

January 31, 2017

- 3-17 Approval of the Agenda
- 4-17 Approval of the Minutes of the December 20, 2016 Regular Board Meeting
Concurrence with the Supplementals, Transfers and Advances for December 2016
Accept the following Inspection Report:
Lima Fire Equipment Co. – Fire Suppression System Inspection and Fire Extinguisher Check
- 5-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 6-17 Approve the following Policies
Adopt Policies:
 - Policy 3.8 Minors, Personal Representatives and Deceased Individuals
 - Policy 3.9 Duty to Report Violations and Security Incidents
 - Policy 3.10 Disclosures That Do Not Require Authorizations
 - Policy 3.11 Individual’s Rights to Access Records
 - Policy 3.12 Individual’s Right to Request Amendment of Records
 - Policy 3.13 Individual’s Right to Receive an Accounting of Disclosures
 - Policy 3.14 Individual’s Right to Request Additional Restrictions
 - Policy 3.15 Individual’s Right to Request Confidential Communications
 - Policy 3.16 Individual’s Right to Notice of Privacy RulesAmend Policies:
 - Policy 3.6 Authorizations
 - Policy 5.2.22 Non-Union Sick Leave Policy
 - Policy 5.7 Visitors, Volunteers & Interns
 - Policy 7.03 Purchasing
- 7-17 Adopt Program Calendar for 2017-2018
- 8-17 Request to Seek Commissioner Approval to Obtain Bids for Asphalt Work
- 9-17 Approval to Sell Leased Vehicles to Marimor Industries

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
January 31, 2017

5:30 p.m. Regular Board Meeting
Administration Building
2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, January 31, 2017 in the Administration board room. President Garlock called the meeting to order at 5:35 p.m. with the following roll call response:

Mr. Patrick Conrath, present	Mr. Thomas Fleming, present	Mrs. Linda Lehman, excused
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	Mrs. Melissa Weaver, present
Mr. Marty Garlock, present		

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Expand Meaningful Community Involvement

Vision:

John Watkins read the Vision.

John has received services from our Board since 2004. John grew up on a farm between Gomer and Delphos. When John was 19 years old he was walking along the road and was struck by a drunk driver resulting in a Traumatic Brain Injury. John had attended Chattanooga State University. He worked on the farm and in different production/manufacturing jobs most of his adulthood. John moved into Van Crest Assisted Living in Delphos several years ago. There he has his own apartment.

Over the years John has worked at several jobs in the community, in enclaves and at Marimor Industries, Inc. (MII). He worked for several years at Chief's and more recently at Taco Bell in Delphos and Flying J in Beaverdam. MII provides Employment Services and this year they approached him about a job opening at Kewpee. John had not been fully happy at his other job; however, he is now VERY happy at the Kewpee. John just started driving again and recently bought a car.

John is an active member of his church in Delphos. He enjoys singing in The 'Autumn Years Choraleers'. He likes to eat out and go to casinos. He is very kind and sends get well cards and notes to staff and other residents at Van Crest.

John is accompanied by his SSA Slone Whetstone. Slone has worked with John the past 12 years. Slone has been employed at the Board for 19 years. She primarily serves all our individuals living in Nursing

Facilities.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Request to go out for bid for asphalt work	Superintendent Schnipke
Approval to sell vans to Marimor Industries, Inc.	Superintendent Schnipke

RESOLUTION 03-17:

Mr. Conrath moved to approve the agenda.

Mr. Fleming seconded the motion to approve the agenda.

Mr. Fleming, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Garlock, yes

IV. Correspondence

V. Hearing of the Public

VI. Staff Report – Jana McVetta, Director of Quality & Support Services and Cheryl Zimmerly, Medicaid Services Specialist, answered some waiver questions that were raised on Board evaluations last month. It was requested this be a simple discussion and a broad overview. We can then discuss if the Board would like this to be one of the required 4 hours of training for 2017. Jana and Cheryl also discussed how Medicaid is billed and some broad ‘Do’s and Don’ts’ with billing Medicaid for services. The Board expressed a clearer understanding after the information was presented.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 04-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes of the regular meeting of the Allen County Board of Developmental Disabilities held on December 20, 2016.
- B. Concurrence with the Supplementals, Transfers & Advances for December 2016.
- C. Accept Personnel Report
 - 1. New Hires
 - a. David Howard was re-hired as a Full Time Intervention Specialist – School Age effective January 1, 2017 at an annual salary of \$36,247.

D. Accept Inspection Reports

Type: Inspection
Company: Lima Fire Equipment Co.
Date: December 12, 2016
Results: Fire Suppression System Inspection & Fire Extinguishers Check
Corrective Action: One extinguisher ordered. No recommendations.

Mr. McPheron moved to accept the recommendation of the Superintendent.

Mr. Fleming seconded the motion to accept the recommendation of the Superintendent.

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes
Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent activities for January 2017

B. Administrative

1. Early Childhood Report- December 2016
2. Children's Services Report- December 2016
3. Quality & Support Services- December 2016
 - LODDI Meeting Minutes & Financials- December 2016
4. Service & Support Administration Report December 2016
5. Human Resources Report- December 2016
 - HR Newsletter- December 2016

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on January 31, 2017

Review of Direct Service Contract Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual.

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
Wynter Jones	Mother	Family Support Services – Reimbursement for Gas Card
Loretta Hess	Mother	Family Support Services – Reimbursement for Gas Card

ETHICS COUNCIL RECOMMENDATION 05-17: The Ethics Council recommended and so moved that the Board approve the Direct Service Contract Involving Payment to Immediate Family Members of Eligible Individuals as presented.

