

AGENDA

DEFIANCE COUNTY BOARD OF DD

November 27, 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 October 23, 2018 Board minutes.

_____ First _____ Second

- IV. Expenditures

- A. Approval of the October 2018 expenditures.

_____ First _____ Second

- V. Additions/Revisions to the agenda

- VI. Petitioners

- VII. Agency/Department Reports

- VIII. Motion to go into executive session at _____ pm to discuss the employment and compensation of a public employee(s).

_____ First _____ Second

Motion to come out of executive session at _____ pm to declare no action was taken while in executive session.

_____ First _____ Second

- IX. Old Business

_____ First _____ Second

- X. New Business

- A. Personnel

- 1. Motion to approve the contract with Patricia Uhlenhake as Service and Support Administrator Supervisor for a 2 year contract from the period of January 1, 2019 to December 31, 2020.

_____ First _____ Second

- 2.

_____ First _____ Second

- B. Motion to thank the voters of Defiance County for the passage of the renewal levy on the November 2018 ballot.

_____ First _____ Second

- C. Motion to accept the agreement with Primary Solutions for Infal 1 software in the amount of \$2,619.00 for one year 2019.

_____ First _____ Second

- D. Motion to change the title of Service and Support Administration Supervisor position to Director of Community Services with updated job descriptions.

_____ First _____ Second

- E. Motion to approve the following budgets for 2019 calendar year.

- a. Operating Fund
- b. Family Support Service
- c. Early Childhood Education-ESCE
- d. Special Education Part B-IDEA
- e. Gifts & Donations
- f. Capital Housing

_____ First _____ Second

- F. Motion to set the dates and times of board meetings for calendar year 2019.

_____ First _____ Second

- G. Motion to approve the contract with NOWAC to provide investigative agent and self-advocacy services and annual membership fees effective January 1, 2019 to December 31, 2019.

_____ First _____ Second

- H. Motion to approve the Master Housing agreement with Defiance County Residential Housing, Inc. for a 5 year period from 1/1/2019 to 12/31/2024.

_____ First _____ Second

- I. Motion to approve the agreement with Efficiency Smart Lighting Solutions, LLC for lighting replacement in the amount of \$29,087.00.

_____ First _____ Second

J.

_____ First _____ Second

K.

_____ First _____ Second

- XI. Motion to adjourn

_____ First _____ Second

MINUTES

October 23 2018

5:00 pm

- The regular October meeting of the Defiance County Board of Developmental Disabilities was held October 23, 2018 in the Cafeteria at Good Samaritan School.
- The meeting was called to order at 5:00 PM. Board members present were Ms. Christina Helser, Ms. Stephanie Meyer, Ms. Roberta Phlipot, and Ms. Ruby Schindler. Board members excused were Ms. Sue Beck, Ms. Jami Cameron, and Ms. Erika Steece. Others present were Mr. Timothy Bower, Superintendent, Ms. Tara Shumaker, Principal, Mr. Bret Mack, Business Manager and approximately 3 others consisting of Board employees and members of the public.
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to approve the September 25, 2018 Board Minutes.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to approve the September 2018 expenditures.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to go accept the hiring of Taylor Vogelsong as Service and Support Administrator effective October 11, 2018.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to accept the agreement with Gentle Hearts Helping Hands to provide non waiver services for 01/01/2019-12/31/2019.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Meyer to accept the agreement with Partners in Employment Inc., to provide non waiver services for 01/01/2019-12/31/2019.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to accept the agreement with Quadco to provide non waiver services for 01/01/2019-12/31/2019.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to accept the agreement with Champaign Residential Services Inc., to provide non waiver services for 01/01/2019-12/31/2019.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to approve Ms. Sue Beck as a delegate and Mr. Timothy Bower as an alternate for the OACB Delegate Assembly Meeting on November 28, 2018.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Schindler to approve the health, dental and vision plan rates for the 2019 calendar year.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to adjourn at 5:10 pm.
Motion approved unanimously.

