

# Clark County Board of Developmental Disabilities Agenda



*Mission Statement: Empowering people throughout their lifetime, to achieve their fullest potential.*

Tuesday, 6/21/22, 5:15 p.m.

Administrative Conference Room.

1.	Call to Order	President called the meeting to order at      p.m.																														
2.	Roll Call	In attendance were: <input type="checkbox"/> Brad Boyer <input type="checkbox"/> Darrell Jackson <input type="checkbox"/> Becky Carden <input type="checkbox"/> Andy Irick <input type="checkbox"/> Carmen Miesse <input type="checkbox"/> Eddie Ford <input type="checkbox"/> Rita Marshall																														
	Others in Attendance:																															
3.	Introduction of Visitors																															
4.	Approval of Agenda	Motion to approve the Agenda as presented. – <b>Action Needed</b>			1 2																											
5.	Approval of Minutes	Motion to approve the Minutes of the May 17, 2022 Board Meeting as presented. – <b>Action Needed</b>			1 2																											
6.	Financial Reports	<table border="1"> <thead> <tr> <th>May 1-31, 2022</th> <th>Expenditure</th> <th>Revenue</th> </tr> </thead> <tbody> <tr> <td>General Fund</td> <td>\$763,062.79</td> <td>\$1,024,838.34</td> </tr> <tr> <td>Community Residential Fund</td> <td>\$ 67,894.91</td> <td>\$ -</td> </tr> <tr> <td>FF Mueller Center Fund</td> <td>\$305,977.89</td> <td>\$ 265,038.34</td> </tr> <tr> <td>Capital Improvement Fund</td> <td>\$ 14,274.95</td> <td>\$ -</td> </tr> <tr> <td>Donation Fund</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Bequest Fund</td> <td>\$ -</td> <td>\$ 32.49</td> </tr> <tr> <td>Medicaid Reserve Fund</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Totals</td> <td>\$1,151,210.54</td> <td>\$1,289,909.17</td> </tr> </tbody> </table>			May 1-31, 2022	Expenditure	Revenue	General Fund	\$763,062.79	\$1,024,838.34	Community Residential Fund	\$ 67,894.91	\$ -	FF Mueller Center Fund	\$305,977.89	\$ 265,038.34	Capital Improvement Fund	\$ 14,274.95	\$ -	Donation Fund	\$ -	\$ -	Bequest Fund	\$ -	\$ 32.49	Medicaid Reserve Fund	\$ -	\$ -	Totals	\$1,151,210.54	\$1,289,909.17	1 2
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			Buck Run Commercial Doors and Hardware, Inc.	Install Windows at Van Buren	\$44,276.00	120 days beginning 6/22/2022		
			Hauck Brothers	Boiler	\$43,675.00	120 days beginning 6/22/2022		
			Security 101	Door Add	\$6,755.52	90 days beginning 6/22/2022		
			Sterling Quality Concrete, LLC	Concrete work at Sunset	\$8,450.00	90 days beginning 6/22/2022		
			Motion for contracts as presented: <b>Action Needed:</b>					
	b.	<b>Resolution - Ravi</b>	Motion for Proper Public Purpose Certification Resolution 6-2022. <b>Action Needed:</b>				1 2	
10.		<b>Superintendent's Report Bagnola</b>	Motion to approve Superintendent's Report as presented. <b>Action Needed:</b>				1 2	
11.		<b>Communications</b>	■					
12.		<b>Comments from the Board Members</b>						
13.		<b>The Next Meeting</b>	The next regular meeting of the Clark County Board of Developmental Disabilities will be held on <b>Tuesday, August 16, 2022</b> , 5:15 p.m., Administration Conference Room, 2527 Kenton Street.					
14.		<b>Adjournment</b>	Motion to adjourn the meeting at p.m. - <b>Action Needed</b>				1 2	

# Clark County Board of Developmental Disabilities Minutes



*Mission Statement: Empowering people throughout their lifetime, to achieve their fullest potential.*

**Tuesday, 5/17/22, 5:15 p.m.  
Administrative Conference Room.**

1.	<b>Call to Order</b>	President called the meeting to order at 5:37p.m.																												
2.	<b>Roll Call</b>	In attendance were: <input checked="" type="checkbox"/> Brad Boyer <input checked="" type="checkbox"/> Darrell Jackson <input type="checkbox"/> Becky Carden (excused) <input checked="" type="checkbox"/> Andy Irick <input checked="" type="checkbox"/> Carmen Miesse <input checked="" type="checkbox"/> Eddie Ford <input checked="" type="checkbox"/> Rita Marshall																												
	<b>Others in Attendance:</b>	Shannon C., Marty F., Scott A., Scott J., Ravi S., Gretchen H., Marty F.																												
3.	<b>Introduction of Visitors</b>	Marci D., April W., Bethany G., Alicia S., Debbie S., Jessica D.																												
4.	<b>Approval of Agenda</b>	Motion to approve the Agenda as presented. – <b>Action Needed: Motion Approved</b>	1 R. Marshall 2 C. Miesse 6 Ayes 0 Nays																											
5.	<b>Approval of Minutes</b>	Motion to approve the Minutes of the March 15, 2022 Board Meeting as presented. – <b>Action Needed: Motion Approved</b>	1 B. Boyer 2 E. Ford 6 Ayes 0 Nays																											
6.	<b>Financial Reports</b>	<table border="1"> <thead> <tr> <th><b>March 1-31, 2022</b></th> <th>Expenditure</th> <th>Revenue</th> </tr> </thead> <tbody> <tr> <td>General Fund</td> <td>\$ 812,101.63</td> <td>\$ 7,853,225.42</td> </tr> <tr> <td>Community Residential Fund</td> <td>\$ 72,099.87</td> <td>\$ -</td> </tr> <tr> <td>FF Mueller Center Fund</td> <td>\$ 229,288.52</td> <td>\$ 17,065.00</td> </tr> <tr> <td>Capital Improvement Fund</td> <td>\$ 24,557.27</td> <td>\$ -</td> </tr> <tr> <td>Donation Fund</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Bequest Fund</td> <td>\$ -</td> <td>\$ 20.16</td> </tr> <tr> <td>Medicaid Reserve Fund</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Totals</td> <td>\$ 1,138,047.29</td> <td>\$ 7,870,310.58</td> </tr> </tbody> </table>	<b>March 1-31, 2022</b>	Expenditure	Revenue	General Fund	\$ 812,101.63	\$ 7,853,225.42	Community Residential Fund	\$ 72,099.87	\$ -	FF Mueller Center Fund	\$ 229,288.52	\$ 17,065.00	Capital Improvement Fund	\$ 24,557.27	\$ -	Donation Fund	\$ -	\$ -	Bequest Fund	\$ -	\$ 20.16	Medicaid Reserve Fund	\$ -	\$ -	Totals	\$ 1,138,047.29	\$ 7,870,310.58	1 C. Miesse 2 R. Marshall 6 Ayes 0 Nays
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	b.	Position Control Report	Motion to approve the position control report – <b>Action Needed: Motion Approved</b>	1 E. Ford 2 R. Marshall 6 Ayes 0 Nays																								
	c.	2023 Program Calendar	Motion for the Program Calendar as presented. <b>Action Needed: Motion Approved</b>	1 B. Boyer 2 D. Jackson 6 Ayes 0 Nays																								
	d.	Quarterly Report	Present Quarterly Report (First Quarter): Informational: Discussion was had about the report. The board decided to discontinue the report as far as presenting to the board. The motion carried 3 to 2.	1 R. Marshall 2 B. Boyer 3 Ayes 2 Nays																								
	e.	Superintendent's Report Will Bagnola	Motion to approve Superintendent's Report as presented. <b>Action Needed: Motion Approved</b> Will presented the superintendent's report. We recently filled a long-vacated Nursing Office assistant position. There has been much discussion at recent family and Children First Council meetings regarding the gun violence crisis in Springfield/Clark County, particularly involving children and youth. The agency-members of FCFC are encouraging community leaders to enter into discussions to create a community wide plan of dealing with this crisis. Will would like CCBDD to participate in planning whenever practically possible. The OACB Spring Conference is this Thursday and Friday. It is not to late to register for the "hybrid" sessions. OACB's CEO Bridget Gargan retired in mid-April, and Adam Herman, who had been COO, has assumed the CEO-position on an interim basis as a search for Bridget's successor continues.	1 D. Jackson 2 C. Miesse 6 Ayes 0 Nays																								
	f.	Training	BSO team training - Waivers versus other Local funding options: Informational: Ravi, Jessica, Bethany and Alicia presented the funding training to the board.																									
		<b>Executive Session</b>	Motion to enter into Executive Session per ORC 121.22(g) (1) for the purpose of review of Compensation Matters. Action Needed: <input checked="" type="checkbox"/> Andy Irick <input checked="" type="checkbox"/> Brad Boyer <input checked="" type="checkbox"/> Carmen Miesse <input checked="" type="checkbox"/> Darrell Jackson <input type="checkbox"/> Becky Carden (Excused) <input checked="" type="checkbox"/> Eddie Ford <input checked="" type="checkbox"/> Rita Marshall	1 B. Boyer 2 D. Jackson 6 Ayes 0 Nays																								
	g.	Continued New Business	Motion for Compensation Matters. <b>Action Needed: Motion Approved</b> The Board went into executive session at 7:14 pm for personnel related issues. Roll was called. The Board came out of executive session at 7:34 pm. Motion was made by Darrell Jackson to accept the proposal of a 4% across-the-board increase for non-bargaining staff. Motion was seconded by Brad Boyer. Motion carried.	1 D. Jackson 2 B. Boyer 6 Ayes 0 Nays																								
<b>10.</b>	<b>Communications</b>																											
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11.	<b>Comments from the Board Members</b>		
12.	<b>The Next Meeting</b>	The next regular meeting of the Clark County Board of Developmental Disabilities will be held on <b>Tuesday, June 21, 2022</b> 5:15 p.m., Administration Conference Room, 2527 Kenton Street.,	
13.	<b>Adjournment</b>	Motion to adjourn the meeting at 7:35 p.m. - <b>Action Needed: Motion Approved</b>	1 C. Miesse 2 B. Boyer 6 Ayes 0 Nays

Minutes Prepared by Heather Bowen, Administrative Assistant to the Superintendent

\_\_\_\_\_ Date \_\_\_\_\_  
Andy Irick, President

\_\_\_\_\_ Date \_\_\_\_\_  
Eddie Ford, Recording Secretary

Financial Report (June 2022)  
(Ravi Shankar, Comptroller)

**Revenues:**

The General fund receipts for May 2022 include reimbursements for, Targeted case management services, Random Moment time study payments, Title XX and Part C Help Me Grow Funds and First half roll back of Real estate taxes.

Receipts for Mueller fund include reimbursements from Medicaid for our ICF facilities.

**Expenses:**

The expenses for the month are normal program expenses.

Clark County Board of Developmental Disabilities  
2527 Kenton Street, Springfield, Ohio 45505

**Finance Report**

Schedule of Receipts-Budget and Actual

For the Period Ended May 31, 2022

	Annual Budget 2022	Actual Year to Date 2022	Actual Year to Date 2021	% of Actual to Budget 2022	% of Actual to Budget 2021
Real Estate Tax	\$ 11,908,000.00	\$ 6,863,569.57	\$ 6,748,601.98	58%	57%
Federal/Medicaid/Targeted Case Management	\$ 1,200,000.00	\$398,743.59	\$ 407,949.56	33%	41%
Federal/Medicaid Administrative Claiming	\$ 571,200.00	\$ 306,767.32	\$ 253,986.61	54%	44%
Federal/Title XX	\$ 89,000.00	\$32,346.00	\$ 40,425.94	36%	58%
Federal - ICF DD	\$ 3,206,700.00	\$1,636,909.11	\$ 1,715,431.60	51%	50%
Federal - Part C - Early Intervention	\$ 312,672.00	\$105,186.82	\$ 113,657.34	34%	26%
Prior Year Medicaid Match Reconciliation	\$ 1,075,000.00	\$ 1,225,249.97	\$ 999,090.03	114%	111%
Prior Years cost reports settlements			\$ 1,049,657.57		101%
Active Treatment	\$ 10,000.00	\$ 13,402.04	\$ 318.56	134%	0%
Reimbursements/Refunds	\$ 102,300.00	\$ 45,645.96	\$ 84,703.04	45%	174%
Rental ECC	\$ 87,400.00	\$11,048.00	\$ 10,159.80	13%	44%
Rental Family Homes	\$ 45,500.00	\$ 14,454.04	\$ 29,492.53	32%	45%
FCFC Reimbursement	\$ 87,700.00	\$ 65,409.35	\$ 39,797.78	75%	45%
Capital Receipts	\$ 35,000.00	\$ 86,041.65		246%	0%
Other Receipts	\$ 500.00	\$ 7,716.51	\$ 4,035.67	1543%	807%
<b>Total Receipts</b>	<b>\$ 18,730,972.00</b>	<b>\$ 10,812,489.93</b>	<b>\$ 11,497,308.01</b>	<b>58%</b>	<b>59%</b>

Schedule of Disbursements-Budget and Actual

For the Period Ended May 31, 2022

	Annual Budget 2022	Actual Year to Date 2022	Actual Year to Date 2021	% of Actual to Budget 2022	% of Actual to Budget 2021
Salaries	\$ 7,817,600.00	\$ 2,580,723.48	\$ 2,906,113.63	33%	30%
Fringes & Benefits	\$ 5,129,900.00	\$ 1,550,125.25	\$ 2,062,747.39	30%	29%
Services & Materials	\$ 704,400.00	\$ 300,472.06	\$ 310,488.18	43%	18%
Program Services	\$ 6,564,200.00	\$ 1,999,704.43	\$ 1,971,625.54	30%	21%
Capital	\$ 489,500.00	\$ 243,094.41	\$ 141,148.78	50%	22%
<b>Total Disbursements</b>	<b>\$ 20,705,600.00</b>	<b>\$ 6,674,119.63</b>	<b>\$ 7,392,123.52</b>	<b>32%</b>	<b>35%</b>

Note:1. Available resources from the CCBDD year end carry over are budgeted to fund the difference between budgeted receipts and disbursements.

Note 2: Interfund transfers of \$0.00 are excluded from the Income and Disbursements in the statement above.

# Clark County DD Revenue Report for May 2022

June 13,2022

Report Period: 05/01/2022 to 05/31/2022

3:21:10PM

Account	Budget	May	YTDTotal	% Received	To Be Received	
<b><i>F.F. Mueller Res.C1111:</i></b>						
1271-220-421000.BODDFR40700	Medicaid !CF/DD	\$3,033,500.00	\$249,028.30	SI,565,341.11	51.60%,	SI,468,158.89
1271-220-431000.BODD LR50611	Res Fees/Social Securir:y	\$173,200.00	\$14,254.00	\$71,568.00	41.32%	\$101,632.00
1271-220-431000.BODDLR50612	Rental Income	\$39,500.00	SI,1,600.00	\$12,730.00	32.23%	\$26,770.00
1271-220-481000.BODDLR50609	Miscellaneous	\$0.00	\$156.04	\$156.04	100.00%	-\$156.04
1271-220-481000.BODDLR50610	Utiliti:y Reimbursement	\$6,000.00	S0.00	\$1,568.00	26.13%	\$4,432.00
1271-220-540000	Transfer In	\$982,300.00	\$0.00	\$0.00	0.00%	\$982,300.00
		<b>\$4,234,500.00</b>	<b>\$265,038.34</b>	<b>\$1,651,363.15</b>	<b>39.00%</b>	<b>\$2,583,136.85</b>
<b><i>Developmental Disabilities General</i></b>						
2080-220-411100	Real Estate	\$10,442,000.00	\$0.00	S6,150,867.68	58.91%,1	\$4,291,132.32
2080-220-411300	Tax Manufactured Homes	\$28,000.00	\$0.00	\$15,513.87	55.41%	\$12,486.13
2080-220-421000.BODDFR40400	Targeted Casemanagement	\$1,200,000.00	\$262,660.00	\$398,743.59	33.23%	\$801,256.41
2080-220-421000.BOD DFR40800	Title XX	\$89,000.00	\$17,991.00	\$32,346.00	36.34%	\$56,654.00
2080-220-421000.BODDFR41301	Fed Other MAC	\$571,200.00	\$0.00	\$306,767.32	53.71%	\$264,432.68
2080-220-42100U.BODDFR41302	Home Choice	SO.OU	\$1,082.00	\$6,884.00	100.00%	-\$6,884.00
2080-220-421000.BODDFR41700	JARC Grant Reimbursement	\$0.00	SU.00	\$0.00	0.00%	\$0.00
2080-220-421000.BODDFR41800	Scare Funding/Bridges	SO.DO	SO.OD	\$0.00	0.00%	\$0.00
2080-220-421000.BODDLOOOO01	Capital Assistance Gram	\$485,000.00	\$0.00	\$86,041.65	17.74%	\$398,958.35
2080-220-421000.BODDLR50600	Local F&CFC	\$87,700.00	\$18,828.86	\$65,409.35	74.58%	\$22,290.65
2080-220-421000.BODDLR50601	Local CAPTA/Service Coordinatio	\$312,672.00	\$24,621.50	\$105,186.82	33.64%	\$207,485.18
2080-220-421000.BODDLR50606	\\vaiver Refund	\$1,075,000.00	SO.OD	SI,225,249.97	113.98%	-\$150,249.97
2080-220-421000.BODDLR50607	Misc Local Revenue	\$64,100.00	\$377.00	\$44,202.47	68.96%	\$19,897.53
2080-220-421000.BODDSR50607	Misc. Stace Revenue	\$38,200.00	\$0.00	\$799.49	2.09%	\$37,400.51
2080-220-421010	Title XIX \!cdicaid Cluster	SO.OD	SO.OD	SO.OD	0.00%	\$0.00
2080-220-422110	Homestead Rollback Rcalstarc	\$1,438,000.00	\$697,188.02	\$697,188.02	48.48%	\$740,811.98
2080-220-431000.BODDLR50602	Camp Fees	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2080-220-431000.BOD DLR50603	Active Trcacmenr	\$10,000.00	\$0.00	\$13,402.04	134.02%	-\$3,402.04
2080-220-431000.BODDLR50612	Rental ECC	\$87,400.00	\$1,989.96	SI,1,048.00	12.64%	\$76,352.00
2080-220-481000.BODDLR50608	Reimbursements	\$0.00	\$100.00	\$100.00	100.00%	-\$100.00
		<b>\$15,928,272.00</b>	<b>\$1,024,838.34</b>	<b>\$9,159,750.27</b>	<b>57.51%</b>	<b>\$6,768,521.73</b>
<b><i>Developme11tal Disabilities Risk Mgt</i></b>						
2085-220-540000	DD Medicaid Reserve Transfer In	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>

# Clark County DD Revenue Report for May 2022

June 13, 2022

Report Period: 05/01/2022 to 05/31/2022

3:21:10PM

Account	Budget	May	YTDTotal	% Received	To Be Received
<b>Supported Living/Wavier Match</b>					
2090-220-481000.BODD LR50608 i\lise Reimbursements	\$0.00	\$0.00	\$544.00	100.00%	-\$544.00
2090-220-540000 Tranfer from General Fund	\$3,522,300.00	\$0.00	\$0.00	0.00%,	\$3,522,300.00
	<b>\$3,522,300.00</b>	<b>\$0.00</b>	<b>\$544.00</b>	<b>0.02%</b>	<b>\$3,521,756.00</b>
<b>Donation</b>					
2740-220-481000 Donacion Revenue	\$0.00	\$0.00	\$750.00	100.00%	-\$750.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>100.00%</b>	<b>-\$750.00</b>
<b>Bequest Neubert/Webb</b>					
2750-220-471000 Bequest Interest Earned	\$500.00	\$32.49	\$82.51	16.50%	\$417.49
	<b>\$500.00</b>	<b>\$32.49</b>	<b>\$82.51</b>	<b>16.50%</b>	<b>\$417.49</b>
<b>Developme11tal Disabilities Capital</b>					
4040-220-481000 Ocher Misc Capital Revenue	\$35,000.00	\$0.00	\$0.00	0.00%	\$35,000.00
4040-220-502000 Note Proceeds	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4040-220-540000 Operating Transfer Capital Fund	\$454,500.00	\$0.00	\$0.00	0.00%	\$454,500.00
	<b>\$489,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$489,500.00</b>
<b>Grand Totals:</b>	<b>\$24,175,072.00</b>	<b>\$1,289,909.17</b>	<b>\$10,812,489.93</b>	<b>44.73%</b>	<b>\$13,362,582.07</b>