Mr. McPheron moved.

Mrs. Weaver seconded the motion.

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes
Mr. Garlock, yes

B. Finance Committee – Met January 20, 2017

President Garlock shared an updated Long Term Budget Analysis with the Board.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met January 31, 2017

Policies 3.8-3.16 are a continuation of a new chapter called Confidentiality, Privacy and Computer Security. This month the policies are primarily an account of approved disclosures, exceptions and individual's rights with regard to their confidential files.

Policy 3.6 Authorizations- was found to have an error in the timeframe for signed Authorizations (Releases of Information) reviewed last month. This can be up to one year which is our standard practice.

Policy 5.2.22 Non-Union Sick Leave- needed one clarification in the timeframe that a staff member can use sick leave for bereavement and the standard formatting was changed by adding the Purpose in A.

Policy 5.7 Visitors, Volunteers & Interns- was edited to separate clearly what a visitor, volunteer and intern are when it comes to the requirements of Board policy. Visitors was lowered to 20 hours or less per year.

Policy 7.03 Purchasing- was updated to reflect guidance from Board legal counsel and OACB on monthly bills being provided to the Board but do not need a resolution. Updated other terminology as it has changed this past year.

POLICY COMMITTEE RECOMMENDATION 06-17: The Policy Committee recommended and so moved that the Board approve policies: Policy 3.8 Minors, Personal Representatives and Deceased Individuals, Policy 3.9 Duty to Report Violations and Security Incidents, Policy 3.10 Disclosures That Do Not Require Authorizations, Policy 3.11 Individual's Rights to Access Records, Policy 3.12, Individual's Right to Request Amendment of Records, Policy 3.13 Individual's Right to Receive an Accounting of Disclosures, Policy 3.14, Individual's Right to Request Additional Restrictions, Policy 3.15, Individual's Right to Request Confidential Communications and Policy 3.16 Individual's Right to Notice of Privacy Rules. The Policy Committee also recommends the approval of amended policies: Policy 3.6 Authorizations, Policy 5.2.22 Non-Union Sick Leave Policy, Policy 5.7 Visitors, Volunteers & Interns and Policy 7.03 Purchasing.

Ms. Montrose moved.

Mr. McPheron seconded the motion.

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Conrath, yes
Mr. Garlock, yes

XI. New Business

A. Adopt Program Calendar for 2017-2018

We have removed Early Intervention column as those staff now work the same schedule as all other twelve month employees. The proposed student and school personnel calendar for the 2017-2018 school year was reviewed.

SUPERINTENDENT RECOMMENDATION 07-17: Superintendent Schnipke recommended the Board approve the Program Calendar as presented.

Ms. Montrose moved to accept the recommendation of the Superintendent.

Mrs. Weaver seconded the motion to accept the recommendation of the Superintendent.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Conrath, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mr. Garlock, yes

B. Request to Seek Commissioner Approval to Obtain Bids for Asphalt Work

We have a need for extensive asphalt work on our campus. A review of our driveways and parking lots was completed by Jason Fleming, an Architect with Garmann-Miller. Jason is recommending a large portion of the lot be repaired with a 2" mill and fill in lieu of just an overlay. A mill and fill is basically grinding out 2" and then reinstalling new asphalt. Also, in a few areas, there is only a need for crack fill and sill. Jason will write the bid so that we have alternates to choose from, depending on the bids received. The bid will be written to not exceed the budgeted amount of \$250,000.

SUPERINTENDENT RECOMMENDATION 08-17: Superintendent Schnipke recommended the Board approve specifications not to exceed \$250,000, which includes Architect and Engineering Fees, for the drive and parking lots located on the Ada Road Campus. Further it is recommended these specifications be submitted to the Allen County Commissioners for their approval and that bids be solicited for the completion of this work.

Mr. Conrath moved.

Mr. Fleming seconded.

Mr. Conrath, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

C. Approval to Sell Leased Vehicles to Marimor Industries

Marimor Industries, Inc. (MII) has been leasing vehicles as part of a master service agreement since July 1, 2016. In Finance Committee, we discussed the Superintendent's recommendation to change the titles to MII in February. They will then change the plates from county plates to private agency plates. The MII

Board has agreed to pay \$2000.00 per month for 12 months to pay for these vehicles. This will not change the lease agreement with MII that is in place until 12/31/2017.

SUPERINTENDENT RECOMMENDATION 09-17: Superintendent Schnipke recommended the Board approve selling of the vehicles that are listed in the master service agreement to Marimor Industries, Inc. (MII) at a cost of \$2,000.00 per month for the next 12 months. The Board will have the titles changed over in February 2017 and MII will get new plates as part of the transfer.

Ms. Montrose moved.

Mr. Fleming seconded.

Mr. Fleming, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Garlock, yes

XII. Board Discussion: Board Evaluations & Board Training for 2017.

Mr. Fleming will serve as the Advocacy Chair for the Board.

President Garlock will do the committee assignments for 2017. Mr. Conrath asked if non Board Members could serve on a committee. The Board has done this once before with the Finance Committee. Superintendent Schnipke will research this option.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 7:00 p.m.


Ms. Montrose seconded the motion to adjourn.

Mr. Conrath, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mrs. Weaver, yes

Mr. McPheron, yes_
Mr. Garlock, yes

Regular Board Meeting
February 28, 2017
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary