



HAMILTON COUNTY

**COUNCIL for RETARDED CHILDREN, INC.**

MEMBER AGENCY OF ASSOCIATED HEALTH AGENCIES

2400 READING ROAD • CINCINNATI, OHIO 45202 • TELEPHONE 721-3160

APPLICATION STATE SUBSIDY

Sheltered Workshop Program  
Hamilton County Council for Retarded Children

SPECIFIC REQUEST

That the Hamilton County Board of Mental Retardation contract with the Hamilton County Council for Retarded Children, Inc. for the operation of at least two (2) workshop programs, as described below, for the trainable mentally retarded for the period July 1, 1968 through June 30, 1969. Further, that as a result of such contractual agreement, the County Board approve the Hamilton County Council for Retarded Children Workshop Program eligible for State Subsidy in accordance with the Rules and Regulations, Ohio Department of Mental Hygiene and Correction.

EXISTING SERVICES

- 1 - Number of Workshop Programs (Work Activities Centers) - The Hamilton County Council currently operates two (2) workshop programs (Work Activities Centers) serving 65 trainable mentally retarded older youths adults - 21 years and up. In addition, the Council cooperates with the Hamilton County Welfare Department in its operation of a third workshop program (Work Activities Center), RULE Mh-1-25, page 42, Rules and Regulations, currently serving 18 trainable mentally retarded. This program will be serving approximately 37 trainable mentally retarded as of June, 1968.
- 2 - Objectives - The objectives of the Workshop Program (Work Activities Center) are in conformance with the objectives of workshop programs as defined in RULE Mh-1-18, page 29, Rules and Regulations.
- 3 - Personnel - The personnel actively engaged in the operation of the Workshop Program (Work Activities Centers) are:
  - (a) Workshop Committee - This Committee has among its members representatives of business, industry and labor as well as parents. (RULE Mh-1-25, (A), page 42, Rules and Regulations).
  - (b) Staff - The staff of the two (2) Workshop Programs (Work Activities Centers) number five (5) as follows:
    - (1) Workshop Coordinator - responsible for contract procurement for the Program. This staff member has a Bachelors degree and long time experience in business and industry employment.
    - (2) Two (2) Workshop Managers - One staff member has a Masters degree in education; the other has undergraduate and graduate courses in fields pertinent to the Program. The managers are responsible for the day-to-day operation and supervision of the Program.
    - (3) Two (2) Workshop Assistants - One staff member has a bachelor of divinity degree; the other has long time experience in business and recreational programs.

- (4) Volunteers - Volunteers are recruited and scheduled for daily services in the Program.
- (5) Administrative Staff - The Associated Health Agencies (of which Council is a member agency) provide a senior program director and/or executive director - both individuals have a Masters Degree in Public Health, responsible for administrative functions.

Personnel are encouraged to participate in programs that will enhance their skills in operating the Workshop Program (Work Activities Centers). Periodic staff conferences are scheduled for review of activities pertinent to the Program.

- 4 - Workshop (Work Activities Centers) Locations - The Workshops (Work Activities Centers) are at the following locations:

Council Programs

- (a) Eastern Hills - 3550 square feet - 6095 Montgomery Road, Cinti (13)
- (b) Western Hills - 3200 square feet - 3320 Harrison Ave., Cinti (11)

Welfare Department (with Council cooperation)

- (a) Northern Hills - 6266 square feet - 320 Mill Street, Lockland (15)

Each of the Workshops (Work Activities Centers) meets the physical facilities requirements as defined in RULE Mh-1-26, page 44 et al, Rules and Regulations.

- 5 - Hours of Operation - The Workshop Programs (Work Activities Centers) are open five days each week from 9:00 a.m. to 3:30 p.m. This is in conformance with RULE Mh-1-22, page 34, Rules and Regulations.
- 6 - Equipment - Equipment is selected on the basis of safety to the clients, training of clients and the need to fulfill contractual obligations.
- 7 - Procedures - The procedures for accepting applications and for admitting clients to the Program are in conformance with RULE Mh-1-19, page 32, Rules and Regulations.

When an applicant does not meet the criteria for admission to the Program, every effort is made to help the family find a suitable community resource for the client.

- 8 - Wage and Hours Schedule - The Programs are operated in compliance with existing Federal and State Wage and Hour Regulations. RULE Mh-1-21, page 33, Rules and Regulations.

9 - Budget

The operating costs for the two (2) workshops ( Work Activities Centers) are as follows:

a - Direct Costs - July 1, 1968 - June 30, 1969

Salaries - Personnel	\$27,509.
Social Security - Personnel	1,210.
Clients' Wages	14,500.
Workmen's Compensation	325.
Utilities	1,600.
Insurance	380.
Rentals	7,800.
Buildings and Fixtures, Repairs and Upkeep	450.
Supplies, etc.	<u>10,250.</u>
Total Direct Costs	\$64,024.
Per Capita Costs	\$ 985.

b - Indirect Costs - July 1, 1968 - June 30, 1969

Administrative Personnel	1,000.
Secretarial Personnel	1,000.
Social Security	84.
Workmen's Compensation	30.
Office Supplies	150.
Telephone Service	<u>120.</u>
Total Indirect Costs	\$ 2,384.
Per Capita Costs	37.

Total Costs	\$66,408.
Per Capita Costs	1,022.

10 - NON-DISCRIMINATION - The Council endorses and conforms to non-discrimination in employment practices and services to individuals.

PROJECTED NEEDS

The Council projects a need for either an additional workshop (Work Activities Center) in 1969 or the addition of more employees and enlarged physical facilities in order to provide needed services to clients.

An urgent need at the present time is the establishment and operation of an Adult Activity Center. This program could relieve, to a limited degree, the demand for Workshop Programs (Work Activities Centers).

Submitted by:

The Hamilton County Council for Retarded Children, Inc.  
2400 Reading Road  
Cincinnati, Ohio 45202

5/17/68