# Clark County DD Fund Report

June 13, 2022

10:27:14AM\

Report Period: 05/01/2022 to 05/31/2022

County Fund	2022 Starting Cash Balance	Transfer Totals	YTD Expenses	YTD Revenue	Balance
1271 F.F. Mueller Res.Cntr. Fund	\$3,893,719.62	\$0.00	\$1,419,642.26	\$1,651,363.15	\$4,125,440.51
2080 Developmental Disabilities General Fund	\$20,689,109.54	\$0.00	\$3,934,668.81	\$9,159,750.27	\$25,914,191.00
2085 Developmental Disabilities Risk IVfgt Fund	\$4,645,275.17	\$0.00	\$0.00	\$0.00	\$4,645,275.17
2090 Supported Living/Wavier Match Fund	\$5,890,545.95	\$0.00	\$1,076,714.15	\$544.00	\$4,814,375.80
2740 Donation Fund	\$8,387.38	\$0.00	\$0.00	\$750.00	\$9,137.38
2750 Bequest Neubert/Webb Fund	\$96,593.74	\$0.00	\$0.00	\$82.51	\$96,676.25
4040 Developmental Disabilities Capital Fund	\$318,758.50	\$0.00	\$243,094.41	\$0.00	\$75,664.09
<b>Grand Totals:</b>	<b>\$35,542,389.90</b>	<b>\$0.00</b>	<b>\$6,674,119.63</b>	<b>\$10,812,489.93</b>	<b>\$39,680,760.20</b>

# Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022

06/13/2022

3:11:53PM

PO Number	Vendor	Description	Post Date	Amount
<b>Developmental Disabilities Capital</b>				
<b>4040-220-744000 CAPITAL CONTRACT SERVICES</b>				
200019243	Mad Mobile Glass	Clark DD-Replace 2 sets doors Maint Shop	05/13/2022	\$7,680.00
210021341	Custom Way Welding	Clark DD-Landscape trailer	05/27/2022	\$5,395.00
210022163	Go Concepts	Cust 20925 Clark DD-ThinkPad USB-C Doc	05/13/2022	\$1,199.95
				<b>\$14,274.95</b>
<i>Developmental Disabilities Capital</i>				<b>\$14,274.95</b>
<b>Developmental Disabilities General</b>				
<b>2080-220-715000 Dental Insurance</b>				
210021458	Superior Dental Care	Acct 0002696892/GrpD656701 Clark DD-D	05/31/2022	\$3,347.92
220023177	Superior Dental Care	Acct 0002696892/Grp D656701 Clark DD-D	05/31/2022	\$1,188.44
				<b>\$4,536.36</b>
<b>2080-220-716000 Life Insurance</b>				
210020899	AMERICAN UNITED LIFE INSU	Grp Pol #G0061449100020000 Clark DD-Li	05/20/2022	\$278.64
				<b>\$278.64</b>
<b>2080-220-717000 Medical Insurance</b>				
210020491	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/27/2022	\$224.56
210021459	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/27/2022	\$639.89
220022907	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/20/2022	\$3,387.92
220022907	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/13/2022	\$1,900.29
220022907	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/31/2022	\$792.46
220022907	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/27/2022	\$3,028.03
220023534	Medical Mutual	Grp 552866-100 Clark DD Medical Jun 22	05/20/2022	\$116,133.14
220023534	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/31/2022	\$3,913.26
220023534	ISolved Benefits Services	Cust CN131381 Clark DD-COBRA Notices	05/31/2022	\$1,049.20
CSMay22	Central States H & W Fund	Clark DD-H & W May 22	05/03/2022	\$9,196.00
				<b>\$140,264.75</b>
<b>2080-220-718400 Travel</b>				
200016971	Brenda Brock	Clark DD-FNA Reimb Mileage Apr 22	05/27/2022	\$435.24
200016971	Kristen Wheeler	Clark DD-FNA reimb mileage 4/27 & 5/2/22	05/27/2022	\$29.25
210021983	PAR	Clark DD-Conf Training for CP	05/27/2022	\$100.00
210021983	Kristen Wheeler	Clark DD-Reimbursement - Mileage Apr 22	05/13/2022	\$82.49
210021983	Percy "Marty" Fagans	Clark DD-Reimbursement mileage Apr 22	05/13/2022	\$16.97
210021983	Virginia Aylward	Clark DD-Reimbursement for gas/county vel	05/13/2022	\$49.07
210021983	Kyle Gambill	Clark DD-Reimbursement mileage Apr 22	05/13/2022	\$26.91
210021983	Percy "Marty" Fagans	Clark DD-Reimb. mileage Jan-Mar 22	05/06/2022	\$28.67
210021983	Kyle Gambill	Clark DD - Reimb. mileage Mar 22	05/06/2022	\$52.07
210021983	Patty Davis	Clark DD - Reimb. mileage Feb/Mar 22	05/06/2022	\$39.20
210021983	Kaitlin Clark	Clark DD-Reimb Mileage Mar-Apr 22	05/06/2022	\$63.18
210021983	Daryl Sue Osborne	Clark DD-Reimbursement mileage Apr 22	05/20/2022	\$102.38
210021983	Aubry Vantress	Clark DD-Reimbursement Mileage Apr 22	05/13/2022	\$146.84
210021983	Christy Brossman	Clark DD-Reimbursement Mileage Feb/Mar	05/13/2022	\$28.08
210021983	MaryAlice LaCerais	Clark DD-Reimbursement Mileage Apr 22	05/13/2022	\$65.52
210021983	Taylor Barney	Clark DD-Reimbursement Mileage Apr 22	05/13/2022	\$87.75
210021983	Amanda Delong	Clark DD-FNA mileage Apr 22	05/20/2022	\$21.06
210021983	Erica Brown	Clark DD-Reimbursement mileage Apr 22	05/20/2022	\$83.66
210021983	SHRMA	Clark DD-Emp. Law Seminar	05/20/2022	\$79.00
210021983	MEORC (Mid East Ohio Regional	Clark DD-Training for SSA's	05/27/2022	\$150.00
210021983	Shannon Chatfield	Clark DD-Reimbursement mileage Apr 22	05/13/2022	\$43.29
220023736	Virginia Aylward	Clark DD-Reimb. hotel exp. OACB Exec Dv	05/20/2022	\$592.58
220023736	Jill Stewart	Clark DD-Reimburs/Mileage Apr 22	05/27/2022	\$103.55
220023736	MaryAlice LaCerais	Clark DD-FNA Reimb-Mileage Apr 22	05/27/2022	\$186.03

# Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022

06/13/2022

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PO Number	Vendor	Description	Post Date	Amount
				<b>\$2,612.79</b>
<b>2080-220-721000 Supplies</b>				
210019738	Huntington National Bank	Acct Ending 8004 Clark County OH-HIPPA	05/27/2022	\$27.17
210020708	Office Depot	Acct 30234336 Clark DD Office Supplies	05/13/2022	\$19.99
210020708	Office 360	Acct 38896 Clark DD Office Supplies	05/13/2022	\$76.77
210020708	Security 101 Ohio, Llc	Clark DD Monitoring May 22	05/13/2022	\$25.00
210020708	Office Depot	Acct 30234336 Clark DD Office Supplies	05/06/2022	\$40.59
210020708	Jessica Steele	Clark DD - Family Reimb - item only	05/06/2022	\$82.96
210020708	Handyman Ace Hardware	Acct 18348 Clark DD Maint. supplies	05/13/2022	\$257.95
210020708	Aqua Falls Bottled Water	Acct 02739300 Clark DD Water Cooler May	05/20/2022	\$38.00
210020708	ESpecial Needs LLC	Clark DD-Zipper Vest & Tether	05/20/2022	\$156.95
210020708	Huntington National Bank	Acct Ending 8004 Clark County OH-Supplie	05/27/2022	\$28.14
210021984	Office 360	Acct 38896 Clark DD Office Supplies	05/13/2022	\$6.68
210021984	MacRay Co LLC	Clark DD-Signs for plant sale	05/13/2022	\$120.00
210021984	Hillyard Ohio	Cust 277977 Clark DD Cleaning supplies	05/06/2022	\$155.56
210021984	Staples Business Advantage	Cust DET1802173 Clark DD - Disinfect. Wij	05/20/2022	\$198.20
210021984	Amanda Hill	Clark DD-Reimbursement for Notary Supplie	05/20/2022	\$182.00
210021984	Huntington National Bank	Acct Ending 8004 Clark County OH-Supplie	05/27/2022	\$604.25
210021984	Kristen Wheeler	Clark DD-Reimbursement-Phone Case	05/27/2022	\$37.61
210022136	Hillyard Ohio	Cust 277977 Clark DD-Cleaning supplies Va	05/13/2022	\$631.98
210022136	Carr Supply	Cust 00748-047325 Clark DD-new sink fauc	05/20/2022	\$335.57
210022136	Belair Plumbing	Clark DD-Rebuild3" backflow in rec bldg	05/27/2022	\$1,453.51
220022484	Mansfield Oil Company Of Gains	Acct 36197 Clark DD Fuel Usage Apr 22	05/20/2022	\$3,262.53
220022484	Response Fire Protection	Clark DD-Install cell dialer for fire alarm	05/20/2022	\$500.00
220022484	MaryAlice LaCerais	Clark DD-Reimbursement-Screen prot./USB	05/27/2022	\$46.11
				<b>\$8,287.52</b>
<b>2080-220-740000 Repairs</b>				
210020815	WS Electronics, LLC	Cust CCDD Clark DD Tower Space Usage M	05/13/2022	\$225.00
210020815	WS Electronics, LLC	Clark DD ICOM F2000 repair	05/20/2022	\$45.00
210020815	Custom Way Welding	Clark DD-Equip Repair	05/27/2022	\$88.35
210020815	D & S Auto Parts	Acct 70477 Clark DD-Repair parts	05/27/2022	\$1,474.19
				<b>\$1,832.54</b>
<b>2080-220-743000 Contract Services - Facilitie</b>				
190015179	Gem City Psych Consultants LLC	Clark DD-Psych Consult 3/28/22	05/27/2022	\$350.00
190015179	Waste Management of Ohio Inc	Cust ID 94132792002 Clark DD Comm Dur	05/27/2022	\$1.03
190015179	Columbia Gas of Ohio	Acct 115935120010005 Clark DD Gas Usage	05/31/2022	\$564.86
190016376	Waste Management of Ohio Inc	Cust ID 94132792002 Clark DD Comm Dur	05/27/2022	\$179.50
200016974	City of Springfield	Acct 86550-17391 Clark DD Water/Stormwa	05/27/2022	\$140.63
200016974	Hauck Bros Inc	Cust 639 Clark DD-Svc Call 5/5/22	05/27/2022	\$124.00
200016974	Waste Management of Ohio Inc	Cust ID 94132792002 Clark DD Comm Dur	05/27/2022	\$200.70
200016974	Cincinnati Bell	Acct 9373224439893 Clark DD-Phone usage	05/27/2022	\$151.54
200017812	Cincinnati Bell	Acct 9373280553574 Clark DD-Phone usage	05/27/2022	\$147.99
200018288	Cincinnati Bell	Acct 9373280553574 Clark DD Phone usage	05/27/2022	\$13.59
200018833	Ohio Edison	Acct 110014030495 Clark DD Elec Usage Aj	05/27/2022	\$253.11
200018833	Cincinnati Bell	Acct 9373280553574 Clark DD-Phone usage	05/27/2022	\$13.27
210019739	Messages Made Easy LLC	Clark DD-Messaging May 22	05/20/2022	\$25.00
210019739	Cincinnati Bell	Acct 9373280553574 Clark Dd Phone usage	05/27/2022	\$18.20
210020050	Cincinnati Bell	Acct 9373280553574 Clark DD-Phone usage	05/27/2022	\$34.95
210020050	Family Service Association	Acct 2146 Clark DD-Interpreting Svs for CL	05/27/2022	\$88.43
210020492	Lamar Outdoor	Cust 642135 Clark DD Together Billboards 5	05/27/2022	\$450.00
210021252	Ashley Anderson (Therapist)	Clark DD Speech Therapy Apr 22	05/13/2022	\$382.50
210021252	Tac Industries Inc.	Clark DD-Prov Reimb ADS/IB Feb 22	05/20/2022	\$2,437.50
210021252	WYSO	Contract 25-00196774-004 Clark DD Radio	05/20/2022	\$512.00
210021985	Tac Industries Inc.	Clark DD - Custodial Svs 4/17-4/23/22	05/06/2022	\$232.50

# Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022

06/13/2022

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PO Number	Vendor	Description	Post Date	Amount
210021985	Tac Industries Inc.	Clark DD-Custodial Svcs 4/24/22-4/30/22	05/13/2022	\$232.50
210021985	Tac Industries Inc.	Clark DD-Cust. Svcs 5/1-5/7/22	05/27/2022	\$232.50
210021985	Tac Industries Inc.	Clark DD-Custodial Svcs 5/8-5/14/22	05/27/2022	\$186.00
220022485	Shout It Out Design	Clark DD-Facebook & Google Ads Apr 22	05/13/2022	\$1,520.36
220022485	ABC Therapies Inc	Clark DD-Therapy Svcs Apr 22	05/13/2022	\$2,358.00
220022485	American Red Cross	Cust P0004095 Clark DD First Aid 4/29/22	05/13/2022	\$27.00
220022485	American Red Cross	Cust P0004095 Clark DD First Aid/CPR/AEI	05/06/2022	\$35.00
220022485	American Red Cross	Cust P0004095 Clark DD First Air/CPR/AEI	05/20/2022	\$175.00
220022485	Tac Industries Inc.	Clark DD-Prov. Reimb Trans Svcs 3/27/22-4	05/20/2022	\$946.30
220022485	Go Concepts	Cust 20925 Clark DD-12 Surface Book 3, Pe	05/20/2022	\$27,623.64
220022485	InstantCard	Clark DD-Employee ID Badges	05/20/2022	\$340.00
220022485	Document Destruction LLC	Clark DD-Shredding Svcs May 22	05/27/2022	\$125.47
220023284	Armstrong Printing	Clark DD-Bus Cds-2 names	05/31/2022	\$58.00
220023284	T-Mobile USA Inc	Acct 975818483 Clark DD Cell Phones 12/21	05/02/2022	\$1,075.31
220023284	Tippierosa Transport Services	Clark DD - Prov Reimb 04/18-04/23/22	05/06/2022	\$588.41
220023284	Tippierosa Transport Services	Clark DD-Prov Reimb 4/24-4/30/22	05/13/2022	\$649.28
220023284	Tac Industries Inc.	Clark DD-Prov Reimb-IB/Trans. 3/27/22-4/3	05/20/2022	\$1,248.69
220023284	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/2-5/6/22	05/20/2022	\$588.41
220023284	Armstrong Printing	Clark DD-Business Cards-4 names	05/20/2022	\$145.00
220023284	Huntington National Bank	Acct Ending 8004 Clark County OH-Google	05/27/2022	\$189.74
220023284	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/9-5/14/22	05/27/2022	\$608.70
220023284	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/16-5/21/22	05/27/2022	\$174.84
220023485	Wiggins Cleaning and Carpet Serv	Clark DD-Cust Svcs T&C May 22	05/13/2022	\$2,257.20
220023485	Elisa Casanova	Clark DD Spanish interpreter EC eval 3/3/22	05/06/2022	\$280.00
220023485	City of Springfield	Acct 84188065419 Clark DD Stormwater 3/3	05/13/2022	\$440.86
220023485	Southern Ohio Council Of Govern	Clark DD-Med QA Mar 22	05/13/2022	\$2,062.50
220023485	Nicholas Lamont	Clark DD-Prov Reimb Apr 22 CV	05/13/2022	\$282.30
220023485	Go Concepts	Cust 20925-Clark DD Managaged IT Svcs M	05/13/2022	\$20,646.63
220023485	Ashley Anderson (Therapist)	Clark DD Speech Therapy Apr 22	05/13/2022	\$85.00
220023485	Columbia Gas of Ohio	Acct 115935120010005 Clark DD Gas Usage	05/06/2022	\$1,246.94
220023485	Columbia Gas of Ohio	Acct 115935110010007 Clark DD Gas Usage	05/06/2022	\$221.40
220023485	Ohio Edison	Acct 110013657439 Clark DD Elec Usage	05/06/2022	\$1,596.64
220023485	The H.A.R.D. Acre Farm, LLC	Clark DD - Prov Reimb Mar 22	05/06/2022	\$126.08
220023485	Tippierosa Transport Services	Clark DD Prov Reimb 4/18-4/23/22	05/06/2022	\$20.29
220023485	Boomershine Skill Center	Clark DD-Prov Reimb Mar 22	05/06/2022	\$734.00
220023485	Jeannette Wagner	Clark DD-FNA Reimb car repair	05/06/2022	\$795.65
220023485	Autumn Trails Stable	Clark DD-Prov Reimb Mar 22	05/06/2022	\$320.00
220023485	Housing Connection of Clark Cou	Cust 20011206-Clark DD-Nursing Supplies	05/13/2022	\$16,559.58
220023485	Time Warner Cable	Acct 057766001 Clark DD Phone & Internet	05/20/2022	\$1,894.75
220023485	Amanda Call	Clark DD-Respite Mar 22	05/13/2022	\$160.00
220023485	Treasurer, State of Ohio BCI	Cust 1TA495 Clark DD BCI & RAPBACK F	05/20/2022	\$415.00
220023485	Columbia Gas of Ohio	Acct 115544970030004 Clark DD Gas Usage	05/20/2022	\$2,680.16
220023485	Columbia Gas of Ohio	Acct 115566540020009 Clark DD Gas Usage	05/20/2022	\$1,286.57
220023485	Glenn Venrick	Clark DD-Reimbursement for work clothing	05/13/2022	\$160.11
220023485	SPRINT	Acct 474169884 Clark DD Phone Usage 3/21	05/13/2022	\$2,339.64
220023485	Priscilla Williams	Clark DD-FNA Respite Reimb. Mar/Apr 22	05/20/2022	\$200.00
220023485	Response Fire Protection	Clark DD-Fire Alarm Monitor. Sep-Nov 202	05/20/2022	\$351.00
220023485	Mary Katherine Somers Studio	Clark DD Prov Reimb May 22 JS	05/20/2022	\$260.00
220023485	Downsize Farm Support/B Custer	Clark DD-Prov Reimb Apr 22	05/20/2022	\$342.00
220023485	Clark County Combined Health	Clark DD-Translation svcs Apr 22	05/20/2022	\$1,070.00
220023485	T-Mobile USA Inc	Acct 975818483 Clark DD-Phone Usage Ma	05/20/2022	\$1,142.91
220023485	Ohio Edison	Acct 110062058968 Clark DD Elec Usage A	05/20/2022	\$69.39
220023485	Farnham Equipment Company	Clark DD-Inspection bleachers in Act. Ctr.	05/27/2022	\$394.00
220023485	Huntington National Bank	Acct Ending 8004 Clark County OH-Training	05/27/2022	\$1,214.90
220023485	Consumer Support Services Inc	Clark DD-Prov Reimb ADS/Trans. 4/1/22-5/1	05/27/2022	\$1,243.22

# Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022

06/13/2022

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PO Number	Vendor	Description	Post Date	Amount
220023485	Nicholas Lamont	Clark DD-Prov Reimb-May CV	05/27/2022	\$523.00
220023485	Mobility Solutions LLC	Clark DD-Prov Reimb Trans Apr 22	05/27/2022	\$3,591.33
220023485	Hauck Bros Inc	Cust 639 Clark DD-Prev. Maint. May 22	05/27/2022	\$192.66
220023737	Tac Industries Inc.	Clark DD-Prov Reimb Trans 3/27-4/30/22	05/20/2022	\$2,728.86
220023737	City of Springfield	Acct 84800-17041 Clark DD-Water/Sewer/St	05/27/2022	\$538.20
220023737	Ohio Edison	Acct 110014030552 Clark DD Elec Usage A	05/27/2022	\$1,103.80
220023737	City of Springfield	Acct 85940-17269 Clark DD Water/Sewer/St	05/27/2022	\$694.53
220023737	Angela Ward	Clark DD-Prov Reimb Mar/Apr 22	05/27/2022	\$2,537.50
220023737	Autumn Trails Stable	Clark DD-Prov Reimb-Therap. Riding BL	05/27/2022	\$320.00
220023737	ThyssenKrupp Elevator Corp.	Cust 51923 Clark DD-Elevator Maint Apr-Ju	05/27/2022	\$542.22
220023737	Ohio Edison	Acct 110014176215 Clark DD-Elec Usage M	05/27/2022	\$4,570.00
220023737	Hauck Bros Inc	Cust 639 Clark DD Prev. Maint. May 22	05/27/2022	\$725.70
220023737	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/16-5/21/22	05/27/2022	\$515.02
CORSA2022G	Clark County Auditor	CORSA Liability Insurance Premium 2022	05/02/2022	\$37,868.00
				<b>\$164,798.99</b>
<b>2080-220-746000 Rental/Leases</b>				
210020362	U S Bank Equipment Finance	Acct 806554 Clark DD Printer Rental 4/20-5	05/13/2022	\$266.13
220023083	U S Bank Equipment Finance	Acct 806554 Clark DD Printer Rental 4/20-5	05/13/2022	\$2,927.37
				<b>\$3,193.50</b>
<b>2080-220-790000 Other</b>				
200018714	OSCBDD	Clark DD-OSCBDD Annual Dues 2022	05/06/2022	\$75.00
210020816	Springfield Rotary Club	Clark DD Meals 2nd Qtr 2022	05/13/2022	\$150.00
				<b>\$225.00</b>
<b>Developmental Disabilities General</b>				<b>\$326,030.09</b>
<b>F.F. Mueller Res.Cntr.</b>				
<b>1271-220-715000 Dental</b>				
210020495	Superior Dental Care	Acct 0002696892/GrpD656701 Clark DD-D	05/31/2022	\$845.20
220023870	Superior Dental Care	Acct 0002696892/Grp D56701 Clark DD-De	05/31/2022	\$704.60
				<b>\$1,549.80</b>
<b>1271-220-716000 Life Insurance</b>				
200018184	AMERICAN UNITED LIFE INSIGrp Pol #G0061449100020000	Clark DD-Li	05/20/2022	\$88.08
				<b>\$88.08</b>
<b>1271-220-717000 Medical Insurance</b>				
200018185	Medical Mutual SuperMed	Group 552866 Clark DD SuperMed Share W	05/27/2022	\$314.68
210020496	Medical Mutual	Grp 552866-100 Clark DD Medical Jun 22	05/20/2022	\$50,377.55
				<b>\$50,692.23</b>
<b>1271-220-721000 Supplies</b>				
190015786	City Electric Supply	Clark DD-Outlet for new chair	05/20/2022	\$21.59
190016372	Huntington National Bank	Acct Ending 8004 Clark County OH-Supplie	05/27/2022	\$12.96
210021106	Positive Promotions, Inc	Cust 00459989-05 FF Mueller - Nurses Week	05/20/2022	\$343.34
210021106	Huntington National Bank	Acct Ending 8004 Clark County OH-items fc	05/27/2022	\$20.98
210021339	Hillyard Ohio	Cust 277977 Clark DD Cleaning supplies	05/20/2022	\$1,196.09
210021339	Office 360	Acct 38896 Clark DD Office Supplies	05/13/2022	\$143.37
210021339	Remedi SeniorCare	Cust FFMCTG FF Mueller Facility House M	05/20/2022	\$392.01
210021339	Absolute Pharmacy Inc.	FF Mueller- Backup Pump Rental Apr 22	05/20/2022	\$150.00
210021339	Hillyard Ohio	Cust 277977 Clark DD-cleaning supplies	05/27/2022	\$411.16
210021339	Huntington National Bank	Acct Ending 8004 Clark County OH-topsoil	05/27/2022	\$451.05
210021339	Hillyard Ohio	Cust 277977 Clark DD-Cleaning supplies	05/31/2022	\$166.28
220023324	McKesson Medical-Surgical	Acct 20011206 Clark DD Nursing Supplies &	05/13/2022	\$1,397.71
220023324	McKesson Medical-Surgical	Acct 20011206 Clark DD Nursing Supplies	05/20/2022	\$204.58
220023324	McKesson Medical-Surgical	Acct 20011206 Clark DD-Nursing supplies	05/20/2022	\$2,588.96
220023324	McKesson Medical-Surgical	Acct 20011206 Clark DD Nursing supplies	05/27/2022	\$48.30

# Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022

06/13/2022

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PO Number	Vendor	Description	Post Date	Amount
220023324	McKesson Medical-Surgical	Acct 20011206 Clark DD-Nursing Supplies	05/31/2022	\$320.28
220023324	McKesson Medical-Surgical	Acct 20011206 Clark DD Nursing Supplies	05/31/2022	\$633.77
				<b>\$8,502.43</b>
<b>1271-220-736500 Bed Tax</b>				
220023685	Ohio Treasurer of State	Cust 0559613F.-FF Mueller-Bed Tax 1/1/22-	05/13/2022	\$39,749.33
				<b>\$39,749.33</b>
<b>1271-220-743000 Contract Services</b>				
200019064	FilterShineMidwest, LLC	Clark DD - Filter Exchange 56 days	05/13/2022	\$83.00
200019064	Waste Management of Ohio Inc	Cust ID12-38087-73006 Clark DD Comm D	05/27/2022	\$20.07
210019734	Waste Management of Ohio Inc	Cust ID123808773006 Clark DD Comm Dur	05/27/2022	\$11.94
210021217	Waste Management of Ohio Inc	Cust ID 123808773006 Clark DD-Comm Du	05/27/2022	\$5.01
210021534	SPRINT	Acct 474169884 Clark DD Phone Usage 3/2	05/13/2022	\$21.30
210021534	Response Fire Protection	Clark DD-Fire Alarm Monitor. Red/Blue Sep	05/20/2022	\$162.00
210021534	Waste Management of Ohio Inc	Cust ID123808773006 Clark DD Comm Dur	05/27/2022	\$65.14
210021981	Alto Healthcare Staffing	Clark DD - Temp Nursing staff week end 4/1	05/06/2022	\$1,201.08
220022481	Gordon Food Service	Cust 51323002/8 Clark DD-Food Supplies	05/31/2022	\$1,197.39
220022481	Brady, Ware & Company	Client 14330.000 FF Mueller - Prof Svcs M	05/13/2022	\$835.00
220022481	Express Services Inc	Acct 31580679 Clark DD Temp Svcs week e	05/06/2022	\$137.97
220022481	City of Springfield	Acct 95385061301 Clark DD Stormwater 3/3	05/13/2022	\$223.54
220022481	Alto Healthcare Staffing	Clark DD-Temp nursing staff week end 04/2	05/13/2022	\$7,012.88
220022481	D Elaine Dyar	FF Mueller-Dietician Consulting Mar 22	05/13/2022	\$790.40
220022481	Gordon Food Service	Cust 513230028 Clark DD Food Supplies	05/13/2022	\$1,044.71
220022481	Gem City Psych Consultants LLC	FF Mueller Psych Eval Apr 22	05/06/2022	\$315.00
220022481	Alto Healthcare Staffing	Clark DD - Temp Nursing staff week end 04/	05/06/2022	\$6,240.00
220022481	Gordon Food Service	Cust 513230028 Clark DD Food Supplies	05/06/2022	\$1,553.77
220022481	Creation Gardens	Rt CS41/Stop 45 Clark DD Milk & Produce	05/06/2022	\$375.21
220022481	Gordon Food Service	Cust 513230028 Clark DD Food Supplies	05/13/2022	\$1,740.84
220022481	Creation Gardens	Cust Rt CS41,Stop40-Clark DD Milk & Prod	05/13/2022	\$82.05
220022481	Columbia Gas of Ohio	Acct 115544970030004 Clark DD Gas Usage	05/20/2022	\$436.30
220022481	Columbia Gas of Ohio	Acct 115544970060001 Clark DD Gas Usage	05/20/2022	\$1,043.77
220022481	AMITA R PATEL MD INST PSY	Clark DD-Psych Evals Apr 22	05/20/2022	\$622.30
220022481	Gordon Food Service	Cust 513230028 Clark DD-Food Supplies	05/20/2022	\$1,180.89
220022481	City of Springfield	Acct 84800-17041 Clark DD Water/Sewer/St	05/27/2022	\$807.31
220022481	Alto Healthcare Staffing	Clark DD-Temp nursing staff week end 04/2	05/20/2022	\$1,747.12
220022481	Gordon Food Service	Cust 513230028 Clark DD-Food Supplies	05/27/2022	\$2,110.17
220022481	Waste Management of Ohio Inc	Cust ID 123808773006 Clark DD Comm Du	05/27/2022	\$23.64
220022481	Waste Management of Ohio Inc	Cust ID 94132122003 Clark DD Comm Dur	05/27/2022	\$660.37
220022481	Document Destruction LLC	Clark DD-Shredding Svcs May 22	05/27/2022	\$18.53
220022481	Bricker & Eckler LLP	Client 017876 Clark DD-Legal Svcs Apr 22	05/27/2022	\$705.00
220022481	Creation Gardens	RtCS41 Clark DD-Mile & Produce Supplies	05/27/2022	\$104.10
220022481	Spectrum	Acct 8363283230283133 FF Mueller Blue D	05/31/2022	\$126.20
220022481	Gordon Food Service	Cust 513230028 Clark DD Food Supplies	05/31/2022	\$225.81
220022481	Creation Gardens	RtCS41-Clark DD-Milk & Produce Supplies	05/31/2022	\$431.73
220022481	Ohio Edison	Acct 110014176215 Clark DD-Elec usage M	05/31/2022	\$2,006.13
220022481	Hauck Bros Inc	Cust 639 Clark DD-Prev. Maint. May 22	05/31/2022	\$394.97
220022481	PointClickCare Technologies Inc	FF Mueller Sandbox/SL Prof/IMM May 22	05/31/2022	\$404.23
220023794	Alto Healthcare Staffing	Clark DD-Temp Nursing Staff week end 05/C	05/27/2022	\$6,364.84
220023794	Alto Healthcare Staffing	Clark DD-Temp nursing staff week end 04/2	05/20/2022	\$4,371.40
220023794	Alto Healthcare Staffing	Clark DD-Temp Nursing Staffing week end C	05/31/2022	\$3,247.52
220023795	Brady, Ware & Company	Client 14330.000 FF Mueller-Prof Svcs May 2	05/31/2022	\$835.00
CORSA2022R	Clark County Auditor	Corsa Liability Insurance Prem. 2022	05/02/2022	\$4,813.00
				<b>\$55,798.63</b>
<b>1271-220-746000 Rentals</b>				
210021824	U S Bank Equipment Finance	Acct 806554 Clark DD Printer Rental 4/20-5	05/13/2022	\$798.38

**Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022**

06/13/2022

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PO Number	Vendor	Description	Post Date	Amount
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**\$798.38**

*F.F. Mueller Res. Cntr.*

**\$157,178.88**

**Supported Living/Wavier Match**

**2090-220-744000.BODD0500311 Contract Services**

210020494	Mary Katherine Somers Studio	Clark DD-Prov Reimb. Workshop 5/10/22	05/27/2022	\$100.00
210021569	Tippierosa Transport Services	Clark DD - Prov Reimb 04/18 - 04/23/22	05/06/2022	\$162.32
210021569	Boomershine Skill Center	Clark DD-Prov Reimb Mar 22	05/06/2022	\$170.55
210021569	Tippierosa Transport Services	Clark DD-Prov Reimb 4/24/22-4/30/22	05/13/2022	\$162.32
210021569	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/2-5/6/22	05/20/2022	\$202.90
210021569	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/9-5/14/22	05/27/2022	\$162.32
210021569	Tippierosa Transport Services	Clark DD-Prov Reimb Trans 5/16-5/21/22	05/27/2022	\$202.90
210021934	Downsize Farm Support/B Custer	Clark DD-Prov Reimb Apr 22	05/20/2022	\$2,251.20
220022486	Kaylee Cassidy	Clark DD-Reimb guardian of JP - water heat	05/06/2022	\$1,000.00
220022486	Carrie Wilson	Clark DD-Prov Reimb Apr 22	05/13/2022	\$215.20
220022486	John Misocky	Clark DD-Prov Reimb Apr 22 hrs	05/13/2022	\$386.80
220022486	Frank A Wilson	Clark DD-Prov Reimb Apr 22 hrs	05/13/2022	\$258.20
220022486	Laurel Booher	Clark DD-Prov Reimb Apr 22	05/13/2022	\$165.76
220022486	Michael H Flora	Clark DD-Prov Reimb Apr 22-DL Miles	05/20/2022	\$234.02
220022486	Choices in Community Living	Cust CLA100 Clark DD-Prov Reimb Apr 22	05/20/2022	\$79.20
220022486	Phillip Myers	Clark DD-Rental assist May 22	05/20/2022	\$344.00
220022486	Huntington National Bank	Acct Ending 8004 Clark County OH-Work S	05/27/2022	\$6.76
220022487	Tanya Evans	Clark DD-Prov Reimb Apr 22	05/13/2022	\$777.28
220023517	Grace Adult Programming	Clark DD-Prov Reimb Apr 22	05/13/2022	\$1,333.28
220023517	Stephanie Hudson	Clark DD-Prov Reimb Apr 22	05/13/2022	\$1,936.80
220023517	John Misocky	Clark DD-Prov Reimb Apr. 22 miles	05/13/2022	\$268.24
220023517	Frank A Wilson	Clark DD-Prov Reimb Apr 22	05/13/2022	\$378.28
220023517	Ohio Treasurer of State	Clark DD-Mt Vernon DC Direct Bill-Mishler	05/20/2022	\$3,720.00
220023517	ENA, INC	Clark DD-Prov Reimb Apr 22	05/20/2022	\$13,050.00
220023517	Vicki Vincent	Clark DD-Prov Reimb-ML HPC Apr 22	05/20/2022	\$2,531.22
220023517	Choices in Community Living	Cust CLA100 Clark DD-Prov Reimb Apr 22	05/20/2022	\$234.16
220023517	Ohio Treasurer of State	Clark DD-CDC Direct Bill-Barnett Apr 22	05/20/2022	\$7,929.90
220023517	Vicki Vincent	Clark DD-Prov. Reimb. Apr 22-ML mileage	05/27/2022	\$124.80
220023517	ESpecial Needs LLC	Clark DD-Launch Pad/FCFC	05/27/2022	\$224.95
220023572	Boomershine Skill Center	Clark DD-Prov Reimb Mar 22	05/06/2022	\$206.65
220023782	Ohio Treasurer of State	Clark DD-GDC Direct Bill-Knepper DB Apr	05/20/2022	\$18,623.40
220023782	Chosen Home Care	Clark DD-Prov Reimb HPC Apr 22	05/20/2022	\$9,851.50
220023782	Angela Ward	Clark DD-Prov Reimb Mar/Apr 22	05/27/2022	\$600.00

**\$67,894.91**

**Supported Living/Wavier Match**

**\$67,894.91**

**Clark County DD Board Voucher List for 05/01/2022 to 05/31/2022**

06/13/2022

3:11:53PM

PO Number	Vendor	Description	Post Date	Amount
<b>1271</b>		Salaries F.F. Mueller		\$129,720.61
		P.E.R.S./E.R.I		\$18,148.03
		Medicare		\$1,819.42
		Dental		\$809.22
		Life Insurance		\$88.08
		Medical Insurance		\$50,543.76
				<b>\$201,129.12</b>
<b>2080</b>		Salaries Facilities Management		\$15,875.00
		Salaries Community Living		\$130,349.08
		Salaries Early Childhood Center		\$58,621.72
		Salaries Administration		\$88,781.05
		Salaries Adult Services		\$18,577.10
		Salaries Transportation		\$26,007.08
		Pers/ERI		\$54,992.62
		Medicare		\$5,348.42
		Dental Insurance		\$1,888.61
		Life Insurance		\$278.64
		Medical Insurance		\$132,836.83
				<b>\$533,556.15</b>
<b>2090</b>		Contract Services		\$67,894.91
				<b>\$67,894.91</b>
<b>4040</b>		CAPITAL CONTRACT SERVICES		\$14,274.95
				<b>\$14,274.95</b>
<b>DD General Fund Payroll &amp; Benefits</b>				<b>\$533,556.15</b>
<b>DD General Fund Vouchers</b>				<b>\$180,950.34</b>
<b>DD General Fund Total</b>				<b>\$714,506.49</b>
<b>F.F. Mueller Fund Payroll &amp; Benefits</b>				<b>\$201,129.12</b>
<b>F.F. Mueller Fund Vouchers</b>				<b>\$104,848.77</b>
<b>F.F. Mueller Fund Total</b>				<b>\$305,977.89</b>
<b>Grand Total of all Funds:</b>				<b>\$1,102,654.24</b>

**CLARK COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
2023 ADMINISTRATIVE AGENT AGREEMENT**

**PREAMBLE**

This agreement is made and entered into on the 1<sup>st</sup> day of July, 2022, by and between the Clark County Family and Children First Council (Council) and the Clark County Board of Developmental Disabilities as the designated Administrative Agent for Council, for the purposes of appointing the Administrative Agent and defining the rights and duties of the parties pursuant to Section 121.37 of the Ohio Revised Code. (See attached.)

Council hereby meets the full membership requirements as stated in Section 121.37 (B) (1) of the Ohio Revised Code.

Council hereby agrees to fulfill the duties and obligations as outlined in Section 121.37 (B)(2) through (B)(4) of the Ohio Revised Code.

Council hereby has agreed to designate the Clark County Board of Developmental Disabilities as its Administrative Agent as required by Section 121.37 (B) (5) of the Ohio Revised Code.

**DUTIES OF THE ADMINISTRATIVE AGENT**

Thereby, in consideration of the mutual promises and agreements of the above parties, it is agreed as follows:

1. Administrative Agent shall serve as Council's appointing authority. Administrative Agent shall hire with the advice and consent of Council. This function can be handled directly by administrative agent or via subcontract with approval of Council. Council shall abide by the personnel policies and rules of the Administrative Agent or subcontractor. Personnel issues involving Council staff shall be jointly addressed by Council and Administrative Agent and/or subcontractor.

1. Council shall direct the expenditure of the following funds and/or any other funds, under the management of the Administrative Agent.

Early Intervention – General Revenue Fund (state)  
Early Intervention – PART C (federal)  
Family Centered Services and Supports – (federal & state)  
Administrative/Governor's OFCF Grant (state)  
Other grants and contracts as awarded (federal, state and/or local)

1. Administrative Agent shall ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules or interagency agreement that are applicable to Council's function.

1. Administrative Agent may do the following on behalf of Council only with expressed approval of Council

a. Enter into agreements or administer contracts with public or private entities to fulfill specific Council business.

a. At the direction of the Council, provide financial stipends, reimbursements, or both, to fulfill family representatives for expenses related to Council activity.

a. Receive by gift, grant, devise, or bequest any moneys, lands, or other property for the purpose for which the Council is established. Administrative Agent shall hold, apply, and dispose of the monies, lands, or other property according to the terms of the gift, grant, devise, or bequest.

5. The Administrative Agent shall charge the Council no administrative fee for this service; all interest received from investment of Council funds shall be retained by the Clark County Treasurer.

### **DUTIES OF THE COUNCIL**

1. Council shall develop with Administrative Agent assistance and approve an annual budget. This budget will guide the expenditures by the Administrative Agent.

1. Council shall direct the expenditure of the following funds and/or any other funds, under the management of Administrative Agent:

Early Intervention – General Revenue Fund (state)

Early Intervention – PART C (federal)

Family Centered Services and Supports – (federal & state)

Administrative/Governor’s OFCF Grant (state)

Other grants and contracts as awarded (federal, state and/or local)

### **PURPOSE**

This Agreement is made and entered into for the purposes of appointing the Administrative Agent and defining the rights and duties of the parties pursuant of 121.37 (B)(4) of the Ohio Revised Code.

