

AGENDA

DEFIANCE COUNTY BOARD OF DD

October 23, 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 September 25, 2018 Board minutes.
- IV. Expenditures
 - _____ First _____ Second
 - A. Approval of the September 2018 expenditures.
- V. Additions/Revisions to the agenda
- VI. Petitioners
- VII. Agency/Department Reports
- VIII. Old Business
 - _____ First _____ Second
 - New Business
 - A. Personnel
 - 1. Motion to accept the hiring of Taylor Vogelsong as Service and Support Administrator effective October 11, 2018.
 - _____ First _____ Second
 - B. Motion to accept the agreement with Gentle Hearts Helping Hands to provide non waiver services for 01/01/2019-12/31/2019.
 - _____ First _____ Second
 - C. Motion to accept the agreement with Partners in Employment Inc., to provide non waiver services for 01/01/2019-12/31/2019.
 - _____ First _____ Second
 - D. Motion to approve the agreement with Quadco to provide non waiver services for 01/01/2019-12/31/2019.
 - _____ First _____ Second
 - E. Motion to approve the agreement with Champaign Residential Services Inc., to provide non waiver services for 01/01/2019-12/31/2019.
 - _____ First _____ Second
 - F. Motion to approve a delegate and alternate for the OACB Delegate Assembly Meeting on November 28, 2018.
 - _____ First _____ Second
 - G. Motion to approve the health, dental and vision plan rates for the 2019 calendar year.
 - _____ First _____ Second
 - H. _____ First _____ Second
- IX. Motion to adjourn
 - _____ First _____ Second

MINUTES

September 25, 2018

5:00 pm

- The regular September meeting of the Defiance County Board of Developmental Disabilities was held September 25, 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. Jami Cameron, Ms. Christina Helser, Ms. Stephanie Meyer, Ms. Roberta Philipot, Ms. Ruby Schindler, and Ms. Erika Steece. Others present were Mr. Timothy Bower, Superintendent, Mr. Bret Mack, Business Manager and approximately 3 others consisting of Board employees and members of the public.
- Motion was made by Ms. Helser and seconded by Ms. Meyer to approve the August 28, 2018 Board Minutes.
Motion approved unanimously.
- Motion was made by Ms. Cameron and seconded by Ms. Helser to approve the August 2018 expenditures.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Helser to go into executive session at 5:05 pm to discuss the employment of a previous employee.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Cameron to come out of executive session at 5:13 pm to declare no action was taken while in executive session.
Motion approved unanimously.
- Motion was made by Ms. Cameron and seconded by Ms. Meyer to approve the contract with Bret Mack as Business Manager for a 2 year contract from the period of October 11, 2018 to October 10, 2020.
Motion approved unanimously.
- Motion was made by Ms. Philipot and seconded by Ms. Cameron to accept the hiring of Helen Bauer as Substitute Teacher effective August 30, 2018.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Philipot to accept the resignation of Jodi Martinez as Physical Therapist (contract) for Early Intervention Services effective November 30, 2018.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Philipot to approve Timothy Bower, Deputy Treasurer of the Citizens Committee for Good Samaritan School to be the authorized representative at the Sherwood State Bank for the account.
Motion approved unanimously.
- Discussion of the insurance (health, dental and vision) rates for the 2019 calendar year. A motion was made by Ms. Cameron and Ms. Meyer to approve the adding of an additional health care option for employees through NBHP.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Cameron to adjourn at 5:25 pm.
Motion approved unanimously.

**September 2018 - STATEMENT RECONCILIATION
Change in the General Fund**

**MONTHLY EXPENSES
(2018 Compared to 2017)**

	Increase/ (Decrease)	
Salaries	571	
Supplies	(2,991)	
Equipment	(181)	
Contract Services	(11,134)	In '17, Costs for SSA phones, Peopleworks for J Dietz, boiler repair
Contract Repairs	(637)	
Travel	(966)	
Other	(2,552)	
Medicaid Remittance	-	
Settlement	76	
Insurance	(881)	
PERS	(10,891)	Due to the timing of reporting PERS for the 9-month employees by the County
STRS	402	
Workers Compensation	-	
Total Increase (Decrease)	(29,184)	

