

AGENDA

DEFIANCE COUNTY BOARD OF DD

May 28, 2019

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. Motion to approve the April 23, 2019 Board Meeting minutes.

_____ First _____ Second

IV. Expenditures

A. Approval of the April 2019 Expenditures.

_____ First _____ Second

V. Additions/Revisions to the Agenda

VI. Petitioners

VII. Agency/Department Reports

VIII. Old Business

A. Discussion/Update regarding Defiance County Residential Housing, Inc. and Ohio Department of Developmental Disabilities Capital Housing Grants.

IX. New Business

A. Motion to approve the Emergency Operations Plan for 2019-2020 school year.

_____ First _____ Second

B. Motion to approve the lunch and milk prices for the 2019-2020 school year. Preschool \$2.50, School Age \$3.00, Milk \$.50, Adult \$3.25.

_____ First _____ Second

C. Motion to approve the agreement with Ayersville Local School District for classroom assistant services for the 2019-2020 school year.

_____ First _____ Second

D. Motion to approve the agreement with Defiance City School District for classroom assistant services for the 2019-2020 school year.

_____ First _____ Second

E.

_____ First _____ Second

X. Motion to adjourn

_____ First _____ Second

MINUTES

April 23, 2019

5:00 pm

- The regular March meeting of the Defiance County Board of Developmental Disabilities was held April 23, 2019 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 Phlipot, Ms. Ruby Schindler, and Ms. Erika Steece. Others present were Mr. Timothy Bower, Superintendent, Ms. Tara Shumaker, Principal, 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. Meyer to approve the March 26, 2019 Board Meeting minutes.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Helser to approve the March 2019 Expenditures.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Phlipot to approve Melissa Riley as Bus Assistant starting April 1, 2019.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to approve Brittany Harris as instructor Assistant starting April 11, 2019.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Schindler to approve the updated Service and Support Administration (SSA) Policy.
Motion approved unanimously.
- Motion was made by Ms. Cameron and seconded by Ms. Helser to approve the cost of \$1,500.00 for typical preschool students for the 2019-2020 year.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Cameron to approve the cost of \$5,000.00 for LEA Contracts for 2019-2020 school year.
Motion approved unanimously.
- Motion was made by Ms. Helser and seconded by Ms. Meyer to approve the 2019-2020 school and 12 month agency calendar.
Motion approved unanimously.
- Motion was made by Ms. Cameron and seconded by Ms. Phlipot to approve the FSS funding recommended.
Motion approved unanimously.

- Motion was made by Ms. Helser and seconded by Ms. Cameron to approve the addendum service contract with NOWAC from 6/1/19-12/31/19.

Motion approved unanimously.

- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to go into executive session at 5:26 pm to discuss the employment and compensation of a public employee(s).

Motion approved unanimously.

- Motion was made by Ms. Cameron and seconded by Ms. Phlipot to come out of executive session at 5:45 pm to declare no action was taken while in executive session.

Motion approved unanimously.

- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to adjourn.

Motion approved unanimously.

**April 2019 - STATEMENT RECONCILIATION
Change in the General Fund**

**MONTHLY EXPENSES
(2019 Compared to 2018)**

	Increase/ (Decrease)	
Salaries	2,743	
Supplies	(1,196)	
Equipment	-	
Contract Services	(6,076)	Difference mostly due to larger bills paid for PCS,PT Services, and Quadco in 2018
Contract Repairs	1,117	
Travel	(205)	
Other	(585)	
Medicaid Remittance	(890)	
Settlement	-	
Insurance	(2,257)	
PERS	(2,055)	
STRS	384	
Workers Compensation	-	
Total Increase (Decrease)	(9,020)	

