee through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise of administrative discretion."

II. POLICY STATEMENT

- A. Ohio Revised Code §102.03(A) prohibits a current Board employee from representing any person on any matter in which the Board employee has personally participated while employed by the Board. A former employee of the Board is prohibited, for a period of one (1) year after leaving the Board, from representing any person on any matter in which the Board employee personally participated while employed by the Board. The restriction applies regardless of whether the employee is paid to represent the person. A former employee of the Board is prohibited from representing anyone before the Board and before any other public agency.
- B. There are three exceptions to Ohio's Revolving Door Law and this policy:
 - 1. A former employee is not prohibited from representing an individual on a matter in which he/she did not participate.

2. A former employee is not prohibited from assisting or aiding the Board.
 3. A former employee is not prohibited from doing ministerial activities, such as filing applications for permits or licenses.
- C. Suspected violations of this policy by current employees will be reported to the Fairfield County Prosecuting Attorney and the Ohio Ethics Commission. Depending upon the action taken as a result of the report, a current employee may be disciplined, up to and including termination. Suspected violations of this policy by former employees will be reported to the Ohio Ethics Commission.

III. DEFINITIONS OF TERMS WITHIN THIS POLICY

- A. The term "represent" includes any formal or informal appearance before, or any written or oral communication with, any public agency on behalf of any person. Activity that falls within this definition includes an appearance in a formal proceeding or meeting and informal "lobbying" of Board personnel by telephone or in person. The term "represent" also includes the preparation of any written communication that is submitted to the Board or another public agency, including formal documents, filings, informal letters, notes, and e-mails, regardless of whether the former public employee signs the communication.
- B. An employee has "personally participated" in a matter if he/she has engaged in the substantial exercise of administrative discretion regarding the matter such as:

Decision;
Approval;
Disapproval;
Recommendation;
The rendering of advice; or
Investigation.

If a Board employee takes any actions identified above, he/she has personally participated in the matter, even if his/her participation was not the final action on the matter. An employee has also personally participated in a matter if he/she has supervised other public employees on the matter.

- C. The term "matter" includes any case, proceeding, application, determination, issue, or question. A matter can include concrete

items, like an application or a problem. It can also include more abstract items, like a dispute or a policy decision. A “matter” is the underlying issue or question, regardless of whether it involves the same parties.

IV. REFERENCES

Ohio Revised Code §102.03

V. APPROVAL DATE

June 16, 2015

Readopted: September 20, 2016

Readopted: September 19, 2017

Readopted: September 18, 2018

VI. NLT REVIEW DATE

June 2019

VII. REVIEWER

Director of Human Resources

President, Fairfield CBDD

Superintendent, Fairfield CBDD



Resolution # 2018-09-15

September 18, 2018

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

WHEREAS, the following policies are scheduled for review:

- HR-31, Regarding New Hires and Promotions
- HR-43, Severance Pay
- HR-49, Salary Determination
- SS-12, Waiting Lists
- SS-16, Chosen Representative

and

WHEREAS, the administration is recommending revisions,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board adopts the above policies as revised and as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-15.

Linda Barber, Board Secretary



**Policy No.
HR-31**

Employee Compensation - Raises
Regarding New Hires and Promotions

I. PURPOSE

The purpose of this policy is to establish a consistent manner in which raises are provided to any **part-time or full-time** staff member. **Substitute pay rates are set by the Board-approved pay schedule.**

II. POLICY STATEMENT

An employee must have worked in his/her current position a minimum of 120 calendar days to be eligible for any Board-approved raise. This is applicable to new hires and persons promoted to new positions who received a pay increase with the new position within the program. Any staff persons hired or promoted within the 120-day period will receive a Board-approved across the board raise at the next raise date.

To be eligible for the full amount of a merit pay increase, an employee (~~part-time or full-time, not substitute~~) must have been employed by the board in a permanent position for the entire evaluation period, with the exception of staff assigned to Forest Rose School. As long as an employee was hired and began working on the first day for staff to return for the new school year, they will be considered for merit pay. Twelve-month staff who began employment prior to November 30 will receive a pro-rated share of any merit pay they may be eligible for based on their date of hire from April 1 (the beginning of the evaluation period). For example: an employee hired on October 1 would receive 50% of their merit pay since they worked 50% of the evaluation period.

Any employee who, during the evaluation period, loses the certification required for their position or serves a suspension will not be eligible for merit pay. In addition, disciplinary action will result in a deduction from an employee's score (.25 for Written Reprimand and .12 for Instruction and Cautioning). Merit pay will be determined and distributed as determined by the Superintendent based on an amount approved by the board.

III. REFERENCES

None

IV. APPROVAL DATE

April 16, 2002

REVISED: January 20, 2004

REVISED: April 19, 2005

READOPTED: December 19, 2006

READOPTED: December 16, 2008

READOPTED: January 19, 2010

READOPTED: January 18, 2011

REVISED: May 15, 2012

REVISED: October 15, 2013

READOPTED: August 19, 2014

REVISED: August 18, 2015

READOPTED: September 20, 2016

READOPTED: September 19, 2017

REVISED: September 18, 2018

V. NLT REVIEW DATE

June 2019

VI. REVIEWER

Director of Human Resources

Superintendent

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-43**

SEVERANCE PAY

I. PURPOSE

To define how the Fairfield County Board of Developmental Disabilities will convert unused, accumulated leave for severance pay to an active staff member upon separation from the Board.

II. POLICY STATEMENT

A. Sick Leave

- 1) Sick leave shall be paid out only to employees with five or more years of full-time service with the Board:
 - a. who actually retire (including disability retirement) and are eligible for retirement benefits under STRS or OPERS or
 - b. upon his/her death.
- 2) Calculation of the severance benefit shall be one-half of the unused accumulated sick leave not to exceed fifty (50) days.
- 3) Severance pay shall be made based on the staff member's hourly rate of pay at time of actual retirement or death.
- 4) Documentation must be submitted to the Employer within one hundred twenty (120) days after the staff member actually retires. **Failure to submit documentation on or before 120 days after the retirement date results in forfeiture of any severance payment.** Documentation may be in the form of:
 - a. A copy of the first check from STRS or OPERS
 - b. A copy of the direct deposit stub from STRS or OPERS
 - c. Notification letter from STRS or OPERS stating date of first deposit
 - d. A copy of a bank statement notating deposit
- 5) Payment of severance pay shall be in a lump sum within ninety (90) days after the Employer receives appropriate documentation from the staff member. In the case of death, payment will be made with the last paycheck.
- 6) Such payment shall be made only once to any staff member and shall extinguish all accumulated sick leave to the credit of such staff member.

B. Vacation Leave

- 1) In accordance with Ohio Revised Code, vacation leave is paid out in the employee's last check or as soon as is possible if adequate notice was not provided.
- 2) Payout will be at the employee's current hourly rate.
- 3) ~~Upon giving notice requests for usage of vacation leave may only be granted if the employee's two week notice is extended to account for such leave usage (for example: employee wishes to use two vacation days, their notice is for two weeks and two days.)~~

C. Personal Leave

- 1) Personal leave is not paid out to employees upon separation.
- 2) ~~In addition, upon giving notice, requests for usage of personal leave may only be granted if the employee's two week notice is extended to account for such leave usage (for example: employee wishes to use two personal days, their notice is for two weeks and two days.)~~

III. REFERENCES

None

IV. APPROVAL DATE

June 20, 2006;
Readopted: May 15, 2007
Readopted: December 18, 2007
Revised: February 19, 2008
Revised: May 19, 2009
Readopted: December 21, 2010
Readopted: May 17, 2011
Readopted: May 15, 2012
Readopted: June 18, 2013
Revised: May 20, 2014
Revised: September 15, 2015
Readopted: June 21, 2016
Readopted: September 19, 2017
Revised: September 18, 2018

V. NLT REVIEW DATE

June 2019

VI.

REVIEWERS

Superintendent

Chief Fiscal Officer

Director of Human Resources

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
HR-49**

SALARY DETERMINATION

I. PURPOSE

To ensure employees are paid at a fair rate based on the responsibilities of their position, years of service in a position and educational experience directly related to their position, and to ensure that Fairfield DD remains competitive in recruiting qualified employees.

II. POLICY STATEMENT

The Fairfield County Board of Developmental Disabilities will have an equitable and objective system of salary determination. This salary determination system will include, but not necessarily be limited to, the following components: the duties and responsibilities of the position, the employee's experience and level of education as well as comparable market data for similar positions. ~~This policy applies to all employees.~~

III. APPROVAL DATE

February 19, 2008
Readopted: July 21, 2009
Revised: December 21, 2010
Readopted: November 15, 2011
Readopted: February 21, 2012
READOPTED: October 15, 2013
READOPTED: August 19, 2014
READOPTED: September 15, 2015
READOPTED: September 20, 2016
READOPTED: September 19, 2017
REVISED: September 18, 2018

IV. NLT REVIEW DATE
June 2019

V. REVIEWER
Director of Human Resources
Superintendent

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
SS-12**

WAITING LISTS

I. PURPOSE

To establish **Fairfield** FCBDD waiting list policy.

II. POLICY STATEMENT

From time-to-time the **Fairfield** FCBDD may determine that, due to insufficient resources, the agency may not be able to offer some services and/or supports wanted or needed by individuals eligible to receive them.

- A. This ~~W~~waiting List policy confirms the Board's commitment:
1. to use resources efficiently and effectively;
 2. to provide services in a fair manner consistent with applicable federal and state civil rights laws;
 3. to provide services in the least restrictive alternative appropriate to an individual's needs;
 4. to establish parameters for the use of waiting lists when resources are not sufficient to serve all eligible persons in a manner appropriate to meet their assessed needs; ~~and choices;~~
 5. to provide consistent information about alternative services available when a waiting list for a service exists.
- B. As used in this policy, services shall include services, programs and supports provided or arranged by the **Fairfield** FCBDD on behalf of eligible persons.
- C. The Board does not have a waiting list for children from birth to their third birthday. During this critical developmental period, services shall be provided as needed.
- D. The Board does not have a waiting list for school age services. The ~~L~~ocal ~~S~~chool ~~D~~istricts are required by statute to provide educational services and to place children in the most appropriate educational setting.

- E. The Board does not have a waiting list for Individual Support Coordination. Individual Support Coordination shall be provided to all eligible individuals requesting the service as required by ORC. 5126.15.
- F. The Board shall establish **one waiting list for individuals with "Current Needs" that cannot be met by community-based alternative services.** ~~separate waiting lists for Home and Community Based Services Individual Options Level 1 Waivers, and Self-Waivers.~~
- G. The Board does not have a waiting list for individual budgets. Services shall be provided as needed.
- H. Prior to placing an individual on a waiting list, the county board shall assess the service needs of the individual in accordance with all applicable state and federal law. The county board shall place the individual on the ~~appropriate~~ waiting list(s) if the individual has a current need for services.
- I. At least annually the county board shall reassess the service needs of each individual on the waiting list. If the board determines the individual no longer ~~needs the service the board shall remove the individual's name from the waiting list.~~ **has a current unmet need the board shall remove the individual's name from the waiting list.** Individuals and their families and/or guardians will be informed of their due process rights.
- J. Service providers including Certified Waiver providers may have provider waiting lists in accordance with applicable laws and regulations. Provider waiting lists are not subject to this policy. However, the board may assist the provider in maintaining the provider lists to assist in the referral process. The board will assist individuals in choosing waiver providers in accordance with the Provider Choice Policy and applicable rules.
- K. The ~~Fairfield~~ FCBDD will establish procedures to address:
 - 1. the right for individuals to appeal decisions under this policy;
 - 2. the determination of capacity to identify maximum limits of funding **and** personnel, ~~and space to accommodate eligible persons;~~
 - 3. the determination of eligibility of individuals for requested services/supports and an assessment of their ~~wants and~~ **assessed** needs;
 - 4. determination of criteria for ~~emergency and priority~~ **immediate need and current need and if needed** placement on **current need** waiting lists; and

5. the criteria for the removal of an individual's name from a Waiting List.

~~L. Annually FCBDD shall notify the individual, family and/or guardian the individual's position on the waiting lists, and provide contact information for a person at the FCBDD who can resource information.~~

III. DEFINITION OF TERMS USED WITHIN THIS POLICY

~~None.~~

A. **"Current Need"** means an unmet need for home and community-based services within twelve months, as determined by a county board based upon assessment of the individual using the waiting list assessment tool.

B. **"Community-based alternative services"** means alternative services in a setting other than a hospital, an intermediate care facility for individuals with intellectual disabilities, or a nursing facility.

C. **"Immediate need"** means a situation that creates a risk of substantial harm to an individual, caregiver, or another person if action is not taken within thirty calendar days to reduce the risk.

IV. REFERENCES

ORC 5126.01

ORC 5126.042

ORC 5126.07

ORC. 5126.15

Title VI of the Civil **Rights** Acts of 1964 (42 U.S.C. Sec 2000d-2000d-4)

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794)

The Americans with Disabilities Act (42 U.S.C. Sec. 12101 et seq.)

V. APPROVAL DATE

May 15, 2001

June 15, 2004

REVISED: March 21, 2006

REVISED: February 20, 2007

READOPTED: January 20, 2009

READOPTED: December 21, 2010

REVISED: July 19, 2011

READOPTED: July 18, 2012

Revised April 23, 2013

REVISED: December 16, 2015

READOPTED: October 17, 2017

REVISED: September 18, 2018

VI. NLT REVIEW DATE

April 2019

VII. REVIEWER

Director of Services and Supports

President, Fairfield CBDD

Superintendent, Fairfield CBDD



**Policy No.
SS-16**

CHOSEN REPRESENTATIVE

I. PURPOSE

The purpose of this policy is to ensure that the individual has the right to chosen representation when making decisions about receiving DD services or participating in DD programs **through the Fairfield County Board of Developmental Disabilities**. The change in law (RC 5126.043) was effective September 10, 2012.