### **TERMINATIONS**

This Agreement is effective July 1, 2022, and terminates on June 30, 2023, and may be terminated upon ninety (90) days written notice by either party. Upon termination, all funds

subject to this Agreement shall be transferred to another public entity selected by Council as the new Administrative Agent.

CLARK COUNTY FAMILY AND  
CHILDREN FIRST COUNCIL

CLARK COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES

\_\_\_\_\_  
Leslie Anne Crew, Executive Director

\_\_\_\_\_  
Will Bagnola, Superintendent

Date\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_  
Dr. Robert Hill, President FCFC Board of Trustees

\_\_\_\_\_  
Date

# CLARK COUNTY FAMILY AND CHILDREN FIRST COUNCIL FY 2023 POOLED FUNDING AGREEMENT

## 1. PREAMBLE

This Fiscal Year (“FY”) 2023 pooled funding agreement (“Agreement”) entered into on the 1<sup>st</sup> day of July 1, 2022 lays out the agreed funding provided by the members of the Clark County Family and Children First Council (“FCFC”) and the services the agreed funding will provide for.

## 2. PARTIES

The following members of the FCFC, listed below, will throughout this Agreement be referred to collectively as the “Parties” and individually as “Party.”

- Board of Education of the Springfield City Schools
- Clark County Department of Job & Family Services
- Clark County Combined Health District
- Clark County Board of Developmental Disabilities
- Mental Health Recovery Board of Clark, Greene & Madison Counties
- Clark County Juvenile Court
- Clark County Educational Service Center

## 3. FUNDING ARRANGEMENT AGREEMENT

In consideration of the mutual promises and agreements the Parties have agreed to the following pooled funding arrangement outlined below:

<i>Clark County Department of Job &amp; Family Services</i>	707,077
<i>Mental Health Recovery Board of Clark, Greene &amp; Madison Counties</i>	211,992
<i>Clark County Juvenile Court</i>	56,000
<i>Clark County Board of Developmental Disabilities</i>	39,000
<i>Board of Education of Springfield City Schools</i>	11,773 <sup>1</sup>
<i>Clark County Combined Health District</i>	8,000
<i>Clark County Educational Service Center</i>	8,615 <sup>2</sup>
<b>TOTAL</b>	<b>\$1,042,457</b>

## 4. SERVICES TO BE FUNDED

This Agreement is for the funding of the following services to be provided in the State FY 2023 (*the Pooled Funding Summary is attached to this Agreement as Addendum I*)

Placement	454,679
Cluster Services – Youth Challenges, MH Assessments	520,540
FCFC Administration, UW Information & Referral	67,238
<b>TOTAL</b>	<b>\$1,042,457</b>

<sup>1</sup> 1.50 per pupil contingent on the availability of funds for FCFC Administration

<sup>2</sup> \$.75 per pupil contingent on the availability of funds for FCFC Administration

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**5. DESIGNATED ADMINISTRATIVE AGENT(S)**

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1. The Clark County Board of Developmental Disabilities (“DD”) is the designated administrative agent for this Agreement.
2. Clark County Job & Family Services (“CCDJFS”) will assume all fiscal responsibility for management of all state and local funds pertaining to the funding of services for FCFC Administration and Cluster Services (Youth Challenges and MH Assessment services) and Placement as covered by this Agreement July 1, 2022 through June 30, 2023.
3. Each party to this Agreement will pay its funds to the designated fiscal agent.
4. The fiscal agent will invoice participants in the Agreement as agreed between the parties.
5. Any funds remaining unused will be used for the continuation of Family Council programs with a priority placed on Placement Services and including FCFC Administration.

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**6. NON- DISCRIMINATION REQUIREMENTS**

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1. The Parties agree:
  - a. That, in the hiring of employees for the performance of work under this contract or any subcontract, no contractor or subcontractor, by reason of race, color, religion, sex, age, disability or military status as defined in Section 4112.01 of the Revised Code, national origin, or ancestry, shall discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates;
  - b. That no contractor, subcontractor, or person acting on behalf of any contractor or subcontractor, in any manner, shall discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status as defined in Section 4112.01 of the Revised Code, national origin, or ancestry.

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**7. PARTY RESPONSIBILITIES**

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1. Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its agents, employees and contracted servants and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

**8. AMENDMENTS**

1. If any Party or FCFC requires an amendment to this Agreement, said amendment shall be in writing, agreed upon by all Party members and authorized by the Clark County Board of Commissioners.

**9. TERMINATION DATE**

1. This Agreement will terminate June 30, 2023.

**10. SIGNATURE BLOCKS**

1. By signing the below designated signature box, each Party agrees to comply with their respective Agreement terms. Furthermore, each Party must have the designated individual who is authorized to sign on behalf of the Party.

X _____ Director _____ Date Clark County Department of Job and Family Services	X _____ Superintendent _____ Date Springfield City Schools
X _____ Board President _____ Date Springfield City Schools	X _____ Treasurer _____ Date Springfield City Schools
X _____ Superintendent _____ Date Clark County Board of Developmental Disabilities	X _____ Judge _____ Date Clark County Juvenile Court
X _____ CEO _____ Date Mental Health Recovery Board Clark, Greene & Madison Counties	X _____ Health Commissioner _____ Date Clark County Combined Health District
X _____ Superintendent _____ Date Clark County Educational Services Center	
Approved as to form and legal sufficiency  By: _____ _____ For Dan Driscoll _____ Date	Resolution No. _____ X _____ Jennifer Hutchinson _____ Date County Administrator Board of Clark County Commissioners

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**ADDENDUM I**  
**Pooled Funding Summary for FY2023**

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**Clark County Family & Children First Council**  
**FY23 Contributions to Funding Agreements**  
**(Pooled Funding)**

	CLUSTER	PLACEMENT	FCFC ADMIN		Total
	<i>Youth Challenges, MHS Assessments</i>				
<b>Agency</b>					
JFS	\$372,465	\$318,687	\$15,925	\$0	\$707,077
MHRB	\$98,075	\$111,992	\$1,925	\$0	\$211,992
DD	\$0	\$24,000	\$15,000	\$0	\$39,000
JC	\$50,000	\$0	\$6,000	\$0	\$50,000
CCCHD	\$0	\$0	\$8,000	\$0	\$8,000
SCSD	\$0	\$0	\$11,773	\$0	\$11,773
ESC	\$0	\$0	\$8,615	\$0	\$8,615
<b>Total FY23</b>	<b>\$520,540</b>	<b>\$454,679</b>	<b>\$67,238</b>	<b>\$0</b>	<b>\$1,042,457</b>
		\$50,201.51			
<b>FY23</b>	<b>\$520,540</b>	<b>\$504,880.51</b>	<b>\$67,238</b>	<b>\$0</b>	<b>\$1,092,658.51</b>
<b>Fiscal Oversight</b>	JFS	JFS	JFS		

## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made between the **Board of Clark County Commissioners** and the **Clark County Board of Developmental Disabilities** (collectively, "Landlord"), and ("Tenant");

### **WITNESSETH:**

1. PREMISES. In consideration of the rents hereinafter reserved by Landlord and the performance by Tenant of all the terms and covenants hereinafter set forth, Landlord does hereby lease to Tenant and Tenant does hereby lease from Landlord, the premises **located at 2416 Sunset Ave. Springfield, Ohio 45505**(the "premises").

2. TERM. Subject to the terms hereof, this lease shall have a term of two (2) years, commencing on **June 22, 2022** and terminating upon the close of business on **March 31, 2025**. If Landlord materially breaches this lease, Tenant shall give Landlord written notice of termination at least ninety (90) days in advance of the termination date. Landlord will give Tenant ninety (90) day notice of termination in the event of Tenant's breach of the lease, but Landlord may give shorter notice, with or without cause, if necessary to protect the interests of the County, in the sole opinion of the Board of County Commissioners.

3. RENT. Tenant shall pay Landlord rent for the premises payable in monthly installments of **Three Hundred Ten Dollars (\$310.00)** and is due on the 1st day of each month, beginning on **July 1, 2022**. Tenant shall pay all real estate taxes and installments of assessments, if any, which are chargeable to the parcel and the building, including the improvements thereon, and Tenant is not entitled to any deduction, offset, recoupment, or counterclaim as a result of paying any taxes or assessments or any other costs associated with the premises, unless expressly agreed upon in writing by Landlord and Tenant.

4. INSURANCE.

(a) Landlord may maintain insurance as Landlord deems necessary to protect its interests.

(b) Tenant shall maintain, at Tenant's expense and during the entire term of this Lease, fire, casualty, and general liability insurance for bodily injury, death, and property damage arising out of Tenant's use and occupancy of the premises. Tenant shall purchase said coverage with liability limits of not less than \$500,000 per occurrence \$25,000 of personal liability insurance<sup>6</sup>. The Board of County Commissioners shall be named as an additional insured by endorsement to said coverage. Tenant's insurance certificates shall provide that the insurer(s) will notify Landlord in writing in accordance with the terms of the applicable insurance policy should any of the above described policies be canceled before the expiration date thereof. Tenant shall also deliver to Landlord, at least thirty (30) days prior to the expiration date of each policy (or renewal policy), certificates for the renewal policies of the insurance required by this section. Tenant's failure to maintain insurance shall be deemed a material breach of the lease, and Landlord may terminate the lease immediately due to such breach. All insurance kept by Tenant shall be maintained with insurance companies of recognized responsibility that are authorized to do business in the State of Ohio. Landlord may require that the insurance companies meet financial solvency requirements, as deemed reasonable in Landlord's sole opinion.

5. USE OF PREMISES.

(a) Tenant shall use and occupy the premises in a careful, safe and proper manner, and shall keep, observe and comply with all applicable municipal, state and federal rules and regulations, ordinances, statutes and laws; and Tenant shall not use or permit said premises to be used for any unlawful purpose.

(b) Tenant understands and agrees that it is an independent contractor and agrees to indemnify and hold Landlord harmless from liability for any and all claims, demands, or suits, in contract or in tort, actual

or threatened, and from damages or payments including, but not limited to, any costs and expenses arising out of Tenant's use or occupancy of the premises. Tenant further agrees to assume full responsibility for and indemnify and hold Landlord harmless from any damage to or loss of any County property, including, but not limited to, buildings, fixtures, furnishings, equipment, supplies, accessories, or parts, arising from Tenant's use or occupancy of the premises. Tenant voluntarily, expressly and specifically waives its Workers' Compensation employer immunity granted under Section 35, Article II of the Ohio Constitution and all Ohio statutory provisions, including Section 4123.74 of the Ohio Revised Code and any other State's similar statutory or constitutional provisions, to the extent necessary to permit Landlord to be fully indemnified, defended and held harmless under the lease. Nothing in the lease shall be interpreted to obligate Tenant to indemnify Landlord for Landlord's own tortious conduct.

6. LIMITATIONS ON USE.

(a) Tenant shall not encumber, assign, transfer, or sublease the premises or this lease, or any part thereof, without the prior written consent of Landlord, and if such consent be given, it shall not extend to any further encumbrances, transfers or subleases without further prior written consent of Landlord. Landlord's consent may be withheld in the sole discretion of the Board of County Commissioners.

(b) Tenant shall not build any structures or additions on or make any improvements or material alterations (collectively, "Improvements") to the premises without the prior written consent of Landlord. Any improvements made without Landlord's consent shall be removed immediately upon written notice to Tenant, at Tenant's cost and expense (including any costs to repair damage caused by such unauthorized Improvements).

7. NOTICES. Any notices, which either party may desire or be required to give to the other, shall be sufficient if delivered in person or by certified mail. All notices given to Landlord by Tenant must be issued separately to both the Board of County Commissioners and the Board of Developmental Disabilities.

8. UTILITIES AND MAINTENANCE

(a) Tenant is responsible for purchasing or providing any telephone service, internet service, television programming, daily custodial and cleaning services, and any other utilities, services, equipment, or supplies not otherwise specifically provided for through this lease or by mutual written agreement of the parties. Tenant shall be responsible for pest control services and shall regularly clean the premises and provide for the daily removal and disposal of any refuse that contains food stuff or bodily waste. Any bed bug or lice infestation must be reported to landlord immediately. Tenant must obtain Landlord's approval of all cleaning and pest control equipment, supplies, chemicals, etc. brought onto the premises. Such approval will be at Landlord's sole discretion. Landlord shall provide the dwelling unit with the following appliances; refrigerator, stove, washer and dryer. The appliances shall be in good working order and shall be maintained by landlord. Tenant shall perform a walkthrough of the premises prior to occupying the premises and shall notify Landlord of the specific location of any property damage, including, but not limited to, holes, large scratches, permanent stains, ripped carpet, floor damage, or broken items, within 24 hours of the commencement of the lease. Tenant shall return the premises to the same condition it was in at the inception of the tenancy, exclusive of ordinary wear and tear (e.g., small scratches, small nail holes, peeling paint and items broken as a result of age or regular use).

(b) Landlord will perform or provide routine building maintenance and repair services, lawn care, snow plowing, dumpster/refuse services, gas, water, sewer and electricity. If deemed necessary by the Board of County Commissioners, Landlord will perform extraordinary maintenance and repairs at Landlord's expense, unless the need for such maintenance and repairs results from Tenant's misuse of the premises.

9. PETS, Pets are not permitted on the property without written permission of the landlord.

10. Tenant may be assigned keys or other entry mechanisms. Landlord reserves the right to limit and/or recall keys (cards, codes) from Tenant at any time. Tenant shall document and manage access to keys, etc. and keep doors locked when the space is used outside of standard hours.
11. Tenant may have the use of common areas of the premises (if applicable) to be scheduled at mutually agreeable times. Such areas may include kitchen, dining room, meeting rooms, laundry room and parking. (These areas are subject to change based upon renovation and mutual agreement.)
12. If Tenant installs any equipment, builds any structure, or makes any improvement to the premises, Landlord may, upon the expiration of the lease: (a) purchase the equipment, structure, or improvement at the appraised fair market value, (b) require Tenant to remove the equipment, structure, or improvement at Tenant's expense, or (c) take possession of any structure or improvement for which Tenant has failed to obtain prior written consent, in fee simple and without cost to Landlord or the right to any offset, deduction, recoupment, or counterclaim by Tenant.
13. Tenant agrees not to deface or damage the Premises. Tenant will not do or permit anything to be done which may make Tenant's or Landlord's insurance void or voidable. Tenant further agrees not to commit or suffer any waste upon or in the Premises.
14. Tenant will provide programs and services in accordance with Tenant's mission and philosophy. Tenant shall provide Landlord with advanced notice of any changes in Tenant's mission or philosophy or in the nature or size of Tenant's organization or operations. Landlord may prohibit Tenant from using the premises in a manner that is inconsistent with the intent of the parties, and if necessary, Landlord may terminate this lease prior to the expiration date.
15. Tenant will designate a representative to actively participate in scheduled site governance meetings and activities.
16. Tenant will be responsible or arrange for staff supervision and operation of the respective program/agency.
17. Signage. Any signage necessary for Tenant's operations must comply with The City of Springfield's zoning code and approved at the Landlords sole discretion. Tenant is responsible for full cost of signage.
18. Should any part, provision, or clause contained in this lease be found invalid, the remainder of the lease shall be unaffected by any such part, clause, or provision, and shall remain in full force and effect as though the part, provision, or clause had not been contained therein.
19. This lease constitutes the entire agreement between the parties, and prior discussions, understanding, or agreements, whether oral or written, are superseded by the terms of this lease.
20. This agreement shall be governed by and construed according to the laws of the State of Ohio, except where such laws are inconsistent with any applicable Federal Statutes or Regulations.
21. Headings are intended for convenience only and are in no way to be construed as a part of this lease or as a limitation of the scope of the particular sections to which they refer.

22. **Compliance with O.R.C. § 3517.13**

Tenant hereby certifies that Tenant is in full compliance with campaign contributions provisions as outlined in Ohio Revised Code section 3517.13.

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date first above written.

**Name**  
**2416 Sunset Ave**  
**Springfield, Ohio 45505**

**Board of County Commissioners**  
**50 E. Columbia St.**  
**Springfield, OH 45501**

By: \_\_\_\_\_

By: \_\_\_\_\_

*Jennifer Hutchison*  
County Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution: \_\_\_\_\_

By: \_\_\_\_\_  
Legal Representative/Payee

**Clark County Board of DD**  
**2527 Kenton Street**  
**Springfield, OH 45505**

Date: \_\_\_\_\_

By: *William Bagnola*

*Will Bagnola, Superintendent*

Date: \_\_\_\_\_

*Approved as to form and legal sufficiency*

*By Clark County Prosecutor's Office* \_\_\_\_\_ *On file* \_\_\_\_\_ *Date: February 2022*

*William Hoffman Assistant Prosecuting Attorney*

**Clark County Board of Developmental Disabilities**  
**Agreement for Services with Non-Government Entities**

This Professional Service Agreement is made between **Lynn Shockley (Dietician)** and the **Clark County Board of Developmental Disabilities ("Board")**.

**1. Term**

Contractor shall provide services to Board pursuant to this Agreement for a term commencing on June 22, 2022 and ending on March 31, 2023. The Agreement may be terminated by either party by giving thirty (30) days' written notice to the other party, however, that in the event of default by Contractor, the Board may terminate this Agreement immediately upon delivery of written notice to the last known address of Contractor.

**2. Duties**

The Board and Contractor agree to the following:

- Nutritional assessments, initial, quarterly, annual and all others as indicated by nutritional guidelines.
- 
- Menu development, review, and coordination.
- Meetings as requested by the facility.

**3. Service Site 2527 Kenton Street, Springfield, OH 45505**

**4. Devotion of Time**

Contractor agrees to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement and Contractor obligation hereunder.

**5. Fees**

Contractor shall submit an itemized bill for services to the business office by the first working day of each month. In order for the bills to be paid, they must be accompanied by all of the supporting documentation forms.

This Agreement is in the amount of **\$41.60 per hour** and shall not exceed dollars **sixteen thousand, two hundred dollars (\$16,200)**.

**6. Confidentiality**

During the term of this Agreement, and thereafter in perpetuity, Contractor shall not, without the prior written consent of Board, disclose to anyone any Confidential Information. "Confidential Information" for the purposes of this Agreement shall include Board's proprietary and confidential information such as, but not limited to:

# **Clark County Board of Developmental Disabilities**

## **Agreement for Services with Non-Government Entities**

This Professional Service Agreement is made between **Sharon Mullins (Therapist)**, and the **Clark County Board of Developmental Disabilities (“Board”)**.

### **1. Term**

Therapist shall provide services to Board pursuant to this Agreement for a term commencing on **July 1, 2022** and ending **March 31, 2023**. The Agreement may be terminated by either party by giving thirty (30) days’ written notice to the other party, however, that in the event of default by Contractor, the Board may terminate this Agreement immediately upon delivery of written notice to the last known address of Contractor.

### **2. Duties**

Board hereby engages Therapist, and Therapist accepts engagement, to provide Board the following functions:

- a. Therapist shall provide comprehensive OT therapy services of those designated by the Board in writing. Said services to be provided by Therapist and be within applicable state guidelines for the rendering of OT therapy services. Therapist shall be required to perform only those services which have been set forth in each therapy plan, as mutually agreed upon by Therapist and the Board.
- b. Therapist shall attend and participate in, (to the extent necessary to provide the individual with at least the minimum required care, as required by applicable State and Federal guidelines), in the following meetings:
  - Annual IP meetings for any individuals for whom the Board’s superintendent/designee has designated a meeting,
  - Board in-service staff education programs,
  - Board planning and/or review committees,
  - Board individual care conferences.
- c. Therapist shall submit in the electronic health record providing the Board with the Information customarily required by the State and Federal guidelines for an entity such as Therapist, which renders the types of services contemplated herein.
- d. Annually, Therapist shall provide evidence that they have been trained on Unusual Incident (UI)/Major Unusual Incident (MUI). The Board shall be willing to provide the above training at no cost to Therapist. However, the time spent by Therapist in obtaining the above training shall not be invoiced as a billable charge to the Board.