**MONTHLY INCOME
(2019 Compared to 2018)**

	Increase/ (Decrease)	
Levy	(187)	
Dept. of Ed. Fund	(29,917)	Decrease due to three school foundation settlement payments received this month in '18
Dept. of Ed. Trans.	(2,828)	
DD - Operating Subsidy	14,026	FY2017 Waiver Match Reconciliation payment received this month in '19
MAC Revenue	-	
Dept. of Taxation Refunds	53	
Misc. Grants	-	
Medicaid - Adult	(518)	
TCM	(17,530)	Smaller billing done in this month in '19 than in '18
Title XX	-	
Part B Idea Spec. Ed.	-	
IDEA Early Childhood	-	
HMG Reimb.	421	
Federal Lunch Reimb	159	
LEA Reimbursement	(19,299)	More schools paid their excess costs billings in this month in '18 than in '19
Contract Service Reimb	(1,360)	
Tax Equity	-	
Lunch Receipts	39	
Misc.	(48)	
Gym Rental	150	
Tuition	387	
Fam Supp Svc Adm Reimb	-	
Commun. Employ. Reimb	(155)	
Misc. Reimbursements	-	
Senior Reimbursements	-	
	-	
Total Increase (Decrease)	(56,607)	

PRIOR YEAR COMPARISONS:

Auditors cash balance as of April 2019:	\$5,005,215.54
Auditors cash balance as of April 2018:	\$4,138,145.85
Auditors cash balance as of April 2017:	\$3,598,814.24

PRIOR YEAR-TO-DATE BALANCES:

	Revenue	Expenses	Total
2019	\$2,363,271.11	\$1,437,988.04	\$925,283.07
2018	\$2,473,837.16	\$1,470,584.79	\$1,003,252.37
2017	\$2,006,967.76	\$1,393,920.94	\$613,046.82

**April - Month to Month Comparison - 2019 to 2018
General Fund**

**EXPENSES
(2019 Compared to 2018)**

	2019	2018	Difference	% Change
Salaries	124,881	122,138	2,743	2%
Supplies	5,915	7,111	(1,196)	-17%
Equipment	-	-	-	-
Contract Services	29,436	35,512	(6,076)	-17%
Contract Repairs	2,760	1,643	1,117	68%
Travel	194	399	(205)	-51%
Other	378	963	(585)	-61%
Medicaid Remittance	243,130	244,020	(890)	0%
Settlement expenses	-	-	-	-
Insurance	40,397	42,654	(2,257)	-5%
PERS retirement	16,246	18,301	(2,055)	-11%
STRS retirement	6,513	6,129	384	6%
Workers Compensation	-	-	-	-
Total	469,850	478,870	(9,020)	-2%

**INCOME
(2019 Compared to 2018)**

	2019	2018	Difference	% Change
Levy	141,539	141,726	(187)	0%
Dept. of Ed. Classroom	61,426	91,343	(29,917)	-33%
Dept. of Ed. Trans.	3,687	6,515	(2,828)	-43%
DD - Operating Subsidy	70,500	56,474	14,026	25%
MAC Revenue	-	-	-	-
Dept. of Taxation Refunds	185	132	53	41%
Misc. Grants	-	-	-	-
Medicaid - Adult	1,129	1,647	(518)	-31%
TCM	7,172	24,702	(17,530)	-71%
Title XX	-	-	-	-
Part B Idea Spec. Ed.	-	-	-	-
IDEA - Spec Ed.	-	-	-	-
HMG Reimb.	6,638	6,217	421	7%
Federal Lunch Reimb	1,295	1,136	159	14%
LEA Reimbursement	44,701	64,000	(19,299)	-30%
Contract Service Reimb	-	1,360	(1,360)	-100%
Tax Equity	-	-	-	-
Lunch Receipts	1,392	1,354	38	3%
Miscellaneous	15	63	(48)	-76%
Gym Rentals	350	200	150	75%
Tuition	1,950	1,563	387	25%
Fam Supp Svc Adm Reimb	-	-	-	-
Commun. Employ. Reimb	132	287	(155)	-54%
Misc Reimbursements	-	-	-	-
Senior Reimbursements	-	-	-	-
Total	342,112	398,719	(56,607)	-14%

April - Year to Year Comparison - 2019 to 2018
General Fund

EXPENSES Year to Date
(2019 Compared to 2018)