II. POLICY STATEMENT

- A. An individual for whom a guardian has not been appointed may, in accordance with section 5126.043 of the Revised Code, authorize an adult (who may be referred to as a "chosen representative") to make a decision described in paragraph (C) (2) of this rule on behalf of the individual as long as the adult does not have a financial interest in the decision. The authorization shall be made in writing. Fairfield County Board of Developmental Disabilities will assist each individual in identifying someone to serve as his/her chosen representative if there is an identified need through the person-centered planning process.
- B. There are three levels of decision making for the individual when making decisions about receiving or participating in DD programs / services:
 - 1. "with presumed competency" the individual will make all decisions
 - 2. The individual "may authorize an adult to make a decision" on his/her behalf.
 - 3. If there is a guardian, the guardian shall make the decision
- C. All Board employees and entities contracted to provide services and supports to an individual shall recognize and adhere to the authority given to a Chosen Representative by this policy. Failure to do so may result in an employee or contractor being disqualified as a provider to an individual.

III. DEFINITIONS OF TERMS USED WITHIN THIS POLICY

- B. "Individual" refers to the person with developmental disabilities who is eligible to receive services and supports from the FCBDD and has the same

meaning as in section 5126.032 of the revised code.

IV. REFERENCES

ORC 5126.043

V. APPROVAL DATE

May 1, 2001

REVISED: September 20, 2005

READOPTED: December 16, 2008

READOPTED: June 16, 2009

READOPTED: December 21, 2010

READOPTED: July 19, 2011

REVISED: July 18, 2012

REVISED: September 16, 2014

REVISED: October 17, 2017

REVISED: September 18, 2018

VI. NLT REVIEW DATE

April 2019

VII. REVIEWERS

Superintendent

Director of Services and Supports

President, Fairfield CBDD

Superintendent, Fairfield CBDD



Resolution # 2018-09-16

September 18, 2018

IN THE MATTER OF STAFF RESIGNATIONS, TERMINATIONS & RETIREMENTS

WHEREAS, Tim Heft, Receptionist (part-time) has resigned from his position, effective August 28, 2018,

WHEREAS,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the resignation listed above.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-16.

Linda Barber, Board Secretary



Resolution # 2018-09-17

September 18, 2018

IN THE MATTER OF THE PURCHASE OF A SPRINKLER SYSTEM

WHEREAS, new building codes went into effect November 1, 2017, wherein DD Board housing units are now considered "Care Facilities" and subject to new requirements based on the number of individuals living in a home and the type of home involved, and

WHEREAS, in this type of setting, if a tenant is "incapable to self-evacuate," then the home must have a sprinkler system in place to meet Ohio Building Codes. This applies to all new purchased, built, or renovated homes as of November 1, 2017. All previously purchased homes who have no change in risk status after November 1, 2017 are grandfathered into the existing code and don't have to be retrofitted with sprinkler/fire suppression systems, and

WHEREAS, we have identified there is a need for a person who is unable to 'self-evacuate' to move from a nursing home setting into the community into a home operated by Hocking Metropolitan Housing Authority, and

WHEREAS, a bid has been received from Koorsen Fire & Security to install the needed sprinkler system for the amount of \$21,778.00, and

WHEREAS, the bid exceeds Ten Thousand Dollars (\$10,000.00) so board approval to enter into a contract and pay the anticipated bill is requested,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the purchase and installation of a sparkler system into one of the homes operated by Hocking Metropolitan Housing Authority per the new building codes.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-17.

Linda Barber, Board Secretary

DATE: August 30, 2018

TO: Vallie Prorok
Hocking Metropolitan Housing Authority

FROM: David Zink, M.A., CET
Koorsen Fire & Security
PH: 614-989-4514 EMAIL: david.zink@koorsen.com

SUBJECT: New 13D Installation at 7168 Wilmar Drive, Reynoldsburg, OH 43068

The following is our proposal for the above project. Please let me know if you have any questions.

Scope of Work: Installation of a new 13D Residential Fire Sprinkler System per customer provided information.

Pricing: The cost for this project will be..... \$21,778.00

Notes: Koorsen Fire & Security will bill, upon credit approval, progressively on a monthly basis until the project is complete. It is understood this project is tax exempt. No work of any kind shall begin until a written authorization to proceed has been received and approved by Koorsen Fire & Security management. No on-site work shall begin until a permit has been issued by the local authority having jurisdiction.

Scope Clarifications:

Any approvals, fees or permits required for installation or approval of the system are included.

The supply of bid or performance bonds is not included.

Submittal of drawings or correspondence to any State, Insurer or Authority Having Jurisdiction is included.

No retainage shall be held.

Any Fire Watch that this project may require is not included.

We will provide working plans for approval to the authority having jurisdiction before any equipment is installed.

The system shall be supplied by a self-contained residential water tank and pump unit to be located in the basement at a specific location yet to be determined.

We will perform our scope of work during normal working hours, Monday through Friday, 8:00 AM to 4:45 PM. Any work required to be performed at other than normal working hours will be invoiced accordingly.

A one (1) year warranty shall be provided for labor and material for this new installation.

We will install seals on the control valves to ensure they are in the open position.

We are not responsible for any electrical or remote station (Fire Alarm) wiring. All work shall be by others.

We are not responsible for any type of water damage.

Offering complete Design, Installation, and Service since 1946

Fire Alarm
Security and Fire Monitoring
CCTV- Video Surveillance
Card Access

Sprinkler Systems (Backflow/Hydrants/Fire Pumps)
Restaurant & Industrial Fire Suppression
Clean Agent & Special Hazards Fire Suppression
Complete Installation, Inspection & Maintenance

Exit/Emergency Lighting
Fire Extinguishers
Intercom, Sound, Data, MATV
Nurse Call

We are not responsible for painting of pipe.

The data contained in this proposal has been submitted in confidence. Customer will not disclose or permit disclosure of any information in this document without the prior written consent of Koorsen Fire & Security or use or permit the use of such information or data to compete with Koorsen Fire & Security in any manner.

This proposal may be withdrawn by Koorsen Fire & Security if not accepted within 30 days of the above date.

This proposal assumes full and unfettered access will be given to all necessary areas of the building for Koorsen Fire & Security to perform the scope of work as outlined in this proposal. Any restrictions encountered may cause lost time and inhibit productivity. Excessive lost time may result in additional charges.

We shall design this system to the best of our ability and our interpretation of applicable codes. However, if the AHJ requires any additional devices, these will be a change order and extra cost.

Customer shall retain responsibility to enclose all pipe in accordance with OBC after system has been tested, inspected and approved by the local authority having jurisdiction.

Customer to move any equipment, material, supplies, stock or anything that may be damaged by water or physical damage.

Any additions or modifications to the hazard area(s) after installation commences will require a change order and will be billed separately.

The customer shall retain full responsibility to provide adequate heat throughout the entire basement and crawl spaces to assure the system will not freeze during inclement weather.

It is understood that prevailing wages and/or benefits compensation are NOT required for this project.

Koorsen Fire & Security shall complete the job scope as soon as possible based on available manpower.

Koorsen Fire & Security specifically excludes any other work of any kind that is not specifically listed above.

Offering complete Design, Installation, and Service since 1946

Fire Alarm
Security and Fire Monitoring
CCTV- Video Surveillance
Card Access

Sprinkler Systems (Backflow/Hydrants/Fire Pumps)
Restaurant & Industrial Fire Suppression
Clean Agent & Special Hazards Fire Suppression
Complete Installation, Inspection & Maintenance

Exit/Emergency Lighting
Fire Extinguishers
Intercom, Sound, Data, MATV
Nurse Call

KOORSEN FIRE & SECURITY TERMS AND CONDITIONS

1. **AGREEMENT.** Prices per this quotation are in effect for 30 days from the date of this quote. This Agreement shall become effective upon the execution by Customer and acceptance and execution of this Agreement by a duly authorized representative of Koorssen Fire & Security. This Agreement constitutes the entire agreement between the parties and supersedes any previous agreement, understanding or order between the parties. Should the terms and conditions of any purchase order of Customer issued in connection with this Agreement conflict with the terms contained in this Agreement or add any new terms to this Agreement, such new terms or different terms shall be of no force or effect. No modification or waiver of the terms of this Agreement shall be binding unless made in writing and signed by both parties. This Agreement is made and entered into in the State of Indiana and shall be in all respects governed by and construed in accordance with the laws of the United States and the State of Indiana as if entirely performed in Indiana and without regard to any conflict of law rules and without regard to any rules of construction or interpretation relating to which party drafted this Agreement. This Agreement may not be assigned by Customer directly or indirectly (including, without limitation, by merger or sale of stock) without the prior written consent of KFS, which consent may be withheld by KFS, in its sole discretion, for any reason or no reason.
2. **SALE OF INSTALLATION AND/OR EQUIPMENT.** KFS shall sell to Customer and the Customer shall purchase from the KFS the installation ("System") and/or equipment ("Equipment") identified on the front of this Agreement. All shipments, unless otherwise specified, are quoted F.O.B. origin and may be subject to additional "hazardous material" charges or other special shipping and handling fees.
3. **PURCHASE PRICE AND PAYMENT.** Customer agrees to pay KFS the purchase price for the Equipment and/or Services set forth on the proposal or as otherwise set forth on the KFS's invoice. All charges shall be paid "NET 25 DAYS" from the date of invoice, unless otherwise specified on the invoice. If KFS retains a collection agency, legal counsel, or incurs any out-of-pocket expenses to collect overdue payments, all such collection costs shall be paid by Customer. Customer acknowledges that, other than KFS's completion of installation of a System, payment to KFS is not contingent on any occurrence, matter or event, including, without limitation, Customer's receipt of payment from any third party such as an owner or insurance company.
4. **ALLOCATION OF RISK OF LOSS.** Any risk of loss associated with the Equipment remains with KFS until the goods arrive at the place of delivery. After the goods arrive at the place of delivery, the risk shall be exclusively that of the Customer. The risk of loss remains with the Customer, even regarding Equipment that is subsequently returned to KFS, until receipt by KFS.
5. **JOBSITE, APPROVAL AND PERMITS.** Unless otherwise specified, Customer shall provide, at Customer's expense, all approvals and permits required by applicable law. Customer will make premises available without interruption during KFS normal working hours, 8:00 A.M. to 4:45 P.M., exclusive of Saturdays, Sundays, and holidays. Customer understands that the installation will necessitate drilling into various parts of the premises. KFS intends, generally, to conceal wiring in the finished areas of the premises, however, there may be areas in which due to construction, decoration, or furnishing of the premises, KFS determines, in its sole discretion, that it would be impractical to conceal the wiring and in such cases, wire will be exposed. Customer agrees to provide 110 AC electrical outlets at designated locations for equipment requiring AC power. Customer agrees to provide for lifting and replacing carpeting, if required, for installation of floor mats or wiring. Customer has the authority to engage KFS to carry out the installation in the premises. The Customer agrees to furnish any necessary electric current through the Customer's meter and at the Customer's own expense. Customer will obtain and keep in effect all permits or licenses that may be required for the installation and operation of the system. Customer has the affirmative duty to inform KFS, prior to beginning of installation, of every location at the premises where KFS' employees or agents should not (because of concealed obstructions or hazards such as pipes, wires or asbestos) enter or drill holes. If asbestos or other health hazardous material is encountered during installation, KFS will cease work until Customer, at its sole expense, obtains clearance from a licensed asbestos removal or hazardous material contractor and that continuation of work will not pose any danger to KFS personnel. In no case shall KFS be liable for discovery or exposure of hidden asbestos or other hazardous material, and Customer shall indemnify and hold KFS and its employees harmless from any claims brought against KFS and/or its employees by third parties for damages, personal injury, death, emotional injury, whether actual or prospective, allegedly caused by the presence, spread, ingestion or inhalation of any substance/vapor on or originating from Customer's premises.
6. **GRANT OF SECURITY INTEREST.** Customer, on behalf of the owner and Customer, grants to KFS a security interest in the System or Equipment to secure payment of the purchase price and grants to KFS an irrevocable power of attorney to execute and file UCC-1 Financing Statements on behalf of Customer for the benefit of KFS, as secured creditor, to protect the security interest. Upon payment in full of the purchase price, and all associated costs and charges required under this Agreement, title to the system shall pass to Customer. KFS shall have all of the rights of a secured creditor under the Uniform Commercial Code including the right to enter Customer's premises and to disable or remove the System and equipment, or both.
7. **LIMITED WARRANTY-** *Unless otherwise stated, any part of the system, including the wiring, installed under this Agreement which proves to be defective material within one (1) year of the date of completion of installation will be repaired or replaced at KFS' option with a new or functionally operative part. Labor required to repair or replace such defective components or to make mechanical adjustments to the system will be free of charge for a period of one (1) year following the completion of the original installation. This warranty is extended only to the original consumer purchaser of the system and may be enforced only by such person. To obtain service under this warranty, call or write our local KFS Service Department at the telephone number or address found in your local yellow pages. This warranty is void if the system is inspected, tested, or serviced by anyone other than Koorssen Fire & Security during the warranty period. THE ABOVE LIMITED WARRANTY IS IN LIEU OF ALL OTHER EXPRESSED WARRANTIES. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF, AND KFS DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE*
8. **BREACH BY KFS.** Customer expressly agrees that no action at law or in equity shall be maintained by Customer against KFS for KFS's alleged breach of this Agreement or violation of any federal or state law now in effect or hereafter enacted with respect to any obligation or duty incurred under this Agreement by KFS, unless: (i) Customer notifies KFS in writing at the address specified in this Agreement within ten (10) days from date of such alleged breach or violation, and provided KFS does not remedy or correct the breach or violation within sixty (60) days from the receipt of the notice; and (ii) such action at law or in equity is commenced by Customer within one (1) year from the finished date of the installation of the System.
9. **LIMITATION OF LIABILITY.** THE AMOUNTS PAYABLE TO KFS HEREIN UNDER ARE BASED UPON THE VALUE OF THE SERVICES AND THE SCOPE OF LIABILITY AS HEREIN SET FORTH AND ARE UNRELATED TO THE VALUE OF THE CUSTOMER'S PROPERTY OR PROPERTY OF OTHERS LOCATED IN CUSTOMER'S PREMISES. IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX THE ACTUAL DAMAGES, IF ANY, WHICH MAY PROXIMATELY RESULT FROM FAILURE ON THE PART OF KFS TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER. THE CUSTOMER DOES NOT DESIRE THIS CONTRACT TO PROVIDE FOR FULL LIABILITY OF KFS AND AGREES THAT KFS SHALL BE EXEMPT FROM LIABILITY FOR LOSS, DAMAGE OR INJURY DUE DIRECTLY OR INDIRECTLY TO OCCURRENCES, OR CONSEQUENCES THEREFROM WHICH THE SERVICE OR SYSTEM IS DESIGNED TO DETECT OR AVERT. IF KFS SHOULD BE FOUND LIABLE FROM LOSS, DAMAGE OR INJURY DUE TO A FAILURE OF SERVICE OR EQUIPMENT IN ANY RESPECT, ITS LIABILITY SHALL BE LIMITED TO A SUM EQUAL TO 10% OF THE