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

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

	Increase/ (Decrease)	
Salaries	(5,307)	
Supplies	1,862	
Equipment	-	
Contract Services	(8,959)	In '17, Gentle Hearts, PCS, Rita Chamberlin, N2Y bills - None of these in '18
Contract Repairs	5,889	Mostly due to radiator repairs on Bus 5
Travel	11,320	Crisis Intervention training for 4 employees in '18 (a grant covered this training)
Other	(1,953)	
Medicaid Remittance	(890)	
Settlement	-	
Insurance	3,096	
PERS	(1,513)	
STRS	397	
Workers Compensation	-	
Total Increase (Decrease)	3,942	

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

	Increase/ (Decrease)	
Levy	1,299	
Dept. of Ed. Fund	24,969	The 2nd September Foundation payment was received and posted this month in '18
Dept. of Ed. Trans.	1,384	
DD - Operating Subsidy	220,729	FY2014 Cost Report settlement payment received in '18
MAC Revenue	-	
Dept. of Taxation Refunds	(55)	
Misc. Grants	-	
Medicaid - Adult	(518)	
TCM	-	
Title XX	-	
Part B Idea Spec. Ed.	-	
IDEA Early Childhood	-	
HMG Reimb.	(1,066)	
Federal Lunch Reimb	990	
LEA Reimbursement	14,627	Central Local Excess Costs payment received in '18, no payments yet in '17
Contract Service Reimb	(7,748)	In '17, support services payments for Wagner, Tressler, and Dietz received
Tax Equity	-	
Lunch Receipts	75	
Misc.	(590)	
Gym Rental	50	
Tuition	250	
Fam Supp Svc Adm Reimb	(370)	
Commun. Employ. Reimb	(626)	
Misc. Reimbursements	-	
Senior Reimbursements	-	
	-	
Total Increase (Decrease)	253,400	

PRIOR YEAR COMPARISONS:

Auditors cash balance as of October 2018:	\$4,314,705.28
Auditors cash balance as of October 2017:	\$3,406,809.10
Auditors cash balance as of October 2016:	\$3,444,461.95

PRIOR YEAR-TO-DATE BALANCES:

	Revenue	Expenses	Total
2018	\$4,647,246.79	\$3,467,434.99	\$1,179,811.80
2017	\$3,962,403.41	\$3,541,361.73	\$421,041.68
2016	\$4,098,054.32	\$3,961,872.44	\$136,181.88

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

**EXPENSES
(2018 Compared to 2017)**

	2018	2017	Difference	% Change
Salaries	118,507	123,814	(5,307)	-4%
Supplies	9,897	8,035	1,862	23%
Equipment	-	-	-	
Contract Services	33,780	42,739	(8,959)	-21%
Contract Repairs	7,281	1,392	5,889	423%
Travel	12,362	1,042	11,320	1086%
Other	310	2,263	(1,953)	-86%
Medicaid Remittance	243,130	244,020	(890)	0%
Settlement expenses	-	-	-	
Insurance	41,484	38,388	3,096	8%
PERS retirement	17,412	18,925	(1,513)	-8%
STRS retirement	6,523	6,127	396	6%
Workers Compensation	-	-	-	
Total	490,687	486,745	3,942	1%

**INCOME
(2018 Compared to 2017)**

	2018	2017	Difference	% Change
Levy	2,242	943	1,299	138%
Dept. of Ed. Classroom	92,412	67,443	24,969	37%
Dept. of Ed. Trans.	6,704	5,320	1,384	26%
DD - Operating Subsidy	276,645	55,916	220,729	395%
MAC Revenue	-	-	-	
Dept. of Taxation Refunds	36	91	(55)	-60%
Misc. Grants	-	-	-	
Medicaid - Adult	1,128	1,646	(518)	-31%
TCM	-	-	-	
Title XX	-	-	-	
Part B Idea Spec. Ed.	-	-	-	
IDEA - Spec Ed.	-	-	-	
HMG Reimb.	5,151	6,217	(1,066)	-17%
Federal Lunch Reimb	2,292	1,302	990	76%
LEA Reimbursement	14,627	-	14,627	100%
Contract Service Reimb	-	7,748	(7,748)	-100%
Tax Equity	-	-	-	
Lunch Receipts	1,715	1,640	75	5%
Miscellaneous	-	590	(590)	-100%
Gym Rentals	500	450	50	11%
Tuition	650	400	250	63%
Fam Supp Svc Adm Reimb	-	370	(370)	-100%
Commun. Employ. Reimb	221	847	(626)	-74%
Misc Reimbursements	-	-	-	
Senior Reimbursements	-	-	-	
	-	-	-	
Total	404,323	150,923	253,400	168%

