



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

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***TOM GROSSMANN
PAT ARNOLD SOUTH
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**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

MINUTES: Regular Session – April 12, 2016

The Board met in regular session pursuant to adjournment of the April 5, 2016, meeting.

David G. Young – present

Pat Arnold South – present

Tom Grossmann – present

Tina Osborne, Clerk – present

Minutes of the April 5, 2016 meeting were read and approved.

- 16-0513 A resolution was adopted to accept resignation of James Arrington, Custodial Worker I within the Warren County Facilities Management Department, effective April 15, 2016. Vote: Unanimous
- 16-0514 A resolution was adopted to authorize the posting of “custodial Worker I” position within the Facilities Management Department in accordance with the Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 16-0515 A resolution was adopted to hire Thomas Duffy as Part-Time Customer Advocate I within OhioMeansJobs Warren County. Vote: Unanimous
- 16-0516 A resolution was adopted to confirm commitment to fund the Adult Protective Services Program within the Warren County Jobs and Family Services – Human Services Division through Senior Services Levy funds. Vote: Unanimous
- 16-0517 A resolution was adopted to enter into a temporary entrance and work agreement with Cheryl C. Zirkle for the Fields Ertel Road and Columbia Road/Lebanon Road Improvement project. Vote: Unanimous

- 16-0518 A resolution was adopted to declare an emergency and waive competitive bidding for the immediate replacement of bullet proof glass at Warren County Sheriffs Office. Vote: Unanimous
- 16-0519 A resolution was adopted to approve and enter into a Subgrant agreement with Ohio Means Jobs Warren County on behalf of Warren County Department of Human Services. Vote: Unanimous
- 16-0520 A resolution was adopted to amend the contract with Lifespan, Inc. on behalf of the Warren County Department of Human Services. Vote: Unanimous
- 16-0521 A resolution was adopted to approve Notice of Intent to Award bid to Bonded Chemicals Inc. for the supply of Calcium Nitrate Solution for Odor and Corrosion Control Project. Vote: Unanimous
- 16-0522 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 16-0523 A resolution was adopted to acknowledge receipt of March 2016 Financial Statement. Vote: Unanimous
- 16-0524 A resolution was adopted to affirm "Then and Now" requests pursuant to Ohio Revised Code 5705.41(D)(1). Vote: Unanimous
- 16-0525 A resolution was adopted to approve various refunds. Vote: Unanimous
- 16-0526 A resolution was adopted to approve appropriation decreases within various funds. Vote: Unanimous
- 16-0527 A resolution was adopted to approve an expense adjustment from Warren County Garage funds #619 and 101. Vote: Unanimous
- 16-0528 A resolution was adopted to approve an operational transfer from Commissioners fund #101 into Human Services fund #203. Vote: Unanimous
- 16-0529 A resolution was adopted to approve operational transfer from County Commissioners' fund #101-1112 into Mary Haven Youth Treatment Center fund #270. Vote: Unanimous
- 16-0530 A resolution was adopted to approve supplemental appropriation adjustments within Sheriff's Office fund #293. Vote: Unanimous
- 16-0531 A resolution was adopted to approve appropriation adjustments from Commissioners General fund #101-1110 into Communications Center – Dispatch fund #101-2850. Vote: Unanimous

- 16-0532 A resolution was adopted to approve appropriation adjustments within Common Pleas Court fund #101-1220. Vote: Unanimous
- 16-0533 A resolution was adopted to approve appropriation adjustment within Workforce Investment Board fund #238. Vote: Unanimous
- 16-0534 A resolution was adopted to approve appropriation adjustment within Juvenile Court Title IV-E Grand fund #243. Vote: Unanimous
- 16-0535 A resolution was adopted to approve appropriation adjustments within Common Pleas Court/Smart Grant fund #289-1226. Vote: Unanimous
- 16-0536 A resolution was adopted to authorize payment of bills. Vote: Unanimous
- 16-0537 A resolution was adopted to begin Thursday, April 14, 2016, Commissioners meeting at 4:00 P.M. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

Megan Manuel, Director of Warren County Board of Developmental Disabilities (BDD), was present along with David Fornshell, Prosecutor, Matt Nolan, County Auditor, and various BDD staff members for a work session to discuss the federal government changes for adult services, the various options available to BDD, the option that was selected and the timeline established for implementation.

Ms. Manuel presented the attached information and explained the changes required by the federal government. She then discussed the various options that the BDD considered in order to comply with the law change and stated that the BDD has chosen to have the Production Services Unlimited Board (PSU) transition into a private entity, effective January 1, 2018.