ANNUAL SERVICE CHARGE OR \$500.00, WHICHEVER IS GREATER, AS THE AGREED UPON DAMAGES AND NOT AS A PENALTY, AS THE EXCLUSIVE REMEDY, AND THAT THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY IF LOSS, DAMAGE OR INJURY, IRRESPECTIVE OF CAUSE OR ORIGIN, RESULTS DIRECTLY OR INDIRECTLY TO PERSON OR PROPERTY FROM PERFORMANCE OR NONPERFORMANCE OF OBLIGATIONS IMPOSED BY THIS CONTRACT OR FROM NEGLIGENCE, ACTIVE OR OTHERWISE, OF KFS, ITS AGENTS OR EMPLOYEES. FOR REPAIR, TESTING, OR INSTALLATION OF ANY SPRINKLER SYSTEM AND ITS PARTS, IT IS CUSTOMER'S RESPONSIBILITY TO SHOW KFS ALL DRAIN VALVES, INCLUDING THOSE HIDDEN ABOVE THE CEILING OR IN A WALL. KFS WILL NOT BE RESPONSIBLE FOR WATER DAMAGE CAUSED FROM ANY UNDISCLOSED DRAIN VALVE, WHETHER OR NOT IT WAS KNOWN TO CUSTOMER.

10. **INDEMNIFICATION.** Customer indemnifies KFS, holds KFS harmless, and agrees to defend KFS from and against any and all lawsuits, proceedings (including, without limitation, civil, criminal, administrative and investigative proceedings, whether threatened, pending or completed), claims demands, losses, damages (including, without limitation, indirect, direct, special and consequential damages and insurance deductibles), actions, liabilities (including without limitation, strict liability and joint and several liability), costs and expenses (including, without limitation, fines, penalties and the reasonable costs of investigation, court costs, costs of arbitration, costs of appeal, and reasonable attorneys' fees) (collectively referred to as "Damages") arising out of or relating to, directly or indirectly: a breach of the Agreement by Customer; or the action or inaction of KFS in the performance of the installation of the System; provided that this provision shall not apply to Damages arising out of or relating to the recklessness or willful misconduct of KFS, when deemed by a court of competent jurisdiction to have materially and directly contributed to the Damages. As used in this paragraph, the term "KFS" shall include KFS's employees, agents, representatives, shareholders, officers, directors and subcontractors, at any level, and the subcontractor's representatives, agents, employees, shareholders, officers and directors. This provision shall survive completion of the work and the termination of the Agreement, for any reason.
11. **INSURANCE.** IT IS UNDERSTOOD THAT KFS IS NOT AN INSURER, THAT IT SHALL SPECIFICALLY BE THE OBLIGATION OF CUSTOMER TO PURCHASE ANY INSURANCE WHICH CUSTOMER DESIRES TO PROTECT ITSELF FROM LOSS, DAMAGE OR INJURY DUE DIRECTLY OR INDIRECTLY TO OCCURRENCES OR CONSEQUENCES THEREFROM, WHICH THE SERVICE OR SYSTEM IS DESIGNED TO DETECT OR AVERT.
12. **SUBROGATION.** Each party waives rights of subrogation against the other party to the extent of their respective first party insurance coverages, for any and all losses suffered by either party, whether or not caused by the negligence of the Customer or KFS or those for whom they are responsible; provided that this release shall be in force and effect only with respect to loss or damage occurring during the time each parties' insurance policies contain a clause to the effect that this release shall not affect said policies or the right of the insured to recover.
13. **CONSENT TO VENUE.** Customer consents to the exclusive jurisdiction and venue of Courts of the State of Indiana and Marion County with

respect to the enforcement of this Agreement, the collection of any amounts due under this Agreement or any disputes arising under this Agreement. Customer agrees that effective service of process may be made upon Customer by U.S. Mail at the address on the front of this Agreement.

14. **USE OF DESIGNS AND DATA.** Any knowledge or information, including drawings and data, which KFS shall have disclosed or may hereafter disclose to Customer, incident to installation of the System, shall be deemed to be KFS's confidential and proprietary information and Customer shall take any and all steps as are reasonable to protect the confidentiality of such information and shall not disclose to any other person, or use, such information. KFS does not grant to Customer any reproduction rights or any rights to use such information.
15. **SERVICES NOT INCLUDED.**
 - A. When a labor price is submitted, it is based on all work being performed during a five (5) day forty (40) hour work week. If overtime or premium time is performed, an additional charge will be made to the Customer. Normal work weeks are 8 a.m. to 4:45 p.m., Monday through Friday, except holidays.
 - B. Unless otherwise specifically provided in the Proposal, Customer agrees to do all necessary patching of masonry work, painting, carpentry work and the like.
 - C. If applicable, Customer shall also provide a wiring, conduit and labor to connect the provided pressure switches to an equipment to be turned on or off such as alarms, motors, conveyors, fans or cooking equipment.
 - D. If applicable, Customer shall also provide necessary hardware and linkage to permit automatic closing of doors, windows, duct dampers, etc, upon actuation of any provided pressure release trip device. Unless specifically indicated in the Proposal, services do not include costs for any discharge or concentration tests required by approval authorities.
 - E. No provision to exhaust any discharged agent is included in this Proposal.
 - F. Should an employee of KFS be required to attend a "right to know" session at Customer's location, a surcharge will be added to the final invoice.
 - G. THIS PROPOSAL/ESTIMATE IS BASED ON NON-UNION WAGES. IF KFS IS REQUIRED TO PAY DIFFERENT WAGES, SUCH AS PREVAILING WAGES UNDER THE GUIDELINES OF THE US DEPT. OF LABOR, FOR ANY PORTION OF THIS WORK, KFS RESERVES THE RIGHT TO REPRICE ACCORDINGLY.
16. **MECHANICS' LIEN NOTICE.** Where KFS is a subcontractor, the Customer acknowledges, agrees and personally accepts service of this Agreement on behalf of the owner of the real property at which the System is to be installed and understands KFS's intention to file a Mechanic's Lien if and when KFS is not paid. The subcontractor is KFS, and the contractor is the Customer, and the amount claimed will be the balance due under this Agreement and any amendments or change orders as of the date of filing a Mechanic's Lien claim. Customer agrees to promptly notify the owner of the premises on which work is to be performed of this Mechanics' Lien Notice.

Acceptance	For Customer	For Koorsen Fire & Security
Date:		
Printed Name:		David Zink
Signature:		
Company Name:		Koorsen Fire & Security
Address:		727 Manor Park Drive
City, State, ZIP:		Columbus, OH 43228



Resolution # 2018-09-18

September 18, 2018

IN THE MATTER OF A LICENSE AGREEMENT (*QIP Reference: Commitment 4, Action Step 4.5*)

WHEREAS, Fairfield DD has a QIP commitment to cultivate the founding principles and engage providers to expand the Provider Partnership Program designed to ensure quality serves and professional development, and

WHEREAS, the Ohio Alliance of Direct Support Professionals, Inc. (OADSP) has developed a curriculum for direct support professionals to use to assist them in gaining the knowledge and skills needed to provide outstanding direct support to those they serve, and

WHEREAS, Administration wishes to enter into a License Agreement with OADSP to purchase the curriculum, materials and certification for \$4,000, to be make available to the provider network in Fairfield County,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the license agreement with Ohio Alliance of Direct Support Professionals, Inc. as presented above.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2018-09-18.

Linda Barber, Board Secretary

LICENSE AGREEMENT

This LICENSE AGREEMENT (this “Agreement”) is entered into as of _____ (the “Effective Date”) by and between the Ohio Alliance of Direct Support Professionals, Inc., a tax exempt non-profit Ohio corporation (“Licensor”), and the Fairfield County Board of Development Disabilities, a tax exempt, non -profit corporation (“Licensee”).

RECITALS

WHEREAS, Licensor is committed to charitable research missions, strongly desires to promote the important public interest of assisting individuals with developmental disabilities and creating clear desirable career path both within the direct support profession and from direct support to other human services positions;

WHEREAS, Licensor has developed certain specialized curricula, processes, teaching methods, know how, training and certificate programs and other intellectual property set forth on Exhibit A. It is designed for entry-level and mid-level workers who provide direct support to people with developmental disabilities (OADSP Curriculum: “DSPATHS”, “Supervisor Credential”, “Initial Provider Certification”, “Annual Renewal Certification”);

WHEREAS, in furtherance of its charitable missions, Licensor desires to have the OADSP Curriculum utilized to promote the public interest and, to further that goal, is willing to grant a license to the OADSP Curriculum to Licensee on the terms and conditions described in this Agreement; and

WHEREAS, Licensee desires to obtain a license to use the OADSP Curriculum upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants herein contained and for other good and valuable consideration, the receipt, sufficiency and adequacy of which are hereby acknowledged, Licensor and Licensee hereby agree to incorporate the foregoing recitals as if fully set forth herein and further agree as follows:

ARTICLE 1 **GRANT OF RIGHTS**

Section 1.1 License of the OADSP Curriculum. Upon payment of the “Base Fee” as set forth on Schedule 4.1 of this Agreement, attached hereto and incorporated herein, Licensor hereby grants to Licensee a nonexclusive, one-year, non-sublicensable, non-royalty bearing license to use the OADSP Curriculum in accordance with the “Policies and Procedures” of the OADSP Credentialing Program (the “Curriculum License”), unless sooner terminated as provided in this Agreement.

Section 1.2 Improvements. Licensor may, from time to time, in Licensor’s sole and absolute discretion, grant to Licensee a license to use any and all future upgrades, changes, improvements, enhancements, alterations, and advancements (the “Improvements License”)

developed and owned by Licensor during the term of this Agreement with respect to each component of the OADSP Curriculum (the “Improvements”). If Licensor grants such Improvements License, the terms of this Agreement shall apply.

Section 1.3 Grant Restrictions. The Curriculum License and Improvements License that Licensor may hereafter grant shall be subject to the following retained rights and restrictions:

(a) Licensor shall have and retain all rights, title and interest in and to the OADSP Curriculum and Improvements and shall retain the right to practice, use, license and disclose the OADSP Curriculum and Improvements in its complete discretion along with any other technology Licensor develops.

(b) Licensee shall not have the right to enter into sublicensing agreements with respect to any of the rights, privileges, and licenses granted hereunder.

(c) Neither Licensee, nor Licensee’s “Affiliates” (as hereinafter defined), employees or agents shall receive or have any rights of ownership, inventorship, authorship, rights in patents or patent applications, copyrights, trademark and service mark rights, rights in trade secret and proprietary information, rights of attribution and integrity or other moral rights, or any other intellectual property rights of any type to the OADSP Curriculum. For purposes of this Agreement, the term “Affiliate” means, with respect to any person, any other person, organization, corporation or other entity (collectively, “Person”) controlling, controlled by, or under common control with such Person. For purposes of this definition only, “control” refers to (i) the possession, directly or indirectly, of the power to direct the management or policies of a Person, whether through the ownership of voting securities, the possession of membership voting rights, by contract or otherwise, (ii) the ownership, directly or indirectly, of at least 50% of the voting securities or other ownership interest of a Person or (iii) the possession, directly or indirectly, of at least 50% of the membership votes of a Person.

(d) Licensor makes no representations or warranties that the OADSP Curriculum, Improvements or other technology developed by Licensor does not infringe upon the rights of any other person or entity.

Section 1.4 Copying Restrictions. In addition to all other limitations set forth in this Agreement, Licensee shall, at all times, adhere to any and all copying restrictions contained in each section of the OADSP Curriculum, including, without limitation, restrictions on copying, electronic duplication and the posting or display in any form (the “Copying Restrictions”) and shall likewise impose an obligation upon Licensee’s employees and agents to adhere to the Copying Restrictions.

ARTICLE 2

ADDITIONAL SERVICES

Section 2.1 Curriculum. Upon payment of the Base Fee, Licensor shall provide Licensee with the materials comprising the OADSP Curriculum through access to the on-line “members only” section of the www.oadsp.org website.