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

EXPENSES Year to Date
(2018 Compared to 2017)

	2018	2017	Difference	% Change
Salaries	1,305,646	1,221,997	83,649	7%
Supplies	64,923	69,694	(4,771)	-7%
Equipment	13,847	21,673	(7,826)	-36%
Contract Services	328,256	545,925	(217,669)	-40%
Contract Repairs	33,586	20,122	13,464	67%
Travel	19,734	11,510	8,224	71%
Other	15,884	25,198	(9,314)	-37%
Medicaid Remittance	1,000,254	1,014,601	(14,347)	-1%
Settlement expenses	48,812	35,774	13,038	36%
Insurance	433,515	376,822	56,693	15%
PERS retirement	113,184	125,110	(11,926)	-10%
STRS retirement	66,691	53,357	13,334	25%
Workers Compensation	23,104	19,578	3,526	18%
Total	\$3,467,435	\$3,541,361	\$ (73,926)	-2%

INCOME Year to Date
(2018 Compared to 2017)

	2018	2017	Difference	% Change
Levy	2,689,674	2,678,183	11,491	0%
Dept. of Ed. Fund	735,642	460,154	275,488	60%
Dept. of Ed. Trans.	52,000	25,533	26,467	104%
DD - Operating Subsidy	654,733	428,146	226,587	53%
MAC Revenue	76,216	-	76,216	100%
Dept. of Taxation Refunds	515	91	424	466%
Misc. Grants	12,926	-	12,926	100%
Medicaid - Adult	5,131	3,292	1,839	56%
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.	60,027	40,849	19,178	47%
Federal Lunch Reimb	10,844	6,552	4,292	66%
LEA Reimbursement	95,522	84,000	11,522	14%
Contract Service Reimb	18,427	32,610	(14,183)	-43%
Tax Equity	-	-	-	
Lunch Receipts	9,459	9,531	(72)	-1%
Miscellaneous	24,133	18,735	5,398	29%
Gym Rentals	2,500	1,650	850	52%
Tuition	8,300	10,088	(1,788)	-18%
Fam Supp Svc Adm Reimb	1,111	1,482	(371)	-25%
Commun. Employ. Reimb	3,100	5,881	(2,781)	-47%
Misc. Reimbursements	-	-	-	
Senior Reimbursements	-	-	-	
	-	-	-	
Total	\$4,647,247	\$3,962,405	\$684,842	17%

Defiance County DD Fund Report

Report Period: 10/01/2018 to 10/31/2018

County Fund	2018 Starting Cash Balance	Transfer Totals	YTD Expenses	YTD Revenue	Balance
010 General Fund	\$3,134,893.48	\$0.00	\$3,467,434.99	\$4,647,246.79	\$4,314,705.28
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	\$12,418.18	\$20,848.00	\$31,210.54
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	\$7,007.72	\$6,909.04	\$145,915.38
Grand Totals:	\$3,303,688.26	\$0.00	\$3,539,310.47	\$4,727,453.60	\$4,491,831.39