**MONTHLY INCOME
(2018 Compared to 2017)**

	Increase/ (Decrease)	
Levy	(7,956)	Less homestead & rollback revenue received from the state in '18
Dept. of Ed. Fund	7,643	Increased Foundation Settlement payment for classroom units in 2018
Dept. of Ed. Trans.	462	
DD - Operating Subsidy	-	
MAC Revenue	-	
Dept. of Taxation Refunds	-	
Misc. Grants	12,926	One time grant received from the BWC for personnel certification & equipment
Medicaid - Adult	-	
TCM	20,515	Larger billing received this month in 2018
Title XX	-	
Part B Idea Spec. Ed.	-	
IDEA Early Childhood	-	
HMG Reimb.	(1,075)	
Federal Lunch Reimb	-	
LEA Reimbursement	395	
Contract Service Reimb	(3,572)	
Tax Equity	-	
Lunch Receipts	217	
Misc.	(13,880)	BWC Premium refund received in 2017 from County
Gym Rental	-	
Tuition	(563)	
Fam Supp Svc Adm Reimb	1,111	
Commun. Employ. Reimb	(370)	
Misc. Reimbursements	-	
Senior Reimbursements	-	
	-	
Total Increase (Decrease)	15,853	

PRIOR YEAR COMPARISONS:

Auditors cash balance as of September 2018:	\$4,401,069.98
Auditors cash balance as of September 2017:	\$3,742,631.25
Auditors cash balance as of September 2016:	\$3,610,264.64

PRIOR YEAR-TO-DATE BALANCES:

	Revenue	Expenses	Total
2018	\$4,242,924.12	\$2,976,747.62	\$1,266,176.50
2017	\$3,811,480.92	\$3,054,617.09	\$756,863.83
2016	\$3,975,011.19	\$3,484,724.38	\$490,286.81

**September - Month to Month Comparison - 2018 to 2017
General Fund**

**EXPENSES
(2018 Compared to 2017)**

	2018	2017	Difference	% Change
Salaries	126,070	125,499	571	0%
Supplies	4,822	7,813	(2,991)	-38%
Equipment	166	347	(181)	-52%
Contract Services	21,203	32,337	(11,134)	-34%
Contract Repairs	851	1,488	(637)	-43%
Travel	395	1,361	(966)	-71%
Other	243	2,795	(2,552)	-91%
Medicaid Remittance	-	-	-	
Settlement expenses	491	415	76	18%
Insurance	41,594	42,475	(881)	-2%
PERS retirement	-	10,891	(10,891)	-100%
STRS retirement	6,558	6,155	403	7%
Workers Compensation	-	-	-	
Total	202,392	231,576	(29,184)	-13%

**INCOME
(2018 Compared to 2017)**

	2018	2017	Difference	% Change
Levy	144,094	152,050	(7,956)	-5%
Dept. of Ed. Classroom	30,804	23,161	7,643	33%
Dept. of Ed. Trans.	2,235	1,773	462	26%
DD - Operating Subsidy	-	-	-	
MAC Revenue	-	-	-	
Dept. of Taxation Refunds	-	-	-	
Misc. Grants	12,926	-	12,926	100%
Medicaid - Adult	-	-	-	
TCM	23,796	3,281	20,515	625%
Title XX	-	-	-	
Part B Idea Spec. Ed.	-	-	-	
IDEA - Spec Ed.	-	-	-	
HMG Reimb.	5,142	6,217	(1,075)	-17%
Federal Lunch Reimb	-	-	-	
LEA Reimbursement	395	-	395	100%
Contract Service Reimb	-	3,572	(3,572)	-100%
Tax Equity	-	-	-	
Lunch Receipts	925	707	218	31%
Miscellaneous	690	14,570	(13,880)	-95%
Gym Rentals	-	-	-	
Tuition	1,625	2,188	(563)	-26%
Fam Supp Svc Adm Reimb	1,111	-	1,111	100%
Commun. Employ. Reimb	180	550	(370)	-67%
Misc Reimbursements	-	-	-	
Senior Reimbursements	-	-	-	
	-	-	-	
Total	223,922	208,069	15,853	8%

September - Year to Year Comparison - 2018 to 2017
General Fund

EXPENSES Year to Date
(2018 Compared to 2017)