Section 2.2 Certification of OADSP Instructors by Licensor. Upon the payment of the Base Fee and during the term of this Agreement, Licensor shall perform certification training to employees or agents of Licensee sufficient to allow such employees or agents to become “OADSP Certified Instructors” as mutually and reasonably agreed by the parties from time to time. OADSP Instructors must follow all applicable OADSP “Policies and Procedures.” The designation of “OADSP Certified Instructor” shall entitle the individual so designated to train other employees or agents of Licensee so that they may obtain the “Credentials” set forth in Section 2.4 of this Agreement, subject to (i) the ongoing approval of Licensor; and (ii) the right of Licensor, its agents and employees to attend such training. Licensee shall ensure that OADSP Certified Instructors at all times comply with Licensor’s OADSP Certified Instructor’s policies and Licensor’s quality assurance program. Licensor may remove the rights or certification of any OADSP Certified Instructor at any time for any reason in Licensor’s sole and absolute discretion. Upon termination of the OADSP Certified Instructor designation, the previously certified instructor shall have no right whatsoever to train any individual in the OADSP Curriculum.

Section 2.3 DSPATHS Skill Mentors. Upon the payment of the Base Fee, and during the term of this Agreement, Licensor shall provide Licensee an orientation to the OADSP Training System Kit, including policies and protocols related to skill mentors. DSPATHS Skill Mentors must follow all applicable OADSP “Policies and Procedures.” Skill mentors are an integral part of the DSPATHS credentialing program and each licensee must assure availability and quality of Skill Mentors for their candidates and follow all OADSP policies and procedures related to skill mentoring. It is recommended that Skill Mentors be staff with at least one year experience and that they be familiar with and/or have participated in the DSPATHS credentialing program. *Please note that a DSPATHS skill mentor are only required for candidates seeking their DSPATHS CIP and/or CAP credentials. This is not a requirement for those utilizing the curriculum with the testing mechanism for the competency based add-on in the state of Ohio.

Section 2.4 Credentialing. Credentialing is available for DSPaths and Supervisor Credential candidates. Upon payment of the Base Fee and during the term of this Agreement, Licensor shall bestow upon Licensee’s employees and agents, upon the completion of the applicable prerequisites, including, without limitation, the submission of a portfolio that meets the standards of the OADSP (as hereinafter defined), one of the following applicable designations: the Certificate of Initial Proficiency designation; the Certificate of Advanced Proficiency designation; OADSP Supervisor Credential designation (collectively, “Credentials”).

(a) Licensor shall grant the appropriate “Credentialed” designation to an employee or agent of Licensee in good standing upon completion of the required number of hours of classroom instruction for the specific course, and upon submission and attainment of a passing score, as deemed by an approved OADSP Grading Team.

(b) Licensor shall grade up to 10 portfolios per calendar year at no additional charge to Licensee. After 10 the initial 10 portfolios are graded, Licensee may either pay \$45 per portfolio submitted, or agree to grade portfolios on behalf of Licensee for Licensor.

(c) Licensor may, in Licensor’s sole and absolute discretion, withhold the awarding of the Credentials from any employee or agent of Licensee who, in Licensor’s sole

discretion, does not meet the applicable criteria. Licensor may also, in Licensor's sole and absolute discretion, revoke any Credential awarded to any OADSP Credentialed individual.

(d) Licensor may, at any time and without notice, change, modify, alter or amend the Credential standards set forth in this Section 2.4.

Section 2.5 Certificates. Certificates are available for individual DSPaths modules, Supervisor modules, the Initial Provider Certification (IPC) course, and the Annual Renewal Certification (APC) Course. A DSPaths Basic Certificate is available for completing the 10 (ten) Basic Certificate modules, and the Supervisor Basic Certificate is available for completing any 10 *ten) Supervisor Modules. Upon payment of the Base Fee and during the term of this Agreement, Licensor shall bestow upon Licensee's employees and agents, upon the completion of the applicable prerequisites, including, without limitation, verification of participation and a passing score (if applicable), and meeting all OADSP standards (as hereinafter defined), one of the following applicable designations: Individual Module Certificate(s), DSPaths Basic Certificate, OADSP Supervisor Basic Certificate, IPC Certificate, APC Certificate (collectively, "Credentials").

(a) Licensor shall grant the appropriate "Certificate" designation to an employee or agent of Licensee in good standing upon completion of the required number of hours of classroom instruction for the specific course, and upon submission and attainment of a passing score, where applicable.

(b) Licensor may, in Licensor's sole and absolute discretion, withhold the awarding of the Certificates from any employee or agent of Licensee who, in Licensor's sole discretion, does not meet the applicable criteria. Licensor may also, in Licensor's sole and absolute discretion, revoke any Certificate awarded to any OADSP Certified individual.

(c) Licensor may, at any time and without notice, change, modify, alter or amend the Credential standards set forth in this Section 2.5.

Section 2.6 Policies and Procedures. Licensor shall establish policies and procedures for OADSP Certified Instructors, OADSP Skill Mentors, the employees and agents of Licensee with the Credentials or Certifications, the portfolio review, quiz implementation/standards, and for any other need as determined by Licensor at any time and from time to time in Licensor's sole and absolute discretion (the "Policies and Procedures").

ARTICLE 3

LICENSEE'S ADDITIONAL OBLIGATIONS

Section 3.1 Policies and Procedures Compliance. In addition to any and all other duties and obligations set forth in this Agreement, Licensee shall adhere to the OADSP Policies and Procedures at all times and shall ensure that Licensee's employees and agents adhere to the OADSP Policies and Procedures at all times.

Section 3.3 Contracting with Outside Instructors. If Licensee chooses to contract with certified OADSP Instructors who are not employed by their Licensed Entity, Licensee must adhere to the approved OADSP Instructor rates of pay, or barter for the equivalent.

Section 3.4 Reporting Requirements. Licensee is required to submit all required database and outcome survey documentation to OADSP's Director of Statewide Operations. This includes, but may not be limited to, Candidate Registration Forms, Attendance Sheets, and Class Evaluation Forms.

ARTICLE 4 **COMPENSATION**

In consideration of Licensors grant to Licensee of the Curriculum License, the Improvements License and Licensors obligations under this Agreement, Licensee shall pay Licensors the amounts set forth on Schedule 4.1, attached hereto and incorporated herein (the "Compensation").

ARTICLE 5 **CONFIDENTIALITY**

Concurrent herewith, each of the parties shall sign and deliver to the other the Confidentiality and Non-Disclosure Agreement attached hereto as Schedule 5.1 and incorporated herein (the "Confidentiality Agreement").

ARTICLE 6 **PUBLICITY**

The parties may issue a press release regarding the execution of this Agreement. Except as otherwise provided herein or required by law, neither party shall originate any publication, news release or other public announcement, written or oral, whether in the public press, or otherwise, about the terms contained in this Agreement, and neither party shall use the name, trademark, trade name, logo or likeness of the other party or its employees in any publicity, news release or disclosure without the prior express written permission of the other party.

ARTICLE 7 **REPRESENTATIONS AND WARRANTIES**

Section 7.1 Representations and Warranties of Licensors. Licensors represents and warrants to Licensee that, as of the date of this Agreement:

(a) Licensors has the full right, power and authority to enter into this Agreement and to execute and deliver this Agreement;

(b) The performance of Licensors obligations under this Agreement (i) do not contravene any provision of its charter, bylaws or similar governing documents; (ii) do not violate any law or regulation or any order or decree of any court or governmental authority; (iii) do not conflict with or result in the breach or termination of, or constitute a default under, any agreement or other instrument to which it is a party or by which it or any of its properties is bound; and (iv) do not require the consent or approval of any governmental authority or any other person;

(c) Licensors have duly and properly taken all action required by its articles of incorporation and its regulations to authorize the execution, delivery, and performance by it of this Agreement; and

(d) This Agreement has been duly executed and delivered by Licensors and constitutes a legal, valid, and binding agreement of Licensors enforceable against Licensors in accordance with its terms, except as enforcement may be affected by bankruptcy, insolvency, or other similar laws and by general principles of equity as applied by a court of competent jurisdiction.

Section 7.2 Disclaimer. EXCEPT AS EXPRESSLY SET FORTH IN THIS ARTICLE 7, LICENSOR MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTY OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. LICENSOR HEREBY DISCLAIMS ANY AND ALL LIABILITIES RESULTING FROM ANY DEVIATION WHATSOEVER TO THE OADSP CURRICULUM BY LICENSEE OR LICENSEE'S AFFILIATES, SUCCESSORS, HEIRS OR ASSIGNS OR LICENSEE'S EMPLOYEES OR AGENTS. LICENSOR HEREBY EXPRESSLY DISCLAIMS LIABILITY FROM ANY AND ALL ACTS OF LICENSEE, ITS AFFILIATES, SUCCESSORS, HEIRS OR ASSIGNS OR LICENSEE'S EMPLOYEES OR AGENTS RESULTING FROM THE USE, MISUSE OR ALTERATION OF THE OADSP CURRICULUM.

Section 7.3 Representations and Warranties of Licensee. Licensee represents and warrants to Licensors that, as of the date of this Agreement:

(a) Licensee has the full right, power and authority to enter into this Agreement, and to execute and deliver this Agreement;

(b) The performance of Licensee's obligations under this Agreement (i) do not contravene any provision of its charter, bylaws or similar governing documents; (ii) do not violate any law or regulation, or any order or decree of any court or governmental authority; (iii) do not conflict with or result in the breach or termination of, or constitute a default under, any agreement or other instrument to which it is a party or by which it or any of its properties is bound; and (iv) do not require the consent or approval of any governmental authority or any other person;

(c) Licensee has duly and properly taken all action required by its articles of incorporation and its regulations to authorize the execution, delivery, and performance by it of this Agreement; and

(d) This Agreement has been duly executed and delivered by Licensee and constitutes a legal, valid, and binding agreement of Licensee enforceable against Licensee in accordance with its terms, except as enforcement may be affected by bankruptcy, insolvency, or other similar laws and by general principles of equity as applied by a court of competent jurisdiction.

ARTICLE 8

INDEMNIFICATION

Section 8.1 Indemnification by Licensors. Licensors shall indemnify, defend and hold Licensee and Licensee's Affiliates, and their respective current or future directors, officers, employees and agents and their respective successors, heirs and assigns (the "Licensee Indemnitees"), harmless against any and all claims, losses, costs, liabilities, damages, deficiencies, expenses or obligations of any kind or nature (including, without limitation, reasonable attorneys' fees and other costs and expenses of litigation) ("Losses") incurred by or imposed upon the Licensee Indemnitees or any one of them in connection with any actions, suits, claims, demands or judgments arising out of the inaccuracy of, or failure to comply with, or breach of, any of the representations or warranties, or the nonfulfillment of any of the covenants or agreements, of Licensors contained in this Agreement, provided that, in no event or combination of events shall Licensors indemnify the Licensee Indemnitees more than the Compensation actually received by Licensors under the terms of this Agreement.

Section 8.2 Indemnification by Licensee. Licensee shall indemnify, defend and hold Licensors and its Affiliates, and their respective current or future directors, officers, employees, and agents and their respective successors, heirs and assigns (the "Licensors Indemnitees"), harmless against any and all Losses incurred by or imposed upon the Licensors Indemnitees or any one of them in connection with any actions, suits, claims, demands or judgments arising out of (i) the inaccuracy of, or failure to comply with, or breach of, any of the representations or warranties, or nonfulfillment of any of the covenants or agreements, of Licensee contained in this Agreement, (ii) any and all deviations to the OADSP Curriculum by any of the Licensee Indemnitees and (iii) the use, misuse or alteration of the OADSP Curriculum by the Licensee Indemnitees.

Section 8.3 Indemnification Procedures.

(a) If any claim or demand for which a party may be liable pursuant to this Article 7 (the "Indemnifying Party") is asserted against or sought to be collected from an indemnified party hereunder (the "Indemnified Party"), the Indemnified Party against whom the claim or demand is asserted shall promptly notify the Indemnifying Party of the claim in writing, but failure to timely notify the Indemnifying Party shall not relieve the Indemnifying Party of any liability that it may have to any Indemnified Party except to the extent that the Indemnifying Party's defense of such claim or demand was materially adversely impacted by such failure. The Indemnifying Party shall have fifteen (15) days after the delivery of such notice, or such lesser time as may reasonably be available in the event that any action or proceeding has been commenced, to notify the Indemnified Party as to whether the Indemnifying Party shall, at its sole cost and expense, defend against such claim or demand. An agreement by the Indemnified Party to defend against such claim or demand shall not be deemed an admission of liability hereunder.

(b) If the Indemnifying Party does not notify the Indemnified Party within fifteen (15) days (or such lesser time as may reasonably be available in the event that any action or proceeding has been commenced) of receipt of a potential claim from the Indemnified Party that it intends to defend against such claim or demand, the Indemnified Party shall have the right, at the Indemnifying Party's expense, to defend such claim or demand by appropriate proceedings or to settle or pay any such claim or demand for such an amount as the Indemnified Party deems

appropriate; provided, however, that any such defense or settlement does not affect either party's right to dispute any duty to indemnify hereunder.

(c) If the Indemnifying Party notifies the Indemnified Party that it will defend against such claim or demand, the Indemnified Party (i) shall reasonably cooperate with the Indemnifying Party, and (ii) may elect to participate in any such defense at its sole cost and expense, but subject to Section 8.3(d), the control of such defense and its settlement or resolution shall rest with the Indemnifying Party.

(d) The Indemnifying Party shall keep the Indemnified Party informed of the status of the defense of any claims or demand which it elects to defend, and in fact defends, hereunder. The Indemnifying Party shall not compromise or settle any such claim or demand without the prior written consent of the Indemnified Party (which consent shall not be unreasonably withheld), unless such settlement or compromise does not subject the Indemnified Party to any monetary liability and includes a complete, unconditional release of the Indemnified Party from all liability with respect to such claim or demand.

