

AGENDA

DEFIANCE COUNTY BOARD OF DD

April 24, 2018

5:00 pm

- I. Call to order
- II. Roll Call
 - _____ Ms. Beck _____ Ms. Cameron _____ Ms. Helser _____ Ms. Meyer
 - _____ Ms. Philipot _____ Ms. Schindler _____ Ms. Steece
- III. Approval of March 20, 2018 Board minutes.
 - _____ First _____ Second
- IV. Expenditures
 - A. Approval of the March 2018 expenditures.
 - _____ First _____ Second
 - B.
 - _____ First _____ Second
- V. Additions/Revisions to the agenda
- VI. Petitioners
- VII. Agency/Department Reports
- VIII. Old Business
 - A.
 - _____ First _____ Second
- IX. New Business
 - A. Personnel
 - 1. Motion to accept the retirement of Deb Weisenburger as Developmental Specialist effective May 31, 2018.
 - _____ First _____ Second
 - B. Motion to approve the contract with Primary Solutions for annual Gatekeeper License in the amount of \$3,563.00
 - _____ First _____ Second

- C. Motion to approve the contract with Partner's in Employment, Inc. for Summer Youth program in the amount of \$6,795.20.

_____ First _____ Second

- D. Motion to approve the contract with P.T. Services Rehabilitation Inc. for Speech Language Pathology Services (Early Intervention Department) effective August 1, 2018 to July 31, 2020.

_____ First _____ Second

- E. Motion to approve the preschool tuition fee of \$1,300.00 for typical students for the 2018-2019 school year.

_____ First _____ Second

- F. Motion to approve the excess cost fee of \$3,000.00 per qualifying student for the 2018-2019 school year and to approve the contract agreement with the participating school districts.

_____ First _____ Second

- G. Motion to approve the position of Service Coordinator position (job description included).

_____ First _____ Second

- H. Motion to approve the Wellness Policy.

_____ First _____ Second

- I. Discussion of Board Member Training Hours.

_____ First _____ Second

- J.

_____ First _____ Second

- X. Motion to adjourn

_____ First _____ Second

MINUTES

March 20, 2018

5:00 pm

- The regular March meeting of the Defiance County Board of Developmental Disabilities was held March 20, 2018 in the Cafeteria at Good Samaritan School.
- The meeting was called to order at 5:00 PM. Board members present were Ms. Sue Beck, Ms. Jamie Cameron, Ms. Christiana Helser, Ms. Stephanie Meyer, Ms. Roberta Phlipot, Ms. Ruby Schindler, and Ms. Erika Steece. Others present were Mr. Timothy Bower, Superintendent, Mr. Bret Mack, Business Manager and approximately 5 others consisting of Board employees and members of the public
- Motion was made by Ms. Cameron and seconded by Ms. Schindler to approve the February 27, 2018 Board Minutes.
Motion approved unanimously.
- Motion was made by Ms. Cameron and seconded by Ms. Helser to approve the February 2018 expenditures.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Phlipot to go into executive session at 5:06 pm to discuss the employment compensation of a public employee.
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Ms. Schindler to come out of executive session at 5:48 pm to declare that no action was taken while in executive session.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to accept the hiring of Brittany Harris as Bus Assistant effective April 3, 2018.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Cameron to accept the resignation of Sabra Nofzinger as Bus Assistant effective March 13, 2018.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to approve the contract between Defiance County Board of Developmental Disabilities and Paulding Exempted Schools effective Monday, March 12, 2018 to Friday, June 1, 2018 (or last day of school) for actual cost of a student.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Phlipot to approve the purchase of a new copy machine from Current Office Solutions.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Steece to increase base pay for Bus Assistants to \$9.50 per hour effective pay period beginning March 29, 2018.
Motion approved unanimously.
- Motion was made by Ms. Cameron and seconded by Ms. Schindler to adjourn.
Motion approved unanimously.