	2019	2018	Difference	% Change
Salaries	489,970	487,053	2,917	1%
Supplies	26,013	31,942	(5,929)	-19%
Equipment	-	1,754	(1,754)	-100%
Contract Services	111,622	140,880	(29,258)	-21%
Contract Repairs	14,825	9,212	5,613	61%
Travel	1,283	2,760	(1,477)	-54%
Other	8,088	10,165	(2,077)	-20%
Medicaid Remittance	486,260	488,781	(2,521)	-1%
Settlement expenses	35,047	27,915	7,132	26%
Insurance	167,871	169,072	(1,201)	-1%
PERS retirement	51,733	53,437	(1,704)	-3%
STRS retirement	25,625	24,511	1,114	5%
Workers Compensation	19,652	23,104	(3,452)	-15%
Total	\$1,437,988	\$1,470,586	\$ (32,598)	-2%

INCOME Year to Date
(2019 Compared to 2018)

	2019	2018	Difference	% Change
Levy	1,719,334	1,559,623	159,711	10%
Dept. of Ed. Fund	300,218	368,234	(68,016)	-18%
Dept. of Ed. Trans.	16,593	25,521	(8,928)	-35%
DD - Operating Subsidy	126,364	322,364	(196,000)	-61%
MAC Revenue	26,621	24,665	1,956	8%
Dept. of Taxation Refunds	342	330	12	4%
Misc. Grants	-	-	-	-
Medicaid - Adult	2,257	3,294	(1,037)	-31%
TCM	41,586	45,485	(3,899)	-9%
Title XX	5,440	3,932	1,508	38%
Part B Idea Spec. Ed.	-	-	-	-
IDEA - Spec Ed.	-	-	-	-
HMG Reimb.	25,956	24,867	1,089	4%
Federal Lunch Reimb	4,992	5,624	(632)	-11%
LEA Reimbursement	81,822	64,000	17,822	28%
Contract Service Reimb	557	13,190	(12,633)	-96%
Tax Equity	-	-	-	-
Lunch Receipts	4,671	5,062	(391)	-8%
Miscellaneous	35	1,672	(1,637)	-98%
Gym Rentals	1,050	800	250	31%
Tuition	4,225	3,750	475	13%
Fam Supp Svc Adm Reimb	370	-	370	100%
Commun. Employ. Reimb	837	1,424	(587)	-41%
Misc. Reimbursements	-	-	-	-
Senior Reimbursements	-	-	-	-
	-	-	-	-
Total	\$2,363,271	\$2,473,837	(\$110,566)	-4%

Defiance County DD Fund Report

May 2, 2019
8:33:36AM

Report Period: 04/01/2019 to 04/30/2019

County Fund	2019 Starting Cash Balance	Transfer Totals	YTD Expenses	YTD Revenue	Balance
010 General Fund	\$4,079,932.47	\$0.00	\$1,437,988.04	\$2,363,271.11	\$5,005,215.54
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	\$0.00	\$5,546.43	\$5,546.43
046 Family Support Services Fund	\$29,379.33	\$0.00	\$3,198.68	\$10,424.00	\$36,604.65
205 PART B-IDEA Special Ed. Fund	\$0.19	\$0.00	\$0.00	\$26,771.79	\$26,771.98
214 Gifts and Donations Fund	\$142,601.42	\$0.00	\$837.85	\$927.91	\$142,691.48
Grand Totals:	\$4,251,913.41	\$0.00	\$1,442,024.57	\$2,406,941.24	\$5,216,830.08