Section 8.4 Survival. The provisions of this Article 7 shall survive expiration or termination of this Agreement.

ARTICLE 9

TERM AND TERMINATION

Section 9.1 Initial Term. This Agreement shall become effective upon the payment of the Base License Fee and shall, unless sooner terminated, remain effective for one-year thereafter (the "Initial Term"). Such termination shall be effective upon the expiration of the Initial Term or any "Renewal Term" (as hereinafter defined).

Section 9.2 Renewal Terms. This Agreement shall be renewed automatically following the expiration of the Initial Term for successive additional one-year periods (the "Renewal Terms"). Within thirty (30) days of the beginning of each annual Renewal Term, Licensee shall pay Licensor the "Annual Licensing Fee" set forth on Schedule 4.1, attached hereto and incorporated herein.

Section 9.3 Termination Upon Expiration of Term. Licensor or Licensee may terminate this Agreement by giving prior written notice to the other party no fewer than thirty (30) days prior to the end of the Initial Term or any Renewal Term.

Section 9.4 Termination for Nonpayment. Licensor may terminate this Agreement upon five (5) days' prior written notice in the event of Licensee's failure to timely pay to Licensor the Compensation in accordance with Article 3 of this Agreement, which termination shall be effective at the end of such five (5) day period if Licensee has not fully paid any outstanding Compensation by such date. Upon any termination of this Agreement by Licensor for Licensee's failure to timely pay the Compensation hereunder, the rights, privileges and licenses granted hereunder shall terminate without further action by Licensor.

Section 9.5 Termination for Cause. Either party may terminate this Agreement upon written notice to the other party at any time during the term of this Agreement if the other party is

in material breach of this Agreement and has not cured such breach within thirty (30) days after written notice requesting cure of the breach.

Section 9.6 Effect of Termination. Notwithstanding anything to the contrary contained in this Agreement:

(a) If this Agreement is terminated by either party, the licenses granted to Licensee pursuant to this Agreement shall terminate as of such termination date. Upon termination of this Agreement, Licensee shall have no further obligation to pay Licensor any further Compensation, and Licensor shall have no further obligation to provide any additional services in accordance with this Agreement. Upon termination of this Agreement, Licensee shall immediately destroy and have an officer of Licensee deliver a certificate certifying the destruction of any and all materials directly or indirectly related to the OADSP Curriculum.

(b) Notwithstanding the cause for any Termination of this Agreement, the parties' respective obligations under the Confidentiality Agreement shall survive the termination of this Agreement.

Section 9.7 Survival of Certain Rights and Obligations. The termination of this Agreement shall not relieve the parties of any obligation accruing prior to such termination. The provisions of the following Articles shall survive the termination of this Agreement: Articles 7, 8 and 9. Any early termination of this Agreement shall be without prejudice to the rights of either party against the other accrued or accruing under this Agreement prior to termination.

ARTICLE 10

GENERAL PROVISIONS

Section 10.1 Force Majeure. Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement (other than a payment obligation) when such failure or delay is caused by or results from causes beyond the reasonable control of the affected party including, without limitation, embargoes, acts of war (whether war be declared or not), insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, or acts of God. The affected party shall notify the other party of such force majeure circumstances as soon as reasonably practical and shall make every reasonable effort to mitigate the effects of such force majeure circumstances.

Section 10.2 Assignment. This Agreement shall inure to the benefit and be binding upon each party, its successors, heirs and assigns. This Agreement may not be assigned or otherwise transferred, nor, except as expressly provided hereunder, may any right or obligation hereunder be assigned or transferred by either party without the prior written consent of the other party, except that Licensor may transfer its rights and obligations under this Agreement to any person or entity that, directly or indirectly, acquires all or substantially all of the business or assets of Licensor.

Section 10.3 Severability. In the event any one or more of the provisions contained in this Agreement should be held invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless the absence of the invalidated provision(s) adversely affect the

substantive rights of the parties. The parties shall in such an instance use their best efforts to replace the invalid, illegal or unenforceable provision(s) with valid, legal and enforceable provision(s) which, insofar as practical, maintains the balance of the rights and obligations of the parties under this Agreement.

Section 10.4 Notices. All notices required or permitted hereunder shall be in writing and sufficient if delivered personally, sent by facsimile (and promptly confirmed by personal delivery, registered or certified mail or overnight courier), sent by nationally-recognized overnight courier or sent by registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

if to Licensor, to:

Ohio Alliance of Direct
Support Professionals, Inc.
P.O. 218145
Columbus, OH 43221

Attention: Bethany Toledo

if to Licensee, to:

Fairfield County Board of
Developmental Disabilities

(Insert Address and Main Point of
Contact)

or to such other address as the party to whom notice is to be given may have furnished to the other party in writing in accordance herewith. Notice shall be effective upon receipt.

Section 10.5 Applicable Law; Remedies Cumulative. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio without reference to any rules of conflict of laws. All rights and remedies of any party under this Agreement shall be cumulative and not alternative.

Section 10.6 Entire Agreement; Amendments. This Agreement and the Confidentiality Agreement contain the entire understanding of the parties with respect to the subject matter hereof. All express or implied agreements and understandings, either oral or written, heretofore made by the parties on the same subject matter are expressly superseded by this Agreement. This Agreement may be amended, or any term hereof modified, only by a written instrument duly executed by both parties hereto.

Section 10.7 Headings. The captions to the several Articles and Sections hereof are not a part of this Agreement nor affect the interpretation of any of its provisions, but are merely a convenience to assist in locating and reading the several Articles and Sections hereof.

Section 10.8 Independent Contractors. Licensor and Licensee shall be independent contractors and the relationship between the two parties shall not constitute a partnership, joint venture or agency. Neither Licensor nor Licensee shall have the authority to make any statements, representations or commitments of any kind, or to take any action, which shall be binding on the other, without the prior consent of the other party.

Section 10.9 Waiver. The failure of either party to assert a right to which it is entitled, or to insist upon compliance with any term or condition of this Agreement, shall not constitute a waiver of that right or excuse a similar subsequent failure to perform any such term or condition by the other party. The waiver by either party hereto of any right hereunder shall not be deemed a waiver of any other right hereunder.

Section 10.10 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Section 10.11 Waiver of Rule of Construction. Each party has had the opportunity to consult with counsel in connection with the review, drafting and negotiation of this Agreement. Accordingly, the rule of construction that any ambiguity in this Agreement shall be construed against the drafting party shall not apply.

Section 10.12 Time of Essence. With regard to all dates and time periods set forth or referred to in this Agreement, time is of the essence. Notwithstanding the foregoing, if the last day for taking any action under this Agreement falls on a weekend or national holiday observed by the United States Postal Service, the period for taking such action shall be automatically extended to the next business day.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

LICENSOR

LICENSE

Ohio Alliance of Direct Support Professionals

**Fairfield County Board of Developmental
Disabilities**

By (Signature)

By (Signature)

Printed Name

Printed Name

Title

Title

Date

Date

EXHIBIT A

The OADSP Curriculum

The OADSP Curriculum can be found on the “members only” section of www.oadsp.org

You will be given your login credentials once your license is processed.

SCHEDULE 4.1

Compensation

Licensee shall pay each of the following to Licensors:

Annual Licensing Fee:

- \$4,000.00 (Designated a MEDIUM size County Board)
- OADSP agrees to bill Fairfield County Board of Developmental Disabilities a 4-month pro-rated licensing fee of \$1333. This license, and access to the OADSP curriculum will be valid through December 31, 2018. A renewal invoice will be issued by November 15, 2018.

Annual OADSP Licensing fee:

Licensee will be billed an annual licensing fee of \$4000. The annual license fee is subject to an annual increase at a rate not to exceed 20%. The increase will be voted on annually by the OADSP board of directors, and Licensee shall be notified 60 days prior to the annual licensing fee being due.

Non-Renewal

Licensee use of, and access to, the “OADSP curriculum”, will immediately be terminated for non-renewal. The license can be reactivated by paying the annual licensing renewal fee in full.

SCHEDULE 5.1

Confidentiality Agreement

See attached.



**Procedure No.
HR 34 Pr**

**WORKERS COMPENSATION - TEMPORARY
TRANSITIONAL WORK**

I. PROCEDURES

A. Reporting an Injury

Should an employee be injured during the course of employment with the Fairfield County Board of Developmental Disabilities, the employee shall immediately notify his or her supervisor and shall complete an injury report form (Incident/Accident Report). This report shall be completed, regardless of the apparent seriousness of the injury, and regardless of whether medical attention is required. Such report shall be signed by the Program Director following an investigation of the injury/accident and forwarded within 24 hours of knowledge of such injury to the Director of Human Resources **or designee**.

B. Work Related Injury Absence or Restriction

The following procedures have been implemented for any staff member reporting an absence of any amount of time, due to a work-related injury:

1. When informing a supervisor or designated call-off person of absence, you must indicate that the absence is due to a work-related injury, what the specific injury is, expected date of return and date of original injury.
2. When returning from an absence due to a work-related injury, each employee must submit a statement from their doctor indicating the date(s) missed, what the specific injury is, date of original injury and the BWC claim number.
3. Per current procedure, any absence the employee knows of in advance must be reported to their supervisor in advance. Proper documentation will be required.

Failure to follow these procedures will result in the absence being deducted from the employee's sick leave balance.

C. If a doctor is allowing an employee to return to work on restricted duty due to a work-related injury, the following will apply:

1. Restricted duty slip must be submitted to the supervisor immediately. A determination will then be made as to whether or not we can accommodate the restriction. Further information may be required from the employee's doctor and the employee will be required to sign a release form to allow us to obtain that information.
2. Restricted duty slip must include all of the following: the date of the work-related injury, the BWC claim number, beginning and end dates for the restriction and all restrictions applicable.

Furthermore, for an absence or restricted duty, if the injury is an aggravation of an injury in a previously approved BWC claim, the employee is responsible for including the year of the original injury and whether or not work time was missed on the Incident/Accident form.

D. Medical Documentation Required

1. Should an employee's injury require medical attention, the injured employee shall notify the attending physician how the injury occurred.
2. The employee will provide medical documentation including, but not limited to, diagnosis, current physical restrictions, anticipated medical treatment plan, and the estimated date of return to regular work duties, to the Program Director within **one three (31)** days.
3. Workers' Compensation claim forms shall then be completed by the attending physician and the injured employee, and then forwarded to the Administration office for certification. Workers' Compensation claim forms may be certified only when a Board injury report form has been submitted and the employee and physician sections have been completed on the Worker's Compensation form.
4. Upon approval by the Bureau of Workers' Compensation, a claim number will be assigned and mailed to the injured employee. The injured employee shall notify the attending physician that all professional medical charges be directed to the Bureau for payment with such claim number.
5. Should an employee fail to provide the requested medical documentation, disciplinary action up to and including termination will result.

E. Transitional Work – Modified Work

1. The goal of the Modified Work model is to provide simple work modifications to the employee's duties such that tasks or work is reduced, simplified, or modified in such a way so as to allow the worker to continue to be productive. These modifications shall be coordinated with the supervisor, the injured worker, the Workers' Compensation Coordinator and the physician.
2. Fairfield DD will provide support to our employee, work within restrictions identified by the physician of record, and offer modified work for simple injuries when the facts suggest that the process is within our control and:
 - a. The restrictions to duties are clear and understandable;
 - b. The supervisor can easily understand the restrictions and apply them within the duties of the employee;
 - c. The injured worker understands what is expected and agrees to participate;
 - d. Recovery is expected to be simple, ~~and~~ straight-forward and **time-limited**;
 - e. There is no reasonable expectation of a case becoming a lost time case as per BWC rules.
3. Eligibility for Modified Work occurs when:
 - a. The employee has a BWC approved claim for an occupational injury or illness.
 - b. The injured worker must perform less than their full and complete duties (essential functions) of their pre-injury position due to their injury.
 - c. The employee has lost seven days or less of work over the life of the claim.
 - d. Workers' Compensation Coordinator, the supervisor, and the employee shall meet to discuss possible modifications to duty.
 - e. All parties shall agree on the duties to be assigned.
 - f. The employee shall be briefed on preventative safety measures, Human Resources policy, or other responsibilities.
 - g. The employee shall be notified in writing of the duties to be performed and shall sign the document indicating agreement to the restrictions or work as noted.

4. The process for beginning Modified Work shall be as follows:
 - a. The MCO shall be notified via the assigned case manager that the employee is being considered for transitional work.
 - b. The injured worker shall provide documentation of restrictions, along with a suitable release to duty, in writing to the Workers' Compensation Coordinator.
 - c. The Workers' Compensation Coordinator, the supervisor, and the employee shall meet to discuss possible modifications to duty.
 - d. All parties shall agree on the duties to be assigned after reviewing the Job Demand Analysis and identifying any unique barriers.
 - e. Prior to beginning work, the employee shall be briefed on preventative safety measures, Human Resources policy, or other responsibilities.
 - f. The employee shall be notified in writing of the duties to be performed and shall sign the document indicating agreement to the restrictions or work as noted.
5. Employees may be on Modified Work for up to 8 weeks with extensions granted for up to 4 weeks. Extensions shall be granted at the sole discretion of the Employer. Employees on modified work shall continue under this plan until one or more of the following occurs:
 - a. The employee is released to full duty by their physician.
 - b. The employee loses eight or more days of work under this claim and the need for Vocational Case Management is indicated.
 - c. The employee removes himself/herself from duty.
6. Employees must provide monthly medical documentation from their treating physician regarding the status of their injury. This shall include:
 - a. Specific diagnosis.
 - b. Specific prognosis.
 - c. Applicable restrictions.
 - d. Expected date of full return to work.