Defiance County DD Revenue Report for March 2018

April 4, 2018
3:02:04PM

Report Period: 03/01/2018 to 03/31/2018

Account	Budget	March	YTD Total	% Received	To Be Received
General					
0010.400304.0001	\$2,560,000.00	\$1,417,896.16	\$1,417,896.16	55.39%	\$1,142,103.84
0010.400304.0002	\$225,000.00	\$37,572.78	\$276,890.88	52.74%	\$248,109.12
0010.400304.0003	\$20,000.00	\$2,171.67	\$19,005.81	95.03%	\$994.19
0010.400304.0004	\$225,000.00	\$36,032.09	\$265,890.26	118.17%	-\$40,890.26
0010.400304.0005	\$85,000.00	\$24,664.84	\$24,664.84	29.02%	\$60,335.16
0010.400304.0006	\$500.00	\$0.00	\$198.60	39.72%	\$301.40
0010.400304.0008	\$0.00	\$0.00	\$1,646.77	100.00%	-\$1,646.77
0010.400304.0010	\$70,000.00	\$0.00	\$20,782.92	29.69%	\$49,217.08
0010.400304.0012	\$20,000.00	\$0.00	\$3,932.00	19.66%	\$16,068.00
0010.400304.0014	\$47,091.00	\$0.00	\$0.00	0.00%	\$47,091.00
0010.400304.0015	\$5,359.00	\$0.00	\$0.00	0.00%	\$5,359.00
0010.400304.00165	\$65,000.00	\$6,216.83	\$18,650.49	28.69%	\$46,349.51
0010.400304.0018	\$7,000.00	\$1,321.52	\$4,488.13	64.12%	\$2,511.87
0010.400309.0001	\$135,000.00	\$0.00	\$0.00	0.00%	\$135,000.00
0010.400505.0001	\$6,000.00	\$2,469.45	\$11,830.00	197.17%	-\$5,830.00
0010.400506.0001	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
0010.400702.0001	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
0011.400301.0019	\$10,000.00	\$1,331.50	\$3,708.00	37.08%	\$6,292.00
0011.400301.0020	\$3,500.00	\$112.40	\$1,608.65	45.96%	\$1,891.35
0011.400301.0022	\$2,000.00	\$100.00	\$600.00	30.00%	\$1,400.00
0011.400301.0023	\$11,000.00	\$0.00	\$2,187.50	19.89%	\$8,812.50
0011.400301.0024	\$1,482.00	\$0.00	\$0.00	0.00%	\$1,482.00
0012.400300.0026	\$1,068.00	\$278.38	\$1,136.85	106.45%	-\$68.85
0012.400300.0027	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$3,800,000.00	\$1,530,167.62	\$2,075,117.86	54.61%	\$1,724,882.14
Capital Housing					
034.400100.0000	Capital Housing Receipts	\$0.00	\$0.00	0.00%	\$250,000.00
		\$250,000.00	\$0.00	0.00%	\$250,000.00
IDEA Pre-school Spec. Ed.					
044.400100.0000	IDEA Preschool Grant	\$5,359.00	\$4,822.72	89.99%	\$536.28
		\$5,359.00	\$4,822.72	89.99%	\$536.28

Defiance County DD Revenue Report for March 2018

April 4, 2018
3:02:04PM

Report Period: 03/01/2018 to 03/31/2018

Account	Budget	March	YTD Total	% Received	To Be Received
Family Support Services					
046.400100.0000 Family Support Services Grant	\$21,168.00	\$0.00	\$5,212.00	24.62%	\$15,956.00
	\$21,168.00	\$0.00	\$5,212.00	24.62%	\$15,956.00
PART B-IDEA Special Ed.					
205.400100.0000 Part B - IDEA Flow Thru	\$47,091.00	\$42,382.07	\$42,382.07	90.00%	\$4,708.93
	\$47,091.00	\$42,382.07	\$42,382.07	90.00%	\$4,708.93
Gifts and Donations					
214.0214.400100 Gifts and Donations	\$0.00	\$57.41	\$2,016.05	100.00%	-\$2,016.05
214.0214.400200 Gifts & Don. Other Rec (Interest)	\$300.00	\$41.92	\$143.57	47.86%	\$156.43
	\$300.00	\$99.33	\$2,159.62	719.87%	-\$1,859.62
Grand Totals:	\$4,123,918.00	\$1,577,471.74	\$2,129,694.27	51.64%	\$1,994,223.73