	2018	2017	Difference	% Change
Salaries	1,187,139	1,098,183	88,956	8%
Supplies	55,025	61,659	(6,634)	-11%
Equipment	13,847	21,673	(7,826)	-36%
Contract Services	294,476	503,186	(208,710)	-41%
Contract Repairs	26,304	18,730	7,574	40%
Travel	7,372	10,468	(3,096)	-30%
Other	15,574	22,935	(7,361)	-32%
Medicaid Remittance	757,124	770,581	(13,457)	-2%
Settlement expenses	48,812	35,774	13,038	36%
Insurance	392,031	338,435	53,596	16%
PERS retirement	95,772	106,185	(10,413)	-10%
STRS retirement	60,169	47,230	12,939	27%
Workers Compensation	23,104	19,578	3,526	18%
Total	\$2,976,748	\$3,054,617	\$ (77,869)	-3%

INCOME Year to Date
(2018 Compared to 2017)

	2018	2017	Difference	% Change
Levy	2,687,432	2,677,240	10,192	0%
Dept. of Ed. Fund	643,230	392,711	250,519	64%
Dept. of Ed. Trans.	45,296	20,212	25,084	124%
DD - Operating Subsidy	378,088	372,230	5,858	2%
MAC Revenue	76,216	-	76,216	100%
Dept. of Taxation Refunds	479	-	479	100%
Misc. Grants	12,926	-	12,926	100%
Medicaid - Adult	4,003	1,646	2,357	143%
TCM	118,245	71,330	46,915	66%
Title XX	16,290	16,604	(314)	-2%
Part B Idea Spec. Ed.	47,091	46,779	312	1%
IDEA - Spec Ed.	5,359	20,915	(15,556)	-74%
HMG Reimb.	54,877	34,632	20,245	58%
Federal Lunch Reimb	8,552	5,250	3,302	63%
LEA Reimbursement	80,895	84,000	(3,105)	-4%
Contract Service Reimb	18,427	24,863	(6,436)	-26%
Tax Equity	-	-	-	-
Lunch Receipts	7,744	7,892	(148)	-2%
Miscellaneous	24,133	18,145	5,988	33%
Gym Rentals	2,000	1,200	800	67%
Tuition	7,650	9,688	(2,038)	-21%
Fam Supp Svc Adm Reimb	1,111	1,111	0	0%
Commun. Employ. Reimb	2,879	5,034	(2,155)	-43%
Misc. Reimbursements	-	-	-	-
Senior Reimbursements	-	-	-	-
	-	-	-	-
Total	\$4,242,924	\$3,811,482	\$431,442	11%

Defiance County DD Fund Report

October 3, 2018
8:33:06AM

Report Period: 09/01/2018 to 09/30/2018

County Fund	2018 Starting Cash Balance	Transfer Totals	YTD Expenses	YTD Revenue	Balance
010 General Fund	\$3,134,893.48	\$0.00	\$2,976,747.62	\$4,242,924.12	\$4,401,069.98
034 Capital Housing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
044 IDEA Pre-school Spec. Ed. Fund	\$0.00	\$0.00	\$5,358.58	\$5,358.58	\$0.00
046 Family Support Services Fund	\$22,780.72	\$0.00	\$11,310.21	\$15,636.00	\$27,106.51
205 PART B-IDEA Special Ed. Fund	\$0.00	\$0.00	\$47,091.00	\$47,091.19	\$0.19
214 Gifts and Donations Fund	\$146,014.06	\$0.00	\$6,831.26	\$6,151.08	\$145,333.88
Grand Totals:	\$3,303,688.26	\$0.00	\$3,047,338.67	\$4,317,160.97	\$4,573,510.56