Defiance County DD Revenue Report for October 2018

November 2, 2018
1:11:41PM

Report Period: 10/01/2018 to 10/31/2018

Account	Budget	October	YTD Total	% Received	To Be Received
General					
0010.400304.0001	\$2,560,000.00	\$2,241.57	\$2,689,673.92	105.07%	-\$129,673.92
0010.400304.0002	\$525,000.00	\$92,411.79	\$735,641.77	140.12%	-\$210,641.77
0010.400304.0003	\$20,000.00	\$6,703.83	\$51,999.95	260.00%	-\$31,999.95
0010.400304.0004	\$225,000.00	\$276,644.70	\$654,732.96	290.99%	-\$429,732.96
0010.400304.0005	\$85,000.00	\$0.00	\$76,216.08	89.67%	\$8,783.92
0010.400304.0006	\$500.00	\$36.06	\$514.98	103.00%	-\$14.98
0010.400304.0007	\$0.00	\$0.00	\$12,926.17	100.00%	-\$12,926.17
0010.400304.0008	\$0.00	\$1,128.16	\$5,131.36	100.00%	-\$5,131.36
0010.400304.0010	\$70,000.00	\$0.00	\$118,245.39	168.92%	-\$48,245.39
0010.400304.0012	\$20,000.00	\$0.00	\$16,290.00	81.45%	\$3,710.00
0010.400304.0014	\$47,091.00	\$0.00	\$47,091.00	100.00%	\$0.00
0010.400304.0015	\$5,359.00	\$0.00	\$5,358.58	99.99%	\$0.42
0010.400304.00165	\$65,000.00	\$5,150.88	\$60,027.41	92.35%	\$4,972.59
0010.400304.0018	\$7,000.00	\$2,292.40	\$10,844.38	154.92%	-\$3,844.38
0010.400309.0001	\$135,000.00	\$14,626.95	\$95,521.79	70.76%	\$39,478.21
0010.400505.0001	\$6,000.00	\$0.00	\$18,427.40	307.12%	-\$12,427.40
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	\$1,715.00	\$9,458.98	94.59%	\$541.02
0011.400301.0020	\$3,500.00	\$0.00	\$24,133.08	689.52%	-\$20,633.08
0011.400301.0022	\$2,000.00	\$500.00	\$2,500.00	125.00%	-\$500.00
0011.400301.0023	\$11,000.00	\$650.00	\$8,300.00	75.45%	\$2,700.00
0011.400301.0024	\$1,482.00	\$0.00	\$1,111.32	74.99%	\$370.68
0012.400300.0026	\$1,068.00	\$221.33	\$3,100.27	290.29%	-\$2,032.27
0012.400300.0027	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$3,800,000.00	\$404,322.67	\$4,647,246.79	122.30%	-\$847,246.79
Capital Housing					
034.400100.0000	\$250,000.00	\$0.00	\$0.00	0.00%	\$250,000.00
	\$250,000.00	\$0.00	\$0.00	0.00%	\$250,000.00
IDEA Pre-school Spec. Ed.					
044.400100.0000	\$5,359.00	\$0.00	\$5,358.58	99.99%	\$0.42
	\$5,359.00	\$0.00	\$5,358.58	99.99%	\$0.42

Defiance County DD Revenue Report for October 2018

November 2, 2018
1:11:41PM

Report Period: 10/01/2018 to 10/31/2018

Account	Budget	October	YTD Total	% Received	To Be Received
Family Support Services					
046.400100.0000 Family Support Services Grant	\$21,168.00	\$5,212.00	\$20,848.00	98.49%	\$320.00
	\$21,168.00	\$5,212.00	\$20,848.00	98.49%	\$320.00
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	\$710.00	\$6,426.77	100.00%	-\$6,426.77
214.0214.400200 Gifts & Don. Other Rec (Interest)	\$300.00	\$47.96	\$482.27	160.76%	-\$182.27
	\$300.00	\$757.96	\$6,909.04	2,303.01%	-\$6,609.04
Grand Totals:	\$4,123,918.00	\$410,292.63	\$4,727,453.60	114.64%	-\$603,535.60