Defiance County DD Expenditure Report March 2018

April 04, 2018
2:57:25PM

Account	Allocation	Carry Over	Transfer	March	YTD	Encumbered	Unencumbered	% Spent	Unspent
General									
010.3900.510200 Salaries	\$2,000,000.00	\$0.00	\$0.00	\$122,966.29	\$364,915.19	\$0.00	\$1,635,084.81	18.25%	\$1,635,084.81
010.3900.530300 Supplies	\$120,000.00	\$3,882.75	\$0.00	\$8,021.76	\$24,831.16	\$84,054.75	\$14,996.84	20.04%	\$99,051.59
010.3900.530400 Equipment	\$60,000.00	\$0.00	\$0.00	\$1,641.00	\$1,753.66	\$48,246.34	\$10,000.00	2.92%	\$58,246.34
010.3900.530600 Contract Services	\$1,000,000.00	\$19,067.86	\$0.00	\$35,416.74	\$105,368.00	\$644,699.86	\$269,000.00	10.34%	\$913,699.86
010.3900.530700 Contract Repairs	\$60,000.00	\$0.00	\$0.00	\$475.05	\$7,568.86	\$50,431.14	\$2,000.00	12.61%	\$52,431.14
010.3900.530800 Travel	\$25,000.00	\$0.00	\$0.00	\$838.63	\$2,360.43	\$22,639.57	\$0.00	9.44%	\$22,639.57
010.3900.531100 Other	\$40,000.00	\$0.00	\$0.00	\$1,351.79	\$9,202.79	\$20,797.21	\$10,000.00	23.01%	\$30,797.21
010.3900.533000 Medicaid Remittance	\$1,300,000.00	\$0.00	\$0.00	\$0.00	\$244,760.84	\$1,055,239.16	\$0.00	18.83%	\$1,055,239.16
010.3900.536200 Settlement Deduction	\$55,000.00	\$0.00	\$0.00	\$27,915.41	\$27,915.41	\$27,084.59	\$0.00	50.76%	\$27,084.59
010.3900.536600 Insurance	\$525,000.00	\$0.00	\$0.00	\$44,184.82	\$126,417.51	\$388,626.70	\$9,955.79	24.08%	\$398,582.49
010.3900.536800 PERS	\$180,000.00	\$0.00	\$0.00	\$11,819.20	\$35,135.86	\$9,613.37	\$135,250.77	19.52%	\$144,864.14
010.3900.536801 STRS	\$100,000.00	\$0.00	\$0.00	\$6,108.30	\$18,382.76	\$79,650.67	\$1,966.57	18.38%	\$81,617.24
010.3900.536900 Worker's Compensation	\$30,000.00	\$0.00	\$0.00	\$0.00	\$23,103.64	\$6,896.36	\$0.00	77.01%	\$6,896.36
010.3900.539000 Unappropriated	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%	\$200,000.00
Fund Total:	\$5,695,000.00	\$22,950.61	\$0.00	\$260,738.99	\$991,716.11	\$2,437,979.72	\$2,288,254.78	17.34%	\$4,726,234.50
Capital Housing									
034.3401.531100 Capital Housing Othe	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00
Fund Total:	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00
IDEA Pre-school Spec. Ed.									
044.4800.510200 IDEA Salaries	\$5,359.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,359.00	\$0.00	0.00%	\$5,359.00
Fund Total:	\$5,359.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,359.00	\$0.00	0.00%	\$5,359.00
Family Support Services									
046.5200.510200 Family Support Servi	\$1,482.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,482.00	\$0.00	0.00%	\$1,482.00
046.5200.539000 Family Support - Una	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
046.5200.550000 Family Support - Full	\$28,000.00	\$0.00	\$0.00	\$891.00	\$2,165.06	\$25,834.94	\$0.00	7.73%	\$25,834.94
Fund Total:	\$29,482.00	\$0.00	\$0.00	\$891.00	\$2,165.06	\$27,316.94	\$0.00	7.34%	\$27,316.94
PART B-IDEA Special Ed.									
205.2050.510200 PART B-IDEA -Flow	\$47,091.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,091.00	\$0.00	0.00%	\$47,091.00
Fund Total:	\$47,091.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,091.00	\$0.00	0.00%	\$47,091.00