Ms. Manuel then presented the Benchmark Plan, effective October 1, 2015, that was required to be filed with the State of Ohio in order to comply with the law change. She discussed the public forums that have been scheduled for May 2, 2016, and May 10, 2016, to discuss the changes with all interested parties.

Ms. Manuel explained that changes will still be needed regarding transportation services. She stated that Warren County Transit provides contract services but because BDD still bills Medicare on behalf of Warren County Transit, they are still considered to be the provider.

Ms. Manuel explained that there are not enough providers right now for the number of clients and they will need to have more options available.

Ms. Manuel then presented the attached timeline relative to the privatization process, showing the completion within two years.

There was discussion relative to PSU becoming a for-profit or non-profit entity and the asset of the building they currently occupy being owned by this Board of Commissioners relative to the sale or lease of the property to PSU.

Mr. Nolan reminded the Board that if they become a for-profit entity and the Board chooses to lease the property, the property will no longer be eligible for tax-exempt status.

Upon discussion, Ms. Manuel stated she will provide additional information as it becomes available.

Upon motion the meeting was adjourned.



David G. Young, President




Tom Grossmann



Pat Arnold South

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on April 12, 2016, in compliance with Section 121.22 O.R.C.



Tina Osborne, Clerk
Board of County Commissioners
Warren County, Ohio



Warren County Board of Developmental Disabilities

Work Session with Warren County Officials

April 12, 2016 9:15 a.m.

Talking Points

A. Why are we here?

- a. Centers for Medicare and Medicaid Services (CMS) regulation effective 3/17/14 indicates that entities providing case management/service coordination cannot also provide direct Medicaid waiver services.
- b. Initial proposal from Ohio to CMS was to grandfather all individuals currently served by county boards. This proposal was rejected by CMS.
- c. In December 2014, CMS requested Ohio to submit a Corrective Action Plan (CAP).
 - i. CAP stated that CBDD's would be prohibited from providing both case management/service coordination and direct waiver services as of 2024, unless no other options were available.
 - ii. In the meantime, CBDD's would develop benchmarks to show how they would work to reduce the number of people they would directly serve.
 - iii. CMS approved Ohio's CAP.
- d. All CBDD's were required to submit a Benchmark Plan by October 1, 2015 (See attachment #1).

B. Options for Warren County Board of Developmental Disabilities

- a. Privatize Production Services Unlimited, Inc.
- b. Dissolve PSU, Inc. and find other private providers for everyone currently being served by them.
- c. Another provider could come in and take over PSU, Inc.

C. Option Selected

- a. Discussed options with board members of the WCBDD and PSU, Inc.
- b. Board members and administration felt it was in the best interest of individuals served, families, employees, and the community to keep PSU, Inc. functioning as a private entity.
- c. Set effective date of privatization as 1/1/18.

D. Additional Information

- a. We have communicated this decision to all staff. We have kept and will continue to keep them informed of our progress.
- b. We will be presenting this information to families, individuals and the public at four (4) separate public forums in May (See attachment #2).
- c. We would like to share with you a map of all 88 counties in Ohio and where they stand regarding this current situation (See attachment #3).

E. Timeline Established

- a. We have established a checklist of all the tasks we have in front of us and a timeline for completion (See attachment #4).

Warren County Board of Developmental Disabilities
Annual Benchmarks
Effective October 1, 2015

5123:2-9-11 Home and community-based services waivers – free choice of providers.

The Warren County Board of Developmental Disabilities has taken and will take the following steps in order to comply with the above referenced rule.

Individuals supported in Warren County have a variety of options for private providers. Currently, the approximate number of providers operating in Warren County are:

43 agency residential providers
152 independent residential providers
19 adult day service providers
2 employment providers
38 non-medical transportation providers

We are continually seeking additional providers, especially for supported employment, as this is the area in which we have the greatest need.

Non-medical Transportation:

Current breakdown of services: 77.75% private providers – 22.25% county board

We are not currently providing any non-medical transportation services with WCBDD employees. We are, however, contracting with a provider (Warren County Transit) for NMT and are the provider of record. We currently contract for 41 people, 35 of whom are on waivers. The remaining number of people we serve are already being transported by private providers.

Benchmark #1:

We will work to expand capacity of service by private NMT providers. Our goal is to eliminate 12 people each year from the Warren County Transit routes, and not to be the provider of record for anyone served by June 30, 2018.

Adult Day Supports:

Current breakdown of services: 30.73% private providers – 69.27% county board

There are 284 individuals receiving county board day services currently. 271 of these individuals are on a waiver.