Defiance County DD Revenue Report for April 2019

Report Period: 04/01/2019 to 04/30/2019

May 2, 2019
8:39:44AM

Account	Budget	April	YTD Total	% Received	To Be Received
General					
0010.400304.0001	Levy	\$2,600,000.00	\$141,538.97	66.13%	\$880,666.23
0010.400304.0002	Dept. of Educ. Classroom	\$550,000.00	\$61,425.71	54.59%	\$249,781.55
0010.400304.0003	Dept. of Educ. Transportation	\$30,000.00	\$3,687.41	55.31%	\$13,406.66
0010.400304.0004	DD Operating Subsidy	\$250,000.00	\$70,500.49	50.55%	\$123,635.51
0010.400304.0005	MAC revenue	\$85,000.00	\$0.00	31.32%	\$58,379.34
0010.400304.0006	Dept. of Taxation refunds	\$500.00	\$185.46	68.36%	\$158.18
0010.400304.0008	Medicaid - Adult	\$0.00	\$1,128.79	100.00%	-\$2,256.95
0010.400304.0010	TCM	\$90,000.00	\$7,172.36	46.21%	\$48,414.21
0010.400304.0012	Title XX	\$21,000.00	\$0.00	25.90%	\$15,560.00
0010.400304.0014	PART B-IDEA - Special Education	\$26,771.00	\$0.00	0.00%	\$26,771.00
0010.400304.0015	IDEA - Early Childhood Spec. Ed.	\$5,546.00	\$0.00	0.00%	\$5,546.00
0010.400304.00165	Help Me Grow Reimb	\$65,000.00	\$6,638.01	39.93%	\$39,044.26
0010.400304.0018	Federal Lunch Reimb	\$8,000.00	\$1,294.64	62.40%	\$3,008.01
0010.400309.0001	LEA Reimbursement	\$135,000.00	\$44,700.97	60.61%	\$53,177.74
0010.400505.0001	Contract Service Reimbursement	\$3,500.00	\$0.00	15.93%	\$2,942.54
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	\$1,392.40	46.71%	\$5,328.74
0011.400301.0020	Miscellaneous	\$5,000.00	\$15.00	0.70%	\$4,965.00
0011.400301.0022	Gym Rental	\$2,000.00	\$350.00	52.50%	\$950.00
0011.400301.0023	Tuition	\$10,000.00	\$1,950.00	42.25%	\$5,775.00
0011.400301.0024	Family Support Reimb	\$1,482.00	\$0.00	25.00%	\$1,111.56
0012.400300.0026	Community Employment Reimb	\$1,201.00	\$132.15	69.67%	\$364.31
0012.400300.0027	Senior Reimbursement	\$0.00	\$0.00	0.00%	\$0.00
		\$3,900,000.00	\$342,112.36	60.60%	\$1,536,728.89
Capital Housing					
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	\$5,547.00	\$554.65	99.99%	\$0.57
		\$5,547.00	\$554.65	99.99%	\$0.57

Defiance County DD Revenue Report for April 2019

Report Period: 04/01/2019 to 04/30/2019

May 2, 2019
8:39:44AM

Account	Budget	April	YTD Total	% Received	To Be Received
Family Support Services					
046.400100.0000 Family Support Services Grant	\$21,000.00	\$5,212.00	\$10,424.00	49.64%	\$10,576.00
	\$21,000.00	\$5,212.00	\$10,424.00	49.64%	\$10,576.00
PART B-IDEA Special Ed					
205.400100.0000 Part B - IDEA Flow Thru	\$26,772.00	\$2,677.18	\$26,771.79	100.00%	\$0.21
	\$26,772.00	\$2,677.18	\$26,771.79	100.00%	\$0.21
Gifts and Donations					
214.0214.400100 Gifts and Donations	\$0.00	\$0.00	\$288.06	100.00%	-\$288.06
214.0214.400200 Gifts & Don. Other Rec (Interest)	\$300.00	\$163.58	\$639.85	213.28%	-\$339.85
	\$300.00	\$163.58	\$927.91	309.30%	-\$627.91
Grand Totals:	\$4,203,619.00	\$350,719.77	\$2,406,941.24	57.26%	\$1,796,677.76