### 3. **Service Site**

2527 Kenton Street, Springfield, OH 45505

### 4. **Devotion of Time**

Contractor agrees to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement and Contractor obligation hereunder.

### 5. **Fees**

Contractor shall submit an itemized bill for services to the business office by the first working day of each month. In order for the bills to be paid, they must be accompanied by all of the supporting documentation forms.

This Agreement is in the amount of **\$15,000** and shall not exceed dollars (**\$15,000**).  
Board shall pay: \$65.00/hour Occupational Therapy

### 6. **Confidentiality**

During the term of this Agreement, and thereafter in perpetuity, Contractor shall not, without the prior written consent of Board, disclose to anyone any Confidential Information. "Confidential Information" for the purposes of this Agreement shall include Board's proprietary and confidential information such as, but not limited to: customer lists, business plans, marketing plans, financial information, designs, drawings, specifications, models, software, source codes and object codes. Confidential Information shall not include any information that:

- a) is disclosed by Board without restriction;
- b) becomes publicly available through no act of Contractor
- c) is rightfully received by Contractor from a third party not associated with the Board.
- d) is a public record under Ohio Revised Code Section 149.43, subject to the limitations of Ohio Revised Code Section 149.431.

Notwithstanding the above, Contractor shall follow confidentiality requirements as outlined in the Ohio Revised Code Section 5126.044

### 7. **Products of the Agreement**

- a. All products created for the Board by Contractor shall be the property of the Board and will remain the property of the Board after termination of this agreement.
- b. Contractor shall maintain all records and forms necessary to document the services provided through this Agreement for as long as required by any law, rule, or regulation but in all cases for a period of at least seven (7) years from receipt of payment or for six (6) years after any initiated audit is completed and adjudicated, whichever is longer.

## **Clark County Board of Developmental Disabilities** **Agreement for Services with Non-Government Entities**

This Professional Service Agreement is made between **Buck Run Commercial Doors and Hardware, Inc. (Contractor)**, and the **Clark County Board of Developmental Disabilities ("Board")**.

### **1. Term**

Contractor shall complete services to Board pursuant to this Agreement for a term of 120 days commencing on the date this contract is signed and ending within 120 days. The Agreement may be terminated by either party by giving thirty (30) days' written notice to the other party, however, that in the event of default by Contractor, the Board may terminate this Agreement immediately upon delivery of written notice to the last known address of Contractor.

### **2. Duties**

The Board and Contractor agree to the following: **Reference Annexure A**

### **3. Service Site** 2430 Van Buren Ave, Springfield, OH 45505

### **4. Devotion of Time**

Contractor agrees to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement and Contractor obligation hereunder.

### **5. Fees**

Contractor shall submit an itemized bill for services to the business office when the job is completed. In order for the bills to be paid, they must be accompanied by all of the supporting documentation forms.

This Agreement is in the amount of **Forty-Four Thousand Two Hundred and Seventy-Six Dollars. (44,276.00)**. Any amount over the above amount will require an approved change order.

### **6. Confidentiality**

During the term of this Agreement, and thereafter in perpetuity, Contractor shall not, without the prior written consent of Board, disclose to anyone any Confidential Information. "Confidential Information" for the purposes of this Agreement shall include Board's proprietary and confidential information such as, but not limited to: customer lists, business plans, marketing plans, financial information, designs, drawings, specifications, models, software, source codes and object codes. Confidential Information shall not include any information that:



# BUCK RUN

COMMERCIAL DOORS & HARDWARE

500 S Ludlow Street, Dayton, OH 45402-2607

P: (937) 223-3667 F: (937) 223-4211

EIN: 31-1681003 Email: sales@buck-run.com

## PROPOSAL

DATE

NUMBER

5/5/2022

29522

### ESTIMATE FOR:

Clark County MRDD  
2527 Kenton Street  
Springfield, OH 45505

Contact Name

Cell Phone

937 926 4651 Max

Office Phone

937 328 5240

Salesman

SLB

### PROJECT:

Clark County MRDD  
2340 Van Buren Street  
Springfield, OH 45505

Fax

937 327 6602

E-mail

max@clarkdd.org

TERMS

Due On Rcpt of Invoice

A/P Contact

Max

ITEM	QTY	DESCRIPTION	Each	TOTAL
MAT-LAB		BUCK RUN TO SUPPLY & INSTALL -  TAG: 53 REMOVE 2 EXISTING WINDOWS INSTALL NEW WINDOW UNITS (128 X 48-1/2) EACH UNIT WILL HAVE 1 OPERABLE SECTION  SERVICE LABOR AND MATERIAL		12743.00
MAT-LAB		TAG: 28 REMOVE EXISTING WINDOW INSTALL NEW WINDOW UNIT (84 X 48-1/2) REMOVE EXISTING WINDOW INSTALL NEW WINDOW UNIT (129 X 48-1/2) - THIS UNIT WILL HAVE 1 OPERABLE SECTION SERVICE LABOR AND MATERIAL		10993.00
		TAG: 26A REMOVE EXISTING WINDOW INSTALL NEW WINDOW UNIT (84 X 48-1/2) REMOVE 2 EXISTING WINDOWS INSTALL NEW WINDOW UNITS (128 X 48-1/2) - THESE 2 UNITS WILL HAVE 1 OPERABLE SECTION		

NOTICE: Purchases paid with Credit Card are subject to a 3.5% Merchant Service Fee.

MANUFACTURER'S WARRANTY SHALL BE ASSIGNED TO CUSTOMER. ONE YEAR WARRANTY ON WORKMANSHIP.

The undersigned, an authorized agent of this customer organization, authorizes the work described above. In the event of default, this customer and the undersigned individual shall both be liable for the outstanding balance due, together with simple interest charges following default of 2% per month, and all reasonable collection fees, including attorneys' fees. This price is good for 30 days following the date of this proposal.

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WE ACCEPT:



Fm7

Subtotal

Sales Tax (0.0%)

BID TOTAL



# BUCK RUN

COMMERCIAL DOORS & HARDWARE

500 S Ludlow Street, Dayton, OH 45402-2607

P: (937) 223-3667 F: (937) 223-4211

EIN: 31-1681003 Email: sales@buck-run.com

## PROPOSAL

DATE

NUMBER

5/5/2022

29522

### ESTIMATE FOR:

Clark County MRDD  
2527 Kenton Street  
Springfield, OH 45505

Contact Name

Cell Phone

937 926 4651 Max

Office Phone

937 328 5240

Salesman

SLB

### PROJECT:

Clark County MRDD  
2340 Van Buren Street  
Springfield, OH 45505

Fax

937 327 6602

E-mail

max@clarkdd.org

TERMS

Due On Rcpt of Invoice

A/P Contact

Max

ITEM	QTY	DESCRIPTION	Each	TOTAL
MAT-LAB		SERVICE LABOR AND MATERIAL		17012.00
		TAG: LAUNDRY REMOVE EXISTING WINDOW INSTALL NEW WINDOW UNIT (84 X 48-1/2) - ONE BOTTOM SECTION TO BE SANDWICH PANEL (IN LIEU OF GLASS) FOR DRYER VENT PREP		
MAT-LAB	1	SERVICE LABOR AND MATERIAL	4,628.00	4,628.00
LAB		SERVICE LABOR CREDIT FROM INSTALL 5/2021	-1,100.00	-1100.00
		OPERABLE PROJECTION SECTIONS WILL INCLUDE SCREENS ALL OTHER SECTIONS WILL BE FLUSH FIXED CLEAR ANODIZED ALUMINUM THERMAL OPEN BACK 1" INSULATED GLASS		

NOTICE: Purchases paid with Credit Card are subject to a 3.5% Merchant Service Fee.

MANUFACTURER'S WARRANTY SHALL BE ASSIGNED TO CUSTOMER. ONE YEAR WARRANTY ON WORKMANSHIP.

The undersigned, an authorized agent of this customer organization, authorizes the work described above. In the event of default, this customer and the undersigned individual shall both be liable for the outstanding balance due, together with simple interest charges following default of 2% per month, and all reasonable collection fees, including attorneys' fees. This price is good for 30 days following the date of this proposal.

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WE ACCEPT:



Fm7

Subtotal \$44,276.00

Sales Tax (0.0%) \$0.00

BID TOTAL \$44,276.00

## **Clark County Board of Developmental Disabilities** **Agreement for Services with Non-Government Entities**

This Professional Service Agreement is made between **Hauck Bros., Inc. (Contractor)**, and the **Clark County Board of Developmental Disabilities ("Board")**.

### **1. Term**

Contractor shall complete services to Board pursuant to this Agreement for a term of 120 days commencing on the date this contract is signed and ending within 120 days. The Agreement may be terminated by either party by giving thirty (30) days' written notice to the other party, however, that in the event of default by Contractor, the Board may terminate this Agreement immediately upon delivery of written notice to the last known address of Contractor.

### **2. Duties**

The Board and Contractor agree to the following: **Reference Annexure A**

### **3. Service Site 2430 Van Buren Ave, Springfield, OH 45505**

### **4. Devotion of Time**

Contractor agrees to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement and Contractor obligation hereunder.

### **5. Fees**

Contractor shall submit an itemized bill for services to the business office when the job is completed. In order for the bills to be paid, they must be accompanied by all of the supporting documentation forms.

This Agreement is in the amount of **Forty-Three Thousand Six Hundred and Seventy-Five Dollars. (43,675.00)**. Any amount over the above amount will require an approved change order.

### **6. Confidentiality**

During the term of this Agreement, and thereafter in perpetuity, Contractor shall not, without the prior written consent of Board, disclose to anyone any Confidential Information. "Confidential Information" for the purposes of this Agreement shall include Board's proprietary and confidential information such as, but not limited to: customer lists, business plans, marketing plans, financial information, designs, drawings, specifications, models, software, source codes and object codes. Confidential Information shall not include any information that:

a) is disclosed by Board without restriction;

If to: Hauck Bros., Inc.  
1974 Commerce Circle  
Springfield, OH 45504  
Attn: Kevin Matthies  
Title: Vice President

If to: Clark County Board of DD  
2527 Kenton Street  
Springfield, OH 45505  
Attn: Will Bagnola  
Title: Superintendent

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date first above written.

**Hauck Bros Inc.**

**Clark County Board of DD**

By: \_\_\_\_\_

By: \_\_\_\_\_  
*Will Bagnola, Superintendent*

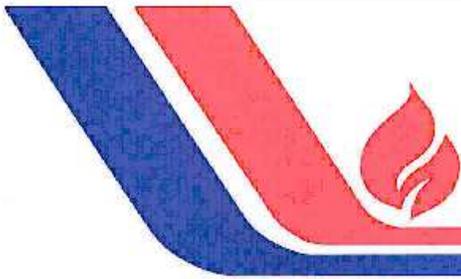
Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved as to form and legal sufficiency*

*By Clark County Prosecutor's Office approved to form \_\_\_\_\_ Date: February 2022*

*William Hoffman Assistant Prosecuting Attorney*



**HAUCK BROS. INC.**  
HEATING • COOLING



1974 COMMERCE CIRCLE, SPRINGFIELD, OHIO 45504 937/325-0636

<b>Name</b>	<b>Clark County MR/DD</b>	<b>Date</b>	<b>05/06/2022</b>
<b>Mailing Address</b>	<b>2527 Kenton St.</b>	<b>Phone</b>	<b>937-327-6602</b>
<b>Work to be performed at</b>	<b>Van Buren School</b>	<b>Zip</b>	<b>45505</b>
		<b>Other</b>	

We offer to furnish and install in a workmanlike manner heating and/or cooling equipment and related products in and about the structure described above in accordance with the conditions and specifications in this proposal.

***Boiler Replacement***

Remove 1 existing PK boiler, associated near-boiler secondary water piping systems, boiler pump, flue materials & accessories.

Install (1) Weil-McLain Slim-Fit 550,000 btu 94% efficient gas-fired boiler in a primary/secondary loop configuration with new boiler primary circulator. Includes new insulated near-boiler iron piping, power wiring reconnection to existing circuits, gas line reconnection to existing main line, controls system wiring, temperature reset programming, and new 6" PVC flue/combustion air piping through exterior wall into courtyard. Connect plumbing system to new bladder style expansion tank & existing main primary pumps. New valves and air bleeders as needed. Isolate existing PK boiler from system with new valves for emergency/backup operation only.

(1)ProLON FLEX I/O controller with wiring into existing DDC system.

***Other***

Quote includes all equipment, labor & fees. Tax Exempt.

This work would be completed in August 2022 and completed in Sept.

TOTAL INSTALLED PRICE **\$43,675.00**

TERMS OF PAYMENT NET CASH UPON RECEIPT OF INVOICE

**(937)325-0636**

**HAUCK BROS., Inc.**  
1974 Commerce Circle  
[www.hauckbrothers.com](http://www.hauckbrothers.com)

**Kevin R Matthies**

[kevinm@hauckbrothers.com](mailto:kevinm@hauckbrothers.com)

I/ We have read the foregoing offer and proposal and  
I/We as BUYER(S) accept the foregoing Offer and Proposal

**Agreement Date** \_\_\_\_\_

\_\_\_\_\_  
**Buyer**

\_\_\_\_\_  
**Buyer**

## **Clark County Board of Developmental Disabilities** **Agreement for Services with Non-Government Entities**

This Professional Service Agreement is made between **Security 101® (Contractor)**, and the **Clark County Board of Developmental Disabilities (“Board”)**.

### **1. Term**

Contractor shall complete services to Board pursuant to this Agreement for a term of 90 days commencing on the date this contract is signed and ending within 90 days. The Agreement may be terminated by either party by giving thirty (30) days’ written notice to the other party, however, that in the event of default by Contractor, the Board may terminate this Agreement immediately upon delivery of written notice to the last known address of Contractor.

### **2. Duties**

The Board and Contractor agree to the following: **Reference Annexure A**

### **3. Service Site 2527 Kenton Street, Springfield, OH 45505**

### **4. Devotion of Time**

Contractor agrees to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement and Contractor obligation hereunder.

### **5. Fees**

Contractor shall submit an itemized bill for services to the business office when the job is completed. In order for the bills to be paid, they must be accompanied by all of the supporting documentation forms.

This Agreement is in the amount of **Six Thousand Seven Hundred and Fifty-Five Dollars and Fifty-Two Cents. (6,755.52)**. Any amount over the above amount will require an approved change order.

### **6. Confidentiality**

During the term of this Agreement, and thereafter in perpetuity, Contractor shall not, without the prior written consent of Board, disclose to anyone any Confidential Information. “Confidential Information” for the purposes of this Agreement shall include Board’s proprietary and confidential information such as, but not limited to: customer lists, business plans, marketing plans, financial information, designs, drawings, specifications, models, software, source codes and object codes. Confidential Information shall not include any information that:

a) is disclosed by Board without restriction;

If to: Security 101®  
3966 Brown Park Drive Suite E  
Hillard, OH 43026  
Attn: Tim Cook  
Title: Managing Partner

If to: Clark County Board of DD  
2527 Kenton Street  
Springfield, OH 45505  
Attn: Will Bagnola  
Title: Superintendent

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date first above written.

**Security 101®**

**Clark County Board of DD**

By: \_\_\_\_\_  
*Tim Cook, Managing Partner*

By: \_\_\_\_\_  
*Will Bagnola, Superintendent*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved as to form and legal sufficiency  
By Clark County Prosecutor's Office approved to form Date: February 2022  
William Hoffman Assistant Prosecuting Attorney*

# Clark County Developmental Disabilities

Project Location  
**Clark County Developmental Disabilities**  
2527 Kenton St  
Springfield, OH 45505

## May 2022 Door Add

Proposal No 1775250  
Tuesday, May 24, 2022

Prepared For  
**Max MacGillivray**  
Maintenance Supervisor



3966 Brown Park Drive  
Suite E  
Hard, OH 43026



Security 101 - Dayton  
3966 Brown Park Drive  
Suite E  
Phone 855-415-2101  
Fax 937-913-3264  
Website www.Security101.com

Tuesday, May 24, 2022

Max MacGivray  
Clark County Developmental Disabilities  
2527 Kenton St  
Springfield, OH 45505

Re: May 2022 Door Add

Dear Max MacGivray

Thank you for allowing Security 101 the opportunity to present this proposal for your consideration. This proposal is based upon our discussions, meetings, site surveys and bid documents created by your organization.

Our company is uniquely qualified to provide the installation and service required for the above referenced security system. Security 101 has an established track record of installing and maintaining similar systems as well as meeting strict time schedules and budget requirements.

Our engineering and project management staff have worked together with me to create this proposal. This team will be prepared to deliver your installation in an organized and professional manner. Our installation crews and service technicians will be uniformed, trained and in company stocked vehicles.

In addition, upon completion of the installation, our service department staff will be ready to provide you with same day service utilizing our unique computerized dispatch system.

Finally, although most of the work to be done will be executed by other team members, I will be committed to monitoring the process and making sure that your system meets or exceeds your expectations.

Tom Cook  
Managing Partner  
tcook@security101.com  
Cell Phone 937-631-8563

## Scope of Work

Security 101 will provide the following

1 x S2 MicroNode

2 x Doors of ACS per Pictures sent by Max Kts include reader, DS160, TS-14 and two ML with DSS

Customer will provide 100% of cable

## Access Control

### Panel Locations

#### Existing S2 System

Reader Board Type #1	1	S2 MICRONODE PLUS - 2 reader inputs, 4 supervised inputs, 4 relay outputs, and 1 temperature input in wall mount enclosure 12 VDC/PoE/PoE Plus (S2 Security)
Power Supply - Locks	1	6AMP 12/24VDC PS W/ACM8 8 OTPT (ALTRONIX CORP.)

### Access Controlled Doors

#### Door Add - 1

Card Reader In	1	SIGNO40 WALL MOUNT 13.56MHZ &125KHZ OSDP/WG (HID CORP)
Electric Lock 1	2	MINI MAG F/ SNGL O/S DOOR ALUM (RUTHERFORD CONTROLS U.S.)
Exit Device - PIR	1	REQUEST TO EXIT PIRS LIGHT GRAY (BOSCH SECURITY SYSTEMS)
Exit Device - Mech	1	RTE PNEUMATIC TIMER, 1.5 BUTTON (ALARM CONTROLS CORPORATION)
Other	1	Materials W re Mo d prov ded by Secur ty 101

#### Door Add - 2

Card Reader In	1	SIGNO40 WALL MOUNT 13.56MHZ &125KHZ OSDP/WG (HID CORP)
Electric Lock 1	2	MINI MAG F/ SNGL O/S DOOR ALUM (RUTHERFORD CONTROLS U.S.)
Exit Device - PIR	1	REQUEST TO EXIT PIRS LIGHT GRAY (BOSCH SECURITY SYSTEMS)
Exit Device - Mech	1	RTE PNEUMATIC TIMER, 1.5 BUTTON (ALARM CONTROLS CORPORATION)
Other	1	Materials W re Mo d prov ded by Secur ty 101

**Bill to:** Clark County Developmental Disabilities  
 2527 Kenton St  
 Springfield, OH 45505

**Ship to:** Attn Max McGraw  
 Clark County Developmental Disabilities  
 2527 Kenton St  
 Springfield, OH 45505

Access Control TOTALS	
INSTALLATION	\$2,913.13
EQUIPMENT	\$3,507.46
MATERIALS	\$245.33
SHIPPING	\$89.60
EXPENSES	\$0.00
EQUIPMENT RENTAL	\$0.00
SUBCONTRACTORS	\$0.00
TOTAL INVESTMENT	\$6,755.52

GRAND TOTALS	
INSTALLATION	\$2,913.13
EQUIPMENT	\$3,507.46
MATERIALS	\$245.33
SHIPPING	\$89.60
EXPENSES	\$0.00
EQUIPMENT RENTAL	\$0.00
SUBCONTRACTORS	\$0.00
TOTAL INVESTMENT	\$6,755.52

For the amount of **\$6,755.52** (tax not included)

This proposal dated Tuesday, May 24, 2022 is valid until Saturday, July 23, 2022

The person or persons below represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including all terms, conditions, design, programming, drawings, ownership and software licenses and the Warranty Service Plan, if included as a part of this proposal. This system proposal is intended to provide the customer with a protection of the designated premises. Its design should be understood to represent a compromise between the costs, understood scope of work and customer feedback. Accordingly, such a system may not provide complete protection from all possible threats, and Security 101 shall not be responsible in such an event.