Steps we have taken to reduce the number of people served directly by the county board.

1. We downsized from two day facilities to one as of January 1, 2015.
2. We “closed the front door” to our day service facility as of July 1, 2015.
3. Four members of our management team have met with nine private day providers over the last two months to discuss increased capacity. Follow-up meetings are scheduled with two of these providers. Plans have been made to meet with three additional providers soon.
4. The Warren CBDD has met with the Southwestern Ohio Council of Governments (SWOCOG) and other counties within the COG to perform outreach to OPRA and directly with providers within our region to increase service options available. The thought is that there is much crossover and movement among our counties, and it may be more attractive to providers if there was a larger quantity of counties in the same area interested in them expanding their services.
5. The Adult Services Director has met with the non-profit board (Production Services Unlimited, Inc.) to discuss the current state of affairs and what their options could be in the future. The superintendent will be attending the November 12, 2015 board meeting of the non-profit to discuss these options in more detail, with the hope that they are interested in privatizing their company and continuing to provide services.
6. An opportunity is offered to any provider to participate in our Provider Fair at our annual Open House in March during Developmental Disabilities Awareness Month. This event attracts many individuals and families. We will continue to offer this annual Provider Fair.

Benchmark #2:

The Warren County Board of Developmental Disabilities will work to reduce the number of individuals served in the county board day program and serve no more than 30% by January 1, 2020.

In order to accomplish this, we will reduce the number of people served by the county board by 39 each year (2016, 2017, 2018, 2019). This will bring the total served to 115, which is just below 30% of total.

These numbers and this goal could be drastically affected should the PSU, Inc. board decide to privatize during this time frame.

Benchmark #3:

The Warren County Board of Developmental Disabilities will recruit additional providers to allow individuals served more choice:

- We will work with the community to develop two (2) new employment providers per year and increase the capacity of existing providers.
- We will work with the community to develop five (5) new adult day service providers per year and increase the capacity of existing providers.

The Warren County Board of Developmental Disabilities will seek out alternate programming locations and trainings for individuals not quite ready for community employment to help prepare them for outside employment. We will meet with:

- 8 providers during 2015 – 2016
- 10 providers during 2016 – 2017
- 12 providers during 2017 – 2018

The data in this benchmark is taken directly from our strategic plan.

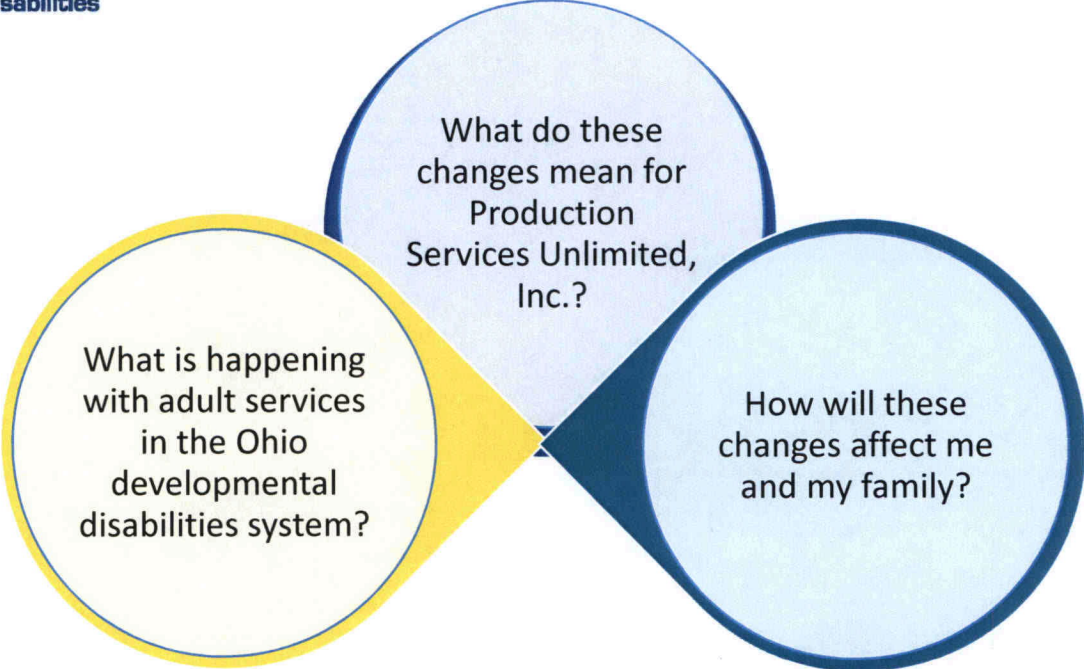
*Approved at the September 23, 2015 Board Meeting



Warren County Board of
Developmental Disabilities

Public Forums

Adult Services Changes at PSU



If you are interested in answers to any of these questions, please join us at one of our upcoming public forums. We will be answering these questions and many others.