Defiance County DD Expenditure Report April 2019

May 02, 2019
8:34:09AM

Account	Allocation	Carry Over	Transfer	April	YTD	Encumbered	Unencumbered	% Spent	Unspent	
<i>General</i>										
010.3900.510200	Salaries	\$2,000,000.00	\$0.00	\$0.00	\$124,881.24	\$489,970.05	\$0.00	\$1,510,029.95	24.50%	\$1,510,029.95
010.3900.530300	Supplies	\$120,000.00	\$3,435.13	\$0.00	\$5,915.29	\$26,013.43	\$74,073.10	\$23,348.60	21.07%	\$97,421.70
010.3900.530400	Equipment	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$10,000.00	0.00%	\$60,000.00
010.3900.530600	Contract Services	\$700,000.00	\$17,730.91	\$0.00	\$29,435.97	\$111,621.70	\$536,109.21	\$70,000.00	15.55%	\$606,109.21
010.3900.530700	Contract Repairs	\$60,000.00	\$0.00	\$0.00	\$2,759.91	\$14,824.62	\$43,175.38	\$2,000.00	24.71%	\$45,175.38
010.3900.530800	Travel	\$25,000.00	\$0.00	\$0.00	\$194.18	\$1,282.54	\$23,717.45	\$0.01	5.13%	\$23,717.46
010.3900.531100	Other	\$40,000.00	\$0.00	\$0.00	\$377.69	\$8,087.54	\$21,912.46	\$10,000.00	20.22%	\$31,912.46
010.3900.533000	Medicaid Remittance	\$1,400,000.00	\$0.00	\$0.00	\$243,130.00	\$486,260.00	\$913,740.00	\$0.00	34.73%	\$913,740.00
010.3900.536200	Settlement Deduction	\$75,000.00	\$0.00	\$0.00	\$0.00	\$35,046.66	\$39,953.34	\$0.00	46.73%	\$39,953.34
010.3900.536600	Insurance	\$700,000.00	\$0.00	\$0.00	\$40,396.63	\$167,871.27	\$448,942.04	\$83,186.69	23.98%	\$532,128.73
010.3900.536800	PERS	\$180,000.00	\$0.00	\$0.00	\$16,246.08	\$51,733.45	\$176,245.19	(\$47,978.64)	28.74%	\$128,266.55
010.3900.536801	STRS	\$110,000.00	\$0.00	\$0.00	\$6,513.44	\$25,625.05	\$82,479.71	\$1,895.24	23.30%	\$84,374.95
010.3900.536900	Worker's Compensati	\$30,000.00	\$0.00	\$0.00	\$0.00	\$19,651.73	\$10,348.27	\$0.00	65.51%	\$10,348.27
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:		\$5,700,000.00	\$21,166.04	\$0.00	\$469,850.43	\$1,437,988.04	\$2,420,696.15	\$1,862,481.85	25.13%	\$4,283,178.00
<i>Capital Housing</i>										
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
<i>IDEA Pre-school Spec. Ed.</i>										
044.4800.510200	IDEA Salaries	\$5,547.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,547.00	\$0.00	0.00%	\$5,547.00
Fund Total:		\$5,547.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,547.00	\$0.00	0.00%	\$5,547.00
<i>Family Support Services</i>										
046.5200.510200	Family Support Servi	\$1,482.00	\$0.00	\$0.00	\$0.00	\$370.44	\$1,111.56	\$0.00	25.00%	\$1,111.56
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	\$384.17	\$2,828.24	\$25,171.76	\$0.00	10.10%	\$25,171.76
Fund Total:		\$29,482.00	\$0.00	\$0.00	\$384.17	\$3,198.68	\$26,283.32	\$0.00	10.85%	\$26,283.32
<i>PART B-IDEA Special Ed.</i>										
205.2050.510200	PART B-IDEA -Flow	\$26,772.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,772.00	\$0.00	0.00%	\$26,772.00
Fund Total:		\$26,772.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,772.00	\$0.00	0.00%	\$26,772.00

Defiance County DD Expenditure Report April 2019

May 02, 2019
8:34:09AM

Account	Allocation	Carry Over	Transfer	April	YTD	Encumbered	Unencumbered	% Spent	Unspent
Gifts and Donations									
214.2214.530400	Gifts & Donat. - Equi	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	0.00%	\$25,000.00
214.2214.531100	Gifts & Donat. - Othe	\$2,500.00	\$0.00	\$0.00	\$317.85	\$1,662.15	\$0.00	33.51%	\$1,662.15
214.2214.539000	Gifts & Donat. - Ungr	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
Fund Total:		\$52,500.00	\$0.00	\$0.00	\$317.85	\$837.85	\$26,662.15	1.60%	\$51,662.15
Grand Total:		\$6,064,301.00	\$21,166.04	\$0.00	\$470,552.45	\$1,442,024.57	\$2,505,960.62	23.70%	\$4,643,442.47

Board Meeting Attendance Roster - 2019

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

- X = present
- E = excused
- A = unexcused absence
- C = Meeting cancelled

ORC 5126.022

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.