### Payment Terms

- 50% upon Deposit
- 40% upon Equipment Installed
- 10% upon Job Complete

Under no circumstances may the customer make payments directly to any subcontractor, material supplier, laborer or any other person performing work or furnishing material under the Agreement without the prior written consent of Security 101.

Security 101 may assign this Agreement to any other person, firm or corporation without notice to or approval by the customer and may subcontract any activities which may be performed under this Agreement, either voluntarily or by operation of law, without the consent of the customer.

Clark County Developmental Disabilities

Security 101 - Dayton

\_\_\_\_\_  
Authorized Customer Signature (date)

\_\_\_\_\_  
Authorized Security 101 Signature (date)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Purchase Order Number

**Clark County Board of Developmental Disabilities**  
**Agreement for Services with Non-Government Entities**

This Professional Service Agreement is made between **Sterling Quality Concrete, LLC (Contractor)**, and the **Clark County Board of Developmental Disabilities (“Board”)**.

**1. Term**

Contractor shall complete services to Board pursuant to this Agreement for a term of 90 days commencing on the date this contract is signed and ending within 90 days. The Agreement may be terminated by either party by giving thirty (30) days’ written notice to the other party, however, that in the event of default by Contractor, the Board may terminate this Agreement immediately upon delivery of written notice to the last known address of Contractor.

**2. Duties**

The Board and Contractor agree to the following:  
**Reference Annexure A, Annexure B**

**3. Service Site** 2422 Sunset Avenue, Springfield, OH 45505

**4. Devotion of Time**

Contractor agrees to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement and Contractor obligation hereunder.

**5. Fees**

Contractor shall submit an itemized bill for services to the business office when the job is completed. In order for the bills to be paid, they must be accompanied by all of the supporting documentation forms.

This Agreement is in the amount of **Eight Thousand Four Hundred and Fifty Dollars. (8450.00)**. Any amount over the above amount will require an approved change order.

**6. Confidentiality**

During the term of this Agreement, and thereafter in perpetuity, Contractor shall not, without the prior written consent of Board, disclose to anyone any Confidential Information. “Confidential Information” for the purposes of this Agreement shall include Board’s proprietary and confidential information such as, but not limited to: customer lists, business plans, marketing plans, financial information, designs, drawings, specifications, models, software, source codes and object codes. Confidential Information shall not include any information that:

*Sterling Quality Concrete, LLC*

Springfield, OH 45501

P. O. Box 416

1990 E. Pleasant Street

Phone #	9373222440
Fax #	937-323-1082

# Proposal

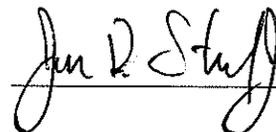
Name / Address
Clark Co. Developmental Disabilities ATTN: Max McGillvary 2527 Kenton Street Springfield, OH 45505

Date	Estimate #
4/29/2022	3726

Customer Phone Number
937-328-2675 937-215-1012

Item	Description	Total
Concrete work	LOCATION: 2422 Sunset Avenue, Springfield OH  Remove and Replace: 41' Curb and Gutter 9' x 17' x 8" Approach Section ** PRICE **	4,500.00
Please sign, date, and return copy if you accept this proposal within 15 days.		<b>Total</b> \$4,500.00

This proposal may be withdrawn if not accepted within 15 days. We are an equal opportunity employer and are covered by workers' compensation insurance. Owner to carry fire, tornado and other necessary insurance. Payment due upon completion.

Signature 

*Sterling Quality Concrete, LLC*

Springfield, OH 45501

P. O. Box 416

1990 E. Pleasant Street

Phone #	9373222440
Fax #	937-323-1082

# Proposal

Name / Address
Clark Co. Developmental Disabilities ATTN: Max McGillvary 2527 Kenton Street Springfield, OH 45505

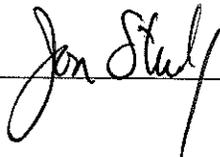
Date	Estimate #
5/28/2022	3731

Customer Phone Number
937-328-2675 937-215-1012

Item	Description	Total
Concrete work	LOCATION: 2422 Sunset Avenue, Springfield OH Remove and replace 12' x 22' x 4" slab Includes light broom finish and sawcut control joints	3,950.00
Please sign, date, and return copy if you accept this proposal within 15 days.		<b>Total</b> \$3,950.00

This proposal may be withdrawn if not accepted within 15 days. We are an equal opportunity employer and are covered by workers' compensation insurance. Owner to carry fire, tornado and other necessary insurance. Payment due upon completion.

Signature



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Proper Public Purpose Certification Resolution 6-2022

Resolved that Superintendent or Comptroller be authorized to sign the proper public purpose certification as required by the Clark County Commission for the expenditures made by the Clark County Board of Developmental Disabilities for the Calendar year 2022.

I Certify that all expenditures made by the Clark County Board of Developmental Disabilities for the calendar year 2022 are for a proper public purpose in accordance with Ohio Auditor of State Bulletin 2003-005 and made in accordance with the Clark County Ohio Purchasing policy adopted on May 1st, 2022. I understand that my failure to verify that this expenditure is proper public purpose, could result in personal financial liability for the expenditure and/or discipline up to and including termination.

Comptroller

Signature

Printed Name

Date

Superintendent

Signature

Printed Name

Date

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# Betty Montgomery Auditor of State

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## Bulletin 2003-005

**Date Issued:** October 20, 2003

**TO:** All County Auditors, Commissioners & Prosecutors  
All City Auditors, Finance Directors, Council Members & Treasurers  
All Independent Public Accountants  
All School District Treasurers  
All Township Clerks & Trustees  
All Village Fiscal Officers, Council Members & Clerks

**SUBJECT:** Expenditure of Public Funds/Proper “Public Purpose”

As you may know, government entities may not make expenditures of public monies unless they are for a valid public purpose. This Bulletin addresses the requirements necessary to ensure that an entity’s expenditure of public funds is for a proper public purpose.

Ohio Attorney General Opinion 82-006, which is attached for reference, addresses the expenditure of funds for public purposes. This opinion, citing the Ohio Supreme Court case of State ex rel. McClure v. Hagerman, 155 Ohio St. 320 (1951), provides guidance as to what may be construed as a public purpose. There are two criteria that demonstrate whether an expenditure is for a public purpose. First, the expenditure is required for the general good of all inhabitants. As stated in McClure, “[g]enerally, a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants . . .” Id. at 325. Second, the primary objective of the expenditure is to further a public purpose, even if an incidental private end is advanced.

The determination of what constitutes a public purpose is primarily a legislative function. As such, the decision to expend public funds “... must be made in accordance with the procedural formalities governing the exercise of legislative power. **Specifically, the decision must be memorialized by a duly enacted ordinance or resolution and may have prospective effect only.**” 1982 Op. Atty. Gen. No. 82-006 (emphasis added). With due deference to local control generally, the Auditor of State’s Office will only question expenditures where the legislative determination of a public purpose is manifestly arbitrary and incorrect. The Auditor of State’s Office does not view the expenditure of public funds for alcoholic beverages as a proper public purpose and will issue findings for recovery for such expenditures as manifestly arbitrary and incorrect.

Thus, to avoid an audit finding, the Auditor of State's Office will require that expenditures of public funds for coffee, meals, refreshments, or other amenities have prior authorization by the appropriate legislative authority. If such prior authorization has been given, the Auditor of State's Office will not question the expenditure in the course of an audit unless there is a clear indication that the legislative determination is arbitrary and incorrect. **Please note, however, the use of public funds to purchase alcohol will be considered arbitrary and incorrect and will be cited by the Auditor of State's Office.**

Also note, for offices that do not have a legislative approval process for these types of expenditures, these principles still apply.

Questions concerning this bulletin should be address to the Legal Division of the State Auditor's Office at (800) 282-0370.

Sincerely,

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery  
Ohio Auditor of State

**OFFICE OF THE ATTORNEY GENERAL OF THE STATE OF OHIO**

**OPINION No. 82-006**

**1982 Ohio AG LEXIS 99**

**March 1, 1982**

**Syllabus:**

1. Coffee, meals, refreshments and other amenities are fringe benefits which may properly be provided by units of local government to their employees as a form of compensation, if authorized by the officer or body having the power to fix the compensation of such employees.
2. Municipal funds may be expended to purchase coffee, means, refreshments or other amenities for municipal officers, employees or other persons, if the legislative body of the municipality has determined that such expenditures are necessary to further a public purpose and if its determination is not manifestly arbitrary or unreasonable.
3. The governing body of a political subdivision other than a municipality may expend public funds to purchase coffee, meals, refreshments and other amenities for its officers or employees or other persons if it determines that such expenditures are necessary to perform a function or to exercise a power expressly conferred upon it by statute or necessarily implied therefrom and if its determination is not manifestly arbitrary or unreasonable.
4. Since the decision to expend public funds to purchase coffee, meals, refreshments or other amenities is a legislative decision, [\*2] it must be memorialized by a duly enacted ordinance or resolution and may have prospective effect only.

**Request by: William J. Brown, Attorney General**

**Opinion:**

**The Honorable Thomas E. Ferguson**

**Auditor of State**

**88 East Broad Street, 5th Floor**

**Columbus, Ohio 43215**

I have before me your request to clarify two opinions of this office which address the expenditure of public funds by local political subdivisions for the purchase of meals, refreshments, and other amenities for public officers and employees. Your specific questions are as follows:

1. Is the analysis set forth in 1981 Op. Att’y Gen. No. 81-052 applicable to units of local government other than boards of education, thus enabling them to provide coffee, meals, refreshments, and other amenities to their employees as fringe benefits?
2. Does the analysis set forth in 1975 Op. Att’y Gen. No. 75-008 correctly require that under no circumstances may public moneys be expended by a political subdivision for meals, refreshments or other amenities for officers and employees of the political subdivision or third parties, in the local area?
3. If the answer to the preceding question is in the negative, what criteria should be applied by the Bureau [\*3] of Inspection and Supervision of Public Offices in determining, as required by R.C. 117.10, whether “public money has been illegally expended” as a result of such expenditures?

You have indicated that your first question arises as a result of paragraph three of the syllabus of 1981 Op. Att’y Gen. No. 81-052, which states: “A board of education, pursuant to its general power to compensate its teaching employees, may expend public funds to provide its teaching employees with free lunches at the school cafeteria or with cash payments for early retirement or for longevity of tenure with the employing school district.” Your specific question is, therefore, whether employees of the various public employers throughout the state may be given fringe benefits, such as coffee, meals, and refreshments, as part of their compensation.

My conclusion in Op. No. 81-052 that a board of education could expend public funds to provide its teaching employees with certain amenities or benefits rested in large part on the Ohio Supreme Court’s decision in *Ebert v. Stark County Board of Mental Retardation*, 63 Ohio St. 2d 31, 406 N.E.2d 1098 (1980). As I noted in Op. No. 81-052, the Ebert court [\*4] spoke in general, unlimited terms and the rationale in Ebert, accordingly, “necessarily extends to any creature of statute and establishes the proposition that the power to employ includes the power to fix any fringe benefit — absent constricting statutory authority.” n1 Op. No. 81-0552 at 2-202.

**n1** I recently noted, however, one exception to this general rule. In 1981 Op. Att’y Gen. No. 81-056 I opined that Ebert does not extend to state agencies since the General Assembly has not given individual state agencies the power to determine the compensation payable to their employees.

Of course, because a municipality is not a creature of statute, the analysis in Ebert does not apply to the fixing of compensation by a municipal corporation for its employees. Because compensation is a matter of substantive local self-government, a municipal ordinance concerning compensation of municipal employees would supersede any statutory provision in conflict with the ordinance. See *Northern Ohio Patrolmen’s Benevolent Association v. City of Parma*, 61 Ohio St. 2d 375, 402 N.E.2d 519 (1980). The rationale set forth in Op.

No. 81-052 does not, therefore, apply to municipalities [\*5] as a restriction on their authority to compensate municipal employees.

In order to answer your first question, it is necessary to determine whether meals, refreshments and other amenities n2 (including coffee) are fringe benefits which may properly be provided to employees of local government units as “compensation,” provided, of course, that there are no constricting statutory provisions. As I noted in 1977 Op. Att’y Gen. No. 77-090, there is no precise statutory or common law definition of the term “fringe benefit” as it relates to public employees. I indicated therein, however, that a fringe benefit is commonly understood to mean something that is provided at the expense of the employer and is intended to directly benefit the employee so as to induce him to continue his current employment. *Madden v. Bower*, 20 Ohio St. 2d 135, 254 N.E.2d 357 (1969). I am unable to be any more precise at this time. I do not, however, believe this imprecision is problematic with respect to your inquiry, since I am confident that there is little room for doubt in concluding that the illustrative amenities set forth in your request are properly viewed as fringe benefits when provided by an [\*6] employer as an inducement to his employees to continue their current employment. See, e.g., 1981 Op. Att’y Gen. No. 81-082 (dental and eye care insurance as a fringe benefit); 1981 Op. Att’y Gen. No. 81-052 (free lunches and cash payments for early retirement or for longevity of tenure as fringe benefits).

n2 After receiving your request, I contacted your office to seek clarification of what might be encompassed by the term “other amenities.” It is my understanding that this term was intended as a reference to such non-food items as flowers for sick employees or relatives of employees, token retirement gifts, or meritorious service awards.

In response to your first inquiry, it is, therefore, my opinion that coffee, meals, refreshments and other amenities are fringe benefits which may properly be provided by units of local government to their employees as a form of compensation, provided that there is no overriding statutory restriction to the contrary. Of course, in order for such benefits to be properly provided, they must be properly authorized by the local officer or body having the power to fix the compensation for such employees, and should be uniformly granted [\*7] to all similarly situated employees. See *Berenguer v. Dunlavy*, 352 F. Supp. 444 (D. Delaware 1972), vacated as moot, 414 U.S. 895 (1973); Op. No. 81-082.

Your second question seeks clarification of the circumstances under which a political subdivision may expend public moneys for meals, refreshments and other amenities for its officers, employees or third parties. Since I have already discussed in response to your first question the legal basis for providing such amenities to employees as a form of compensation, I shall assume for the purposes of this inquiry that these amenities are not intended to be provided to the employees of the political subdivision as a form of compensation.

You specifically seek clarification of Op. No. 75-008, where I concluded that a board of education may not expend public funds for lunches or dinners for persons attending a local meeting of such board. Only two factual assumptions were evident in that opinion. First, the meals were being provided to members of the board of education, who are public officers. Second, the meetings in question took place in the home district and did not involve travel away from headquarters. Assuming [\*8] no additional facts, I still am of the opinion that the provision of meals in such situation would not constitute a valid public purpose. This is not the same as saying, however, that under no circumstances may public moneys be expended by a political subdivision for meals, refreshments or other amenities, in the local area.

You have asked what criteria should, then, be applied in determining, as required by R.C. 117.10, whether “public money has been illegally expended” as a result of such expenditures. The relevant inquiry is whether the expenditure in question constitutes a “public purpose.” Unfortunately, the problem of deciding what constitutes a public purpose has always been difficult. The courts have attempted no absolute judicial definition of a public purpose but have left each case to be determined by its own peculiar circumstances. The Ohio Supreme Court has, however, offered the following general guidelines to be applied in determining whether a particular expenditure constitutes a public purpose. *State ex rel. McClure v. Hagerman*, 155 Ohio St. 320, 98 N.E.2d 835 (1951). First, the test is whether the expenditure is required for the general good of all the [\*9] inhabitants. “Generally, a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants...” *Id.* at 325, 98 N.E.2d at 838. Second, if the primary objective is to further a public purpose, it is immaterial that, incidentally, private ends may be advanced. Third, the determination of what constitutes a public purpose is primarily a legislative function, and a legislative determination of a public purpose will not be disturbed except where such determination is palpable and manifestly arbitrary and incorrect. Asked to consider whether a municipal corporation could expend its funds to pay the cost of membership in an association of municipal finance officers, the McClure court summarized the proper inquiry as follows:

“There is no universal test for distinguishing between a purpose which is public or municipal and, therefore, a proper object of municipal expenditure and one which is private and, therefore, an improper object to which to devote public money. Each case must be decided in the light of existing conditions, with respect to the objects sought to be accomplished, [\*10] the degree and manner in which that object affects the public welfare, and the nature and character of the thing to be done; but the court will give weight to a legislative determination of what is a municipal purpose, as well as widespread opinion and general practice which regard as city purposes some things which may not be such by absolute necessity, or on a narrow interpretation of constitutional provisions. \* \* \* It has been laid down as a general rule that the question whether the performance of an act or the accomplishment of a

specific purpose constitutes a 'public purpose' for which municipal funds may be lawfully disbursed rests in the judgment of the municipal authorities, and the courts will not assume to substitute their judgment for that of the authorities unless the latter's exercise of judgment or discretion is shown to have been unquestionably abused."

McClure, 155 Ohio St. at 325-26, 98 N.E.2d at 838 (quoting 64 C.J.S. 334, 335, § 1835b). Thus, the provision of meals, refreshments or other amenities, although invariably conferring a private benefit, may be a permissible expenditure of public funds, if the legislative authority has determined that the expenditure [\*11] is necessary to further a public purpose. Confronted with a situation in which such a legislative determination has been made, you may not find that public money has been illegally expended, within the meaning of R.C. 117.10, unless you have reason to believe that such determination is "palpable and manifestly arbitrary and incorrect." McClure, 155 Ohio St. at 325, 98 N.E.2d at 838 (quoting 37 Am. Jur. 734-35, § 120). On the other hand, if you have reason to believe that the legislative body has abused its discretion in determining that a public purpose has been served by the expenditures in question, then it is your duty to make a finding in accordance with R.C. 117.10 so that a court may review the matter.

Reference is made throughout the foregoing analysis to the question conferred upon "legislative bodies" to determine what constitutes a public purpose. This terminology is understandable because the public purpose cases have traditionally been concerned with the power of municipalities to undertake certain functions. I understand your present inquiry to be broader, however, and to include counties, townships, school districts and other political subdivisions. It is, [\*12] therefore, necessary to determine whether the term "legislative bodies" can encompass the governing bodies in political subdivisions other than municipalities.

In its strictest sense the term "legislative bodies" refers to the traditional bodies empowered to make laws, such as Congress, state legislatures and municipal councils. Courts have recognized, however, that the governing bodies of other political subdivisions are at times called upon to exercise legislative powers or functions. For example, in *Stein v. Erie County Commissioners*, 16 Ohio Misc. 155, 241 N.E.2d 300 (C.P. Erie County 1968), the court held that, when creating a regional airport authority under the provisions of R.C. Chapter 308, the county commissioners were acting in a legislative capacity. Similarly, in *Morgan County Commission v. Powell*, 292 Ala. 300, 305, 293 So.2d 830, 834 (1974), the court held that, "[i]n the aspect of appropriating money from the county treasury, a county governing body must be deemed as exercising a legislative power." Similarly, the adoption of zoning ordinances and maps is traditionally regarded as a "legislative act." See, e.g., *County of Pasco v. J. Dico, Inc.*, [\*13] 343 So.2d 83 (Fla. App. 1977); *Board of Supervisors v. Lerner*, 221 Va. 30, 267 S.E.2d 100 (1980). One court has found a board of education to be a "legislative body." *Andeel v. Woods*, 174 Kan. 556,

258 P.2d 285 (1953). In *Allstate Insurance Co. v. Matropolitan Sewerage Commission*, 80 Wis.2d 10, 258 N.E.2d 148 (1977), the court held that the decisions of a matropolitan sewerage commission with respect to planning and designing sewer systems were “legislative acts” for which the commission was immune from tort liability. As these cases suggest, legislative power can mean something broader than the usual power to enact laws. A governmental body may be deemed to exercise a legislative function when it promulgates policies, standards, regulations or rules of general application and prospective operation and when the body’s decision is appropriately based on considerations similar to those a legislature could have invoked. *Board of Supervisors v. Department of Revenue*, 263 N.W.2d 227, 239 (Iowa 1978).