DeWance County DD Revenue Report for September 2018

Report Period: 09/01/2018 to 09/30/2018

October 3, 2018
8:34:22AM

Account	Budget	September	YTD Total	% Received	To Be Received
General					
0010.400304.0001	Levy	\$2,560,000.00	\$144,094.32	104.98%	-\$127,432.35
0010.400304.0002	Dept. of Educ. Classroom	\$525,000.00	\$30,803.93	122.52%	-\$118,229.98
0010.400304.0003	Dept. of Educ. Transportation	\$20,000.00	\$2,234.61	226.48%	-\$25,296.12
0010.400304.0004	DD Operating Subsidy	\$225,000.00	\$0.00	168.04%	-\$153,088.26
0010.400304.0005	MAC revenue	\$85,000.00	\$0.00	89.67%	\$8,783.92
0010.400304.0006	Dept. of Taxation refunds	\$500.00	\$0.00	95.78%	\$21.08
0010.400304.0007	Misc. Grants	\$0.00	\$12,926.17	100.00%	-\$12,926.17
0010.400304.0008	Medicaid - Adult	\$0.00	\$0.00	100.00%	-\$4,003.20
0010.400304.0010	TCM	\$70,000.00	\$23,795.60	168.92%	-\$48,245.39
0010.400304.0012	Title XX	\$20,000.00	\$0.00	81.45%	\$3,710.00
0010.400304.0014	PART B-IDEA - Special Education	\$47,091.00	\$0.00	100.00%	\$0.00
0010.400304.0015	IDEA - Early Childhood Spec. Ed.	\$5,359.00	\$0.00	99.99%	\$0.42
0010.400304.00165	Help Me Grow Reimb	\$65,000.00	\$5,141.85	84.43%	\$10,123.47
0010.400304.0018	Federal Lunch Reimb	\$7,000.00	\$0.00	122.17%	-\$1,551.98
0010.400309.0001	LEA Reimbursement	\$135,000.00	\$394.84	59.92%	\$54,105.16
0010.400505.0001	Contract Service Reimbursement	\$6,000.00	\$0.00	307.12%	-\$12,427.40
0010.400506.0001	Return Balance from NOWAC	\$0.00	\$0.00	0.00%	\$0.00
0010.400702.0001	Tax Equity	\$0.00	\$0.00	0.00%	\$0.00
0011.400301.0019	Lunch Receipts	\$10,000.00	\$924.50	77.44%	\$2,256.02
0011.400301.0020	Miscellaneous	\$3,500.00	\$690.00	689.52%	-\$20,633.08
0011.400301.0022	Gym Rental	\$2,000.00	\$0.00	100.00%	\$0.00
0011.400301.0023	Tuition	\$11,000.00	\$1,625.00	69.55%	\$3,350.00
0011.400301.0024	Family Support Reimb	\$1,482.00	\$1,111.32	74.99%	\$370.68
0012.400300.0026	Community Employment Reimb	\$1,068.00	\$180.17	269.56%	-\$1,810.94
0012.400300.0027	Senior Reimbursement	\$0.00	\$0.00	0.00%	\$0.00
Capital Housing		\$3,800,000.00	\$223,922.31	111.66%	-\$442,924.12
034.400100.0000	Capital Housing Receipts	\$250,000.00	\$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	\$0.00	99.99%	\$0.42
		\$5,359.00	\$0.00	99.99%	\$0.42

Defiance County DD Revenue Report for September 2018

Report Period: 09/01/2018 to 09/30/2018

October 3, 2018
8:34:22AM

Account	Budget	September	YTD Total	% Received	To Be Received
Family Support Services					
046.400100.0000 Family Support Services Grant	\$21,168.00	\$0.00	\$15,636.00	73.87%	\$5,532.00
	\$21,168.00	\$0.00	\$15,636.00	73.87%	\$5,532.00
PART B-IDEA Special Ed					
205.400100.0000 Part B - IDEA Flow Thru	\$47,091.00	\$0.00	\$47,091.19	100.00%	-\$0.19
	\$47,091.00	\$0.00	\$47,091.19	100.00%	-\$0.19
Gifts and Donations					
214.0214.400100 Gifts and Donations	\$0.00	\$156.51	\$5,716.77	100.00%	-\$5,716.77
214.0214.400200 Gifts & Don. Other Rec (Interest)	\$300.00	\$49.37	\$434.31	144.77%	-\$134.31
	\$300.00	\$205.88	\$6,151.08	2,050.36%	-\$5,851.08
Grand Totals:	\$4,123,918.00	\$224,128.19	\$4,317,160.97	104.69%	-\$193,242.97