F. Transitional Work – Vocational Rehabilitation

1. The goal of the Vocational Rehabilitation model is to provide a coordinated return to work using services provided through the BWC for complex cases involving serious injury, complicated ergonomics, or complex work modifications to the employee's duties. These modifications shall be coordinated with the MCO, the BWC, supervisor, the injured worker, the Workers' Compensation Coordinator, and the

physician. Support shall also be provided through on-site vocational rehabilitation professionals.

2. Fairfield DD will provide support to our employee by assisting with a coordinated return to work for complex injuries when the facts suggest that the process is not within our control where:
 - a. The restrictions to duties are complex or unclear;
 - b. The supervisor cannot easily understand the restrictions and apply them within the duties of the employee;
 - c. The injured worker is uncertain or fearful about what is expected;
 - d. Recovery is expected to be complex or may require significant support for the injured worker; or;
 - e. Multiple injuries or claims are present.
3. General eligibility for Vocational Rehabilitation occurs when:
 - a. The employee has a BWC approved claim for an occupational injury or illness.
 - b. The employee has lost eight or more days of work over the life of the claim.
 - c. The employee's medical condition is stable.
 - d. The MCO and BWC approve vocational rehabilitation.
4. The process for beginning Vocational Rehabilitation/Transitional Work shall be accomplished as follows:
 - a. The injured worker, employer, BWC or physician requests Vocational Rehabilitation.
 - b. The MCO responds by requesting Vocational Rehabilitation from the BWC. If approved the MCO makes contact with the Vocational Nurse Case Manager.
 - c. The Vocational Case Manager will contact the injured worker, the physician, and the employer to develop a coordinated and supportive return to work plan.
 - d. The Workers' Compensation Coordinator shall notify the injured worker's supervisor before starting that the employee is being considered for Transitional Work. Potential duties shall be determined by the supervisor and reported to the Workers' Compensation Coordinator.
 - e. The Vocational Case Manager will determine the best course of action to be followed for the individual injured worker. A written plan will be developed, signed by the employee and the injured worker, and finally approved by the MCO.

5. In some circumstances there are additional requirements that must be completed to gain authorization for Vocational Rehabilitation I Transitional Work. These circumstances vary with the situation and should be considered as required for each case. The situations that apply to Fairfield DD are:
 - a. The employee is off work, has lost 8 days of work, and has received Temporary Total payments from the BWC: The Workers' Compensation Coordinator will verbally request Vocational Rehabilitation from the BWC if desired. No additional requirements apply.
 - b. The employee is off work, has lost 8 days of work, and has used Sick Leave in lieu of Temporary Total payments from the BWC.
 - c. The employee is off work, has lost 8 days of work, and has used wage continuation in lieu of temporary total payments from the BWC.
 - d. The employee is back at work, has lost 8 days of work against this claim, and is having difficulty doing the full range of their duties and is in danger of losing their job.
6. Employees may be on Vocational Rehabilitation/Transitional Work for up to 8 weeks with extensions granted for up to four weeks. Extensions shall be granted at the discretion of the MCO and the BWC. Transitional work will generally consist of a work week or other normally worked time period. Employees on Vocational Rehabilitation/Transitional Work shall continue under this plan until one or more of the following occurs:
 - a. The employee is released to full duty by their physician. The employee refuses to participate.
 - b. The employee removes himself/herself from duty.
 - c. The employee is not making adequate progress.
7. Employees participating in Transitional Work shall receive full pay for the period based upon average wages paid at the time of the injury.
8. Participation in Transitional Work is optional. If, however, a valid offer to return to work is made, and it is supported with objective medical information to suggest that the return is possible, then the employee is expected to return to work.
9. In the event that an employee completes their Transitional Work period under either model and they are not able to return to their full duties then the following applies:

- a. New positions will not be created.
 - b. If possible, accommodations within restrictions will be offered as per present ADA guidelines.
 - c. If accommodations are not possible, other open positions may be considered if the criteria for qualification are met for the position. No special privilege will be offered over other employees seeking the same position.
 - d. If the employee is unable to move to a position then the employee may, at the discretion of the Employer, be medically separated.
 - e. If the employee has been participating in a BWC approved Vocational Rehabilitation Plan then the employee may be eligible for job search, retraining, or other vocational support. However, this support is provided at the discretion of the BWC and cannot be guaranteed.
- 10. This program is part of our overall Risk Management Plan that includes formal accident investigation procedures, safety procedures, injury reporting requirements, MCO notification requirements, and claims management procedures.
 - 11. This program is coordinated with our TPA in order to reduce claims costs.
 - 12. This program is coordinated with our MCO in order to provide outstanding care for our employees.
 - 13. This program is centered around the providers within our community. As such, it is designed to allow flexibility in choice of physician and therapy providers on the part of the employee and/or their physician. However, we have selected a Vocational Rehabilitation provider, Integrated Disability Services, Inc., to support our on-site efforts.
 - 14. Our efforts will meet current ADA guidelines where applicable. No employee will be assigned to a permanent "light duty" position.
 - 15. The employee shall use Sick Leave when they must leave the facility to attend doctor's appointments.
 - 16. No overtime is permitted while on Transitional Work.
 - 17. There is no limit to the number of employees on Transitional Work.

18. Role of the Workers' Compensation Coordinator:

- a. Provides necessary oversight of the Transitional Work Program.
- b. Provides necessary coordination with the MCO, BWC, or providers.
- c. Provides necessary coordination with the supervisor.
- d. Provides necessary support and communication with the injured worker.
- e. Provides education, as needed, to support the program.

II. REFERENCES

None

III. APPROVAL DATE

March 14, 2000

READOPTED: May 15, 2001

REVISED: April 19, 2005

REVISED: December 19, 2006

READOPTED: December 16, 2008

READOPTED: January 19, 2010

READOPTED: January 18, 2011

READOPTED: February 21, 2012

READOPTED: October 15, 2013

READOPTED: August 19, 2014

READOPTED: September 15, 2015

READOPTED: September 20, 2016

READOPTED: September 19, 2017

REVISED: September 18, 2018

IV. NLT REVIEW DATE

June 2019

V. REVIEWER

Director of Human Resources

Superintendent, Fairfield CBDD



**Procedure No.
HR-35 Pr**

**MAINTENANCE AND RETENTION OF
PERSONNEL RECORDS**

I. PROCEDURES

A. Criminal Background Checks

The Fairfield County Board of Developmental Disabilities shall maintain a record of the signed statements regarding criminal background checks completed by county board employees as well as the results of the criminal background check in accordance with Section 5126.25 of the Ohio Revised Code.

B. Personnel Records

The Board shall maintain personnel records, which shall include the following:

1. name, permanent and current address, phone number, and person to notify in case of emergency;
2. job description, which includes the essential functions of the job, requirements, and title and the collective bargaining unit status;
3. records of accrued and used sick, vacation, and personal leave;
4. record of permanent or temporary certification, license or registration, as applicable;
5. records of in-service training;
6. annual performance evaluations signed by the employee, his/her immediate supervisor, and the superintendent;
7. payroll information;
8. application forms.

Employees must advise the human resources office on the proper form of any change in name, address, marital status, ~~number of withholding allowances claimed for tax purposes~~, citizenship or emergency contact.

- C.** An employee shall have a right of reasonable inspection of his or her official file. ~~The Board permanently retains all personnel files.~~ An employee who wishes to review his or her personnel file may do so by contacting the Director of Human Resources.
- D.** Ohio law requires that all public records be prepared and made available for inspection upon request to any member of the public at all reasonable times

during regular business hours. Records shall be reviewed only in the confines of the human resources office. If copies of materials in a personnel file are requested a reasonable fee will be charged.

The public will have access to all records in the employee's personnel file with the following exceptions:

1. medical records
2. records pertaining to adoption, probation, or parole proceedings
3. trial preparation records
4. confidential law enforcement investigatory records
5. records of which the release is prohibited by State or Federal law including criminal records checks
6. records which do not serve to document official functions or activities
7. social security numbers
8. employee's personal phone number(s), address(es) and e-mail address(es)
9. BCII and/or FBI background check **and other required checks**

When an employee's personnel file has been requested to be reviewed by a member of the public, the Board will attempt to notify the employee. (Please reference Policy O-19 and Procedure O-19Pr for more information on Fairfield DD's Public Records Policy.)

- E. In order to perform daily business transactions for the Board, the following positions shall have access to the personnel files: Superintendent, Executive Assistant to the Superintendent, Administrative Assistant to the Director of Human Resources, Program Directors and the employee's supervisor.
- F. Personnel Records will be retained in accordance with the requirements of the county records commission.

II. REFERENCES

ORC 149.43; 149.38; 5126:20, 5126.28
OAC 5123:2-1-02

III. APPROVAL DATE

May 9, 2000

REVISED: January 17, 2006

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REVISED: December 16, 2008

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IV. NLT REVIEW DATE
June 2019

V. REVIEWER
Director of Human Resources

Superintendent, Fairfield CBDD



**Procedure No.
HR-36 Pr**

FAMILY AND MEDICAL LEAVE

I. Definitions

The Board will comply with Public Law 103-3, *Public Law 110-181*, Family and Medical Leave Act of 1993, to provide family and medical leave as specified in the legislation. Eligible employees will be provided up to 12 weeks of unpaid leave in connection with specific qualifying events. Eligible employees may take up to 26 weeks of unpaid leave to care for a covered service member. Generally, employees will be provided employment in an equivalent position with equivalent conditions of employment upon return from family or medical leave. The Board will maintain records of utilization of family or medical leave per the requirements of the Department of Labor.

A. Qualifying Events for Basic Leave Entitlement

In order to be entitled to take the appropriate amount of family and medical leave, one of the following "qualifying events" must occur:

1. Incapacity due to pregnancy, prenatal medical care or child birth;
2. Care for the employee's child after birth, or placement for adoption or foster care;
3. Care for the employee's spouse, son, daughter or parent, who has a serious health condition;
4. For a serious health condition that makes the employee unable to perform the employee's job

A serious health condition is an illness, injury, impairment, or physical or mental treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

B. Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on "covered active duty" or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. An employee's spouse, son, daughter, or parent is on "covered active duty" when he or she is either a) on duty as a member of a regular component of the Armed Forces and deployed with the Armed Forces to a foreign country under a call or order to active duty, or b) on duty as a member of a reserve component of the Armed Forces and deployed to a foreign country under a call or order to active duty in support of a contingency operation. Qualifying exigencies to manage the service member's affairs are described on the Department of Labor form "Certification of Qualifying Exigency for Military Family Leave" and include: 1) Short notice deployment; 2) Military events and related activities; 3) Childcare and school activities; 4) care of the military member's parent who is incapable of self-care; 5) Financial and legal arrangements; 6) Counseling; 7) Rest and recuperation; 8) Post-deployment activities; and 9) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

A qualified eligible employee may take leave to care for a covered service member who has suffered a serious injury or illness in the line of active duty or who has had an existing condition aggravated by military service ("military caregiver leave"). A covered service member means (1) a current member of the Armed Forces, National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness incurred in the line of duty; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. The injury or illness for which the covered service member requires military caregiver assistance may manifest itself before or after the member officially became a "veteran." Military caregiver leave also applies to pre-existing medical conditions that were aggravated by the service member's active duty service in the military. The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

An employee who has a qualified family relationship with a covered service member may take up to 26 weeks of leave during a single 12-

month period. A qualified family relationship is a spouse, parent, son or daughter, or next of kin. The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis, such that an eligible employee may be entitled to take more than one leave if the leave is to care for a different covered service member or to care for the same service member with a subsequent serious illness or injury, but the employee is limited to a total of 26 weeks of military caregiver leave in any single 12-month period. No more than 26 weeks total of FMLA leave may be taken within any single 12-month period to care for a covered service member.

An employee may take FMLA leave for up to 12 weeks for a Qualifying Event in the same 12-month period in which an FMLA leave is taken to care for a covered service member.

CareWorks will provide the employee with a copy of the Department of Labor Form "Certification for Serious Injury or Illness of Covered Service member for Military Family Leave" or "Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave" to be completed by the employee and an authorized military health care provider of the covered service member. The employee may present certain military certifications such as "Invitational Travel Orders" or "Invitational Travel Authorizations" for purposes of certification that must be accepted by CareWorks.

If the certification is incomplete or unclear, the employee is to be given seven (7) additional calendar days to provide more complete information. Recertifications and second or third opinions are not permitted in connection with respect to leave to care for a covered service member.

The Superintendent or a person designated by the Superintendent may contact the covered service member's health care provider for clarification and/or authentication of the medical certification.

C. Certification and restrictions on leave

CareWorks may require that an employee's leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position, be supported by a certification issued by the health care provider of the employee or the employee's family member. CareWorks may also require that an employee's leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification. An employer must give notice of a requirement for certification each time a certification is

required; written notice must be provided whenever CareWorks is required to determine eligibility for FMLA leave. An oral request by CareWorks to an employee to furnish any subsequent certification is sufficient.

The employee must provide the requested certification to CareWorks within 15 calendar days after CareWorks's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts or CareWorks provides more than 15 calendar days to return the requested certification. The employee must provide a complete and sufficient certification to CareWorks. CareWorks shall advise an employee whenever it finds a certification incomplete or insufficient, and shall state in writing what additional information is necessary to make the certification complete and sufficient. A certification is considered incomplete if CareWorks receives a certification, but one or more of the applicable entries have not been completed. A certification is considered insufficient if CareWorks receives a complete certification, but the information provided is vague, ambiguous, or non-responsive. CareWorks must provide the employee with 7 calendar days (unless not practicable under the particular circumstances despite the employee's diligent good faith efforts) to cure any such deficiency. If the deficiencies specified by CareWorks are not cured in the resubmitted certification, CareWorks may deny the taking of FMLA leave. A certification that is not returned to CareWorks is not considered incomplete or insufficient, but constitutes a failure to provide certification.