Relying on this broader definition of what constitutes a legislative function, I find no reason to restrict the public purpose analysis, illustrated by *McClure*, [\*14] to municipalities only. It is my opinion that a decision properly made by the appropriate governing body of a county, township, school district or other political subdivision to expend public funds to provide coffee, meals, refreshments or other amenities is to be subjected to the same analysis. This does not mean, however, that other political subdivisions are on exactly the same footing a municipalities. Political subdivisions other than municipalities are creatures of statute and have only such powers as are expressly granted or necessarily implied. See, e.g., *State ex rel. Shriver v. Board of Commissioners*, 148 Ohio St. 277, 74 N.E.2d 248 (1947) (board of county commissioners, as creature of statute, has only powers expressly conferred by statute). Consequently, such political subdivisions may make “legislative” decisions only with respect to matters in which they have been authorized to act by the General Assembly. The provision of meals, refreshments and other amenities by such political subdivisions is permissible, therefore, only if the governing body has reasonably determined that the provision of such amenities is necessary to the performance of a function [\*15] or duty or to the exercise of a power expressly conferred by statute or necessarily implied therefrom. See 1930 Op. Att’y Gen. No. 2170, vol. II, p. 1241.

Additionally, since the decision to expend public funds for meals, refreshments or other amenities for persons other than employees is in a sense a legislative decision, it must be made in accordance with the procedural formalities governing the exercise of legislative power. Specifically, the decision must be memorialized by a duly enacted ordinance or resolution and may have prospective effect only. See *Department of Revenue*, 263 N.W.2d at 239. See, e.g., *McClure*, *supra*.

In specific response to your questions, it is, therefore, my opinion, and you are advised, that:

1. Coffee, meals, refreshments and other amenities are fringe benefits which may properly be provided by units of local government to their employees as a form of compensation, if authorized by the officer or body having the power to fix the compensation of such employees.

2. Municipal funds may be expended to purchase coffee, meals, refreshments or other amenities for municipal officers, employees or other persons, if the legislative [\*16] body of the municipality has determined that such expenditures are necessary to further a public purpose and if its determination is not manifestly arbitrary or unreasonable.
3. The governing body of a political subdivision other than a municipality may expend public funds to purchase coffee, meals, refreshments and other amenities for its officers or employees or other persons if it determines that such expenditures are necessary to perform a function or to exercise a power expressly conferred upon it by statute or necessarily implied therefrom and if its determination is not manifestly arbitrary or unreasonable.
4. Since the decision to expend public funds to purchase coffee, meals, refreshments or other amenities is a legislative decision, it must be memorialized by a duly enacted ordinance or resolution and may have prospective effect only.

The Board of County Commissioners, in and for Clark County, Ohio, met this 4<sup>th</sup> day of May, 2022 in regular session, pursuant to adjournment, in accordance with Section 121.22 O.R.C. (Sunshine Law), with the following members present, viz:

Melanie F. Wilt

Lowell R. McGlothlin

Richard L. Lohnes

---

Resolution 2022-0336  
POLP file

**Adopt Purchasing Policy & Procedures**

Commissioner Lohnes moved, per the request of the County Administrator, to adopt the Purchasing Policy & Procedures, dated May 2022, effective June 1, 2022.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

---

I, Megan Burr, Clerk to the Board of County Commissioners, do hereby certify that the above is a true and correct copy of a motion as recorded in the Journal of the Clark County Commissioners, under the date of May 4, 2022.

*Megan Burr*

Megan Burr, Clerk

copy: County Auditor  
County Administrator  
Requesting Department(s)

**CLARK COUNTY, OHIO**  
**PURCHASING POLICY & PROCEDURES**  
(Updated May 2022)

**PURPOSE**

The purpose of this document is to establish the general guidelines and procedures that Clark County will follow when procuring goods and services.

**SCOPE**

The policies and procedures outlined in this document shall apply to all departments and agencies involved with any procurement of goods and services for Clark County.

**GENERAL GUIDELINES**

All purchases made by any Clark County government office or department must be in accordance with applicable sections of the Ohio Revised Code (ORC).

All government offices and departments must purchase goods and services against a budget that is currently lawfully appropriated. Submitting departments/offices must certify that the purchase is a proper public purpose in compliance with Ohio Auditor of State Bulletin 2003-005. The County Auditor certifies the availability of funds (Section 5705.41(D)). The Board of County Commissioners (BOCC) appropriates all County funds and approves all payments against the County (Sections 5705.38 & 307.55).

All officers, employees and agents of the Clark County must comply with the requirements of the Ohio ethics law and Ohio law pertaining to offences against justice and public administration, including, but not limited to, Sections 102.03, 102.04, 2921.42 and 2921.43, of the Ohio Revised Code. Copies of the statutes are available online at [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

No officer, employee or agency of Clark County may solicit or accept gratuities, favors, or anything of value as defined in Section 1.03 from anyone doing business with or seeking to do business with, or regulated by the agency, including contractors, vendors, and potential contractors and vendors.

Goods or services purchased with grant funds must follow the more restrictive federal, state or county requirements and/or policies. Other departments/offices that are obligated by state or federal law must follow those policies in addition to the policy. The Department of Job & Family service (DJS) has drafted its own procurement plan, which was approved by BOCC on September 15, 2021 (resolution 2021-0613).

There is a personal liability for violating the certification process. The County may engage in civil litigation for violation of this certification process.

**CERTIFICATE OF FUNDS AVAILABILITY**

Requirements for Expenditure of Funds at County Level:

- Funds must properly be appropriated for that proper purpose. (Section 5705.41(B))
- Proper warrant must be drawn against an appropriated fund. (Section 5705.41(C))
- Certificates of the fiscal officer (County Auditor) must be attached (affixed) to expenditure before a contract can be signed, or any order made. The certificate states the amount required to meet the obligation in the fiscal year in which the contract is made has been lawfully appropriated for such

purposes and the funds are in the treasury or in process of collection to the credit of an appropriated fund free from any previous encumbrance. (Section 5705.41(D)).

- Any contract entered without an Auditor's certificate is void. No warrant shall be issued in payment of amount due thereon. (Section 5705.41(D)).
- However, if there was no certificate, payments can be made, if the Auditor certifies that funds were available in the treasury or during collection at the time they entered the contract. This is commonly referred to as the "Then & Now" certificate.

## **RESERVING FUNDS**

The purchase of goods and services shall be accomplished through either the "Reserve Encumbrance" method or the "Super Blanket Certificate" method.

1. Reserve Encumbrance - Reserve encumbrances are individual encumbrances with typically a specified vendor, amount and purchase.
2. Super Blanket Certificates – Super blanket certificates are for one or more vendors and shall not run beyond the fiscal year. Only one super blanket certificate may be established for an appropriation line item.

A purchase against a Super Blanket Certificate must be a reasonably recurring and predictable operating expense and may not be used to procure goods or services that are subject to the competitive bidding requirements or contract services that require a Request for Proposal (RFP) process. In order to comply with the "reasonably recurring and predictable operating expenses" clause, purchases must comply with each of the following tests:

1. The item purchased must not be a capital asset.
2. The item purchased or service rendered must be such a recurring purchase that if the office/department had sufficient storage facilities they would purchase more than one of these items at a time to store at their own facility. Examples include fuel, oil, gasoline, utilities.

Purchases may not be made until the submitting department/office has received a notice that the purchase order (PO) has been certified by the County Auditor. All expenditures require a purchase order except for the following; payroll, self-insurance health and prescription claims, Veterans' financial assistance, and property tax refunds.

All requisitions and/or super blanket certificates shall be entered into the accounting system. See Appendix A for purchase requisitions procedures.

## **CONTRACTING**

A contract is a written agreement between Clark County or a department or agency of Clark County government with a third party to purchase, exchange or use goods, services, or property; or any such agreement to sell, exchange or supply goods, services, or property. This includes agreements and grant documents between the County and federal, state or local government.

As pertains to this policy, a contract does not include an employment contract with the County or a contract entered into as settlement of litigation.

No contract, agreement, license, purchase order, memorandum of understanding, lease or any potentially binding document shall be signed by unauthorized County Officials or personnel. In order to protect the interest of Clark County, a contract must be executed by the County Administrator (or designee) before compensation of services or products can be provided.

All contracts to which Clark County is a party to must be in writing. Any modifications or amendments to the terms of executed contracts must be in writing. No important general change may be made which alters the essential identity or main purpose of the original contract or is of such importance as to constitute a new undertaking.

All contracts exceeding \$9,999.99 or which may be deemed politically sensitive must be approved at a regular or special session of the Board of Commissioners and entered into the minutes (Section 305.25). Requisitions must be submitted before contract is executed (please reference Appendix A for process). A contract must be executed before compensation can be provided. The County cannot pay for any goods or services provided prior to the execution of the contract. Goods or services provided prior to the commencement of a contract shall be deemed to be included in the contract and payment shall be in accordance with the terms of the contract.

The requisition must be made out to the vendor. No various vendor requisitions will be approved for a contract. No payments shall be made until the materials, supplies, equipment or services have been delivered and accepted and the work completed to the full satisfaction of the County.

It is a violation of county policy to knowingly allow a contractor to continue working on a contract that is no longer valid.

✓ Repairs for vehicles/equipment under \$50,000 do not require a written contract.

There are five categories of contracts.

1. \$0-\$2,499 – No written contract needed unless services involve children
2. \$2,500-\$9,999 – Minimum one informal quote attempted
3. \$10,000-\$49,999 – Minimum two informal quotes attempted
4. \$50,000-\$100,000 (competitive bidding required)
5. Over \$100,000 (competitive bidding required)

### **CONTRACT AMENDMENTS**

Required contract amendments include changes to the scope, extensions of time (including as an option written into original contract), and the addition of funds.

A contract amendment must be submitted for approval before the expiration date of the existing contract.

### **COMPETITIVE BIDDING**

For those goods or services estimated to exceed \$50,000, a formal competitive bidding process shall be done unless exempt from the competitive bidding process. The formal competitive bid shall be advertised in accordance with applicable Clark County resolutions, state laws, and federal laws. The standard of award is the lowest and best bidder in accordance with all applicable requirements. The award recommendation will be made to the governing authority. The award will result in completion of a purchase order or contract, as appropriate.

“Bid splitting” is not acceptable. Bid splitting is defined as splitting a contract into smaller work orders or projects to avoid the requirement to competitively bid a project. In addition, work or labor associated with the purchase of equipment or materials to be installed to improve an existing building shall not be separated out from the equipment purchase for the purpose of avoiding the competitive bidding requirements.

### **EXCEPTIONS TO COMPETITIVE BIDDING**

As per ORC, there are certain exceptions to the competitive bidding requirement (list below is not inclusive). The following are the most common exceptions used by the County:

- A. Sole Source
- B. Cooperative Purchasing Agreements
  - State of Ohio through Ohio Department of Administrative Services (ODAS)
- C. Emergency Purchases
- D. Services of usually recognized professions including accountants, architects, attorneys, physicians, appraisers, and consultants.
- E. Purchases from other governmental contracting authorities.

Documentation supporting the exception from competitive bidding must be included with the contract documents.

### **DISPOSAL OF SURPLUS COUNTY PROPERTY**

Ohio Revised Code Section 307.12 permits Ohio counties to dispose of unneeded, obsolete or unfit vehicles, machinery, equipment, and supplies using a variety of methods. Approval by the BOCC must be granted before disposal.

Please see the Vehicle Disposal Policy for specific guidelines if the property being disposed is a vehicle.

### **LOCAL PREFERENCES**

Clark County does not offer any preferences for local vendors.

### **DATA BOARD**

Clark County has established a data processing board per Ohio Revised Code Section 307.84. This board reviews any purchase, lease, or contract for data processing equipment. In addition, this board adopts minimum specifications for computer hardware purchases. All purchasing requests must be submitted in writing to the secretary of the board. All requests for computer hardware must meet board approved minimum specifications. A minimum of two formal quotes must be submitted. The county's information systems department will review minimum specifications quarterly. Please review the Data Board Requirements as listed on the ISNet.

## APPENDIX A

This appendix gives specific guidelines for entering requisitions into the accounting system. Please note that the deadline for submitting completed contract documents to the Clerk of Commission, or designee, & entering requisitions for contracts needing BOCC approval is noon the Thursday before the following week's meeting. If the meeting date is changed, the Clerk of Commission, or designee, will send written notification.

Requesting office/department must complete, sign, and attach requisition checklist (see Appendix B) to any requisition entered into accounting system. Requisitions entered into the accounting system that do not have the requisition checklist attached will be denied automatically.

### I. Reserve Encumbrances

#### A. Contract Requiring BOCC Approval

- 1) Requesting office/department enters requisition into the accounting system and sends draft resolution and contract documents to the Commission's office for review and placement on agenda. Box indicating that this requisition is a contract is selected by requesting office/department.
- 2) Clerk of Commission, or designee, forwards agenda with the resolution to the Auditor's office.
- 3) The Auditor's office will approve the requisition, satisfying Section 5705.41(D)(1).
- 4) Once BOCC approves the contract by resolution, the County Administrator, or designee, will approve the requisition, satisfying Section 305.25.
- 5) Requisition becomes a purchase order.

#### B. Contract Not Requiring BOCC Approval

- 1) Requesting office/department enters requisition into accounting system and sends contract documents to the Commission's office for review. Box indicating that this requisition is a contract is selected.
- 2) Clerk of Commission, or designee, forwards contract documents to the Auditor's office.
- 3) The Auditor's office will approve the requisition, satisfying Section 5705.41(D)(1).
- 4) The County Administrator, or designee, will approve the requisition, satisfying Section 305.25.
- 5) Requisition becomes a purchase order.

#### C. Non-Contract (all others)

- 1) Requesting office/department enters required information into accounting system.
- 2) Requisition follows appropriate workflow for departmental approval.
- 3) Requisition is approved by the Auditor's office, satisfying Section 5705.41(D)(1).
- 4) Requisition becomes a purchase order.

### II. Super Blanket Certificate

#### A. Process

- 1) Requesting office/department selects "Super" under PO Type and then enters remaining required information.
- 2) Requisition follows appropriate workflow for departmental approval.
- 3) Requisition is sent to Auditor's office for approval per Section 5705.41(D)(1).
- 4) Requisition becomes a purchase order.

APPENDIX B

Requisition Checklist

Department: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Is this vendor on the debarment list? Y/N <https://procure.ohio.gov/proc/debarment.asp>

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

Is this a proper public purpose? Y/N

Does this purchase require a Data Board request? Y/N

If yes, date this this was completed: \_\_\_\_\_

Does this purchase require a bid/request for proposal/request for qualifications? Y/N

If yes, date this this was completed: \_\_\_\_\_

Does this purchase require a contract? Y/N

If yes, does this contract require a resolution? Y/N

If yes, resolution #: \_\_\_\_\_

If no, date signed by County Administrator (or designee): \_\_\_\_\_

Is this a contract amendment? Y/N

If yes, list the expiration date of the contract: \_\_\_\_\_

I hereby certify that the information provided on this document is true and accurate. Additionally, I certify that this expenditure is for a proper public purpose in accordance with Ohio Auditor of State Bulletin 2003-005 and made in compliance with the Clark County Ohio Purchasing Policy adopted on May 1, 2022. I understand that my failure to provide accurate information on this form, or failure to verify that this expenditure is a proper public purpose, could result in personal financial liability for the expenditure and/or discipline up to and including termination.

Employee:

Department Director/Elected Official:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

The Board of County Commissioners, in and for Clark County, Ohio, met this 5<sup>th</sup> day of September, 2018 in regular session, pursuant to adjournment, in accordance with Section 121.22 O.R.C. (Sunshine Law), with the following members present, viz:

Richard L. Lohnes

Melanie F. Wilt

Lowell R. McGlothlin

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**Resolution 2018-0553**  
**POLP file**

**Adopt Procurement Card Policy**

Commissioner Wilt moved to adopt following plan:

**Plan Name:** Procurement Card Policy  
**Purpose:** To allow county purchases via procurement card.  
**Effective Date:** September 5, 2018

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Wilt, Yes; Commissioner McGlothlin, Yes; Commissioner Lohnes, Yes

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I, Megan Burr, Clerk to the Board of County Commissioners, do hereby certify that the above is a true and correct copy of a motion as recorded in the Journal of the Clark County Commissioners, under the date of September 5, 2018.

*Megan Burr*

Megan Burr, Clerk

copy: County Auditor  
County Administrator  
Requesting Department

# Board of Commissioners - Clark County, Ohio - Procurement Card Policy

## 1. Background

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Procurement cards are designed to make purchases in a manner that reduces paperwork and processing time. This process can eliminate the need for county personnel to use their personal funds and obtain reimbursement. The benefits for this policy are to accelerate payments to a vendor, expedite delivery of goods, reduce paperwork, expanded list of merchants, lower transaction processing costs, and the ability to set and control purchasing dollar limits.

## 2. Authority and Restrictions

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The Ohio Revised Code (ORC) Section 301.29 discusses the authority for counties, by and through their Board of County Commissioners with advisement of the Auditor to adopt a policy on use of procurement cards. This policy must set limits for spending activity and allowable expenditures as well as any administrative controls that the Board determines will be sufficient for using procurement cards.

For administrative control purposes, The Board of Clark County Commissioners has restricted the definition of a "procurement card". The Board recognizes permissible procurement cards as an "account card". With an account card, there is no third party involved. The vendor that the county department is making a purchase from will directly bill that county department for payment. The account card is designed for small-dollar purchases made via in-store, mail, email, internet, telephone and fax. Procurement cards shall not be used as an ATM (automated teller machine) card, debit card, or for cash advances. The card shall not be used for personal or non-work related expenses. (Examples of account cards include but are not limited to: Wal-Mart, Lowes, Sam's Club, Sears, etc...)

Additionally, the procurement card program is not intended to, and pursuant to ORC 301.29 (E)(3), shall not be used to avoid or bypass the competitive bid requirements of the ORC 307.86. Furthermore, this procurement card policy is not intended to circumvent any policies outlined in the Clark County procurement policy guidelines, nor any department's specific procurement policy guidelines. Expenditures may not exceed appropriations under any circumstances.

## 3. General Information

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A "cardholder" is an individual who has been approved by an appointing authority to pay for certain work-related expenses with an account card/procurement card. The cardholder is responsible for the security and physical custody of the account card/procurement card, and is accountable for all transactions made with the account card/procurement card. The cardholder must comply with the policy's record-keeping requirements (including retention of original receipts) for the protection of both the cardholder and Clark County. The cardholder is also responsible for timely reconciliation of the billing statement. Employees have a responsibility to report instances where the County's policy is not being followed.

In order to remain accountable, the Board of Clark County Commissioners will ask each county department on a yearly basis to provide information on their account card/procurement card(s) that they are in possession of and which have been authorized by the Board of Clark County Commissioners via Board Resolution. Those departments with account card/procurement card shall report the name of the vendor, the account card number and the resolution number approved by the Board of Clark County Commissioners which authorized the use of the account card/procurement card.

#### **4. Program Administration**

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Each county department that participates in the procurement card policy shall name a program administrator. The department's program administrator shall be responsible to review and to reconcile account card/procurement card activity, and send any disputes to the commission department to resolve disputes with merchants and maintain cardholder profiles for their department's account cards.

#### **5. Card Limits**

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Individual account card/procurement card are subject to the following maximum limits:

- Daily spending per card: \$1,000.00
- Monthly spending per card: \$5,000.00
- Single Transaction Limit: \$1,000.00  
(May not exceed \$1,000.00 per Ohio Revised Code Section 5705.41)
- Daily Number of Transactions Per Card: 10
- Monthly Number of Transactions Per Card: 350

Purchases may not be split to bypass the single transaction limit.

#### **6. Sales Tax and Use Tax – Late Fees and Finance Charges**

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All purchases made with a Clark County account card/procurement card are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card. If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor. Sales Tax will not be paid on any purchase.

No late fees or finance charges shall be paid unless authorized by the Board.