Defiance County DD Expenditure Report September 2018

October 03, 2018
8:33:40AM

Account	Allocation	Carry Over	Transfer	September	YTD	Encumbered	Unencumbered	% Spent	Unspent
General									
010.3900.510200	Salaries	\$2,000,000.00	\$0.00	\$126,070.02	\$1,187,138.82	\$0.00	\$812,861.18	59.36%	\$812,861.18
010.3900.530300	Supplies	\$120,000.00	\$3,882.75	\$4,822.13	\$55,025.19	\$52,332.00	\$16,525.56	44.42%	\$68,857.56
010.3900.530400	Equipment	\$60,000.00	\$0.00	\$165.92	\$13,846.90	\$36,153.10	\$10,000.00	23.08%	\$46,153.10
010.3900.530600	Contract Services	\$1,000,000.00	\$19,067.86	\$21,202.72	\$294,476.07	\$454,029.67	\$270,562.12	28.90%	\$724,591.79
010.3900.530700	Contract Repairs	\$60,000.00	\$0.00	\$850.94	\$26,304.44	\$31,029.48	\$2,666.08	43.84%	\$33,695.56
010.3900.530800	Travel	\$25,000.00	\$0.00	\$395.09	\$7,371.64	\$17,596.21	\$32.15	29.49%	\$17,628.36
010.3900.531100	Other	\$40,000.00	\$0.00	\$243.00	\$15,573.74	\$14,426.26	\$10,000.00	38.93%	\$24,426.26
010.3900.533000	Medicaid Remittance	\$1,300,000.00	\$0.00	\$0.00	\$757,123.84	\$542,876.16	\$0.00	58.24%	\$542,876.16
010.3900.536200	Settlement Deduction	\$55,000.00	\$0.00	\$490.89	\$48,811.71	\$6,188.29	\$0.00	88.75%	\$6,188.29
010.3900.536600	Insurance	\$525,000.00	\$0.00	\$41,593.72	\$392,031.49	\$94,580.94	\$38,387.57	74.67%	\$132,968.51
010.3900.536800	PERS	\$180,000.00	\$0.00	\$0.00	\$95,771.55	\$4,083.51	\$80,144.94	53.21%	\$84,228.45
010.3900.536801	STRS	\$100,000.00	\$0.00	\$6,557.91	\$60,168.59	\$34,601.13	\$5,230.28	60.17%	\$39,831.41
010.3900.536900	Worker's Compensati	\$30,000.00	\$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	\$200,000.00	0.00%	\$200,000.00
Fund Total:		\$5,695,000.00	\$22,950.61	\$202,392.34	\$2,976,747.62	\$1,294,793.11	\$1,446,409.88	52.06%	\$2,741,202.99
Capital Housing									
034.3401.531100	Capital Housing Othe	\$250,000.00	\$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	\$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	\$0.42	\$0.00	99.99%	\$0.42
Fund Total:		\$5,359.00	\$0.00	\$0.00	\$0.00	\$0.42	\$0.00	99.99%	\$0.42
Family Support Services									
046.5200.510200	Family Support Servi	\$1,482.00	\$0.00	\$0.00	\$1,111.32	\$370.68	\$0.00	74.99%	\$370.68
046.5200.539000	Family Support - Una	\$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	\$1,055.86	\$10,198.89	\$17,421.11	\$380.00	36.42%	\$17,801.11
Fund Total:		\$29,482.00	\$0.00	\$2,167.18	\$11,310.21	\$17,791.79	\$380.00	38.36%	\$18,171.79
PART B-IDEA Special Ed.									
205.2050.510200	PART B-IDEA -Flow	\$47,091.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00
Fund Total:		\$47,091.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00

Defiance County DD Expenditure Report September 2018

October 03, 2018
8:33:40AM

Account	Allocation	Carry Over	Transfer	September	YTD	Encumbered	Unencumbered	% Spent	Unspent	
<i>Gifts and Donations</i>										
214.2214.530400	Gifts & Donat. - Equi	\$25,000.00	\$1,997.96	\$0.00	\$840.25	\$6,148.14	\$20,849.82	\$0.00	22.77%	\$20,849.82
214.2214.531100	Gifts & Donat. - Othe	\$2,500.00	\$0.00	\$0.00	\$20.49	\$683.12	\$1,816.88	\$0.00	27.32%	\$1,816.88
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	\$860.74	\$6,831.26	\$22,666.70	\$25,000.00	12.53%	\$47,666.70
Grand Total:		\$6,079,432.00	\$24,948.57	\$0.00	\$205,420.26	\$3,047,338.67	\$1,335,252.02	\$1,721,789.88	49.92%	\$3,057,041.90

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	X	X	X	C	X	X				
Ms. Carreron	X	E	X	X	X	X	C	X	X				
Ms. Helser	X	E	X	X	X	X	C	X	X				
Ms. S. Meyer	X	X	X	E	X	X	C	X	X				
Ms. Philpot	X	X	X	X	X	X	C	X	X				
Ms. Schindler	X	X	X	X	X	E	C	X	X				
Ms. Steece	X	X	X	X	X	X	C	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 5126.02.1 [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.