At the time CareWorks requests certification, it must also advise an employee of the anticipated consequences of an employee's failure to provide adequate certification. If the employee fails to provide CareWorks with a complete and sufficient certification, despite the opportunity to cure the certification, or fails to provide any certification, CareWorks may deny the taking of FMLA leave. In all instances when certification is requested, it is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to CareWorks to support the employee's FMLA request.

Entitlement for child care ends at the end of the 12-month period beginning on the date of birth. Entitlement for child care ends at the end of the 12-month period beginning on the date of placement. The child care

entitlement applies to step-parents and persons acting "*in loco parentis*" as well as to biological and adoptive parents.

When the Board employs both the husband and the wife, the total amount of Family and Medical Leave shall be twelve (12) weeks combined, when the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition. Leave taken for other qualifying events shall not be subject to this restriction.

An eligible employee may take up to 12 weeks of unpaid leave to care for the employee's son or daughter with a serious health condition. For purposes of the FMLA and this policy, the terms "son" or "daughter" mean a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence. Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for or financially support a child. A biological or legal relationship is not necessary. In the absence of a biological or legal relationship and/or for purposes of confirmation of family relationship, CareWorks may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship. This documentation may take the form of a simple statement from the employee, or a child's birth certificate, a court document, etc. CareWorks is entitled to examine documentation such as a birth certificate, etc., but the employee is entitled to the return of the official document submitted for this purpose.

D. Qualified Employee

A Board employee must meet the following criteria to be a "qualified employee" eligible for family and medical leave:

1. An employee must be employed by the Board for more than 12 months of active service, which need not be 12-consecutive months.
2. An employee must have worked more than 1,250 hours in the 12 months prior to the commencement of FMLA leave.
3. An employee must be employed at a worksite where 50 or more employees are employed within 75 miles of that worksite.

Service Member Time in the military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) will count

towards fulfilling the length of employment and hours of work requirements to be eligible for an FMLA leave.

E. Use of Paid Leave

If an employee does not elect, he/she will be required to use all accrued, unused paid vacation, personal, sick, compensatory time, and/or PTO as a substitute for unpaid Family and Medical Leave. Such paid leave will run concurrently with and be counted toward the 12 workweeks of leave. Once all paid leave is exhausted, any remainder of the Family and Medical Leave shall be unpaid.

F. Coverage Period; Intermittent Leave

A qualified employee is entitled to take up to a total of twelve (12) weeks of a combination of paid and unpaid leave per year (as defined by the Board) for a qualifying event.

Leave under qualifying events 1 or 2 will not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the Board agree otherwise. Leave taken under qualifying events 3, 4, and Section B may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests intermittent leave or leave on a reduced leave schedule, the Board may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Upon return to work from such leave, the employee will be returned to his/her former position, or an equivalent position.

G. Benefits

Qualified employees who take family or medical leave under this provision are entitled to the continuation of health and dental care benefits during the period of family or medical leave or military caregiver leave. The Board will continue to pay the Board's share of the health and dental insurance premiums during any family or medical leave or military caregiver leave. If the employee should exhaust all paid leave during the Family and Medical Leave, the employee shall make arrangements with the Board to pay the employee's share of health insurance costs prior to the beginning of the unpaid Family and Medical Leave. The Board is entitled to recover the premium paid by the Board for maintaining insurance coverage for the employee if the employee fails to return after

the expiration of the family or medical leave to which the employee is entitled under this act for a reason other than (1) the continuation, recurrence, or onset of either a serious health condition of the employee (Qualifying Event 3) or the employee's family member (Qualifying Event 4), or a serious injury or illness of a covered service member; or (2) other circumstances beyond the control of the employee.

Qualified employees do not accrue seniority or benefits, other than health and dental care benefits during the time of family or medical leave unless they are in active pay status using sick leave or vacation leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

H. Designation of Leave

It is the responsibility of the Board, through the Superintendent or designee, to designate employee absences as FMLA leave or not FMLA leave. This is the case whether or not an employee wishes to have absences designated as FMLA leave, and whether or not the employee has requested FMLA leave. CareWorks may request from the employee, and the employee will provide to CareWorks, such information as is reasonably necessary for CareWorks to determine whether an employee absence qualifies for FMLA leave. CareWorks will act reasonably in determining whether an absence qualifies for and/or is designated FMLA leave.

The Board shall utilize a third party administrator who will inform an employee requesting leave whether he/she is eligible under the FMLA. If the employee is eligible, will provide the employee with all appropriate forms and notices required or authorized by the FMLA including the employee's rights and responsibilities. They will notify the employee that the leave will be designated as FMLA-protected leave and the amount of leave counted against the employee's entitlement. If the employee is not eligible for FMLA leave, they will provide the employee as to the reason for ineligibility. If they determines that the leave is not FMLA-qualifying, they will notify the employee.

I. Notifications and Timeframes

The qualified employee will give the Board at least 30 day notice of the date family or medical leave when the need is foreseeable. Otherwise, the employee shall provide notice as soon as practicable under the facts and circumstances, and generally must comply with the Board's normal call-in procedures. Employees must comply with established procedures for requesting leave, including paid leave.

Employees must provide sufficient information for the Board to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Board if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will be required to provide a certification and periodic recertification supporting the need for leave.

The qualified employee will provide CareWorks certified information from the health care provider (licensed doctor of medicine or osteopathy) of the employee, employee's spouse or immediate family member upon requesting utilization of family or medical leave. Such certification will include:

1. The date the condition began;
2. The anticipated duration of the condition;
3. The necessity of the leave;
4. The inability of the employee to perform job functions.

The Board may, at its expense, request a second or third opinion from a health care provider. When certification is requested for FMLA approval, it is the employee's responsibility to provide the employer with timely, complete, and sufficient certification and failure to do so may result in delay or denial of FMLA leave. If the certification is incomplete or unclear, the employee is to be given seven (7) additional calendar days to provide more complete information.

Before being permitted to return to work from a leave for the employee's own serious health condition, the employee shall be required to provide certification from his or her health care provider that the employee is able to resume work and perform the essential functions of the employee's job. If state or local law requires that a public health official examine an employee as a condition for returning to work, the employee must fulfill this obligation.

In cases where an FMLA leave is for a qualifying exigency, CareWorks shall provide the employee with a copy of the Department of Labor form "Certification of Qualifying Exigency for Military Family Leave" to be completed by the employee. The completed form along with the documentation that the employee provides will be used to determine if the leave request qualifies and the length of the leave.

J. Reinstatement after leave

Upon return from leave under this policy, the employee shall be restored to his/her former position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, to the extent required by law. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he/she not taken leave. The FMLA contains a limited exception to the restoration provision for certain highly compensated employees ("key employees") under certain conditions. Employees determined to be key employees and to whom the Board intends to deny restoration will be notified in writing at the time the employee gives notice of the need for FMLA leave or as soon thereafter as the Board makes such determination.

K. Definition of "Year"

For purposes of the Board's Family and Medical Leave Act policy, a "year" means the twelve (12) month period measured forward from the date an employee's first FMLA leave begins.

L. Unlawful Acts

The FMLA makes it unlawful for the Board to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

M. Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

II. REPORTING

Employees are required to:

- A. Contact CareWorks immediately upon usage of any leave qualifying under the FMLA
- B. Designate leave as "FMLA" when submitting leave as a Reason so that it can be entered into payroll correctly
- C. Failure to do these two things may result in leave time not being designated as Family Medical Leave and/or may result in disciplinary action.

III. REFERENCES

Family and Medical Leave Act of 1993

Employee Retirement Income Security Act of 1974 (24 U.S.C. 1002[3]).

National Defense Authorization Act (NDAA) for FY 2008, Public Law 110-181

Public Law 103-3

Public Law 110-181

IV. Approval Date

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V. NLT Review Date

June 2019

VI. Reviewer

Director of Human Resource



**Procedure No.
HR-38 Pr**

HIRING

I. PROCEDURES

- A. The Program Director will prepare the "Request for Position Posting" form and send it to the Director of Human Resources who will review and approve the form. Information will then be passed on for internal postings and external advertising, as appropriate. The Superintendent will have complete discretion on whether management contract positions will be posted.
- B. All applications and resumes must be completed electronically no later than application deadline. Applications and resumes will be reviewed and appropriate applicants will be interviewed by the human resources office. Final candidates for consideration will be forwarded to the Program Director/Manager for interviewing.
- C. Once the Program Director has interviewed and selected candidates in order of first and second preference, the folder, including all applications and "Recommendation for Hire" form, will be forwarded to the Director of Human Resources. At no time should the Program Director discuss with the candidate what compensation they will be recommending to the Superintendent.
- D. Upon receipt of the hiring packet the Director of Human Resources will then review the "Recommendation for Hire" form. Any suggested changes will be discussed with the Program Director. The human resources office will conduct reference checks. If all information is verified and acceptable references are received, the Director of Human Resources will determine appropriate salary placement and pass the hiring packet on to the Superintendent for approval.
- E. Once the Superintendent has approved the candidate for hire, the hiring packet will be returned to the Director of Human Resources who will call the candidate, offer the position, discuss a starting date and schedule orientation.
- F. New hire paperwork will then be sent to the new hire by the Administrative Assistant to the Director of Human Resources. Upon completion of the paperwork, the new hire will meet with the Administrative Assistant to review paperwork. Orientation, including new hire paperwork, **MUST** be completed before the person begins working for the Fairfield County Board DD. All physicals and drug screening are to be completed prior to the new employee orientation.

- G. Orientation provided by the Fairfield County Board of DD will be scheduled on a bi-weekly basis.
- H. Any employee voluntarily leaving the employment of the Fairfield County Board of DD within the first 90 days of employment will be required to reimburse the FCBDD of any costs associated with their hire (i.e. physical, hepatitis shots, orientation classes, BCII check, etc.). These costs may be deducted from the employee's last paycheck **or the employee may be invoiced.**
- I. Any employee found to have falsified or misrepresented information during the hiring process resulting in termination of employment from the FCBDD will be required to reimburse the FCBDD of any costs associated with their hire (i.e. physical, hepatitis shots, orientation classes, BCII check, etc.). These costs may be deducted from the employee's last paycheck.

II. REFERENCES

None

III. APPROVAL DATE

April 1, 2002

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REVISED: December 19, 2006

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IV. NLT DATE

June 2019

V. REVIEWERS

Director of Human Resources

Superintendent, Fairfield CBDD



**Procedure No.
HR-40 PR**

**PROCEDURE FOR UNACCEPTABLE BACKGROUND
AND DRIVER ABSTRACT CHECKS**

I. PURPOSE

The Fairfield County Board of Developmental Disabilities seeks to recruit and retain qualified individuals who are committed to the agency's mission and vision. At times, the Board may receive a background check which raises concerns or is unacceptable for an employee or potential employee. This procedure will outline a basic guideline for how such situations will be handled.

II. CRIMINAL BACKGROUND CHECKS

In accordance with ORC109.572, the Board is entitled to information regarding all convictions or guilty pleas of applicants with respect to offenses listed or described in Exhibit I (attached), including those that have been expunged or sealed under Ohio law. Applicants must disclose such expunged or sealed convictions to the Board. Upon hire, every employee must undergo a criminal background check. Criminal background checks are run through the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). Certain positions within the Agency may require background checks on a routine basis as required by Administrative Rule and/or DODD. Employees are required to inform the Employer within 14 calendar days if they are ever formally charged with, convicted of, or plead guilty to any of the offenses listed in Exhibit I. The applicant or employee will be contacted by the Human Resources Department and asked for an explanation. They will be asked to submit a copy of the court record. An internal review will be held which may include involvement of legal counsel. The Human Resources Department will remain in contact with the applicant and advise them of the final decision on ability to be hired. Likewise, disciplinary procedures will be followed for employees with employment action following those in each tier described in Exhibit I.

III. DRIVER ABSTRACTS

Driver abstracts are checked upon hire and annually for all employees. In addition, employees are required to report to their supervisor or the Director of Human Resources immediately should they receive a ticket, lose their license or right to drive. Driver abstracts must be acceptable by the Board and the Board's insurance carrier. Employees who may be required to transport an individual may not have 6 or more points on their driving record. The Board will not employ or continue to employ any individual who is found unable to drive by the county if they are working in a position

where the position description lists the ability to drive as an Essential Function. The Human Resources Department will work closely with the staff member to discuss any findings and final determinations. Should this situation arise, the individual will be notified immediately by the Human Resources Department that either they are ineligible to be hired or that a separation must occur.

IV. NURSE REGISTRY, DODD ABUSER REGISTRY, OFFICE OF THE INSPECTOR GENERAL, ATTORNEY GENERAL, U.S. GENERAL SERVICE ADMINISTRATION AND OHIO DEPARTMENT OF REHABILITATION AND CORRECTION

The Board will not employ or continue to employ any individual who has a negative finding on one of these background checks. Should this situation arise, the individual will be notified immediately by the Human Resources Department that either they are ineligible to be hired or that a separation must occur.

V. REFERENCES AND OTHER CHECKS

Results of all other checks must meet acceptable standards. Any concerns will be discussed with the Superintendent and legal counsel if necessary. The Human Resources Department will remain in contact with the applicant and advise them on the final decision on the ability to be hired.