#### **7. Acceptable Uses**

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The account card/procurement card may be used to purchase the following:

- Subscriptions
- Books
- Office supplies, furniture and equipment
- Training materials
- Information technology hardware, software, and technical support as permitted by the Data Board and its policies.
- Building maintenance supplies
- Building maintenance materials
- Clothing
- Food (including reasonable gratuity not to exceed 20%)
- Small equipment purchases
- Any other specific department work related items that are, prior to procurement, approved for purchase by the County Administrator

The account card/procurement card may NOT be used to pay for the following:

- Services that are 1099 eligible.
- Capital equipment
- Entertainment
- Alcoholic beverages
- Long-Distance telephone charges

- Travel related items
- Gasoline and/or fuel purchases
- Cannot benefit through an awards program

#### **8. Application for Procurement Card and Subsequent Profile Changes Along with Cardholder Acknowledgment and Responsibilities**

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Account card/procurement card can be issued either in the name of the office of the appointing authority or in the designated individual's name, with the appointing authority's name clearly indicated as the buyer on the account card. An individual cardholder must be a current full-time Clark County employee. If the agency elects to have an agency card, it is strongly encouraged that the number of employees authorized to use the account card be limited to provide more accountability.

The cardholder is responsible for the physical custody of the account card and for maintaining confidentiality of all information relating to the account card such as the account number and expiration date. The account card is not to be loaned to anyone.

The cardholder will sign a written acknowledgment indicating that the cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the Board of Clark County Commissioners. The appointing authority will retain the signed acknowledgment and will forward a copy to their program administrator.

#### **9. Making Purchases**

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An encumbrance(s) must be established for projected purchases to be made with each account card/procurement card. The purchase order shall be opened in the name of the account card/procurement card, in other words to a "specific vendor". No account card/procurement card shall be paid with an "open" purchase order. The purchase order amount shall be set based on the monetary and transaction limits established for the account card/procurement card and in accordance with Clark County's Procurement Card Policy limits set. This helps ensure that expenditures do not exceed available appropriations. A purchase order for any account card/procurement card shall expire in accordance with County Auditor's Office policies and procedures.

When making a purchase, the cardholder shall obtain and retain the original receipt. The receipt must contain the vendor's name, date of purchase, itemized description of purchase, per unit price and total price.

Approved account card/procurement card may permit the purchase of goods over the internet, telephone or fax. These purchases must be evidenced by an order confirmation along with either the original packing slip that accompanied the purchased goods or an itemized receipt. When using the internet, the cardholder must make sure the website where the account card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A cardholder can determine if the website address is secure in two ways:

1. An internet website is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
2. A symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signifies that the website is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The cardholder should inform the vendor that the purchase will be paid by an account card/procurement card and that the purchase is tax exempt.

#### **10. Record Keeping**

Each cardholder will maintain a purchasing log. The log records the transaction date, vendor name, description of purchase or return, total amount purchased or returned, how the order was placed (via internet, phone, fax, mail or in person). A separate line is required for each purchase.

The receipt for each purchase should be stapled to the log to expedite reconciliation with the billing statement. This report shall be reviewed at the County Department's annual budget meeting.

This report can also be reviewed at anytime by the Clark County Board of Commissioners or the appropriate County appointing authority, supervisor, program administrator and the County Auditor.

#### **11. Account Reconciliation and Payment of Account card Billing**

Each cardholder will receive a statement identifying all transactions made during the billing cycle. The cardholder will reconcile the statement's accuracy against the purchasing log and receipts. The reconciled statement, the purchasing log and the supporting receipts should then follow the County agency's standard process for paying bills. Payment cannot be made until the cardholder confirms receipt of the goods or services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The appointing authority or their designee is responsible for reviewing the log for appropriateness of purchases made with the account card/procurement card and for approving the statement for each cardholder under their supervision. The approval must be evidenced by the approver's signature. Once approved for payment, the agency must submit the original statement, purchasing log and supporting receipts to the County Auditor. The County Auditor will issue payment by warrant. Timely completion of the reconciliation is imperative.

#### **12. Returns, Credits, and Dispute Resolution**

Sometimes, there is a problem with a purchased item or service. Examples include broken merchandise, the billed amount does not match the quote, the billed amount includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned for any reason, send the item back to the supplier and request a credit to the account card. Notify your department's program administrator so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the cardholder should contact their department's program administrator.

#### **13. Late Fees or Finance Charges**

No late fees or finance charges shall be paid. If a service fee is charged because of a payment time period not met, then the service fee is not the responsibility of the County, but that of the department and/or cardholder.

*SERVICE FEES WILL NOT BE PAID FROM TAXPAYER'S MONEY.*

#### **14. Lost or Stolen Account Cards**

If your account card/procurement card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the card issuer via

mail or fax, with copies promptly given to your department's program administrator, your appointing authority and to the County Auditor. The date and time of the phone report of the lost or stolen card shall be included in the written notification. The program administrator will initiate issuance of a replacement account card/procurement card.

**15. Suspension or Cancellation of Card**

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Your department's program administrator will initiate suspension or cancellation of the card, and will notify your appointing authority and the County Auditor that such action has been taken. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the account card/procurement card immediately. The program administrator will cut account cards in half. Cardholders on extended leave or reassignment may have their account card/procurement card suspended. Intentional use of the account card for personal purchases or for purchases made in violation of this policy and the Clark County Purchasing Manual will result in account card/procurement card cancellation.

**16. Penalties for Improper Use of Card**

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The account card/procurement card is to be used only by the cardholder to pay for authorized, work related expenses. The cardholder is not allowed to lend the card to someone else.

The account card/procurement card may not be used to pay for personal transactions. Improper use of the account card/procurement card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment.

Improper use can result in revoking the card. In addition, the cardholder is personally liable for payment of improper purchases and subject to criminal prosecution.

**17. Departmental Procedures when Securing an Account/Procurement Card**

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Each department can observe the approved account card vendor's list which is located on the Commissioners' website. Each department will be responsible for securing their own account card application with an approved vendor. Each department will be responsible for completing the account card/procurement card application and submitting it to the County Prosecutor's Office for approval as to form and then sending it on to the Board of Clark County Commissioners for final execution.

Each department will be responsible for communicating to the Board of Clark County Commissioners the name of the account card/procurement card vendor, the department name, and a list of those employees authorized to use the account card. Once this information and the account card application is submitted to the Board of Clark County Commissioners, the Board shall execute all account card/procurement card applications and shall issue a resolution approving the same listing the account card/procurement card vendor's name, department name and those employees authorized to use the account card/procurement card.

All account card/procurement cards shall be set up for central billing with the County Auditor's Office named as the billing contact and address. Any account card/procurement card not set up for central billing will not be paid and will not be an approved method of payment. The expense shall become the responsibility of the person who made the purchase unless express written approval is granted by the Board or their designee.

Policy Adopted: \_\_\_\_\_

Resolution 2018-\_\_\_\_\_

The Board of County Commissioners, in and for Clark County, Ohio, met this 5<sup>th</sup> day of January, 2022 in regular session, pursuant to adjournment, in accordance with Section 121.22 O.R.C. (Sunshine Law), with the following members present, viz:

Melanie F. Wilt

Lowell R. McGlothin

Richard L. Lohnes

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**Resolution 2022-0009**  
**COMO file**

**Authorize County Departments to Utilize Internet Based System for Disposal of Surplus County Equipment**

Commissioner Lohnes moved to authorize in accordance with section 307.12(E) of the Ohio Administrative Code, for county departments to utilize internet based GovDeals, Inc. for the purpose of disposal of surplus county equipment. Said authorization is for the period of January 1, 2022 through December 31, 2022 and said notice is to be provided per the requirements of the ORC. Departments utilizing GovDeals, Inc. or another internet based system must be in compliance with the ORC stipulations governing length of auction period and other requirements.

Commissioner McGlothin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothin, Yes; Commissioner Wilt, Yes

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I, Angela Wheeler, Acting Clerk to the Board of County Commissioners, do hereby certify that the above is a true and correct copy of a motion as recorded in the Journal of the Clark County Commissioners, under the date of January 5, 2022.



Angela Wheeler, Acting Clerk

copy: County Auditor  
County Administrator  
Requesting Department(s)

### Vehicle Purchase Procedures

All vehicles are the property of and in the name of the Board of Clark County Commissioners. Pursuant to Section 307.41 of the Ohio revised Code a resolution will be required for ALL vehicle purchases. The following steps must be completed to purchase a vehicle.

1. Prepare a resolution for Board action. Include the reason for necessity, make and model of vehicle(s) and number of vehicles being purchased in the resolution.
2. If the vehicle will be leased, you will need to follow Contract Procedures. Contact the Commission Clerk at 521-2006.
3. The title must be in the name of the Board of Clark County Commissioners and the original title must be kept in the Commission Office.
4. All vehicle purchases must be reported to the Administrative Assistant for CORSA purposes.
5. If tags are needed or will be transferred contact the Administrative Assistant at 521-2009.
6. After the vehicle is purchased contact the Auditor's Office at 521-1897 for inventory purposes.

### Vehicle Disposal Procedures

All vehicles are the property of the Board of County Commissioners. Only the Board has the authority to sell, trade, salvage, or auction county vehicles per Ohio Revised Code Section 307.12.

To properly dispose of a vehicle, you must complete the following steps. If you have questions, please contact the Commission Clerk at 521-2006 or Administrative Assistant at 521-2009.

1. Fill out Vehicle Disposal Permission Form.
2. Submit Permission Form and Vehicle Disposal Resolution template to Administrative Assistant & Clerk in Commission Office.
3. Clerk places resolution for disposal on agenda.
4. Resolution approved by the Board & County Administrator signs the disposal form.
5. Copies of approved Permission Form and Resolution sent to Requesting Department, Auditor's Office and HR for CORSA purposes.
6. Requesting Department may proceed with approved method of disposal provided all other procedures have been executed.
7. Auction and Sales Transactions: When Requesting Department and Purchaser are ready to exchange the title, the Requesting Department must contact the Administrative Assistant to set up a date and time to transfer the title. The vehicle shall not be released until the title is ready to be given at the time of vehicle pick up.
8. Salvage Transactions require the Administrative Assistant to obtain a salvage title. Please contact for details. This can take more time.
9. The vehicle must be paid for through GovDeals. Departments are not authorized to accept the money in any form.
10. At the set date and time, the title and vehicle may be released.

#### Contact Information:

- Commission Clerk, Megan Burr, 521-2006, mburr@clarkcountyohio.gov
- Administrative Assistant, Angela Wheeler 521-2009, awheeler@clarkcountyohio.gov
- Auditor's Office, Dave Crew, 521-1897, dcrew@clarkcountyohio.gov

## HUMAN RESOURCES



### CORE VALUE:

### PARTNERSHIP



Human Resources has been working on partnerships within our community. One of those partnerships is a connection with Wittenberg University. We are developing a 3-pronged approach to enhance recruitment pipelines and opportunities for students who are interested in community service working with us, and contributing to our population.

The **Best Buddies Program** is a not-for-profit international organization that assists universities and colleges in setting up connections for students with Individuals with Developmental Disabilities. We are

helping Wittenberg establish a student chapter and will be a sponsor, helping to coordinate these “matches” for students to participate. It will be a great way to connect to Wittenberg and to integrate the community into our services.

The **50/50 Program** is an employment program for Wittenberg students who work part time during their student years. Wittenberg is the employer and pays half the wage.

**SSA Internships** are at the stage of creation and planning. We are working with the Career Placement Department, the Hagen Center for Civic & Urban Engagement at W.U. along with a group of faculty to develop a curriculum for several majors that would provide an opportunity for a career and real-world exposure in the field of Developmental Disabilities.

### Early Childhood

Good things are always happening in Early Childhood!

Carisma came to EI in March of 2022 with a concern for Gross Motor. She was not crawling on all fours and she was not getting into and out of sit. Since we have started having bi-weekly visits, Carisma has started getting into sit, crawling on all fours, pulling to stand, and sitting back down and now is trying to crawl up stairs and walk when pulling to stand. Vicki, our PT, has given mom some tips to help Carisma

with her confidence in pulling to stand and sitting after standing. Carisma and mom have been working hard and the hard work is paying off!! 😊

Braxton's "Cubby" bed story by Renae Hawkins LSW, SSA:

Braxton is one of our precious little friends who is full of life and lots of energy. He has such a fun loving and curious personality. He lives with his grandma, his little brother and older sister. Grandma reached out to me at one time in desperation to share that no one was getting any sleep in their home do to Braxton's sleep patterns.

Dee (Grandma/Guardian) explained that Braxton struggles with various significant sensory and safety issues related to his sleeping routines. Poor sleeping and safety issues are common characteristics of Autism. Braxton would be up and down during the night and was known to get into things in the home that may be dangerous to him/others. She also shared that she was worried that he would elope out of the house without her knowing. He had already been known to pull down the screens in the windows and throw items out of them and crawl out of them. He is a climber and had been known to climb on everything he could despite the danger. Braxton also has episodes during the night of very aggressive sleep rocking, which he was known before to fall off his bed. The "Cubby" bed addresses all of his sleep safety needs at this time.

She went on to share that medications at this point were not working and she needed some other kind of help to keep him safe and in his bed at night. I suggested she speak with Braxton's Developmental Specialist doctor and ask if a "Cubby" bed would be beneficial for Braxton. The doctor agreed and then I helped her get set-up with a CareSource Case Manager to see if the bed could be purchased through Braxton's CareSource insurance.

It was a very long drawn out battle back and forth helping support Grandma Dee. I helped her with calls and emails to the CareSource Case Manager and the doctor's office to get this bed approved and delivered to their home. But after a whole year of pushing for this bed it finally arrived and they couldn't be happier with it.

The "Cubby" bed comes with a calming safe space (w/ anti-wander enclosure, 360 degrees of padding, safety sheets) and soothing sensory inputs (low lights), and peace of mind monitoring (camera, mic and sensors).

Dee shared that they are now all getting good sleep at night knowing that Braxton is safe and happier in his big boy bed!



### Kid Proof Durability

Machine washable, bleach cleanable and made from ultra-tough fabric and steel



### Calming Safe Space

Comforting protection with 360 degrees of padding, anti-wander enclosure and safety sheets



### Soothing Sensory Inputs

Calm your kiddo before bed or when stressed with the perfect custom environment

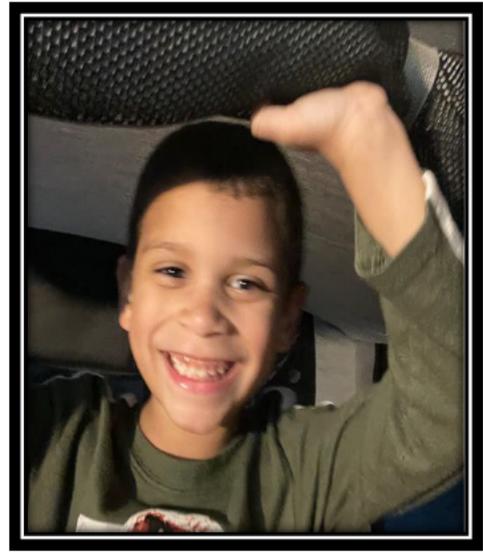


### Peace Of Mind Monitoring

Always be connected to your loved one with a connected camera, mic and sensors



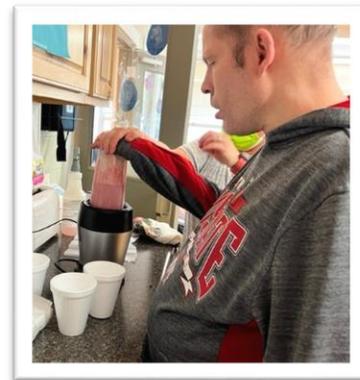
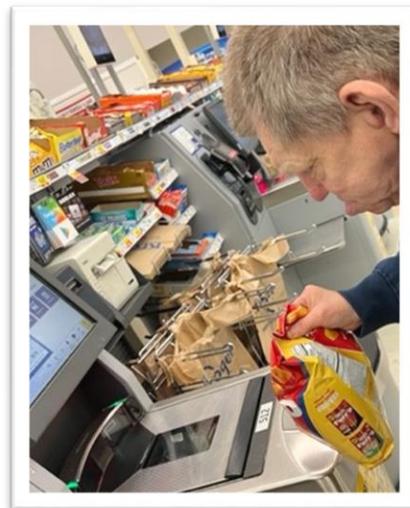
[Support](#)



## Adult Services at Town and Country Center



*Busy month for activities: Cheryl and others went to the library to get books for story time. Suzie enjoyed playing Ball with Mac. Ricky and Matt visited the Heritage Center. John and Lisa enjoy each other's company on the ride to T & C.*



*Tony visits the grocery store to buy fresh fruits and ingredients for the smoothies John blends.*

### **Community Integration**

Visits to the main library, Heritage Center, Buck Creek State park and Kroger's highlighted the adventures for the Town and Country crew. At the day program story time continues to be a favored activity. We enjoyed a smoothie party where we made smoothies for everyone with fresh ingredients bought at our neighborhood Kroger. The annual Quest plant sale was a success as we sold out of most of our inventory on the first day. Over \$800 dollars in projected revenue was generated for the horticulture program.

### **Community Navigator Grant**

Another provider and one individual have stepped forward to seek assistance from the Community Navigator pilot program. This brings the total being assisted to 8 agencies/individuals into the program. For more information on what the service can do, contact Marty Fagans or go to: <https://www.sba.gov/local-assistance/community-navigators> or <http://springfieldsbdc.com/>

### **Community Calendar**

The calendar can be accessed at <https://clarkdd.org/comm-calendar/>

You can click on a date and then double click an activity to access all the information you need to know. Most items also have a link to an associated website where people can get more information, buy ticket or directions to the event.

### **Community Living Services**

Kudos to Virginia Aylward, one of our adult SSA supervisors, who took it upon herself to put together bags of toiletries and other necessities for individuals who come to our respite units. Many times they have nothing when they come to us. Virginia reached out to members of her gym and they were very generous.

Thank you, Virginia, for seeing a need, and addressing it.



## Community Connections & Employment



### **Exploration- Discovery- Opportunities**

Aiden R. has struggled with his education classes during the pandemic like many students. He has a strong interest in nature, outdoors and particularly with sticks. Opportunities for Ohioans with Disabilities (OOD) placed him at Ollie's part time which ended up not being a good fit based on his interests. Aiden tried art and woodworking classes ,however he recently switched to 3D printing classes.

Community Navigator, Beth Lamb shared his level of engagement was quite different than his previous art & wood working classes . Beth shared Aiden and Nick L. (mentor ) were very engaged in conversation specific about characters, 3D printing, and various work Nick had on display in his studio.

Nick told Aiden that he worked at 5<sup>th</sup> 3rd Bank full time and sells his work at various toy shows for fun. When Nick shared his mentor does 3D printing full time and helped him as needed , Aiden asked “you mean there are jobs doing things like this”.





During summer youth activities hosted by (ESC) on our Kenton campus a few years back, we learned Eli L. didn't always like the structured activities offered indoors. However, Eli learned to get staffs attention by going over to the fire alarm which was easily accessible until Max and team put a lock box on it. Eli then challenged staff to "keep up" with him as he raced outdoors to our campus track. Finally, staff learned this is where he wanted to be! Eli enjoyed being outdoors, on the go, listening to music, and making several laps around the track.

In order to "Stay on Track" CCE Navigators worked with [Heart of Unlimited Boundaries](#), founded by Rocky Grimes. Their flagship program, referred to as "controlled karting," utilizes customized vehicles with one-of-a-kind technology that enables even the most severely disabled to participate at their highest level of independence. The karting program has received an "Ohio Top 25 Hero" proclamation from the Governor of Ohio.



### **Determination -Perseverance- Gratitude**

A BIG shout out to Hailey Zimmerman/SSA for her commitment in supporting Teyonna's this past year . Teyonna's dream is to start her own business selling jewelry and clothing. For approximately three years, staff attempted to help her obtain a copy of her social security card. However, in order to do so, you also need proper identification. Teyonna did not have a copy of her birth certificate or State ID. This was a lengthy process with many barriers that her previous two SSA's were not able to accomplish .

Teyonna and Hailey were finally able to get her official transcript and take it to the social security office where her new card was ordered. Although she has a few more steps in getting where she wants to be, Hailey shared that particular day was a step in the right direction. Hailey And Teyonna then wrapped their day up celebrating at Dunkin Donuts. .



Lane, Teyonna -  
Thank You Video.mov

Check out Teyonna's video thanking county board staff.