Defiance County DD Expenditure Report October 2018

November 02, 2018
1:09:10PM

Account	Allocation	Carry Over	Transfer	October	YTD	Encumbered	Unencumbered	% Spent	Unspent
General									
010.3900.510200 Salaries	\$2,000,000.00	\$0.00	\$0.00	\$118,507.19	\$1,305,646.01	\$0.00	\$694,353.99	65.28%	\$694,353.99
010.3900.530300 Supplies	\$120,000.00	\$3,882.75	\$0.00	\$9,897.44	\$64,922.63	\$42,870.10	\$16,090.02	52.41%	\$58,960.12
010.3900.530400 Equipment	\$60,000.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$33,780.39	\$328,256.46	\$416,517.00	\$274,294.40	32.21%	\$690,811.40
010.3900.530700 Contract Repairs	\$60,000.00	\$0.00	\$0.00	\$7,281.14	\$33,585.58	\$23,590.99	\$2,823.43	55.98%	\$26,414.42
010.3900.530800 Travel	\$25,000.00	\$0.00	\$0.00	\$12,362.48	\$19,734.12	\$5,025.04	\$240.84	78.94%	\$5,265.88
010.3900.531100 Other	\$40,000.00	\$0.00	\$0.00	\$310.00	\$15,883.74	\$14,116.26	\$10,000.00	39.71%	\$24,116.26
010.3900.533000 Medicaid Remittance	\$1,300,000.00	\$0.00	\$0.00	\$243,130.00	\$1,000,253.84	\$299,746.16	\$0.00	76.94%	\$299,746.16
010.3900.536200 Settlement Deduction	\$55,000.00	\$0.00	\$0.00	\$0.00	\$48,811.71	\$6,188.29	\$0.00	88.75%	\$6,188.29
010.3900.536600 Insurance	\$525,000.00	\$0.00	\$0.00	\$41,483.76	\$433,515.25	\$54,146.50	\$37,338.25	82.57%	\$91,484.75
010.3900.536800 PERS	\$180,000.00	\$0.00	\$0.00	\$17,412.39	\$113,183.94	\$2,144.13	\$64,671.93	62.88%	\$66,816.06
010.3900.536801 STRS	\$100,000.00	\$0.00	\$0.00	\$6,522.58	\$66,691.17	\$28,102.71	\$5,206.12	66.69%	\$33,308.83
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	\$490,687.37	\$3,467,434.99	\$935,496.64	\$1,315,018.98	60.64%	\$2,250,515.62
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	\$5,358.58	\$0.42	\$0.00	99.99%	\$0.42
Fund Total:	\$5,359.00	\$0.00	\$0.00	\$0.00	\$5,358.58	\$0.42	\$0.00	99.99%	\$0.42
Family Support Services									
046.5200.510200 Family Support Servi	\$1,482.00	\$0.00	\$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%	\$0.00
046.5200.550000 Family Support - Full	\$28,000.00	\$0.00	\$0.00	\$1,107.97	\$11,306.86	\$16,590.73	\$102.41	40.38%	\$16,693.14
Fund Total:	\$29,482.00	\$0.00	\$0.00	\$1,107.97	\$12,418.18	\$16,961.41	\$102.41	42.12%	\$17,063.82
PART B-IDEA Special Ed.									
205.2050.510200 PART B-IDEA -Flow	\$47,091.00	\$0.00	\$0.00	\$0.00	\$47,091.00	\$0.00	\$0.00	100.00%	\$0.00
Fund Total:	\$47,091.00	\$0.00	\$0.00	\$0.00	\$47,091.00	\$0.00	\$0.00	100.00%	\$0.00

Defiance County DD Expenditure Report October 2018

November 02, 2018
1:09:10PM

Account	Allocation	Carry Over	Transfer	October	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	\$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	\$176.46	\$859.58	\$1,640.42	\$0.00	34.38%	\$1,640.42
214.2214.539000 Gifts & Donat. - Unaq	\$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	\$176.46	\$7,007.72	\$22,490.24	\$25,000.00	12.86%	\$47,490.24

Grand Total:	\$6,079,432.00	\$24,948.57	\$0.00	\$491,971.80	\$3,539,310.47	\$974,948.71	\$1,590,121.39	57.98%	\$2,565,070.10
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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	E			
Ms. Cameron	X	E	X	X	X	X	C	X	X	E			
Ms. Helser	X	E	X	X	X	X	C	X	X	X			
Ms. S. Meyer	X	X	X	E	X	X	C	X	X	X			
Ms. Philipot	X	X	X	X	X	X	C	X	X	X			
Ms. Schindler	X	X	X	X	X	E	C	X	X	X			
Ms. Steece	X	X	X	X	X	X	C	X	X	E			

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.