VI. REFERENCES

OAC 5123:2-1-051
OAC 5123:2-1-05
ORC 5126:28
ORC 109.572

VII. APPROVAL DATE

November 18, 2014
READOPTED: September 15, 2015
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VIII. NLT REVIEW DATE

June 2019

IX. REVIEWERS

Director of Human Resources

Superintendent, Fairfield CBDD



**Procedure No.
HR-49 Pr**

SALARY DETERMINATION

I. PROCEDURE FOR PAY DETERMINATION

- A. When changes to a position description are made resulting in at least a 20% change in duties, after board approval, the program director will forward the position description to the Director of Human Resources who will arrange review by the position description review committee for determination of the appropriate range. If the revised position description places the position in a higher range and the employee's current pay is lower than the minimum of the higher range, the employee's pay may be increased to the bottom of the range. If the employee's current pay is within the higher range, an additional 3% may be added to the employee's pay. If the employee's current pay exceeds the maximum of the higher range, the employee's pay will be red-circled.
- B. The position description review committee will be made up of one representative from each of the following areas: management team, quality assurance, service and supports, administration and adult services (non-union) as well as the four representatives of union positions. The Director of Human Resources will also serve as a team member.

The committee will review the position description based on the following factors as set forth by the system:

- 1. Knowledge/Education
- 2. Experience
- 3. Supervisory Responsibility
- 4. Organizational Scope
- 5. Decision Making
- 6. Problem Solving
- 7. Interpersonal Relations
- 8. Written Communications
- 9. Technical Operations
- 10. Physical Risk/Effort
- 11. Confidential Data
- 12. Consequences of Operational Errors
- 13. Consumer Service Delivery

- D. Each position description will be evaluated without considering the qualifications or performance of the present incumbent or the rate of pay.
- E. Once the committee has scored the position, the Director of Human Resources will determine the appropriate range for the position based on pre-set ranges.
- F. An additional amount will be added to the employee's pay for education directly related to the position for new employees or for employees moving into a new position. An increase of 5% will be given for a degree in a field directly related to the position exceeding the requirements for the position. For example: An Individual Support Coordinator is required to have a Bachelor's Degree. If a new ISC is hired with a Master's degree, they would have 5% of their hourly rate added. Degree is defined as an Associate's Degree, a Bachelor's Degree, a Master's Degree or a Doctorate Degree.
- G. The Superintendent shall have a discretionary 5% which he may add to an individual in Range 11 or higher for the purpose of attracting candidates with many years of experience.

II. PROCEDURE FOR EMPLOYEES EXCEEDING MAXIMUM LEVEL OF RANGE

- A. Any employee who's pay exceeds the maximum set for his/her pay range will have their pay frozen/red circled. If an employee is within the range before a pay raise, they will receive the amount of the raise up to the maximum range in an annualized amount. The remaining amount of the raise will be paid out in lump sum per (II.) (B.).
- B. Frozen employees will continue to receive the raise as approved by the board. However, the raise will be payable in four lump-sum payments, divided equally on one each on the first pay date in September, December, March and June.
- C. Once the employee's pay comes back into range, they will begin receiving the raise as an addition to the annual rate, payable over 26 pays.
- D. If an employee is still in range, but will become out of range after the increase from the raise, they will not be considered frozen until after the raise, when they are actually out of range.

III. ADJUSTMENT OF RANGES

- A. Ranges will be adjusted annually in May for an implementation in the first full pay period in July following a three year cycle. In years one and two of the cycle, the CPI-U (Consumer Price Index for Urban Areas) will be used to adjust the ranges up or down. In year three, a market study will be conducted to include a review of

current salary levels at comparable and surrounding county boards of dd as well as the local market.

- B. If the results of the range adjustments cause a current employee to fall below the range for his/her position, the employee will be moved to the new minimum of the range.

IV. APPROVAL DATE

February 19, 2008

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June 2019

VI. REVIEWER

Director of Human Resources

Superintendent

Superintendent, Fairfield CBDD



**Procedure No.
HR-51 Pr**

**Equal Employment Opportunity
Complaint Procedure**

I. PURPOSE

To provide a complaint procedure for any staff member or applicant who feels that he/she has been the victim of discrimination and a violation of the Equal Employment Opportunity Law has been violated.

II. PROCEDURE

A. Filing of Discrimination Complaint

Any staff member or applicant having complaint of discrimination on basis of race, color, religion, sex, national origin, handicap or age (40 or over) may file a written discrimination complaint in the office of the EEO/504 Coordinator (Director of Human Resources).

The complaint must be filed within thirty (30) days of the alleged discriminatory action, except that this time limit may be extended if the complainant can show that he or she did not have notice of the time limit or was prevented by circumstances beyond his/her control from submitting the complaint within the time limit, or for other reasons considered sufficient by the Coordinator.

A complaint shall be deemed filed on the date it is received, or on the date postmarked if mailed. The EEO/504 Coordinator shall acknowledge the receipt of the complaint in writing and inform the complainant in writing of the complaint procedure and his/her right to file with the Equal Employment Opportunity Commission and the Ohio Civil Rights Commission.

B. Complainant's Right to Representation

At any time during the course of the procedure, the complainant shall have the right to be accompanied, represented and advised by a representative of his/her choosing. If the complainant is a staff member and has designated another staff member as his/her representative, both the representative and the complainant shall be given a reasonable amount of time off work during

normal working hours to present the complaint. Time spent during non-working hours to prepare the complaint will not merit compensation under this policy.

C. Rejection of a Complaint

The EEO/504 Coordinator may reject a complaint which was not timely filed or where information supplied by the complainant is deemed insufficient for the purpose of conducting an investigation.

The EEO/504 Coordinator shall reject those complaints which do not allege discrimination on the basis of race, color, religion, sex, national origin, handicap, age (40 and over) or which are identical to a previous complaint filed by the same complainant which is pending or has been decided under this procedure.

The decision to reject a complaint and the reason(s) for the decision shall be communicated to the complainant in writing within ten (10) working days of the filing of the complaint.

D. Informal Resolution of Complaint

Upon receipt of complaint, the EEO/504 Coordinator shall have twenty-one (21) days in which to investigate and attempt to resolve the complaint. If this result is achieved, the terms of the resolution shall be set forth in writing, made part of the complaint file, and a copy shall be provided to the complainant.

If an informal resolution of the complaint is not achieved, the EEO/504 Coordinator shall notify the complainant in writing: (1) of the proposed disposition of the complaint; and (2) of his/her right to a hearing before the Superintendent of the Fairfield County Board of DD if the complainant notifies the Superintendent in writing of his/her desire for hearing within fifteen (15) days of his/her receipt of this notice.

E. The Hearing

Upon receipt by the Superintendent/designee of the Fairfield County Board of DD of the complainant's written notification of his/her desire for a hearing, the Superintendent/designee of the board shall have thirty (30) days in which to conduct a hearing on the complaint.

The EEO/504 Coordinator shall transmit to the Superintendent/designee all materials concerning the complaint which have been acquired. Should the

Superintendent/designee determine that further investigation is needed, the Superintendent/designee may direct the EEO/504 Coordinator to conduct such investigation.

The hearing shall be conducted in accordance with due process of law, including:

- Adequate notice to parties of hearing time, place and procedures.
- Reasonable timing.
- Right of each party to representation
- Right of each party to present evidence
- Right of each party to question evidence of the other
- Decision made solely on the basis of recorded evidence

The Superintendent/designee shall have authority to:

- Regulate the course of the hearing
- Exclude irrelevant or unduly repetitious evidence
- Limit the number of witnesses
- Exclude any person from the hearing for misconduct during the hearing

The rules of evidence applicable to civil proceedings need not be followed.

The Superintendent/designee shall render a decision within ten (10) working days of the conclusion of the hearing. The decision shall be made in writing and shall contain a statement of the reason(s) for the decision. Copies of the decision shall be provided to the EEO/504 Coordinator and the complainant. In addition, a letter shall be provided to the complainant informing him/her of his/her right to file with the EEO/504 Commission and the Ohio Civil Rights Commission. The complainant has the right to file with the EEO/504 Commission and the Ohio Civil Rights Commission within 180 days (federal) and six months (state) of the date of the alleged discrimination.

The decision of the Superintendent/designee shall be final; however, the Superintendent may refer the matter to the board.

F. Freedom from Reprisal

Complainants, their representatives and witnesses shall be free from restraint, interference, coercion, discrimination, or reprisal during all stages and following completion of the complaint procedure.

The Fairfield County Board of DD is an Equal Opportunity Employer. All staff members and applicants for employment will be recruited, hired, promote, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based upon merit, fitness and such

bonafide occupational qualifications as each individual might possess. No personnel decisions shall be based upon race, color, religion, sex, national origin, age, handicap, or other prohibitive criteria.

III. APPROVAL DATE

ADOPTED: October 21, 2008

READOPTED: December 16, 2009

READOPTED: December 21, 2010

READOPTED: November 15, 2011

READOPTED: November 20, 2012

READOPTED: November 19, 2013

READOPTED: August 19, 2014

READOPTED: September 15, 2015

READOPTED: September 20, 2016

READOPTED: September 19, 2017

READOPTED: September 18, 2018

IV. NLT REVIEW DATE

June 2019

V. REVIEWER

Director of Human Resources

Superintendent, Fairfield CBDD



**Procedure No.
SS-16 Pr**

CHOSEN REPRESENTATIVE

I. PURPOSE

To ensure that the individual has a designated person to provide daily representation in accordance with Revised Code 5126.043.

II. PROCEDURE

- A. The role of a Chosen Representative is to assist the individual to keep the service and support delivery system focused on his/her desired outcomes. The Chosen Representative does this by:
 - 1. interacting regularly with the individual in order to maintain or develop a relationship that will allow him/her to fulfill this role;
 - 2. assisting in the development and implementation of the Individual Support Plan consistent with the individual's desired futures;
 - 3. assisting in the development and implementation of the individual budget;
 - 4. assisting in the selection of service and support providers;
 - 5. helping the individual determine and express satisfaction or dissatisfaction with the services and support provided to him/her; and
 - 6. reporting any concerns or conflicts to the appropriate parties for proper resolution.
- B. Chosen Representative: The individual "may authorize an adult to make a decision" on his/her behalf as a Chosen representative but this must be in writing. This document should cover the sharing of confidential information.
- C. Selection of the Chosen Representative
 - 1. Chosen Representative: The name of the designated Chosen Representative will be listed in the Individual Support Plan.

2. The Individual Support Coordinator will give the individual an opportunity at least annually, through the individual planning process, to designate the Chosen Representative or to elect to advocate for him or herself. At the individual's request, the Individual Support Coordinator will change the designation of the Chosen Representative at any time.
4. An Individual Support Coordinator may not serve as a Chosen Representative.
5. A paid service provider for the individual may not serve as a Chosen Representative.
7. The individual may choose to advocate for himself/herself.
 - a. The individual "may obtain support or guidance from an adult family member or other person" but still has the right to make the decisions.
8. A legal guardian may be designated as a Chosen Representative.
 - a. This does not require that a guardian be appointed, if one does not exist already
 - b. NOTE: not all guardians have authority to make service and program decisions
 - c. Even with a guardian, individual have the right to participate in decisions that affect their lives and to have their needs, desires, and preferences considered.
9. More than one person may be designated as a Chosen Representative for an individual. The ISC will assist in maintaining clear and consistent communication so that each Chosen Representative understands his/her responsibilities.
 - a. Authority may not be given to an adult with a financial interest in the decision
 - b. May not admit into a developmental center
 - c. Person can end by expressing intent to revoke
 - d. Shall make decisions that are in the best interest of the individual
 - e. Shall make decisions that are consistent with the individual's needs, desires, and preferences
9. Any person who is asked to become a Chosen Representative may decline to assume that role.
10. Individuals, not agencies, are selected as a Chosen Representative.

III. DEFINITION OF TERMS USED WITHIN THIS PROCEDURE

- A. Chosen Representative refers to the person selected to provide daily representation for an individual by providing representation, advocacy, advice and assistance related to the day-to-day coordination of services in accordance with the ISP.
- B. "Circle of Support" means one or more persons who agree to meet on a regular basis to help the individual to identify and accomplish personal visions or goals. The majority of persons in a circle of support are not paid to be there and are involved because they care about the individual and have made a commitment to work together on behalf of the individual.
- B. "Individual" refers to the person with developmental disabilities who is eligible to receive services and supports from the FCBDD and has the same meaning as in ORC 5126.032.
- C. "Individual Budget" refers to those funds allocated for the costs of the individual's services and supports.
- D. "Individual Support Plan" (ISP) refers to the document that reflects the individual's wants and needs in all areas of his/her life and includes the services, supports and activities to be provided to reach the desired outcomes.
- E. "Individual Support Coordinator" (ISC) refers to the County Board employee assigned functions of service and support administration who is responsible for an individual for the effective implementation and coordination of his/her individual service planning process.
- F. "Team" means the individual's circle of support, the Individual Support Coordinator, the Chosen Representative, direct support staff, providers, licensed or certified professionals and other persons chosen by the individual to help the individual think through possibilities and decisions. The purpose of the team is to provide written and/or verbal information relevant to the development of the ISP for the individual. Team members may be invited by the individual to actively participate in the development of the ISP.

IV. REFERENCES

FCBDD Policy SS-16, Chosen Representative
ORC 5126.043

V. APPROVAL DATE

May 1, 2001

REVISED: September 20, 2005

READOPTED: December 16, 2008
READOPTED: June 16, 2009
READOPTED: December 21, 2010
READOPTED: July 19, 2011
READOPTED: July 18, 2012
REVISED: August 16, 2014
READOPTED: September 18, 2018

VI. NLT REVIEW DATE
June 2019

VII. REVIEWERS
Superintendent
Directors

Superintendent, Fairfield CBDD