Superintendent Megan Manuel and other members of the WCBDD management team will discuss the impending changes, the impact they will have on all of us, and how the WCBDD and PSU, Inc. plan to address them.

May 2, 2016
9:30 a.m. – 11:00 a.m.
6:00 p.m. – 7:30 p.m.

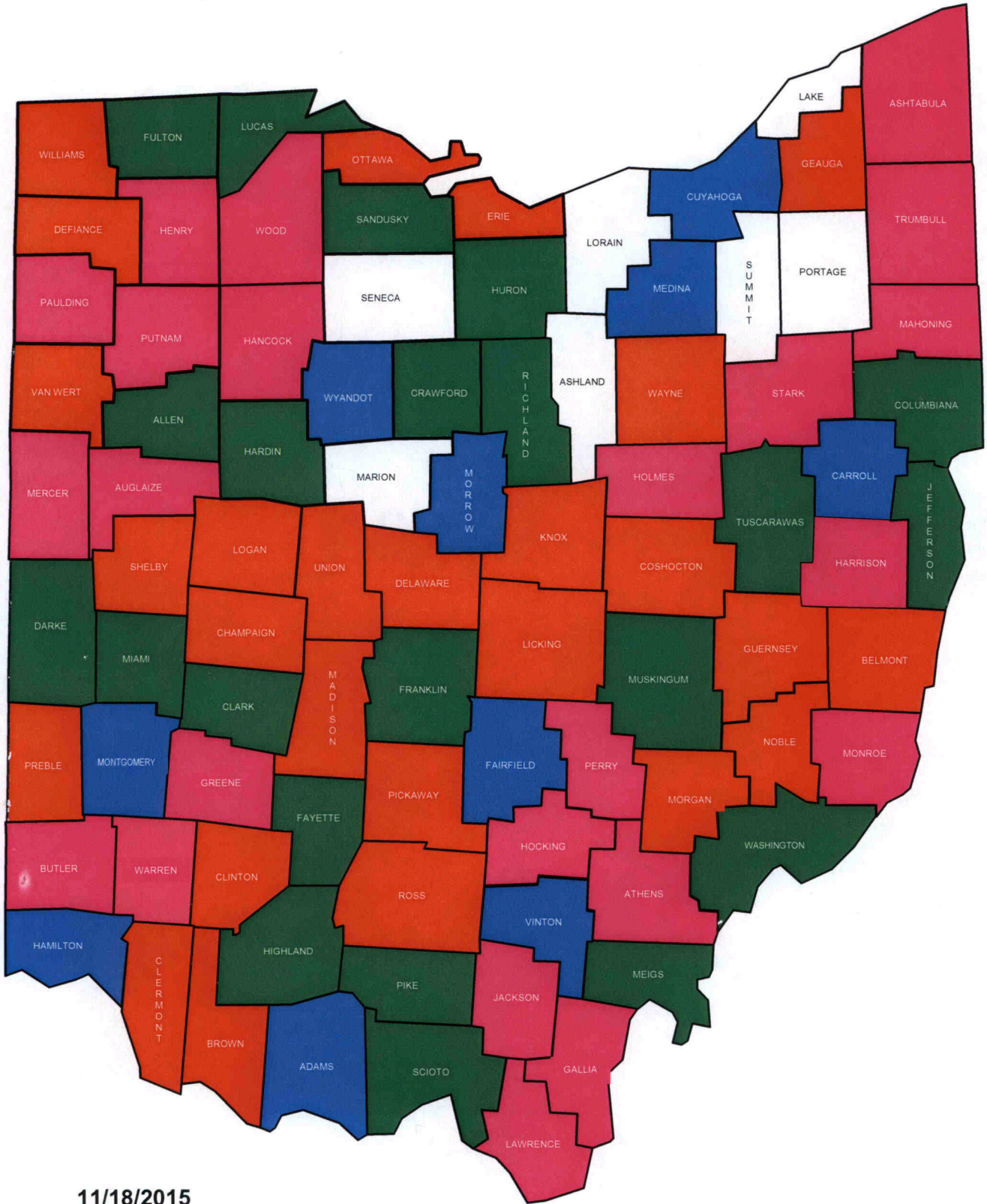
May 10, 2016
1:00 p.m. – 2:30 p.m.
6:00 p.m. – 7:30 p.m.