Defiance County DD Expenditure Report March 2018

April 04, 2018
2:57:25PM

Account	Allocation	Carry Over	Transfer	March	YTD	Encumbered	Unencumbered	% Spent	Unspent
<i>Gifts and Donations</i>									
214.2214.530400 Gifts & Donat. - Equi	\$25,000.00	\$1,997.96	\$0.00	\$0.00	\$3,777.96	\$23,220.00	\$0.00	13.99%	\$23,220.00
214.2214.531100 Gifts & Donat. - Othe	\$2,500.00	\$0.00	\$0.00	\$20.49	\$20.49	\$2,479.51	\$0.00	0.82%	\$2,479.51
214.2214.539000 Gifts & Donat. - Unaf	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
Fund Total:	\$52,500.00	\$1,997.96	\$0.00	\$20.49	\$3,798.45	\$25,699.51	\$25,000.00	6.97%	\$50,699.51
Grand Total:	\$6,079,432.00	\$24,948.57	\$0.00	\$261,650.48	\$997,679.62	\$2,543,446.17	\$2,563,254.78	16.34%	\$5,106,700.95

General Fund - Comparison of Actual Expenditures with Expected Expenditures
Through March 31, 2018 (1st Quarter 2018)

Account	Total Expected 2018 Expenditure amount	Expected Expenditures per quarter	Actual Expenditures through March 2018			Difference	Percentage of Total Expected spent so far
			January	February	March		
Expenditures							
Salaries	\$ 1,600,000	\$ 400,000	\$ 121,418	\$ 120,531	\$ 122,966	\$ 364,915	23%
Supplies	\$ 85,000	\$ 21,250	\$ 9,926	\$ 6,884	\$ 8,022	\$ 24,832	29%
Equipment	\$ 10,000	\$ 2,500	\$ 113	\$ -	\$ 1,641	\$ 1,754	18%
Contract Services	\$ 400,000	\$ 100,000	\$ 40,973	\$ 28,978	\$ 35,417	\$ 105,368	26%
Contract Repairs	\$ 25,000	\$ 6,250	\$ 3,598	\$ 3,496	\$ 475	\$ 7,569	30%
Travel & Training	\$ 16,000	\$ 4,000	\$ 1,173	\$ 348	\$ 839	\$ 2,360	15%
Other	\$ 25,000	\$ 6,250	\$ 7,511	\$ 340	\$ 1,352	\$ 9,203	37%
Medicaid Remittance	\$ 1,150,000	\$ 287,500	\$ 244,761	\$ -	\$ -	\$ 244,761	21%
Settlement Deductions	\$ 37,000	\$ 9,250	\$ -	\$ -	\$ 27,915	\$ 27,915	75%
Insurance	\$ 490,000	\$ 122,500	\$ 41,017	\$ 41,216	\$ 44,185	\$ 126,418	26%
PERS	\$ 145,000	\$ 36,250	\$ 12,102	\$ 11,215	\$ 11,819	\$ 35,136	24%
STRS	\$ 78,000	\$ 19,500	\$ 6,088	\$ 6,187	\$ 6,108	\$ 18,383	24%
Workers Compensation	\$ 20,000	\$ 5,000	\$ -	\$ 23,103	\$ -	\$ 23,103	116%
Unappropriated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 4,081,000	\$ 1,020,250	\$ 488,580	\$ 242,298	\$ 260,739	\$ 991,717	24%

Board Meeting Attendance Roster - 2018

Board Member	January	February	March	April	May	June	July	August	September	October	November	December	Total Absences
Ms. Beck	X	X	X										
Ms. Cameron	X	E	X										
Ms. Helser	X	E	X										
Ms. S. Meyer	X	X	X										
Ms. Philipot	X	X	X										
Ms. Schindler	X	X	X										
Ms. Steece	X	X	X										

X = present

E = excused

A = unexcused absence

C = Meeting cancelled

ORC 5126.02.2

A board member shall be removed from the board by the appointing authority for neglect of duty, misconduct, malfeasance, failure to attend at least one in-service training session each year, a violation of section 5126.021 [5126.02.1] of the Revised Code, or upon the absence of a member within one year from either four regularly scheduled board meetings or from two regularly scheduled board meetings if the member gave no prior notice of the member's absence. This removal provision does not apply to absences from special meetings or work sessions. The board shall supply the board member and the member's appointing authority with written notice of the charges against the member. The appointing authority shall afford the member an opportunity for a hearing, in accordance with procedures it adopts, and shall, upon determining that the charges are accurate, remove the member and appoint another person to complete the member's term.

A member removed from the board is ineligible for reappointment for not less than one year. When a member is removed, the appointing authority shall specify the time during which the member is ineligible for reappointment. If the member is removed for failing to attend in-service training, the board also shall specify the training the member must complete prior to being eligible for reappointment.