Warren C. Young Center
801 Drake Road
Lebanon, Ohio 45036

Ohio County Boards Workshop Privatization Status

Privatized In Process In Discussion

County Board Operated No Response



11/18/2015

Production Services Unlimited, Inc.

575 Columbus Avenue, Lebanon, Ohio 45036

Privatization Timeline

Task	Responsible Person(s)	Timelines	Notes/Outcome
Recommend/Approve plan for PSU to Privatize	MM/BC/PSU Board	11/12/15	PSU Board Approved
Recruit PSU board members	MO/HM	2/16 - 4/16	
Revise and Approve PSU Bylaws	HM/MO/BC	2/16 – 4/16	
Meet w/Commissioners/Prosecuting Attorney/Probate Judge/County Auditor to provide information about privatization	MM/BC/HM/MO/MS	3/16 – 4/16	
Inform/Discuss PSU Privatization with Public	MM/BC/HM/MO	4/16 - 5/16	
Establish CEO Hiring Committee, and develop CEO contract	HM/PSU Board Pres	5/16	
Meeting w/another County Board that has privatized to discuss privatization process/gather information and ideas	BC, MO, HM	5/16 - 6/16	
Post/Interview for CEO	HM/PSU Board Comm.	5/16 – 6/16	
Contract for CEO to supervise WCBDD/PSU staff	MM/MS	6/16	
Hire CEO	HM/PSU Board Comm.	7/16	
Make initial contact w/OPERS regarding process to determine employee carry-over status and identify documents needed	BC/MS	7/16	
CEO Certification Training	CEO	7/16 (start)	
Establish Transition Committee	CEO/BC/HM/MM/MS	9/16 (start)	
Develop Annual Business Plan for PSU, Inc.	CEO/HM	10/16	
Establish the policies for PSU, Inc.	CEO/Law Firm	1/17 (start)	
Identify the Job Descriptions that WCBDD plans to abolish when it is no longer providing adult day array services and prepare official lay-off notice to employees	MM/BC/HM/MS	3/17 (start)	
Discuss transition of affected staff/rationale behind decisions/effective date of privatization. Review employee vacation balances and monetary value associated with balances	MM/BC/MS/WCBDD Board Finance Comm.	3/17 (start)	

PSU Table of Organization/Job Descriptions	CEO	3/17 (start)	
PSU Salary Schedules	CEO/BC/MS	3/17 (start)	
Determine IT Needs	CEO/LS	3/17	
PSU, Inc. apply to be a Medicaid Provider	CEO	3/17	
Post for PSU Business Manager	CEO	5/17	
Interview for PSU Business Manager	CEO	6/17	
Hire PSU Business Manager	CEO	7/17	
Identify PSU assets/physical inventory	CEO/BusMgr/MS/PM	7/17	
Mandatory Meeting with WCBDD Staff (Transition to PSU, vacation payout info, health insurance questions)	MM/BC /HM/MS/CEO	7/17	
Approval of PSU/WCBDD Contract	MM/BC/HM/CEO/MS	8/17	
Submit letter to OPERS along with position descriptions, board resolution, SS#, approved contract and any other information as outlined in letter from OPERS	BC	8/17	
Confirmed receipt of OPERS approval of carry over status (at least 90 days before privatization)	BC	9/17	
All individual service plans switched over to new provider (Required to go through free choice of provider process)	TH	10/17 (start)	
PSU initiate new/transfer employee orientation (hiring, background check, CPR/FA, etc.)	CEO/BusMgr/BC	10/17 (start)	
1st Day After Privatization <ul style="list-style-type: none"> After first day of privatization, give employees "Carry Over Employees Exemption" form from OPERS 	CEO/ BC	1/1/2018	
CARF Certification	CEO	2018	

Key:

MM – Megan Manuel, WCBDD Superintendent
BC – Bill Caplinger, WCBDD Assistant Superintendent
MO – Mary O'Donoghue- WCBDD Work Center Manager
HM – Heather Moore – WCBDD Adult Services Director
CEO – PSU, Inc. CEO
MS – Michele Swearingen, WCBDD Business Services Director
LS – Logan Stringer – WCBDD IT Manager
BusMgr – PSU, Inc. Business Manager
PM – Pete Mason – WCBDD Operations Director
TH – Tony Hidy – WCBDD SSA Director